****

**District 9370**

**Code of Practices**

The purpose of this document is to provide the district /club leadership and Rotarians with a single, concise indication of the policies and practices that have been adopted for district administration.

The document is a living document and, as such, is subject to review from time to time and came into operation on a trial basis in the Rotary year 2015/6 and has not yet been formally adopted.

One of its main purposes is to indicate which of the alternatives in the RI Manual of Procedure (MOP) have been adopted by the district. If certain of the adopted practices are not working well, there may be alternative ways of performing them which can be found in the MOP. These can then be altered following the usual process for changing the information in this document.

This will serve as a guide and reference document particularly for use by the DG, DGE, DGN, DGND, AGs, District Office bearers, Chairs and members of district committees and sub-committees, Club Presidents and Club Officials.

This document does not contain full details of or alternatives to the practices recorded.

* It is advised that the most recent edition of the Manual of Procedure be consulted to obtain details or clarity on any of the practices.
* At times, in order to save space, the reader of a certain section will be referred to a section of the MOP for details.
* It is also advisable to look at Club Runner as the latest versions of certain documents appear on it.

**CONTENTS**

**Article 1. Rotary International District 9370** Page 07

**1.1. Rotary District 9370 Boundaries and Sub-divisions** Page 07

1.1.1 Geographical Boundaries Page 07

1.1.2 Subdivisions Page 07

**1.2. The Organization and Administration of the District** Page 07

1.2.1 The District Leadership Plan Page 07

1.2.2 The District Executive, the District Councils and the other

District Committees Page 08

A. The District Executive Committee Page 09

B. The District Council Page 10

C. The Advisory Council of Past Governors Page 10

D. The Membership and New Clubs Committee Page 11

E. The District Finance Committee Page 12

F. The District Miscellaneous Rotary Programmes Committee Page 12

(Friendship Exchange, Fellowships, Community Corps,

Rotary Volunteers, World Community Service,

Family of Rotary, District Rotary Family Health Days)

G. The District Youth Services Committee Page 13

(Includes the Protection of Youth in Youth Programmes)

H. The District Public Image Committee Page 15

I. The District Conference Committee Page 16

J. The District Strategy Committee Page 17

K. The District Rules and Procedures/Compliance Committee Page 17

L. The RI Convention Promotion Committee Page 17

M. The District Training Committee Page 18

N. The District Nominating Committee Page 19

O. The District Rotary Foundation Committee Page 19

1.2.3 District Meeting Voting Procedure Page 19

1.2.4 The Official Visit Page 20

1.2.5 Leadership Training Cycle Page 20

**1.3. Selection of a new District Governor** Page 20

1.3.1 Qualifications to serve as a Governor Page 20

1.3.2 Guidelines for the Selection of the Governor Nominee Designate Page 21

1.3.3 Procedure after the Governor Nominee Designate Selection Page 21

1.3.4 Timetable for Governor Nominee Designate Selection Page 22

1.3.5 Challenging nominations Page 22

**1.4. District Records** Page 22

1.4.1 District Reports Page 22

**1.5. District Finances** Page 23

A. Establishment of a District Fund Page 23

B. Operation of a District Fund Page 23

1.5.1 Status of Clubs with suspended services Page 23

1.5.2 Other Expenses Page 24

1.5.3 Clubs and District Activities Expenses Page 24

1.5.4 Governor’s oversight of Club Finances Page 24

1.5.5 District Reserve Fund Page 24

**1.6. District Publicity** Page 24

1.6.1 District Publications Page 24

1.6.2 Public Image Page 25

1.6.3 District Promotion of Rotary Activities Page 25

1.6.4 The Governor’s Monthly Letter Page 25

**1.7. Patrons of Rotary** Page 25

**1.8 Compliance** Page 25

**1.9. Amendments to District 9370 Code of Practices**  Page 26

**Article 2. The Establishment of New Rotary Clubs**. Page 26

**2.1** The Formation of Clubs and Satellite Clubs Page 26

**2.2** Appointment of Rotarians to assist Governor with establishing New Clubs Page 26

**2.3** Rotarians involved in establishing New Clubs Page 26

2.3.1 Special Representatives Page 26

2.3.3 Organisation of additional Clubs in Large Cities Page 26

2.3.4 Rotary Clubs in Rural Territory Page 26

**2.4** New Clubs Page 27

2.4.1 Formation of a New Club and a Satellite Club Page 27

2.4.2 Requirements for the Formation of a Provisional Club Page 27

2.4.3 Name of Provisional Club Page 27

2.4.4 Diversified Membership of New Clubs Page 27

2.4.5 Minimum Number of Charter Members Page 27

2.4.6 Charter Membership List Page 27

2.4.7 Minimum Number of Members in Sponsor Clubs Page 27

2.4.8 Signature on Charters Page 27

2.4.9 Establishing the Time of Meetings of New Clubs Page 28

2.4.10 Admission of New Clubs: Requirement for Attendance Page 28

2.4.11 Admission of New Clubs: Costs Page 28

2.4.12 Admission Fee for New Clubs Page 28

2.4.13 Expenses for Charter Ceremony Page 28

2.4.14 Per-capita dues for newly admitted Clubs Page 28

**Article 3 District Officers** Page 29

**3.1** **Governor’s General Duties and Responsibilities.**  Page 29

3.1.1 Governor’s Qualifications, General Page 29

3.1.2 Governor’s Minimum Duties Page 29

**3.2** **Governor’s Specific Duties and Responsibilities** Page 29

3.2.1 Governor’s Additional Meetings with Clubs Page 29

3.2.2 Substitutes for Governor who is unable to make club visits Page 29

3.2.3 Resignation of Governor who moves from District Page 29

3.2.4 District Records and Files Page 30

**3.3 Governor Elect Training.** Page 30

3.3.1 Governor Elect Attendance at International Assembly Page 30

3.3.2 Governor Elect Spouse Attendance at International Assembly Page 30

3.3.3 Governor Elect Training (GETS) at Rotary Zone Institutes Page 30

3.3.4 Governor Elect Mandatory Attendance at GETS Page 30

3.3.5 Reimbursement of Expenses for Attendance at GETS Page 30

3.3.6 Governor Elect Spouses Training at GETS Page 31

3.3.7 Evaluation of GETS Page 31

3.3.8 District Level Governor Elect Training Page 31

3.3.9 Governor Elect Attendance at District Conference Page 31

3.3.10 Governor Nominee Training. Page 31

3.3.11 Governors’ Council for Southern Africa (COSA) Page 31

**3.4 Governor’s Expenses Page 31**

**3.5 Costs created by Vacancies in the office of Governor or Governor-Elect** Page 31

**3.6** **Assistant Governors**  Page 32

3.6.1 Definition of an Assistant Governor Page 32

3.6.2 Expectations from Assistant Governors Page 32

3.6.3 Minimum criteria for Selection as Assistant Governors Page 33

3.6.4 Status and Term of Office for Assistant Governors Page 33

3.6.5 Costs for Assistant Governors Page 33

**3.7**  **District Secretary and Webmaster** Page 33

3.7.1 Appointment of the Secretary Page 33

3.7.2 Appointment of the Webmaster Page 33

**3.7 Past Officers** Page 33

3.7.1 Utilizing the services of Past Governors. Page 33

**Article 4 District Programmes and Projects** Page 34

**4.1** **Continuity of District Programmes or Projects** Page 34

**4.2** **District Level Fellowship Activities** Page 34

**4.3 Rotary District Action Programmes** Page 34

**Article 5 District Conferences**.

**5.1**. **District Conference Scheduling, Location and General Requirements** Page 34

5.1.1 Time Page 34

5.1.2 Venue Page 34

5.1.3 Conference and District Legislation Meeting Actions Page 34

5.1.4 Conference Report Page 34

5.1.5 Purpose of the District Conference Page 35

5.1.6 Participants Page 35

**5.2. District Conference Programme** Page 35

5.2.1 Requirements for the District Conference Page 35

5.2.2 Recommendations for the District Conference Page 36

5.2.3 Role and Responsibilities of the Governor Page 36

5.2.4 Compliance with Minimum Standards Page 36

5.2.5 Rotary Theme at District Conference Page 37

5.2.6 District Conference Displays Page 37

**5.3**. **Financial Guidelines.**  Page 37

5.3.1 Principles Page 37

5.3.2 The Host Club. Page 37

5.3.3 District Allocation to Host Club. Page 37

5.3.4 Disallowances for Conference expenditure Page 38

5.3.5 Accommodation Page 38

5.3.6 Specific Financial Arrangements Page 38

A. Youth Exchange Students. Page 38

B. Visiting District Vocational Training Teams Page 38

C. Peace and other Foundation Scholars Page 38

D. RI President’s Personal Representative’s Expenses Page 38

E. Other R I Dignitaries Page 38

**5.4. RI President’s Personal Representative at Conference** Page 39

5.4.1 Role of the Representative at Conference Page 39

5.4.2 Role of the Representative with regard to Future Conferences Page 39

5.4.3 The Role of Representative’s Spouse Page 39

5.4.4 President’s Personal Representative’s Speech at Conference Page 39

5.4.5 President’s Personal Representative Evaluation Page 40

5.4.7 Reports as a Resource for Future Representatives Page 40

**Article 6. District Meetings** Page 40

**6.1. Protocol** Page 40

**6.2. District Assemblies** Page 40

6.2.1 Purpose of the District Assembly Page 40

6.2.2 District Assembly Participants Page 40

6.2.3 District Assembly Components and Learning Objectives Page 40

6.2.4 District Assembly Leaders Page 41

6.2.5 Attendance at District Assembly Page 41

6.2.6 Scheduling of District Assembly Page 41

**6.3. Presidents-elect (and Officers) Training Seminars (PETS / POETS)** Page 41

6.3.1 Guidelines for PETS / POETS Page 41

6.3.2 Purpose of PETS / POETS Page 41

6.3.3 Programme of PETS / POETS Page 41

6.3.4 Participants Page 41

6.3.5 PETS / POETS Leaders Page 42

6.3.6 PETS / POETS Time Frame Page 42

6.3.7 Administration of PETS / POETS Page 42

**6.4**. **District Leadership Seminar** Page 42

6.4.1 Purpose of the District Leadership Seminar Page 42

6.4.2 Participants in the District Leadership Seminar Page 42

6.4.3 Leadership Team Seminar Components/Learning Objectives Page 42

6.4.4 District Leadership Seminar Time Frame Page 42

6.4.5 District Leadership Seminar Leaders Page 42

**6.5. District Team Training Seminar / Assistant Governor Training** Page 42

6.5.1 District Team Training /AG Seminar Purpose Page 42

6.5.2 District Team Training /AG Seminar Participants Page 43

6.5.3 Team Training Seminar/AG Components and Learning Objectives Page 43

6.5.4 District Team Training Seminar/AG Time Frame Page 43

6.5.5 District Team Training Seminar/AG Leaders Page 43

6.5.6 District Team Training Seminar/AG — Preliminary Training Page 43

**6.6. District Membership and New Clubs Seminars** Page 43

6.6.1 District Membership and New Clubs Seminar Purpose Page 43

6.6.2 District Membership and New Clubs Seminar Participants Page 43

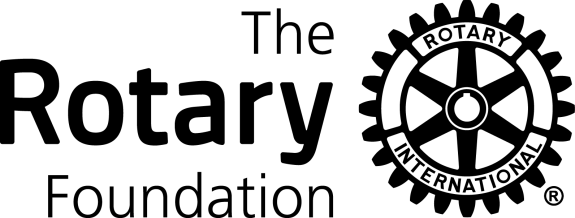
6.6.3 District Membership and New Clubs Seminar Components and

Learning Objectives Page 43

6.6.4 District Membership and New Clubs Seminar Time Frame Page 43

6.6.5 District Membership and New Clubs Seminar Leaders Page 43

**Article 7. District Awards and Competitions** Page 44



**Article 8. The Rotary Foundation** Page 44

**8.1 Policy for the District Rotary Foundation Committee** Page 44

8.1.1 Duties and Responsibilities of the District Rotary

Foundation Committee Page 44

8.1.2 District Rotary Foundation Committee Chair Page 45

8.1.3 Duties and Responsibilities of the DRFC Chair Page 45

8.1.4 District Rotary Foundation Committee Members and

Subcommittees Page 45

8.1.5 Committee Member Qualifications Page 46

8.1.6 Training Requirements Page 46

8.1.7 Relation to RI, Rotary Foundation, or Rotary Foundation

Regional Coordinators Page 46

8.1.8 Reporting Requirements Page 46

**8.2. Foundation Subcommittees** Page 46

8.2.1 Grants Subcommittee Page 46

8.2.1.1 Vocational Training Teams Page 47

8.2.1.2 Peace Fellowships Page 47 8.2.2 Fundraising Subcommittee – Annual and Endowment Funds Page 48

8.2.3 Polio Plus Subcommittee Page 48

8.2.4 Stewardship Subcommittee Page 49

8.2.5 Optional Foundation Subcommittees Page 50 8.2.5.1 Alumni Subcommittee Page 50

**Article 9. The Councils on Legislation and Resolutions** Page 51

9.1 Eligibility of a Representative Page 51

9.2 The Representative’s Duties Page 51

9.3 Selecting a Representative Page 52

9.4 Deadline for Selection Page 52

9.5 Submitting Names to Rotary International Page 52

9.6 Replacing Representatives Page 52

9.7 Proposals on Enactments for submission to the Council on Legislation Page 52

9.8 Procedures related to the Council on Resolutions Page 53

9.9 Proposals on Resolutions for submission to the Council on Resolutions Page 53

**ADDENDA**

**Addendum (i)**

Protocol for use by Rotary Clubs at District Meetings and for Visits by Dignitaries. Page 54

**Addendum (ii)** The use of the name Rotary and the Rotary Mark Page 56

**Addendum (iii)**

Recognition by the District, Clubs and Rotarians

Paul Harris Fellowship Recognition Other RI and Foundation awards, recognition, citations etc. for individuals, Rotary, Rotaract and Interact clubs Page 57 **Appendix (i) NOT YET APPLICABLE IN DISTRICT 9370** Page 60  **1** The District as a Non-Profit Organisation (NPC) Page 60

2. Responsibilities of Office Bearers in a Public Benefit Organisation (PBO) Page 61

3. A Once-off Check List of Compliance with PBO Law Page 61

4. An AGM Checklist of Legal Compliance by Office Bearers of a PBO Page 63

**Rotary International District 9370 Code of Practices**

**Article 1. Rotary District 9370.**

**1.1. Rotary District 9370 Boundaries and Sub-divisions**

1. 1 .1. Geographical Boundaries.

District 9370 is a geographical territory described as follows:

Lesotho; part of South Africa namely– the whole of Natal; the whole Eastern Cape Province; the whole of the Free State Province excluding the Magisterial Districts of Sasolburg, Frankfort, Reitz and Vrede;; in the Western Cape Province the Magisterial District of Murraysburg; In the Northern Cape Province the area east of the eastern boundary of the Magisterial Districts of Gordonia, Prieska and Victoria West; In the North West Province the area south of the southern boundary of the Magisterial District of Molopo, east and south of the eastern and southern boundaries of the Magisterial District of Lichtenburg, south of the northern boundary of the Magisterial District of Klerksdorp and that portion of the Magisterial District of Potchefstroom south of a line running from west to east 19 Kilometres north of the Potchefstroom Town Hall.

1.1.2. Sub-divisions

Because of the vast geographical area covered by the district, clubs in the district are allocated to regions, areas and groups for administrative purposes. Groups are the formal division as each group falls under an Assistant Governor. These divisions may change from time to time. The organization of the district exists solely to help the individual clubs advance the object of Rotary and should not tend to diminish services provided by clubs and individual Rotarians on the local level.

**1. 2. The Organization and Administration of the District.**

District 9370 has adopted and developed a District Leadership Plan (DLP) in conformity with sections 17. 2 .1. - 17. 4 .4. of the *Rotary Code of Policies.*

The required components of the DLP are as follows:

1. common terminology such as “assistant governor” “district trainer” and “district committees”;
2. defined responsibilities and duties for assistant governors, district trainers and district committee members;
3. district committees that ensure continuity of leadership within the district;
4. a clear statement of the duties and responsibilities that the governor cannot delegate.

**1. 2 .1. The District Leadership Plan.**

The District Leadership Plan provides for the appointment by the governor of assistant governors to carry out much of the administrative work associated with clubs, thereby giving the governor more time to:

1. emphasize the importance of membership development and retention through attendance at charter nights, induction ceremonies, membership development seminars, and new member orientation programmes;
2. motivate Rotarians to participate in club and district activities and projects through attendance at specific events;
3. encourage participation in Rotary Foundation seminars, the programmes of The Rotary Foundation, and financial support of the Foundation through Foundation recognition programmes such as those for Paul Harris Fellows, Foundation Benefactors, and Major Donors;
4. recognize the work of *individual* Rotarians and clubs, through recognition, such as the Four Avenues of Service Citation, Service Above Self Award, Presidential Citations and district-level recognitions and awards;
5. plan for the future of the district;
6. undertake the Duties of the District Governor set forth in section 15. 90 of the RI Bylaws.

The District Leadership Plan strengthens Rotary at both the district and club level by providing:

1. faster and more responsive support to clubs;
2. a larger supply of well-trained leaders in the district;
3. a larger and stronger field of district leaders;
4. improved participation in Foundation programmes and district-level RI activities;
5. a more challenging role for the governor as an innovative leader.

In establishing the District Leadership Plan in the district, the governor works with current, incoming and past district leaders to develop an organized plan that addresses the following issues:

1. The number of assistant governors appointed based on the needs of each district, taking into consideration factors such as geography, language, culture, the balance of strong and weak clubs in each area, and the number of clubs an assistant governor can reasonably be expected to support.
2. In order to meet the needs of clubs in the district, it is recommended that between four and eight clubs be assigned to each assistant governor, but in no case shall an assistant governor be responsible for only one club.
3. How the assistant governors will be trained;
4. What committees the district will need;
5. Communication procedures between the governor, assistant governors and district committees;
6. How the district will provide for continuity in leadership through the use of assistant governors;
7. How the district will provide for continuity within committees as appropriate or necessary;
8. The methodology used to appoint and/or remove assistant governors.

**1. 2 .2. The District Executive, the District Council and other District Committees.**

District committees are charged with carrying out the goals of the district as formulated by the governor with the advice of the assistant governors. Committees shall be appointed to address on-going administrative functions, as follows:

(Details regarding each committee are given below the list.)

A. The Executive Committee

B. The District Council

C. The Advisory Council of Past Governors

D. The Membership and New Club Committee

E. The District Finance Committee

F. The District Miscellaneous Rotary Programmes Committees

G. The District Youth Services Committees

H. The District Public Image Committee

I. The District Conference Committee

J. The District Strategy Planning Committee

K. The District Rules and Procedures / Compliance Committee

L. The District RI Convention Promotion Committee

M. The District Training Committee

N. The District Nominating Committee

O. The Rotary Foundation Committee

Additional district committees are appointed only when they serve a *specific* function as identified by the governor. Committees not meeting these criteria should not be appointed.

*Committee Qualifications*

The minimum recommended qualification for appointment to a district committee is membership, other than honorary, in good standing in a club in the district.

In addition, it is recommended that the chair selected be a past governor, a past assistant governor, or an effective past district committee member, and has had previous experience as a member of the district committee to which he or she is appointed.

*Committee Structure*

It is a principle of the District Administration to provide for continuity and succession within all district committees for effectiveness. Accordingly, members should be requested to serve for no more than three one-year terms in any one capacity. Appointments are subject to performance and each incoming governor should discuss this matter with the current governor.

If possible, there should be at least four members of each committee so that, at least, each region is represented and in some cases each area may need representation resulting in a larger committee.

In a new committee, one committee member should be elected for one year two for a term that can be extended to two and one for a term that can be extended to three years. Thereafter outgoing members will be replaced by the incoming governor at the end of their term

Any member not completing a term of office is replaced for the remainder of his or her term so as not to disrupt the continuity.

Each year the incoming governor, in consultation with the governor, and the immediate past governor, will appoint a chair for each committee from the members of the committee for the following year. Members may serve as chair for more than one year.

*Training Requirements*

District committee chairs shall attend the district team training seminar prior to serving as chair. District committee chairs shall attend the district assembly. Committee members should participate in district training meetings.

District committees should work with relevant RI and Rotary Foundation committees or task forces, as well as Rotarians appointed by the RI president or chair of The Rotary Foundation Trustees to facilitate action at the district or club levels related to specific RI or Rotary Foundation programmes or activities.

*Reporting Requirements*

District committees shall report to the governor on the status of their activities on a regular basis. District committees shall report successful activities to RI for possible publication in RI publications and on the RI Web site.

*Committee Descriptions*

The following outlines the purpose, additional qualifications, duties and responsibilities, and additional training requirements for district committees noted above.

**A. The**  **Executive Committee**

*1. Purpose:* The District Executive shall be the top decision-making body of the district.

*2. Structure*:

Members of the Executive will be: The District Governor (Chair); the Governor-Elect; the Governor-Nominee. The District Governor Nominee Designate will be co-opted onto the executive after being appointed.

3. *Duties and Responsibilities:*

The members of this committee are responsible for providing continuity in the district and ensuring that district goals each year show this continuity. They are to handle any controversies that may occur in the district and to make decisions on any matters related to the district which may arise or which may be referred to them by RI. Appeals to respond to disasters are included.

*4. Meetings:*

The Executive will meet as often as required and, when possible, these meetings will take place at the same time as District functions, meetings and activities.

**B. The District Council**

1. *Purpose:*

The District Council will serve as the senior Consultative Committee to the DG.

*2. Structure*:

Members of the Council will be: The District Governor (Chair); the Immediate Past District Governor; the Governor-Elect; the Governor-Nominee; the District Treasurer; The Rotary Foundation chair.

3. *Duties and Responsibilities:*

This committee will assist the DG with the core business of running the district. Reports from District Committees that are connected to the core business of the district must be submitted in writing to this Council by the district committee chair, whenever requested.

District Committees with large numbers of sub-committees, particularly The Rotary Foundation and Youth, should incorporate the sub-committee reports in their reports.

*4. Meetings:*

The Council will meet at least twice a year, once early in the Rotary year and once in the second six months.

1. **The Advisory Council of Past Governors**

1. *Purpose:*

An advisory council of past governors shall be organized in each district of Rotary International to provide advice to the DG and to receive reports from the DG on the state of the district.

*2. Structure*:

The Council shall be composed of the DG as chair, DGE, DGN and DGND and all past governors of Districts 9270, 9320 and 9370 who are members of good standing of Rotary clubs within the district.

3. *Duties and Responsibilities:*

It is recommended that the serving Governor calls at least one meeting of the council during the period of the District Conference, preferably a day before the start of the conference. If it is inconvenient to arrange other meetings, reports on the state of the district should be sent to all members by the District Governor.

This Council will be responsible for Ethics in the District and the DG in consultation with the DGE and DGN will request two or more PDGs to handle a particular situation. This will be affected by the skills of the PDGs and their proximity to the area requiring support.

The authority and/or the responsibility of the governor shall in no way be impaired or impeded by the advice or actions of the Past Governors.

**D. The Membership and New Clubs Committee.**

1. *Purpose:*

The committee shall identify, market and implement membership development strategies within the district that are appropriate for the district and will result in membership growth. In order to accomplish this, the committee chair will serve as the link between the governor, RI, and the clubs in the district with respect to membership development issues.

The committee shall also develop and implement a plan to organize new Rotary clubs and satellite clubs within the district.

*2. Structure*:

The committee shall consist of the District Membership Development Coordinator, appointed by the Governor from time to time, who shall chair the committee. Additional members are appointed by the governor, taking into account the policy of representation in each area within the district.

3. *Additional Qualifications of Members:*

1. Preference should be given to those who have served as chair of club committee(s) related to membership development; or.
2. Preference should be given to those who have been active and successful in inviting new members to join Rotary, and in implementing membership programmes.

4. *Duties and Responsibilities:*

1. Plan, market, and conduct a district membership seminar in consultation with the governor, the and district trainer and in liaison with the Zone Coordinator.
2. Work with the governor and club leaders to ensure that the district achieves its membership goal.
3. Coordinate district-wide membership development activities.
4. Encourage clubs to participate in RI or presidential membership development recognition programmes.
5. Maintain communication with other district committees such as the district extension committee and the district public committee to coordinate activities that will aid membership development efforts.
6. Identify committee members to all clubs and indicate that members of the committee are available to help them.
7. Encourage clubs to develop and implement an effective membership recruitment plan.
8. Assist club membership development chairs in carrying out their responsibilities.
9. Visit clubs to speak about successful membership development activities; share information on successful activities.
10. Ensure that each club committee has a copy of the *Membership Development and Retention Manua*l.
11. Identify communities without Rotary clubs and satellite clubs that have a population capable of

meeting the requirements for chartering a new club.

1. Identify communities where additional Rotary clubs and satellite clubs could be established without detracting from service provided to the community by existing clubs.
2. Assist in organizing and establishing new clubs and satellite clubs.

5. *Additional Training Requirements:*

In addition to the chair, as many committee members as possible should attend a training meeting conducted by the RI membership coordinator, or RIMZC.

See 2. .1. for further information on New Clubs.

**E. The District Finance Committee.**

1. *Purpose:*

The district finance committee shall safeguard the assets of the district fund. In addition, it will review and propose the amount of the per capita levy and necessary expenses of district administration, and shall prepare an annual report on the status of the district’s finances for the district assembly.

2. *Structure:*

The District Finance Committee shall consist of the District Governor, the District Governor Elect, The District Governor Nominee, The Immediate Past District Governor, the District Treasurer, The Youth Committee Treasurer. Any unforeseen vacancy will be filled, if it is necessary, at the discretion of the DG.

4. *Duties and Responsibilities:*

a) Prepare a budget of district expenditures in cooperation with the district governor-elect to be submitted to the clubs at least four weeks prior to the district assembly and approved at a meeting of incoming club presidents at said assembly.

b) Review and recommend the amount of per capita levy. Any per capita levy must be approved by at least three-fourths of the incoming club presidents at the district assembly, or by a majority of the electors present and voting at a district conference.

c) Assure that proper records of income and expenditures are kept.

d) Prepare a yearly financial report to be presented at the district assembly.

e) The treasurer, shall, together with another Rotarian, nominated by the committee, be the signatories on the bank account(s) of the district fund. Both signatures will be necessary for any withdrawal. The bank account shall be held in the name of the district.

**F. The District Miscellaneous Rotary Programme and Action Group Committees.**

1. *Purpose:*

The District Miscellaneous Rotary Programme and Action Group Committees are responsible for promotion and administration of official RI or local programmes at the district-level and provide specific support and guidance to the clubs involved with the particular programme in the district including any of the following relevant to the district:

* Rotary Friendship Exchange
* District Fellowships Activities (i.e. RI Fellowships relating to interests/hobbies etc. of Rotarians.)
* District Community Service Committee including Rotary Community Corps and Rotary Volunteers
* World Community Service Committee
* Family of Rotary Committee
* District Rotary Family Health Days

*2. Structure*

Each of the committees will have a chair/coordinator appointed by the governor but the numbers in each committee will vary. For example, the Fellowships committee may have a representative from each fellowship with a membership of at least ten members in the district. Fellowships with fewer than 10 members should select a Rotarian to communicate directly with the chair of the committee.

3. *Additional Qualifications of Members:*

a) Preference should be given to those with club-level experience with the particular RI programme.

4. *Duties and Responsibilities:*

a) Promote an understanding of and effective participation in the particular RI programme through regular contacts with each club in the district and through district meetings.

b) Organize exhibits of effective implementation of RI programmes at district or zone meetings, circulate these noteworthy examples among clubs in the district.

c) Visit clubs within the district to speak about effective examples of the use of the particular RI programme and provide information on the RI programme to help strengthen club activities.

d) Encourage and assist club RI programme chairs in carrying out their responsibilities.

e) Encourage clubs in the district to determine local needs that could benefit from the RI programme.

f) Identify areas for cooperation between club RI programme activities and local non-Rotary service organizations, by sharing information and helping clubs to set goals.

g) Administer district-wide efforts related to the RI programme.

h) Promote the publication of RI programme aims and achievements in all appropriate Rotary and non-Rotary communication media in the district.

i) The Family of Rotary Committee will concentrate on the Rotary Anns and Inner Wheel clubs and those informal aspects of youth matters not dealt with by the Youth Programmes Committee.

The lady spouse or partner of a male DG, or a person specifically chosen for the position by the DG, will usually preside over matters relating to Anns and members of Inner Wheel, especially at the district conference. In the event of the DG’s not having a spouse or partner, he or she is encouraged to appoint a

suitable person or group of people to manage this portfolio. (The Inner Wheel has its own independent district and structures but is affiliated to a Rotary Club so is included in the District Family of Rotary and Members of the Inner Wheel are invited to conferences.)

j) The Rotary Family Health Day Committee will arrange the District Programme for each Rotary Family Health Day venue in conjunction with the DG and the co-ordinators appointed across the district.

**G. The District Youth Services Committees.**

1. *Purpose*

The Youth Services Committee is responsible for promoting club and district participation in the youth programmes offered by the district: EarlyAct, Interact, Rotaract, Youth Exchange, New Generations Exchange, Rotary Youth Leadership Awards (RYLA)

2. *Structure:*

Chair appointed by DG in consultation with the outgoing DG.

An interview committee will be appointed by DG when necessary. The Interview Committee should include the current district governor and/or immediate past governor and/or the governor-elect.

A sub-committee chair should be appointed to lead each of the youth programmes: EarlyAct, Interact, Rotaract, Youth Exchange, RYLA.

The Youth Services Chair may also be the chair of one of the sub-committees.

3. *Qualifications of Members:*

In addition to the minimum recommended qualifications established in the District Leadership Plan, preference should be given to those with club-level experience in the relevant youth programme.

4. *Duties and Responsibilities*:

4.1 Youth Exchange Sub-committee Promote an understanding in the district of and effective participation in the Youth Exchange programme with regard to both short-term (six week family to family cultural exchange paid for by parents); long-term (district to district 12 month educational exchange with Rotarian counsellor involvement and limited financial commitment from host clubs); and New Generations Exchange (usually a few weeks to three months, and suitable for recent secondary school graduates, young professionals, and Rotaractors. These can be for individuals or groups and can involve homestays, tours, or camps and can include a vocational element. They are open to students and young professionals ages 18-25. They can be organized by clubs or districts. Applicants must be sponsored by a local Rotary club and complete a written application.)

Encourage and assist club chairs in carrying out their responsibilities.

* Select qualified exchange students from club-interviewed and endorsed candidates.
* Arrange orientation for all exchange students before their departure (outgoing) and upon their arrival (incoming).
* Provide guidance and training to counsellors appointed by sponsor clubs
* Maintain contact with recipients during the study year; encourage timely submission of reports to sponsor and host district governors.
* Ensure that the district has received its compulsory annual certification to enable it to participate in the RI Youth Exchange Programme.
* Appoint a Youth Protection Officer annually – compulsory for programme involvement.

Full details of the District 9370 Youth Exchange Sub-committee are available on club runner on the District website.

4.2 EarlyAct, Interact, Rotaract Sub-committees

* Encourage clubs to establish clubs at the schools, universities, etc. in their area.
* Assist club presidents and relevant club chairs with the running of the clubs.
* Pass on to clubs information received from RI in relation to the relevant youth programme.

4.3 RYLA Sub-committee

* Arrange for RYLA camps to be run in as many areas in the district as possible.
* Ensure that venues are arranged timeously and that all transport, accommodation, catering and activities are well organized.
* Ensure that all outside trainers, group leaders and others helping to run the camps have met the required criteria laid down in the Abuse and Harassment Prevention documentation.

District 9370 recognizes the positive change implemented by youth and young adults through leadership development activities, involvement in community and international service projects, and exchange programmes.

It is the responsibility of each Rotarian to prepare young people by improving their life skills to ensure a better future while recognizing the diversity of their needs. All clubs are encouraged to undertake projects that support the fundamental needs of the youth.

5. **Youth Protection – applicable to all youth programmes**

District 9370 as part of Rotary International is expected to create and maintain a safe environment for all youth who participate in Rotary activities.

All Rotarians and clubs must follow the Statement of Conduct for Working With Youth and the RI guidelines for abuse and harassment prevention, *Abuse and Harassment Prevention Training Manual and Leaders’ Guide* (RI document EN 775).

This document outlines procedures for investigations into any claims of sexual abuse or harassment by Rotarians or non-Rotarians involved with youth in Rotary programmes.

A club must appropriately address any allegations of violation of any of the youth protection laws. Any club that fails to do so may have its membership suspended or terminated by the RI Board.

NOTE: Districts need to be certified annually to participate in Youth Exchange programmes.

International Travel by Youth

Recognizing that Rotary clubs and districts are encouraged to undertake activities that develop youth, club and district programs or activities that involve minors undertaking travel outside their local community must develop, maintain, and comply with youth protection policies and written procedures. With the exception of travel and tours operated by or on behalf of host districts, Youth Exchange travel is subject to the policies outlined in the Rotary Code of Policies section 41.060.11 in the Manual of |Procedure.

Club and district policies and procedures should include:

1) Volunteer application and screening procedures

2) Outlines of volunteer job descriptions and responsibilities

3) Supervision standards for the ratio of adults to minors

4) A crisis management plan, including:

a) Handling medical and other emergencies and providing for adult support

b) Procedures for communicating with parents and legal guardians

5) Written guidelines for reporting and follow-through on allegations or incidents

consistent with RI policy (RCP 2.110.4.)

Rotary clubs may NOT send or receive Youth Exchange students outside of the structure of district’s Youth Exchange programme. No individual Rotarian, club or district shall undertake an alternative program structure to send minors abroad that circumvents RI youth protection policies, Youth Exchange policy, or the immigration and travel policies of any nation or government.

No individual Rotarian, club, or district shall assist or cooperate in sending a young person abroad on an international travel activity unless careful plans are made in advance covering every aspect of the proposed trip, including approval from the district youth protection officer. In districts without a youth protection officer, the district governor and the district Youth Exchange committee chair must approve the arrangements. (RCP 41.060.22.)

**H. The District Public Image Committee.**

1. *Purpose:*

The district public image committee should promote Rotary to external audiences and foster understanding, appreciation and support for the programmes of Rotary. The committee should promote awareness among Rotarians that effective external publicity, favourable public relations and a positive image are desirable and essential goals for Rotary.

*2.Structure:*

The district governor shall:

1. Appoint a district public image committee to oversee all aspects of Rotary’s image in the district. This shall consist of at least 4 members, one from each region.
2. Appoint a district webmaster to promote and administer Club Runner (communication and administration functions) and to work closely with the public image committee as well as the district secretary.
3. Appoint a district social media administrator to administer and promote all social media platforms (Facebook/Linkedln/Instagram/Twitter and district mobile app., etc.) This committee shall consist of at least four members, one from each region, appointed by the Governor, one of whom shall be appointed to chair the committee.

3. *Additional Qualifications of Members:*

a) Preference should be given to those who have experience as a club public image chair.

b) Preference should be given to media, public relations or marketing skills as a component of their vocation or profession.

4. *Duties and Responsibilities of the Public Image committee:*

a) Encourage Rotary clubs within a district to make Rotary’s public image a priority.

b) Promote Rotary to external audiences, such as the media, community leaders, and beneficiaries of Rotary’s programmes.

c) Contact the media with newsworthy stories of district projects and events.

d) Keep in touch with the governor, assistant governors and the chairs of key committees to stay informed about district projects and activities.

e) Share RI public relations material with clubs.

f) Seek opportunities to speak to individual clubs about the importance of Rotary public image.

g) Encourage Rotary clubs within a district to make public-image a priority.

h) Promote Rotary to external audiences, such as the media, community leaders, and beneficiaries of Rotary’s programmes.

i) Work closely with the webmaster and social media administrator to promote Rotary**’s** and the district’s image.

j) Work closely with the Foundation chair and sub-committees to keep up to date with Foundation programmes and projects in the district.

k) Approve the use of the Rotary mark in all uses of the mark on promotional or club material.

See Addendum (i) on the use of the Rotary mark and name.

5. *Additional Training Requirements:*

a) Attendance at public image workshops held in conjunction with RI meetings, whenever possible.

**I. The District Conference Committee.**

1. *Purpose:*

Under the direction of the governor, the district conference committee shall plan, promote and implement the necessary arrangements to ensure maximum attendance at the district conference.

2 *Structure:*

A chair and committee shall be appointed by the Governor each year to suit the circumstances of venue and host club. The size of the committee will be determined by the governor. The committee will attend to the administration and financial guidelines as set out in Article 6 and Article 5.030 later in this document

3. *Additional Qualifications of Members:*

a) Preference should be given to those who have experience in the meeting coordination and/or hospitality industry.

b) Preference should be given to media, public relations or marketing skills as a component of their vocation or profession.

4. *Duties and Responsibilities:*

Under the direction of the governor:

a) Select the district conference venue and coordinate all related logistical arrangements.

b) Coordinate the finances of the conference to ensure maximum attendance.

c) Promote conference attendance with particular emphasis on:

* 1. new Rotarians;
  2. all members of newly-organized clubs in the district; and
  3. representation from every club in the district.

d) Promote the district conference to external audiences, such as the media, community leaders, and beneficiaries of Rotary’s programmes.

e) Coordinate, in cooperation with the district trainer, a district leadership seminar to be held in conjunction with the district conference.

**J. The District Strategy Committee**.

1. *Purpose:*

The committee shall develop, enhance and maintain a District Strategic Plan which provides for structured growth and development of Rotary in district 9370.

2. *Structure:*

The Committee shall consist of the District Governor, the District Governor Elect, the District Governor Nominee and the Immediate Past District Governor, the District Trainer, The District Foundation Chair, the District Membership Development Chair and the District Membership Extension Chair. The governor will appoint the chair. The DG and Committee may co-opt additional members as needed.

3. *Duties and Responsibilities:*

a. Review, evaluate and update the strategic plan from time to time.

b. From time to time communicate with the district on issues that may need attention within the district.

c. Regularly communicate with clubs regarding action required by the Strategic Plan.

d. Convey the actions and implications of the Strategic plan to District Conferences and Assemblies.

**K. The District Rules and Procedures / Compliance Committee.**

1. *Purpose:*

The committee is constituted to advise and assist governors on nominations, elections and other matters involving Rotary constitutional and procedural matters and documents. (*See 1.8)*

2. *Structure:*

The committee should consist of the Immediate Past District Representative to the Council on Legislation as chair, the incoming District Representative to the Council on Legislation (when elected) and three other members, each serving a staggered term of three consecutive one-year terms.

3. *Additional Qualifications of Members:*

All members should be past officers of Rotary International and should be knowledgeable about RI’s constitutional documents and election procedures.

4. *Duties and Responsibilities:*

The committee will meet when required. The use of Past District Governors to assist with compliance is recommended.

**L. The RI Convention Promotion Committee.**

1. *Purpose:*

The committee shall promote attendance at the annual RI Convention to Rotarians throughout the district.

2. *Structure:*

The committee shall consist of one or more Rotarians, appointed by the Governor.

3. *Additional Qualifications of Members:*

a) Preference should be given to Rotarians who have attended a minimum of one previous RI Convention.

b) Preference should be given to Rotarians with marketing skills as a component of their vocation or profession.

4. *Duties and Responsibilities:*

a) Attend club and district meetings to promote the convention.

b) Serve as a local resource for convention materials and information;

c) Create or expand a district Web site with links to RI’s Web site.

e) Identify and target potential registrants by e-mail, letters, and other methods of

communication.

**M. The District Training Committee.**

See also Article 6 of this document

1. *Purpose*

The committee is responsible for supporting the governor and governor-elect in training club and district leaders and overseeing the overall training plan for the district, including training in leadership in such as RLI (Rotary Leadership Institute) or the current leadership programme.

2. *Structure*

The committee shall consist of the District Training Convener appointed by the DG, as Chair, a leadership training (RLI or current course) sub-committee chair and at least two additional members appointed by the governor in consultation with the District Trainer in order to ensure that there is at least one trainer in each region. The district trainer assigns responsibility for training meetings and functions as necessary.

3. *Additional Qualifications of Members*

Preference should be given to Rotarians with training, education or facilitation experience who are experienced Rotarians.

4. *Duties and Responsibilities*

A) The committee must have a clear understanding that they are responsible to the convener of each meeting.

B) The committee should work with the governor-elect on training needs in the district for the current Rotary year related to:

1) D9370 PETS / POETS (Presidents and Officials Elect Training Seminar)

2) District assembly – preferably to be held at the same time as PETS / POETS.

3) District team training seminar (which includes assistant governor training)

4) Foundation Grant Qualification (requirement to participate in District and Global Grants)

C) The committee should work with the governor on training needs in the district for the current Rotary year related to:

1) District leadership seminar

2) Rotaract leadership training

3 Rotary Leadership Institute or whatever is the preferred current Leadership Training Programme

4) Regional Information Seminars

5) Other training events in the district, as appropriate

D) The committee may also have secondary responsibility for the district Rotary Foundation seminar and the district membership seminar. These meetings are the primary responsibility of other district committees. The training committee may consult on training related issues.

E) Under the direction of the meeting’s convenor, the committee is responsible for one or more of the following aspects:

1) Programme content (in accordance with board-recommended curricula)

2) Conducting sessions

3) Identification of speakers and other volunteers

4) Preparing training leaders

5) Programme evaluation

6) Logistics

**N. The District Nominating Committee.**

1. *Purpose:* The committee shall solicit nominations from clubs for the positions of District Governor as and when required. They shall select a successful candidate from the nominations received.

2. *Structure*: The immediate Past District Governors of the previous five years, who are still members of a Rotary Club in D9370, shall form the District Nominating Committee, with the Immediate Past District Governor as chair. If there is a vacancy for a meeting, the next PDG in reverse chronological order shall be invited to attend, until the total of five is reached.

3. *Duties and Responsibilities:*  To interview candidates and recommend the chosen candidate to the Governor for an appointment. The committee can nominate a candidate in addition to those nominated by the clubs.

**O. The District Rotary Foundation Committee**.

Details relating to this committee appear in Article 8 of this document

Policy pertaining to the district Rotary Foundation committee is determined by the *Rotary Foundation Code of Policie*s. In order to get the most recent copy of this document, it should be downloaded from [www.rotary.org](http://www.rotary.org).

**1. 2 .3 District Meeting Voting Procedure**

Every member in good standing of a club in a district present at the district conference or a district legislation meeting shall be entitled to vote on all matters submitted to a vote at such conference or district legislation meeting except for:

* the selection of a governor-nominee
* election of a member and alternate member of the nominating committee for director
* composition and terms of reference of the nominating committee for governor
* election of the club representative and alternate representative of the district to the council on legislation and council on resolutions
* the decision as to the amount of the per capita levy.

Voting on the above exceptions may only be done by official electors attending the meeting.

Each club in a district shall select, certify, and send at least one elector to the district conference and any district resolutions meeting (this may be held at PETS / POETS). Any club with a membership of more than 25 shall be entitled to one additional elector for each additional 25 members or major fraction thereof. That is, a club of up to 37 members gets one elector, 38 to 62 members gets two electors, 63 to 87 members gets three electors, etc. The membership number is determined by the number of members in the club as of the date of the most recent semi-annual payment club invoice preceding the date of the vote. A club suspended by the RI board shall not be entitled to any electors. Each elector must be a member of the club and must be present at the district conference or a district resolutions’ meeting to vote.

All votes from a club with more than one vote shall be cast for the same candidate or proposition.

Any elector shall have the right to demand a poll upon any matter presented to the conference or district legislation meeting. In such cases, voting shall be restricted to electors.

**1. 2 .4. The Official Visit.**

The governor's official visit, as required in the RI Bylaws section 15.9, is defined as the personal visit of the governor to each Rotary club, or group of clubs, in the district for the purpose of:

a) focusing attention on important Rotary issues;

b) providing special attention to weak or struggling clubs;

c) motivating Rotarians to participate in service activities, personally recognizing the outstanding

contributions of Rotarians in the district.

Such visits are to take place at a time that maximizes the impact of the governor's presence, including charter nights, induction ceremonies, new member orientation programmes, citation or award presentations, special programmes, Rotary Foundation events or inter-city meetings. Multi-club or inter-city meetings should emphasize strong attendance from all participating clubs, not just the host club.

**1. 2 .5. The Leadership Training Cycle.**

The preferred sequence for Rotary leadership development shall be as follows:

a) Zone-level training of governors-elect in conjunction with Rotary zone institutes;

b) International Assembly;

c) District Team Training Seminar;

d) Presidents-elect (and Officers) Training seminar;

e) District Assembly;

f) District Leadership Seminar

**1. 3. Selection of a New District Governor**

District 9370 will use the nominating committee system for all district elections (with a ballot-by-mail in the event of a challenge to the selection of the nominating committee). See **1. 2 .3** M for the composition of the nominating committee.

The selection by the clubs in a district of a governor-nominee should be conducted in a dignified, responsible manner in harmony with the principles of Rotary. Districts should seek out and nominate for the office of district governor the best-qualified person through procedures not influenced by a system whereby the nomination is by tradition rotated among various groups of clubs or geographic areas.

The nominating committee for governor will select one available past governor to be named vice-governor. The role of the vice-governor will be to replace the governor in case of temporary or permanent inability to continue in the performance of the governor’s duties. If no nomination is received, the governor-elect may select a past governor as vice-governor.

1.3 .1 Qualification to Serve as a Governor

Unless specifically excused by the Board of RI, no person shall be selected as a nominee for Governor unless the Rotarian has the following qualifications at the time of selection.

* Have, at the time of taking office, completed seven years of membership;
* Have served as president of a club for a full term, or be a charter club president who has served a term from the date of the charter to 30 June, provided that this period is for at least six months;
* Be able to commit to 4-years of service on Governor track and district leadership as DGN, DGE, DG and Immediate Past District Governor;
* Have full qualifications for such membership in the strict application of the provisions therefor, and the integrity of the Rotarian’s classification must be without question;
* Possess the support and confidence of their own clubs;
* Be of high business or professional standing, with executive ability, demonstrated in the conduct of their businesses or professions.
* Have their business or professional work so well organized that they can give the time necessary to carry out Rotary work;
* Be persons whose integrity and the conduct of their immediate families are above reproach;
* Demonstrate a willingness, commitment, and ability (physically and otherwise) to fulfil the duties and responsibilities of the office of governor as provided in the RI Bylaws (Section 15. 9 ;
* Demonstrate knowledge of the qualifications, duties, and responsibilities of governor as prescribed in the RI Bylaws, and submit to RI, through its general secretary, a signed statement acknowledging a clear understanding of them; this statement shall also confirm that the Rotarian is qualified for the office of governor and is willing and able to assume the duties and responsibilities of the office and to perform them faithfully;
* Be able to discuss any phase of Rotary in a convincing manner and convey information articulately;
* Have the necessary computer literacy or other facilities to properly handle the routine work of the district governor’s office.

1. 3 .2 Guidelines for Selection of Governor Nominee Designate

The governor shall send the “Guidelines for Candidates for Elective Position in RI,” as adopted by the RI Board, as well as the following list of election “Dos and Don’ts” to all clubs at the time of the official call for nominations:

District 9370 shall use the nominating committee procedure,

The nominating committee for governor shall not be limited in its selection to those names submitted by clubs in the district. The committee shall nominate the best-qualified Rotarian who is available to serve as governor.

The District nominating committee is encouraged to interview all candidates for governor, whether they are suggested by clubs or by the nominating committee. Each interview of governor-nominee candidates should satisfy the following minimum needs:

a. verify that each candidate meets the formal requirements for nomination, in accordance with RI Bylaws sections 15. 7 . and 15. 8 .;

b. clarify the specific duties that a governor requires, including knowledge, experience, time, and fiscal resources;

c. allow an overall summary of each candidate’s qualifications and suitability;

d. enable each candidate to reveal her or his intentions and ambitions.

Where the nominating committee cannot agree upon a candidate, the governor-nominee shall be elected in a ballot-by-mail.

1.3.3 Procedure after the appointment of the Governor Nominee Designate*.*

After the Governor-nominee designate has been appointed and the time for challenges has passed, the district must submit to RI, through its general secretary, a signed statement that the Rotarian understands clearly such qualifications, duties, and responsibilities. Such statement shall also confirm that the Rotarian is qualified for the office of governor and willing and able to assume the duties and responsibilities of that office and to perform them faithfully.

The District nominating committee is encouraged to interview all candidates for governor, whether they are suggested by clubs or by the nominating committee.

Each interview of governor-nominee candidates should satisfy the following minimum needs: a. verify that each candidate meets the formal requirements for nomination, in accordance with RI Bylaws sections 16. 7 . and 16. 8

b. clarify the specific duties of a governor, including the knowledge, experience, time, and fiscal resources required to fulfil them

c. allow an overall summary of each candidate’s qualifications and suitability

d. enable each candidate to share his or her vision and goals.

1. 3 .4 Timetable for Governor Nominee Designate Selection.

The district shall select a nominee for governor, not more than 36 months, but not less than 24 months, prior to the day of taking office. The nominee shall assume the title of governor-nominee-designate upon selection and shall assume the title of governor-nominee on 1 July two years prior to assuming office.

By 1 July Members of the nominating committee for the governor to have been appointed.

30 September Official call by the governor inviting clubs to submit suggestions for the office of governor for consideration by the nominating committee and announcing 31 October as the deadline for receipt of such suggestions by the nominating committee chair. The governor should include the date for the interviews in this call for names. Additional announcements and reminders inviting suggestions for the office of governor should be published in the October and November issues of the governor’s monthly letter.

31 October Deadline for the receipt by either the governor or the nominating committee chair of club resolutions suggesting candidates for the office of governor.

25 January Deadline for selection of a nominee for governor by the nominating committee. The nominating committee chair will promptly notify all candidates of the decision.

29 January Deadline for the governor to publish the name and club of the selected nominee and to announce 13 February as the deadline for receipt by the governor of challenges on behalf of previously suggested candidates.

In the event of a challenge from a club, the governor should follow closely the procedure laid down in the RI Manual of Procedure noting the prescribed time frame for a ballot-by-mail by clubs.

If resolutions of challenge are not submitted by clubs by the deadline, or they are subsequently withdrawn, or there are not a sufficient number of concurring clubs to a challenge, or concurrences are withdrawn, then the governor will declare the unchallenged nominee-designate to be the official nominee-designate and so notify all club presidents within 15 days thereafter.

1. 3 .5. Challenging Nominations: Tie Vote

When a district fails to select a nominee for governor because of a tie vote in a ballot-by-mail, the candidate selected by the district nominating committee shall be the official governor-nominee.

**1. 4 . District Records**

The outgoing governor is requested to pass on to his or her successor any and all information which will be helpful to the incoming governor in carrying out the duties of governor.

1. 4 .1. District Reports

Governors are required to submit a general report to the Secretariat after the first half of the Rotary year.

**1. 5 . District Finances.**

**There will be considerable changes to this section if the District becomes a Public Benefit Organisation.**

A. Establishment of a District Fund

The RI bylaws provide for the establishment of a district fund for the administration and development of Rotary. Care must be taken to ensure that (1) per capita levy approval is sought in accordance with the RI bylaws, (2) the funds are not under the control of a single individual, and (3) an audited statement of income and expenditure is presented to the following district conference or assembly as well as to the clubs.

B. Operation of a District Fund

A district finance committee shall be set up to review and study the necessary expenses of district administration. Cooperating with the governor, this committee shall prepare a budget of district expenditures which shall be submitted to the clubs at least four (4) weeks prior to the district assembly and approved at a meeting of the incoming club presidents at such district assembly. The amount of any per capita levy on clubs for a district fund should be decided in accordance with the RI Bylaws.

One member of the district finance committee, named by the governor, shall act as treasurer and keep proper records of income and expenditure of the fund. The fund shall be held in a bank account in the name of the district and be supervised by the governor jointly with another member of the district finance committee, who should preferably be the treasurer when available.

The governor must supply an audited annual statement of the district finances, together with a report of the district finance committee, to each club in the district within three months of the completion of his year of service as governor. This audited annual statement and the report of the district finance committee shall also be presented, discussed (if need be) and formally adopted by the following district conference. The audited statement shall include details of fundraising by or on behalf of the district, details of TRF district designated fund utilization, financial dealings by the governor for or on behalf of the district, financial dealings by district committees, and details of any other sources of district funds.

The district (by a majority of votes at the district conference or through ballot-by-mail) may decide the operation of the district fund in another manner, provided it meets the requirement as mentioned under “Establishment of a District Fund.” In the absence of any decision of the district, the manner of operation of the district fund as mentioned hereinabove will apply.

Where funds are raised for a specific purpose such as a joint district youth exchange, a budget of expenditure shall be prepared and submitted to the governor and the finance committee for approval, and this shall then be included in the statement submitted to the district assembly or conference by the finance committee. It is essential to maintain a separate bank account for such funds and to have the chair of the joint youth exchange committee or such other committee as may be involved as one of the signatories.

When appropriately established, payment of the per capita levy is mandatory on all clubs of a district. The Board of Directors of RI may, upon receipt of certification from the governor that a club has failed for more than four months to pay such levy, suspend the services of RI to the club while the levy remains unpaid (RI bylaws 15. 6 .3.), provided the district fund has been operated as herein prescribed.

The business-like handling of club funds calls for a counter-signature on disbursement cheques or processes involving two people with online payments.

1. 5 .1. Status of Clubs with Suspended Services

Suspension of services to a club for non-payment of financial obligations results in the discontinuance of the following services of the association:

1) the club is removed from mailing lists

2) the club does not receive any publications or periodicals

3) Secretariat services cease

4) the club will not be serviced by the governor:

a) no monthly letter

b) removal from the mailing list

c) no official visit

Clubs whose services have been suspended by RI continue to possess all the rights and privileges given to clubs in the RI constitutional documents. District governors shall continue to provide minimum mailings to suspended clubs so as to allow clubs to:

a. submit suggestions to the nominating committee for governor;

b. vote in any authorized ballot-by-mail;

c. vote at the district conference and/or district assembly;

d. submit a proposed enactment or resolution to the Council on Legislation;

e. concur with any proposed legislation submitted to the Council on Legislation;

f. concur with a challenge to the nomination of a candidate for district governor;

g. take any other action allowed by RI’s constitutional documents.

1. 5 .2. Other Expenses

Districts are urged to support financially (in addition to expenses that may be covered by RI) the governor and governor-elect in performing the responsibilities of such offices.

1. 5 .3. Club and District Activities Expenses

In addition to the official activities of RI within the district, there may be special club or district activities or functions which require or encourage the participation or attendance of the governor. However, it has been a long-standing policy of RI that the expenses associated with these additional activities are expenses incurred by the governor, club or district itself.

All expenses for special Rotary club or district activities or functions are the responsibility of the clubs or districts involved. Districts are urged to support governors financially, in addition to expenses which may be covered by RI, in performing the responsibilities of the governor.

1. 5 .4. Governor’s Oversight of Club Finances

Governors should emphasize the business-like handling of club funds during their official visits. The business-like handling of club funds calls for an annual audit, a counter-signature on disbursement checks or alternatively in the case of electronic payments for one party to load payments and a second party to release them, and the publication of annual financial statements.

1. 5 .5 District 9370 Reserve Fund.

1) The District Funds Committee will identify and create specific reserves as are deemed prudent for the effective running of the District towards the achievement of its goals. The District Treasurer is empowered to allocate funds to Specific Reserves as determined by the District Finance Committee.

2.) The General Reserve will be adjusted annually to an amount calculated to be the average of the current year’s forecasted expenses and the previous year’s actual expenses. The calculation of the following year's annual dues will be based on the Districts budgeted expenses for the following year as well as the need to adjust the balances of any Specific Reserves.

**1. 6 District Publicity**

1. 6 .1 District Publications

Rotary district publications exist to advance the object of Rotary in all its aspects. Rotary district publication shall meet the following criteria:

1) The publication serves one district.

2) All aspects of the publication must be under the direct supervision of the governor.

3) The governor, together with any Rotarian appointed to act as editor, shall be responsible for the editorial content of the district publication and it shall be in harmony with RI policy.

4) In addition to news of a local or district nature, the publication shall carry information about RI and shall present such information and specific text as the RI President may request.

1. 6 .2. Public Image

Governors are encouraged to emphasize that excellent service projects tend to be the most effective basis for developing public understanding of Rotary and to recognize clubs which best achieve this goal.

1. 6 .3. District Promotion of Rotary Activities

Districts are encouraged to allocate an appropriate portion of the district’s budget annually for the purpose of increasing public awareness of club and district Rotary activities within the district. Districts should consider engaging local Public Image consultants, at no cost to RI, to assist clubs within the district in developing and implementing a strategy for increasing public awareness of Rotary activities within the district. Adjacent districts are encouraged to consider, when feasible, working together to conduct public awareness efforts emphasizing Rotary activities on a regional or national scale.

1. 6 .4. Governor's Monthly Letters The governor will be expected to send to all Rotarians of each club in the district with internet access a monthly letter by means of Club Runner. (The club president or secretary should ensure that all club members without internet access be provided with a copy of this letter. The newsletter should also be forwarded to the Rotaract Club(s) affiliated to each club.) This letter should contain items of particular interest to clubs in the district such as items on the organization of new clubs, the district assembly, the district conference, the convention, mention of unusual accomplishments of any of the clubs in the district, and matters requiring attention by the several clubs. Governors are strongly encouraged to promote RI district recognition programmes in their monthly letters to Rotarians. Governors are also encouraged to send their monthly newsletters to Interact clubs.

**1. 7. Patrons of Rotary**

In districts desiring to confer an appropriate title that recognizes an individual’s support of Rotary, such titles shall be reserved for heads of governments and members of Royalty or their representatives as may be deemed appropriate by Rotarians of such district.

**1. 8. Compliance**

1. 8 .1 Purpose of Policy

The purpose of this Policy is to provide for the fair and equitable procedure when dealing with Non-Compliant Rotary clubs.

The District endorses the following principles when dealing with Non-Compliant Rotary clubs:

* Encouragement of correction.
* Intervention and assistance by two Past District Governors.
* Respect and cognisance of the fact that clubs are autonomous.
* Patience when it is clear that the club has a sincere intention to rectify the situation.

The main objective of this policy and procedure is, in appropriate circumstances, to bring the club back to acceptable standards of conducting its affairs.

Dealing with clubs will be on a progressive basis escalating the matter step by step to the final point where termination is recommended by the District Governor.

The principles established in this Policy and Procedure are merely guidelines and should not be interpreted as inflexible rules. They may, in appropriate circumstances, be deviated from depending on the attitude of the club, their willingness to rectify the status of Non-Compliance, and the nature of the transgression.

**Details relating to the Termination of Clubs appear in the Rotary Manual of Procedure under the Rotary International Constitution**.

**1.1. Amendments to the District 9370 Code of Practices.**

Any alteration or amendment proposed to this document shall be subject to the following procedure;

* 1. The proposed change shall be submitted as it will appear in the Guidelines.
  2. The proposal shall be submitted, together with the portion of the Guidelines that it amends or replaces to the District Executive or District Council for approval.

Any cosmetic or minor changes can be made at any stage by the editor holding office at the time.

**Article 2. The Establishment of New Rotary Clubs.**

2. 1. Formation of Clubs and Satellite Clubs

Clubs shall be formed where the membership can be principally composed of business or professional persons who are preferably indigenous to the locality or who represent the permanent, established residential, business or professional life of the community concerned. Rotary no longer distinguishes between clubs that hold face-to-face meetings and clubs that meet online. However, clubs that identify themselves as e-clubs may keep that word in their names and continue to brand themselves as e-clubs to emphasize that they meet exclusively or primarily online.

2. 2.Appointment of Rotarians to Assist Governors with establishing New Clubs

The Membership and New Club Committee will be responsible for the establishment of new clubs and at least two members of the committee (from sections of the district fairly far from each other) will deal specifically with establishing New Clubs.

Once the committee has identified a spot for a new club, a sponsoring club and a special representative (see 2. 3 .1) from the sponsoring club need to be appointed to drive the process, which is monitored by the Membership and New Club chairman. The person appointed to drive a potential new club is co-opted onto the committee for the duration of the project.

The two members of the committee specifically looking after new clubs, particularly the one living nearer to the new club, and the co-opted member driving the club will manage the process in conjunction with the chairman, who would keep the governor informed of progress.

Additional support could by enlisted if necessary.

**2. 3.** Rotarians Involved in establishing New Clubs

2. 3 .1. Special Representatives

A special representative is a Rotarian who, as a member of a sponsor club, represents the governor in the organization of a provisional club.

2. 3 .2 Organization of Additional Clubs in Large Cities

Governors are to encourage the organization of additional clubs in large cities wherever the possibility of permanently maintaining a successful club of at least 20 members under Rotary’s classification principle exists.

2. 3 .3. Rotary Clubs in Rural Territory

Where a provisional club has members from two or more small communities in close proximity and applies for membership in RI, such a club should be admitted, providing it meets the requirements for membership in RI. However, each case should be considered individually.

**2. 4. New Clubs**

For more information, see *Organizing New Clubs* (RI document EN- 808).

2. 4 .1. Formation of Clubs and Satellite Clubs

Clubs shall be formed where the membership can be principally composed of business or professional persons who are preferably indigenous to the locality or who represent the permanent, established residential, business or professional life of the community concerned.

2. 4 .2. Requirements for Formation of a Provisional Club

Prior to recruiting any potential members for a possible new Rotary club, the following requirements must be met:

The committee must file with the General Secretary an approved

1. Organization of New Club Survey
2. New Club Sponsor Form (if applicable); and
3. New Club Application Form.

These need to be signed by the DG before submission.

2. 4 .3. Name of Provisional Club

Each provisional club shall adopt as its name such term as will identify it with its locality and shall insert in its constitution the name chosen, subject to the approval of RI. When so approved, such name shall not be changed except by the mutual consent of RI and the club.

2. 4 .4. Diversified Membership in New Clubs

It is important to provide for a diversified membership when organizing a new club. At the time of organizing, it is preferred that new clubs fill only one distinctive classification within each group of related classifications, although circumstances may require the filling of more than one of these distinctive classifications. The balance of classifications among the club membership must be carefully preserved.

2. 4 .5. Minimum Number of Charter Members

The minimum number of charter members for a new club shall be 20 unless there are special and sufficient reasons for the Board of RI to waive this requirement. At least 50 per cent of the charter members shall be representative of the local community in which the new club is established.

A satellite club needs a minimum of 8 members who are inducted as full members of the sponsor club. They have their own board consisting of a chair, chair-elect, secretary, treasurer and 4 to 6 other members.

The constitution of a satellite club differs slightly from that of a Rotary club and this is clearly indicated in the Standard Rotary Club constitution.in the yellow pages at the end of the RI Manual of Procedure (MOP).

2. 4 .6. Charter Membership List

The list of members submitted to the RI Board as part of the club’s application for membership shall be considered the club’s complete charter membership list. Pending the action of the RI Board on an application, no other members shall be elected to the club.

2. 4 .7. Minimum Number of Members in Sponsor Clubs

A club must have at least 20 members to sponsor a new Rotary club. Should there be two or more sponsor clubs, there is no need for a minimum from either club provided the total membership of both is a minimum of 20.

2. 4 .8. Signature on Charters

All charters shall be signed by the RI president.

2. 4 .9 Establishing the Time for Meetings of New Clubs

Governors should not recommend the admission of a new club to RI until it has been ascertained that, insofar as possible, the meeting day chosen by the new club is a suitable one in relation to the meeting days of other clubs in the vicinity.

2. 4 .10. Formation of New Clubs: Attendance Requirements

In organizing new clubs, it should be clearly understood by clubs that the regular club meeting is a fundamental requirement. Prospective members of such clubs should be fully informed of the fundamental requirements for admission to, and continuance of membership in a club including the attendance requirements current at the time. Governors are urged to emphasize the foregoing to their clubs and to all involved in the organization of new clubs.

2. 4 .11. Formation of New Clubs: Costs

No new clubs shall be admitted to membership unless the Board is satisfied that its members have the means to pay independent of external assistance, and the capability to remit dues to the association

2. 4 .12. Admission Fee for New Clubs

New clubs shall pay an admission fee, current at the time of the charter, per charter member. The admission fee is established to underwrite the cost to RI of chartering and serving the new club.

2. 4 .13. Expenses of Charter Ceremony

Clubs are expected to have a governor or his/her designated representative present at the club's official chartering ceremony. Governors should take care to conserve the funds of RI by combining charter presentations with other duties such as official visits when a new club is a considerable distance from the home of the governor. In some cases, the special representative or some other member of the sponsor clubs should be called upon to present the charter for the governor.

Where necessary, financial assistance may be given to the sponsor club and others for charter costs.

2. 4 .14. Per Capita Dues for Newly Admitted Clubs

Only clubs which have been admitted to membership in RI on or before the immediately preceding 15 May will be asked to certify to their membership on 1 July and pay per capita dues on that date. In like manner, only those clubs which have been admitted on or before the immediately preceding 15 November will be called upon to certify to their membership on 1 January and pay per capita dues as of that date.

**Details relating to the Termination of Clubs appear in the Rotary Manual of Procedure under the Rotary International Constitution**.

****

**Article 3. District Officers.**

**3. 1 . Governor’s General Duties and Responsibilities.**

Details can be found in *Lead Your District: Governor* for your year of office. This is the official manual.

3. 1 .1. Governor’s Qualifications, General

The administration of clubs under the direct supervision of a governor in a constituted district is a sound procedure and should be continued. It is essential to the effective operation of the governor system that the Rotarian elected to the office of governor, as the officer of RI in the district, be fully qualified, well informed of such duties and responsibilities, carefully selected, and willing and able, physically and otherwise, to perform them. It is recommended that governors also have computer skills. The qualifications and requirements for the office of governor need to be clearly understood and duly regarded in the selection of district governor nominee-designate.

3. 1 .2. Governor’s Minimum Duties

The Suggested Guidelines for Minimum Required Duties of Governors are as follows:

* Strengthen clubs, organize new clubs, and grow membership
* Encourage contributions and other support for The Rotary Foundation
* Promote a positive public image and serve as a spokesperson for the district
* Develop a safe environment for youth participants
* Conduct district conference and other meetings
* Supervise district nominations and elections
* Prepare budget, provide an annual report, and help administer District Designated Funds
* Complete online district qualification
* Work with governor-elect and other district leaders

**3. 2. Governor’s Specific Duties and Responsibilities**

3. 2 .1. Governors’ Additional Meetings with Clubs

Governors and their assistant governors are encouraged to meet more than once with weak clubs in their districts. If such additional meetings are needed personally by the Governor, or in the event additional funds are necessary for activities related to Interact and other Rotary programmes not provided for in the original budget, such additional expenses are reimbursable, provided requests for such additional funds are submitted to the board through the General Secretary by the governor and approved in advance of such expenses being incurred.

3. 2 .2. Substitutes for Governors who are unable to make Club Visits

When regulations prevent the governor from securing entry into another country in the district, the president, after a conference with the governor, is authorized to assign an RI director or some other qualified Rotarian to visit the clubs in such country on behalf of the governor.

3. 2 .3. Resignation of Governor Who Moves from the District

A governor situated outside of the district where he/she holds club membership is not in a position to participate fully and regularly and actively in the affairs of the club and district. Such Rotarian is not in a position to function effectively as governor. It is in the best interests of RI, that such governor tenders his/her resignation from office to permit the election by the Board of a governor who is situated in the district and able to fulfil completely the duties of governor.

3. 2 .4. District Records and Files

It is recommended that governors develop and maintain a district record book or manual to include information useful to the next governor in preparing for office, conducting district affairs, and carrying out other duties. The district record book should be kept up-to-date by the governor and handed over to the incoming governor.

**3. 3. Governor-elect Responsibilities and Training**

• Attending the governors-elect training seminar

• Setting district goals for the year that align with the district strategic plan and Rotary’s strategic

plan

• Appointing assistant governors and district committee chairs and reporting them in My Rotary

• Conducting district meetings, including the district team training seminar, presidents-elect

training seminar, and district training assembly

• Planning for the district conference

• Reviewing clubs’ status with the governor, in preparation for the International Assembly

• Attending the International Assembly

3. 3 .1. Governor-elect Attendance at International Assembly

Attendance of the governor-elect at the International Assembly is required for the efficient administration of RI at the district level. Every governor must have the basic experience and training resulting from participation in the International Assembly if he or she is to function effectively as the representative of RI in the district, and if he or she is to provide the leadership, guidance and counsel to the clubs of the district that is expected of a governor as an officer of RI. Each governor shall emphasize to all candidates for governor, and to all clubs of the district, the requisite that the governor-elect attend the International Assembly as necessary preparation for his or her year as governor and that the nomination should not be accepted unless the candidate can and will attend the International Assembly for its full duration pursuant to RI Bylaws.

3. 3 .2. Governor-elect Spouse Attendance at International Assembly

Attendance of the spouse or partner of the Governor-elect at the International Assembly is encouraged. Should the Governor-Elect and his/her spouse have different surnames, this needs to be clarified with RI.

3. 3 .3. Zone Level Governor-elect Training (GETS) at Rotary Zone Institutes

The Board has adopted a two-day training programme for governors-elect at the zone-level to be held in conjunction with Rotary Zone Institutes integrating topics approved by the Board and the Trustees of The Rotary Foundation called the Governors-elect Training Seminar (GETS).

3. 3 .4. Governor-elect Mandatory Attendance at GETS

Attendance at the governors-elect training seminar (GETS) held in conjunction with Rotary zone institutes shall be considered mandatory for governors-elect, under the same conditions as the International Assembly. Governors-elect are required to attend the GETS for the zone in which they were elected and in which they will serve. Upon request, the institute conveners may make an exception in extenuating and mitigating circumstances.

3. 3 .5. Reimbursement of Expenses for Attendance at GETS

The general secretary shall, on an annual basis, obtain hotel and meal cost information from the conveners of Rotary zone institutes. Governors-elect will be reimbursed for the actual cost of three nights’ hotel and two days meals, not to be greater than the cost information provided by the institute conveners. Governors-elect must submit an expense report with supporting documentation after their attendance at GETS.

There is usually no reimbursement for the expenses for the spouse or partner’s attendance at GETS.

3. 3 .6 Governor-elect Spouse Training at GETS

Rotary zone institute conveners are encouraged to conduct needs assessments among Governors’-elect spouses in order to plan spouse training at GETS, if appropriate.

3. 3 .7. Evaluation of GETS

Governors-elect shall complete an evaluation of the GETS training they receive immediately after they complete such training, and completed evaluation forms shall be collected and provided to RI.

3. 3 .8. District Level Governor-elect Training

The governor-elect shall:

a) be given specific responsibilities by the governor in connection with district committees or district

organization;

b) be invited by the governor to attend as an observer all district meetings, in addition to meetings

where he or she is not otherwise designated as a participant; and

c) be considered by the governor for assignment to participate in the programme of the district conference.

3. 3 .9. Governor-elect Attendance at District Conference

A Governor-elect is encouraged to visit district conferences in other districts prior to the year in which he or she takes office in order to observe and evaluate procedures and features whereby their own district conference may be improved and strengthened. The governor should be encouraged to invite governors-elect from other districts to attend and participate in the district conference of his or her district.

3. 3 .10. Governor-nominee Training

Rotary zone institute conveners may offer governor-nominee training if it meets the needs of the governors-nominee in their zones.

3. 3.11 Governor’s Council for South Africa, (COSA)

The Governor nominee (together with the Governor-Elect and the Governor) shall be required to attend the annual meeting of the Governor’s Council for Southern Africa.

**3. 4. Governor’s Expenses.**

|  |
| --- |
| 3. 4. 1 It is important for District Governors to note two very important things:   * Receipts are required for all expenses of US$75.00 or more; * A receipt is required for all hotel expenses regardless of amount. |
| Expense reports will not be processed unless the appropriate receipts are included.  3. 4. 2 Refer to the document titled “A Guide to Your RI District Governor Allocation.”  Each page of the expense report is referenced in the guide. The guide contains important  information relating to allowable expenses you should be recording on the expense report pages. |
| You may incur expenses that are not allowed by RI (see guide), which may be reimbursable from other sources,  such as your district fund. Refer to Chapter 8 of your *District Governor's Training Manual* for additional information. |

Guidelines on RI Reimbursement for District Governor Expenses

The District Governor and District Finance Committee can use the following list as a guideline of what RI will reimburse the District Governor for actual expenses incurred while on official RI business:-

a) Travel for RI business such as the official visit to each club

b) Accommodation if forced to stay overnight

c) Attendance to GETS

d) Spouse travel and accommodation is only paid if the spouse is on official RI business

e) Actual meal costs

f) Telephone, computer data, laundry, and valet

g) Stationery and printing

h) AG training

**3. 5. Costs Created by Vacancies in the Office of Governor or Governor-elect**

The policy for the filling of a vacancy in the office of governor or governor-elect:

a) A past governor who has been selected to serve a second term prior to the International Assembly shall be invited to attend the International Assembly at the expense of RI;

b) A past governor who has been selected to fill a vacancy in the office of the governor that occurs between the International Assembly and 1 September shall receive, at RI’s expense, one or two dates of intensive training at the office of the secretariat serving that district;

c) A past governor who has been selected to serve temporarily or to complete a term of office as governor between 1 September and the remainder of the Rotary year shall be provided strong support from secretariat staff; and

d) Any past governor who serves more than an additional six months as governor or acting governor shall receive a distinctive recognition from the president.

**3. 6. Assistant Governors.**

3.6.1 Definition of an Assistant Governor

The district uses the title “assistant governor” to refer to Rotarians appointed by the governor who serve at the district level and are assigned the responsibility of assisting the governor with respect to the administration of designated clubs. All assistant governors will be responsible for providing the following support to the clubs to which they have been assigned.

1. Meet with and assist the incoming club presidents before the beginning of the Rotary year to discuss the clubs' goals and to enter them on *Rotary Club Central.*
2. Attend the club assemblies in the area associated with the governor’s official visit.
3. Visit each club regularly, preferably monthly with a minimum of one visit each quarter of the Rotary year, and meet with the club president and other club leadership to discuss the business of the club, resources available to them, and handling club funds in a business-like manner.
4. Assist club leaders in scheduling and planning for the governor’s official visit.
5. Keep the governor posted on the progress of the clubs and suggest ways to enhance Rotary development and address problems.
6. Encourage clubs to follow through on requests and recommendations of the governor.
7. Monitor each club's performance with respect to service projects.
8. Identify and encourage the development of future district leaders.

3.6.2 Expectations from Assistant Governors

In order to fully meet these responsibilities, all assistant governors are expected to:

1. Attend the assistant governor training seminar.
2. Attend the Presidents-elect (and Officers) Training seminar and the district assembly.
3. Advise the incoming governor on district committee selections.
4. Attend and actively promote attendance at the district conference and other district meetings.
5. Participate in Rotary Foundation programmes, annual and special giving events, and other special assignments as necessary.

*It is important that assistant governors assist in the development of the district goals during the year* ***prior*** *to the appointment of committees.* ***The objective is to reach a consensus for what the district wants to achieve and to appoint personnel only as necessary to achieve the district goals.***

3.6.3 Minimum criteria for selecting assistant governors include:

1. membership, other than honorary, in good standing in a club in the district for at least three years;
2. service as president of a club for a full term;
3. willingness and ability to accept the responsibilities of the assistant governor;
4. demonstrated outstanding performance at district-level;
5. the potential for future leadership in the district.

3.6.4 Status and Term of Assistant Governors

Assistant governors are district appointees. They are not officers of Rotary International.

Assistant governors are to be appointed on an annual basis, with no assistant governor serving more than three consecutive one-year terms.

No past governor serves as an assistant governor.

3.6.5 Costs for Assistant Governors

Districts are responsible for determining any financial support provided to assistant governors in performing their duties and responsibilities. Governors are eligible to receive limited funding from RI for the purpose of training and supporting assistant Governors.

**3.7 The District Secretary and the Webmaster**

(*This may need to change if the district becomes a Public Benefit Company)*

3. 7 .1 Appointment of the Secretary:

Governors should appoint a district secretary. The secretary should be a Rotarian knowledgeable in Rotary, familiar with district meetings, who can assist the governor in making arrangements for district meetings, handling correspondence, compiling minutes of district meetings, and in keeping records. The district secretary and the district webmaster will work closely with each other.

3. 7 .2 Appointment of the Webmaster

Governors should also appoint a district webmaster who is a Rotarian skilled in computer management, in particular, website management. He will manage the District website which includes the management of the Club Runner Programme.

The secretary and webmaster will collaborate on the compilation of a district directory. Whether this is printed for selected or all Rotarians or accessible only by those registered on club runner is a decision of the District Governor. (Most Rotarians are not keen that their contact and other details should not be available to all and sundry online or in a widely distributed directory.)

**3. 8**. **Past Officers**

3. **8** .1. Utilizing Services of Past Governors

Governors are urged to consider drawing upon past officers of RI for assistance in extension efforts, in informing incoming Governors, in promoting the convention, in Rotary information, and in direct assistance to weaker clubs, serving when invited by the president of the club and the Governor as ad hoc members of the board of directors of a club.

See: The Advisory Council of Past Governors page 10.

**Article 4. District Programmes and Projects**.

4. 1. Continuity of District Programmes and Projects

District leaders are encouraged to adopt methods of ensuring that continuity exists from year to year in district projects and programmes, thus safeguarding the annual programmes and projects as well as ensuring time and effort are not spent needlessly reinventing the same.

4. 2. District-level Fellowship Activities

District governors are encouraged to organize district-level fellowship activities with a view to advancing the Object of Rotary, similar to the purpose and goals of the Rotary Fellowships programme, and in accordance with RI policies governing district activities.

4. 3. Rotary District Action Programmes

District Rotary Action Programmes, such as the District Rotary Family Health Day (See: District Miscellaneous Rotary Programmes Committee) should be encouraged in order to promote specific RI action programmes at the district-level and provide specific support and guidance to the clubs involved with the particular programme in the district.

**Article 5. District Conferences**

5. 1 .District Conference Scheduling, Location and General Requirements

5.1.1 Time

A conference of Rotarians of each district shall be held annually at such time and place as agreed upon by the governor and the presidents of a majority of the clubs of the district. The Board encourages districts to hold district conferences at a time most convenient, provided that the conferences are not scheduled at the same time as the Rotary zone institute for that district’s zone.

A conference of Rotarians of District 9370 shall be held annually within the last three months of the Rotary year. The dates chosen for the conference should end at least two weeks before or start at least two weeks after the International Convention.

5.1.2 Venue

Where a governor-nominee has been selected and certified to the general secretary, the district conference for the year of the governor-nominee’s service may be planned in advance. The governor-nominee and a majority of the current presidents of the clubs of that district must agree to the site for such conference. With the approval of the board, a district may also select the site of the district conference for the year of a governor-nominee’s service by the vote of the governor-nominee and a majority of those persons who will serve as club presidents during the same year. Where a club has not selected its future president, the current president of that club shall vote on the venue of such conference.

5.1.3 Conference and District Legislation Meeting Actions.

A district conference and district legislation meeting may adopt recommendations upon matters of importance in its district, provided such action shall be in accordance with the constitution and bylaws and in keeping with the spirit and principles of Rotary.

Each district conference and district legislation meeting shall consider and act upon all matters submitted to it for consideration by the board and may adopt resolutions thereon.

5.1.4 Conference Report.

The governor, along with the secretary, shall prepare and execute the required written report of the conference proceedings within 30 days of the adjournment of said conference. They shall transmit three copies of such report to the general secretary and one copy thereof to the secretary of each of the clubs of the district.

5.1.5 Purpose of the District Conference

The purpose of the conference is to further the Object of Rotary through fellowship, inspirational addresses, and the discussion of matters related to the affairs of clubs in the district and RI generally. The conference gives consideration to any special matters submitted to it by the Board or matters originating within the district. The district conference should showcase the programmes of Rotary and recognize successful district and club activities. The conference should encourage interaction and dialogue among clubs.

Recognizing that the district conference is an opportunity to sustain and grow the membership base within the district, the information should be presented in an inspirational fashion and in an atmosphere of Rotary fellowship.

5.1.6 Participants

The district conference should be designed to appeal to all Rotarians in the district. New Rotary club members are particularly encouraged to attend. The Board encourages governors to invite spouses, family members, Rotaractors, Interactors, Youth Exchange participants, Rotary Foundation Alumni, and other Rotary programme volunteers to participate in district conference activities.

**5.2 District Conference Programme**

The planning and development of the programme of the district conference are the responsibility of the governor who alone should retain complete control of the programme, including presiding at the district conference. The message of the President’s Personal Representative to the district is most important. Accordingly, this message should be given the most important place in the programme.

5. 2 .1. Requirements for the District Conference

The district conference must:

a) provide the representative of the RI president with the opportunity to address the conference a minimum of twice; once to deliver a major address of 20-25 minutes at the conference session with the maximum attendance, including spouses; in addition to the two primary addresses, representatives should be provided with an opportunity to make remarks at the conclusion of the conference to demonstrate appreciation to the host district;

b) discuss and adopt the audited financial statement from the previous Rotary year;

c) approve the district levy, if not approved previously at the district assembly

e) elect the member of the nominating committee for the RI Board of Directors, as appropriate.

f) elect the club representative and alternate to the Council on Legislation, when applicable.

g) present and vote on any proposals from clubs or the district for submission to the annual Council on

Resolutions and the Council on Legislation held every three years.

NOTE: Clubs may need to appoint electors to vote on certain items at a conference or at other district meetings. Items e), f) and g) above are examples of these items.

Provision needs to be made well before the conference to inform clubs of their duty to choose electors and submit their names to the conference convenor. Clubs also need the details of the issues or candidates on or for which they need to vote.

(Refer to *Article 1. 2 .4 District Meeting Voting Procedure* in this document.)

5.2.2. Recommendations for the District Conference

The district conference should:

* be not less than two entire days and no more than three days in duration;
* include discussion groups to increase participation by members, where possible;
* include a balanced programme in which the majority of the content is focused on Rotary

and Rotary Foundation subjects;

* consider district resolutions;
* extend a specific welcome to new Rotarians, Rotarians attending the district conference for the first time, club presidents and others as appropriate;
* maximize the use of volunteers who have participated in Rotary and Rotary Foundation activities in the programme;
* include the promotion of the next conference, encouraging pre-registration;
* maintain an affordable cost in order to encourage maximum attendance;
* avoid scheduling conflicts between the conference, holidays and other events;
* encourage the attendance of every registrant at plenary sessions by scheduling spouse and other events at non-conflicting times;
* promote exhibitions of club and district projects, perhaps in a “House of Friendship”;
* recognize the representative of the RI president’s experience and involve the representative in group discussion sessions and other sessions accordingly;
* provide a special orientation event for new Rotarians, if desired;
* if possible, include a district leadership seminar for interested Rotarians who have served as club president, or have served for three or more years in a leadership role in the club, for one full day immediately prior to or after the district conference.

5.2.3. Role and Responsibilities of the Governor

To achieve a successful district conference the governor will:

* be responsible for the planning, organizing and conducting of the conference;
* appoint a conference secretary (after consultation with the president of the host club) to work with the governor in planning the conference and recording the proceedings thereof;
* appoint an aide to the President’s Personal Representative;
* prepare and execute, along with the secretary, a written report of the conference proceedings within 30 days of the adjournment of the said conference and transmit three copies of such report to the general secretary and one copy thereof to the secretary of each of the clubs of the district;
* develop a comprehensive and well-balanced programme within the Board-recommended guidelines;
* ensure that hospitality and courtesy appropriate to the RI president is given to the representative of the RI president and his/her spouse;
* ensure maximum representation from every club in the district by involving them in conference programmes and activities;
* encourage the involvement of the local community by conducting a well-planned public relations effort - that includes media relations - before, during and after the conference;
* invite representatives of the local community to participate in the programme as appropriate.
* make a special effort to have the entire membership of all newly organized clubs attend the conference.

5. 2 .4. Compliance with Minimum Standards

Each year RI Directors should receive copies of district conference reports for districts in the appropriate zone(s) and a summary report from zone indicating any districts that have been rated on the “Report of the President’s Personal Representative to the President of Rotary International” as “fair” or “weak” for three consecutive years. The director, after consultation with the general secretary, will develop a strategy to provide appropriate mentoring for incoming governors of designated districts for a period of two years. The director should initiate contact with the governors-elect of these districts as appropriate.

5. 2 .5. Rotary Theme at District Conference

District conferences that take place after the International Assembly should highlight the current year theme while suitably bridging to the theme and emphases of the next Rotary year.

5. 2 .6. District Conference Displays

Governors should arrange for exhibits at the site of the district conference and invite all clubs in the district to provide a display of at least one club project with special recognition to be given to outstanding displays, as space permits. Such exhibits shall also include district-wide projects.

**5. 3. Financial Guidelines for Conference.**

5. 3 .1 Principles.

The cost of running the District Conference is the responsibility of every Rotarian in the district. The District Governor must ensure good stewardship of the District finances and must monitor Conference spending. The annual district dues paid by each Rotarian include a component which goes towards the cost of running the District Conference. Rotarians attending the conference should therefore not be charged an additional registration fee. Delegates are expected to pay for meals, teas, drinks and entertainment at cost price (rounded off to a small premium)

5. 3 .2 The Host Club.

A. The club hosting the conference is requested to raise sponsorships to help conserve the district funds. Any profit made at a conference is to be returned to the District Treasurer which goes into a reserve to cover possible losses when sponsorships are not obtainable.

B. Should the host club wish to arrange “extras” (gifts, outings etc.) for delegates, this must be done at the club’s own expense.

C. The host club must provide the District Governor with a Conference Budget at least 3 months before the conference is held.

D. The host clubs may only make a profit from any service that they render to the conference. They are requested not to inflate any of the charges that they make. Examples of services are the preparation and serving of meals and teas, the provision of entertainment and the running of refreshment kiosks.

5. 3 .3 District Allocation to Host Club.

The fund allocated to the host club is intended to cover the cost of running the conference. (See. 3 .2A above)

Conference costs include: (All Anns’/Inner Wheel meetings are included.)

A. Hire of venues. (Where a venue cost includes the cost of the meal the Conference Committee shall split

this realistically so as to recover the meal cost from delegates.)

B. Décor and flowers for the conference venue.

C. Printing of Brochures and programmes. Where possible advertising sponsorship should be obtained.

D. The Amplification System.

E. Name Tags

F. Stationery necessary for conference correspondence.

G. Printing of Registration Forms

H. Telephone, fax, postage and e-mail costs.

I. Gifts for speakers and the RI President’s Personal Representative (RIPPR).

J. Cost of the guest speaker (travel, accommodation, meals, including the Anns’/Inner Wheel meeting),

excluding sponsored RI officers.

K. Banquet décor and music.

5. 3 .4 Disallowances for Conference expenditure.

A. The DG’s Advisory Council Meeting and any outings arranged in conjunction therewith. These costs are paid by the District with the approval of the Governor.

B. Any function specifically held for District officers before the start of the conference. These costs are for the account of the individuals concerned.

C. Accommodation or deposits for delegates.

5. 3 .5 Accommodation.

Delegates are expected to make their own arrangements for accommodation, in accordance with the information distributed by the host club or conference convener.

5. 3 .6 Specific Financial Arrangements.

A. Youth Exchange Students.

Where possible home hosting should be arranged by the host club. In the event of this not being possible, accommodation and the cost of meals are paid from the District Youth Exchange Committee Budget having been negotiated and approved by the chair of the District Youth Exchange Committee.

B Visiting Vocational Training Teams (VTT) or other Teams.

The costs of all meals, accommodation, entertainment and teas for members of District Sponsored teams must be paid from Conference funds. Those from club sponsored teams must be paid by the clubs.

District VTT Teams.

Where possible, home hosting should be obtained to conserve costs. If this is not possible the cost will be borne from the District Budget for VTT, for the time that they have to be at the conference which is usually for one day and one night and includes spouses. The cost of travelling is for their own account.

C. Peace and other Foundation Scholars – incoming and outgoing.

Where possible, home hosting should be obtained to conserve costs. If this is not possible the cost will be borne by the district budget for scholars. This amount must be negotiated with the conference committee before the conference by the chair of the District Scholarships committee.

D. RI President’s Personal Representative’s Expenses.

The cost of accommodation for the President’s Personal Representative couple is a District expense and will be paid by the district treasurer.

The cost of meals, teas and entertainment is a conference expense.

All reservations are done by the Conference committee in consultation with the District Governor.

The cost of the President’s personal representative’s accommodation is covered for the period of participation in conference activities. Any additional time spent is for their own accounts.

(Note: The District Governors should normally pay their own accommodation costs as this is included in their RI allowance)

E. Other R I Dignitaries eg. Zone co-ordinators.

These persons are usually instructed by RI and hold budgets therefor and will pay their own expenses. This will be discussed with them by the District Governor who will instruct the Conference committee accordingly.

**5. 4 RI President’s Personal Representative at Conference**

5. 4 .1. Role of the President’s Personal Representative at Conference

In representing the RI president and his spouse, the RI President's Personal Representative (RIPPR) and his/her spouse should, if possible:

a) meet personally as many Rotarians and spouses as possible;

b) inspire and motivate district conference participants through formal presentations and participation in all

aspects of the conference;

c) stay within the scheduled programme time for his/her presentations;

d) provide information on the RI president, the RI theme for the year, and special RI programmes and

emphases for the year, as well as providing continuity to the following year’s theme and emphases as

appropriate;

e) report on RI;

f) stress the importance of membership development and retention;

g) promote the programmes and development of The Rotary Foundation;

h) demonstrate and reflect the internationality of Rotary;

i) meet personally the governor-elect, governor-nominee, and their spouses;

j) meet with past RI officers and spouses, if feasible;

k) evaluate the governor, governor-elect, and other Rotarian participants for future responsibilities;

l) evaluate past governors in attendance, who should be considered for future assignments;

m) assist the governor, as requested and appropriate;

n) give appropriate recognition to the district and/or governor;

o) visit government officials, if invited;

p) visit Rotary clubs and Rotary service projects before or after district conference, if feasible;

q) meet with media representatives, as required;

r) attend all scheduled district conference meetings, as requested;

s) refrain from involvement in district disputes.

In so performing the above responsibilities, the President’s Personal Representative and his/her spouse should reflect the dignity and courtesy associated with the highest office in RI.

5. 4 .2. Role of the President’s Personal Representative with Regard to Future Conferences

The President’s Personal Representative is strongly encouraged to meet with the governor-elect and his or her district conference chair at the conclusion of the current conference to discuss effective planning in meeting conference requirements and implementing recommendations that would enhance the overall effectiveness of the conference for the following year.

In districts with particularly weak conferences, the Board recognizes that the President’s Personal Representative can play a vital role in improving future conferences in the district to which the representative has been appointed. Specifically, the President’s Personal Representatives to districts that have been identified as having weak conferences should serve as mentors to governors-elect and clarify how district conference requirements and recommendations can be effectively implemented.

5. 4 .3. The Role of the President’s Personal Representatives’ Spouses

The spouses of President’s Personal Representatives have a responsibility to promote the ideals and programmes of Rotary, in addition to supporting the President’s Personal Representatives in the performance of their duties. Involvement in the activities of the conference is required, including attendance at spouses’ meetings, social gatherings, and plenary sessions.

5. 4 .4. President’s Personal Representative’s Speech at Conference

President’s Personal Representatives at district conferences shall make two major addresses, one relating to the theme of the president, and one reporting on Rotary worldwide. The message of the President’s Personal Representative to the district is most important. Accordingly, this message should be given the most important place in the programme. However, before scheduling the address of the President’s Personal Representative, the governor should consult with the representative as to his/her desires in connection with such a presentation.

5. 4 .5. President’s Personal Representative Evaluation

The President’s Personal Representative should complete and transmit to the president the report on the conference promptly following the conference. The president is requested to ensure prompt and appropriate follow-up to the reports of the President’s Personal Representatives. The evaluation form used by the RIPPR is available online and it is recommended that the latest version be consulted when planning the conference.

5. 4 .6. Expenses of the President’s Personal Representative

Rotary International will pay the travel expenses of the President’s Personal Representative and spouse to a district conference but it is expected that the district conference assumes the hotel and other conference expenses of the President’s Personal Representative and spouse during their attendance at the conference. The account of the President’s Personal Representative for expenses incurred in attending a district conference shall not be closed nor shall the representative receive final reimbursement for his or her travel and other expenses in connection with his or her attendance at the district conference until he or she has transmitted to the president his or her report of the conference.

5. 4 .7. President’s Personal Representatives’ Reports as a Resource for Future Representatives

The General Secretary should send the President’s Personal Representatives copies of the available reports submitted by the representatives assigned in the previous three years to that district, excluding any material related to individuals in the district, at the time other materials are mailed.

**Article 6. District Meetings / Training**

**6. 1 Protocol**

The governor shall plan, promote, and preside at all official district meetings except as otherwise expressly provided. A timeline for when these district meetings should take place is provided in the RI publication numbered 246en and entitled *Lead Your District: Training manual.*

These meetings involve training, but this is not a comprehensive list. More details about training, for example, Foundation training and Grant Management Training, appear Article 8.

**6. 2 District Assemblies**

6. 2 .1. Purpose of the District Assembly

The purpose of the district assembly is to develop Rotary club leaders who have the necessary skills, knowledge and motivation to sustain and/or grow their membership base; implement successful projects that address the needs of their communities and communities in other countries; and support The Rotary Foundation through both programme participation and financial contributions as provided in the RI Bylaws.

6. 2 .2. District Assembly Participants

The participants in the district assembly shall be club presidents-elect and the members of Rotary clubs assigned by the club president-elect to serve in key leadership roles in the upcoming Rotary year.

6. 2 .3. District Assembly Components and Learning Objectives.

The RI *Lead Your District: Training manual*, intended for district training team leaders conducting training, will refer you to the latest relevant material. Material is changed every three years. The current material is relevant for training in 2017‑18, 2018-19, and 2019-20 the next will be published in 2019 for training in the 2020-21, 2021-22 and 2022-23 Rotary years.

6. 2 .4. District Assembly Leaders

The governor-elect is responsible for the overall programme of the district assembly. The district trainer is responsible for planning and conducting the assembly. The district chairs related to the functional areas are responsible for leading the related breakout sessions. For the presidents-elect sessions, past governors and assistant governors should be used as appropriate.

6. 2 .5 Attendance at District Assembly

a) Incoming presidents and the members of Rotary clubs assigned by the club president-elect to serve in key leadership roles in the upcoming Rotary year, before accepting office, should be required by their respective clubs to pledge themselves to attend the district assembly.

b) It is recommended that each club establish a policy that attendance by the incoming club president at the district assembly is mandatory. This policy shall be made known to candidates prior to their election, and each club shall adopt a policy of paying the expenses of the incoming president and the incoming secretary to the district assembly without diminishing the importance of other designated participants in the district assembly.

6. 2 .6. Scheduling of District Assembly

This may be held at the same time and venue as PETS / POETS or if the district conference is held during April, consideration may be given to holding the district assembly and the district conference as consecutive meetings, provided that, in any such scheduling of the meetings the district conference is held as the second such meeting. Such consecutive meetings should be scheduled without reducing the time required for each such meeting and with due regard for the essential features of each.

**6. 3. Presidents and Officers-elect Training Seminars (PETS / POETS)**

6. 3 .1. Guidelines for PETS / POETS

The Board has established the following guidelines for PETS / POETS and encourages governors-elect to adhere to the PETS / POETS programme content recommended by the Board.

6. 3 .2. Purpose of PETS / POETS

The presidents and officers-elect training seminars (PETS / POETS) are informational programmes that are planned and conducted by the district trainer under the direction and supervision of the governor-elect as provided in the RI Bylaws. Their purpose is to develop club presidents who have the necessary skills, knowledge and motivation to:

•sustain and/or grow their club’s membership base;

•implement successful projects that address the needs of their communities and communities in other countries;

•support The Rotary Foundation through both financial contributions and programme participation;

•develop leaders capable of serving in Rotary beyond club-level.

6. 3 .3. PETS / POETS Components and Learning Objectives.

See 6.2.3 on how to access the necessary information.

6. 3 .4. Participants

Participants attending the PETS / POETS should include the governor-elect, assistant governors, the district trainer, and all incoming club presidents in the district. It is recommended that the expenses of the incoming club presidents be paid by the club or district. Club officers, especially the secretary and treasurer, should be encouraged to attend.

Assistant governors shall assist the governor with promoting attendance among the presidents-elect and officers to whose clubs they are assigned and team building among the presidents-elect, the governor-elect, and themselves.

The district trainer shall work with the governor-elect in developing training materials (See 6.2.3) and conducting the training session for the PETS / POETS Seminar Leadership Team.

6. 3 .5. PETS / POETS Leaders

The governor-elect is responsible for the PETS / POETS. The district trainer is responsible for planning and conducting the Seminar under the direction and supervision of the governor-elect. The Seminar leadership team consists of qualified past governors and district committee chairs. Governors-elect are encouraged to utilize the members of the district Rotary Foundation committee in developing and delivering Foundation topics in appropriate sessions.

6. 3 .6. PETS / POETS Time Frame

PETS / POETS shall consist of a one and a half-day seminar to be held during the month of March.

6. 3 .7. Administration of PETS / POETS

All PETS / POETS shall be under the direct authority and control of the governors-elect in cooperation with governors in order to foster unity and promote communication among the district leadership team.

**6. 4 . District Leadership Seminar**

6. 4 .1. Purpose of the District Leadership Seminar

The purpose of the District Leadership Seminar is to develop Rotarian leaders within the district who have the necessary skills, knowledge and motivation to serve in Rotary beyond the club level.

6. 4 .2. Participants in the District Leadership Seminar

Interested Rotarians who have served as club president, or have served for three or more years in a leadership role in the club, and who wish to take on a leadership position in the district, may participate in the District Leadership Seminar.

6. 4 .3. District Leadership Seminar Components/Learning Objectives

See 6.2.3 on how to access the necessary information.

6. 4 .4. District Leadership Seminar Time Frame

One full day District Leadership Seminar shall be held immediately prior to or after the district conference.

6. 4 .5. District Leadership Seminar Leaders

The governor is responsible for the overall programme of the District Leadership Seminar. The district trainer is responsible for planning and conducting the Seminar. The Seminar leadership team consists of qualified past governors appointed by the governor.

**6. 5 . District Team / Assistant Governor Training Seminar**

6. 5 .1. District Team / AG Training Seminar Purpose

The purpose of the District Team Training Seminar is to develop a cohesive team of Assistant Governors and (if possible) other district leaders who have the necessary skills, knowledge and motivation to support the clubs in the district to:

•sustain and/or grow the district’s membership base;

•implement successful projects that address the needs of their communities and those in other countries;

•support The Rotary Foundation through both programme participation and financial contributions;

•develop leaders capable of serving in Rotary beyond the club level.

6. 5 .2. District Team / AG Training Seminar Participants

Participants in the District Team Training Seminar shall include Rotarians appointed by the governor-elect to serve as assistant governors, and as district committee chairs and members (if logistics and finances allow for them to attend) in the next Rotary year.

6. 5 .3. District Team / AG Training Seminar Components and Learning Objectives

See 6.2.3 on how to access the necessary information.

6. 5 .4. District Team / AG Training Seminar Time Frame

At least, but preferably more than, a full-day District Team Training Seminar shall be held during the month of February.

6. 5 .5. District Team / AG Training Seminar Leaders

The governor-elect is responsible for the overall programme of the District Team Training Seminar. The district trainer is responsible for planning and conducting the Seminar. The Seminar leadership team consists of qualified past governors.

6. 5 .6. District Team / AG Training Seminar — Preliminary Training

In order to help assistant governors and district committee members gain the most benefit from their participation in the district team training seminar, as well as to establish contact between incoming assistant governors, district chairs, and the RI Secretariat, RI will annually distribute an orientation kit to assistant governors and district committee chairs.

**6. 6 . District Membership and Establishment of New Clubs Seminars**

6. 6 .1 District Membership and Establishment of New Clubs Seminar Purpose

The purpose of the District Membership and Extension Seminar is to develop club and district leaders who have the necessary skills, knowledge and motivation to support the clubs in the district to sustain and/or grow the membership base plus to examine new areas where club extension is possible.

6. 6 .2. District Membership and Establishment of New Clubs Seminar Participants

Participants in the District Membership Seminar shall include club presidents, club-level membership committee members, district membership development committee members, district extension committee members, assistant governors, and all interested Rotarians.

6. 6 .3. District Membership and Establishment of New Clubs Seminar Components and Learning Objectives

See 6.2.3 on how to access the necessary information.

6. 6 .4. District Membership Establishment of New Clubs n Seminars Time Frame

District Membership Seminars shall be held from time to time when convenient.

6. 6 .5. District Membership and Establishment of New Clubs Seminar Leaders

The governor is responsible for the overall programme. The district membership development and extension committees are responsible for planning and conducting the seminar in consultation with the governor and the district trainer. The seminar leadership team consists of qualified past district governors and/or those Rotarians active and successful in membership development and extension activities. Consideration should be given to involving the Rotary International membership coordinator and zone coordinator.

*Note: The above guidelines are provided for a stand-alone district membership seminar. Some districts may wish to conduct the district membership seminar in conjunction with another Rotary training meeting, such as the district assembly. In this case, the approval of the governor-elect (or meeting convener) is required.*

**Article 7. District Awards and Competitions**

During the amalgamation process involving former districts 9270 and 9320, it was agreed that all awards and competitions offered by Districts 9270 and 9370 would cease to exist and that all trophies, etc. would be placed in the archives. This does not necessarily preclude the new district from establishing new awards.

**Article 8. The Rotary Foundation**

**8. 1. Policy for District Rotary Foundation Committees**

The district Rotary Foundation committee (DRFC) is a group of experienced and dedicated Rotarians who assist the governor in educating, motivating and inspiring Rotarians to participate in Foundation programme and fundraising activities in the district. The committee serves as the liaison between The Rotary Foundation and club Rotarians. The district governor is an ex-officio member of the committee.

The emphasis on the six Foundation Focus Areas means that most, if not all, Foundation programmes must be related to one or more of these focus areas.

**IMPORTANT**

**Further details about the Rotary Foundation chair and each of the subcommittees can be found in the *District Rotary Foundation Committee Manual* (300) and The Rotary Foundation Code of Policies. In order to get the most recent copies of these documents, they should be downloaded from** [**www.rotary.org**](http://www.rotary.org)**. The Rotary Foundation Code of Policies is updated very often (more than once a year) so, if you access it from My Rotary, you will get the latest information.**

8. 1 .1. Duties and Responsibilities of the District Rotary Foundation Committee

a) Assists the district governor in presenting a District Rotary Foundation Seminar for club presidents, presidents-elect, club Foundation committees, and other Rotarians in the district.

b) Encourages district Rotary Foundation committees to conduct District Rotary Foundation Seminars for club Foundation committee members and club Rotarians.

c) Assists the district trainer in conducting Foundation sessions at PETS / POETS and district assembly.

d) Encourages clubs to conduct at least two programmes on the Foundation each year, giving special observance to November – Rotary Foundation Month.

e) Encourages high levels of financial support for Foundation programmes through regular Annual Programmes Fund contributions and gifts to the Foundation Permanent Fund.

f) Ensures coordination of all district Foundation fundraising and recognition activities, including the Annual Programmes Fund, Permanent Fund, Educational, Humanitarian and PolioPlus Grants.

g) Ensures adequate and effective communication with the club Foundation committees to convey awareness and understanding of the Foundation to all the clubs in the district.

h) Encourages clubs to access up-to-date information on the Rotary website (www.rotary.org).

i) Utilizes the regional Rotary Foundation coordinator for support in carrying out committee responsibilities.

j) Ensures that programme review surveys are completed in a timely manner and accurately reflect the opinions of Rotarians throughout the district, in order to support the Trustees in making informed decisions about programme reviews.

k) Responsible for the distribution of *SHARE* District Designated Funds (DDF). The committee should make its *SHARE* decisions in consultation with the district governor and district governor-elect.

8. 1 .2. District Rotary Foundation Committee Chair

To be effective, the district Rotary Foundation committee must have continuity of leadership; therefore, the District Rotary Foundation chair shall be appointed for a three-year term, subject to removal for cause.

**The district governor (if already selected) scheduled for each of the years of the three-year term for the DRFC chair will participate in the selection of the DRFC chair. This selection should take place and be reported to TRF no later than 1 March before taking office on 1 July of the same calendar year.**

The district Rotary Foundation committee chair must have significant knowledge of, commitment to, and experience with Rotary Foundation activities. It is recommended that he or she be a Past District Governor. Districts will not have access to the District Designated Fund until the DRFC chair is appointed.

8. 1 .3. Duties and Responsibilities of the DRFC Chair

a) With the direct leadership of the governor, the chair works with the committee to plan, coordinate and evaluate all district Foundation activities.

b) Report to the district governor on all district Foundation activities monthly, including the qualification status of clubs and district.

c) Oversee and serve as an ex-officio member of all subcommittees - maintain contact with all sub-committees to be informed of their progress and at his/her discretion, directly supports those subcommittees which relate to the district’s goals for that year.

d) Together with the district governor, provide one of the two authorizing signatures for the use of the District Designated Fund to reflect the decisions of the district Rotary Foundation committee.

e) Confirm that global grant applications are completed and confirm that the sponsor clubs are qualified.

f) Serve as the primary contact for district grants.

g) Oversee the district qualification process and compliance with the requirements of qualifying, including ensuring that the annual financial assessment of the financial management plan and its implementation is properly distributed to the clubs in the district. Rotary Foundation Code of Policies (regularly updated).

h) Work with the governor and other district committee chairs to ensure Rotary Foundation activities are properly included in such committees.

i) Work with the district governor, district trainer, and the district training committee to plan, organize, and promote district seminars, the district Rotary Foundation seminar, the district training assembly, Presidents-elect (and Officers) Training seminar, and grant management seminars, focusing on agenda and content.

j) Provide support to club Foundation committees.

k) Assist the governor-elect in obtaining input from Rotarians before establishing district Foundation goals for implementation during his/her term as governor.

l) Assist the governor in nominating qualified recipients for district Rotary Foundation awards.

m) Ensure Rotary Foundation grant activities are reported on at a district meeting to which all clubs are invited or eligible to attend, as required by the terms and conditions of Foundation grants.

m) Assume responsibilities of any subcommittee not appointed or functioning.

8. 1 .4. District Rotary Foundation Committee Members and Subcommittees

The district Rotary Foundation committee members should be appointed based on their commitment to The Rotary Foundation as demonstrated through programme participation and financial contributions. The governor, in consultation with the immediate past district governor and the governor-elect, and in accordance with the District Leadership Plan, shall appoint members for the open positions of the district Rotary Foundation committee, the members of which will serve as chair of one of the seven subcommittees. Subcommittees shall be appointed to address on-going administrative functions, as follows:

\* Grants \* Fundraising

\* PolioPlus \* Stewardship

\* Optional subcommittees

The governor-elect shall appoint members for the open positions of the district Rotary Foundation subcommittees for his/her year in office.

It is recommended that subcommittee chairs serve three-year terms to help ensure continuity.

8. 1 .5 Committee Member Qualifications

In addition to the minimum recommended qualifications established in the District Leadership Plan, it is recommended that Rotary Foundation committee members be a past district governor, a past assistant governor, an effective past district subcommittee member, or an experienced club Rotarian.

8. 1 .6. Training Requirements

All members of the district Rotary Foundation committee are expected to attend a Regional Rotary Foundation Seminar conducted by a regional Rotary Foundation coordinator (RRFC). In addition, all DRFC members are expected to attend and participate in the district team training seminar and other district training meetings.

8. 1 .7. Relation to RI, Rotary Foundation, or Presidential Appointees

The district Rotary Foundation committee receives instruction and guidance from the regional Rotary Foundation coordinator, working in cooperation with the district governor.

8. 1 .8. Reporting Requirements

In addition to reporting on the status of their activities to the district governor and to Rotary International, the DRFC shall provide reports to the assistant governors and to the regional Rotary Foundation coordinator.

**8. 2. Foundation Subcommittees**

8. 2 .1. Grants Subcommittee (including Peace Fellowships and Vocational Training Teams)

1. *Purpose:*

The grants subcommittee is responsible for promoting and encouraging implementation of district grants, global grants, and participation in the Rotary Peace Centres programme. To ensure transparency in all grant transactions, the general secretary will copy both the DRFC chair and the grants subcommittee chair on all standard communication with Rotary clubs in their district that are participating in grants. The governor will be copied on key communication with Rotary clubs in his/her district, including communication regarding approvals and disapprovals.

2. *Structure:*

Chair appointed for a recommended three-year term by the DGE in consultation with the DG, DGN, DGND (if appointed) and the DRFC. The subcommittee should consist of at least four members, one from each area. At least one member should take responsibility for Grants, one for Vocational Training Teams and one for Peace Fellows.

3. *Qualifications of Members:*

In addition to the minimum recommended qualifications established in the District Leadership Plan, preference should be given to the following:

a) Those who have been directly involved with the successful implementation of an international service project that was supported by a Foundation grant;

b) Individuals who speak a second language that will enhance the ability to directly communicate with project partners;

c) Those with professional expertise in careers related to the Rotary Foundation focus areas and those with experience in grant preparation.

4*. Duties and Responsibilities:*

a) Serve as a district expert and resource on all Rotary Foundation grants.

b) Create and enforce a district policy that outlines the distribution of grant funds for clubs and the district. c) Provide input on DDF distribution.

d) Abide by, follow, enforce, disseminate and educate clubs on the terms and conditions of grant awards for district and global grants.

e) Work with the district Rotary Foundation committee chair to disburse grant funds and to ensure that proper records of grant activity are maintained for reporting purposes.

f) Establish and maintain appropriate grant management recordkeeping systems.

g) Conduct orientation (at the multidistrict level, when possible) for all Rotary Peace fellowship, scholar, and vocational training team recipients before their departure or upon their arrival.

h) Distribute applications to potential Rotary Peace Fellows and select qualified applicants.

8. 2 .1.1 Vocational Training Teams

Vocational training teams are groups of professionals who travel abroad either to teach local professionals about a particular field or to learn more about their own.

Teams can be selected by the district or by clubs funded by district grants and global grants.

Activities must align with one or more areas of focus, build the capacity of either the team members or the benefiting community, and have a sustainable and measurable impact.

The VTT must be sponsored by Rotary clubs or districts from two countries.

Recommended District Selection Committee: (Clubs should appoint a similar committee)

District governor, the governor-elect, immediate past governor, Rotary Foundation committee chair, the district peace fellowships subcommittee chair, and at least one former VTT or GSE team leader.

Clubs may endorse as many candidates for consideration by the district committee as they deem qualified.

The district VTT Committee Chair is responsible for informing clubs of the availability of the VT Teams and referring candidates to potential sponsor clubs, as appropriate. Districts will seek out and must interview all qualified candidates.

8. 2 .1.**2** Rotary Peace Fellowship

Each year, the [Rotary Foundation](https://www.rotary.org/en/about-rotary/rotary-foundation) awards up to 50 fellowships for master’s degrees and 50 for certificate studies at premier universities around the world.

* The Rotary Peace Fellowship is designed for professionals with work experience in international relations or peace and conflict prevention and resolution.
* Applicants must also meet the following requirements: Proficiency in English; proficiency in a second language is strongly recommended. Strong commitment to international understanding and peace as demonstrated through professional and academic achievements and personal or community service Excellent leadership skills Master’s degree applicants: minimum three years of related full-time work or volunteer experience, bachelor’s degree

Recommended District Selection Committee:

District governor, the governor-elect, immediate past governor, Rotary Foundation committee chair, the district peace fellowships subcommittee chair, and three Rotarians or non-Rotarians with expertise in the field(s) of peace and conflict resolution and/or education and/or civic or business leadership.

Clubs may endorse as many candidates for consideration by the district committee as they deem qualified. There shall be no limit to the number of Rotary Peace Fellow applications a district may endorse for the annual World Competitive selection process.

The district VTT Committee Chair is responsible for informing clubs of the availability of the Rotary Peace Fellowship and referring candidates to potential sponsor clubs, as appropriate. Districts will seek out and must interview all qualified candidates.

8. 2 .2. Fundraising Subcommittee – Annual and Endowment Fund

*1. Purpose*:

The fundraising subcommittee is responsible for overseeing the district’s fundraising strategy and helping clubs set and achieve their contribution goals for the Annual Fund and the Endowment Fund.

*2. Structure:*

Chair appointed for a recommended three-year term by the DGE in consultation with the DG, DGN, DGND (if appointed) and the DRFC. The subcommittee should consist of at least four members, one from each area.

*3. Qualification of Members:*

In appointing members of the district fundraising subcommittee, preference should be given to Rotarians with professional expertise in fundraising, sales, marketing, public relations, or a financial field.

*4. Duties and Responsibilities:*

a) Assist and advise clubs on setting a challenging yet realistic district Annual Programmes Fund club goal, keeping in mind the organization’s goal for US$100 per capita annually and strategies for achieving them.

b) Organize club and district fundraising activities.

c) Motivate, promote, and advise clubs on all Rotary Foundation fundraising initiatives.

d) Coordinate donor appreciation events within the district to ensure that donors are given appropriate recognition.

e) Provide input on DDF distribution.

f) Identify, cultivate and solicit potential donors of major outright gifts or planned gifts in support of the Foundation’s Permanent Fund. Involve district leadership, RRFCs, trustees and directors, alumni, and Major Donors in the planning and solicitation of major gift prospects, as appropriate.

g) Thank and continue to nurture relationships with Benefactors and Major Donors.

8. 2 .3 Polio Plus Subcommittee

1. *Purpose:*

The district PolioPlus subcommittee is responsible for supporting Rotary’s commitment to polio eradication and is responsible for encouraging participation in PolioPlus activities by all Rotarians.

2. *Structure:*

Chair appointed for a recommended three-year term by the DGE in consultation with the DG, DGN, DGND (if appointed) and the DRFC. The subcommittee should consist of at least four members, one from each area.

3. *Qualifications of Members:*

Preference should be given to those with a medical background who have shown a passion for the polio plus programme at club level.

4. *Duties and Responsibilities*:

a) Encourage all clubs in the district to participate in at least one PolioPlus activity that supports the promotion of polio eradication either in the district or in another district.

b) Work with the members of the district Rotary Foundation committee in determining the distribution of district designated funds.

c) Encourage continued club and district support for polio eradication, especially for addressing current polio eradication needs as listed on the PolioPlus Partners Open Projects List on the RI Web site (www.rotary.org). d) Ensure that clubs meet the minimum of their Polio Plus pledges.

e) Encourage clubs and districts to donate to the PolioPlus Fund.

f) Organize at least one PolioPlus district activity during the year.

g) Work with the Foundation chair, district Public Relations subcommittee, and the governor to assure appropriate recognition of exemplary polio eradication club and district activities.

h) Request the governor to place PolioPlus on the agenda of the district conference.

i) Assist the governor-elect and the district trainer on the presentation of PolioPlus as part of The Rotary Foundation training at the District Assembly and Presidents-elect (and Officers) Training Seminar.

j) Coordinate with National and/or Regional PolioPlus committees, and governmental and other agencies in the implementation of polio eradication activities.

k) Encourage clubs to access up-to-date information on the RI Web site ([www.rotary.org](http://www.rotary.org)).

l) Utilize the regional Rotary Foundation coordinator for support in carrying out committee responsibilities. m) Work with club and district officers to ensure the full utilization of all DDF.

n) Inform clubs (via the website) of developments in the fight against polio

o) Encourage clubs to be involved in club and district programmes, like swimathons, to raise funds for Polio Plus.

8. 2 .4 Stewardship Subcommittee

*1. Purpose*

The district stewardship subcommittee is responsible for ensuring the careful and responsible management of Rotary Foundation grant funds and educating Rotarians on proper and effective grant management.

2. *Structure:*

Chair appointed for a recommended three-year term by the DGE in consultation with the DG, DGN, DGND (if appointed) and the DRFC. The subcommittee should consist of at least four members, one from each area.

*3. Additional Qualifications of Members*

In appointing members of the district stewardship subcommittee, preference should be given to Rotarians with professional experience in auditing or accounting and those with experience with a Foundation grant.

*4. Duties and Responsibilities*

a) Assist in the implementation of the district memorandum of understanding, including the development of the financial management plan.

b) Ensure that the annual financial assessment of the financial management plan and its implementation are conducted in accordance with the district qualification memorandum of understanding.

c) Oversee the qualification of clubs, including assisting with grant management seminars.

d) Monitor and evaluate the implementation of proper stewardship and grant management practices for all club- and district-sponsored grants, including reporting to The Rotary Foundation on all grants.

e) Ensure that all individuals involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest.

f) Create a system to facilitate and resolve any potential misuse or irregularities in grant-related activity, report any potential misuse or irregularities to The Rotary Foundation and conduct initial local investigations into any reports of misuse.

8. 2 .5. Other Optional Foundation Subcommittees

Other Optional Foundation Subcommittees may be appointed by the District Governor Elect from time to time, either on a permanent or temporary basis.

The responsibilities of these subcommittees would be determined by the district by reallocating some of the responsibilities from the other subcommittees.

8. 2 .5.1. Alumni Subcommittee (Optional)

Rotary Foundation Alumni are defined as all former Ambassadorial Scholars, Group Study Exchange team members and leaders, Rotary Peace Fellows, former Volunteer Service Grant, Grants for University Teachers, and Rotary Volunteer Grant recipients, individuals who have travelled as part of a Discovery Grant, and all individuals receiving direct funding from district grants, global grants and packaged grants, including participants in scholarships, vocational training and travellers for humanitarian projects.

 1. *Purpose:*

The Alumni Subcommittee helps to ensure that the Foundation’s most valuable resource of programme alumni are involved in Rotary activities. The district must keep a database of all alumni.

2. *Structure:*

Chair appointed by the DG in consultation with DRFC, a secretary who maintains all alumni records and one member from each of the three regions other than that in which the chair resides.

3. *Qualifications of Members:*

In addition to the minimum recommended qualifications established in the District Leadership Plan, preference should be given to those with club-level experience with the alumni programme or district-level experience with the Scholarships, Vocational Training Team or former Group Study Exchange subcommittees.

4. *Duties and Responsibilities*:

a) Formally greet all Rotary Foundation Alumni upon their return home;

b) Ensure that Rotary Foundation Alumni complete required presentations primarily in the sponsoring district, as required by their program’s guidelines;

c) Encourage Rotary Foundation Alumni to join a Rotary Foundation Alumni Association, or establish one if one does not already exist in their geographic area;

d) Encourage Rotary Foundation Alumni to participate in Rotary projects;

e) Arrange for articles on Rotary Foundation Alumni activities in appropriate publications;

f) Invite Rotary Foundation Alumni to the district conference;

g) Invite Rotary Foundation Alumni to annual Foundation dinners or other functions;

h Organize regular reunions of Rotary Foundation Alumni;

i) Establish a database and keep Rotary Foundation Alumni records current;

j) Consider the Rotary Foundation Alumni as potential Rotary members;

k) Invite Rotary Foundation Alumni to contribute to the Foundation as appropriate;

l) Invite Rotary Foundation Alumni to participate in the recruitment and selection processes for outbound program participants;

m) Ask Rotary Foundation Alumni to participate in orientation programs for outbound program participants in the district;

n) Encourage invitations to Rotary Foundation Alumni to attend or participate as speakers at special district and club function.

****

**Article 9. The Council on Legislation and the Council on Resolutions**

The Council on Legislation is held every three years, usually in Chicago, and each district has to elect a representative and an alternate to hold office for three years during which they will attend the council meeting.

These representatives will at the same time serve on the Council on Resolutions which will meet online annually until their three-year term is up.

**9. 1 Eligibility of a Representative**

To serve as a representative, a candidate must:

• Be a member of a club in the district;

• Have served a full term as district governor at the time of election;

• Confirm that he or she understands the qualifications and is able to perform the duties and

responsibilities of a representative through the online certification form;

• Be able to attend the Council on Legislation for its entire duration;

• Be comfortable accessing legislation and voting electronically.

**9. 2 Representatives’ Duties**

Duties of a Council representative are as follows:

• Assist clubs in preparing proposed resolutions and enactments;

• Discuss proposed resolutions and enactments at district meetings;

• Be knowledgeable of the attitudes of Rotarians within the district; Copy dated August 2018

• Give critical consideration to all proposed resolutions and enactments and effectively

communicate his or her views on such proposals to the Councils;

• Act as an objective legislator;

• Participate in the Council on Resolutions;

• Attend the Council on Legislation for its full duration; and

• Report on the deliberations of the Councils to his or her clubs following the meetings of the

Councils.

Representatives are also required to complete an online representative course and Council training at their designated Rotary Institute in preparation for the next Council on Legislation. Their participation at the Institute is not funded by Rotary International. • Give critical consideration to all proposed resolutions and enactments and effectively communicate his or her views on such proposals to the Councils;

• Act as an objective legislator;

• Participate in the Council on Resolutions;

• Attend the Council on Legislation for its full duration; and

• Report on the deliberations of the Councils to his or her clubs following the meetings of the

Councils.

Representatives are also required to complete an online representative course and Council training

at their designated Rotary Institute in preparation for the next Council on Legislation. Their

participation at the Institute is not funded by Rotary International.

**9. 3 Selecting a Representative**

The selection of the representative and alternate must be conducted in the Rotary year prior to taking office and reported to Rotary International by the **30th of June** in the same year using the online representative selection form.

The representative can be selected by:

* The nominating committee
* At a District Conference
* In certain circumstances, the RI board may authorize a district to select the representative and the alternate representative to the councils in a ballot-by-mail.

Details on the procedure for each of these are available in the latest Manual of Procedure.

**9. 4 Deadline for Selection**

Council representatives and alternates are selected in the Rotary year two years prior to the Council

on Legislation. Therefore, as an example, representatives for the 2021-2023 Council cycle are to be

selected no later than **30 June 2020**.

**9. 5 Submitting Names to Rotary**

Once selected, the district governor is responsible for submitting the names of the representative and alternate representative to Rotary through the online form using the link that was emailed to them. Governors will need the following information for the representative and alternate:

• First and Last name

• Email address

• Club Name

• How and when they were selected

Once complete, emails will be sent to the representative and alternate representative asking them to confirm their information, plus the governor will receive a confirmation email. If the district governor does not have the link to the form, please contact Council Services at council\_services@rotary.org

**9. 6 Replacing Representatives**

The position of Council representative is an elected one and the representative should only be replaced if he or she has resigned. In cases where the representative resigns, the alternate will serve. If an alternate is not able to serve as the representative or the district did not select an alternate, the sitting governor may name a new representative who is eligible and able to serve. Representative or alternate resignations should be submitted online.

**9. 7 Proposals on Enactments for submission to the Council on Legislation.**

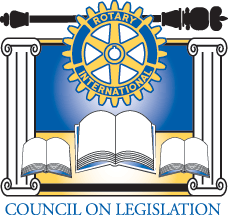
* No district should propose or endorse more than a total of five proposed enactments per council on legislation;
* A proposed enactment delivered to the general secretary shall be accompanied by a certificate from the governor stating that it has been considered and endorsed by the district conference.
* Proposed enactments shall be delivered to the general secretary in writing no later than 31 December in the Rotary year preceding that in which the council is held.

**9. 8 Procedures related to the Council on Resolutions**

Resolutions are expressions of opinion that the Council submits to the RI board or the TRF trustees for discussion and possible acceptance.

**9. 9 Proposals on Resolutions for submission to the Council on Resolutions**

* Proposals can be submitted to the Council on Resolutions by clubs or districts, but a resolution proposed by a club must also be voted on and endorsed by the clubs in its district at its district conference.
* The deadline for submitting resolutions (endorsed by the DG) to the Council on Resolutions at RI is 30 June of each year. These will be handled at an online council meeting held later in the Rotary year that starts on 1 July following the deadline.



/ Addenda

**Addendum (i)**

**PROTOCOL FOR ROTARY CLUBS, district meetings, and visits by rotary dignitaries AND THE USE OF THE ROTARY MARK**

**Badges**

\* Rotary Badges should be worn whenever possible  
\* The Paul Harris badge should be displayed below the Rotary emblem.  
\* The Paul Harris Medal should be worn at:  
o Club presentation of Paul Harris Fellows;  
o The opening of the District Conference;  
o Paul Harris Reunions;  
o District Governor’s Official Visit;  
o Club induction dinners, charter dinners and similar occasions.

**Rotary Standard Emblem** \* Must not be defaced in any shape or form.  
\* Must not be used for commercial purposes.

**Flag Display** The Rotary flag should be displayed on the right side of the National Flag when viewed by the audience. If a number of flags are on the stage, the national flag should be on the furthest left side of the stage (viewed by the audience).

The South African flag should have the red at the top if displayed horizontally and on the left if vertically. At conferences in South Africa, the South African flag should be on the left followed by the flag of Lesotho and the opposite at conferences in Lesotho. The flag of the RI president’s representative’s country should be next followed by flags of any other countries, in alphabetical order, represented at the conference.

All international flags must be displayed in the correct manner and not allowed to touch the floor or ground. No national flags must be used as a drape or covering for a table, plaque, etc even for an unveiling.

There is no need to display the flag of the RI President’s country if only the national and Rotary flags are displayed. If it is to be displayed, it should be displayed immediately after the national flag(s) of the district. If the RI President attends an event in person, then the flag of the President’s country should be displayed immediately after the national flag(s).

The best spot for the Rotary flag is probably on the far right-hand side as viewed by the audience. In the USA it takes precedence over all national flags but the official South African protocol places flags and banners that are not national flags on the right of the national flags as viewed by the audience.

**INTRODUCTIONS – Rotary International Protocol** With formal introductions Rotarians should be addressed as Rotarian; PP, PDG etc. (i.e. RI status) and name.

The following order of protocol should be used to introduce, present and seat all current, past and future officers of RI and its Foundation and their spouses at meetings, functions and receiving lines, and in RI publications. You can start at the relevant spot in the pecking order.

The basic procedure is: present officers; past officers; future officers in order of taking office at each level.

**ORDER FOR INTRODUCTIONS POSSIBLE AT A DISTRICT FUNCTION** \* Rotary International President \* The Foundation Chair  
\* RI President’s Personal representative;  
\* District Governor;  
\* Past Officers of Rotary International; (This includes Past District Governors)  
\* District Governor Elect;  
\* District Governor Nominee;  
\* District Governor Designate;  
\* District Secretary, District Treasurer, Assistant Governors, District Chairs of the Avenue of Service; (It is usually not necessary to use all these as the term District Officials could be used.)  
\* Distinguished Guests;  
\* Guests;  
\* Rotaractors, Interactors and Exchange Students;  
\* Ladies and Gentlemen;  
\* My Fellow Rotarians.  
\* And the Family of Rotary

At Rotary functions, officers should be addressed according to protocol only once. The officers’ current positions shall take precedence over past positions; past positions shall take precedence over future positions; individuals holding more than one position shall be ranked by the highest office; accompanying spouses have the same rank. (RCP 32.060.2.)

Second and later introductions may be started by Protocol has been observed.

**President’s Chain Office** *To be worn at all club meetings and official ceremonies in which the club is involved.*

**Rotary Regalia** *\* Club Charter  
\* Gong and Gavel  
\* Rostrum or podium  
\* Rotary Banners, etc.* **Toasts**  \* To South Africa or Lesotho depending on the venue – to both at District functions. \* Rotary International – by a Rotarian  
\* Response to the toast to ‘Rotary International’ can only by the District Governor or a Past Officer of Rotary. International. (There is no obligation to respond to a Rotary International Toast).

**Addendum (ii)**

**THE USE OF THE NAME ‘ROTARY’ AND THE ROTARY MARK**   
The word Rotary in connection with or in the name of an activity of a club or a group of clubs must relate directly to that club or group of clubs. The activity is not permitted to be related directly or indirectly to Rotary International. The word International is not be used in connection with or in the name of a Club. This means you should not say your project is a Rotary project but rather a Rotary Club of XXX project.

**Guidelines on the Use of the ROTARY MARK** The regulations are complex and should be checked online before using the mark for any purpose. Only certain colours, fonts, etc. may be used with the Rotary mark. Templates are available. Rotary Identity instruction documents are available from the public image committee as well. These can also be found at [**https://brandcenter.rotary.org/en-gb**](https://brandcenter.rotary.org/en-gb)

Briefly, there are two components of the mark.

* **THE MARK OF EXCELLENCE:** The Rotary Wheel alone. The wheel should **not** be used on its own.

****

* **THE MASTERBRAND** The word Rotary with the Wheel on the right can only be used by Rotary International in this format.

Clubs and Districts are required to use the Masterbrand in conjunction with their own name/district number. Unless supplied by the public image committee chair, clubs shall use a master-brand obtained from the Brand Center on [www.rotary.org](http://www.rotary.org)

This will appear below the word Rotary in the above example. 

The club name MUST be aligned to the left and end at in line with the top-   
 right point of the Y in Rotary. It MAY NOT be centred. Unless approved by the public image   
 committee chair, it must be created on Rotary Brand Centre.

**HOW TO USE THE ROTARY MARKS**

* All Clubs and Districts are encouraged to use the Rotary branding templates available on the brand centre on My Rotary.

* The golden rule is: If you wish to use the Mark of Excellence, you must also have the Masterbrand personalised to your Club or District on the same page/screen/brochure/shirt, etc.

**Clubs wishing to use the mark on club regalia, garments, brochures, etc. should submit copies of the artwork intended to be used to the chair of the District Public Image Committee for approval. The contact details of the Public Image Chair will be found in the most recent District 9370 Directory.**

**Addendum (iii)**

**recognition by RI, the district, clubs and rotarians**

* + 1. **Paul Harris Fellowship Recognition**

The District earns Paul Harris fellowship credits in the same way as a club or individual Rotarian does by donations to The Rotary Foundation from its District Designated Fund or other sources. When sufficient credits have been accumulated, one or more Paul Harris Recognitions can be presented to worthy recipients.

Recognition will, usually, be for service to the District. The quality of service as well as the period over which it was provided need to be considered.

Each year the District Governor will decide on the recipient(s) in consultation with two or more of the Immediate Past District Governor, the District Governor Elect, the District Governor Nominee and the District Governor Designate. Additional information can be obtained from any Past Governor, Assistant Governor or District Official if the District Governor so desires.

Presentations should preferably be made at a District function like the Conference, POETS or DG Induction. They can also be made at a club or group of clubs during a DG visit.

* + 1. **Other awards, recognition, citations**

**See:** [**https://my.rotary.org/en/learning-reference/learn-topic/awards**](https://my.rotary.org/en/learning-reference/learn-topic/awards) **for more information, downloads of nomination forms, downloads of certificates if no approval required, etc.**

**2.1** [**Rotary Citation**](https://my.rotary.org/en/learning-reference/learn-topic/awards) **for Rotary Clubs**

The most important award for Rotary clubs The Rotary Citation recognizes Rotary clubs that support each of RI’s strategic priorities by completing certain activities. Clubs have the entire Rotary year to achieve the citation’s goals.

Rotary automatically verifies many of the club’s achievements provided the club keeps its club and member information up-to-date in My Rotary. Online tools like Rotary Club Central can be used to inform RI when the other goals have been achieved.

To be eligible for the Rotary Citation, clubs need to begin the year as active clubs that are in good standing and remain so throughout the year.

Assessed automatically Deadline 30 June

**2.2** [**Significant Service Award**](https://my.rotary.org/en/learning-reference/learn-topic/awards) **for Clubs** Recognize a club in your district whose project has addressed a significant problem or need in your community (international projects are not eligible). You can nominate **one club per district each year**. Nominated by: District governor. Deadline: 15 March

**2.3** [**Foundation Citation for Meritorious Service**](https://my.rotary.org/en/learning-reference/learn-topic/awards) Honour members who have been actively involved in service activities related to The Rotary Foundation, such as serving on a Foundation committee, participating in a grant-funded project, or supporting a Rotary Peace Fellow. Nominated by: District governor Deadline: None

**2.4** [**Rotary Foundation District Service Award**](https://my.rotary.org/en/learning-reference/learn-topic/awards) Present a certificate to Rotarians in your district who are making a difference through the Foundation’s programs. (Limit **20 certificates**) Nominated by: District governor Deadline: None

**2.5. Avenues of Service Award (RI recognition)** Districts can nominate a member who has performed service in all five Avenues of Service for an award from Rotary International.

Nominated by:district governor All year

**2.6**  [**Service Above Self Award**](https://my.rotary.org/en/learning-reference/learn-topic/awards) Rotary’s highest honour recognizes **up to 150 Rotarians** each year who demonstrate their commitment to helping others by volunteering their time and talents. Nominated by: Immediate past and current district governor Deadline: 1-31 October

**2.7** [**Vocational Service Leadership Award**](https://my.rotary.org/en/learning-reference/learn-topic/awards) This award is given to Rotarians who have used their occupation to make an impact in the community, demonstrated integrity in their profession and in Rotary, and undertaken at least one of six activities outlined in the award guidelines that we outline in the nomination form.

Nominated by: District governor Deadline: 1 November

* **AWARDS BY PRESIDENTS AND ROTARIANS**

**2.8** **Avenues of Service Award (District Recognition)** Honour a club member who participates in service activities in each of the five Avenues of Service: Club, Vocational, Community, International, and Youth. Nominated by: Club presidents Deadline: None

**2.9** [**Rotary Foundation Distinguished Service Award**](https://my.rotary.org/en/learning-reference/learn-topic/awards) This is the Foundation’s highest service recognition and is given to Rotarians who have demonstrated exemplary service to the Foundation. Recipients must have received the Citation for Meritorious Service four years prior to being eligible for this award. Nominated by: Rotarians Deadline: 30 June

**2.10** [**Service Award for a Polio-Free World**](https://my.rotary.org/en/learning-reference/learn-topic/awards) This award recognizes outstanding contributions to our polio eradication efforts. Each year, RI gives up to **10 regional** service awards per WHO region (the African region) to worthy recipients. RI also give **10 international** awards to people whose work has had widespread impact. Nominated by: Rotarians Deadline: 1 October

* **INTERACT AND ROTARACT AWARDS**

**2.11**  **Rotary citation for Rotaract clubs**The most important award for Rotaract clubs.Nominated by**:** Rotaract club presidents and advisers Deadline: 15 August

**2.12** [**Rotaract Outstanding Project Award**](https://my.rotary.org/en/learning-reference/learn-topic/awards) Recognizes Rotaract clubs that are making a sustainable impact in one of Rotary's areas of focus through their innovative community or international service projects. Nominated by: Rotaractors Deadline: 1 August-1 February

**2.13** [**World Rotaract Week Recognition**](https://my.rotary.org/en/learning-reference/learn-topic/awards).

Recognizes Rotaract clubs that celebrate the founding of the first club during World Rotaract Week, which occurs each year during the week of 13 March (from Monday to Sunday).

Nominated by: Sponsoring Rotary Club / District Rotaract Chair All year

**2.14 Rotary citation for Interact clubs** The most important award for Interact clubs.Nominated by: Interact club advisors, sponsor Rotary club presidents Deadline: 15 August

**2.15** [**World Interact Week Recognition**](https://my.rotary.org/en/learning-reference/learn-topic/awards)

Recognizes Interact clubs that celebrate the founding of the first club during World Interact Week, which occurs each year during the week of 5 November (from Monday to Sunday).

Nominated by: Sponsoring Rotary Club / District Interact Chair All year

**2.16 Interact Video Awards** Recognizes outstanding videos created by Interactors.

Nominated by: Interactors or sponsor Rotary club members 1 October-1 December

* **NON-ROTARIAN AWARDS**

**2.17 Rotary Alumni Global Service Award** Honours one outstanding Rotary alumnus each year for their humanitarian service and professional achievements. Nominated by: Any member of the Rotary community 1 July-15 September

**2.18 Rotary Award for Excellence in Service to Humanity** Recognizes non-Rotarians, including partners and spouses of Rotarians, who have demonstrated exemplary humanitarian service in accord with Rotary’s ideals.Nominated by: District governor 1-31 March

**2.19 Rotary Alumni Association of the Year Award** Recognizes one outstanding alumni association each year for raising awareness of our alumni’s impact on our organization.Nominated by: Any member of the Rotary community 1 July-15 September

**APPENDIX (i)**

**Not applicable yet in District 9370**

**(This is from the D9400 COP, appears to be necessary and should be investigated and incorporated if required. Someone with the necessary legal/financial knowledge should look at this.)**

**CONTENTS**

* + 1. The District as a Non-Profit Company (NPC) in South Africa (not Lesotho)
    2. Responsibilities of Office Bearers in a Public Benefit Organisation (PBO) in South Africa (not Lesotho)
    3. A Once-off Check List of Compliance with PBO Law
    4. An Annual General Meeting Checklist of Legal Compliance by Office Bearers of a PBO

**1. THE DISTRICT AS A NON-PROFIT COMPANY (NPC)**

A. Purpose:

The business of the NPC shall be conducted in accordance with good sound and generally accepted business practice, plus within the provisions of the MOP and with the spirit and objectives of Rotary International. The main objective of the NPC is to support Rotary clubs and enhance their efforts in pursuance of the objectives of Rotary.

B. Structure:

The directors of the NPC board in terms of article 5.1 of the Memorandum of Incorporation (MOI) are: The Immediate Past District Governor; the District Governor; the District Governor Elect; the District Governor Nominee; and the three members appointed by the District Governor.

The three appointed members shall be of specialized ability and skill so as to equip the NPC board to provide effective governance to the district. An example of such a specialized ability would be for legal and compliance issues. The District Secretary and District Treasurer will attend NPC board meetings for their respective roles in the district.

C. Authority, Duties and Responsibilities:

The directors shall act in accordance with the provisions of the Memorandum of Incorporation (MOI) plus the requirements and provisions of the MOP.

D. Meetings:

The directors of the NPC board shall act in accordance with article 5.3 of the MOI and shall meet at least four times a year on dates predetermined by the Chair of the board. Committee Chairs and District officers are to be invited to a minimum of two NPC board meetings per year.

**2. RESPONSIBILITY OF OFFICE BEARERS OF A PUBLIC BENEFIT ORGANISATION (PBO) IN SOUTH AFRICA (NOT LESOTHO)**

**LEGAL RESPONSIBILITY OF OFFICE BEARERS OF A PUBLIC BENEFIT ORGANISATION (“PBO”)**

* Since July 2001 when the law was changed, there has been no automatic exemption from tax for Rotary clubs. Only organizations that are registered with SARS as Public Benefit Organizations (“PBO”) are exempt from taxes.
* Non-compliance with laws that apply to PBOs will create difficulties for Districts and clubs and prejudice clubs and Rotary at large.
* Any Rotary club that is not registered as a PBO is, therefore, exposed to the normal consequences of paying taxes such as income tax, capital gains tax and estate duty.
* Office bearers (members of the Rotary Club board of management), must exercise due diligence in carrying out their duties under the Club Constitution and recommended By-Laws. PBO legislation requires that three office bearers accept fiduciary responsibility for the organization. But all office bearers are required by law to exercise that due diligence and responsibility which exclude negligence or dereliction of duty.
* Office bearers who knowingly and deliberately fail to comply with the provisions of Sec 30 of the Income Tax 1962 may be guilty of an offence and liable to a fine or imprisonment for a period not exceeding two years.

In order to help Rotary Clubs, avoid difficulties arising from non-compliance, the District NPC Board has drafted two documents, namely a once-off checklist to help put all legal requirements in place and an annual checklist of general compliance to be considered annually.

* + 1. **A ONCE-OFF CHECKLIST OF COMPLIANCE WITH PBO LAW**

**TO BE TABLED BY THE CLUB BOARD OF MANAGEMENT**

**AND MINUTED.**

1. PUBLIC BENEFIT ORGANISATION (PBO) REGISTRATION.

* If the PBO is registered as a Non-Profit Company (NPC) or a trust, give registration number.
* If it is an association give the SARS letter of exemption registration number.
* If the PBO registration documents or letter of exemption (founding documents) are missing contact District for assistance.

The PBO founding documents (Club Constitution & By-Laws) along with SARS letter of exemption registration are to be kept in a secure place and board members need to know where they are.

2. ASSET REGISTRATION.

* Title deeds for immovable properties (land) are to be registered in the name of the PBO. If not contact District and obtain a change of registration forms.

Title deeds are secure and accessible at…………………………………..

* All moveable assets (motor cars, equipment etc.) are to be registered in the name of the PBO. If not contact the District and obtain registration forms. Registration papers are secure and accessible; at……………………….......................

3. REQUIREMENTS OF SEC 30 OF THE INCOME TAX ACT

* 3.1 *OBJECTS/PURPOSES* If objects in addition to the objects described in the founding document are being performed then the founding documents should be amended accordingly and SARS/TEU advised.
* *SELF INTEREST OF OFFICE BEARERS* If the office bearers receive an economic self-interest other than reasonable remuneration this practice should cease.
* *MAJORITY OF ACTIVITIES IN RSA* 85% of the activities of the PBO (measured either in cost or time spent) must be carried out for the benefit of persons in the RSA. If not the situation must be remedied; contact District.
* *FIDUCIARY OFFICE BEARERS* The three office bearers who signed EI1 (SARS application for exemption form) or whose names appear on the annual return on form IT12EI, may not be connected persons, i.e. related by blood, trustees of the same trust. If any of them are connected, contact District and obtain forms for appointing new names. The same applies if fiduciaries change.
* *DECISION-MAKING POWERS* Decisions are taken by the club board. Direct or indirect control by a single person is unlawful.
* *FUNDS DISTRIBUTION* Funds may not be distributed to any person other than in the course of undertaking the object of the PBO.
* *FUNDS WHICH ARE NOT CURRENTLY IN USE* must be invested with a financial institution defined in sec 1 of the Financial Services Board Act 97 of 1990, e.g. unit trusts, fixed deposits with registered banks, (investment in a private company excluded).; or securities listed on a stock exchange.
* 3.8 The PBO may not carry on a *B*U*SINESS OR TRADE not integrally related to its PBO purpose*? If it does contact District.
* 3.9 The PBO may not accept a *REVOCABLE DONATION*? If it has contact District.
* 3.10 *AMENDMENTS* to founding documents must be reported to SARS TEU
* 3.11 R*EMUNERATION* that was excessive having regard to what is generally considered reasonable in the sector and in relation to the service rendered paid to employees, office bearers, members or any other person, and has not and will not economically benefit any person in a manner which is not consistent with its objects is unlawful.
* 3.12 The required *ANNUAL FINANCIAL RETURN IT12EI* must be submitted to SARS for the year-end of the PBO I.e. 28 February following the 30 June year end.
* *3.13 PROVISION OF FUNDS OR ASSETS* to any association of persons that is approved as a public benefit organization requires that steps are taken to ensure that the funds were utilized for the purpose for which the funds were provided.
* 3.14 A PBO is not required to register as a *NON-PROFIT ORGANISATION* unless required to do so by a Department of State. Some Corporates may mistakenly insist upon it but it is NOT a legal requirement.
* 3.15 *75% of DONATIONS* received in terms of Section 18A must be distributed within twelve months of the financial year-end during which donations were received.
* 3.16 On *DISSOLUTION* a PBO must transfer the remaining assets to a similar PBO and the dissolution and transfer reported to SARS TEU.
  + 1. **AN ANNUAL GENERAL MEETING CHECKLIST -**

**LEGAL COMPLIANCE BY OFFICE BEARERS OF A PBO**

COMMON LAW AND OTHER LEGAL REQUIREMENTS (to be recorded in the minutes of a Rotary club’s AGM)

1. GENERAL

Did the office bearers inspect for compliance of the following? -

a. *Finances* for the current year including,

i. accounts up to date

ii. the tax return IT12EI for the most recent financial year

iii. a budget for the present financial year

iv. appointment of an auditor/accounting officer.

b. *Employment procedures* including but not limited to, pro forma contracts, interviews, disciplinary and grievance procedures, dismissal, sexual harassment and HIV/AIDS in the workplace procedures.

c. *Bank & deposit accounts* and signature mandates.

d. *Investments* and investment protocols.

e. *Insurance* policies.

B. MEETINGS PROCEDURE

Did the office bearers review *procedure* for calling and for the conduct of club board meetings?

a. How many *meetings* were held during the year and what was the percentage attendance?

b. Was an *AGM* held?

c. Was an *auditor* appointed? If not are the office bearers satisfied with the financial reporting of the accounting officer?

C. OCCUPATIONAL HEALTH AND SAFETY ACT (If required).

a. Is a *Safety Officer* appointed?

b. Are there *safety reports* tabled at each meeting of office-bearers.

D. PUBLIC ACCESS TO INFORMATION ACT

a. Has the Club made the necessary adjustments to comply with the Act?

b. Are the clubs *archives* compatible with PAIA requirements?

E. EQUITY & EMPOWERMENT (If Required).

Does the PBO comply with *equity and empowerment legislation*?

F. FOUNDING DOCUMENTS & REGISTRATION PAPERS

Is the PBO letter of exemption and registration papers in a secure and accessible place?

G. ASSET DOCUMENTS

Are the title deeds for properties and registration documents for other assets in a secure and accessible place?

H. FIDUCIARY OFFICE BEARERS

If any of the three fiduciaries have left the board were replacements appointed and was SARS/TEU informed?

I. AMENDMENTS TO FOUNDING DOCUMENT

If the founding document has been amended has SARS/TEU been informed?