

Rotary District 9350

Code of Policies and Procedures

Purpose

The purpose of this volume is to codify the policies of the District that have been established by the various District committees over time and to arrange them systematically in an integrated and comprehensive volume with the topics arranged in logical order and with consistent language. Decisions taken at Conference will also be included in the code of policies where applicable.

The existence of such a code will make it easier for members of District committees, and those charged with the responsibility to administer the policies, to be familiar with all general and permanent policies currently in force, regardless of the dates of their adoption.

This volume is not intended to include the policies of Rotary International or The Rotary Foundation as set out in the Manual of Procedure and the RI and TRF codes of policies. The policies contained in this volume are additional to the RI and TRF policies and are specific to District 9350. Such District policies are therefore supplementary to the RI and TRF policies and where a policy of District 9350 is in conflict with RI or TRF policies, or the RI or TRF policy is more stringent, then the latter policies shall prevail.

Initial Step

This first version of the Code is limited to a compilation of policies currently in effect. It is recognized that some areas still need the development of policies. Therefore, it is contemplated that the various chapters will be revised and supplemented until the Code is improved to the point of optimum usefulness. The goal is to make the Code a practical and helpful document.

Arrangement

Each chapter in the Code is intended to represent a separate subject, and each article is intended to represent a separate topic, as indicated by the titles. The chapters are numbered consecutively and are arranged in logical order for easy reference. A listing of the articles within the chapters is shown at the beginning of each chapter, and a listing of the sections within the articles is shown at the beginning of each article. If new articles become necessary between the issuance of revised editions of the Code, then such articles may be inserted in the appropriate location.

Numbering

The Code utilizes a numbering system that is progressive rather than consecutive in order to provide space for the insertion of additional sections within the articles to accommodate new policies in the future. Generally, the sections are numbered progressively by tens. For example, in Chapter 3 the first three sections are numbered 3.010, 3.020, and 3.030. New sections, as necessary, may be inserted between existing sections without changing any of the current numbers. For example, a new section between 3.010 and 3.020 could be 3.015 or any other number between 3.010 and 3.020, which illustrates the flexibility in the general numbering system.

Annotations

At the end of each policy the authority for the policy or the latest update or amendment is shown in italics

“Cross reference” notes also are shown at the end of some of the sections to refer the reader to other sections of the Code for related topics.

Revisions

The Code will need to be revised periodically in order to incorporate the amendments and additions into the body of the Code itself. Such revisions shall take place annually immediately after the District Conference.

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Chapter 1	Finance and Administration
Chapter 2	Membership
Chapter 3	Services to Youth
Chapter 4	Public Image
Chapter 5	Club Service
Chapter 6	Community Service
Chapter 7	Vocational Service
Chapter 8	International Service
Chapter 9	The Rotary Foundation

Chapter 1 Finance and Administration

Article	Description
1.010	The Finance Committee
1.020	Governor/Governor-Elect Allowance
1025	Allocation of RI funds by DG for District expenses
1.030	Costs of attending Institutes, Conventions and Meetings
1.040	DGE, DG and District Representative meeting and travel Allowances
1.050	The District Conference
1.060	Nominating Committee for selection of a District Governor
1.070	Mandatory requirements for aspirant District Governors
1.080	Nomination of Representative to the Council on Legislation
1.090	Nomination of Representative on Nominating Committee for Director
1095	Guidelines on payment to Rotarians
1.100	District Awards
1.110	The District Services Centre

1.010 The District Finance Committee

Composition of the Committee

- The District Finance Committee shall comprise:
 - The District Governor who shall be the Chairman
 - The District Governor Elect who shall be the Secretary
 - The District Governor Nominee
 - The District Treasurer

One member appointed by the District Governor at the time to serve a Three year term i.e. an additional three serving members at any one time.

(Conference 2006 Knysna)

Duties and Responsibilities

The committee shall be the custodian of the District 9350 Fund and be responsible together with the Governor for the overall control of all matters relating to the District.

Nothing, however, contained herein shall restrict the Governor in the performance of his/her duties as required by Rotary International.

A member of the committee shall abstain completely from direct or indirect participation in any matter in which he or she has a personal interest and shall recuse himself/herself from the meeting while such a matter is under discussion.

Income of Fund

The income of the Fund shall comprise:

- Annual District 9350 per-capita levies, as set by the incoming presidents, voting at the preceding District Training Assembly
- Surplus funds from District 9350 activities
- Donations by individuals or organisations;
- Interest earned;
- Any other income deemed by the Committee to be legitimate district income.

Use of Fund

The fund may be expended towards the cost of:

- expenditure incurred by approved projects undertaken by the District;
- expenditure incurred in the running of the District Services Centre including salaries and bonuses;
- the District Presidents-Elect Training Seminar;
- the Annual District Conference;
- the Annual District Training Assembly;
- publication of the District Directory;
- expenditure incurred by District Secretary, District Treasurer and District Committees;
- Allowances payable to District Governor, District Governor Elect and Assistant Governors;
- Past District Governor's medallion;
- Public liability insurance;
- Air Fare, accommodation and daily allowance for the District Governor Elect to attend GETS and the Zone Institute which is not paid for by RI;
- Air Fare, accommodation and daily allowance for the District Governor Elect to attend the International Convention in the year prior to his/her taking office as District Governor;
- Air Fare, accommodation and a daily allowance for the District Governor, District Governor Elect and District Representative who shall be the Immediate Past District Governor to attend the annual meeting of the Governors Council of Southern Africa;
- expenditure incurred by a visit to the district of a President of Rotary International or his/her representative; or
- any other expenditure deemed by the committee to be legitimate district expenditure.

Maintenance of Records

The District Treasurer shall be responsible for the day-to-day operations of the district finances. He/she shall maintain complete books or records of all district

financial transactions in such a manner as will readily show the funds held by the District.

The secretary of the Finance Committee shall maintain accurate minutes of the committee proceedings and ensure that a copy of the minutes is permanently recorded in the minute book.

Annual Budget

Annually the Committee shall prepare a detailed budget of proposed district expenditure. All District Committees and entities incurring District expenditure are to prepare draft budgets by February for the ensuing Rotary year and submit these to the District Treasurer.

Approval by Clubs and Incoming Presidents

The budget and recommended per-capita levies shall be submitted to all incoming presidents at least four (4) weeks before the District Training Assembly to enable discussion within clubs and then shall be submitted to a meeting of incoming presidents at the District Training Assembly. On approval of the budget and per capita levy by at least 75% of the incoming presidents present, the budget and per capita levy shall become effective from 1 July following the meeting

Bank Accounts

The Committee shall have the authority to open or terminate accounts in banks or other financial institutions in the name of Rotary District 9350 and to arrange signatories on such accounts. The authorised signatories shall be the District Governor, the District Treasurer and the District Administrator.

Bank Accounts of Committees

No committee may open or operate a bank account without the written authority of the Finance Committee.

Authority to Incur Expenditure

Before a district committee undertakes a programme or project where the proposed expenditure is in excess of R 5000, that committee shall prepare a budget, such budget to be furnished to the Finance Committee for its consideration, approval or amendment before any expenditure is undertaken. Within two (2) months after the conclusion of such programme or project such committee shall submit a statement of income and expenditure to the District Treasurer.

Prior Approval for Above-Budget Expenditure

Expenditure incurred by district committees above approved budgets shall not be reimbursed from the Fund unless approval had been received before the expenditure was incurred.

Appointment of Auditor

Each year the District Assembly shall appoint a certified or chartered public accountant or auditor to carry out an independent audit or financial review the District 9350 Fund.

Audited Accounts and Financial Report to Clubs and Rotary International

The District Governor in each year shall within three (3) months of vacating office submit an audited annual statement or financial review as well as a financial report to each club in the District. It shall also be submitted to the following District Training Assembly for discussion and formal adoption.

(Finance Committee May 2014)

1.020 Governor/Governor-Elect Allowance

The Governor's Allowance is established by the Finance Committee and increased each year taking into account the rate of inflation. The DGE may elect to take up to 50% of the Governor's allowance agreed to for his/her year as DG in his/her DGE year to cover necessary expenses. It is intended that the allowance will be used for the following purposes, *inter alia*

- :
- (i) Attendance of Partner at Governor's Council meeting as DGE and DG
 - (ii) Attendance of Partner at PETS as DGE
 - (iii) Attendance of Partner at District Assembly and District Conference as DGE and DG
 - (iv) Additional expenses for Partner to attend International Assembly as DGE
 - (v) Assist with expenses for Partner to attend GETS and Zone Institute as DGE
 - (vi) Assist with expenses for Partner to attend Convention as DGE
 - (vii) Expenses incurred as DGE and DG to attend induction dinners and other special functions of Rotary clubs.
 - (viii) Additional expenses incurred for Partner to accompany DG on all official visits to clubs
 - (ix) Additional expenses over and above those allocated by Rotary International for Clerical, Postage, Stationery, Telephone, Fax and e-mail
 - (x) Expenses incurred for additional visits to weaker clubs in the District
 - (xi) Assist with expenses to attend DGN's orientation weekend
 - (xii) Any additional expenses incurred in the interests of Rotary in District 9350.

The DG and DGE allowances are non-accountable.

(Finance Committee. June 2006)

1.025 Apportionment of DG's RI allocation to District expenses.

The District Governor is responsible for paying certain expenses, *inter alia*, Governors' Elect Training Seminar (GETS) District Leadership Training (DLT) and Additional Training Subsidy (ATS) out of the funds allocated to him/her by Rotary International.

Determining the portion to be allocated to District expenses.

Historically 26-27% of the District Governor's allocation has been apportioned to District expenses. As a guide, this is the amount of the allocation that will be apportioned in future, subject to annual review.

Each year at the February Finance Committee meeting this allocation is to be reviewed and agreed by the Finance Committee and to be included in the District Finance Committee budget for the ensuing year.

As the DG's allocation is only forwarded to the DG by RI in July of his/her year in Office it is acknowledged that the District will have to pay certain expenses out of the District Fund prior to the DG's year in Office and to recover such expenditure when the funds are received from RI.

(Finance Committee. February 2015)

1.030 Costs of attending Institutes, Conventions and Meetings

The District is responsible for the following costs of attendance at Institutes, Convention and meetings:

Governors Council (COESA): DG, DGE, Chairman or Secretary of Executive and District Representative (Immediate PDG).

GETS & Zone Institute: DGE for those expenses not covered by Rotary International.

Convention: Attendance at Convention as DGE in the year prior to taking office as DG.

(Finance Committee. June 2006)

1.040 DGE, DG and District Representative meeting and travel Allowances

The following are the allowances and the costs paid by District 9350 to the District Governor Elect, District Governor, Immediate Past District Governor and District Representatives for attendance at meetings and conferences on behalf of the District.

The Events

The events covered are the Zone Institute and Convention attended by the DGE and the Southern African Governors' Council attended by the DGE, DG and IPDG and District Representatives to events such as Presidential Conferences, membership institutes within Southern Africa.

The personnel

Allowances and costs will be paid for the DGE, DG, IPDG and District Representatives who have received prior approval from the DG and Finance Committee to attend such events. No spouse's or partner's costs will be paid for by the District

Travels

The District will pay the cost of economy class (non flexible ticket) air travel from Cape Town airport (or nearest international airport to domicile if the DGE, DG, IPDG or District Representatives lives away from Cape Town e.g. Windhoek, George) to airport nearest to the event by the shortest route. Airline tickets may only be booked during the Rotary year in which the event takes place and any cost benefit for early booking will accrue to the District.

Onward travel to final destination by train or bus (and return) and taxi or airport shuttle to hotel may be claimed from District.

In the event that the DGE, DG, IPDG or District Representatives desire to travel by car to the event then they may claim a mileage allowance of R1.70 per Km as set down by the Finance Committee or the cost of an economy class return (non flexible) air ticket whichever is the lesser.

Where a DG, DGE, IPDG or District Representative lives in a town that does not have an international airport then they may claim the mileage allowance for travel from domicile to an international airport as well as reasonable airport parking.

Visas

The District will pay the cost of obtaining a visa for the DGE or DG to the country in which the Zone Institute or Convention is held.

Registration Fees

The District will pay the cost of registration for a single Rotarian at the rate of the earliest possible registration. Registration will be paid for the event only e.g. Convention Registration, and will exclude any additional meetings, social events, Youth Exchange or RYLA meetings etc. The onus rests with the DGE and DG, IPDG or Representative to register timeously to ensure that the lowest registration fee is paid.

Hotel costs

The District will pay the cost of a standard hotel (currently \$ 175 - 200 per person per night) at the single rate per person. This will apply to events outside of South Africa, Namibia, Botswana, Swaziland and Lesotho (SA and the BSLN countries). The rate for a standard hotel will be reviewed annually.

For a Zone Institute, Governor's Council or other meetings within South Africa, Namibia, Botswana, Swaziland and Lesotho the District will pay the cost of accommodation and breakfast not exceeding the normal single rate per person applicable to a three star hotel.

Meals/incidentals

A daily allowance of R1500 (approximately \$ 100@ R15) will be paid to each of the DGE and DG when attending the Zone Institute and Convention outside of South Africa and the BSLN countries to cover all meals (including special dinners), tips, porters, laundry etc. This allowance does not have to be vouched nor are receipts required.

A daily allowance of R 500 will be paid to cover all meals (including special dinners), tips, porters, laundry etc when attending a Zone Institute or other meeting within Southern Africa.

No allowance will be paid to the DG, DGE, or IPDG or attending the Governors' Council, as the costs of meals are usually included in the registration fee.

Duration

Hotel costs will be paid from the night before the opening of the Zone Institute, Convention, Governors' Council or meeting until the morning after the event. The subsistence allowance will be paid for the number of days the event takes place. However, hotel costs, subsistence allowances and any other costs will not be paid on those days that RI pays the cost of the DGE at GETS

Payments

All prepaid costs like flights, registration etc will be paid directly by the District Treasurer. Other costs like hotel costs and subsistence allowances can be funded by the DGE, DG, IPDG or District Representative and claimed from the District after the event. Alternatively, the District will advance funds to cover these expenses prior to the event.

Reviews

The hotel rates, subsistence allowances etc. are to be reviewed annually by a sub-committee of the District Finance Committee that comprises the District Treasurer, a Past District Governor and one other member of the Finance Committee. The sub-committee shall meet prior to the District Finance Committee meeting in June each year and to make its recommendations to the Finance Committee at the June meeting. The sub-committee is to take into account the location of the Zone Institute, Convention and Governors' Council meeting for the coming Rotary year in determining the level of financial assistance that will be provided.

(Finance Committee May 2016)

1.050 The District Conference**Alternate Venues**

The location of the Annual District Conference shall as far as is possible alternate between city and country venues.

Decision on time and place of Conference

The Conference shall be held at such time and place in the District as shall be approved at the District Training Assembly by the District Governor for the year in which the Conference will be held, and a majority of Presidents Elect of the clubs in the district for that year.

Per Capita Levy

The District Finance Committee shall recommend and the incoming Presidents will consider and determine the annual per capita levy to be contributed by members of the district to subsidise the Conference Budget. This amount shall be included in the Annual District Budget submitted to the incoming Presidents by the District Management and Finance Committee at the District Training Assembly

Conference Subsidy Account

A separate Conference Subsidy Account shall be established into which all Conference per-capita levies and Conference surpluses will be deposited. A Reserve Subsidy amount as determined by the District Finance Committee shall be set aside to cover any unforeseen liabilities and contingencies arising from a Conference.

Interest earned

Interest earned shall remain as part of the Conference Subsidy Account

Host Club to provide budget

In respect to each District Conference the District Finance Committee shall obtain from the host club not later than four (4) months prior to the date of the Conference, a budget of proposed income and expenditure relating to the Conference. When the budget (with or without amendment) is approved by the District Finance Committee, an amount as determined by the committee shall be allocated to the Conference from the Conference Subsidy Account

Host Club to provide audited accounts

Within three (3) months after the end of the month in which a Conference is held, the host club shall furnish to the District Finance Committee an audited¹ statement of income and expenditure relating to the Conference and such statement shall be accompanied by a remittance of any surplus funds accrued. The audited statement, by a suitably qualified person, shall show in relation to each item of income and expenditure the relative amount provided in the Conference Budget as approved by the District Finance Committee.

¹ Note: It is not necessary to have the accounts audited by a professional auditor. An accountant who is not part of the Conference Committee may audit the accounts.

1.050.1 Guidelines for the DG, DGE, DGN and clubs organizing district 9350 assemblies and conferences

The District Governor

The DG is responsible for:

- Holding a District Conference
- Liaising with RI and the RIPPR and appointing aides (RIPPR and partner)
- Choosing the venue during his/her DGE year
- Appointing the club(s) to organize the Conference on his/her behalf early in his/her DGE year
- Drawing up the programme and selecting presenters
- Being in overall control of the Conference proceedings

Purpose of Conference

The purpose of District Conference is to bring together all Rotarians in the District to

- Recognise the service programmes and projects of the District
- Inspire Rotarians to greater involvement in service
- Share a vision of Rotary beyond the club level
- Ensure a memorable fellowship experience
- Provide opportunities to interact with Rotary leaders

The theme of the Conference is to be the current RI President's theme for the year

A "promotional event theme" (e.g. Paarl Rocks) may also be used in addition to the RI President's theme

Checklist

1. Select the dates for the Conference. This is usually on a week end and it is not necessary to run the conference into Sunday morning. The District Training Assembly usually takes place on the Friday. Conference may not take place within 14 days of the International Convention – also avoid public holidays, religious holidays, mother's day, rugby matches (have TV available!)
2. Avoid overlap in the programme for the Assembly and the Conference. Liaison between the DG and DGE is necessary to prevent subject matter being repeated (Membership, Foundation etc.)
3. Decide whether there will be a separate programme on the Friday for partners – this is encouraged
4. The holding of a PHF and newcomers breakfast is at the discretion of the DG
5. Liaise with RI on the appointment of the RIPP and appoint a suitable Rotarian (and partner if necessary) as the Aide
6. Appoint one (or more) Masters-of-Ceremonies
7. Include the following in the programme: In Memoriam (list is compiled by DSC) – suggest first day after the Invocation; Peace Candle to be lit at the In Memoriam (stays lit for the duration of the Conference); roll call of clubs; presentation of annual District Awards
8. No money is made available by RI or District for VTT teams or scholars attending Conference for their transport, accommodation and meals. This cost is for the account of the Conference
9. The DGE selects speakers for Assembly and the DG selects speakers for Conference. There is no District budget for speakers, only a small gift (cost from Conference budget). As the speakers do not get paid, the use of local speakers is encouraged

The District Governor Elect

The DGE is responsible for:

- Holding a District Training Assembly
- Choosing the venue – does not have to be held the day before the Conference nor at the same venue
- Appointing the club(s) to organize the Assembly on his/her behalf (the Conference organizing club is usually involved if both take place at the same venue)
- Drawing up the programme and selecting presenters
- Being in overall control of the Assembly proceedings

Purpose of Assembly

The purpose of the District Training Assembly is to prepare the incoming Rotary club leaders for their roles

The theme of the Assembly is to be the incoming RI President's theme

Checklist

1. Decide on the location of his/her Conference the following year, request one club to be the organizing club, and present a motion to the Conference for the approval of the club's invitation by those present. Conference should move to different towns/cities in the District
2. Avoid overlap in the programme for the Assembly and the Conference. Liaison between the DG and DGE is necessary to prevent subject matter being repeated (Membership, Foundation etc.)
3. The DGE selects speakers for Assembly. There is no District budget for speakers, only a small gift (cost from Assembly budget). As the speakers do not get paid, the use of local speakers is encouraged
4. Appoint a Master-of-Ceremonies
5. The DGE/District Trainer decides whether to hold a POETS the day before Assembly for the incoming Club Presidents who were unable to attend an earlier POETS. POETS is not a Conference cost, but a training cost

The District Governor Nominee

Decide whether to hold an Assembly the day prior to Conference the following year or not. For practical purposes, this has always been held the day before the start of Conference in the past. If the status quo remains, then inform the DGE and the organizing club

The District Conference Advisory Committee

The District Conference Advisory Committee is responsible for:

- Providing a checklist of activities for the DG and the club organizing the Conference on the DG's behalf (similarly for the DGE's Assembly)
- Providing assistance and guidance to the DG, DGE and organizing club at their request
- Identifying core activities that are common to all Assemblies and Conferences
- Standardizing core activities so that clubs do not have to "reinvent the wheel" every year. Such activities to include
 - developing a standard budget template
 - developing a standard registration computer package
 - setting up a recording system to capture the numbers attending Assembly, Conference and individual functions each year
- Making recommendations to the Finance Committee regarding the level of the Conference levy for the following year

The Club Organising Committee

The club organizing committee is responsible for:

- Drawing up a budget in accordance with the template and presenting it to the District Conference Advisory Committee and the District Finance Committee before 30 September for approval
- Locating and securing the venue as directed by the DG/DGE and as set out in the checklist (seating for about 400 people, depending in hosting area)

- Locating and booking suitable accommodation for the RIPPR (liaise with the DG), delegates and guests/tams. The cost of meals and accommodation for both the RIPPR and DG is to be covered by the Conference budget.
- Promoting the Assembly and Conference
- Canvassing for advertisers
- Staging the Assembly/Conference according to the DGE and DG's instructions and the checklist
- Submitting an independently verified final statement of income and expenditure to the District Finance Committee by 30 June

Checklist

1. A budget needs to be drawn up and approved by the District Conference Advisory Committee and the District Finance Committee before 30 September. A pro forma, with standard headings, is available from the District Service Centre
2. An IT programme for registration is to be developed
3. The Registration Website should be functioning by the end of November of the year preceding Assembly and Conference. This website should allow for registration and payment, should include the initial draft of the Assembly and Conference programmes, the theme for the DG's Saturday night function (if any), links to accommodation and links to places of interest. If possible relevant sections should be in Portuguese.
4. The link to the Registration Website should be available on the District 9350 website as soon as it is completed as in 3 above. This should be completed by November
5. Rotary décor, Peace candle, national flags of the 3 countries in our District, RI flag, stands and club banners need to be collected from the District Service Centre by the organizing club and displayed in the Conference venue if possible. Check with the DSC for any available additional banners. All the above must be returned to the DSC
6. Have space available for clubs to showcase their projects – the arranging of the adjudication of awards is done by the District Awards and Recognition Adjudicator
7. The DSC requires 3 tables to display Rotary merchandise
8. Access to a colour printer is required for the printing of certificates. A black and white printer at registration is necessary so that name badge errors can be corrected quickly
9. "Electronic teasers" for the promotion of Conference should be sent out by the organizing club. These "teasers" should be e-mailed to club presidents/secretaries as well as being on the District 9350 website. If possible, relevant portions should also be in Portuguese as some of our Angolan Rotarians do not speak English. It is not advisable to advertise our Conference to our Rotarians through Rotary Africa as this is expensive.
10. Registration should remain open as long as possible, but the closing of registration will probably be dictated by local catering requirements
11. Paid advertising is necessary to cover the costs of the conference. It is recommended that an "Advertising committee" be set up 9 months before Assembly and Conference to attract advertisers to support the conference.
12. Information for the Conference booklet/programme to be supplied timeously for printing purposes. Conference programme –advertising, printing, preamble with photos, etc.
13. Name tags to be printed on a card that fits the holder. Person's first name needs to be in larger letters than their surname (Rotarians know one another by first names). Also to be included are Rotarian status (Pres, PP, PDG etc.) and club. Include designations for non-Rotarians e.g. Ann, Inner Wheel, Guest etc, on name badges. Name badges need to be clearly displayed and are hard to read if suspended from lanyards. Badges pinned to clothes are preferable.

14. Rotarians need to be encouraged to collect their registration documents etc. from the venue well before the starting time of a session, as this makes the organizers task so much easier.
15. The quality of meals is important and the 'meet and greet' function plays an early role in setting perceptions for the Assembly and Conference.
16. Ensure that a system is in place to cater for special dietary requirements.
17. Experience shows that a plated meal as opposed to a pre-boxed meal is preferred where possible. If a Partners' Conference is held, a plated meal is particularly preferable
18. Decide beforehand where excess food will be distributed, and by whom
19. If necessary include a system of vouchers for meals to ensure that meals are served only to those that have pre-paid for them
20. Have numerous tea stations in order to minimize the time taken standing in queues.
21. Fresh water in jugs with glasses to be provided on tables in Conference venue.
22. Pre-publicity for the Saturday night's DG's theme function (if there is to be one) is important so that Rotarians can prepare for it if necessary – include Portuguese if possible.
23. It is not mandatory to hold a Conference session on Sunday morning.
24. Sound/AV – should preferably have professionals running this with a stage manager. There should be a back-up laptop available at all times. Speakers must send their electronic presentations through to a Committee member, who will liaise with the AV crew a minimum of 7 days before Assembly or Conference starts to ensure compatibility. Using the remote to change slides must be simple and foolproof - every speaker must be given training as to where to point the clicker for changing slides etc. Communication, when something goes wrong, between the stage and the AV team must be discussed when all the AV equipment is installed – this will normally be the day before the assembly
25. Audio Visual (AV) arrangements must include clear sound at comfortable levels. Podium equipment to include lighting, a TV monitor and remote control for slides. Breakaway rooms to also have presentation equipment.
26. Lighting in the venue to be considered, making sure that it can be adjusted so that slides can be seen and also the speaker.
27. If possible, have a TV monitor outside the hall at registration so that late comers and those on duty can follow proceedings. Try to have people enter and leave the hall during changes in speakers
28. Goody bags need to add value, otherwise scrap them
29. Maps should be clear and large enough for all to read, and must indicate where the venues for the different functions are. Maps are preferable to Google-type directions
30. Signage to the Assembly and Conference venue must be erected before the start of the Assembly. Signs to other venues (e.g. DG's function) must be erected at an appropriate time before the function. Signs with arrows marking the road to follow are important
31. Consider utilizing one or more Sergeant-at-Arms to assist with seating, roving microphones etc. Identify one person (Rotarian) to whom logistical and other queries can be referred to during the Conference.
32. Ask the Master-of-Ceremonies to remind the attendees of etiquette regarding entering and leaving the hall and use of cellphones (even texting) at different times each day!
33. Keep the speakers to their time limits
34. Submit an independently verified final statement of income and expense to the District Finance Committee by 30 June. Such statement shall be accompanied by a remittance of any surplus funds accrued. The final statement shall show in relation to each item of income and expenditure the relative amount provided in the Conference budget as approved by the Finance Committee

35. The Club Organizing Committee is requested to send the minutes of their debriefing meeting to the District Conference Advisory Committee suggesting improvements to this document (and Assembly/Conference) so that the next organizing club has an up-to-date document

(District Conference Advisory Committee 25 May 2015)

1.060 Nominating Committee for selection of a District Governor

Mandate

There shall be a district nominating committee for Governor. It shall serve for one year and be charged with the duty to seek out and nominate the best available qualified candidate for District Governor Nominee.

Structure

The committee shall consist of:

- the District Governor who shall be the chairperson;
- the District Governor-Elect who shall be the secretary;
- the District Governor-Nominee;
- three past governors of District 9350 who are members of a club within the District; nominated by the District Governor's Advisory Council at a meeting convened by the Governor for that purpose and attended by at least 10 past governors. No past governor shall serve on the committee for two consecutive years but will after a period of one year be eligible to serve again; and
- three past presidents, who have held the office of president of a club within the district, nominated by the District Governor's Advisory Council at a meeting convened by the Governor for that purpose and attended by at least 10 past governors. One such past president shall be a member of a club in either the Southern Cape, Northern Cape, Namibia or Angola. No past president shall serve on the committee for two consecutive years nor shall a past president who has served twice as a member of such committee be eligible for service again.

Vacancy

In the event of a vacancy occurring during the term of the nominating committee, the remaining members of the committee shall appoint such person to membership as holds the same qualification as the person whose membership has been vacated.

Meetings of Nominating Committee

The District Governor shall convene a meeting of the nominating committee for the purpose of considering the suggestions received and if deemed necessary interviewing all eligible candidates.

Quorum at meetings.

A majority of the members shall form a quorum at any meeting of the nominating committee called by the District Governor.

Invitation to submit names of Candidates

The secretary on behalf of the District Governor shall invite clubs to submit suggestions for governor nominee for consideration by the nominating committee.

Closing date for suggestions.

Suggestions together with a C.V. of the candidate shall be returned to the secretary not later than the date determined by the District Governor.

Information circulated to Committee Members

The secretary shall circulate to each member of the nominating committee the names, CV's and relevant details of each suggested candidate.

Nomination by Committee of Best Qualified Rotarian

The nominating committee 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.

Qualifications

A Rotarian, selected to be a Governor, shall have the following qualifications at the time of selection:

- must be of good standing of a functioning club in the district;
- must have full qualifications for such membership in the strict application of the provisions therefore, and the integrity of the Rotarians classification must be without question;
- must have served as president of a club for a full term or be a charter president of a club having served the full term from the date of charter to 30 June, provided that this period is at least six months;
- must demonstrate knowledge of the qualifications, duties and responsibilities of the office of governor as provided in section 15.090 of the RI bylaws;
- must at the time of taking office have attended the international assembly for its full duration;
- must have been a member of one or more Rotary clubs for at least seven years; and
- must continue to possess the qualifications outlined above.

Endorsement by a 75 % majority

The Nominating Committee's candidate shall be endorsed by at least a 75% majority of nominating committee members present

Procedure where Nominating Committee in agreement

In the event of the nominating committee being agreed to the suitability of one of the candidates, his or her name shall be published and the procedures as outlined in the Bylaws of Rotary International shall be strictly adhered to.

Procedure where Nominating Committee not in agreement

In the event of the nominating committee not being agreed on the suitability of any of the suggested candidates, they shall proceed to obtain and nominate a candidate of their choice under the same conditions as referred to above, failing which the procedure outlined in the Bylaws of Rotary International shall be followed.

Individuals Not eligible for Nomination

No member or any member who is elected and subsequently resigns from the nominating committee shall be eligible to be nominated as governor nominee in the year in which the committee serves.

Campaigning, Canvassing and Electioneering

No Rotarian shall canvass or campaign for any elective position in Rotary International nor allow campaigning on his or her behalf nor shall any brochures, literature or letters, other than what is specifically provided for in the Bylaws of Rotary International, be distributed by a Rotarian or on his or her behalf to any club or members of clubs.

(Conference resolution Paarl 2008)

1.070 Mandatory requirements for aspirant District Governors

Aspirant Governors must be willing and able to undertake the following positions in the District:

Finance Committee

1. Serve as a member during DGN year
2. Serve as secretary during DGE year
3. Serve as chairperson during DG year
4. Serve as member during Immediate PDG year

Nominating Committee

1. Serve as a member during DGN year
2. Serve as secretary during DGE year
3. Serve as chairperson during DG year
4. Serve as member for the following three years

Zone Institute and GETS

Attend Zone Institute and GETS during year as DGE

International Assembly

Attend International Assembly during year as DGE

Convention

Attend Convention during year as DGE

Governors' Council of Southern Africa

Attend Governors Council meeting during year as DGE, DG and Immediate Past DG
(Attendance as DGN is optional, but advisable)

District Assembly

1. Attend District Assembly during year as DGN, DGE & DG
2. Organise District Assembly during year as DGE

District Conference

1. Attend District Conference during year as DGN, DGE & DG
2. Organise District Conference during year as DG

(Finance Committee March 2006)

1.080 Nomination of Representative to the Council on Legislation

Mandate

There shall be a nominating committee for the Council on Legislation representative and alternate representative appointed every third Rotary Year and being two years preceding the meeting of the Council and shall serve for one year

Structure

The committee shall consist of:

- the District Governor who shall be the chairperson;
- three past governors of District 9350, who are members of a club within the district, nominated by the District Governor's Advisory Council; and
- three past presidents, who have held the office of president of a club within the district, nominated by the District Governor's Advisory Council.

Vacancy

In the event of a vacancy occurring during the term of the nominating committee, the remaining members of the committee shall appoint such person to membership as holds the same qualification as the person whose membership has been vacated

Meetings of Nominating Committee

The District Governor shall convene a meeting of the nominating committee to elect from among its members a person to serve as secretary and thereafter convene such meetings as are deemed necessary for the purpose of considering the suggestions received and interviewing all eligible candidates.

Quorum at meetings.

A majority of the members shall form a quorum at any meeting of the nominating committee called by the District Governor.

Invitation to submit names of Candidates

The secretary shall invite clubs and members of the nominating committee to submit suggestions for the Council on Legislation representative for consideration by the nominating committee.

Closing date suggestions.

Suggestions together with a completed biographical form (obtainable from the secretary) shall be returned to the secretary not later than the date determined by the District Governor.

Information circulated to Committee Members

The secretary shall circulate to each member of the nominating committee the names, completed biography and relevant details of each suggested candidate.

Nomination by Committee of Best Qualified Rotarian.

The nominating committee 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.

Qualification

To qualify for service at the Council on Legislation, the representative shall be a member in good standing of a club;

- have served a full term as an officer of RI at the time of election;
- understand the qualifications, duties and responsibilities of a representative;
- attend the meeting of the Council for its full duration;
- give critical consideration to all legislation presented to the council and effectively communicate those views to council; and
- act as an objective legislator.

Alternate Member

The Nominating Committee shall in addition to the representative select an alternate representative to serve only in the event that the representative is unable to serve.

Endorsement by a 75 % majority

The Nominating Committee's candidate and alternate shall be endorsed by at least a 75% majority of nominating committee members present

Procedure where Nominating Committee in agreement

In the event of the nominating committee being agreed to the suitability of the representative and alternate their names shall be published and the procedures as outlined in the Bylaws of Rotary International shall be strictly adhered to.

Procedure where Nominating Committee not in agreement

In the event of the nominating committee not being agreed on the suitability of any of the suggested nominations received, they shall proceed to obtain and nominate a representative and alternate of their choice under the same conditions as referred to above, failing which the procedure outlined in the Bylaws of Rotary International shall be followed.

Individuals not eligible for Nomination

No member or candidate for membership on the nominating committee, whether elected or not, nor any candidate who is elected and subsequently resigns from such committee shall be eligible to be nominated as representative or alternate in the year in which the committee serves.

Canvassing disqualification

No Rotarian shall canvass or campaign for any elective position in Rotary International nor allow campaigning on his or her behalf nor shall any brochures, literature or letters, other than what is specifically provided for in the Bylaws of Rotary International, be distributed by a Rotarian or on his or her behalf to any club or members of clubs.

(Conference resolution Paarl 2008)

1.090 Nomination of Representative on Nominating Committee for Director

In terms of RI Bylaw 12.020.3 membership of the Nominating Committee for Director shall consist of one member from each District in the Zone. RI Bylaw 12.020.4 requires that the member and the alternate member of the Committee shall be elected at the annual Conference of the District in the year preceding the scheduled nomination.

RI Bylaw 12.020.3 further provides the each member of the Committee shall be a Past Governor at the time they are to serve, who is a member of a Club in the relevant Zone and such member shall have attended at least two Rotary Institutes of the Zone and one Convention in the three years prior to serving on the committee, provided that a District may by a resolution adopted at a District Conference by a majority of the votes of the Electors of the Clubs present and voting dispense with some or all of these requirements.

District 9350 by resolution at Conference agreed to dispense with the requirements that a candidate for membership of the Nominating Committee must have attended two Institutes and one Convention in the three years prior to serving on the Committee

(Conference resolution Knysna 2014)

1.095 Guidelines on payment to Rotarians

Every Rotarian is expected to apply the precept of "Service above Self", and is also expected to use vocational skills freely for the benefit of the community.

As a general rule, therefore, Rotarians should not expect payment when engaged in Rotary work.

Occasionally a situation may arise where this is not the case, and the purpose of these guidelines is to suggest conditions in which it may be reasonable to recompense a member.

Where a Rotarian:

- has been engaged by a club board to perform professional work that is required as part of a project (for example to provide architectural services), **and/or**
- has been asked to work on project on a long-term basis, going beyond what could reasonably be considered vocational service **and/or**
- has expended significant sums on behalf of a project, **and/or**
- in similar circumstances, determined by a club's board:

Then fees or reimbursements may be paid, so long as:

- such fees or reimbursement have been agreed before they have been earned or funds have been expended, and have been included in a project budget **and**
- where professional work is involved, there has been a fair process of tendering or comparatively quoting for the work **and**
- there is a transparent and open process **and**
- the Four Way Test can be applied.

In respect of accommodation, travel or similar costs, these should only be refunded in exceptional circumstances, and by prior agreement by a club board.

(Finance Committee May 2016)

1.100 District Awards

The following District awards are made at the Annual District Conference.

Attendance Awards

Best conference attendance (% delegates)

Best Rotarian and Partners attendance at conference (The John and Molly Cook Trophy)

Membership Development Awards

Highest % net growth in membership (The Charles Bashew Cup)

Highest number of new members

Bulletin Awards

Bulletin containing best Rotary information (The Cron and Corrie Cronwright Shield)

Most improved bulletin (Jack Clifford Trophy)

Best Club bulletin (Frank Connock Shield)

Conference Awards

Best Club Album of the Year (The Leon Morris Trophy)

Best community service exhibit at Conference (Harold Hofmeyr Community Service Trophy)

Avenues of Service Awards

Best international service project (The District 101 International Service Award – Celtic High Cross)

Best vocational service project (The Roger Handley Trophy)

Best community service project (The Len Breen Trophy)

Best early childhood development project

Best District project (The Roscar Trophy)

Commitment to Service certificates

Youth Awards

Best contribution to Youth development through EarlyAct

Best contribution to Youth development through Interact

Best contribution to Youth development through Rotaract

Best youth service projects

District Rotary Foundation Awards

Best per capita increase to Rotary Foundation (The Tony and Joan Whitehead Trophy)

Best per capita contribution to Foundation (The Duncan Elliot
Rotary Foundation Floating Trophy)

Public Image and communication

District 9350 Public Image Media Award (Trophy)

Club that best increases the awareness of Rotary in the
Community

Best Club Website (Marius Boraine Trophy)

Partners' awards

Highest partners attendance at Conference (JJ van den Berg trophy)

Club with highest profile in the community (Kenneth Young trophy)

Best community service project (Joey Hofmeyr trophy)

Best project serving the needs of children (Usha Saboo India-South
Africa friendship trophy)

1.110 District Services Centre

The District Service Centre serves the Rotarians and Clubs in the District and provides an administrative service to the District Governor, the District Governor Elect, the District Governor Nominee and District Committees. It does not provide secretarial services to these committees such as minute taking and reproduction.

The District Services Centre does not provide administrative services to clubs such as the dissemination of club projects and requests by clubs in the District or services that would normally be provided by the club secretary.

Chapter 2 Membership

Article	Description
2.010	Establishment of new clubs to reflect diversity
2.020	District Membership Awards

2.010 Establishment of new clubs to reflect diversity

Sponsors of new clubs are encouraged to ensure that any new club within the District reflects the diversity of the community in respect of members of colour, women and members under the age of 40 years.

It is incumbent on the extension officer for a new club to include details of the breakdown of the community in which the new club will be formed and efforts made to ensure that the new club has extended the invitation to a large group that accurately reflects the diversity of the community.

Any application for approval of a provisional club or the charter of a new club shall initially be presented to the District Membership Committee for comment and recommendation before final approval by the District Governor.

2.020 District Membership Awards

All membership awards are to be approved by the membership committee before being awarded.

Membership awards shall be measured against the measurement point of the previous year (normally 1 April).

(Refer Article 1.100 District Awards)

Chapter 3 Services to Youth

Article	Description
3.010	Youth protection: Sexual harassment and abuse

3.010 Youth protection: Sexual harassment and abuse

Introduction

Rotarians, their families and non Rotarian volunteers are expected to use their best efforts to safeguard the welfare of and prevent the physical sexual or emotional abuse or harassment of every young person with whom they come in contact.

This policy was developed by the District Youth Exchange Committee and applies to all Rotarians and others who are involved in youth programmes

Definitions

Councillors:

Competent Rotarians/volunteers appointed by Youth Exchange Program as a confidant to the exchange student during their stay in our District. Councillors are a mix of male/female in order to resolve any difficulties that may arise with students feeling awkward reporting allegations within the same/opposite gender.

Sexual Abuse:

Sexual abuse refers to engaging in implicit sexual acts with students or forcing or encouraging a student to engage in such acts alone or with another person of any age or same sex or the opposite sex.

- Non touching offences
- Indecent exposure
- Exposure to sexual/pornographic material.

Sexual Harassment:

Refers to sexual advances, requests for sexual favours or verbal or physical conduct of a sexual nature.

- Sexual advances
- Sexual jokes, epithets written or oral references to sexual conduct
- Verbal abuse of sexual nature
- Sexual leering or whistling, brushing or touching or obscene language or insulting comments.

Abuse or Harassment

Whether the alleged conduct amounts to sexual abuse or sexual harassment is not to be determined by the adult to whom allegations are made. After ensuring the safety of the student, allegations must be reported to appropriate law enforcement authorities. In D9350 it is the law

Allegation Reporting Guidelines

1. Complaints should be reported to appointed Club councillor or any District Committee member
2. After establishing what happened and when it happened, it must be reported to the Law Enforcement agency as soon as possible.
3. Complaints to be reported to YEP Chairperson, who in turn must inform the District Governor
4. DG to report it to Rotary International within 72 hours.
5. President of sponsoring club to be informed by YEP Chairperson.

Report from Student

1. Listen attentively and stay calm. Acknowledge that it takes a lot of courage to report abuse. It is appropriate to listen and be encouraging. Do not express shock or horror or disbelief.
2. Assure privacy but not confidentiality. Explain that you will have to tell someone about the abuse/harassment to make it stop and to ensure that it does not happen to others. There is a differentiation between “privacy” and “confidentiality” “Privacy” is a common law and constitutional right in South Africa and implies autonomy over personal information. “Confidentiality” protects individual identities and ensures that these are not publicly disclosed.
- 3 Records should be kept of all conversations/interventions. Computerised reports should be password protected. It is important to protect the rights of minors.
- 4 Get the facts but don't interrogate. Ask the student questions to establish what was done and who did it. Reassure the student it is the right thing in telling you. Avoid “why” questions.
- 5 Be non-judgemental. Do not be critical of anything that happened or anyone who may be involved. It is especially important not to blame or criticise the student. Assure the student it was not their fault and that they are brave to report
- 6 Records. Keep records of all of conversation, including time and dates. All records should be transparent.

Protect the student

1. No host parent should be appointed as councillor to that particular inbound student.
2. Ensure the safety and well being of the student. Student should be immediately removed from the situation and all contact with the alleged abuser/harasser.
3. Students/Host families /club councillors should be informed about the guidelines and be provided with a hard copy. YEP Committee should be in possession of a list of appointed councillors.
4. A Statement of Conduct should be completed by all parties involved in the running of the Youth Exchange program.

Report to appropriate law enforcement authorities

- 1 Immediately report all cases of sexual abuse or harassment to the authorities first and then to the club and District leadership. In D9350 the appropriate law enforcement office is the **Child Protection Unit of the South African Police Services**. In addition non-governmental organisations such as **Child Line** and **Rape Crisis** can be involved.
- 2 In most situations the first Rotary contact is the Rotary councillor who has the responsibility of seeking advice of and interacting with appropriate agencies. If allegations are against a councillor the District YEP Chairperson should be contacted. D9350 will co-operate with Police or legal investigations. All cases should be referred to a psychologist or professional agency within 24 hours, whether the psychologist is affiliated with Rotary or not.

Avoid gossip or blame.

Maintain the privacy of any accused person. Care must be taken to protect the rights of both the victim and the accused. Reports should be restricted to “a need to know basis” as per the guidelines.

Do not challenge the alleged offender

The adult to whom the student reports must not contact the other party involved in the complaint. In cases of abuse, interrogation must be left entirely to the law enforcement authorities. In cases of non-criminal harassment, the DG and Chairperson of YEP are responsible for investigating and will be in contact with the other party involved, after the student has been removed to a safe environment.

Follow up

D9350 will conduct an independent and thorough investigation into any claims of sexual abuse or harassment. Any person against whom an allegation is made will be removed from all contact with youth until the matter is resolved.

Post report procedures

1. If the complaint is school based, the Head Master is informed and the child removed and relocated to another school as soon as possible.
2. If law enforcement agencies are not investigating, D9350 will co-ordinate an independent investigation and provide a written report to all parties involved.
3. Ensure the student receives immediate support services
4. Offer the student an independent non-Rotarian councillor to represent the interests of the student.
5. The District Chairperson should contact a psychologist/health care professional and ask him/her to contact the student’s biological parents/legal guardian and inform them.
6. Remove the alleged abuser/harasser from all contact with the student while investigations are conducted.
7. Co-operate with police /legal investigation at all times.
8. DG will inform RI of allegations and provide follow-up reports.

Appropriate response

When addressing an allegation of abuse/harassment the most important is the safety of the student. Club members should not speculate, make editorial comments or offer personal opinions that could potentially hinder any police or criminal investigations. Club members should be cautioned about speculating or commenting on the matter during the investigations. Comments statement of conduct or Rotary ideals. Comments made against an alleged abuser could lead to a slander or liable claim filed against Rotarians or clubs by the alleged abuser.

(District Youth Exchange Committee 2007)

- 3.020 Youth Exchange
- 3.030 Earlyact
- 3.040 Interact
- 3.050 Rotaract
- 3.060 Rotary Youth Leadership Awards (RYLA)

Chapter 4 Public Image

4.010

Chapter 5 Club Service

5.010

Chapter 6 Community Service

Article	Description
6.010	Community Health
6.020	Disaster support

6.010 Community Health

6.020 Disaster support

International disasters

District 9350's response to natural and other disasters worldwide will be directed towards rebuilding and rehabilitation projects in devastated communities in conjunction with Rotary Clubs in those areas.

Local disasters

District 9350 will not respond, as a District, to local disasters but will provide tangible moral and financial support as appropriate to Rotary Clubs in disaster areas.

(Conference resolution 2005 Cape Town)

Chapter 7 Vocational Service

7.010

Chapter 8 International Service

8.010

Chapter 9 The Rotary Foundation

Article	Description
9.010	District Grants
9.020	Global Grants
9.030	Scholars
9.040	Vocational Training Teams
9.050	District Designated Funds (DDF)

9.010 District Grants

What is a District Grant?

District grants fund short-term projects and activities, either local or international that support the Foundation's mission. Clubs submit their funding requests to the district, which administers and distributes the funds

Who can apply?

All Rotary clubs in District 9350.

What are the requirements for a District Grant?

District Grants must involve a Rotary club in implementing a humanitarian or educational project. Clubs are expected to:

- Maintain involvement in the project for the life of the project
- Establish a committee of at least three Rotarians to oversee the project
- Manage grant funds with due diligence
- Maintain clear and accurate accounting
- Visit the project site on an as-needed basis
- Purchase, transport, or distribute items purchased
- Publicise the project to local media and the district

What projects are eligible/ineligible for a District Grant?

District Grants fund humanitarian and educational projects that benefit a community in need. Many projects fall within this broad scope; however, certain items and activities are not funded through the program.

In addition to the general criteria for District Grants, specific allowable activities have been identified that District Grants can fund

1. Construction of infrastructure including but not limited to toilet blocks and sanitation systems, access roads, dams, bridges, storage units, fences and security systems, water/irrigation systems, and greenhouses
2. Renovation, repair, and refurbishment of structures that are currently occupied or operational in which individuals live, work, or spend a significant amount of time, which may include the provision of new services or upgrade of utilities (i.e., electrical, plumbing, and heating), repair of roofs, elevators, and renovation of bathrooms
3. Purchase and distribution of contraceptives for use in disease prevention and maternal health projects
4. International travel for tertiary students, vocational training teams, and project beneficiaries
5. Domestic travel for tertiary students, vocational training teams, project beneficiaries, and those professionals (Rotarian and non-Rotarian) needed to implement the project
6. Direct costs, fees, contracted labour costs, stipends, or honorariums related to project implementation
7. Activities involving vaccines and immunizations that are consistent with the best practices described by the World Health Organization
8. Medical camps and lifesaving surgeries, providing that if they are funded by global grants, there must be appropriate follow up.

Grants **cannot** be used to unfairly discriminate against any group, promote a particular political or religious viewpoint, support purely religious functions at churches and other places of worship, support activities that involve abortion or that are undertaken solely for sex determination, fund the purchase of arms or ammunition, support the following programs: Rotary Youth Exchange, RYLA, Rotary Friendship Exchange, Rotaract, Interact and Earlyact, or as a new contribution to the Foundation or another Rotary Foundation grant.

In addition, grants **cannot** fund

1. Continuous or excessive support of any one beneficiary, entity, or community
2. Establishment of a foundation, permanent trust, or long-term interest-bearing account. Grant funds can be used to establish a micro credit or revolving loan fund if the sponsors comply with the revolving loan requirements of The Rotary Foundation.
3. Purchase of land or buildings
4. New construction of any structure in which individuals live, work, or engage in any gainful activity, such as buildings (schools, homes/low-cost shelters, and hospitals), containers, and mobile homes, or structures in which individuals carry out any type of activity including manufacturing or processing
5. Fundraising activities

What are the funding requirements?

District Grants are fully funded by The Rotary Foundation through the District Designated Fund (DDF) system. All funds remain trust funds of The Rotary Foundation and must be managed and accounted for appropriately

District Grants are single, annual block grants made to districts to fund multiple club and district projects, which may be local or international. Districts may submit one application per Rotary year. The district grants committee submits an application to Foundation requesting the block grant. Funds are issued once the application is approved and all prepayment requirements (such as overdue reports, closure of previous district grants, etc.) have been met. Districts receive one block payment for the approved amount of the district grant. District pays funds to its clubs for their approved projects.

How and when to apply

For the 2014-2015 Rotary year Clubs are required to submit fully completed application forms for project funding by 31 May 2014 for our block grant application. If our application is approved then we should receive funding within two months.

For ensuing years the cut-off date for Clubs to submit their project applications for funding to the District will be the 31st of May each year.

What are the funding limits?

Clubs may join with other clubs, overseas clubs and outside organisations in funding local projects. Clubs in other Districts can request District Grant funds from their District Committees to assist in funding District 9350 club projects. District 9350 will provide seed money for projects from the District Grant DDF by matching Rand for Rand the funds contributed to the project by the applying club in District 9350. The minimum amount that will be contributed by the District is R5 000 per project subject to DDF being available.

In allocating the District Grant funds, preference will be given to those clubs that have supported the Foundation annual giving over the past three years and who continue to support the Foundation annual giving fund.

What are the reporting requirements?

Within two months of the completion of the project submit a Final Report form (prescribed) to the District Grants Sub-committee Chair. Should the project be incomplete by 15 May in the Rotary year the grant funds were received the club must submit a Progress Report (prescribed) to the District Grants Sub-committee Chair. Projects must be completed during the second year and if outstanding at the end of the second year the District will not be able to apply for a block District Grant in the following year.

All grant projects and activities funded by district grants must be completed within 24 months of disbursement by the Foundation or the local district to the club.

(District Rotary Foundation Committee 2014)
(Refer Article 9.050)DDF)

9.020 Global Grants

Guideline for DDF contributions to Global Grants

The District Foundation Grants Committee (DFGC) will consider requests for contributions payable from the District Designated Fund (DDF) to Global Grant (GG) applications that meet the requirements of The Rotary Foundation (TRF) from qualified Rotary clubs in District 9350. The GG applications can, in accordance with TRF policy, be submitted to the District Foundation Grants Committee at any time during the year. They will however be considered on a first come first served basis while there are still funds available in the DDF.

The amount of the contribution payable from the DDF for any single project will be determined by the Committee using the following guideline.

An amount not exceeding the lesser of:

- i. the contribution to the project to be made by the applicant D9350 club/s.
- ii. US\$ 5 000.

(District Rotary Foundation Committee 2013)
(Refer Article 9.050 DDF)

9.030 Scholars

The District will continue to receive and host overseas scholars wishing to study at institutions within the District. The District will not provide any funding from its DDF for these scholars.

The District will not fund the sending out of scholars to study overseas from its DDF but it will support Clubs that wish to fund a scholar overseas through a Global Grant. The level of District funding will be in accordance with the policy applying to Global Grants generally.

(District Rotary Foundation Committee 2013)
(Refer Article 9.020 Global Grants)

9.040 Vocational Training Teams

The District will continue to receive and host overseas vocational training teams. The District will not provide any funding from its DDF for these teams. The District will not fund the sending out of teams from its DDF but it will support Clubs that wish to fund a team to other Districts through a Global Grant. The level of District funding will be in accordance with the policy applying to Global Grants generally.

*(District Rotary Foundation Committee 2013)
(Refer Article 9.020 Global Grants)*

9.050 District Designated Funds (DDF)

District Designated Funds (sometimes referred to as District Discretionary Funds) Are funds allocated to the District annually to be used by the District at its discretion to promote the programmes of The Rotary Foundation?

The Foundation allocates 50% on the contributions by the District three years previously back to the District to be used at its discretion. However, Foundation rules that half of the DDF must be used for District Grants and half can be used for assistance with Global Grants.

The District policy on the allocation of DDF to Clubs is set out under District and Global Grants policies under 9.010 and 9.020

(Refer Article 9.010 District Grants and 9.020 Global Grants)