

Rotary



International District 9400

NPC Registration Number 962520526

Code of Practices

Purpose and Scope

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

The document is a living and dynamic document subject to review from time to time and shall come into operation on a trial basis in the Rotary year 2018/9 after it has been formally adopted by the Board of Directors on the 17th of November 2018.

The purpose of this document is set out as follows:

- To provide clarity on which of the alternatives in the **(RI)** Manual of Procedure **(MOP)** have been adopted by the district.
- To provide structure and direction for the workings of all committees in the district.
- To ensure compliance with the Memorandum of Incorporation of the **(NPC)** and relevant Companies Act provisions

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 information in this document.

Any major alterations should be approved at a NPC board of directors gathering or by an electronic vote in accordance with the procedure as laid out in 1.080 of these guidelines. Cosmetic alterations can be made from time to time but should be ratified at the next meeting of the NPC board of directors.

This will serve as a guide and reference document particularly for use by the NPC board of directors (who include the DG, DGE, DGN, IPDG, and three appointed district officers), AG's, District Office bearers, Committee Chairs and members of district committees and sub- committees, Club Presidents and Club Officials.

This document does not contain full details of all MOP alternatives to the practices recorded. It is advised that the most recent edition of the Manual of Procedure (MOP) be consulted to obtain details or clarity on any of the practices.

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ADDENDA

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Rotary International District 9400 Code of Practices

Article 1. Rotary District 9400.

1.1. Rotary District 9400, General

1.1.1. The role of the District and Geographical Boundaries.

District 9400 is a geographical territory described as follows:

Botswana; Southern Mozambique; Swaziland; part of South Africa namely – the whole of Gauteng Province; the whole of Limpopo Province; the whole of the Mpumalanga Province; and the northern part of the North West Province.

Because of the vast geographical area covered by the district, clubs in the district are divided into 9 regions and groups for administrative purposes. Regions are administered and supported by various Assistant Governors. These 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. District Organization and Administration.

District 9400 has elected to Incorporate as a Non Profit Company (**NPC**) all in terms of the provisions required by Rotary International and in accordance with The Companies Act of South Africa. District 9400 shall therefore conduct its affairs in accordance with the Memorandum of Incorporation.

1.2.1 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 appointed members by the District Governor.

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

1.2.2. District Leadership Plan (DLP)

In addition to Incorporation, District 9400 has adopted and developed a District Leadership Plan (**DLP**) in conformity with sections 17.020.1.-17.040.4. of the *Rotary Code of Policies*.

The required components of the DLP are as follows:

- a) use of common terminology such as “assistant governor” “district trainer” and “district committees”;
- b) defined responsibilities and duties for assistant governors, district trainers and district committee members;
- c) district committees that ensure continuity of leadership within the district;
- d) a clear statement of the duties and responsibilities that the governor cannot delegate.

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:

- a) emphasize the importance of membership development and retention through attendance at charter nights, induction ceremonies, membership development seminars, and new member orientation programmes;
- b) motivate Rotarians to participate in club and district activities and projects through attendance at specific events;
- c) 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;
- d) 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;
- e) plan for the future of the district;
- f) undertake the Duties of the District Governor set forth in section 15.090 of the RI Bylaws.

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

- a) faster and more responsive support to clubs;
- b) a larger supply of well-trained leaders in the district;
- c) a larger and stronger field of district leaders;
- d) improved participation in Foundation programmes and district-level RI activities;
- e) 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:

- a) The number of assistant governors appointed based on the needs of each region within the 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.
- b) In order to meet the needs of clubs in the district, it is recommended that between three and five clubs be assigned to each assistant governor, but in no case shall an assistant governor be responsible for only one club.
- c) How the assistant governors will be trained;
- d) What committees the district will need;
- e) Communication procedures between the governor, assistant governors and district committees;
- f) How the district will provide for continuity in leadership through the use of assistant governors;
- g) How the district will provide for continuity within committees as appropriate or necessary;
- h) Methodology used to appoint and/or remove assistant governors.

1.2.3 Assistant Governors.

The district uses the title “assistant governor” to reference 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.

- a) 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*.
- b) Attend the club assemblies in the area associated with the governor's official visit.
- c) 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.
- d) Assist club leaders in scheduling and planning for the governor's official visit.
- e) Keep the DG posted on the progress of the clubs and suggest ways to enhance Rotary development and address problems.
- f) Encourage clubs to follow through on requests and recommendations of the governor.
- g) Monitor each club's performance with respect to service projects.
- h) Identify and encourage the development of future district leaders.

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

- a) Attend the assistant governor training seminar.
- b) Attend the presidents-elect training seminar and the district assembly.
- c) Advise the incoming governor on district committee selections.
- d) Attend and actively promote attendance at the district conference and other district meetings.
- e) 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.

Minimum criteria for selecting assistant governors include:

- a) membership, other than honorary, in good standing in a club in the district for at least three years;
- b) successfully serve as president of a club for a full term;
- c) willingness and ability to accept the responsibilities of the assistant governor;
- d) demonstrated outstanding performance at the district-level;
- e) show potential for future leadership in the district.
- f) demonstrate sound knowledge of the workings of Rotary

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 to provide continuity in the district leadership. It is recommended that no past governor serve as an assistant governor.

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.

1.2.4. 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. District Membership Committee
- B. District Finance Committee
- C. District Programs Committee
- D. District Public Image Committee
- E. District Conference Committee
- F. District RI Convention Promotion Committee
- G. District Training Committee
- H. District Rotary Foundation Committee
- I. District Community Service Committee
- J. District Alumni Committee
- K. District Nominating Committee
- L. District PDG Advisory Council
- M. District International Service Committee

Additional district committees are appointed only when they serve a *specific* function as identified by the district governor. Committees not meeting these criteria should not be appointed. The Committees identified as being in terms of the District Leadership Plan are as follows:

- N. District Compliance Committee
- O. District Rotary Leadership Institute (RLI) Committee
- P. District Strategic Planning Committee

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 to each committee. Ideally, each region in the district should be represented.

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

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.

General Duties of Committees

- Work with the governor, governor-elect, governor-nominee, and assistant governors to plan strategies for achieving goals.
- Promote and attend district training meetings and the district conference.
- Relay information between Rotary International, the district and club members.
- Work closely with club leaders to offer support and guidance.
- Make sure clubs get materials from the Secretariat, RI committees, and the regional leader team.

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. District Membership Committee.

1. Purpose:

Under the direction of the governor, the committee will identify, promote and implement membership strategies that will result in membership growth, and develop and implement a plan to organize new Rotary clubs within the district.

2. Structure:

The committee shall consist of the District Membership Committee Chair, appointed by the District 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 region within the district. The chair must have significant knowledge of commitment to, and experience with membership attraction and engagement activities.

3. Additional Qualifications of Members:

- a) Consideration should be given to those who have served as chair of club committee(s) related to membership attraction and engagement.
- b) Preference should be given to those who have been active and successful in inviting new members to join Rotary, implementing membership programmes and who are members of clubs that have diversified membership.
- c) Preference should be given to past district governors who have been active and successful in establishing new clubs.

4. Duties and Responsibilities:

- a) Plan, promote, and conduct a district membership seminar in consultation with the governor, and district trainer.

- b) Work with the governor and club leaders to ensure that each club achieves its membership goal.
- c) Be familiar with Rotary Club Central and other membership development resources.
- d) Utilize Rotary Coordinators as resources.
- e) Coordinate district-wide membership development activities.
- f) Encourage clubs to participate in RI or presidential membership recognition programmes.
- g) Maintain communication with other district committees such as the district public relations and image committee to coordinate activities that will aid membership development efforts.
- h) Identify committee members to all clubs and indicate that members of the committee are available to help them.
- i) Encourage clubs to develop and implement an effective membership attraction plan.
- j) Assist club membership development chairs in carrying out their responsibilities.
- k) Visit clubs to speak about successful membership attraction and engagement activities; share information on successful activities.
- l) Identify communities without Rotary clubs that have a population capable of meeting the requirements for chartering a new club.
- m) Identify communities where additional Rotary clubs could be established without detracting from service provided to the community by existing clubs.
- n) Assist in organizing and establishing new clubs.
- o) Encourage clubs to update their membership personal information on My Rotary.

In addition, the chair of the committee shall attend a training session conducted by the RI membership coordinator or RI membership zone coordinator.

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 Article 2 Item 2.1 for further information on Extension.

B. 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 Chair of the Finance Committee, and The Treasurer of the Youth Exchange Committee. Any unforeseen vacancy will be filled at the discretion of the DG.

3. Additional Qualifications of Members:

- a) Preference should be given to accounting/finance as a component of their vocation or profession.

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 (which is also referred to as district dues). Any per capita levy must be approved as an ordinary resolution by the present or 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 other members, nominated by the NPC board, be the signatories on the bank account(s) of the NPC district fund. Two signatures will be necessary for any withdrawal. The bank account shall be held in the name of the district NPC. Provision will also be made for electronic payments where the treasurer loads the payment but where such payment is released by another nominated member.
- f) The treasurer, shall together with the District Governor manage the DG's allowance received from RI in accordance with the principles and criteria as provided by RI.

C. District Program Committees.

1. Purpose

The District Program Committees are a RI district Committee, responsible for promoting club and district participation in the following programmes offered by the district:

EarlyAct, Interact, Rotaract, Youth Exchange, New Generations Exchange, Rotary Youth Leadership Awards (RYLA), and Friendship Exchange.

2. Structure:

The Chair is appointed by the District Governor in consultation with the outgoing District Governor. An interview committee will be appointed by DG when deemed 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 programmes: EarlyAct, Interact, Rotaract, Youth Exchange, RYLA, New Generation Exchange, and Friendship Exchange.

The New Generation 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 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 program 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 Rotaractor's. 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 9400 Youth Exchange Sub-committee are available on the District website.

4.2 EarlyAct, Interact, Rotaract Sub-committees

- Encourage clubs to establish clubs at the schools, universities, and communities. in their area.
- Assist club presidents and relevant club chairs with the running of the clubs.
- Inform clubs of information received from RI with 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 9400 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 9400 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 Rotary Code of Policies (**RCP**) 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 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 41.070.)

6. District Rotary Friendship Exchange Committee.

1. Purpose: District RI programme sub-committees such as District Rotary Friendship Exchange are responsible for the promotion and administration of a specific RI programme at the district-level and provide specific support and guidance to the clubs involved with the particular programme in the district.

2. Structure

The committee will have a chair appointed by the governor but the numbers in each committee will vary, however ideally it should comprise of representatives that are from each of the 9 regions.

3. Additional Qualifications of Members:

a) Preference should be given to those with district level experience with the 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 or regional meetings.
- b) Organize exhibits of effective implementation of the RI programme 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 clubs in promoting the RI programme.
- 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 publication of RI programme aims and achievements in all appropriate Rotary and non-Rotary communication media in the district.

D. District Public Image Committee.

1. Purpose:

The district public image committee is a key RI District Programme which 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:

- a) Appoint a district public image committee to oversee all aspects of Rotary's relations and image in the district. This shall consist of at least 4 members, with only one per region.
- b) Appoint a district webmaster to work closely with the public relations and image committee as well as the district secretary.
- c) Appoint a Communications officer to promote and administer district communication and administration functions and to work closely with the public relations and image committee as well as the district secretary.
- d) Appoint two district social media administrators to administer and promote all social media platforms (Facebook/LinkedIn/Instagram/Twitter and district mobile app., etc.)

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.
- c) For webpage and social media responsibilities, preference should be given to those who have experience in these fields.

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 events.
- d) Keep in touch with the governor, assistant governors and the chairs of key committees to stay informed about district events 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) Work closely with the webmaster and social media administrator to promote Rotary's and the district's image.
- h) Work closely with the Foundation chair and sub-committees to keep up to date with Foundation programmes and projects in the district.
- i) Work closely with the Membership chair to keep up to date on membership strategies for the district.

5. Additional Training Requirements:

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

E. 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 5.3 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:
 - a. new Rotarians;
 - b. all members of newly-organized clubs in the district; and
 - c. 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.

F. 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 District 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.

G. District Training Committee.

See also Article 6 of this document

1. Purpose

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

2. Structure

The committee shall consist of the District Trainer appointed by the District Governor, as Chair, a leadership training (RLI or similar course) sub-committee chair and at least two additional members appointed by the district governor in consultation with the District Trainer in order to ensure that there is at least one trainer in each training 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) D9400 PETS (Presidents Elect Training Seminar)
 - 2) District assembly – preferably to be held at the same time as District Conference.
 - 3) District team training seminar (which includes Committee Chairs and AG 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) RLI or similar 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, the district Public Image 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

H. District Rotary Foundation Committee.

Policy pertaining to the district Rotary Foundation committee is determined by the *Rotary Foundation Code of Policies*. In order to get the most recent copy of this document, it should be downloaded from www.rotary.org.

I. District Community Service Committee

1. Purpose: District RI programme committees such as District Community Service Committee are responsible for the promotion and administration of a specific RI programme at the district-level and provide specific support and guidance to the clubs involved with the particular programme in the district.

2. Structure: The committee will have a chair appointed by the governor but the numbers in each committee will vary, however ideally it should comprise of representatives that are from each of the 9 regions.

3. Additional Qualifications of Members:

a) Preference should be given to those with district level experience with the RI programme.

4. Duties and Responsibilities:

- a) Help identify new trends, issues or problems within the district that clubs may want to address
- b) Visit clubs within the district to speak about successful Community Service projects and provide information on Rotary programs and emphases to help strengthen their projects
- c) Encourage and assist club Community Service chairs in carrying out their responsibilities
- d) Encourage clubs to organize a Rotary Community Corps (RCC) if appropriate, and encourage district level RCC meetings to exchange project development ideas
- e) Maintain inter committee communication with other district committees

- f) Organize district-level club Community Service chair meetings, in connection with the district conference, district training assembly and other meetings, to exchange ideas and promote projects
- g) Identify areas for cooperation between club Community Service projects and local non-Rotary service organizations, by sharing information and helping clubs to set goals
- h) Request regular reports on successful Community Service projects from club Community Service chairs, for promotion through the governor's monthly letter, Rotary Showcase, and report to RI for possible publication
- i) Organize exhibits of outstanding Community Service projects at district and zone meetings
- j) Organize district-wide Community Service activities.
- k) Promote resources for service and engagement, inclusive of Rotary Fellowships and Rotarian Action Groups.
- l) Facilitate district recognition for clubs and/or individuals who advance the principles of Rotary, including vocational service and empowering and engaging young people.

Example of a Sub-Committee: District Rotary Family Health Day Sub-committee

1. Purpose: District Rotary Action group such as the District Rotary Family Health Day Sub-committee are responsible for the promotion and administration of a specific RI action group at the district-level and provide specific support and guidance to the clubs involved with the particular programme in the district.

2. Structure

The committee will have a chair appointed by the governor but the numbers in each committee will vary, however ideally it should comprise of representatives that are from each of the 9 regions.

3. Additional Qualifications of Members:

a) Preference should be given to those with district level experience with the RI action group.

4. Duties and Responsibilities:

- a) Promote an understanding of and effective participation in the particular RI action group through regular contacts with each club in the district and through district or regional meetings.
- b) Organize exhibits of effective implementation of the RI action group 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 action group and provide information on the RI action group to help strengthen club activities.
- d) Encourage and assist clubs in promoting the RI action group.
- e) Encourage clubs in the district to determine local needs that could benefit from the RI action group.
- f) Identify areas for cooperation between club RI action group 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 action group.
- h) Promote publication of RI action group aims and achievements in all appropriate Rotary and non-Rotary communication media in the district.

J. District Alumni Committee

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 traveled 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 trainings and travelers for humanitarian projects

1. Purpose: District RI programme committees such as the District Alumni Committee are responsible to develop and implement a plan to manage an ongoing relationship with alumni in the district and assist clubs with respect to their alumni.

2. Structure: The committee will have a chair appointed by the governor but the numbers in each committee will vary, however ideally it should comprise of representatives that are from each of the 9 regions.

3. Qualifications of Members: Preference should be given to those with professional experience working with alumni and to Rotary alumni.

4. Duties and Responsibilities:

- a) Work in conjunction with other district committees, particularly the membership, Foundation, scholarship, and programs committees (e.g. Interact, Rotaract, RYLA, Rotary Youth Exchange), to identify alumni and their skills (speaker, project skills, potential to be a member, contributor to Foundation and Rotary programs, etc.) and connect these individuals to clubs and district activities.
- b) Lead cross-promotion efforts between programs and promote service opportunities.
- c) Create awareness of how to work with alumni to maintain their relationship with Rotary.
- d) Encourage alumni to report their data to RI and work with fellow district chairs to ensure program participants are properly reported to RI.
- e) Abide by privacy and youth protection policies and local law.
- f) Support and coordinate alumni events and associations, where appropriate.

K. District Nominating Committee.

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

Any prospective candidate for District Governor shall be required to appear before the Nominating Committee to be interviewed by the Committee, specifically for the purpose of formulating an opinion as to his/her knowledge of Rotary, his/her commitment to the office of District Governor and to his/her ability to handle the office of District Governor successfully.

2. Structure: The Nominating Committee for District Governors in terms of Article 13.020.1 of the Bylaws of Rotary International shall be constituted by the District Governor, and which Committee shall comprise of the following:

- a. The immediate five Past District Governors, of whom the Immediate Past District Governor shall be the Chairman of the Committee. They will be duly nominated by the incumbent District Governor;
- b. The incumbent District Governor and District Governor Elect, and the District Governor Nominee, all of whom shall have a voice, but no vote;
- c. Two Past/Present Club Presidents from clubs with 31 members or more;
- d. Two Past/ Present Club Presidents from clubs with 30 or fewer members
- e. And it shall be conditional that
 - i. All four Presidents shall be nominated by the District Governor in consultation with the Chairman of the Nominating Committee;
 - ii. All five Past District Governors still reside in the District and that, in the event of any one or all of them not still residing in the District, or for any other reason being unavailable for sitting on the Committee, their immediate predecessors fill the vacancy or vacancies.

3. Duties and Responsibilities: To interview candidates and recommend the chosen candidate to the District Governor for appointment. All the matters concerning the functions, procedures, methods and items to be dealt with, shall be in accordance with the procedures and instructions as laid down in the Manual of Procedure of Rotary International.

L. District PDG Advisory Council

1. Purpose:

The main purpose of the PDG Advisory Council will be to consider all reports tabled and give advice to the District Governor and his/her board of directors.

2. Structure:

Members of the Council will be: The Immediate Past District Governor (Chair); the District Governor; the Governor Elect; the Governor Nominee; the District Treasurer; the District Secretary; All PDG's; Rotarians serving as chairs of or heading the following: Youth Service, Strategic Planning, Membership, Training, Public Image, Foundation, New Generation, Finance, Compliance, Humanitarian Centre, RLI, Friendship Exchange, etc.

3. Additional Qualifications of Members:

All Past District Governors are permanent members of the Council for as long as they are in good standing with their clubs.

4. Duties and Responsibilities:

Without being seen to be interfering, to give advice to the present and future district governors.

5. Meetings

The District PDG Council will meet at least three times per Rotary year.

M. District International Service Committee

1. Purpose:

This committee works to enhance the quality of the districts humanitarian efforts by identifying resources and experts to advise on international service projects and global grants. The chair should serve a three year term to ensure consistency and continuity in developing projects and grants with great impact and sustainability.

2. Qualifications:

Give preference to:

- Past district governors
- Past regional Rotary Foundation coordinators
- Past assistant regional Rotary Foundation coordinators

3. Duties and Responsibilities:

- Encourage club and district involvement in international service
- Promote higher awareness of resources and strategies to improve projects and global grants
- Create a district resource network composed of local experts with experience in project planning and implementation, Rotary's areas of focus, and Rotary grants, who will serve as advisers and help clubs improve projects and global grants.
- Identify and recruit experts with relevant experience and technical skills by collaborating with:
 - District governors
 - Rotary Foundation committee
 - Grants subcommittee
 - Community service committee
 - Alumni committee
 - Rotary Action Groups
 - The Rotary Foundation Cadre of Technical Advisors
 - District Rotaract representatives
 - Rotary Peace Fellows
- Establish direct lines of communication and accountability for all types of international service, with emphasis on connecting clubs to a host or international partner, and on furthering global grant international relationships.
- Motivate and support clubs in their efforts to join with international clubs on service projects and grants.

1.2.5 Additional District Committees

N. District Compliance Committee

1. Purpose:

The committee is constituted to:

- Advise and assist district governors on nominations, elections and other matters involving Rotary constitutional and procedural matters and documents.
- Ensure compliance by the district of all laws governing the operations of the clubs and NPC.
- Determine Risks to the district and give advice on appropriate insurance cover
- Assist the Foundation Chair with stewardship of Grant monies as and when required
- Assist the District Representative for Council on Legislation matters i.e. proposed resolutions or enactments

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, election procedures, South African statutes, and understand the concept of Compliance in a business sense.

4. Duties and Responsibilities:

The committee will meet as and when required but not less than twice a year.

O. District Rotary Leadership Institute (RLI) Committee.

1. Purpose:

District non RI programme committees such as the District **RLI** committee are responsible for the promotion and administration of a specific programme at the district-level and therefore they provide specific support and guidance to the clubs involved with the particular programme in the district.

2. Structure

The committee will have a chair appointed by the governor but the numbers in each committee will vary, however ideally it should comprise of representatives that are trainers from each of the 9 regions.

3. Additional Qualifications of Members:

a) Preference should be given to those with district level experience with the **RLI** programme.

4. Duties and Responsibilities:

- a) Promote an understanding of and effective participation in the particular **RLI** programme through regular contacts with each club in the district and through district or regional meetings.
- b) Organize exhibits of effective implementation of the RLI programme 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 **RLI** programme and provide information on the **RLI** programme to help strengthen club activities.
- d) Encourage and assist clubs in promoting the **RLI** programme.
- e) Encourage clubs in the district to determine local needs that could benefit from the **RLI** programme.

- f) Identify areas for cooperation between club **RLI** 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 **RLI** programme.
- h) Promote publication of **RLI** programme aims and achievements in all appropriate Rotary and non-Rotary communication media in the district.
- i) Conduct Training as and when required.

P. District Strategic Planning 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 9400.

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 Public Image Chair and the District Membership Chair. The district 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 actions and implications of the Strategic plan to District Conferences and Assemblies.

Note: In the event of any additional RI programme committees or Action Groups being set up, such committees will be constituted and structured in terms of (N, or O, or P) above.

1.2.6 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 (district dues).

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.

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 semiannual 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.

Proxies.

A club may designate a proxy for its absent elector(s). Such club must obtain the consent of the governor for such proxy. The proxy may include a member of its own club or a member of any club in the district in which the club is located. The proxy designation must be certified by the president and secretary of such club. The proxy shall be entitled to vote as proxy for the non-attending elector(s) represented, in addition to any other vote the proxy may have.

1.2.7. The Official Visit.

The district governor's official visit, as required in the RI Bylaws section 15.090, is defined as the personal visit of the district 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.

1.2.8. Leadership Training Cycle.

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

- a) Zone-level training of district governors-elect in conjunction with Rotary zone institutes;
- b) International Assembly;
- c) District Team Training Seminar;
- d) Presidents-elect training seminar;
- e) District Assembly;
- f) District Leadership Seminar
- g) Rotary Leadership Institute (RLI) courses

1.3. Selection of a new District Governor

District 9400 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).

The nominating committee for district 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 district 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, no person shall be selected as a nominee for District Governor unless the Rotarian has the following qualifications at the time of selection.

- A) The Rotarian must be a member in good standing of a club in the district.

- B) The Rotarian must have full qualifications for such membership in the strict application of the provisions, therefore, and the integrity of the member's classification must be without question.
- C) The Rotarian must be a member of a functioning club in good standing which has no outstanding indebtedness to RI or to the district as of the close of the year preceding that in which the Rotarian is proposed as a candidate for nomination for district governor.
- D) The Rotarian must have served as president of the club for a full year.
- E) The Rotarian must demonstrate willingness, commitment and ability, physically and otherwise, to fulfil the duties and responsibilities of the office of district governor as provided for in section 15.070 of the Manual of Procedure.
- F) The Rotarian must demonstrate knowledge of the qualifications, duties and responsibilities of district governor as prescribed in the bylaws and 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 district governor and willing and able to assume the duties and responsibilities of that office and to perform them faithfully.
- G) The Rotarian must have been a member of one or more Rotary Clubs for at least seven years.

1.3.2 Guidelines for Selection of District Governor Nominee Designate

The immediate past district 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:

- Do become familiar with the rules.
- Do observe the spirit and letter of the rules.
- Do continue normal Rotary service.
- Do consult with knowledgeable Rotarians if you have any concerns about a current assignment or a new assignment if it may give an appearance of campaigning.
- Do not undertake personal initiatives to gain visibility.
- Do not participate in schemes to gain personal recognition or favour.
- Do not respond in kind to another candidate's improper activities.
- Do not communicate with or visit clubs involved in the applicable election except to fulfil necessary functions.

1.3.3 Timetable for Selection of Governor Nominee Designate

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 district governor-nominee-designate upon selection and shall assume the title of district governor-nominee on 1 July two years prior to assuming office.

The selection by the clubs in a district of a district 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 district 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 district governor.

The District nominating committee is encouraged to interview all candidates for district governor, whether they are suggested by clubs or by the nominating committee. Each interview of district 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 15.070. and 15.080.;
- 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.

1.3.4 Timetable for District Governor Nominee Designate Selection.

- | | |
|--------------|---|
| By 1 July | Members of the nominating committee for the district governor to have been appointed. |
| 30 September | Official call by the immediate past district governor inviting clubs to submit suggestions for the office of district 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 immediate past district governor should include the date for the interviews in this call for names. Additional announcements and reminders inviting suggestions for the office of district governor should be published in the October and November issues of the district governor's monthly letter. |
| 31 October | Deadline for the receipt by the nominating committee chair of club resolutions suggesting candidates for the office of governor. |
| 25 January | Deadline for selection of a nominee for district 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 nominating committee chair 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 district governor in consultation with the nominating chair 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 district governor because of a tie vote in a ballot-by-mail, the candidate selected by the district nominating committee shall be the official district governor-nominee.

1.4. District Records

The outgoing district 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 district governor.

1.4.1. District Reports

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

1.5. District Finances.

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 district 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 district 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 district 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 district 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 district 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 district 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 district 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 15.060.3.), provided the district fund has been operated as herein prescribed.

1.5.1. Status of Clubs with Services Suspended

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

- 1) club is removed from mailing lists
- 2) club does not receive any publications or periodicals
- 3) Secretariat services cease
- 4) the club will not be serviced by the district 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 district 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 district governor and district 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 district governor. However, it has been a long-standing policy of RI that the expenses associated with these additional activities are expenses incurred by the district 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 district governors financially, in addition to expenses which may be covered by RI, in performing the responsibilities of district governor.

1.5.4. Governor's Oversight of Club Finances

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

1.5.5 District 9400 Reserve Fund.

- 1) The NPC board of directors 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 district governor.
- 3) The district 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

District 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 email. (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 the 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 several clubs. District Governors are strongly encouraged to promote RI district recognition programmes in their monthly letters to Rotarians. Club presidents and secretaries 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. Club Termination

1.8.1 Purpose of Policy

The purpose of this Policy is to promote the objectives of the Rotary International Manual of Procedure of 2016 (MOP) as amended by Council on Legislation (COL) every three years. It is also to provide for fair and equitable procedure within District 9400 when dealing with Non-Compliant Rotary clubs.

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

- Encouragement of correction by the Non-Compliant club.
- Where appropriate intervention and assistance by a designated District officer.
- Respect and cognisance of the fact that clubs are autonomous.
- Patience with the club when it is clear that the club has a sincere intention to rectify the status of Non-Compliance.
- 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 and, in this regard, much will depend on the position occupied by the club, their willingness to rectify the status of Non-Compliance, and the nature of the transgression.

1.8.2. Scope

This policy applies to every club in District 9400.

1.8.3. Policy Statement

Specific Provisions in the MOP where the obligations of the Club and District Governor are stipulated.

Note: The following is not all clauses, however it does illustrate the most important clauses relating to the aspects of a proper functioning club and the duties and obligations of the District Governor under certain circumstances.

A. Standard Rotary Club Constitution

Article 18 Acceptance of Object and Compliance with Constitution and Bylaws

By payment of dues, a member accepts the principles of Rotary as expressed in its object and submits to and agrees to comply with and be bound by the constitution and bylaws of this club, and on these conditions alone is entitled to the privileges of this club. Each member shall be subject to the terms of the constitution and bylaws regardless of whether such member has received copies of them.

B. Recommended Bylaws of the Rotary Club

Article 9 Finances

Section 1 — Before each fiscal year starts, the board prepares an annual budget of estimated income and expenditures.

Section 2 — The treasurer deposits club funds in a financial institution or institutions designated by the board, divided into two accounts: one for club operations and one for service projects.

Section 3 — Bills are paid by the treasurer or another authorized officer and approved by two other officers or directors.

Section 4 — A qualified person conducts a thorough annual review of all financial transactions.

Section 5 — Club members will receive an annual financial statement of the club.

Section 6 — The fiscal year is from 1 July to 30 June.

Article 11 Amendments

These bylaws may be amended at any regular club meeting. Changing the club bylaws requires sending written notice to each member 10 days before the meeting, having a quorum present for the vote, and having two-thirds of the votes support the change. Changes to these bylaws must be consistent with the Standard Rotary Club Constitution, the RI Constitution and Bylaws, and the Rotary Code of Policies.

C. RI Constitution

Article 11 Dues

Every club shall pay to RI per capita dues semi-annually, or on such other dates as established by the board.

D. Bylaws of RI

3.030. Board Authority to Discipline, Suspend, or Terminate a Club.

3.030.1. Suspension or Termination for Failure to Pay Dues or Report Members. The board may suspend or terminate the membership of any club which fails to pay its dues or other financial obligations to RI or approved contributions to the district fund. The board may suspend the membership of any club which fails to report changes to its membership on a timely basis.

3.030.2. Termination for Failure to Function.

The board may terminate the membership of any club where such club disbands for any reason, fails to meet regularly, or otherwise fails to function. Before acting on a termination for failure to function, the board shall request the governor to submit a report regarding the circumstances of the termination.

3.030.3. Suspension or Termination for Failure to Comply with Foundation Stewardship Policies.

The board may suspend or terminate the membership of any club that retains in its membership any person who has misused funds from The Rotary Foundation or who otherwise has breached the stewardship policies of The Rotary Foundation.

3.030.4. Termination for Legal Action.

The board may suspend or terminate the membership of any club that initiates or maintains, or retains in its membership an individual who initiates or maintains, litigation against RI or The Rotary Foundation, including their directors, trustees, officers, and employees, prior to exhausting all remedies provided for in the constitutional documents.

3.030.5. Suspension or Termination for Failure to Comply with Youth Protection Laws.

The board may suspend or terminate the membership of a club that fails to appropriately address any allegations made against one of its members in connection with Rotary-related youth programs for violation of applicable law regarding the protection of youth.

3.050. Surrender of Rights by Terminated Club.

The privilege of using the name, emblem, and other insignia of RI shall cease upon the termination of membership of the club. The club shall have no proprietary rights in the property of RI upon termination of its membership. The general secretary shall proceed to recover the certificate of membership of such former club.

E. Rotary Code of Policies

2.010. Membership of Clubs in RI

2.010.1. Failure to Function

In accordance with the RI Bylaws, the RI Board is responsible for ensuring that all member clubs of the association are functioning, and defines a functioning club as

- 1. Having paid its per capita dues to Rotary International*
- 2. Meeting regularly consistent with RI constitutional documents*
- 3. Ensuring that its members subscribe to a Rotary World Magazine Press magazine*
- 4. Implementing service projects that address needs in the local community and/or in communities in other countries*
- 5. Receiving the visit of the governor, assistant governor, or an officer of Rotary International*
- 6. Maintaining appropriate liability insurance as provided in section 72.050. of this Code*
- 7. Acting in a manner consistent with the RI constitution, bylaws, and the Rotary Code of Policies*
- 8. Paying its RI membership and district dues without outside assistance*
- 9. Providing accurate membership lists on a timely basis to the general secretary. At a minimum, clubs must report their membership changes to the general secretary so they are received by 1 July and 1 January.*
- 10. Resolving club disputes in an amicable manner*
- 11. Maintaining cooperative relations with the district*
- 12. Cooperating with RI by not initiating or maintaining, or retaining in its membership an individual who initiates or maintains, litigation against Rotary International or The Rotary Foundation, including their directors, trustees, officers, and employees, prior to exhausting all remedies provided for in RI's constitutional documents*
- 13. Following and completing the election review process established in the RI bylaws*

Each governor shall identify which clubs in the district are failing to function according to the above criteria. Rotary senior leaders are also encouraged to report any observations that suggest that a club has failed to function.

2.010.2. Plan for Achieving Minimum Standards in All Rotary Clubs

1. Creating Opportunities for Clubs to Become Functioning

The governor will make appropriate arrangements to strengthen clubs identified as weak so they are able to fulfil the minimum standards established by the Board.

2. Addressing Clubs That Are Not Functioning

If a club elects not to participate in the strengthening opportunities offered by the district governor, the governor will work with the club to identify an appropriate course of action from the following options:

- a) Resignation – After careful consideration, in consultation with the governor, the club members agree to resign the membership of their club in accordance with club resignation board policy. The governor will provide the names of interested Rotarians to nearby clubs.
- b) Merger – In consultation with the governor, the club and all of its members will consolidate with a nearby club. Neighbouring clubs with fewer than 20 members are encouraged to merge.
- c) Termination – The governor notifies the general secretary that a club is not able to meet the minimum standards for a functioning club. The general secretary notifies the club of the governor's recommendation and asks for its response within a reasonable timeframe. If the club doesn't respond or if the club's response indicates that minimum standards cannot be achieved, the club is terminated for failure to function.

8.010. Club Autonomy of Activities

Clubs should develop their own programs according to the needs of their communities. It is not within the scope of the program of RI to sponsor or prescribe for any club a particular service project or program.

A fundamental principle of RI is the substantial autonomy of the member clubs.

The constitutional and procedural restrictions on clubs are kept to a minimum necessary to preserve the fundamental and unique features of Rotary. Within that provision there is the maximum flexibility in interpretation and implementation of RI policy, especially at the club level.

9.010. Club Finances

At the beginning of each fiscal year the club's board of directors shall prepare or cause to be prepared a budget of estimated income and estimated expenditures for the year, which, having been agreed to by the board, shall stand as the limit of expenditures for the respective purposes unless otherwise ordered by action of the board.

All bills shall be paid by the treasurer, or other authorized officer, only after approval by two other officers or directors. An annual financial review by a qualified person shall be made of all the club's financial transactions.

F. Provisions Specific to each country

Local laws

Clubs in the four countries (Botswana; Mozambique; South Africa; and Swaziland) must refer and check the statutes governing the aspect of tax and tax exemption. South Africa as an example, there is an obligation on all organization's in terms of the Income Tax Act to either register for tax or to apply for tax exemption (PBO status). In pursuance of such acquired (PBO) status the clubs are obliged to submit annual tax returns. Clubs also have the right to register to issue Section 18A receipts for certain prescribed PBA's and if such status is approved by the TEU, the club is obliged to ring fence the activity from others and certain prescriptive financial records need to be kept. Clubs are therefore required to maintain such status by submitting annual returns.

G. District 9400 Procedure in dealing with Non-Compliant clubs

Step No 1 – Written Letter by the District Governor to remind club of its obligation

Proposed wording of letter can be "From our discussions on my DG visit to your club, it became clear that your club has not yet complied with the obligation of conducting a thorough annual review of the club's finances. As you know this is a requirement that all clubs must comply with. I therefore kindly request that you deal with this as a matter of urgency and further kindly request that you come back to me on when I can expect such thorough financial review. Once I have received your financial review, I will if necessary make specific observations for follow up by AG"

Such letter to be sent to the President of the club and copied to;

Club Secretary; AG; and NPC board for attention of the Compliance member.

Step No 2 – Follow Up Written Letter No 1 by the Compliance Member of NPC Board to remind club of its obligation

Proposed wording of letter can be “Further to the letter sent to you by DG we note with concern that your club has not yet complied with the obligation of conducting a thorough annual review of the club’s finances. As you know this is a requirement that all clubs must comply with. We therefore kindly request that you deal with this as a matter of urgency and further kindly request that you come back to the writer of this letter on when we can expect such thorough financial review. Once we have received your financial review, we will if necessary make specific observations for follow up by AG

In the event that you do not work with us, we will have to start considering your club as a Non-Compliant and Non Functioning club which means that the District Governor must report such status to Rotary International”

Such letter to be sent to the President of the club and copied to;
Club Secretary; All members of the club; AG; and DG.

Step No 3 – Follow Up Written Letter No 2 by the Compliance Member of NPC Board to inform the club of the steps being taken by the NPC Board

Proposed wording of letter can be “Further to the following two letters

- Letter sent to you by District Governor ref dated, and
- Letter sent to you by the Compliance Committee of the NPC Board ref dated

We note with concern that your club has still not complied with the obligation of conducting a thorough annual review of the club’s finances. As you know this is a requirement that all clubs must comply with. We therefore advise that we have appointed to kindly carry out an independent review of your club’s finances. Once we have received such financial review, a decision will be made by the District Governor in consultation with the Compliance Committee as to whether it is the District Governors recommendation to RI that the clubs membership with RI be terminated on the basis that your club has rendered itself as a nonfunctioning and non-compliant club.”

Such letter to be sent to the President of the club and copied to;
Club Secretary; All members of the club; AG; and DG.

Step No 4 – District Governor sends considered recommendation to RI

Final step is for the District Governor to write and send his recommendation to the RI General Secretary to terminate the said club’s membership with RI. Attached to such letter is all supporting documentation such as all the letters sent and received from the club plus the independent review report.

1.9. Fiduciary check lists for Public Benefit Organisations

LEGAL RESPONSIBILITY OF OFFICE BEARERS OF A PUBLIC BENEFIT ORGANISATION (“PBO”) (NOTE: For South African Clubs only)

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 check list to help put all legal requirements in place and an annual check list of general compliance to be considered annually.

A ONCE-OFF CHECK LIST OF COMPLIANCE WITH PBO LAW TO BE TABLED BY THE CLUB BOARD OF MANAGEMENT AND MINUTED
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1. PUBLIC BENEFIT ORGANISATION (PBO) REGISTRATION.

1.1 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.

1.2 The PBO founding documents (Club Constitution & By-Laws) along with SARS letter of exemption registration are secure and accessible at.....

2. ASSET REGISTRATION.

2.1 Title deeds for immovable properties (land) are to be registered in the name of the PBO. If not contact District and obtain change of registration forms. Title deeds are secure and accessible at.....

2.2 All moveable's (motor cars, equipment etc.) are to be registered in the name of the PBO. If not contact 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.

3.2 *SELF INTEREST OF OFFICE BEARERS* If the office bearers receive an economic self-interest other than reasonable remuneration this practice should cease.

3.3 *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.

3.4 *FIDUCIARY OFFICE BEARERS* The three office bearers who signed E11 (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.

3.5 *DECISION-MAKING POWERS* Decisions are taken by the club board. Direct or indirect control by a single person is unlawful.

3.6 *FUNDS DISTRIBUTION* Funds may not be distributed to any person other than in the course of undertaking the object of the PBO.

3.7 *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 *BUSINESS 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 *REMUNERATION* 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 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 *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.

<p>AN ANNUAL GENERAL MEETING CHECKLIST FOR LEGAL COMPLIANCE BY OFFICE BEARERS OF PBO</p>

COMMON LAW AND OTHER LEGAL REQUIREMENTS (to be recorded in the minutes of a Rotary clubs AGM)

- A. 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?

1.10. Amendments to the District 9400 Code of Practices.

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

- a. The motion shall be tabled in the correct format, as it will appear in the Guidelines.
- b. The motion shall be submitted, together with the portion of the Guidelines that it amends or replaces to all the clubs in the district at least 3 weeks prior to:
 - any district level forum where such amendment may be discussed and voted upon OR
 - a pre-determined date by which a vote or other response should be submitted electronically.

Article 2. New Clubs.

2.1. New Clubs

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

2.1.1. 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.

2.1.2. 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:

- a) the district governor must file with the RI General Secretary the following:
 - i) New Club Sponsor Form (if applicable); and
 - ii) New Club Application Form.

2.1.3. 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.

2.1.4. 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.

2.1.5. 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 to waive this requirement. At least 50 percent 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).

2.1.6. 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.

2.1.7. 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.

2.1.8. Signature on Charters

All charters shall be signed by the RI president.

2.1.9 Establishing the Time for Meetings of New Clubs

District 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.

2.1.10. 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. Governors are urged to emphasize the foregoing to their clubs and to all involved in the organization of new clubs.

2.1.11. 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

2.1.12. Admission Fee for New Clubs

New clubs shall pay the prevailing admission fee which is calculated per charter member. The admission fee is established to underwrite the cost to RI of chartering and serving the new club.

2.1.13. 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.

2.1.14. 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.

Article 3. District Officers.

3.1. District Governor's General Duties and Responsibilities.

3.1.1. District Governor's Qualifications, General

The administration of clubs under the direct supervision of a district governor in a constituted district is a sound procedure and should be continued. It is essential to the effective operation of the district governor system that the Rotarian elected to the office of district 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 district governors also have computer skills. The qualifications and requirements for the office of district governor needs to be clearly understood and duly regarded in the selection of district governor nominee-designate.

3.1.2. District Governor's Minimum Duties

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

A. General Duties

1. A governor is expected to carry on letter writing and office duties endemic to the office both for the district, inter-district, and RI activities.
2. All required reports to RI on visits to clubs, financial transactions, and special communications shall be attended to promptly on or before the specified dates.
3. Conducting of the district conference, assisting with the district assembly, and presidents-elect training seminar shall be done according to official RI documentary requirements.
4. The district governor-elect shall plan and conduct the district assembly and the presidents-elect training seminar with the assistance of the district governor.
5. The district governor shall oversee district nominations and elections in accordance with RI's election policies and procedures.

B. Clerical Expenses

1. There shall be prepared the standard form on each club visit.
2. There shall be prepared and transmitted a letter to each club visited pursuant to requirements of official RI documents.
3. Correspondence shall be prepared and posted.
4. Financial records and transactions shall be recorded and reports sent to RI on specified dates.

C. Monthly Newsletter Expense

1. A monthly newsletter shall be prepared on a regular schedule to be released within the first five days of each month within the Rotary year.
2. The letter should be attractive and legible but should not be elaborately and expensively prepared. If the latter is the case, the cost shall be borne by the district or the district governor.

3. The letter should be sent to the club president, the club secretary, past governor's in the district, and the RI service representative. The preparation and printing are at the cost of RI. If more copies are prepared and sent, these shall be at the expense of the district or the district governor.

D. Postage Expense

1. The mailing of reports to RI, the monthly newsletter, and necessary correspondence are the items accounting for basic costs in this category.
2. It is anticipated that there will be additional Rotary correspondence of an incidental nature but inherent in the office of district governor.
3. Elaborate mailing campaigns are not envisioned as minimally required and shall be at the expense of the district or the district governor.

E. Stationery and Supplies

1. Stationery for the district governor should be secured using the official logo and mottoes, if desired.
2. A supply of official publications, videos, and cassettes should be secured for use by the district.
3. Additional stationery and supplies beyond those needed for minimum requirements shall be at the expense of the district or the district governor.

F. Telephone, Telegraph and E-Mail Expense

1. Use of the telephone shall be for urgent, official business.
2. Social activities requiring these expenditures should be at district or district governor's expense.
3. It is anticipated that such services will be used sparingly and judiciously for official business.

G. Travel Expense

1. The district governor shall pay an official visit to each club in the district and in the event of a request by RI to visit for a special reason. Other visits shall be at the expense of the club, district, or the district governor.
2. Attendance at the international convention and Rotary zone institute should be at the expense of the district or possibly the district governor.
3. Social visits to clubs should be at the expense of the host club(s) or the district, or possibly the district governor.

3.2 District Governor Expenses reimbursed by RI

3.2.1 District Governors guideline on expenses reimbursed by RI

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:-

- i. Travel for RI business such as the official visit to each club
- ii. Accommodation if forced to stay over night
- iii. Attendance to GETS
- iv. Spouse Travel and accommodation is only paid if spouse is on official RI business
- v. Taxi fare, hotel shuttle buses, parking fees
- vi. Actual meal costs
- vii. Telephone, laundry, and valet
- viii. Stationery and printing
- ix. Gifts
- x. District Governor blazer

3.3. District Governor's Specific Duties and Responsibilities

3.3.1. District Governors' Additional Meetings with Clubs

District Governors with the assistance of the Assistant Governors are encouraged to meet more than once with weak clubs in their districts. If such additional meetings are needed personally by the District 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 RI board through the General Secretary by the district governor and approved in advance of such expenses being incurred.

3.3.2. Substitute for District Governor Who Is Unable to Make Club Visits

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

3.3.3. Resignation of Governor Who Moves from District

A district 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 district governor. It is in the best interests of RI, that such district governor tenders his/her resignation from office to permit the election by the nominating committee all in terms of MOP article 6.120.1 of a district governor who is situated in the district and able to fulfil completely the duties of district governor.

3.3.4. District Records and Files

It is recommended that district governors develop and maintain a district record book or manual to include information useful to the next district 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 district governor and handed over to the incoming district governor.

3.4. District Governor-elect Training

3.4.1. District Governor-elect Attendance at International Assembly

Attendance of the district governor-elect at the International Assembly is required for the efficient administration of RI at the district level. Every district 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 district governor as an officer of RI. Each district governor shall emphasize to all candidates for district governor, and to all clubs of the district, the requisite that the district governor-elect attend the International Assembly as necessary preparation for his or her year as district 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.

3.4.2. District 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 District Governor-Elect and his/her spouse have different surnames, this needs to be clarified with RI.

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

The Board has adopted a two-day training programme for district 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). The following topics will be addressed in such integrated training with a recommended minimum training time of nine hours:

- a) Role and Responsibilities
- b) Developing and Managing a Functional Organizational Structure in support of effective clubs
- c) Sustaining and Growing Rotary's Membership Base
- d) Developing Effective Leaders
- e) The Rotary Foundation
- f) Administration Requirements of RI (The Role of the Secretariat)
- g) International Assembly Preview

The recommended minimum training time for Rotary Foundation topics will be three hours, and the three topics to be presented during the three-hour session allotted to the Foundation will be: a) The Rotary Foundation – The Basics (to include the *SHARE* system; b) The Rotary Foundation Programmes; and c) Fund Development. The minimum training time for Administration Requirements of RI (The Role of the Secretariat) will be 45 minutes. A member of the RI staff should conduct the session on Administration Requirements of RI (The Role of the Secretariat) in conjunction with the GETS training leader.

3.4.4. 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.

3.4.5. 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.

3.4.6 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.

3.4.7. Evaluation of GETS

The general secretary shall communicate training expectations effectively to all governors-elect at least 60 days prior to their attendance at 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. The GETS Training Team shall be asked to complete an evaluation of the GETS that addresses the following issues: the success of the training session, support from RI, logistical issues related to planning and preparing for the training sessions, as well

as recommendations on how the training might be improved in the future, the results of which to be included in the summary evaluation of GETS provided to the Board annually at its June meeting.

3.4.8. District Level Governor-elect Training

The governor-elect shall:

- a) be given specific responsibilities by the district governor in connection with district committees or district organization;
- b) be invited by the district 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 district governor for assignment to participate in the programme of the district conference.

3.4.9. 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 district governor should be encouraged to invite governors-elect from other districts to attend and participate in the district conference of his or her district.

3.4.10. Governor-nominee Training

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

3.4.11 Governor's Council for South Africa, (COSA)

The Governor nominee in addition to the Governor-Elect and the District Governor, shall be required to attend the annual meeting of the Governor's Council for Southern Africa.

3.5. Vacancies in the Office of District Governor or Governor-elect

The following policy governs the filling of a vacancy in the office of district 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 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. Assistant Governor Term

Assistant governors shall serve no more than a total of three consecutive one-year terms.

3.7. District Secretary and Webmaster

3.7.1 Appointment of Secretary:

District Governors should appoint a district secretary all in terms of the NPC MOI. 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. Such individual should not serve in the position of district secretary for more than a total of three years. The district secretary and the district webmaster will work closely with each other. The NPC board reserves the right to appoint a district Administrator in lieu of a secretary should they deem it prudent to do so.

3.7.2 Appointment of Webmaster

District 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 communications software/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 app form is a decision of the District Governor and his board of directors. (Note: Most Rotarians are not keen that their contact and other details should 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

District 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 District Governor as ad hoc members of the board of directors of a club.

3.8.2. Advisory Council of Past Governors

An advisory council of past governors shall be organized in each district. Such councils shall be composed of all past governors who are members of Rotary clubs within the district. It is recommended that the serving Governor calls a meeting of the council at least three times a year, in order to receive reports on the activities within the District.

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

Article 4. District Programmes and Projects

4.1. New Member Orientation

Districts are encouraged to hold a new member orientation as a separate event and/or as part of the district assembly or district conference. Such orientation programmes are to be held frequently as needed to avoid delaying the experience. The new member's counsellor or sponsor should be included in the orientation event. A district level programme of orientation does not release any club from its primary obligation to provide new member orientation

4.2. 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.

4.3. 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.

Article 5. District Conferences

5.1. District Conference Scheduling, Location and Participants

5.1.1. Location of the District Conference

Districts are encouraged to hold district conferences at a location within the boundaries of the district that encourages maximum participation and that limits undue financial burden. Districts can hold a conference outside of the district boundaries, either within a neighbouring or reasonably close district, with the approval of the clubs in the district. Locations should be chosen with regard to maximizing attendance and enabling a broad base of attendance. The general secretary shall grant approval on behalf of the Board to any request from a district governor, district governor-elect, or district governor-nominee regarding district conference location provided it confirms that the RI Bylaws provision regarding majority approval has been obtained.

The venue for the conference should move around the district so that all Rotarians in the district have the opportunity to attend a conference near their homes.

5.1.2 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.

5.1.3. Duration of District Conference

a) It is recommended that the district conference be not less than two days' duration with a suggested maximum of three day's duration. District Governors are requested to prepare conference programming so that Rotary topics predominate. In instances where non-Rotarian speakers appear on the programme, their presentations should be directly associated with the objects of Rotary.

b) District Governors are urged in planning the programme for the district conference to provide a total of nine hours of Rotary content to be devoted to plenary sessions and group discussions, exclusive of luncheons, banquets and the meeting for incoming presidents and secretaries.

c) The president-elect shall consider meeting at the International Assembly with the district governors-elect of all districts in which conferences are not in full compliance with RI policies regarding district conferences.

5.1.4. 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 district 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.

5.1.5. Timeframe

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 district conference may not be held eight days prior to the opening day of the International Convention, nor until eight days after the closing day of the International Convention.

5.2. District Conference Programme

The planning and development of the programme of the district conference are the responsibility of the district 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 on 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 district 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 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 1.2.6 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;
- where possible include discussion groups to increase participation by members;
- 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 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;
- 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 District Governor

To achieve a successful district conference, the governor will:

- be responsible for the planning, organizing and conducting of the conference;
- appoint a conference convenor (after consultation with the president of the host club) to work with the district governor in planning the conference and recording the proceedings thereof;
- prepare and execute, along with the convenor, a written report of the conference proceedings within 30 days of the adjournment of said conference and transmit a copy of such report to the district secretary for tabling at the next NPC board meeting;
- 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 deemed appropriate.
- make a special effort to have the entire membership of all newly organized clubs attend the conference.
- appoint an aide to the President’s Personal Representative.

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 by 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 district 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.

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 9 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 .3.2 A above)

Conference costs include: (All Ann's 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 Ann's meeting), excluding sponsored RI officers.

K. Banquet décor and music.

5.3.4 Disallowances for Conference expenditure.

- A. The NPC board or PDG advisory council meetings and any outings arranged in conjunction therewith. These costs are paid by the District with the approval of the District 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 information distributed by the host club.

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 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. Dignitary'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 are 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 account.

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

E. Other R I Dignitaries.

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, 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 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 on the programme. However, before scheduling the address of the President's Personal Representative, the district governor and special aid should consult with the representative as to his/her desires in connection with such 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.

5.4.6. Expenses of 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 President's Personal Representatives should be sent 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

6.1. Protocol

The governor shall plan, promote, and preside at all official district meetings except as otherwise expressly provided.

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

The following components will be included in the district assembly for each functional group participating in the training:

- a) Roles and Responsibilities
- b) Guiding Principles — Policies and Procedures
- c) Selecting and Training Your Team
- d) Developing a Plan of Action
- e) Resources
- f) Review of Success Stories
- g) Practical Application: Building a Plan
- h) Problem Solving

6.2.4. District Assembly Learning Objectives

The following district assembly learning objectives have been identified by the Board. To achieve the stated purpose of the district assembly, the learning objectives for each component must be based on the needs of each functional group participating in the training:

•Membership Recruitment and Induction

Learning Objectives: To develop and execute a viable membership recruitment plan for the club appropriate to the community in which the club is located; to learn how to train a cadre of club members in effective recruitment techniques; to learn how to arrange for the induction of new members in a manner which welcomes them into the club; to be constantly aware of the need to form new clubs; to be aware of and know how to access the resources available through RI to help carry out these responsibilities.

•New Member Orientation and Mentoring

Learning Objectives: To develop and implement an orientation programme for new members to support their successful assimilation into the club and facilitate their participation in the club's activities; to learn how to train and assign a mentor to each new member; to be aware of and know how to access the resources available through RI to help carry out these responsibilities.

•Club Public Image

Learning Objectives: To develop and implement a public relations plan for the club to increase community awareness of Rotary and its service activities, and support the club's membership recruitment strategy; to be aware of and know how to access the resources available through RI to help carry out these responsibilities.

•Club Administration

Learning Objectives: To understand and be able to carry out the administrative tasks required for the operation of a Rotary club, including dues collection, maintenance of attendance records, scheduling of weekly club programmes, and arranging for fellowship activities; to discuss effective ways to notify other clubs of Rotarians moving from one community to another; to be aware of and know how to access the resources available through RI to help carry these responsibilities.

•Successful Service Projects

Learning Objectives: To understand the characteristics of a successful service project; to plan for and conduct the four elements of a successful service project: needs assessment, planning, implementation, and evaluation; to understand the importance of continuity in carrying out service projects that extend beyond the Rotary year time frame; to understand the importance of carrying out service projects in each of the Avenues of Service; to be aware and able to access as needed the resources available through RI to help carry out these responsibilities.

•Club Fund Raising for Community Service Projects

Learning Objectives: To understand the characteristics of a successful fundraising project; to develop and implement a fundraising plan for the club; to understand the importance of continuity in carrying

out on-going fundraising activities; to be aware of and access as needed the resources available through RI to help carry out these responsibilities.

- The Rotary Foundation

Learning Objectives: To understand and be able to explain to club members the programmes of The Rotary Foundation and the different ways in which Rotarians and others can make contributions to the Foundation; to develop, support and promote the club's annual giving goal; to promote major gifts to the Foundation; to be aware of and know how to access the resources available through RI to help carry out these responsibilities.

- Skill Building for Club Presidents

Learning Objectives: To develop and refine skills needed to effectively lead the club, including leadership and motivation techniques, team building skills, public speaking, Public Image, and problem-solving.

6.2.5. 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.

6.2.6 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.

6.2.7. Scheduling of District Assembly

This may be held at the same time and venue as PETS or 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-elect Training Seminars (PETS)

6.3.1. Guidelines for PETS

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

6.3.2. Purpose of PETS

The presidents-elect training seminars (PETS) 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. Programme of PETS

To achieve the stated purpose of the programme, the following components and learning objectives will be included in the presidents-elect training seminars:

- Presentation of Annual Theme

Learning Objectives: To understand the concepts presented in the annual theme; to be able to utilize the theme as the inspirational framework for club activities in the coming Rotary year.

- Role and Responsibilities of Club President

Learning Objectives: To understand all aspects of the role of Rotary club president and be fully aware of the responsibilities and expectations of the position.

- Goal Setting

Learning Objectives: To understand the importance of setting goals and the characteristics of an effective goal; to be able to lead club members in establishing membership, service and Rotary Foundation goals for the coming Rotary year.

- Selecting and Preparing Club Leaders

Learning Objectives: To understand the importance of building a club organization based on the needs and goals of the club; to be able to identify the skill sets needed by Rotarians to serve as effective club leaders; to be able to prepare the club's leadership team for the coming year.

- Club Administration

Learning Objectives: To fully understand the policies and procedures that serve as the framework for operation of the Rotary club; to be aware of the club's administrative requirements to the district and RI; to understand the role of the governor and assistant governor in supporting the club; to develop new ideas for weekly club programmes that will be of interest to club members.

- Membership Recruitment and Orientation

Learning Objectives: To fully understand the policies and procedures that serve as a framework for Rotary membership; to be able to lead the club in establishing a progressive yet realistic membership goal for the upcoming Rotary year; to understand the components of an effective membership programme.

- Effective Service Projects

Learning Objectives: To understand the components of a successful service project; to recognize the need to undertake projects that address the real needs of the community being served; to know how to conduct a needs assessment of the community; to understand the importance of carrying out service projects in each of the Avenues of Service.

- The Rotary Foundation

Learning Objectives: To have a basic understanding of the principle programmes and activities of the Foundation; to be able to lead the club in establishing a progressive yet realistic Foundation contribution goal for the upcoming year.

- Public Image

Learning Objectives: To understand how to develop relationships with the media; to know how to share the Rotary story visually; and to know how to tell inspiring stories that demonstrate Rotary values.

- Resources - Where They Are and How to Use Them

Learning Objectives: To be aware of and be able to access the resources available to help carry out their responsibilities. Available resources include resources in the community, the district, and the RI Secretariat, as well as RI committees and task forces.

To understand the importance of recognition in a volunteer organization, and to be aware of recognition programmes available through RI and The Rotary Foundation.

- Planning for the Year

Learning Objectives: To develop a basic outline of a working plan for the club that can be completed by the club president with club members upon returning home, to understand how to use the *Rotary Club Central* as a resource tool.

Note: Public Image training for presidents-elect is provided at the district assembly as one of the "District Assembly Learning Objectives." If local circumstances preclude presidents-elect from attending Public Image training at the district assembly, the governor-elect and district trainer may consider conducting that session at POETS.

6.3.4. Participants

Participants attending the PETS 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 and conducting the training session for the PETS Seminar Leadership Team.

6.3.5. PETS Leaders

The governor-elect is responsible for the PETS. 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 Time Frame

PETS shall consist of a one and a half-day seminars taken to the various regions where possible and to be held during the months of February to May.

6.3.7. Administration of PETS

All PETS 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

To achieve the stated purpose of the programme, the following components will be included in the District Leadership Seminar:

- The District Leadership Plan

Learning Objectives: To understand the purpose and objectives of the plan; to understand the role of the governor, past governors, assistant governors and district committee members in implementing the plan.

- Leadership and Motivational Techniques

Learning Objectives: To develop and enhance the leadership and motivational skills necessary to serve in district level positions.

- Building an International Service Project

Learning Objectives: To be able to identify the components of a successful international service project; to be able to identify service projects in each of the Avenues of Service; to know how to access the resources available through RI and the Foundation to maximize the impact of international projects.

- Planning a District Meeting

Learning Objectives: To understand the logistical requirements for all district meetings; to learn how to plan and implement a district meeting; to understand the purpose, objectives, curriculum and participants for district-level meetings: PETS, District Assembly, District Team Training Seminar, District Leadership Seminar.

- Programme Electives

Learning Objectives: To understand in detail how a particular programme of RI or The Rotary Foundation is implemented. (e.g., Youth Exchange, Group Study Exchange, Rotaract, etc.)

- Opportunities in the District and Beyond

Learning Objectives: To be aware of the various opportunities for service within the district (by serving on district committees, as an assistant governor, as the district trainer, or as governor) and the qualifications for these positions; to be aware of the various opportunities for service at the international level, the qualifications for these positions, and how these positions are filled.

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 district 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 district governor.

6.5. District Team/Assistant Governor Training Seminar

6.5.1. District Team 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 communities 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 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 Training Seminar Components and Learning Objectives

To achieve the stated purpose of the programme, the following components will be included in the District Team Training Seminar:

- Presentation of Annual Theme

Learning Objectives: To understand the concepts presented in the annual theme; to be able to utilize the theme as the inspirational framework to support clubs in the coming Rotary year.

- District Administration

Learning Objectives: To fully understand the policies and procedures that serve as the framework for the operation of the district; to be aware of the district's administrative requirements to RI; to fully understand the role of governor and governor-elect and to understand the district organizational structure.

- Role and Responsibilities

Learning Objectives: To understand all aspects of the role of assistant governor, district committee chair and committee member, and be fully aware of the responsibilities and expectations of these positions.

- Working with Your Clubs

Learning Objectives: To fully understand all aspects of club administration and programme implementation, and how to best guide, advise and support the clubs in achieving their goals in the Avenues of Service.

- Resources — Where They Are and How to Use Them

Learning Objectives: To be aware of and be able to access the resources available to support the work of the clubs in the district. Available resources include resources in local communities, the district, and the RI Secretariat, as well as RI committees and task forces.

- Planning For the Year

Learning Objectives: To work as a team with the governor-elect to develop an action plan for the district for the upcoming year, including goals, objectives, and implementation strategies; and to understand the responsibilities of all members of the district team in implementing the plan.

- Communication

Learning Objectives: To understand how each of the members of the district team will communicate with each other -- including frequency, content and methods of communication -- and to agree who will be in contact with club leaders with respect to specific topics.

6.5.4. District Team 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 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 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 Extension Seminars

6.6.1 District Membership and Extension 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 Extension 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 Extension Seminar Components and Learning Objectives

To achieve the stated purpose of the programme, the following components will be included in the District Membership Seminar:

- Overview of the Importance of Membership

Learning Objective: To understand why membership is the most significant issue and important challenge facing our association and to be able to communicate the membership needs to others at the club level.

- Retention

Learning Objective: To understand fully the importance of retention and discuss strategies to measure and increase retention rates, with particular emphasis on new member orientation.

- Recruitment

Learning Objective: To discuss strategies and success stories to recruit new members to join Rotary.

- Organizing New Clubs

Learning Objective: To understand fully the reasons and rationale for organizing new clubs and to review policies and procedures related to such action.

- Roles and Responsibilities

Learning Objective: To understand the roles and responsibilities of the district and club leadership with respect to membership (including all participants listed above), and be fully aware of the responsibilities and expectations of these positions.

- Resources — Where They Are and How to Use Them

Learning Objective: To be aware of and be able to access the resources available to support the work of the clubs in the district. Available resources include resources in local communities, the district, and the RI Secretariat, as well as RI committees and task forces.

6.6.4. District Membership and Extension Seminars Time Frame

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

6.6.5. District Membership and Extension 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.

6.7. District Public Image Seminars

The district public image seminar supports Rotary's strategic goal of enhancing the public's image of Rotary and its awareness of our service and activities. It is designed to help club public relations chairs and other interested Rotary members to increase membership, expand community partnerships, improve fundraising opportunities, and promote involvement in club projects. Attendees are to get answers to their public image questions and updates on materials and messaging.

The goals of a seminar should include for:

- Giving members the tools and training they need to effectively promote Rotary and their club to enhance Rotary's public image
- Preparing clubs and districts to create a public image plan
- Helping clubs and districts plan public image outreach and campaigns
- Encouraging clubs to designate professionals to run their websites and social media sites and manage other communications
- Exchanging ideas about public image activities

Below are some possible topics that can be considered for inclusion in a seminar. Trainers are to choose the ones that are most relevant to the participants.

- Media relations
- How to develop relationships with the media
- How to tell your Rotary story
- Interview techniques
- Social and digital media outreach, websites, club bulletins
- Rotary's Brand Center resources
- Visual storytelling
- Partnerships with community organizations
- Crisis communications
- Measuring public image campaign success

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

The following is a list of district awards, forms of recognition and competitions for annual consideration:

7.1 Awards and Recognition

7.1.1 Recognize a Club

7.1.1.1 Presidential Theme and Citation Award for Rotary clubs

The most important award for Rotary clubs.

- Who can nominate: club officers
- Nomination deadline: 30 June
- Award type: electronic certificate
- Resources on My Rotary:
- Find goals in the [citation brochure](#) (PDF)
- Learn how to report achievements in our [guide](#) (PDF)
- Learn more about the [Rotary Citations](#)
- 7.1.1.2 Rotary Citation for Rotaract Clubs
 - The most important award for Rotaract clubs.
 - Who can nominate: Rotaract club presidents and advisers
 - Nomination deadline: 15 August
 - Award type: electronic certificate
 - Resources on My Rotary:
 - Find goals in the [citation brochure](#) (PDF)
 - Learn how to report achievements in our [guide](#) (PDF)
 - Learn more about the [Rotary Citations](#)
- 7.1.1.3 Rotary Citation for Interact Clubs
 - The most important award for Interact clubs.
 - Who can nominate: Interact club advisors, sponsor Rotary club presidents
 - Nomination deadline: 15 August
 - Award type: electronic certificate
 - Resources on My Rotary:
 - Find goals in the [citation brochure](#) (PDF)
 - Learn how to report achievements in our [guide](#) (PDF)
 - Learn more about the [Rotary Citations](#)
- 7.1.1.4 Significant Service Award
 - Recognize a club whose project has addressed a significant need in your community.
 - Who can nominate: club president
 - Nomination period: all year
 - Award type: electronic certificate
 - Resources on My Rotary: Online [nomination form](#)
- 7.1.1.5 World Interact Week Recognition
 - 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).
 - Who can nominate: sponsoring Rotary clubs or district Interact chairs
 - Nomination period: all year
 - Award type: electronic certificate
 - Resources on My Rotary: Customizable [certificate](#) (PDF)
- 7.1.1.6 World Rotaract Week Recognition
 - 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).
 - Who can nominate: sponsoring Rotary clubs or district Rotaract chairs
 - Nomination period: all year
 - Award type: electronic certificate
 - Resources on My Rotary: Customizable [certificate](#) (PDF)
- 7.1.1.7 Interact Video Awards
 - Recognizes outstanding videos created by Interactors.

Who can nominate: Interactors or sponsor Rotary club members

Nomination period: 1 October-1 December

Award type: plaque or certificate

Resources on My Rotary:

[Interact Facebook page](#)

[Interact YouTube channel](#)

7.1.1.8 Rotaract Outstanding Project 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.

Who can nominate: Rotaractors

Nomination period: 1 August-1 February

Award type: plaque or certificate

Resources on My Rotary: Online [nomination form](#)

7.1.2 Recognize an Individual

7.1.2.1 Avenues of Service Award (district recognition)

With an award from their district, clubs can honour a Rotarian who participates in service activities in one of the five Avenues of Service — club, vocational, community, international, and youth service.

Who can nominate: club presidents

Nomination period: all year

Award type: electronic certificate

Resources on My Rotary:

Online [nomination form](#) for club presidents

[Examples of eligible service activities](#) (PDF)

[How to write a compelling nomination](#) (PDF)

7.1.2.2 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.

Who can nominate: district governors

Nomination period: all year

Award type: pin and crystal award

Resources on My Rotary:

Online [nomination form](#)

[How to write a compelling nomination](#) (PDF)

7.1.2.3 Rotary Foundation Citation for Meritorious Service

Honours members who have been actively involved in service related to The Rotary Foundation.

Who can nominate: district Rotary Foundation chair (with endorsement by the governor)

Nomination period: November-December

Award type: electronic certificate

Resources on My Rotary: Online [nomination form](#)

7.1.2.4 Rotary Foundation Distinguished Service Award

Honours individual Rotarians who have demonstrated exemplary service to the Foundation and have received the Citation for Meritorious Service at least four years prior.

Who can nominate: district governors

Nomination period: 1-31 January

Award type: pin and crystal award

Resources on My Rotary:

Online [nomination form](#)

[How to write a compelling nomination](#) (PDF)

7.1.2.5 Rotary Foundation District Service Award

Honours Rotarians who are making a difference through the Foundation's programs.

Who can nominate: district governors who receive recommendations from their district foundation committee

Nomination period: all year (ideally before district conference)

Award type: electronic certificate

Resources on My Rotary:

[Rotary Foundation District Service Award template](#) (PDF)

7.1.2.6 Service Above Self Award

Prestigious award for Rotarians who demonstrate their commitment to helping others by volunteering their time and talents.

Who can nominate: district governors

Nomination period: 1-31 October

Award type: pin and crystal award

Resources on My Rotary:

Online [nomination form](#)

[How to write a compelling nomination](#) (PDF)

7.1.2.7 Service Award for a Polio-Free World

Honours Rotarians who have made outstanding contributions to our polio eradication efforts.

Who can nominate: Rotarians

Nomination period: all year

Nomination deadline: 1 October

Award type: plaque

Resources on My Rotary:

[Nomination form](#) (PDF)

[Guidelines](#) (PDF)

7.1.3 Recognize Non-Rotarian's

7.1.3.1 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.

Who can nominate: Any member of the Rotary community

Nomination period: 1 July-15 September

Award type: banner, recognition at Rotary convention

Resources on My Rotary:

Online [nomination form](#)

[Rotary Alumni Association of the Year Award past recipients](#) (PDF)

7.1.3.2 Rotary Alumni Global Service Award

Honours one outstanding Rotary alumnus each year for their humanitarian service and professional achievements.

Who can nominate: Any member of the Rotary community

Nomination period: 1 July-15 September

Award type: crystal award, recognition at the Rotary convention

Resources on My Rotary:

Online [nomination form](#)

[Rotary Alumni Global Service Award past recipients](#) (PDF)

7.1.3.3 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.

Who can nominate: district governor

Nomination period: 1-31 March

Award type: pin and crystal award

Resources on My Rotary:

Online [nomination form](#)

[How to write a compelling nomination](#) (PDF)

7.2 District Competitions

7.2.1 Club Newsletter

Clubs should issue a weekly or monthly newsletter (for print or as an eNewsletter) for the club members. A club newsletter should be both informative and entertaining and keep members and friends up-to-date with the club's activities and achievements. It should share the news of the club's members as well as birthdays, anniversaries and make all members feel they are part of the club's family. Reference to Rotary activities outside of the club or District that have relevance to the club and its members is also recommended. Photographs should preferably show club members in action and record the progress of projects and the member's involvement in those projects. Text should be well written with good grammar and proof read. A good newsletter or social media page is one that is published or updated regularly and that members follow and look forward to reading.

Club newsletters and Social Media pages published during each Rotary year will be judged in three categories:

- Monthly bulletin
- Weekly Bulletin
- Social Media

Judging criteria:

Style 30%

- Ease of reading
- Balance between humour and information
- Target audience appeal
- Use of language

Content 30%

Balance between:

- President's message/editor's message
- R.I. information: Citation achievements (as and when introduced/completed)
- District information
- Educational items
- Dynamic club information – projects, events
- Anns info/etc (if there is an Anns club)
- Static Club Information – Contact details of club and leaders.
- Relevance vs information overload

Layout 30%

- Overall appearance
- Ease of navigation
- Pictures/photographs

Consistency 10%

- Regular publication

- Timeous publication

Procedure for entries:

The newsletters and Social Media pages will be judged in May of each year.

Please submit an electronic version of your weekly newsletter every Friday and the monthly newsletter on the first Friday of every month to the panel comprising:

1. District Governor;
2. District Governor Elect; and
3. The editor of the DG Newsletter.

Awards for the best publications in each category will be presented at the District Conference.

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.

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.

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 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 Polio Plus Grants.
- g) Ensures adequate and effective communication with the club Foundation committees to convey an 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 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 qualification status of clubs and district.
- c) Oversee and serve as an ex-officio member of all subcommittees - maintain contact with all subcommittees 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 Article 7.010.5 August 2018
- 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 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
- Polio Plus
- 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 Centers 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.

8.2.1.2 Peace Fellowships

Candidates for the Rotary Peace Fellowship should be experienced professionals and have completed, at the time of Rotary club level application, a minimum of three years for the master's program and five years for the certificate program, combined paid or unpaid full-time work experience in a relevant field as referred to in the program's Statement of Purpose.

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 selection committee 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 planning 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 Polio Plus subcommittee is responsible for supporting Rotary's commitment to polio eradication and is responsible for encouraging participation in Polio Plus 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 Polio Plus 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 Polio Plus 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 Polio Plus Fund.
- f) Organize at least one Polio Plus 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 Polio Plus on the agenda of the district conference.
- i) Assist the governor-elect and the district trainer on the presentation of Polio Plus as part of The Rotary Foundation training at the District Assembly and Presidents-elect Training Seminar.
- j) Coordinate with National and/or Regional Polio Plus 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).
- 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 Rotary 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 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.

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.

The alternate will only serve in the event that the representative is unable to attend any meeting.

9.1 Eligibility of Representative

To serve as 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;
- 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 **30 th of June** in the same year using the online representative selection form.

The representative may be elected at the annual conference of the district.

Any club in the district may nominate a candidate for representative, whether or not the candidate is from that particular club. The nomination must be sent to the district governor and include the signatures of the club secretary and president. If a club nominates a Rotarian who is a member of a different club, the Rotarian's club must agree in writing for the nomination to be accepted.

9.4 Holding an Election at a District Conference

The election is conducted in the same way as other elections at the district conference, following the provisions laid out in RI Bylaw section 16.050. Each club is entitled to a minimum of one vote, which is determined by using the club's paid membership as of the most recent club invoice. Those clubs that have over 25 members are entitled to an additional vote for every additional 25 members, or major fraction thereof.

All votes from clubs with more than one vote shall be cast for the same candidate; a club may not split its vote. If votes are split in a club, they will be considered spoiled votes.

The candidate who receives a majority (50% + 1) of the votes cast is named the representative. If there are only two candidates, the candidate failing to receive a majority of votes shall be the alternate representative, to serve in the event the representative is unable to serve. When there are more than two candidates, the balloting shall be by single transferable ballot. At such point in the single transferable ballot process that one candidate receives a majority of the votes cast, the candidate who has the second highest number of votes shall be the alternate representative.

9.5 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 2017-2020 Council cycle are to be selected no later than **30 June 2017**.

9.6 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 conformation email. If the district governor does not have the link to the form, please contact Council Services at council_services@rotary.org

9.7 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.

9.8 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.

9.9 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.

9.9.1 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.

Addendum (i)

PROTOCOL FOR ROTARY CLUBS, DISTRICT MEETINGS AND VISITS BY ROTARY DIGNITARIES

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 Opening of 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 Botswana, Mozambique and Swaziland and then the other way around at conferences in either Botswana, Mozambique or Swaziland. The flag of the RI president's representative should be next followed by flags of any other countries represented at the conference in alphabetical order of their names.

All international flags must be displayed in the correct manner and not allowed to touch 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

In formal introductions Rotarian should be addressed as:
Rotary title followed by 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 officer; past officers; future officers in order of taking office at each level.

ORDER FOR INTRODUCTIONS POSSIBLE AT A DISTRICT FUNCTION

- * Rotary International President
- * 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.)
- * Distinguish Guests;
- * Guests;
- * Rotaractors, Interactors and Exchange Students;
- * Ladies and Gentlemen;
- * My Fellow Rotarians.
- * And the Family of Rotary

Note: Do not forget the Ann Titles associated with above i.e. DG Ann etc.

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 (and Botswana, Mozambique and Swaziland at District functions)
- * Rotary International – by a Rotarian
- * Response to the toast to 'Rotary International' can only be by the District Governor or a Past Officer of Rotary International. (There is no obligation to respond to a Rotary International Toast).

Use of the Name 'ROTARY'

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.