

Rotary International District 9320

Code of Practices

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

The document is subject to review from time to time and after having been adopted by the District Conference in 2005, will come into operation in the Rotary year 2005/6.

Rotary clubs are encouraged to acquaint themselves with the contents hereof in order to make a positive contribution to the adoption proposal at the district conference. Thereafter, any alterations should be proposed as a conference resolution.

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Article 1. Rotary District 9320

1.010. Rotary District 9320, General

1.010.1. Role of the District and Geographical Boundaries

District 9320 is a geographical territory in South bounded by the southern coast of South Africa in the south, Vryburg in the north, De Aar in the west and Harrismith in the east. There are 52 clubs in the district which clubs are associated for RI administrative purposes. The activities and 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.

1.020. District Organization and Administration

District 9320 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) 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.

1.020.1. District Leadership Plan

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

- a) emphasize the importance of membership development and retention through
- b) attendance at charter nights, induction ceremonies, membership development
- c) seminars, and new member orientation programs;
- d) motivate Rotarians to participate in club and district activities and projects through
- e) attendance at specific events;
- f) encourage participation in Rotary Foundation seminars, the programs of The Rotary
- g) Foundation, and financial support of the Foundation through Foundation recognition
- h) programs such as those for Paul Harris Fellows, Foundation Benefactors, and Major Donors;
- i) recognize the work of *individual* Rotarians, through personal recognition, such as the
- j) Four Avenues of Service Citation, Service Above Self Award, Presidential Citations
- k) and district-level recognitions and awards;
- l) plan for the future of the district;
- m) undertake the duties 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 programs 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 worked 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 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. (In order to meet the needs of clubs in the district, it is
- b) recommended that between four and eight clubs be assigned to each assistant governor,
- c) but in no case shall an assistant governor be responsible for only one club.)
- d) How the assistant governors will be trained;
- e) What committees the district will need;
- f) Communication procedures between the governor, assistant governors and the district
- g) committees;
- h) How the district will provide for continuity in leadership through the use of assistant
- i) governors;
- j) How the district will provide for continuity within committees as appropriate or
- k) necessary;
- l) Methodology used to appoint and/or remove assistant governors.

1.020.2 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 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 review the *Planning Guide for Effective Clubs* and section 2.010.1 “*Failure to Function*” of this *Code*.
- b) Attend each club assembly 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 businesslike manner.
- d) Assist club leaders in scheduling and planning for the governor’s official visit.
- e) Keep the governor posted on progress of the clubs and suggest ways to enhance
- f) Rotary development and address problems.
- g) Encourage clubs to follow through on requests and recommendations of the governor.
- h) Monitor each club's performance with respect to service projects.

- i) 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 district team 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 programs, 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 in selecting assistant governors include:

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

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 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.

1.020.3. 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:

- A. District Membership Development Committee.
- B. District Extension Committee.
- C. District Finance Committee.
- D. District Programs Committees
- E. District Nominating Committee
- F. District Training Committee
- G. District Strategy Committee
- H. District Rules and Procedures Committee
- I. District Public Relations.
- J. District Conference Committee
- K. RI Convention Promotion
- L. The Rotary Foundation (See Article 8)

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

Note: It is a principle of the District Administration to provide for continuity and succession within all district committees. Accordingly members should be requested to serve for a period not exceeding three years in any one capacity. Appointments are however subject to performance.

Committee Structure

To be effective, these committees must have continuity of leadership. The governor, in consultation with the immediate past governor and the governor-elect, shall appoint members to district committees. The governor shall appoint a *minimum* of three members to each district committee, at least one to serve one year, one to serve two years, and one to serve three years. Thereafter, in each succeeding year the governor in office shall appoint at least one Rotarian for a period of three years to fill the vacancies. Each year, the governor shall appoint one member of each committee to serve as chair.

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.

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 chairman of The Rotary Foundation Trustees to facilitate action at the district or club levels related to specific RI or Rotary Foundation programs 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. Membership Development Committee

1. Purpose:

The committee will identify, market and implement membership development strategies within the district that are appropriate for the district and will result in membership growth.

In order to accomplish this, the committee chair will serve as the link between the governor, RI, and the clubs in the district with respect to membership development issues.

2. Structure:

The committee shall consist of the District Membership Development Coordinator, appointed by the Governor from time to time and who shall chair the committee. An additional three members are appointed by the governor, taking into account representivity within the district.

3. Additional Qualifications of Members:

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

4. Duties and Responsibilities:

- a) Plan, market, and conduct a district membership seminar in consultation with the governor and district trainer and in liaison with the RIMZC
- b) Work with the governor and club leaders to ensure that the district achieves its membership goal.
- c) Coordinate district-wide membership development activities.
- d) Encourage clubs to participate in RI or presidential membership development
- e) recognition programs.
- f) Maintain communication with other district committees such as the district extension committee and the district public relations committee to coordinate activities that will aid membership development efforts.
- g) Identify committee members to all clubs and indicate that members of the committee are available to help them.
- h) Encourage clubs to develop and implement an effective membership recruitment plan.
- i) Assist club membership development chairs in carrying out their responsibilities.
- j) Visit clubs to speak about successful membership development activities; share information on successful activities.
- k) Ensure that each club committee has a copy of the *Membership Development and Retention Manual*.

5. Additional Training Requirements:

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

B. District Extension Committee.

In 2005/6 the Governor has seen fit to combine this committee with the District Membership Development Committee. A specific additional member has therefore been added to the DMDC but the duties and responsibilities of the Extension Committee apply.

1. Purpose:

Under the direction of the governor, the district extension committee shall develop and implement a plan to organize new Rotary clubs within the district.

2. Additional Qualifications of Members:

a) Preference should be given to those who have been active and successful in establishing new clubs.

3. Duties and Responsibilities:

a) Identify communities without Rotary clubs that have a population capable of meeting the requirements for chartering a new club.

b) Identify communities where additional Rotary clubs could be established without detracting from service provided to the community by existing clubs.

c) Assist in organizing and establishing new clubs.

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

4. 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 RI membership zone coordinator.

C. 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 Immediate Past District Governor, the District Treasurer and three Rotarians elected at the District Assembly (or conference if necessary) and who shall serve for three years and who may not be members of the same club. Any unforeseen vacancy will be filled at the discretion of the DG.

Note: The three elected Rotarians shall serve for one, two and three years after the first election and thereafter one Rotarian shall be elected each year to serve for three years.

3. Additional Qualifications of Members:

a) Preference should be given to those with previous service as club treasurer.

b) 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 to be submitted to the clubs at least four weeks prior to the district assembly and approved at a meeting of incoming club presidents at said assembly.

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

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

- d) Prepare a yearly financial report to be presented at the district assembly.
- e) The treasurer, shall, together with another Rotarian, nominated by the committee, be the signatories on the bank account(s) of the district fund. Both signatures will be necessary for any withdrawal. The bank account shall be held in the name of the district.

D. District RI Program Committees

1. Purpose:

District RI program committees are responsible for promotion and administration of a RI program at the district-level and provide specific support and guidance to the clubs involved with the particular program in the district including:

Rotary Friendship Exchange
District Fellowship Activities Committee
District Community Service Committee including Rotary Community Corps and Rotary Volunteers
World Community Service Committee
Youth Exchange Committee. (including Short and Long Term Exchange)
Family of Rotary Committee (including New Generations Committee, RYLA, Interact, and Earlyact)

2. Additional Qualifications of Members:

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

3. Duties and Responsibilities:

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

E. Public Relations Committee

1. Purpose:

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

2. Structure:

The committee shall consist of 3 members appointed by the Governor, one of who shall be appointed to chair the committee.

3. Additional Qualifications of Members:

- a) Preference should be given to those who have experience as a club public relations chair.
- b) Preference should be given to media, public relations or marketing skills as a component of their vocation or profession.

3. Duties and Responsibilities:

- a) Encourage Rotary clubs within a district to make public relations (PR) a priority.
- b) Promote Rotary to external audiences, such as the media, community leaders, and beneficiaries of Rotary's programs.
- c) Contact the media with newsworthy stories of district projects and events.
- d) Keep in touch with the governor and the chairs of key committees to stay informed about district projects and activities.
- e) Share RI public relations materials with clubs.
- f) Seek opportunities to speak to individual clubs about the importance of club public relations.

4. Additional Training Requirements:

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

F. 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 chairperson 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 on page 30 and Article 5.030 on page 31

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:
 - new Rotarians;

- all members of newly-organized clubs in the district; and
 - 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 programs.
- e) Coordinate, in cooperation with the district trainer, a district leadership seminar to be held in conjunction with the district conference.

G. District Strategy Committee.

1. Purpose:

The committee shall develop, enhance and maintain a District Strategic Plan which provides for structured growth and development of Rotary in district 9320.

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 Chairman and the District Membership Development Chairman. The governor will appoint the chairperson. 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.

H. District Rules and Procedures Committee:

1. Purpose:

The committee is constituted to advise and assist governors on nominations, elections and other matters involving RI’s constitutional documents.

2. Structure:

The committee should consist of 3 members, each serving a staggered term of three years, two of whom are appointed by the governor at the conclusion of his term of office, and one of whom should be the District Representative to the Council on Legislation.

3. Additional Qualifications of Members:

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

4. Duties and Responsibilities:

The committee will meet from time to time as and when required.

I. 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 1 or more Rotarians, appointed by the Governor.

3. Additional Qualifications of Members:

- a) Preference should be given to Rotarians who have attended a minimum of one previous RI Convention.
- b) Preference should be given to Rotarians with marketing skills as a component of their vocation or profession.

4. Duties and Responsibilities:

- a) Attend club and district meetings to promote the convention.
- b) Serve as a local resource for convention materials and information;
- c) Create or expand a district Web site with links to RI's Web site.
- d) Translate important convention information into local language(s), if necessary.
- e) Identify and target potential registrants by e-mail, letters, and other methods of communication.

J. District Training Committee

1. Purpose

The committee is responsible for supporting the governor and governor-elect in training club and district leaders and overseeing the overall training plan for the district.

2. Structure

The committee shall consist of the District Trainer appointed by the DG, as chairman and at least 2 additional members appointed by the governor in consultation with the District Trainer. 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.

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) PETS
 - 2) District assembly
 - 3) District team training seminar (which includes assistant governor training)
- 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) Other training events in the district, as appropriate
- D) The committee may also have secondary responsibility for the district Rotary Foundation seminar and the district membership seminar. These meetings are the

primary responsibility of other district committees. The training committee may consult on training related issues.

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

- 1) Program content (in accordance with board-recommended curricula)
- 2) Conducting sessions
- 3) Identification of speakers and other volunteers
- 4) Preparing training leaders
- 5) Program evaluation
- 6) Logistics

F) If the district is part of a multidistrict PETS, the governor-elect, in accordance with the policies and procedures of that multidistrict PETS, will select an individual to develop and conduct training at PETS. This individual should be a member of the committee.

K. District Nominating Committee

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

2. Structure: The immediate five Past District Governors shall form the Nominating Committee with the Immediate Past District Governor as chairperson. If there is a vacancy at the meeting the chairperson shall call a replacement in chronological order of governorship.

3. Duties and Responsibilities: To interview candidates and recommend the chosen candidate to the Governor for appointment.

Rotary Foundation Committee

Policy pertaining to the district Rotary Foundation committee is determined by the *Rotary Foundation Code of Policies* as contained on page 45 of this document

1.020.4 The Official Visit

The governor's official visit, as required in the RI Bylaws section 15.090, is defined as the personal visit of the governor to each Rotary club 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 programs, citation or award presentations, special programs, 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.

1.020.5. Leadership Training Cycle

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

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

1.030. District-Level Elections

District 9320 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) provided however, that nominating committees need not be used to select the members of nominating committees.

1.030.1. Guidelines for District-Level Elections

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

- 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 favor.
- 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 fulfill necessary functions.

1.030.2 Timetable for District-Level Elections

It is recommended that all districts adopt the following timetable for all district-level elections utilizing nominating committees:

- | | |
|--------------|---|
| 1 July | Completion of selecting members of the nominating committee for governor |
| 15 July | Official call by the governor inviting clubs to submit suggestions for the office of governor for consideration by the nominating committee and announcing 15 September as the deadline for receipt of such suggestions by the nominating committee chair. Additional announcements inviting suggestions for the office of governor should be published in the July and August issues of the governor’s monthly letter. |
| 15 September | Deadline for the receipt by either the governor or the nominating committee chair of club resolutions suggesting candidates for the office of governor. |
| 30 September | Deadline for selection of nominee for governor by the nominating committee. The nominating committee chair will promptly notify all candidates of the decision. |
| 10 October | Deadline for governor to publish the name and club of the selected nominee and to announce 25 October as the deadline for receipt by the |

- governor of challenges on behalf of previously suggested candidates.
- 25 October Deadline for receipt by the governor of club resolutions naming previously suggested Rotarians as challenging candidates.
- 5 November Deadline for the governor to publish notice to clubs of challenging candidates.
- 20 November Deadline for receipt by the governor of club resolutions concurring with a challenge or challenges
- 1 December Mailing of ballots by the governor for a contested election when there are valid challenges with the required number of clubs concurring with each original challenge or challenges.
- 21 December Deadline for receipt by governor of ballots in a contested election.
- 31 December Deadline for counting ballots by a balloting committee appointed by the governor. Following the count, the governor will promptly notify the candidates of the election results. The governor will publish the name of the elected candidate in the January issue of the governor's monthly letter.

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

1.030.3. Challenging Nominations: Tie Vote

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

1.040. District Records

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

1.040.1. District Reports

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

1.050. 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 governor, this committee shall prepare a budget of district expenditures which shall be submitted to the clubs at least four (4) weeks prior to the district assembly and approved at a meeting of the incoming club presidents at such district

assembly. The amount of any per capita levy on clubs for a district fund should be decided in accordance with the RI Bylaws.

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

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

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

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

When appropriately established, payment of the per capita levy is mandatory on all clubs of a district. The Board of Directors of RI may, upon receipt of certification from the governor that a club has failed for more than six 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.

1.050.1. 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 governor:
 - a) no monthly letter
 - b) removal from mailing list
 - c) no official visit

Clubs whose services have been suspended by RI continue to possess all the rights and privileges given to clubs in the RI constitutional documents.

District governors shall continue to provide minimum mailings to suspended clubs so as to allow clubs to a. submit suggestions to the nominating committee for governor;

- b. vote in any authorized ballot-by-mail;
- c. vote at the district conference and/or district assembly;
- d. submit a proposed enactment or resolution to the Council on Legislation;

- e. concur with any proposed legislation submitted to the Council on Legislation;
- f. concur with a challenge to the nomination of a candidate for district governor;
- g. take any other action allowed by RI's constitutional documents.

1.050.2. Other Expenses

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

1.050.3. Club and District Activities Expenses

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

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

1.050.4. Governor's Oversight of Club Finances

Governors should emphasize the businesslike handling of club funds during their official visits. The businesslike handling of club funds calls for a counter signature on disbursement checks and an annual audit.

1.050.7 District 9320 Reserve Fund.

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

2.) The General Reserve will be adjusted annually to an amount calculated to be the average of the current years forecasted expenses and the previous years actual expenses. The calculation of the following years 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.

1.060 District Publicity

1.060.1 District Publications

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

- 1) The publication serves one district.
- 2) All aspects of the publication must be under the direct supervision of the governor.
- 3) The governor, together with any Rotarian appointed to act as editor, shall be responsible for the editorial content of the district publication and it shall be in harmony with RI policy.
- 4) In addition to news of a local or district nature, the publication shall carry information about RI and shall present such information and specific text as the RI President may request.

1.060.2. Public Relations

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.

1.060.3. 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 relations 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.

1.060.4. Governor's Monthly Letters

The governor will be expected to send to the president and secretary of each club in the district a monthly letter. This letter should contain items of particular interest to clubs in the district such as items on organization of new clubs, the district assembly, the district conference, the convention, mention of unusual accomplishments of any of the clubs in the district, and matters requiring attention by the several clubs. Governors are strongly encouraged to promote RI district recognition programs in their monthly letters to Rotarians. Governors are also encouraged to send their monthly newsletters to Interact clubs. Club attendance figures must be included in the Governor's newsletter on a monthly basis.

1.070. 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.

Article 2. Extension of Rotary and New Clubs

2.010. Appointment of Rotarians to Assist Governors with Extension

Governors are requested to appoint a past governor, or other qualified Rotarians within the district to assist the governor in matters related to extension.

2.020. District Extension Committee

Each governor is to appoint a team of three extension counselors in the district, who shall form the district extension committee. Each counselor is to serve for a period of three years, with the member serving in his or her third year to be the chair of the committee (the initial appointments to consist of one person for a one-year term, one person for a two-year term, and one person for a three-year term).

2.030. Club and District Assistance in Rotary Extension

Clubs and districts are encouraged, in cooperation with the sponsoring districts appointed by the president, to assist in the formation of new clubs in remaining non-Rotary countries. Such assistance may include: special financial assistance to meet the initial costs of being chartered and established, when warranted by political-economic considerations; various exchange programs and other activities to create a climate conducive to the establishment

or re-establishment of clubs. Clubs and districts so involved shall be recognized for their efforts.

The goal of such assistance is to help new clubs to be completely viable and able to function as true Rotary clubs, participating freely in all avenues of Rotary service. Financial support shall not be provided to districts/clubs that accept the invitation to be involved in extension to new countries.

2.040. Rotarians Involved in Extension

2.040.1. Special Representatives

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

2.040.2. Governors' Expenses for Extension Work

RI reimburses governors for organizing new clubs and presenting their charters. The reimbursement is up to 50% of the new club admission fee paid by the new Rotary club.

2.040.3. Organization of Additional Clubs in Large Cities

Governors are to encourage the organization of additional clubs in large cities wherever the possibility of permanently maintaining a successful club of at least 25 members under Rotary's classification principle exists.

2.040.4. Rotary Clubs in Rural Territory

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

2.050. New Clubs

2.050.1. Formation of Clubs

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

2.050.2. 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 governor must file with the General Secretary and approved Organization of New Club Survey (extension survey); b) New Club Sponsor Form (if applicable); and c) New Club Application Form.

2.050.3. 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.

2.050.4. 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.

2.050.5. 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.

2.050.6. 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.

2.050.7. Minimum Number of Members in Sponsor Clubs

A club must have at least 25 members to sponsor a new Rotary club. Should there be two or more sponsor clubs, only one of the co-sponsors is required to have at least 25 members.

2.050.8. Signature on Charters

All charters shall be signed by the RI president.

2.050.9 Establishing the Time for Meetings of New Clubs

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

2.050.10. Formation of New Clubs: Requirement of Regular Attendance

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.

2.050.11. 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

2.050.12. Admission Fee for New Clubs

New clubs shall pay an admission fee of US\$15 per charter member. The admission fee is established to underwrite the cost to RI of chartering and serving the new club.

2.050.13. 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.

2.050.14. 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

3.010. Governor's General Duties and Responsibilities

3.010.1. Governor's Minimum Duties

The Suggested Guidelines for Minimum Required Duties of 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 governor elect shall plan and conduct the district assembly and the presidents-elect training seminar with the assistance of the governor.
5. The 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 Letter Expense

1. A monthly letter 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 governor.
3. The letter should be sent to the club president, the club secretary, past governors 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 governor.

D. Postage Expense

1. The mailing of reports to RI, the monthly letter, 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 governor.
3. Elaborate mailing campaigns are not envisioned as minimally required and shall be at the expense of the district or the governor.

E. Stationery and Supplies

1. Stationery for the 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 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 governors expense.
3. It is anticipated that such services will be used sparingly and judiciously for official business.

G. Official Expense

1. Some space must be provided for official records and performance of duties.
2. Elaborate arrangements should not be made and expenses above minimum requirements shall be at the expense of the district or the governor.
3. It is anticipated that some existing and used space can be allocated for this purpose at minimum expense.

H. Travel Expense

1. The 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 governor.
2. Attendance at the international convention and Rotary zone institute should be at the expense of the district or possibly the governor.
3. Social visits to clubs should be at the expense of the host club(s) or the district, or possibly the governor.

3.010.2. Governor's Qualifications, General

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

3.020. Governor's Specific Duties and Responsibilities

3.020.1. Governors' Additional Meetings with Clubs

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

3.020.2. Substitute for Governor Who Is Unable to Make Club Visits

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

3.020.3. Resignation of Governor Who Moves from District

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

3.020.4. District Records and Files

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

3.030. Governor-nominee Selection

3.030.1 Qualification to Serve as a Governor

Unless specifically excused by the Board, no person shall be selected as nominee for 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 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 fulfill the duties and responsibilities of the office of 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 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 governor and willing and able to assume the duties and responsibilities of that office and to perform them faithfully.

3.030.2 Selection of Governor-nominee

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

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

- a. verify that each candidate meets the formal requirements for nomination, in accordance with RI Bylaws sections 15.070. 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.

3.030.3. Selection of Governor-nominee through Ballot-by-Mail Procedure

Information to be included in the biographical data to accompany ballots-by-mail for election of the governor shall be as follows:

- 1) name of candidate; name and location of Rotary club; number of years a Rotarian; classification or former classification; name of firm or former firm; position in firm or former firm; meeting attended in last five years; current position(s) and/or assignment(s) in Rotary (elective or appointed); former position(s) and/or assignment(s) (elective or appointed);
- 2) special Rotary services and/or particular Rotary activities in which candidate has been engaged, i.e. what candidate has done to advance Rotary;
- 3) most significant honors or achievements in business and professional activities;
- 4) most significant honors or achievements in civic and public service activities.

3.040. Governor-elect Training

3.040.1. Governor-elect Attendance at International Assembly

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

3.040.2. Governor-elect Spouse Attendance at International Assembly

Attendance of the spouse of the Governor-elect at the International Assembly is encouraged.

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

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

3.040.4. 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, on 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.

3.040.5. 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.

3.040.6 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.

3.040.7. 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.

3.040.8. District Level Governor-elect Training

The governor-elect shall:

- a) be given specific responsibilities by the governor in connection with district committees or district organization;
- b) be invited by the governor to attend as an observer all district meetings, in addition to meetings where he or she is not otherwise designated as a participant; and
- c) be considered by the governor for assignment to participate in the program of the district conference.

3.040.9. Governor-elect Attendance at District Conference

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

3.040.10. Governor-nominee Training

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

3.040.11 Governor's Council for South and Eastern Africa.

The Governor nominee shall be required to attend the annual meeting of the Governor's Council for Southern and Eastern Africa.

3.050. Vacancies in the Office of Governor or Governor-elect

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

- a) a past governor who has been selected to serve a second term prior to the International Assembly shall be invited to attend the International Assembly at the expense of RI;
- b) a past governor who has been selected to fill a vacancy in the office of 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.

3.060. Assistant Governors

3.060.1. Assistant Governor Term

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

3.070. District Secretary

Governors are encouraged to designate a district secretary. The secretary should be a Rotarian knowledgeable in Rotary, familiar with district meetings, who can assist the

governor in making arrangements for district meetings, handling correspondence, compiling minutes of district meetings, and in keeping records. Such individual should not serve in the position of district secretary for more than a total of three years.

3.080. Past Officers

3.080.1. Utilizing Services of Past Governors

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

3.080.2. Advisory Council of Past and Assistant Governors

An advisory council of past and assistant 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. Governors are urged to call a meeting of the council at least twice a year, the first being shortly after the end of the International Assembly to allow the governor-elect to inform the current and past governors about the issues debated and presented at the International Assembly, and the second during the period of the District Conference in order to receive reports on the activities within the District. The authority and/or the responsibility of the governor shall in no way be impaired or impeded by the advice or actions of the past or assistant governors.

Article 4. District Programs and Projects

4.010. 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 programs are to be held frequently as needed to avoid delaying the experience. The new member's counselor or sponsor should be included in the orientation event. A district level program of orientation does not release any club from its primary obligation to provide new member orientation

4.020. Continuity of District Programs and Projects

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

4.030. 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 program, and in accordance with RI policies governing district activities.

Article 5. District Conferences

5.010. District Conference Scheduling, Location and Participants

5.010.1. 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 neighboring 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 governor, governor-elect, or governor-nominee regarding district conference location provided it confirms that the RI Bylaws provision regarding majority approval has been obtained.

5.010.2 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 programs 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.

5.010.3. 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 days duration. Governors are requested to prepare conference programming so that Rotary topics predominate. In instances where non-Rotarian speakers appear on the program, their presentations should be directly associated with the objects of Rotary.
- b) Governors are urged in planning the program 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 governors-elect of all districts in which conferences are not in full compliance with RI policies regarding district conferences.

5.010.4. 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 governors to invite spouses, family members, Rotaractors, Interactors, Youth Exchange participants, Rotary Foundation Alumni, and other Rotary program volunteers to participate in district conference activities.

5.010.5. 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.

5.020. District Conference Program

The planning and development of the program of the district conference is the responsibility of the governor who alone should retain complete control of the program, including presiding at the district conference. The message of the president's representative to the district is most important. Accordingly, this message should be given the most important place on the program.

5.020.1. 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.

5.020.2. Recommendations for the District Conference

The district conference should:

- be not less than two entire days and no more than three days in duration;
- include discussion groups to increase participation by members;
- include a balanced program 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 program;
- 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

5.020.3. Role and Responsibilities of the Governor

To achieve a successful district conference the governor will:

- be responsible for the planning, organizing and conducting of the conference;

- develop a comprehensive and well-balanced program 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 programs 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 program as 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 representative.

5.020.4. Compliance with Minimum Standards

Each year 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 Representative to the President of Rotary International" as "fair" or "weak" for three consecutive years. The director, after consultation with the general secretary, will develop a strategy to provide appropriate mentoring for incoming governors of designated districts for a period of two years. The director should initiate contact with the governors-elect of these districts as appropriate.

5.020.5. 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.

5.020.6. 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.

5.030. Financial Guidelines.

5.030.1 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 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)

5.030.2 The Host Club.

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

- B. Should the host club wish to arrange “extras” (gifts, outings etc.) for delegates this must be done at the club’s own expense.
- C. The host club must provide the District Governor with a Conference Budget at least 3 months before the conference is held.

5.030.3 District Allocation to Host Club.

The fund allocated to the host club is intended to cover the cost of running the conference. (see 5.030.2 A above)

Conference costs include: (All Anns 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 programs. 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 RIPPR.
- J. Cost of guest speaker (travel, accommodation, meals, including the Anns meeting), excluding sponsored RI officers.
- K. Banquet décor and music.

5.030.4 Disallowances for Conference expenditure.

- A. The DG’s Advisory Council Meeting and any outings arranged in conjunction therewith. These costs are paid by the District with approval of the Governor.
- B. Any function specifically held for District officers before the start of conference. These costs are for account of the individuals concerned.
- C. Accommodation or deposits for delegates.

5.030.5 Accommodation.

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

5.030.6 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 chairperson of the District Youth Exchange Committee.

B. Visiting G S E Teams.

The costs of all meals, accommodation, entertainment and teas must be paid from Conference funds. The Rotary Foundation provides a sum of money which can be claimed on the prescribed form within 6 weeks of the date of the conference. These claims must be supported by receipts and a copy of the conference program showing where the team participated. The claim must be made by the Conference treasurer and if not done

timeously and therefore disallowed by The Rotary Foundation the club will meet these expenses from their own funds.

C. District GSE 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 GSE, 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 traveling is for their own account.

D. Ambassadorial Scholars.

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 Ambassadorial Scholars. This amount must be negotiated with the conference committee before the conference by the chairperson of the District Ambassadorial Committee.

E. Dignitary's Expenses.

The cost of accommodation for the RIPPR Couple and the DG Couple are a District expense and will be paid by the district treasurer. (Note: The District Governor should normally pay their own accommodation cost as this is included in their RI allowance)

The cost of meals, teas and entertainment are ca conference expense.

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

The cost of RIPPR's accommodation is covered for the period of participation in conference activities. Any additional time spent is for their own account.

The cost of accommodation for the District Governor is paid for from the night before the meeting of the Governor's Advisory Council until the morning after the conference concludes.

F. Other R I Dignitaries.

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

5.030.7 The Host Club.

The host club may only make 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.

5.040. President's Representative at Conference

5.040.1. Role of the President's Representative at Conference

In representing the RI president and his spouse, the president's representative 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 program time for his/her presentations;
- d) provide information on the RI president, the RI theme for the year, and special RI programs 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 programs 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 representative and his/her spouse should reflect the dignity and courtesy associated with the highest office in RI.

5.040.2. Role of the President's Representative with Regard to Future Conferences

The president's 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 representative can play a vital role in improving future conferences in the district to which the representative has been appointed. Specifically, president's 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.

5.040.3. The Role of President's Representatives' Spouses

The spouses of president's representatives have a responsibility to promote the ideals and programs of Rotary, in addition to supporting the president's 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.

5.040.4. President's Representative's Speech at Conference

President's 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 representative to the district is most important. Accordingly, this message should be given the most important place on the program. However, before scheduling the address of the president's representative, the governor should consult with the representative as to his/her desires in connection with such presentation.

5.040.5. President's Representative Evaluation

The president's 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 representatives.

5.030.6. Expenses of President's Representative

Rotary International will pay the travel expenses of the president's representative and spouse to a district conference but it is expected that the district conference assume the hotel and other conference expenses of the president's representative and spouse during their attendance at the conference. The account of the president's 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.

5.040.7. President's Representatives' Reports as a Resource for Future Representatives

The president's 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

6.010. Protocol

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

6.020. District Assemblies

6.020.1. 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 program participation and financial contributions as provided in the RI Bylaws.

6.020.2. 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.

6.020.3. 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

6.020.4. 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 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 program 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 Relations

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 programs, 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 fund raising project; to develop and implement a fund raising plan for the club; to understand the importance of continuity in carrying out on-going fund raising 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 programs 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 relations, and problem solving.

6.020.5. District Assembly Time Frame

The district assembly shall consist of a one full-day seminar preferably to be held during the month of April or May.

6.020.6. District Assembly Leaders

The governor-elect is responsible for the overall program 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.

6.020.7. 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.

6.020.8. Scheduling of District Assembly

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

6.030. Presidents-elect Training Seminars (PETS)

6.030.1. Guidelines for PETS

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

6.030.2. Purpose of PETS

The presidents-elect training seminars (PETS) are informational programs that are planned and conducted by the district trainer under the direction and supervision of the governor-elect as provided in the RI Bylaws. Its 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 program participation;

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

6.030.3. Program of PETS

To achieve the stated purpose of the program, 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 programs 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 program.

- 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 programs 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.

- 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 programs 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 “Planning Guide for Effective Clubs” as a resource tool.

Note: Public Relations 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 relations training at the district assembly, the governor-elect and district trainer may consider conducting that session at PETS.

6.030.4. 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. Assistant governors, if applicable to the district structure, shall assist the governor with promoting attendance among the presidents-elect 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.

6.030.5. 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.

6.030.6. PETS Time Frame

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

6.030.7. Administration of PETS

All PETS, whether single or multidistrict, 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.

6.040. District Leadership Seminar

6.040.1. 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.

6.040.2. 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 may participate in the District Leadership Seminar.

6.040.3. District Leadership Seminar Components/Learning Objectives

To achieve the stated purpose of the program, 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.

- Program Electives

Learning Objectives: To understand in detail how a particular program 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.

6.040.4. District Leadership Seminar Time Frame

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

6.040.5. District Leadership Seminar Leaders

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

6.050. District Team Training Seminar

6.050.1. District Team Training Seminar Purpose

The purpose of the District Team Training Seminar is to develop a cohesive team of 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 program participation and financial contributions;
- develop leaders capable of serving in Rotary beyond the club-level.

6.050.2. 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 in the next Rotary year.

6.050.3. District Team Training Seminar Components and Learning Objectives

To achieve the stated purpose of the program, 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 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 program 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.

6.050.4. District Team Training Seminar Time Frame

One full-day District Team Training Seminar shall be held during the month of February.

6.050.5. District Team Training Seminar Leaders

The governor-elect is responsible for the overall program 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.

6.050.6. 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.

6.060. District Membership Seminars

6.060.1 District Membership Seminar Purpose

The purpose of the District Membership 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.

6.060.2. District Membership 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.

6.060.3. District Membership Seminar Components and Learning Objectives

To achieve the stated purpose of the program, 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.

6.060.4. District Membership Seminars Time Frame

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

6.060.5. District Membership Seminar Leaders

The governor is responsible for the overall program. The district membership development committee is 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 activities. Consideration should be given to involving the Rotary International membership coordinator and zone coordinator.

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

ARTICLE 7. DISTRICT AWARDS AND COMPETITIONS

The following awards and competitions are in existence in District 9320

7.010 THE FANIE CRONJE TROPHY

Presented to the club having the highest average attendance at regular weekly meetings.

NB - It is important to note that Excused Attendance members are not taken into account in any attendance figures

7.020. THE JOY EWING ROTARY FOUNDATION PARTICIPATION AWARD

The Trophy is presented to the club receiving the most points allocated as follows and in respect of receipt of monies or completion of assignments, etc. during the year 1 July to 30 June in the year prior to the presentation of the award:

7.020.1. Club Unrestricted and Permanent Fund Giving :

1 point per R1000 or part thereof for clubs with 25 or less members

2 points per R1000 or part thereof for clubs with more than 25 members

7.020.2. Anns' Unrestricted Giving :

1 point per R500 or part thereof for clubs with 25 or less members

2 points per R500 or part thereof for clubs with more than 25 members

7.020.3 Ambassadorial Scholars:

2 points for each club that either hosts or sponsors an Ambassadorial Scholar

7.020 4. GSE Team Member

1 point for each team member sponsored by the club for the year.

7.020.5. GSE Team Leader

1 point for a club that has a member leading a team during the year.

7.020.6. Humanitarian programs

1 point per R1000 or part thereof contributed by the club concerned towards one of the following Humanitarian programs. Matching Grants, 3H Grants or PolioPlus

7.020.7. Rotary Volunteers.

1 point for any club whose member goes as a Rotary Volunteer.

7.020.8. Benefactors

1 point per club per member who becomes a Benefactor during the year.

7.020.9. Major Donor

This donation is recorded against the club's giving and points are awarded according to item 7.020.1 above.

7.020.10. Bequest Society Member

2 points awarded to a club whose member becomes a member of the Bequest Society during the year

7.030. THE FRANK CONNOCK SHIELD

Presented to the Rotary Club submitting its bulletins for adjudication to the District Bulletin Adjudicator. Points are awarded as follows :-

Club News 20 points

District News 15 points

Format - readability and quality of language 15 points

Editorial 10 points

Rotary International News 10 points

Rotary Information 10 points

Ann News 10 points

Regularity of publication, weekly, bi-weekly or monthly 10 points

The winning club receives the Connock Shield.

7 040. THE RONNIE McWilliams TROPHY

Presented to the club achieving the highest per capita contribution to the Rotary Foundation. This is calculated for the period 1 April/31 March.

7.050. THE VAL SAUNDERS TROPHY FOR ANNS / INNER WHEEL CLUBS

Presented by the Anns to the Ann or Inner Wheel Club which submits a project which qualifies for the award under the items enumerated below:

7.050.1. A to-the-point report, lay-out or photographic presentation, to reach the Conference Host Club Committee timeously to allow for judging prior to the Anns General Meeting.

7.050.2. The project that serves the largest area of its community.

7.050.3. The project that serves the largest need of its community.

7.050.4. The project that actively involves most of its members.

7.050.5. The project with the maximum "Service above Self".

7.050.6. The project not to encroach on the work and duties of a church or welfare organisation.

7.050.7. The raising of funds for a specific project is also acceptable as a project and the means and method of raising those funds can be presented, e.g. how many Anns are involved and for what length of time. The project will be judged on a pro rata basis, the number of members and the amount raised will be taken into account.

7.060. CRADOCK ANNS ATTENDANCE AWARD

Presented by the Anns to the Rotary Ann/Inner Wheel Club which has the highest attendance at the Ann's General Meeting and is calculated as follows:

7.010.1. No. of Anns at Anns' Annual General Meeting x by Distance No. of Anns in Club.

7.070. CONFERENCE ATTENDANCE AWARD

Presented to the Rotary Club having the highest attendance at Conference calculated by paid registered Rotarians divided by the number the distance traveled and divided by the total membership of the Club.

Article 8. The Rotary Foundation

8.010. 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 program 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.

8.010.1. 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 the PETS and district assembly.
- d) Encourages clubs to conduct at least two programs on the Foundation each year, giving special observance to November – Rotary Foundation Month.
- e) Encourages high levels of financial support for Foundation programs through regular Annual Programs Fund contributions and gifts to the Foundation Permanent Fund.
- f) Ensures coordination of all district Foundation fundraising and recognition activities, including the Annual Programs Fund, Permanent Fund, Educational, Humanitarian and PolioPlus 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 program 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 program 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.

8.010.2. 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 Rotary Foundation committee chair must have significant knowledge of, commitment to and experience with Rotary Foundation activities. Although not mandatory, it is recommended that this post be filled, if possible, by a past district governor. The current district governor cannot serve as the DRFC chair. Districts will not have access to District Designated Funds until the DRFC chair is appointed.

8.010.3. 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) Assists the governor-elect in obtaining input from club Rotarians, prior to establishing district Foundation goals for implementation during his/her term as governor.
- c) Works with the members of the district Rotary Foundation committee in determining the distribution of District Designated Funds.
- d) Represents the DRFC in the DDF identification process and authorizes the use of DDF for educational, humanitarian, program enhancement and donation program options.
- e) Assumes responsibilities of any subcommittee not appointed or functioning.
- f) Ensures that satisfactory final reports on district-sponsored humanitarian grants and educational program activities are submitted to The Rotary Foundation in a timely manner.
- g) Serves as an ex-officio member of all subcommittees, maintains 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.

8.010.4. 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 program 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:

Annual Giving
Permanent Fund
Scholarships
Group Study Exchange
Grants
Alumni

8.010.5 Committee 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.

8.010.6. 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.

8.010.7. 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.

8.010.8. 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 governor and to the regional Rotary Foundation coordinator.

8.020. Subcommittees

8.020.1. Annual Giving Subcommittee

1. Purpose:

The Annual Giving subcommittee is responsible for designing and implementing a comprehensive and effective district program to achieve the district's Annual Programs Fund giving goal.

Qualifications of Members:

In addition to the minimum recommended qualifications established in the District Leadership Plan, professional expertise in fundraising, sales, marketing, public relations, or a financial field is highly recommended.

2. Structure: The committee will consist of three members appointed by the governor in consultation with the District Rotary Foundation Coordinator. The chairperson will be appointed by the Governor.

3. Duties and Responsibilities:

- a) Assist the clubs in establishing a challenging yet realistic district Annual Programs Fund club goal, keeping in mind the organization's goal for US\$100 per capita annually
- b) Promote annual gifts from every Rotarian every year.
- c) Encourage individual and club contributions in support of the district's established goal for the Annual Programs Fund.
- d) Publicize the district goal monthly; provide regular updates to all clubs on the progress being made toward their club goals.
- e) Help organize and stimulate participation in club and district fundraising activities and special events in support of the Foundation.
- f) Promote special giving opportunities such as corporate matching gifts and corporate and community Foundation support to maximize the potential of Rotarians' gifts.
- g) Work with DRFC chair to help organize and promote special programs throughout the district during Rotary Foundation Month.
- h) Answer inquiries from clubs about club contribution reports and their giving records; consult Foundation staff on problems.
- i) Encourage clubs to access up to date information on the Rotary website (www.rotary.org).
- j) Utilize the regional Rotary Foundation coordinator for support in carrying out committee responsibilities.

8.020.2. Permanent Fund Subcommittee

1. *Purpose:*

The Permanent Fund subcommittee is responsible for securing Benefactor commitments, Bequest Society members and soliciting major gifts from those capable individuals to build the Permanent Fund.

2: *Structure:* The committee will consist of three members appointed by the governor in consultation with the District Rotary Foundation Coordinator. The chairperson will be appointed by the Governor.

3: *Qualifications of Members:*

In addition to the minimum recommended qualifications established in the District Leadership Plan, professional expertise in fundraising, sales, marketing, public relations, or a financial field is highly recommended.

4. *Duties and Responsibilities:*

- a) Work with the clubs to establish district goals
- b) Inform Rotarians of Planned Giving opportunities available in those countries that allow the donor to make a significant gift while receiving estate and/or income tax deductions and under some arrangements, a life income interest as well.
- d) Work with club presidents to recognize current Benefactors and Bequest Society members when programs on the Foundation are scheduled.
- e) Maintain contact with those who have already made commitments and have been recognized as Benefactors, and encourage them to be a part of your solicitation team to identify additional Benefactors.
- f) Coordinate promotional and solicitation efforts concerning outright gifts to the Permanent Fund with the Annual Giving subcommittee chair.
- g) 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.
- h) Thank and continue to nurture relationships with Benefactors and Major Donors.
- i) Encourage clubs to access up to date information on the Rotary website (www.rotary.org).
- j) Utilize the regional Rotary Foundation coordinator for support in carrying out committee responsibilities.

8.020.3. Scholarships Subcommittee

1. *Purpose:*

The Scholarships Subcommittee is responsible for promoting club and district participation in the Ambassadorial Scholarships, Grants for University Teachers, and Rotary Centers for International Studies in peace and conflict resolution and ensures careful attention is paid to four basic elements – Promotion and Selection, Orientation, Hosting Scholars and Alumni Outreach.

2. *Structure:* Chairperson appointed by DG in consultation with DRFC. An interview committee will be appointed by DG when necessary. The Interview Committee should include the current district governor and/or immediate past governor and/or the governor-elect, the Rotary Foundation Committee Coordinator or Scholarships subcommittee chair, and two Rotarians or non-Rotarians with expertise in the fields civic or business leadership

3. Qualifications of Members:

In addition to the minimum recommended qualifications established in the District Leadership Plan, preference should be given to those with club-level experience with the Ambassadorial Scholarships Program. Where practical, the committee should include members with language abilities who can assess an applicant's foreign language skills during the interview..

Rotary World Peace Scholarship Selection Committee Structure:

Applications for the Rotary World Peace Scholarships should be considered separate from Ambassadorial Scholarships. The committee reviewing Rotary World Peace Scholarship applications and selecting the district-endorsed candidate may include the current district governor and/or the immediate past governor and/or the governor elect, the Rotary Foundation Committee Coordinator and the Scholarship Committee Chairperson and two Rotarians or non-Rotarians with expertise in the fields of peace and conflict resolution, education, and/or civic or business leadership

4. Duties and Responsibilities:

- a) Distribute application materials to clubs within the district. Notify clubs of the types of Foundation scholarships and Grants for University Teachers the district could fund through the DDF, Endowed Funds and world-competitive scholarship opportunities.
- b) Promote an understanding of and effective participation in the Foundation's Ambassadorial Scholars, Grants for University Teachers and Rotary Centers for International Studies programs, through regular contact with each club in the district and through district meetings.
- c) Encourage and assist club chairs in carrying out their responsibilities.
- d) Select qualified scholars and grant recipients from club-endorsed candidates.
- e) Arrange orientation for all scholarship and grant recipients before their departure and upon their arrival; participate in multi-district orientations when possible.
- f) Work with the members of the District Rotary Foundation Committee in determining the allocation and distribution of District Designated Funds.
- g) Provide guidance and training to sponsor counselors appointed by sponsor clubs for outbound program participants, and to host counselors appointed by host clubs for each inbound program participant.
- h) Maintain contact with recipients during the study year; encourage timely submission of reports to sponsor and host district governors and the Foundation.
- i) Publicize to the media and to Rotarians in the district the recipients' return.
- j) Connect recipients with the district alumni chair; maintain ties with recipients upon their return.
- k) Encourage clubs to access up to date information on the Rotary website (www.rotary.org).
- l) Utilize the regional Rotary Foundation coordinator for support in carrying out committee responsibilities.

8.020.4. Group Study Exchange Subcommittees

1. Purpose:

The Group Study Exchange Subcommittee is responsible for promoting club and district participation in the Group Study Exchange (GSE) program, preparing the

outbound GSE team for their exchange and for planning and implementing the visiting GSE Exchange team host itinerary. Separate GSE Selection Committees are charged with the responsibility of selecting the team leader and team members.

2. Structure:

2.1 The GSE team selection committee should include the district GSE chair as chair of the committee, immediate past district governor, district governor, district governor-elect, DRFC, chairman of the outgoing sub-committee and the team leader(s). In the event of a member being unable to attend, the DG may appoint an alternate. The committee may also include non-voting advisors.

2.2 The Team Leader Selection Committee shall be the same committee without the team leaders.

3. Qualifications of Members:

In addition to the minimum recommended qualifications established in the District Leadership Plan, preference should be given to those with club-level experience with the Group Study Exchange program.

4. Duties and Responsibilities:

- a) Assist the governor-elect/governor in applying for GSE awards;
- b) Organize the participation of the GSE Selection Committee for team leader and team member selections, emphasizing the vocational and ambassadorial activities;
- c) Communicate early and often with the subcommittee of the paired district regarding exchange dates and itinerary.
- d) Provide orientation to GSE teams and leaders and determine language training funding needs from The Rotary Foundation;
- e) Arrange local itineraries to include at least five customized days of vocational study for each team member and homestays with local Rotarian hosts for the visiting teams;
- f) Ensure the fulfillment of all program guidelines and requirements as described in the *District Leaders' Handbook*.
- g) Publicize to the media and to Rotarians in the district the teams' return.
- h) Connect team members with the district alumni chair; maintain ties with team members upon their return.
- i) Encourage clubs to access up to date information on the Rotary website
- j) Utilize the regional Rotary Foundation coordinator for support in carrying out committee responsibilities.

5 Countries of preference.

The G S E sub-committee should establish a list of countries of preference as a guide to incoming district governors for assisting them with the decision as to where G S E teams should be sent.

8.020.5. Grants Subcommittee

1. Purpose.

The grants sub-committee is responsible for assisting clubs in developing ways to participate in international service projects as well as inform and assist Rotary clubs and/or district project committees planning such projects of the Foundation. The committee is also responsible for reviewing and certifying the accuracy of all humanitarian grant applications

before the applications are submitted to the Rotary Foundation for funding, and for working with the DRFC chair to ensure that satisfactory final reports on district sponsored grants are submitted to the Rotary Foundation.

2. Structure

Chairperson appointed by DG in consultation with DRFC.

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 public health, international development, or grant preparation.

4. Duties and Responsibilities:

- a) The Grants Subcommittee chair is responsible for reviewing all grant applications sponsored by member clubs and the district itself, certifying that all applications are complete and accurate prior to the submission of grant applications to The Rotary Foundation. After district certification, applications can be submitted to the Foundation with the understanding that the Trustees are responsible for providing final approval of all grants and that no project should be initiated until a formal announcement has been made by the Foundation.
- b) Work with the DRFC chair to ensure that satisfactory final reports for district-sponsored grant projects are submitted to The Rotary Foundation in a timely manner.
- c) Become familiar with each grant program, its eligibility criteria and application procedures; assist Rotarians in understanding the policies of the Foundation.
- d) Work with the members of the District Rotary Foundation Committee in determining the allocation and distribution of District Designated Funds.
- e) Work with clubs and districts to develop sustainable humanitarian projects with direct involvement of the benefiting community and the active personal participation of Rotarians.
- f) Encourage the highest levels of stewardship and transparency for the accounting of all Foundation funds. This includes the timely submission of reports to the Foundation from all sponsors of approved grant projects.
- g) Work closely with other International Service committees, such as World Community Service or Vocational Service Committee to recognize when a project may qualify for a Foundation grant.
- h) Work with club and district officers to ensure the full utilization of all DDF allocated to the Humanitarian Programs Category. Maintain accurate records that reflect to which projects DDF has been allocated and grants approved.
- i) Help clubs identify interesting speakers such as recipients of Grants for Rotary Volunteers, Matching Grant & 3H Grant contacts, or other local organizations involved in international development.
- j) Provide assistance to specific programs in which the district is involved and/or assist the district governor in monitoring the progress of an approved Matching Grant or 3-H Grant project.

- k) Encourage clubs to access up to date information on the Rotary website (www.rotary.org).
- l) Utilize the regional Rotary Foundation coordinator for support in carrying out committee responsibilities.

8.020.7. Alumni Subcommittee

1. Purpose:

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

2. Structure:

Chairperson appointed by DG in consultation with DRFC

3. Qualifications of Members:

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

4. Duties and Responsibilities:

- a) Develop and/or maintain a complete, accurate and updated district directory or database of Foundation program participants and alumni sponsored by the district and/or residing in the district; advise The Rotary Foundation of any additions or changes to this database or directory.
- b) Ensure that returned scholars or GSE team members complete required presentations in the sponsoring district; encourage clubs to invite alumni to speak at club meetings or events to promote participation in specific Foundation programs.
- c) Encourage alumni to remain involved with Rotary through Rotary club membership, identifying future program participants, or participating in Rotary club community service and World Community Service projects.
- d) Nominate candidates for the Global Alumni Service to Humanity Award for district endorsement and submission to The Rotary Foundation.
- e) Organize reunions and activities for alumni residing in the district on a regular basis.
- f) Work with the Scholarships and Group Study Exchange Subcommittees to include alumni in the program for inbound or outbound scholar/team orientation seminars.
- g) Establish and maintain a district alumni association.
- h) Encourage alumni to make financial contributions to The Rotary Foundation.
- i) Encourage clubs to access up to date information on the Rotary website (www.rotary.org).
- j) Utilize the regional Rotary Foundation coordinator and the Foundation Alumni Resource Group for support in carrying out committee responsibilities.