

ROTARY INTERNATIONAL

DISTRICT 7070

GUIDELINE OF PROCEDURE AND POLICY

October 2009

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GUIDELINE OF PROCEDURE AND POLICY**

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GUIDELINE OF PROCEDURE AND POLICY

1. EXPLANATION

Just as no Rotary Club can function effectively without a smooth working organization supporting its President, so too for the District. In this day and age, a District Governor cannot possibly do that which is necessary to achieve the maximum in club activity in all four avenues of service without the enthusiastic dedication and support of many Rotarians working in a district team or organization.

Much contained herein is simply "writing down" of what has been developed over a number of years in the District. Some items have been added after much debate and with the advice and assistance of many knowledgeable Rotarians in addition to our own Past District Governors.

2. DISTRIBUTION OF DISTRICT GUIDELINE OF PROCEDURE AND POLICY

The District Guideline of Procedure and Policy is available to members on the district website. There will also be an annual distribution to club presidents.

3. CHANGES TO THE GUIDELINE

The District Long Range Planning Committee, in consultation with the District Governor, shall annually review these Guidelines and amend them if necessary.

4. THE ROTARY CLUB'S LEADERSHIP TEAM

4.1 The Rotary year shall begin on July 1 of each calendar year.

4.2 In order to provide a high level of service, clubs are urged to organize their officers, directors and committees well in advance of each Rotary year in accordance with their Club Constitution and By-laws and the procedures recommended by Rotary International.

4.3 The District Assembly, District Conference, Presidents Club, Presidents-Elect Training Seminar (PETS), Institutes and other meetings are arranged during the year to train club officers, directors, committees and both senior and new Rotarians. All are urged to attend. Attendance of the presidents-elect at PETS is mandated by Rotary International. If a president-elect cannot attend our district's PETS, he/she is expected to make alternate arrangements with the District Governor-Elect to attend PETS in another district.

The benefits received will be in direct proportion to the representation at these meetings by club personnel. The club president is expected to ensure that his or her club is appropriately represented at all such functions.

In particular, all club members are encouraged to attend the District Assembly. However, the following are expected to attend and should be advised early so that they can make plans to do so:

- 4.3.1 President-Elect;
- 4.3.2 Secretary;
- 4.3.3 Treasurer;
- 4.3.4 Directors; and
- 4.3.5 Chairs of Committees.

4.4 So that the District organization may function effectively, each club shall provide to the

District Governor-Elect and to Rotary International by the date specified by R.I. (currently December 31st) the following information in respect of each incoming club president and secretary:

- 4.4.1 Name of Club;
- 4.4.2 Name of Rotarian and Classification;
- 4.4.3 Addresses (home and office with preferred mailing address);
- 4.4.4 Telephone Number (home and office);
- 4.4.5 Fax Number;
- 4.4.6 e-Mail Address; and
- 4.4.7 Name of partner.

5. THE DISTRICT GOVERNOR

5.1 Officer of Rotary International

The District Governor is the officer of R. I. within the District. He or she is responsible to the Board of Directors of R.I. for the administration and supervision of clubs within the District. He or she is selected by the District as District Governor Nominee and is elected by the International Convention of R.I. one year prior to assuming office.

5.2 Qualifications

The qualifications for a District Governor are outlined in the By-laws of R.I., Article 15 070. The District Governor is instructed in his or her duties by the Board of Directors of R.I. at the International Assembly which he or she must attend in order to qualify himself or herself before taking office.

5.3 Duties

The duties of the District Governor are outlined in the By-laws of R.I. Article 15.090. In addition to this information, R.I. provides the District Governor with a handbook that outlines in considerable detail the duties and methods approved of and recommended by the Board of R.I..

5.4 Nomination

The nomination procedure for District Governor Nominee is outlined in Article 13 of the By-laws of R.I.

District 7070 shall constitute a Nominating Committee consisting of the immediate four Past District Governors plus the current Governor who acts as chair. The chair shall invite each club in District 7070 to submit for consideration the names of candidates for nomination for District Governor by a date no later than 36 months prior to the Rotary year for which the candidate is being selected. Such a submission shall be in the form of a resolution, adopted at a regular meeting of the club, properly certified by the secretary, and accompanied by a resume or biographical sketch of the suggested Rotarian.

5.4.2 Interviews with candidates shall be arranged by the chair and conducted by the Nominating Committee. The District Governor-Elect and District Governor-Nominee are invited to attend as observers.

5.4.3 In making its selection, the Nominating Committee shall not be limited to those names submitted by clubs in the district.

5.4.4 The District Governor shall promptly notify the clubs that have proposed a candidate, and all clubs as soon as possible thereafter, of the name of the candidate selected by the Nominating Committee.

5.4.5 Notwithstanding any nomination made by the District Nominating Committee, any club in the district, supported by at least five clubs, may propose a candidate for District Governor-Nominee, whose name has been previously duly submitted to the Nominating Committee, by filing with the District Governor a resolution adopted at a regular meeting of the club naming such candidate. Clubs will have two weeks to complete this process.

5.4.6 If a proposal is received in accordance with the foregoing procedure, the District Governor shall arrange for an e-mail vote of all clubs in the district. According to Article 13.040.1 of the Manual of Procedure, each "club shall be entitled to at least 1 vote. Any club with a membership of more than 25 shall be entitled to one additional vote for each additional 25, or fraction thereof, of its members..."

5.4.7 If by such date as may be set by the District Governor no such resolution has been received by the District Governor, he or she shall declare the candidate selected by the Nominating Committee as District Governor Nominee-Nominee in accordance with the By-laws of Rotary International.

6. THE DISTRICT ORGANIZATION

6.1 District 7070 comprises:

Canada-Ontario, that portion south of latitude 44 10', west of longitude 77 and including all of Northumberland County, and east of the eastern boundaries of the County of Dufferin and Peel Region.

6.2 District Incorporation

6.2.1 District 7070 has been incorporated as a non-profit organization with a corporation number 440928-1.

6.2.2 The Board of Directors shall consist of the three immediate Past District Governors as Directors and three Officers:

6.2.2.1 the current District Governor as President;

6.2.2.2 the current District Secretary as Secretary; and

6.2.2.3 the current District Treasurer as Treasurer.

6.3 The purpose of the District organization is threefold:

6.3.1 to assist the District Governor in the performance of his or her duties by enlisting the ideas, enthusiasm and efforts of many Rotarians to promote greater Rotary service;

6.3.2 to assist the District Governor with routine District administration; and

6.3.3 to assist clubs and individual Rotarians in more effective service by providing information, inspiration, and channels for discussion and debate in many fields of Rotary activity.

6.4 The District organization should be flexible and should be adapted to meet the changing needs within the District.

6.4.1 The District Advisory Board

6.4.1.1 The District Advisory Board is the primary link between the District Governor and the District organization and is chaired by the District Governor.

6.4.1.2 In accordance with the objectives and direction of the District Governor, the Advisory Board should promote the highest level of service activity within the clubs in the district and oversee district support services to the clubs.

6.4.1.3 The Advisory Board shall meet at the call of the District Governor and no less than quarterly. Regular meetings shall be scheduled and advertised in advance of the commencement of the Rotary year. Meetings with agenda and minutes shall be posted on the District's website.

6.4.2 The Long Range Planning Committee

6.4.2.1 The Long Range Planning Committee is composed of the District Governor, District Governor-Elect, District Governor-Nominee, the District Governor-Nominee-Nominee and all Past District Governors. Other Rotarians may be invited by the District Governor to sit on this committee.

6.4.2.2 The chair of the Long Range Planning Committee is appointed by the District Governor-Elect from among the Past District Governors and shall serve no more than 3 consecutive terms.

6.4.2.3 The duties of this committee are as follows:

6.4.2.3.1 to review and update the District Strategic Plan (to be in use no more than 5 years without a review) and arrange for it to be on the website and distributed to the Advisory Board and club presidents;

6.4.2.3.2 to consider and suggest to clubs resolutions and motions to the Council on Legislation; and

6.4.2.3.3 to provide advice and guidance to the District Governor-Elect, District Governor-Nominee, and District Governor-Nominee-Nominee.

6.4.3 District Committees

The role of a District Committee is to assist the District Governor in a particular sphere of Rotary activity. The District Governor will have formulated plans for activity in certain areas in accordance with directions received from the President and Board of Directors of Rotary International and from his or her own plans for the district. The committees are responsible for assisting the clubs in achieving Rotary International, district and club goals.

The District Governor is an ex officio member of all committees.

Continuity of District Committees is important and each new appointment should be made on a three year basis and so that at least one half of the membership remains in office at the conclusion of each Rotary year. These appointments should be made by the District Governor, District Governor-Elect and the District Governor-Nominee.

The District shall have a committee structure as recommended by the Rotary International Leadership Plan and shall include:

- 6.4.3.1 Administration;
- 6.4.3.2 Projects;
- 6.4.3.3 Membership;
- 6.4.3.4 Public Relations;
- 6.4.3.5 Foundation;
- 6.4.3.6 Finance;
- 6.4.3.7 District Conference;
- 6.4.3.8 Long Range Planning;
- 6.4.3.9 Awards; and
- 6.4.3.10 others at the District Governor's discretion. Wherever possible committee members shall be drawn from clubs across the district.

6.4.4 The Finance Committee

This committee shall consist of the District Governor, the District Treasurer, who should be a professional accountant, the immediate Past District Treasurer, and the District Treasurer-Elect.

6.4.4.1 Budget – The Finance Committee shall meet with the District Governor-Elect at least 60 days prior to the District Assembly to prepare a budget for the year commencing July 1st so that the proposed budget is received by each club president and president-elect at least 30 days before the District Assembly.

6.4.4.2 The District Governor-Elect is encouraged to represent the District at the International Convention. Therefore, the budget should include provision for the payment of expenses of the following:

- 6.4.4.2.1 the District Governor Elect and partner to attend the International Convention using the lowest economy airfare, a standard hotel room, and the early bird RI Convention registration fee (all meal and other costs to be borne by the DGE)
- 6.4.4.2.2. the District Governor-Elect and partner to attend the Zone Institute;
- 6.4.4.2.3 the District-Governor Nominee and partner to attend the Zone Institute;
- 6.4.4.2.4 the District Governor, Foundation Chair and Trainer to attend the Zone Institute;
- 6.4.4.2.5 District share of the cost of multi-district PETS; and
- 6.4.4.2.6 the operation costs of the District organization.

6.4.4.3 The budget shall be adopted by the approval of three fourths of the Presidents-Elect present and voting at the District Assembly, PETS, a Presidents' Club meeting, or by electronic means.

6.4.4.4 The finance committee shall maintain appropriate accounts at a Canadian chartered financial institution.

6.4.4.5 On July 1 after assuming office, the District Treasurer shall render an invoice to each club for the annual per capita dues contribution as calculated in the approved budget and for the clubs' assessment for the District insurance fund.

6.4.4.6 All monies received from clubs or individuals pertaining to District affairs shall be deposited in a District bank account. The Finance Committee has the authority to invest surplus funds in short term deposits providing the term of any such deposit does not extend past the end of the Rotary year.

6.4.4.7 All disbursements chargeable against District funds shall be approved by the Finance Committee and supported by the timely receipt of properly documented invoices.

6.4.4.8 Each cheque shall be signed by any two of the four signing officers, all of whom shall be members of the District Finance Committee.

6.4.4.9 A district-financial record, in which the receipts and disbursements year by year shall be recorded, shall be maintained by the District Treasurer and passed on to his or her successor.

6.4.4.10 The Past District Treasurer shall distribute to the District as soon as possible after July 1, but not later than 15 days prior to the District Conference, a reviewed financial report with comparison to the approved budget.

6.4.4.11 The Past District Treasurer shall keep, as supporting evidence, all deposit slips, bank statements, canceled cheques and paid invoices together with any correspondence relative to the District financing until the completion of the review.

6.4.4.12 These documents shall be given by the Past District Treasurer to the possession of the District Governor in whose year the expenses were incurred after completion of the review.

6.4.4.13 At the time that the budget is approved, the Finance Committee shall nominate a reviewer for consideration by the club presidents.

6.4.5 The District Conference Committee
No less than 6 months after being confirmed as the District Governor-Nominee-Nominee, he or she shall establish a District Conference Committee that should include no less than 3 members of previous conference committees (from within the last 5 years). Each conference committee shall include at least one representative from the two preceding conference committees.

6.4.6 The Awards Committee

6.4.6.1 The Awards Committee will be responsible to the District Governor for the maintenance of the district and Rotary International awards register and the maintenance of the awards.

6.4.6.2 Detailed descriptions of the various awards open for competition between all the clubs of the district shall be posted on the district website and are included in this document as Appendix A.

6.4.6.3 The awards will be presented at a time and place of the District Governor's choosing.

6.4.7 Where clubs and/or Rotarians form an organization within the District for a specific purpose which may in any way affect the activities or role of the clubs or District, they must:

6.4.7.1 Provide a proposed terms of reference, including governance structure, to the District Governor for his or her approval;

6.4.7.2 Provide an annual activity plan to the District Governor Elect prior the commencement of his or her term as District Governor; and

6.4.7.3 Provide a summary report and financial statement to the District Governor as soon as possible upon completion of the Rotary year but not later than Sept 30th.

7. DISTRICT TRAINER

7.1 The District Trainer's responsibility is to organize and oversee all the training necessary to ensure a successful Rotary year. This activity includes:

7.1.1 PETS – Because our District is involved in a multi-district PETS, the District Trainer shall work in conjunction with his or her counterpart from the other Districts involved;

7.1.2 District Assembly – This should be held after PETS at a time that will not interfere with attendance at the international convention by those who should attend the seminar in accordance with the Manual of Procedure;

7.1.3 Leadership Team Training; and

7.1.4 any other activity as requested by the District Governor, such as Club Visioning.

7.2 It is advisable to train all presenters who have been asked to participate in District events in methodologies which encourage participation.

7.3 The District Trainer is appointed by the District Governor-Elect, in consultation with the District Governor, District Governor-Elect and the District Governor-Nominee.

7.4 It is desirable that the District Trainer serves for 3 consecutive years.

8. ASSISTANT GOVERNORS

8.1 The principle of dividing the District into groups of clubs is recommended to encourage greater inter-club activity and to assist the District Governor with the administration of the District.

8.1.1 The clubs of the District shall be divided into groups with an Assistant Governor heading each group.

8.1.2 The District Governor-Elect shall appoint the Assistant Governors for his or her year. These appointments shall be for one year. An Assistant Governor shall serve for no more than 3 consecutive years.

8.1.3 The actual division of clubs into groups each year will be left to the discretion of the District Governor Elect, in consultation with his or her Assistant Governors,

who will be best qualified to allocate them according to conditions existing from time to time.

- 8.1.4 The Assistant Governors are representatives of the District Governor. Their duties in general terms are outlined in the Manual of Procedure, in the Chapter on The Rotary District. In particular, there will be specific activities as assigned by the District Governor, to assist him or her as he or she sees fit.

9. DELEGATE TO THE COUNCIL ON LEGISLATION OF ROTARY INTERNATIONAL

- 9.1 The District's delegate and alternate to the Council on Legislation should be among the most knowledgeable Rotarians from within the clubs of the District. The delegate and alternate shall be past officers of Rotary International according to the criteria outlined in the Manual of Procedure, Section 10. This section also outlines the method of selecting the delegate.
- 9.2 The delegate should seek advice and direction on legislative proposals from the District Governor, the Long Range Planning Committee, the clubs, and the Rotarians of the district prior to attending the Council.
- 9.3 The delegate should work closely with his or her alternate at all times so that, should the occasion arise, he or she will be able to take the place of the delegate with a minimum of inconvenience.

10. PRESIDENTS' CLUB

- 10.1 The purpose of this group is to provide a forum for Club Presidents to exchange information and to develop acquaintance in accordance with a constitution approved by them.
- 10.2 This organization is separate from District Administration, has no group function and is chaired by the District Governor-Elect from July to December and the District Governor Nominee from January to June.
- 10.3 There should be at least 4 meetings per year of this group.

11. PRESIDENTS'-ELECT TRAINING SEMINAR (PETS)

In accordance with Article 15.030 of the By-laws of Rotary International this seminar shall be conducted annually by the District Governor-Elect, in cooperation with the District Governor and the District Trainer, for the purpose of orientation and training of club Presidents-Elect. The seminar should be held prior to April 15th. It is mandatory for President Elects to attend. If he or she is unable to attend District 7070 PETS, alternate arrangements must be made to attend another district's PETS.

PETS in District 7070 is now a multi-district event.

12. VISIT TO ROTARY INTERNATIONAL HEADQUARTERS

The District Governor-Elect may arrange with the Service Supervisor at Rotary International for a visit by Club Presidents-Elect to Rotary International Headquarters in Evanston for the purpose of meeting R.I. staff, having a first-hand look at the operations of R.I. and forming a closer bond with fellow club presidents. The visit is usually scheduled to immediately follow the Presidents-Elect

Training Seminar. While not mandatory, Presidents-Elect are urged to participate and it is suggested that each club pay the expenses of its President.

The DGN is advised to accompany the group.

13. FOUNDATION CHALLENGE WALK

- 13.1 This event is a walk of a distance specified by the host club in consultation with the District Governor-Elect.
- 13.2 It is usually held each fall for the purpose of raising money for The Rotary Foundation Annual Program Fund and to foster a strong fellowship among Rotarians of the District.
- 13.3 The presidents of all clubs, all Rotarians of the District, and their families and friends are urged to participate.
- 13.4 The Clubs in the District obtain pledges from members and friends on a per kilometer or per participant basis. These amounts are tabulated and submitted to the Walk committee on the morning of the Walk, as a single pledged amount from the Club.
- 13.5 The Archie Doyle Trophy is awarded to the club obtaining the highest per capita pledge submitted before the beginning of the Walk.
- 13.6 The club with the highest per capita pledge also wins the privilege of hosting the Walk the following year, except that one club may not host two successive Walks nor receive the Archie Doyle Trophy in two successive years.
- 13.7 Per capita membership numbers will be based on the July 1st membership numbers reported by each club.
- 13.8 Individual club total pledges will be announced after all pledge forms have been submitted to the Walk committee.
- 13.9 Each club will make its own return to the Rotary Foundation.

14. ANNUAL DINNER FOR PAST DISTRICT GOVERNORS

In keeping with District 7070 tradition, the immediate Past District Governor arranges a dinner meeting for all Past District Governors and their partners to be held at a convenient time and place. The District Governor, the District Governor Elect and District Governor Nominee and their partners are also invited to attend. The District Governor may use this opportunity to give a "State of the District" report and the District Governor Elect may be invited to outline his or her objectives for the following year.

15. PHILOSOPHY OF GROWTH

District 7070 has about 2300 members. Rotary serves a population of about three million in this District.

It is recommended that the following criteria be used to guide clubs and District Governors in setting goals for membership development in District 7070 in succeeding years:

- 15.1 Every club should, as soon as possible after chartering, strive for a minimum membership of 40.
- 15.2 A minimum of four members per thousand (4/1000) should be the goal for any community served by Rotary, with growth equal to population increases in the area served.
- 15.3 All Rotarians should be constantly on the lookout for areas within District boundaries where new clubs could be formed and thrive. Suggestions of areas for possible new clubs should be made to the District Governor. A section on "Extension" will be found in The Manual of Procedure in the Chapter on The Rotary District.
- 15.4 Rotary International Policy provides that the club include in its membership all fully qualified prospective members located within its community.

APPENDIX A

DISTRICT AWARDS

The following Awards are open to all clubs in District 7070:

The Austin Bodie Singing Trophy

This is awarded to the club with the best record for singing. Judging is by the District Governor on his or her visits to the clubs.

The Club Bulletin Plaque

The Bulletins will be judged by a sub-committee established by the District Governor. The method of judging should include consideration of the following:

- (i) Attractive masthead and general lay-out
- (ii) Particulars of club directors and officers
- (iii) Club, District and Rotary International information and news
- (iv) Encouragement of attendance and make-ups
- (v) Dates to remember
- (vi) Birthdays and anniversaries
- (vii) Brief reports on last week's and next week's programs
- (viii) Publishing of unfilled classifications and membership development boosters

The Oddy Robson Memorial Bell

This is presented to the club that contributes most to inter-club fellowship. The District Governor will be a member of the committee for judging this award.

The Ed Storie District Conference Award

This award will be given to the club that has the best percentage attendance at the District Conference. The method of judging will be according to the following formula:

"M" Membership of club, as reported at end of previous month
"R" Pre-registrations, up to two days prior to the conference
"A" Attendance at Conference
"D" Distance of club from Conference

$$\frac{\frac{(R \times 100)}{M} + \frac{(A \times 100)}{5} + \frac{D}{2}}{3} = \%$$

It is recommended that since the club running the Conference (usually the home club of the District Governor) would normally have all its membership present, this club will not be eligible for this award.

The Basil Tippet Trophy

This is awarded to the club with the highest member retention ratio, based on the club's membership at the beginning of the Rotary year.

The Wally Large Memorial Trophy

This is awarded to the club with the highest percentage increase of membership growth for the past twelve month period. Reported membership on successive July 1st. attendance reports is used to calculate this award.

The Rotary Foundation Trophy

This is awarded to the club with the highest per capita contribution to The Rotary Foundation Scholarship and Grant program for the year to the previous June 30.

The Norm Simpson Trophy for International Service

This trophy is awarded annually to the club in the district that, in the opinion of the District Governor, after consultation with his or her predecessor, made the most outstanding contribution to the International Service of Rotary during the preceding Rotary year.

The Les Faludy Leadership Award

This award is made to the club President who, in the judgment of the District Governor, provided the most outstanding leadership during the preceding Rotary year.

The Council of Past District Governors Trophy

This trophy is awarded annually to the Rotarian of the District who has made the greatest service contribution during the preceding Rotary year.

The R.I. Public Relations Award and District External PR Award

This award honours clubs that have generated increased awareness and understanding of Rotary through media coverage or public relations efforts. District 7070 can submit one entry selected by the District Governor. The Entry Selected for submission to RI also is awarded the District External Communications Award

District Internal Communications Award

This award covers communications within or between clubs and is open to all clubs by application. The application should include samples of internet sites, club bulletins, coverage in Rotary News or samples of internal Rotary education campaigns.

Wilf Wilkinson Peace Award

This award is made to a Rotarian, Rotary Club or a friend of Rotary who, in the judgment of the District Governor, made a significant contribution to defending, preserving, nurturing, and promoting a culture of peace and non-violence.