

ROTARY INTERNATIONAL DISTRICT 7010 MANUAL OF POLICIES, PROCEDURES AND PRACTICES TABLE CONTENTS

SECTION I: ARTICLES

Article I - Purpose	3
Article II - Modifications	3
Article III - District Organization	4
Article IV - District Management	5
Article V - Duties & Function	7
Article VI - Finances	7
Article VII - Procedural By-laws	8
Article VIII - Practices	9

SECTION II - APPENDICES

Appendix I - District Executive Committee	10
Appendix II - District Advisory Council of past District Governors.	10
Appendix III - District Treasurer	10
Appendix IV - Assistant Governors.	12
Appendix V - District Secretary.	13
Appendix VI - District Conference Committee.	14
Appendix VII - District Extension Committee.	15
Appendix VIII - District Rotary Foundation Chairperson.	16
Appendix IX - District Foundation: Alumni Sub-committee.	17
Appendix X - District Foundation: Annual Giving Sub-committee.	17
Appendix XI - District Foundation: Group Study Exchange (G.S.E.) Sub-committee.	18
Appendix XII - District Foundation: Information Sub-committee.	19
Appendix XIII - District Foundation: Ambassadorial Scholarship Sub-committee.	19
Appendix XIV - District Foundation: Matching Grants / Share / 3-h Sub-committee.	20
Appendix XV - Permanent Fund Initiative (P.F.I.).	20
Appendix XVI - District Membership Development Committee.	21
Appendix XVII - District Public Relations Committee.	21
Appendix XVIII - District ““On-to-the-convention”” Committee.	22
Appendix XIX - District World Community Service Committee.	22
Appendix XX - District Vocational Service Committee Chairperson.	23
Appendix XXI - Vocational: Interact Sub-committee.	24
Appendix XII - Vocational: Rotaract Sub-committee.	24
Appendix XXIII - Vocational: Rotary Youth Leadership Awards (R.Y.L.A.) Sub-committee	25
Appendix XXIV - Vocational: Literacy Sub-committee.	25
Appendix XXV - Vocational: Rotary Volunteers Sub-committee.	26
Appendix XXVI - Vocational: Recreational & Vocational Fellowships.	26
Appendix XXVII - District Community Service Committee.	27

Appendix XXVIII - District Club Service Committee	27
Appendix XXIX - District International Youth Exchange Committee.....	28
Appendix XXX - District Governor Nominating Committee.....	28
Appendix XXXI - District Resolutions Committee.....	29
Appendix XXXII - District Long Range Planning Committee.....	29
Appendix XXXIII - District Finance Committee.....	30
Appendix XXXIV - District Ways & Means Committee.....	31
Appendix XXXV - District Trainer.....	31
Appendix XXXVI - District Training Committee.....	32
Appendix XXXVII - District Polio Plus Committee.....	32

SECTION III: ADDENDA

Addendum I: District Governor’s Official Visit	33
Addendum II: Presidents - Elect Training Seminar (P.E.T.S.)	33
Addendum III: District Assembly	34
Addendum IV: District Conference	35
Addendum V: District Awards	35
Addendum VI: - Voting.....	36
Addendum VII: - Schedule of Dates	37
Addendum VIII - Fund Raising (Ticket Selling):	38
Addendum IX - Mailing Lists	38
Addendum X - Reference Material	38

ROTARY INTERNATIONAL DISTRICT 7010 POLICY MANUAL

(CONTENTS OF THIS MANUAL OF PROCEDURE SHALL NOT IN ANY WAY CONTRAVENE THE CONSTITUTION OR BY-LAWS OF ROTARY INTERNATIONAL)

ARTICLE I - PURPOSE

- 1.0 This Policy Manual shall provide a guideline for the orderly management of the affairs of District 7010 and provide for an orderly and useful system of maintaining records of District actions and resolutions.
- 1.1 The Manual shall be used as a guide for District Governors, District Governors-elect, District Officers, District Committees and Clubs within District 7010.

ARTICLE II - MODIFICATIONS

- 2.0 Modifications or additions to the District Policies (ARTICLES 1 - V111 inclusive) contained in this Manual shall be by resolution adopted at the Annual District Assembly or District Conference.
- 2.1 Resolutions proposing a District policy may be initiated as follows:
 - a) on or before the date fixed by the District Governor for the District Assembly or District Conference, and being sixty (60) days before the said meeting, those mentioned in Item (b) below may file with the District Governor a resolution proposing a District Policy or amendment to same:
 - b) a club through the President; the Governor, the Governor-elect, any Past District Governor, or any District 7010 Officer, may propose a policy or amendment in accordance with paragraph (a) above
 - c) a District 7010 Committee may also submit resolutions proposing a District policy in Accordance with paragraph (a) above
 - d) members of District 7010 other than those mentioned above shall submit their resolutions proposing policies through their individual clubs. Such resolutions shall have been adopted at a meeting of the Club and shall be filed by the Club President in the manner prescribed herein.
- 2.2 On or before thirty (30) days prior to the date fixed for the annual District Assembly or Conference, the District Governor shall forward all resolutions proposing a District policy or amendment, to each Club in District 7010 also, to members of the District Governor's Advisory Council .

- 2.3 The District Resolutions Committee shall study the proposed resolution(s) and prepare its recommendations for action at the District Assembly or Conference.
- 2.4 During the District Assembly or Conference, at a time and place designated by the District Governor, each resolution shall be presented by the District Resolutions Committee, or its delegate, along with the Committee recommendations.
- 2.5 Resolutions proposing an amendment to District policies may be received from the floor at the District Assembly or Conference with the concurrence of 3/4ths. of Clubs present.
- 2.6 Votes on all resolutions shall be in accordance with the by-laws of Rotary International.
- 2.7 Adopted policies and amendments to policies shall be circulated by the District Governor or their appointee, to all Clubs

ARTICLE III - DISTRICT ORGANIZATION

- 3.0 The District office shall be at such location(s) as the District Governor shall determine. All official files and records of the District shall be kept at said location(s).
- 3.1 The District Governor shall, not later than thirty (30) days after the close of their term of office, deliver or cause to be delivered to their successor, the official files and records of the District, except as otherwise specified in Article IV below.
- 3.2 On or before assuming office, the District Governor shall appoint all Standing Committees and District Officers, including those required by the current Rotary International Manual of Procedure.
 - a) District Governor's Executive Committee
 - b) District Finance Committee
 - c). District Foundation Committee
 - d) District Membership Development Committee
 - e) District Public Relations Committee
 - f) District Youth Exchange Committee
 - g) District Nominating Committee
 - h) District World Community Service Committee
 - i) Assistant Governors
 - j) District Advisory Council
 - k) District Training Committee
 - l) Long Range Planning
- 3.3 With the exception of the Nominating Committee, the District Governor, District Governor-elect shall be ex-officio members of all District Committees.

- 3.4 The District Governor-elect, in preparation for their year and in consultation with the District Governor, Immediate Past Governor and District Governor Nominee, shall determine the composition of each standing committee; taking into consideration continuity in such committees as Rotary Foundation and its sub-committees, and the International Youth Exchange Committee.
- 3.5 Unless otherwise prescribed by policy the District Governor may, in consultation with the appointed chair, determine the composition of each committee.
- 3.6 The District Governor shall not make any appointments to District committees to extend beyond his term of office without the approval of the District Governor-elect.
- 3.7 Vacancies on committees / offices shall be filled by the District Governor, and such appointments shall be for the remainder of the term of the vacated committee / office.
- 3.8 The District Governor may establish any Non-standing or Ad hoc committee(s), or make such additional appointments deemed necessary, or recommended by Rotary International, to ensure the good functioning of the District.
- 3.9 All chair persons, except in exceptional circumstance, should not remain in their respective chairs for more than three (3) years. Chair persons, following the process in section 3.1, in their final year shall arrange for, and train their proposed successor to ensure a smooth and efficient transition. Retiring chair-persons should remain on the committee in the capacity of immediate past chair for a period of not more than one (1) year.
- 3.10 The incoming District Governor shall publish and distribute to all Clubs, prior to assuming office, a District Directory listing all Club Officers and District Committee members

ARTICLE IV - DISTRICT MANAGEMENT

- 4.0 The District Governor is responsible for management and administration of the District affairs in accordance with the Manual of Procedure as published by Rotary International.
- 4.1 The District Governor may, during their term of office and at their discretion, call meetings of any of the established committees.
- 4.2 The records of the District shall be kept at a place(s) to be determined by the District Governor.
- 4.3 Each District Governor, within thirty (30) days following the conclusion of their term of office, shall complete the following:
 - a) bring up-to-date all records of their administration
 - b) screen their year's correspondence and remove all non-essential material

- c) turn over to their successor their own files and those confidential files of their predecessor
- d) designate all materials to be placed in the archives of the District
- e) place in the files copies of the following:
 - i) a copy of each semi-annual report submitted to Rotary International
 - ii) the District Conference report
 - iii) the District Assembly report
 - iv) the years Financial report
 - v) the District Directory
 - vi) an activities report from each committee.

4.4 The District Budget shall be prepared for the following year by the Finance Committee in consultation with the District Governor and Governor-elect; mailed to the Clubs at least thirty (30) days prior to the Annual District Assembly where it will be presented for adoption.

4.5 Financing of the District fund shall be provided by all Clubs in the District by way of a per capita levy on the members of those Clubs. The amount of the levy shall be decided by the District Assembly, only after the approval of 3/4 ths of the incoming Club Presidents present.

- a) the per capita levy shall include dues, member and Club Director insurance premium. May also include, when circumstances dictate -- 4.5 "c" below.
- b) the District Treasurer shall invoice all Clubs July 1 and, January 1 of each year. July invoice to include all items mentioned in "a" (above); January invoice shall be a prorated dues assessment against any membership net increases reported December 31.
- c) Clubs to be equally assessed the cost of purchasing regalia for all new Clubs established in District 7010 -- banner, bell, gavel, name badges etc.

4.6 The Per Capita Contributions shall be used as follows:

- a) assists the District Governors in meeting their expenses; the expenses of any of the committees and any other administrative expenses not covered in the allocation from Rotary International
- b) pays for a portion of the expenses of the District Governor and the Governor-elect to attend Zone 22 Rotary Institute, provided such expenses have been included and adopted in the current budget
- c) special per capita contributions may be levied by the District as a reserve fund with the approval of 3/4ths of the incoming Club Presidents present at the District Assembly or 3/4 ths of the Club Presidents present at the District Conference.

- 4.7 The District Governor shall require the District Treasurer to be bonded in the amount of fifty thousand dollars (\$50,000.00), and to carry out the financial affairs of the District in accordance with accepted banking practices.
- 4.8 a) When a Club is dissolved, the District Governor shall terminate the membership of the Club in Rotary International in accordance with the by-laws of Rotary International. All materials and equipment (property of the Club) shall become the property of the District.
- b) Any Club whose membership in Rotary International is terminated, or leaves the District, shall have no rights in their share of District funds.

ARTICLE V - DUTIES & FUNCTION

- 5.0 The duties and function of the District Governor and District Governor-elect shall be as defined in the Manual of Procedure as published and amended by Rotary International.
- 5.1 The District Governor shall determine the duties and functions of special Non-standing and Ad hoc Committees.
- 5.2 Where practical, the duties and functions of the District Officers and District Committees shall be outlined in the attached Appendices.

ARTICLE VI - FINANCES

- 6.0 Itemized bills are to be presented to the District Treasurer for payment. The District Treasurer shall pay reasonable expenses incurred with the approval of the District Governor, by any member of District 7010 upon presentation of an itemized bill with supporting invoices when available.
- 6.1 The District Governor and District Governor-Elect will receive honorariums as determined by the Finance Committee and set forth in the annual budget.
- 6.2 The District Treasurer shall advance to the District Conference Committee amounts necessary to cover essential expenses incurred prior to the realization of any income. After the District Conference has been held, the accounts for Conference having been completed, a detailed accounting shall be forwarded to the District Treasurer no later than 31 December immediately following said Conference. All proceeds derived from any given Conference are to be returned to the District Treasurer. Should a Conference have returns in excess of the total of the advances from District funds, the difference shall be provided in its entirety to the District Treasurer.
- 6.3 All committee or individual expense accounts pertaining to a Rotary Year (July 1 - June 30) must be submitted to the District Treasurer, for reimbursement, no later than July 15

immediately following the year that the expense was incurred -- late submission shall deem the expense null and void.

- 6.4 The District Treasurer shall use good judgment in the expenditure of District Funds by following the guidelines of the District Budget. The District Treasurer, with the approval of the District Governor, may make expenditures in excess of the District Budget whenever an exception is warranted.
- 6.5 The District Treasurer must supply an audited annual financial statement of the District finances to each Club in the District within three months of the completion of his / her year. This audited statement shall also be presented, discussed (if need be) and formally adopted at the following District Conference. Should time not permit to prepare and distribute the document at least thirty (30) days prior to the Conference (normally held third week of September), audited statements shall then be presented at the following District Assembly.

ARTICLE VII - PROCEDURAL BY-LAWS

- 7.0 All District meetings shall be conducted in accordance with Robert's Rules of Order, except as otherwise noted in these by-laws.
- 7.1 The District Governor shall administer the affairs of the District in accordance with the Rotary International Manual of Procedure and this Manual.
- 7.2 The District Governor Nominee shall be elected in accordance with Rotary International's Manual of Procedure.
- 7.3 Any Committee chairman may present recommendations pertaining to the work of the committee to the District Assembly or Conference provided such recommendations are submitted to the District Governor thirty (30) days prior to the event.
- 7.4 All recommendations submitted by a District Committee through its chair shall be presented as resolutions to the District Assembly or Conference, as the case may be, for consideration.
- 7.5 Any resolution may be presented from the floor for consideration at the District Assembly with the approval of 3/4ths of the incoming Club Presidents present or, 3/4 ths of the Club Presidents present at the District Conference.
- 7.6 The adoption of any resolution duly presented and seconded, a simple majority of the clubs represented shall suffice to carry the said resolution.
- 7.7 A resolution contravening the By-laws of Rotary International cannot be enacted by the District.

ARTICLE VIII - PRACTICES

- 8.0 Any practices which have an historical significance to District 7010 may be used by the District Governor, the District Governor-elect, the District Officers and the Committee Chairs in making administrative decisions, provided such practices do not contravene any By-laws enacted by the District.

APPENDICES

APPENDIX I - DISTRICT EXECUTIVE COMMITTEE

Function: To manage the affairs of District 7010.

The Executive Committee comprises the District governor, two Immediate Past District Governors, District Governor-elect, District Treasurer and District Secretary and assists the District Governor in presiding over all District Business meetings.

Duties: To provide additional counsel to the District governor in the administration of the District.

APPENDIX II - DISTRICT ADVISORY COUNCIL

Function: To advise the District Governor on matters related to the affairs of the District.

Duties:

1. To meet and review the affairs of the District at the following suggested times:
 - a) the day preceding the District Conference
 - b) the day preceding the PETS / District Assembly; and
 - c) the latter part of January.
2. Advises the District Governor individually or, collectively on District business.
3. Make recommendations as may be required to ensure that the object of Rotary is being implemented throughout the District.
4. Reviews the District organization and suggest appropriate changes where needed.
5. Supports Rotary activities of the District.
6. Assists the District Governor in carrying out his duties.
7. Members shall be the District Executive, Assistant Governors and all past district governors who are currently in good standing within District 7010.
8. District committee chairs may also be invited at the pleasure of the District Governor

APPENDIX III - DISTRICT TREASURER.

Function: To oversee the financial affairs of the district.

Appointment: Appointment shall normally be for a three-year term, subject to annual review by the incoming Governor.

Duties:

1. Keeps an accurate account of District expenses.
2. Collects annual Club dues per Article VI - 4.5 of these Policies and Procedures.
3. Pays all bills for legitimate expenses related to District business.
4. Chairs the District Finance Committee, which will prepare annually a budget to be approved at the District Assembly.
5. Has custody of all District funds, and to deposit said funds in a designated bank.
6. Receives and banks all monies received from Rotary International, C.R.C.I.D. and Clubs for special W.C.S. projects.
7. Attends the District Conference and report on the financial status of the District.
8. Presents the Annual Financial report at the District Conference or Assembly.
9. Attends the District Meetings.
10. Reports to the District Governor, from time to time, on the Financial status of the District.
11. Performs such other duties normally associated with the office of Treasurer.
12. Retains records as prescribed by the Province and any additional records as may be requested by the Executive Meeting.
 - a) Bank deposit records - 1 year
 - b) Club billings - 3 years
 - c) Liability Insurance policies - 6 years
 - d) Invoices (accounts payable) - 6 years
 - e) Bank statements & cancelled cheques - 6 years
 - f) Computerized financial data - 6 years
 - g) Annual audited statement - 6 years
13. Member - (with voting privileges) to the District Executive Committee and, District Advisory Council.

APPENDIX IV - ASSISTANT GOVERNORS.

Function: To act as the official representative of the District Governor, and to assist Clubs within the defined areas(s). The Assistant Governors are key members of the District leadership team, not unlike District committee chairs appointed by the District Governor. They are not officers of Rotary International.

Appointment:

1. Appointed by the incoming governor.
2. May be re-appointed by succeeding incoming Governor(s).
3. Term of appointment / reappointment(s) should not exceed three years. Extensions beyond three years will be at the discretion of the incoming Governor.
4. For continuity, appointments should be staggered.

Recommended Qualifications:

1. Membership, other than honorary, in good standing in a District 7010 Club for at least three years.
2. Service as a Club President for a full term, or service in a District 7010 leadership capacity.
3. Prepared to accept the responsibilities of Assistant Governor.
4. Demonstrated leadership qualities.
5. Potential candidate for future leadership at the District level.

Duties / Responsibilities:

1. Shall attend the Assistant Governor's training sessions, as scheduled.
2. Shall attend the Presidents-elect Training Seminar and the District Assembly.
3. Collaborates with the District Governor to develop District goals.
4. Advises the Governor on potential appointments to District committees.
5. Meets with and assists incoming presidents in his / her assigned area prior to the start of the Rotary year to discuss Club goals and to review the Summary of Club Plans and Objectives.
6. Visits each club in his / her assigned area a minimum of two times during the Rotary year.

7. Represents the District Governor at the club assembly related to the Governor's Official Visit.
8. Conducts quarterly meetings with area Club Presidents and Secretaries to discuss the business of the Clubs and resources available to them, along with goals, programs, and objectives of the District and RI.
9. Collaborates with area Club(s) in scheduling and planning the District Governor's Official Visit.
10. Updates the Governor on progress within the assigned area Clubs and suggests ways to enhance Rotary development and address problems.
11. Encourages Clubs to follow through on requests and recommendations of the Governor.
12. Attends and actively promotes attendance at the District Conference and other District meetings.
13. Participates, as necessary, in Rotary Foundation programs, annual and special giving events and other special assignments.
14. Monitors each Club's performance with respect to service projects.
15. Assists in the development of future District leaders.

APPENDIX V - DISTRICT SECRETARY

Function: To assist the District Governor in carrying out the business of the District. Acts as Recording Secretary to the District Advisory Council of Past District Governors.

Duties:

1. Collects and computes data on Club attendance.
2. Records minutes of District Meetings and circulates said minutes within 30 days of the meeting date.
3. Acts as recording secretary - (with voting privileges) to the District Executive Committee and, District Advisory Council.
4. Handles correspondence relating to District affairs.
5. Prepares District reports for approval and signature of the District Governor.
6. Makes arrangements for District meetings.

7. Forwards information received from Rotary International to the Club Secretaries around the District.

APPENDIX VI - DISTRICT CONFERENCE COMMITTEE.

Function: A district committee comprised of District 7010 Rotarians - appointed by the Governor of the year in which the Conference will be held - to plan and organise the annual District Conference. The District Governor at the time that the committee is struck will appoint two representatives who are not members of the incoming Governor's home club to sit on the committee in an advisory capacity to ensure that committee planning is in accordance with approved District guidelines.

Duties:

1. Sets objectives for the Conference.
2. Plans and organizes the District Conference in accordance with the Rotary International's Manual of Procedure.
3. Prepares a District Conference budget for approval by the District Finance, Advisory and Executive Committees at the time of PETS / District Assembly, at the January District Advisory Council meeting in the year preceding conference.
4. Promotes the Annual District Conference.
5. Ensures that the International President's theme is promoted.
6. Facilitates advertisement and promotion of the date and place of the next District Conference.
7. The Conference Committee shall designate 25 rooms at the Conference hotel or, closest suitable accommodation (should the event be held in a arena location), for the District Executive and Advisory Committee members. Said rooms, if not reserved by the aforementioned Committee members will be released 60 (sixty) days prior to event.
8. The District Governor usually appoints two District representatives who are not members of the host Club who will sit as members of the following year's District Conference Committee. It is their responsibility to act in advisory capacity on behalf of the District while ensuring that the committee planning is in accordance with the approved District guidelines for the District Conference.
9. The chairs of all District committees shall, upon calling meetings of their respective committees, give such notice of meetings to the District Governor and District Governor-elect.

Guidelines:

1. The District Executive Committee shall determine the District Conference registration fee based upon the District Conference Committee's budget.
2. The District Conference Committee shall not make any provisions for subsidising registrations fees, save for such programmes as may be conducted by the District from time to time.
3. When held, a pre-conference golf tournament shall not be subsidised from conference registration fees. All net profits from any event or project during or immediately prior to the conference, such as golf tournament, shall accrue to the District Conference fund.
4. The District Conference Committee shall bill the Youth Exchange Programme the actual cost of the students' attendance at the Conference.
5. Net profits from "Rotary operated" refreshment bars shall accrue to the District Conference fund.
6. The District Conference Committee shall establish a separate bank account that provides for the return of processed cheques. Any substantial amounts of accrued capital shall be invested in guaranteed short-term investments.
7. The Conference Treasurer shall provide regular reports to the District Finance Committee.
8. The District Conference Committee shall submit a final financial report to the District Finance Committee no later than 15 December of the year in which the Conference is held. A copy of this financial report, together with all supporting documents, shall be submitted to the District Treasurer in accordance with Appendix III, Duty #13 of this Manual.
9. Financial contributions from corporate sponsorships shall be included in the financial report.

APPENDIX VII - DISTRICT EXTENSION COMMITTEE.

Function: To carry out a study of all the areas where the establishment of a new Rotary Club might be possible. Assist the District Governor with the founding of new Clubs wherever possible.

Duties:

1. Establishes sub-committees to conduct surveys for the development of future Clubs in the District.
2. Recommends to the District Governor the establishment of new Clubs where advisable.
3. Arranges for the sponsorship of new Clubs.

4. Oversees the establishment of new Clubs in approved areas.
5. Prepares a report on proposed and established new Clubs to be presented at the Annual District Assembly or Conference.
6. The chairs of all District committees shall, upon calling meetings of their respective committees, give such notice of meetings to the District Governor and District Governor-elect.

APPENDIX VIII - DISTRICT ROTARY FOUNDATION CHAIRPERSON

Function: In concert with the Foundation sub-committees, meet the objectives of the Rotary Foundation of Rotary International: *"The achievement of world understanding and peace through the international humanitarian and educational programmes."*

Duties:

1. Establish, in consultation with the District Governor, the following sub-committees:
 - a) Alumni
 - b) PolioPlus
 - c) Annual Giving
 - d) Group Study Exchange
 - e) Information
 - f) Ambassadorial / Peace Scholarships
 - g) Grants / SHARE
 - h) Permanent Fund
2. Reviews the duties of each of the Sub-committee chairs.
3. Oversees the work of each committee.
4. Arranges for promotion of the Rotary Foundation programmes.
5. Presides over the selection of recipients of Foundation Awards.
6. Assists Clubs in promoting the activities of the Foundation.
7. Forwards the required reports to Rotary International.
8. Keeps the District Governor informed of the work of the committee.
9. Assists Clubs in planning a proper observance of Rotary Foundation Month.
10. The chairs of all District committees shall, upon calling meetings of their respective committees, give such notice of meetings to the District Governor and District Governor-elect.

APPENDIX IX - DISTRICT FOUNDATION: ALUMNI SUB-COMMITTEE

Function: Following the presentation of the Foundation Annual Awards, the list of award recipients is then forwarded to the district webmaster thereby updating our posted historical record of all recipients.

Duties:

1. Makes clubs aware of those recipients who are available as speakers for Club programmes.
2. Encourages Clubs to invite recipients to speak at Club meetings.
3. Suggests that Clubs invite qualified alumni to join Rotary.
4. The chairs of all District committees shall, upon calling meetings of their respective committees, give such notice of meetings to the District Governor and District Governor-elect.

APPENDIX X - DISTRICT FOUNDATION: ANNUAL GIVING SUB-COMMITTEE.

Function: Promote Annual and Planned giving to the Rotary Foundation, by each and every Club across the District (annual giving is the fuel that runs Foundation programmes).

Duties:

1. Ensures each Club and, if possible, each member is aware of the goals for ““Every Rotarian Every Year”” (EREY) set by the Governor.
2. Suggests to the Clubs, ways and means to meet or surpass their goals for Foundation Annual Giving, Paul Harris recognition etc.
3. Works with the Foundation Information Sub-Committee to ensure all Rotarians are aware of the programmes of the Rotary Foundation and the role it plays for Peace and World Understanding globally.
4. Ensures that each Club understands the need for “*Unrestricted*” as well as “*Restricted*” giving for specific projects. It is the Unrestricted donations which funds the SHARE programme and thereby the annual programmes of the Rotary Foundation.
5. Explains the SHARE programme system and its funding of Grants, Scholarships, Group Study Exchange etc.
- 6.* Stresses the necessity of dates and deadlines for contributions to be sure that donations received and credited to the appropriate Rotary year.
7. Sits as a member of the Permanent Fund sub-committee.

8. The chairs of all District committees shall, upon calling meetings of their respective committees, give such notice of meetings to the District Governor and District Governor-elect

* Note: See Addendum VII - Schedule of Dates

APPENDIX XI - DISTRICT FOUNDATION: GROUP STUDY EXCHANGE (G.S.E.) SUB-COMMITTEE.

Function: Organize under the direction of the Foundation Chairperson, for a Group Study Exchange according to the guidelines of Rotary International and District 7010.

Duties:

1. Promotes the programme at District level.
2. Provides the Clubs G.S.E. Chairperson with all relevant information concerning the programme and selection of a team leader and/or team members.
- 3.* Advises Clubs on how to select the best qualified candidates to compete at District level for the positions of team leader and/or team member.
4. Organizes, with the assistance of the Foundation Chairperson the selection committee for the purpose of selecting a team leader and team members (maximum of six -- Foundation chair, G.S.E. Sub-Chair, District Governor, Governor-elect, Outbound chair and/or Team Leader or their appointed alternates).
5. Receives and interview the list of candidates (no more than one per Club). In the selection of team members, consideration be given to best represent our Districts vast geographic area.
6. Prepares the outbound team for exchange.
7. Following the exchange encourages Clubs to invite a member(s) of the team to be a guest speaker at a regular Club meeting reporting on the exchange experience.
8. To organize a programme of activities for the visiting team:
 - a) arrange for the inbound team to attend and make a presentation at the District Conference
 - b) coordinate the entire itinerary trying to avoid as much duplication as possible
 - c) upon arrival, provide the visiting team with a complete schedule.
9. The chairs of all District committees shall, upon calling meetings of their respective committees, give such notice of meetings to the District Governor and District Governor-elect.

* Note: See Addendum VII - Schedule of Dates

APPENDIX XII - DISTRICT FOUNDATION: INFORMATION SUB-COMMITTEE.

Function: To inform and keep the District Clubs advised of Foundation matters.

Duties:

1. Develops and implement a programme of Foundation promotional activities.
2. Information should be sent to Club bulletin editors regularly, perhaps through a regular Foundation newsletter or as a section of the Governor's monthly letter.
3. Encourages and help Clubs observe the Foundation month of November.
4. Encourages Clubs to make connections with Foundation Alumni to secure speakers for Club functions.
5. A member of the District Public Relations Committee, to assist in publicizing the Foundation to print and broadcast media.
6. The chairs of all District committees shall, upon calling meetings of their respective committees, give such notice of meetings to the District Governor and District Governor-elect.

APPENDIX XIII - DISTRICT FOUNDATION: AMBASSADORIAL SCHOLARSHIP SUB-COMMITTEE.

Function: To carry out the Scholarship programme under the direction of the Chairperson.

Duties:

1. Promotes the programme at District and Club level.
2. Advises Clubs on how to seek suitable candidates for the programme.
- 3*. Circulates the schedule of dates as approved by the District Executive, all dates are firm.
4. Receives the list of candidates (no more than one per Club).
5. Organizes with the assistance of the Foundation Chairperson, the selection committee required to choose the candidate for the award.
6. The chairs of all District committees shall, upon calling meetings of their respective committees, give such notice of meetings to the District Governor and District Governor-elect.

* Note: See Addendum VII - Schedule of Dates

APPENDIX XIV - DISTRICT FOUNDATION: MATCHING GRANTS / SHARE / 3-H SUB-COMMITTEE.

Function: To promote Special Grants / 3H projects across the District that will foster the object of Rotary.

Duties:

1. Assists Clubs in developing and carrying out Grants projects.
2. Provides Clubs with information concerning projects carried out by other Districts.
3. Acquaints Clubs with the need to develop these projects.
4. Carries out approved projects at District level.
5. Reports at the Annual District Assembly, on District and Club projects carried out during the year.
6. In collaboration with the Foundation chair, monitor the SHARE Programme.
7. Sits as a member of the World Community Service Committee (W.C.S.).
8. The chairs of all District committees shall, upon calling meetings of their respective committees, give such notice of meetings to the District Governor and District Governor-elect.

APPENDIX XV - PERMANENT FUND

Function: To promote planned annual contributions to the Rotary Foundation across the District. Building the Permanent Fund has become an important goal of the Rotary Foundation.

Duties:

1. Sets and promotes goals for Permanent Fund support from the District.
2. Recognizes Permanent Fund donors.
3. Designs and implements educational programmes to inform Rotarians of the concept of the Permanent Fund.
4. Coordinates outright Major Gifts to the Permanent Fund.
5. Encourages and develops donors capable of making a Major Gift (\$10,000.00 U.S. or more).

6. Strives for continued support of the Benefactor / Bequest Society recognition programme. Distribute resource material available from Rotary International to augment Major Gift / Benefactor / Bequest programme presentations.
7. With the assistance of the District Governor (and to supplement number 2 above), distribute lists as updated from Rotary International recognizing all District Major Donors / Bequest Society members & Benefactors
8. The chairs of all District committees shall, upon calling meetings of their respective committees, give such notice of meetings to the District Governor and District Governor-elect.

APPENDIX XVI - DISTRICT MEMBERSHIP DEVELOPMENT COMMITTEE

Function: To promote membership development across the District.

Duties:

1. Advises Clubs on programmes to increase membership without decreasing its quality.
2. Ensures that the Clubs have all of the relevant information about the classification system.
3. Contacts the Club membership development chairperson to ensure that each Club has established a programme to examine possible membership growth.
4. Makes Clubs more aware of the information and materials available from Rotary International for the personal growth of Rotarians.
5. The chairs of all District committees shall, upon calling meetings of their respective committees, give such notice of meetings to the District Governor and District Governor-elect.

APPENDIX XVII - DISTRICT PUBLIC RELATIONS COMMITTEE.

Function: To devise and carry out a programme of public relations within the District that will promote a favourable public image of Rotary.

DUTIES:

1. Develops public awareness of the work done by Rotary at the District Level.
2. Promotes the importance of public relations at the Club level.
3. Suggests ways and means of establishing a good liaison between Rotary and the media at the Club level.

4. Encourages Clubs to publicize their activities at the community level.
5. Assists the District and Clubs to demonstrate and interpret the aims and objectives of Rotary.
6. Assists the District Governor in promoting the yearly Rotary International theme.
7. Work with the Foundation Information Sub-Committee Chair coordinating and promoting Foundation activities.
8. The chairs of all District committees shall, upon calling meetings of their respective committees, give such notice of meetings to the District Governor and District Governor-elect.
9. The committee will include the Chair, the Webmaster, District Directory Editor and other members appointed by the District Governor.

APPENDIX XVIII - DISTRICT “ON-TO-THE-CONVENTION” COMMITTEE.

Function: To promote attendance at the International Convention.

Duties:

1. Receives and collects information on the International Convention.
2. Forwards to the Clubs information about the up-coming Convention.
3. Publicizes the theme of the Convention.
4. Makes Clubs aware of special travel charters available for Clubs or individual Rotarians.
5. Promotes the Rotary International Convention at the Annual District Assembly and/or District Conference.
6. Prepares a roster of those who attend the Convention and report to the District Governor the name of the Club with the highest percentage attendance (see Addendum V - Convention Attendance).
7. The chairs of all District committees shall, upon calling meetings of their respective committees, give such notice of meetings to the District Governor and District Governor-elect.

APPENDIX XIX - DISTRICT WORLD COMMUNITY SERVICE COMMITTEE

Function: To encourage Clubs to participate in World Community Service projects and to develop and carry out the matched District projects. The chair of the committee will be the district’s representative to the Canadian Rotary Committee for International Development (CRCID).

It is recommended that the chair serve on the District Rotary Foundation Grants Subcommittee, preferably as chair, to ensure communication between the two committees.

Duties:

1. Assists Clubs in selecting World Community Service projects.
2. Advises the Clubs on how to carry out these projects.
3. Works with the District committee in carrying out the District projects.
4. Promotes within the clubs the use of the World Community Service Projects Exchange on the Rotary International Website."
5. Promotes Rotary International Community Service projects.
6. Ensures that the matched District and Club programmes promotes knowledge of and cooperation among peoples of other countries and to further international understanding, goodwill and peace.
7. Provides Clubs with information on ways and means to carry out their projects.
8. The chairs of all District committees shall, upon calling meetings of their respective committees, give such notice of meetings to the District Governor and District Governor-elect.

APPENDIX XX - DISTRICT VOCATIONAL SERVICE COMMITTEE CHAIRPERSON.

Function: To stimulate, coordinate, and promote club vocational service projects within the district

Duties:

1. Assisting club vocational service chairs to carry out their responsibilities.
2. Visiting or assigning a committee member to visit clubs to speak about successful vocational service projects and providing information on Rotary programs to help strengthen their projects.
3. Sharing knowledge with clubs about local non-Rotary service organizations and local chambers of commerce and identifying areas for cooperation.
4. Requesting regular reports on successful vocational service projects from club chairs for promotion through the district Web site, district governor's monthly letter, or vocational service newsletter.

5. The chairs of all District committees shall, upon calling meetings of their respective committees, give such notice of meetings to the District Governor and District Governor-elect.

Reference: Vocational Service in Your Community Handbook (509), District Committee Manual (249) and the Rotary International Website.

XXI - VOCATIONAL: INTERACT SUB-COMMITTEE

Function: To promote the organization of Interact Clubs within the District. Interact Clubs are composed of students at the secondary or pre-university level, between the ages of 14 to 18.

Duties:

1. Informs Clubs about the benefits of Interact Clubs.
2. Assists in the establishment of Interact Clubs in the communities where they do not presently exist.
3. Acquaints Clubs with the work done by Interact Clubs at the District Level.
4. Advises the Club Interact committees on the procedure for the establishment of such Clubs.
5. Reports on Youth Services activities at the District Assembly.
6. The chairs of all District committees shall, upon calling meetings of their respective committees, give such notice of meetings to the District Governor and District Governor-elect.
7. *Reference:* Vocational Service in Your Community Handbook (509), District Committee Manual (249), Interact Handbook (654-EN) and the Rotary International Website.

APPENDIX XII - VOCATIONAL: ROTARACT SUB-COMMITTEE.

Function: To promote the organization of Rotaract Clubs within the District. Rotaract Clubs are composed of young adults, between the ages of 18 to 30 inclusive, who are residing, employed or studying within the vicinity of the sponsoring Rotary Club.

Duties:

1. Informs Clubs about the benefits of Rotaract Clubs.
2. Assists in the establishment of Rotaract Clubs in the communities where they do not presently exist.
3. Acquaints Clubs with the work done by Rotaract Clubs at the District Level.

4. Advises the Club Rotaract committees on the procedure for the establishment of such Clubs.
5. The chairs of all District committees shall, upon calling meetings of their respective committees, give such notice of meetings to the District Governor and District Governor-elect.

Reference: Vocational Service in Your Community Handbook (509), District Committee Manual (249), Rotaract Handbook (562-EN) and the Rotary International Website.

APPENDIX XXIII - VOCATIONAL: ROTARY YOUTH LEADERSHIP AWARDS (R.Y.L.A.) SUB-COMMITTEE..

Function: R.Y.L.A. is a programme which is aimed at developing qualities of leadership and good citizenship in young people, ages 16 to 20.

Duties:

1. Informs Clubs about the benefits of a R.Y.L.A. Programme.
2. Assists in the establishment of Rotaract Clubs in the communities where they do not presently exist.
3. Acquaints Clubs with the programmes offered through a R.Y.L.A. weekend experience.
4. Reports on youth services activities at the District level.
- 5*. Co-ordinates an annual R.Y.L.A. leadership camp.
6. The chairs of all District committees shall, upon calling meetings of their respective committees, give such notice of meetings to the District Governor and District Governor-elect.

* *Note:* See Addendum VII - Schedule of dates. Reference: Vocational Service handbook.

APPENDIX XXIV - VOCATIONAL: LITERACY SUB-COMMITTEE

Function: To encourage Clubs to promote functional literacy in their communities and worldwide.

Duties:

1. Informs Clubs and assist them to implement programmes within their communities.
2. Encourages Clubs to implement a literacy component within existing programmes.
3. The chairs of all District committees shall, upon calling meetings of their respective committees, give such notice of meetings to the District Governor and District Governor-elect.

Reference: Vocational Service handbook.

APPENDIX XXV - VOCATIONAL: ROTARY VOLUNTEERS SUB-COMMITTEE

Function: To promote awareness, throughout the District of the various opportunities offered through the R.I. information network.

Duties:

1. Informs Clubs about the Volunteer programme.
2. Encourages Clubs to promote this avenue of service.
3. Assists prospective Volunteers register with R.I.
4. The chairs of all District committees shall, upon calling meetings of their respective committees, give such notice of meetings to the District Governor and District Governor-elect.

Reference: Vocational Service handbook.

APPENDIX XXVI - VOCATIONAL: RECREATIONAL & VOCATIONAL FELLOWSHIPS

Function: To promote participation in World Fellowship activities.

Duties:

1. Informs Clubs about the various World Fellowship activities, which can be carried out by Clubs.
2. Assists in organizing World Fellowship activities at the District level.
3. Ensures that Rotarians from other countries and districts are welcomed to the District.
4. Promotes the fourth object of Rotary: “The advancement of international understanding, goodwill and peace through the world fellowship of business and professional men and women united in the ideal of service.”
5. Encourages District 7010 Rotarians while travelling in other countries to visit Clubs and “make-up” for the purpose of sharing peace and goodwill.
6. Informs the District Governor of any World Fellowship activities carried out at the Club or District levels.

7. The chairs of all District committees shall, upon calling meetings of their respective committees, give such notice of meetings to the District Governor and District Governor-elect.

APPENDIX XXVII - DISTRICT COMMUNITY SERVICE COMMITTEE

Function: To assist Clubs in the development of a variety of Community Service projects.

Duties:

1. Informs Clubs about the various ways in which they can develop their Community Service activities.
2. Provides Clubs with information on ways and means to carry out their projects.
3. Encourages Clubs to publicize their Community activities.
4. Compiles and circulates a District directory of each Club's Community Service Activities. Information should be as comprehensive as possible showing costs and anticipated financial gains.
5. The chairs of all District committees shall, upon calling meetings of their respective committees, give such notice of meetings to the District Governor and District Governor-elect.

APPENDIX XXVIII - DISTRICT CLUB SERVICE COMMITTEE

Function: To assist clubs with their overall management, including formulation of an annual budget.

Duties:

1. Encourages Clubs in the necessity to set-up a workable committee network.
2. Assists with the breakdown of the Classification system allowing more members.
3. Promotes fellowship through inter-club activities.
4. Available to assist Club Directors.
5. The chairs of all District committees shall, upon calling meetings of their respective committees, give such notice of meetings to the District Governor and District Governor-elect.

APPENDIX XXIX - DISTRICT INTERNATIONAL YOUTH EXCHANGE COMMITTEE

Function: To plan and organize a Student Exchange Programme in keeping with the established guideline of Rotary International and District 7010.

Duties:

1. Establishes such sub-committees as may be required to carry out the Student Exchange Programme.
- 2.* Promotes the programme at Club level and assist clubs with selecting outbound students.
3. Ensures that outgoing students are “adequately prepared for the exchange.”
4. Ensures that inbound students are well informed of District rules and what is expected of them while in District 7010.
5. Carries out such information meetings as may be required in order to inform the Clubs of their duties towards outgoing and incoming students.
6. Organizes District activities for the students.
7. Promotes the programme at the District level.
8. Ensures the participation of the students at the District Conference.
9. Reports on the work of the committee at the District Assembly.
10. Advises the Clubs on all matters relating to the students on exchange.
11. The chairs of all District committees shall, upon calling meetings of their respective committees, give such notice of meetings to the District Governor and District Governor-elect.

* *Note:* see Addendum VII - Schedule of Dates. Reference: District Youth Exchange Manual

APPENDIX XXX - DISTRICT GOVERNOR NOMINATING COMMITTEE

Function: To interview prospective candidates for the office of District Governor and the committee shall interview all nominees and submit one name to the District Governor in accordance with the Manual of Procedures as published by Rotary International.

Duties:

1. The District Governor shall appoint five Past District Governors who are currently in good standing of a Club within District 7010.

2. These appointees will normally be the most recent Past District Governors thus creating continuity and turnover of committee members -- the third in line shall act as Chair.
3. A club nominating a member for District Governor precludes them from having representation on the Nominating Committee. The replacement shall normally be the next in retrogression from the longest serving appointee.
4. The chairs of all District committees shall, upon calling meetings of their respective committees, give such notice of meetings to the District Governor and District Governor-elect.

APPENDIX XXXI - DISTRICT RESOLUTIONS COMMITTEE.

The District Governor shall appoint (*) at least three members of the District Advisory Council to annually review the District Policy and Procedures Manual with a view to ensuring its contents are current and in keeping with the District's needs.

The review should be conducted prior to the January meeting of the District Advisory Council. Proposed changes (if any), presented at said meeting for discussion and ratification.

Notice of amendments to District policies (per Article II / 2.0) sent to each Club, 30 days prior to the District Assembly or District Conference.

(*) Appointees would form the District Resolutions Committee.

APPENDIX XXXII - DISTRICT LONG RANGE PLANNING COMMITTEE

1. The Committee will provide District Governors with functional assistance, and a forum for development, implementation and maintenance of an effective, on-going long range planning process with District 7010.
2. Plans developed must be reviewed and updated on an on-going basis and closely integrated with each succeeding District Governor's Annual Focus, District Goals and Performance targets.
3. Three other strategic responsibilities of the Committee are to assist each succeeding District Governor:
 - a) ensure that all other District committees consistently work towards providing well coordinated, well integrated, high quality support, both to the District Governor and the District as a whole; and to each of its member clubs
 - b) ensure that this support is adequately reflected and documented in each committee's own individual mandate, and in their own long range plans and objectives; and

- c) ensure that a visible forum exists, reporting to and under the close direction of the District Governor, through which:
 - i) the Assistant Governor(s); and
 - ii) the District Advisory Council can identify and address their special concerns for Rotary's long term progress and the effectiveness of future District Administrations.
- 4. At the functional level, the Committee should be prepared to provide the District Governor with some of the detailed assistance required to help each succeeding District Governor ensure that District 7010 deliberately continues to function in a manner consistent with:
 - a) the Rotary International President's annual theme, goals and targets; and
 - b) Rotary International's Policy and Operational guidelines for maintaining and building effective Districts and Clubs.
- 5. The Committee should support each succeeding District Governor to ensure that:
 - a) district plans focus on currently prevailing RI long range initiatives, programs and projects; and
 - b) any district initiatives, programs and projects are:
 - i. coordinated as applicable with each Club's individual programs and activities; and
 - ii. directed towards and contribute to a dynamic vision of Rotary's future.
- 6. The committee chair shall be appointed on a minimum, renewable, two-year term with a maximum of two terms.
- 7. The committee shall consist of the following:
 - a) Chair
 - b) District Governor
 - c) District Governor-elect
 - d) District Governor-nominee
 - e) Immediate Past District Governor
 - f) A maximum of two (2) Past District Governors
 - g) Other District Rotarians, as appropriate (not to exceed 4)
 - h) Secretary.

APPENDIX XXXIII - DISTRICT FINANCE COMMITTEE

Function: To review and study the necessary expenses of District administration.

Duties:

1. To develop in cooperation with the District Governor and District Governor-elect a budget of district expenses. This budget will be approved at the annual assembly.
2. To recommend the per capita levy on the members of the clubs to support the district budget.
3. To develop financial policies and procedures for the district and to make recommendations to the Advisory Council and District Executive.
4. Supply each club in the district within three months of the completion of the governor's year of service, a district financial committee report with the audited statement.
5. The District Treasurer will chair the committee.

APPENDIX XXXIV - DISTRICT WAYS & MEANS COMMITTEE

Function: To develop fund raising activities for Rotary Foundation.

Duties:

1. To plan an annual District Foundation dinner.
2. To develop fund raising activities on a district wide level for the Rotary Foundation.
3. To advise the District governor and Foundation chair of possible unique Foundation fund raising activities for the district.

APPENDIX XXXV - DISTRICT TRAINER

Function: To assist the District Governor and District Governor-elect train district personnel.

Duties:

1. Chair the District Training Committee.
2. Working with the district Governor-elect to develop the training program for Assistant Governors, club presidents-elect and other personnel. E.g. Club Secretaries, etc.
3. Assisting the District Governor and District Governor-elect to plan and implement the District Assembly.
4. Develop an evaluation instrument to be completed by participants that would provide feedback on the training process.

APPENDIX XXXVI - DISTRICT TRAINING COMMITTEE

Function: To advise the District Trainer and District Governor-elect on the appropriate training for the district.

Duties:

1. Appointed by the District Governor-elect on the recommendation of the District Trainer.
2. Meet to evaluate the previous year's training events.
3. Make recommendations to the District Trainer and District governor-elect for the current year's training program.
4. Assist the District Trainer implement the training programs.

APPENDIX XXXVII- DISTRICT POLIOPLUS COMMITTEE

Function: To inform clubs and Rotarians about the PolioPlus Program and to renew and intensify the Rotary-wide commitment to PolioPlus and the goal of eradication.

Duties:

1. To provide updates on the progress of the worldwide PolioPlus Program at the District Conference.
2. To encourage participation in the PolioPlus Partners Program by each district club.

ADDENDA

ADDENDUM I: DISTRICT GOVERNOR'S OFFICIAL VISIT

Assistant Governors will generally visit each of their clubs within the first month of operation. The Assistant Governor will meet with the Board of Directors of each club to review over the club's "Summary of Club Plans and Objectives" and then meet the club in a club assembly.

The District governor will also be officially visiting each club. The District Governor and partner will generally attend the official meeting together.

Points to Remember: The District Governor will provide a biographical sketch that may be used for introduction purposes. The governor's introduction should be by a Past District Governor if present, otherwise by a Past President of the club.

It is essential that the Governor be offered hotel/motel accommodation and not hosted in a private home during this visit. Often the Assistant Governor will accompany the District Governor on the Official Visit. Although the Assistant Governor may be close to home, it may be necessary for them to stay overnight. If so, the same courtesy should be extended. Clubs should ensure the hotel staff is aware that the local club will pay the accommodation expenses.

The District Governor wishes to respect the traditions in vogue in each club. Please do not hesitate to make your wishes known in this respect.

Additional Visits: Several Clubs invite the Governor and partner to attend special functions. As this is over and above their official visit, consideration should be given to the distance travelled to attend these functions. The Governor's travelling expense budget is limited. Therefore, additional visits should be considered a host Club expense — mileage and hotel accommodation.

Note: see addendum VIII - Fund raising (ticket selling)

ADDENDUM II: PRESIDENTS - ELECT TRAINING SEMINAR (PETS)

Presidents-elect Training Seminars are informational programmes that are planned, organized and implemented by the District Governor-elect, for the purpose of:

- a) Implementing the announced theme of the Rotary International President-elect and the new and continuing programmes of Rotary International
- b) Planning Club and District programmes and activities for the succeeding year
- c) Motivating Club Presidents to develop and perform their leadership roles
- d) Informing Club Presidents on operations and activities of the District.

Reference: Rotary International Manual of Procedure - Standard Club Constitution, Article VIII, Section 4.3:

“For a better understanding of the duties and responsibilities of Club Presidents, the President-elect shall attend the District PETS and the District Assembly unless excused by the incoming Governor. If so excused they **shall** send a designated representative from the Club whose duty it will be to report back to the President-elect.”

It is recommended that the Club pay the President and Secretary’s expenses.

The Governor-elect shall schedule and conduct a PETS in accordance with the R.I. manual of Procedure.

The PETS and the District Assembly may be held at different times. Alternatively, they may be held consecutively at the same site.

Note: see addendum VIII - Fund raising (ticket selling)

ADDENDUM III: DISTRICT ASSEMBLY

A District Assembly shall be held annually between 01 March and 01 July to provide Rotary instruction, information and coordination of District activities. The Assembly shall be planned and conducted by the Governor-elect with the cooperation of the Governor. The Governor shall schedule the Assembly at such time and place so that it will not conflict with the attendance of any District Assembly participant at the RI Convention. In special circumstances, the board may authorize the holding of a District Assembly at a date other than provided herein. Those specifically invited shall include the incoming Presidents and Secretaries of all Clubs in the District, the Governor-elect and such others as the board may designate (RI By-laws Article XV - 15.020).

In selecting those who will assist in making presentations at the District Assembly, it is expected that the best-qualified Rotarians within the District will be selected.

Reference: Rotary International Manual of Procedure -- Standard Club Constitution, Article VIII, Section 4.3:

“For a better understanding of the duties and responsibilities of Club Presidents, the President-lect **shall** attend the District PETS and the District Assembly unless excused by the incoming Governor. If so excused they **shall** send a designated representative from the Club whose duty it will be to report back to the President-elect.

It is recommended that the Club pay the President and Secretary’s expenses.

Note: see addendum VIII - Fund raising (ticket selling)

ADDENDUM IV: DISTRICT CONFERENCE

A Conference of Rotarians is held annually at such time and place in the District as shall be determined by the Governor and the host Clubs provided the dates selected are not the same as those selected for the District Assembly, the International Assembly or the International Convention. Wherever possible, a two-week window should be allowed from the date of the Zone 22 Rotary Institute meeting.

The purpose of the Conference is to further the programme of Rotary through fellowship, inspirational addresses, and the discussion of matters relating to the affairs of Clubs in the District and Rotary International generally. The Conference gives consideration to any special matters submitted to it by the Board or matters originating within the District.

While the Conference is not a legislative body, it sometimes offers for consideration by the Council on Legislation proposed legislation growing out of Conference discussions. The Conference elects a delegate to the Council on Legislation in the appropriate years. The Conference also approves the Nominating Committee's selection of the District Governor-nominee.

Note: see addendum VIII - Fund raising (ticket selling)

ADDENDUM V: DISTRICT AWARDS

Each year the District recognizes individual Club Achievements in various areas of service. At the District Conference a certificate is presented to the successful Club in each category.

Every Club is eligible to win any or all of these awards. A description of the requirements for each award follows:

1. *Club Growth:* Awarded to the Club attaining the greatest percentage growth during the Rotary year July I - June 30.
2. *Club Attendance:* Awarded to the Club attaining the highest percentage of attendance during the entire Rotary year July I - June 30. Competition for this award has been keen with less than a fraction of a percentage point separating the top Clubs.
3. *International Convention / District Conference Attendance:* These awards go to the Clubs with the highest percentage of their membership in attendance at either of these functions (host Club for the District Conference and succeeding District Conference are ineligible for the District Conference award).
4. *Club Web Site:* A club web site is an ideal way to promote the club both locally and throughout the Rotary world. It should: Contribute to the Rotary education of club members; Present a professional image of the club to non-Rotarians and; Generate increased awareness and understanding of Rotary. As well, the site should be easy to navigate and kept current.

The Web Site Award goes to the club which continually endeavours to meet these criteria throughout the Rotary year.

5. *100% Meetings:* For some Clubs a 100% meeting is a major achievement; for others, 100% meetings are a common occurrence. In recognition of this achievement, an award is presented to the Club holding the greatest number of 100% meetings during the Rotary year.
6. *Foundation Awards:* Presented to the Club(s) achieving (1) the highest per capita giving to the Foundation's Annual Giving programmes (2) over and above the District annual per capita goal the highest per capita increase over the previous years donations.
7. *Significant Achievement:* A programme to recognize by means of an appropriate certificate, significant achievements of Rotary Clubs. The recipients of such recognition to be chosen by the District Governor.

The following criteria is used in selecting the years recipient:

- a) The project should address itself to a significant problem or need as manifested in, but not restricted to, the local community.
- b) The project should involve most or all of the Club membership in personal rather than merely monetary service.
- c) The project should be capable of emulation by Rotary Clubs everywhere.
- d) The project need not have been initiated in any current Rotary year; but evidence must be submitted showing that it is currently active or that it was terminated in the current Rotary year for which the award is being considered.
- e) A Club may not receive this award more than once for the same project.

Clubs wishing to be considered for this award should submit to the District Governor, their prospectus no later than March 01.

ADDENDUM VI: - VOTING.

The Executive of District 7010 shall sit as the governing body and preside over all District business meetings.

Rotary International, depending on the issue uses several different procedures; for the purposes of District 7010 the following should act as a quick reference guide.

“ ONE CLUB - ONE VOTE “

1. *Official Delegate* (defined):

- a) *District Assembly* - The incoming Club President or designate where a President-elect is excused from attending the District Assembly by the incoming Governor in accordance with Article VIII, Section 4 of the standard Club Constitution, the designated representative of the President-elect shall be entitled to vote in the President-elect's place.
 - b) *District Conference* - The Club President or designate.
2. *Non-voting Members:* In addition to the voting delegates, all members of the District Executive are regarded as non-voting positions (may make motions, move or second etc.).
 3. *Budget Approval:* The amount of the levy shall be decided by the District Assembly, with the approval of 3/4ths of incoming Presidents present.
 4. *Resolutions Presented from the Floor:* A resolution may be presented from the floor of a District Assembly or Conference with the approval of a 3/4ths majority of official delegates.
 5. *Other Business Matters:* A simple majority of official delegates present.

The Governor shall preside over all District business meetings. Either the Chairperson or the Vice-Chair (Immediate Past Governor) when presiding, may cast the deciding vote in the case of a tie.

Reference: R.I. Manual of Procedure (Rotary has many varied and complex voting procedures too numerous to cover in this manual -- those outlined above are the most common).

ADDENDUM VII: - SCHEDULE OF DATES

- 1) *Group Study Exchange:* The exact dates for GSE activities change yearly. Please visit the District 7010 website or contact the District GSE subcommittee chair for current information.
 - ▶ *Team Leader:*
 - ▶ Request for applications from Clubs
 - ▶ Deadline for completed application received by District
 - ▶ District interviews (more detailed information, contact G.S.E. chair)
 - ▶ *Members:*
 - ▶ Request for applications from Clubs
 - ▶ Deadline for completed application received by District
 - ▶ District interviews (more detailed information, contact G.S.E. chair)
- 2) *International Youth Exchange:*
 - ▶ Advertise and promote at the high schools September
 - ▶ Application deadline - Club October 15
 - ▶ Club interviews completed October 31
 - ▶ Deadline for completed application submitted to District November 30

- 3) *District Governor Nomination:*
 - ▶ Clubs requested to nominate a candidate for District Governor - December
 - ▶ Nomination deadline February 15
 - ▶ District interviews Weekend of the District Team Training Seminar

- 4) *Rotary Youth Leadership Awards (R.Y.L.A.):*
 - ▶ Advertise and promote at the high schools January & February
 - ▶ Deadline for completed application(s) sent to District March 01

- 5) *Rotary Foundation Annual Goal:*
 - ▶ Suggested deadline for Club per capita giving donations to the Foundation May 31

- 6) *Significant Achievement (District Award):*
 - ▶ Prospectus sent to the District Governor March 01

“ALL OF THE ABOVE DATES ARE FIRM UNLESS ADVISED OTHERWISE”

ADDENDUM VIII - FUND RAISING (ticket selling):

Many Clubs in District 7010 routinely raise funds through the sale of tickets offering one kind of prize or another. The District Executive applauds such efforts, however, it is felt that Rotarians visiting Clubs on official District business should not be put “on the spot” to purchase these tickets. Similarly, Clubs should refrain from soliciting fellow Rotarians at District meetings.

ADDENDUM IX - MAILING LISTS:

- 1) *District Committee Chairpersons:* The Governor, Governor-elect, Governor-nominee, Assistant Governors and Foundation Chairperson (in the case of Foundation sub-committee chairs), to be included on all mailing lists.

- 2) *Clubs of District 7010:* The Governor, Governor-elect, your area Assistant Governor and the District Public Relations & Information Chairperson should receive copies of your Club's weekly newsletter.

ADDENDUM X - REFERENCE MATERIAL:

- ▶ Rotary International Manual of Procedure (2004)
- ▶ The Rotary Foundation Handbook (2005)
- ▶ Club Constitution and By-Laws (2004)
- ▶ District 7010 Youth Exchange Manual
- ▶ District 7010 Vocational Service Manual
- ▶ District 7010 Alumni Directory