

# **ROTARY INTERNATIONAL DISTRICT 9930 INCORPORATED**

## **POLICIES AND PROCEDURES (1/7/13)**

The following Policies and Procedures have been developed over the years and reflect good practice. They are not binding and may be varied by the District Board from year to year as circumstances require.

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#### **1.0 AWARDS**

- 1.1 When possible awards will be presented at District Conference. Where this is not possible or feasible, awards will be presented at District Changeover or at a suitable time or occasion at the discretion of the District Governor. Engraving of awards shall be arranged by the District Governor at the cost of District. The trophies will be held by the winning member Club for six months after presentation, and must be returned to the District Governor after that period in the same or better state than when they were received.

The District Governor shall communicate to all member Clubs the criteria and application closing dates of all District Awards by 30 September each Rotary year.

1.2 **Significant Achievement Award**

The District Governor will seek nominations from member Clubs of Projects to be considered for this award. The Project must be an outstanding one, at the initiative of and under the control of the member Club and not in partnership with other agencies outside of Rotary. Funds used for the Project by way of subsidy from The Rotary Foundation, or from other sources will not be considered as constituting a partnership, provided such funds do not exceed 50% of the total raised. In judging the award, consideration will be given to the extent of member Club membership involvement required to carry out the project, the effectiveness of the project in promoting the object of Rotary, and how well the project addressed the needs of the community. The decision to give the award will be made by the District Governor, who may consult with the Immediate Past District Governor.

If no project is considered to meet the criteria, the award will not be given in that year.

The trophy was provided by Past District Governor Graeme Lee.

1.3 **Outstanding Citizen of the Year Award**

The District Governor will seek nominations from member Clubs to recognize people whose services to the community best exemplify the ideals of Rotary. The assistance of Rotoract and other Rotary support groups may be solicited in the preparation of nominations. Member Club nominations, with supporting testimonials must reach the District Governor or their nominee by the closing date set.

The District Governor will empanel a group of judges, representative of the District. In making the selection, the panel will include for consideration, individuals who are not necessarily of high community or media profile, and will consider how well the individual's activities exemplify the ideals of Rotary, and the significance of their achievements in the community. The selection of this panel will be final. The award is to be a suitable framed Certificate of Merit. If the panel of judges makes no selection, the award will not be given in that year.

1.4 Other Merit Awards

Other awards for outstanding service to the District, for services to The Rotary Foundation, or for an outstanding contribution made in special circumstances may be given at the discretion of the District Governor. Such awards to be a suitable framed Certificate of Merit.

1.5 Bulletin Award

The District Governor will appoint a member Club Bulletin Review Officer to examine copies of member Club Bulletins received by them during the Rotary year and to select from them a group of five or six that consistently show the highest standard of information contained, presentation and readability, and are therefore worthy of merit. From that group of five or six, the Review Officer will select the winning member Club Bulletin and the Runner up.

The winning member Club Bulletin Editor will be presented with a trophy.

1.6 Conference Attendance Award

This award is decided by the number of Conference registrations from a particular member Club, expressed as a percentage of the member Club membership set out in the last filed, or due to be filed, Semi Annual Return before the District Conference, to which is added the same percentage multiplied by the return distance in kilometres from the member Club venue to the District Conference Centre (2K) expressed as a decimal of 1,000.

i.e. % registrations multiplied by { 1 point (2K divided by 1,000) }

The trophy was provided by the Rotary Club of Whakatane.

1.7 District Attendance Award

This award is decided by the highest average attendance for the twelve months preceding June. I.e. including June of the previous Rotary year and May of the current Rotary year.

The trophy was provided by the Rotary Club of Te Puke.

1.8 Membership Development Award

This award is decided by the highest percentage increase in membership during the twelve months preceding June. i.e. including June of the previous Rotary year and May of the current Rotary year.

The trophy, The Eric Wiig Gavel, was provided by the Rotary Club of Napier West.

1.9 The Rotary Foundation Award

This award is decided by the highest contribution during the twelve months preceding June. i.e. including June of the previous Rotary year and May of the current Rotary year, expressed as an average over the member Club membership as set out in the last filed, or due to be filed, Semi Annual Return before June.

The trophy was provided by the Rotary Club of Te Awamutu.

1.10 Environmental Award

This award is to a member Club that has implemented a project that has significant and obvious benefits not just to the environment but also to their Community and surrounds.

The trophy was provided by Past District Governor Geoff Mathis.

1.11 Public Image Award

Judged by the District Public Image Committee the award is presented to the member Club that best shows how they have promoted themselves, the District and Rotary International.

1.12 Cup for Best Fancy Dressed Club at District Conference Award

This award is decided by the appointee(s) made by the District Governor who shall Observe all attendees of the District Conference Saturday evening function.

The trophy was provided by Terry and Past District Governor Trish O'Reilly

**2.0 CONDUCT OF MEETINGS**

The Immediate Past District Governor will normally act as Secretary of all General Meetings and meetings of the Board unless the District Governor decides otherwise.

**3.0 FILES, RECORDS, REGALIA**

3.1 Working Files

All information and reports, including Computer files, pertaining to the running of the District, and to the Office of District Governor will be stored in accord with the wishes of, and under the control of, the current District Governor. It is the responsibility of the District Governor to maintain such working files and to hand them to their successor within seven days of District Changeover.

3.2 Old District files, both paper and electronic, should be placed in the custody of the District Archivist for safekeeping.

3.3 Flags and Banners

Flags, Banners, and other equipment used from time to time at District functions will be stored in accord with the wishes of, and under the control of, the current District Governor.

3.4 Eric Wiig Memorial Bell

The Eric Wiig Memorial Bell will be held in the safe keeping of the District Governor and, at the discretion of the District Governor, may be used on occasions when the District meets.

3.5 District Governor's Chain of Office and Lapel Badges

The District Governor's Chain of Office will be held in the safe keeping of the current District Governor during their year of office, and is to be worn, at the discretion of the District Governor, on suitable occasions as a mark of that Office.

It is the responsibility of the current District Governor to arrange, at District expense, for the engraving of their successor's name, before handing the Chain of Office to them.

District provides a District Governor's lapel pin to be presented to the incoming District Governor at their induction. A Past District Governor's lapel pin will be provided by District to be presented to the District Governor by their successor at the time of the induction of their successor.

**4.0 FINANCES**

4.1 Expenditure

The following forms of expenditure are illustrative of those intended to be made:

- a) The meeting of losses or deficiencies, if any, in the running of District Conferences and other District meetings, the holding of which have been approved by the District Governor and provided that budgets for such functions and/or meetings have first been approved by the District Governor.
- b) The payment of travelling expenses to past or present Rotary Foundation Scholarship Awardees, Undergraduate Students and/or Technical Trainees, Members of Group Study Exchange Teams, and others under the aegis of Rotary.
- c) The provision of financial assistance to a District Governor for the time being, to enable them to carry out the duties of their Office.
- d) Expenses incurred by the District in maintaining its assets, and expenses incurred by District Committees in relation to printing, tolls, postage, travelling expenses, and other disbursements, subject to the prior approval of the District Governor for the time being.
- e) Expenses incurred in conducting the training of Incoming Officers.

All claims made to the District Treasurer against any item in the Annual District Budget must be in writing, clearly setting out the details of the claim, and supported, when possible, by GST invoices.

4.2 District Conference Levy

The District Conference Fund shall be maintained up to a maximum of \$15,000

4.3 Level of District Funds

As a guide only this is suggested to be no more than one years' operating expenditure

4.4 District Officer Reimbursement

Details of expenses are set out in Appendix one.

The total amount of the combined reimbursement to the District Governor Nominee, District Governor Elect, and District Governor is based upon a sum of \$14,260 set for the 2009-10 Rotary year and adjusted each year thereafter for inflation. (Refer to the published Consumer Price Index) This sum shall be distributed 6.4% to the District Governor Nominee, 38.4% to the District Governor Elect, and 55.2% to the District Governor.

4.5 District Governor's Rotary International Allowance

An allowance is set by Rotary International for the District Governor at the beginning of their term of Office. This sum shall be payable by Rotary International direct to the District Governor who shall be responsible to ensure that all expenditures properly claimable against the Rotary International Budget are so claimed. Full details of what can be claimed against Rotary International are published each year in the District Governor's Manual issued by Rotary International.

4.6 Reimbursement for Travel

Travel costs shall be reimbursed on the following basis:

- a) When travelling by car within the District, reimbursement at a rate per kilometer that is 50% of the current Inland Revenue Department approved rate.
- b) When travelling by public transport, with the prior approval of the District Governor, actual and reasonable costs.
- c) When travelling outside the District, at the rates set out above but always with the prior approval of the District Governor.

Except where specifically provided otherwise, the reimbursement will be a charge against:

- a) The budget of the Committee involved.
- b) At the discretion of the District Governor, against the District Administration Travel Budget.

Travel for member Club Officers attending District Training, PETS and Assembly, will be claimable on the member Club.

Members of the Advisory Committee are not entitled to claim for travel to meetings of the committee.

#### 4.7 Insurance

The target minimum cover on the District Governor is to be \$30,000 life insurance, \$150 per week disability, \$75 per week partial disability however the extent of cover may need to be varied dependant upon the physical condition of the Governor Elect and budgetary constraints.

The risks covered by the District Insurance scheme shall include but not be limited to Material Damage, Legal Liability, Employer's Liability, Statutory Liabilities, Personal Accident, and Director's and Officer's Liability. In addition cover is available to Rotarians travelling overseas on official Rotary business, approved as such by the District Governor. A summary of the provisions of the policy is to be available from the District Treasurer. The cost of this group insurance is estimated to be at approximately half the retail rate and shall be recovered by way of an additional charge against member Clubs on a membership basis.

#### 4.8 GST

District and District Committees are one and the same for GST purposes. (GST No. 023-085-476).

The District Treasurer is responsible for dealing with the Inland Revenue Department, furnishing all GST returns and accounting for GST.

Output GST is payable on all income and shall be added to all accounts for supplies made by District Committees. No Output GST is payable on donations received by a District Committee providing the donor receives no benefit. Input GST is recoverable on all purchases providing Tax Invoices are obtained from the supplier.

To meet District's obligations in terms of GST and to avoid penalties, Committees shall provide six monthly Statements of Receipts and Payments together with Statements of Forward Commitments to the District Governor and the District Treasurer. The Statements shall be received by the 20<sup>th</sup> of the month following the six months ending December and June. The Statements shall provide full information of the taxable supplies made and received and be accompanied by original Tax Invoices. Committees should keep copies of invoices for their own records. Statements will also provide details of funds held, reconciled with the Committee's Bank account.

Funds allocated to District Committees in the Annual District Budget are GST exclusive. Providing Tax Invoices are forwarded to the District Treasurer when reimbursement is sought against Budget allocations, or advances received are accounted for, the amount charged against the Committee's Budget allocation will be net of GST, otherwise, since GST cannot be recovered without a Tax Invoice, the GST inclusive amount will be charged to the Budget allocation.

Funds raised by Committee activities, held and expended by the Committee, must be included in the Statement of Receipts and Payments required above. Such funds will be held in the Committee's hands at GST inclusive figures.

### **5.0 ORGANISATION, COMMITTEES, PROGRAMMES**

#### 5.1 Establishment

The District Committees should, within the framework of the District Leadership Plan, be flexible and be adapted to meet the changing needs of the District. During their year of preparation, the District Governor Elect will examine the organisation of the District as set out in the District Leadership Plan and with the help and advice of

the District Governor and members of the District Advisory Committee, the District Governor Elect will then set up appropriate Committees and establish terms of reference for each, to ensure the smooth running of the District during their year in Office as District Governor.

As a first step, the District Governor Elect should appoint the Committee Chairs and with their assistance, select further members as considered necessary. In selecting Rotarians for District Office, the District Governor Elect may consult the District Governor, members of the District Advisory Committee, and member Club Presidents, and will consider the list of names supplied by the Nominating Committee.

Details of District Committees will be published in the District Directory issued by the District Governor for their year in Office.

5.2 Tenure in Office on District Committees

As a general rule, tenure of office as a member of a District Committee is for three years. In setting up a District Committee, it should be recognised that continuity is essential and if necessary, this term of Office should be extended to ensure that experienced members are on each Committee to provide that continuity.

The usual term of Office for each Committee Chair is three years, not counting those years gaining experience as a member of the Committee.

5.3 District Governor, District Governor Elect, Ex Officio Member

The District Governor and District Governor Elect are ex officio members of all District Committees and will receive notice of all meetings to be held.

5.4 Committee Minutes

The Chair of each District Committee will arrange for minutes to be kept of each meeting. Copies of Committee minutes shall be sent to the District Governor and the District Governor Elect.

5.5 Publications by Committees

When a District Committee proposes to publish in any form of media for the first time, or if a new edition is to contain significant changes, a draft must first be referred to the District Governor, and no versions are to be published without the approval from the District Governor.

5.6 Distribution of Manual of Procedure

As each new edition of the Manual of Procedure becomes available, the Secretary of the District Advisory Committee will obtain and supply at District Expense a copy to the following District Officers: District Governor, District Governor Elect, District Governor Nominee, Members of the District Advisory Committee, District Committee Chairs, and District Legal Advisor.

The District Advisory Committee Secretary should review the distribution each year when the District Directory is issued to ensure that Officers newly taking up positions are supplied.

5.7 District Website and Other Social Media Sites

The District Website will be maintained for the purposes of publicising the District and communication with both the Rotarians of the District and others. The District Governor shall appoint a Rotarian experienced in the appropriate technology to act as Webmaster who shall be responsible for maintaining and extending the website. The website shall be updated at least once each month and would typically list out details and contact addresses of all District Officers, a profile of the District Governor and District Governor Elect, details of all member Clubs in the District including contact addresses for the President and Secretary, meeting times and location together with a brief profile of the member Club, a calendar of District Events and promotional

material for District Conference, significant milestones in the District's history, significant projects carried out by the District or member Clubs within the District, details of Group Study Exchanges and Student Exchanges. Copies of District Governor Newsletters for the past year and District documents such as these By-laws and details of the insurance scheme shall be available for downloading.

In addition, communication by electronic means shall be encouraged within the District and the District Governor shall take whatever steps necessary to encourage District Officers and member Clubs to use e-mail for all communications and to post relevant information on the District website.

5.8 Risk Management

All District activities including activities and programmes carried out by District Committees shall be conducted in accordance with the provisions of the District Risk Management Manual, the latest copy of which should be stored in the Document Archive section of the District website. It is the responsibility of the District Governor to ensure that District Committee Chairs and the Convenors and leaders of District activities and programmes are familiar with the provisions of the District Risk Management Manual. The District Governor shall at the beginning of each Rotary year appoint a person experienced in risk management to review the District Risk Management Manual to ensure compliance with current and acceptable practice.

5.9 Group Study Exchange

a) Selection

All selection panels set up to interview and select candidates for Group Study Exchange must be predominantly Rotarian in composition. In the final selection every effort should be made to select team members with a reasonable spread of vocational backgrounds. Candidates for selection shall be charged a registration fee set by the Committee that will be used to contribute towards the costs of member selection.

b) Expenses

Within the amount allowed in the Annual District Budget, District will contribute towards the following costs for each Group Study Exchange:

- i) Administration expenses for selection of the District Governor's Representative (Team Leader) and the Team.
- ii) Motel and meal costs for the final selection meeting.
- iii) A uniform team blazer, pocket badge and slacks or skirt for the outgoing Team and Leader.
- iv) Preparation including consumables and distribution of the itinerary for the Inbound Team.
- v) A gift to be presented on behalf of the District to each Member and the Leader of the incoming Team.
- vi) Motel and meal costs for the inbound Team on arrival (one night).
- vii) District Officers involved, including the District Governor's Representative, may claim reimbursement of travel costs as set out in Clause 4.16.
- viii) Incidental travel costs for Team Members will be met by the Team Members or by the sponsoring member Club.
- ix) Welcome and Farewell functions will be planned to be self supporting. Any surplus/deficit will become the property/liability of the hosting member Club(s).
- x) Costs associated with the Inbound Team mid tour break.

5.10 International Student Exchange

Planning for International Exchange Students will be for a maximum of 22 incoming and 22 outgoing students in any year. Incoming Students will be allocated to member Clubs, and nominations for outgoing Students will be accepted from member Clubs.

The standard blazer for outgoing Students will be black.

District is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarian's spouses, partners, and any other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.

Accordingly

1) District has adopted Rotary International's zero tolerance policy on abuse and harassment. Prior appropriate Police vetting shall be undertaken for all proposed host parents and those that will be involved in a significant way with the care and supervision of our International Exchange Students.

2) All problems and incidents that arise must be immediately reported to the District Governor and the International Youth Exchange Chair who have procedures in place for:

a) Reporting to Rotary International and law enforcement authorities.

b) The protection of the privacy of both the alleged victim and the alleged accused.

c) The safety and support of Students and

d) Contacting the Student's parents or legal guardians as well as the sponsoring District and member Club.

3) District, under the direction of the District Governor, will carry out an independent and thorough investigation of any reports of abuse or harassment.

#### 5.11 Charter of New Member Clubs

The establishment and charter of a new member Club will be in accordance with the Manual of Procedure and the Rotary International Extension Manual.

District will be responsible for the President's Chain of Office and will meet the costs of framing the Charter.

The Sponsor member Club will be responsible for the Charter Fee for the new member Club, and will provide the gavel and gong.

Neighbouring member Clubs are encouraged to supply the remaining furnishings and regalia.

The Charter Presentation Evening will be planned to be self-supporting, and any surplus/deficit will become the property/liability of the new Charter member Club.

### **6.0 DISTRICT TEAM TRAINING, PRESIDENTS ELECT TRAINING SEMINAR, DISTRICT CHAIR TRAINING, DISTRICT ASSEMBLY, DISTRICT CONFERENCE**

#### 6.1 Dates and Venues

Dates and Venues for District Team Training, Presidents Elect Training Seminar, District Chair Training, and District Assembly will be set by the District Governor Elect for the ensuing year, in consultation with the District Governor for the ensuing year, having regard to International Convention, International Assembly, other New Zealand District Conferences and other functions and public holidays which might interfere with attendance at these functions.

The District Conference date setting will have similar regard. The District Governor Nominee shall set their District Conference date by the conclusion of their Nominee year.

#### 6.2 Programme – District Team Training, Presidents Elect Training Seminar, District Chair Training, and District Assembly

The Leadership Development Programme set by Rotary International is a complete programme. The District Governor Elect may choose to hold Presidents Elect



Training Seminar (PETS1 or pre-PETS) session prior to Governor Elect Training Seminar. Governor Elect Training Seminar is followed by International Assembly, both of which the incoming District Governor is required to attend.

At all training the theme and emphases for the coming year are communicated along with information and instruction in administrative duties to help those incoming Officers provide motivation, inspiration, and leadership in service in their member Clubs.

It is the responsibility of the District Governor Elect, with the co-operation and help of the District Trainer and District Training Team appointed jointly by the District Governor and District Governor Elect, to plan and conduct the programmes for Presidents Elect Training Seminar, District Chair Training, and District Assembly.

### 6.3 Accommodation, Meals, Travel – Presidents Elect Training Seminar, District Chair Training, and District Assembly

Any subsidised cost of accommodation, meals, and travel for those attending Presidents Elect Training Seminar and District Chair Training shall be provided for in the Annual District Budget prepared in accordance with the District By-laws with the following arrangements:

#### 6.3.1 Travel

District Trainer(s) will be paid at District rates (see Clause 4.6).

District Governor, District Governor Elect, District Governor Nominee, District Governor Nominee Designate, Assistant Governors refer to Appendix one. District Chairs, Presidents Elect and Club Officers to be paid for by member Club or at own cost.

#### 6.3.2 Accommodation

District Trainer(s) accommodation for up to two nights on a 'share' basis, excluding partners, paid in full.

District Governor, District Governor Elect, District Governor Nominee, District Governor Nominee Designate, Assistant Governors refer to Appendix one. District Chairs, Presidents Elect and Club Officers to be paid for by member Club or at own cost.

#### 6.3.3 Meals

Any morning tea, afternoon tea or lunch at President Elects Training Seminar (1 and 2), District Chairs Training, or District Assembly will be provided by District. If a dinner is provided on the night between Presidents Elect Training Seminar (2) and District Assembly, the cost of this will be paid/subsidised by District as follows:

District Governor, District Governor Elect, District Governor Nominee, District Governor Nominee Designate, Assistant Governors refer to Appendix one.

District Trainer(s), President Elects and District Officers involved with training at Presidents Elect Training Seminar and/or District Assembly.

All other meal, drinks etc to be paid for by member Club or are at own cost.

### 6.4 District Conference Programme

It is the responsibility of the District Governor to plan the programme for the District Conference. In doing so, they may seek the counsel of others on content and presentation, and they may delegate some responsibilities to other Rotarians, but it is important that they retain complete control over what is presented, by whom and when. Rotary International requires that District Conference be a minimum of two days, maximum of three days and provide a minimum of nine hours devoted to plenary sessions, or group discussions, exclusive of luncheons, banquets and entertainment.

### 6.5 District Conference – Official Lapel Badges

The District Conference Committee will supply for all attending the District Conference an Official Badge carrying the Rotary emblem and the name of the wearer. Badges of those with Official Status will designate the Office of the wearer, including:

Representative of the President of Rotary International

District Governor

District Governor Elect

District Governor Nominee

District Governor Nominee Designate

Past District Governors

Speakers and other Visiting Dignitaries

District Committee Chairs

Member Club Presidents

Member Club President Elects

District Conference Committee members

6.6 District Conference – Hosting Visiting Dignitaries

The District Governor will appoint a Rotarian, or Rotarian couple as appropriate, as an ‘aide’ to act on behalf of the District Governor as host to each visiting dignitary. It is the responsibility of the ‘Aides’, as required, to meet the visitor on arrival, ensure all details of District Conference planning are known, including accommodation, transport arrangements, seating etc., to accompany the visitor and to see that morning and afternoon tea and meals are provided to them.

## APPENDIX ONE

### ROTARY DISTRICT 9930

#### ASSISTANT GOVERNOR (AG)

AG's are appointed by the then District Governor Elect (DGE), for the ensuing Rotary year, between July and October. Their appointment is for a one year duration, but can be extended by the subsequent DGE for another year provided they do not hold the Assistant Governor office for more than 3 consecutive years

Period of Time	<u>TRAVEL</u>	<u>FOOD</u>	<u>ACCOMMODATION</u>
After Appointment but before taking office			
<b>AG Elect</b>			
PETS 1 (usually November)	Own expense – see note below	District Provides	None Required
District Officer Training (usually February)	Own expense – see note below	Rotary International (RI) and District Provides	RI Provides on a shared basis where appropriate
PETS 2 Evening Dinner	Own expense – see note below	District Provides Spouse/Partner is own expense	Own expense including breakfast - see note below
District Assembly	Own expense – see note below	District Provides	None Required
From 1 July in year of Office			
<b>AG</b>			
Club Visit – Official	Own expense – see note below	Host Club provides for Spouse/Partner too	None Required
Club Visit – Official DG visit	Own expense – see note below	Host Club provides for Spouse/Partner too	None Required
Club Visits – Subsequent	Own expense – see note below	Subject to Host Club policy	None Required
District Officer Meeting (usually October)	Own expense – see note below	District Provides	Own expense if required

There is no allowance payable to AG elects. An allowance is paid by District Treasurer to each AG about October. The allowance is the same for all AG's, is inflation indexed, and subject to annual review by the District Board. This is intended to cover most of the travel, accommodation, meal costs and other incidental out of pocket "own expenses" of the AG for the year. It is not intended to be a full reimbursement but an adequate subsidy.

## **ROTARY DISTRICT 9930**

### **DISTRICT CHAIRS (DC)**

DC are appointed by the then District Governor Elect (DGE), for the ensuing Rotary year between July and February. Their appointment is for a one year duration, but can be extended by the subsequent DGE for another year. It is desirable that DC's do not hold office for more than 3 consecutive years

Each District Committee is treated individually as to finance

Some District Committees have their own bank account and are self funding

Some District Committees have a District Budget allocation that is applied for each year and subsequently paid into their committee bank account

Some District Committees lodge expense claims to the District Board or the District Governor (DG) and they are either approved or rejected depending on the merits of each case

District Committees should lodge an application for an expense fund for the next Rotary year with the DGE by 31 January. This application will be considered by the District Board at its February meeting and Committees are then advised of the decision

In all cases where District Committees operate their own bank account, District by-laws require those Committees to lodge a financial statement disclosing receipts and payments for the year ended 30 June. This must be lodged with the District Treasurer not later than 31 August following the end of each Rotary year.

Note that where claims are made for travelling expenses they should be in accord with clause 4.16 of the District by-laws

**ROTARY DISTRICT 9930**

**DISTRICT GOVERNOR NOMINEE DESIGNATE (DGND)**

The appointment is usually made in March/April

Between selection and 30 June there is no allowance paid by District

The DGND is invited and encouraged to attend any District Board, District

Advisory Council (DAC), or any other District function meeting at their own expense

**ROTARY DISTRICT 9930**

**DISTRICT GOVERNOR NOMINEE (DGN)**

	<b><u>TRAVEL</u></b>	<b><u>FOOD</u></b>	<b><u>ACCOMMODATION</u></b>
District Board	Own expense – see note below	None Required	Own expense if required
District Advisory Council (DAC)	Own expense – see note below	District Provides	Own expense if required
District Seminars (usually August)	Own expense – see note below	DGN's Home Club should pay any charge	Own expense if required
District Officer Meeting (usually October)	Own expense – see note below	District Provides	Own expense if required
PETS 1 (usually November)	Own expense – see note below	District Provides only for inside the PETS 1 programme	Own expense - see note below

GETS & Institute (usually November)	District reimburses for self and spouse/partner	District reimburses for self and spouse/partner	District reimburses for self and spouse/partner & Registration Fees
Spouse/Partner attends too. Lodge claim with District Treasurer before Christmas			
District Officer Training (usually February)	Own expense – see note below	Rotary International & District provides	Rotary International & District provides
PETS 2 Evening Dinner	Own expense – see note below	District provides including Spouse/Partner	Own expense - see note below
District Assembly	Own expense – see note below	District Provides	None required

An allowance is paid by District Treasurer about October, is inflation indexed, and subject to annual review by the District Board. This is intended to cover most of the travel, accommodation, meal costs, and other incidental out of pocket "own expenses" of the DGN for the year. It is not intended to be a full reimbursement but an adequate subsidy.

The DGN traditionally purchases the ingredients and prepares the evening meal (but not the drinks) for the Assistant Governors (AG) training. A detailed claim, including receipts, is lodged promptly with the District Governor Elect (DGE) who immediately reimburses the DGN

Any expenditure incurred performing special duties requested by the District Governor (DG) or the District Governor Elect (DGE) should be cleared by the DGN with the DG or DGE before being incurred. If so, the DG or DGE will arrange reimbursement for the approved expenditure. Where not, it will be a cost on the DGN. Note that where claims are made for travelling expenses they should be in accord with clause 4.16 of the District by-laws.

During the year the DGN will incur expenses for printing their business cards, stationery, including letterheads and envelopes, for their DG year as well as mileage and other costs for conducting site visits for their District Conference. These expenses are claimable to Rotary International (RI) who will reimburse against an expense claim in July/August after your year as DG

At the first meeting of the District Board after the conclusion of the District Governor Nominee's year of office, or as soon as practically possible thereafter, the now District Governor Elect shall present a summary of their expenses incurred in the role of District Governor Nominee. Such report is required for information purposes of the District Board only.

**ROTARY DISTRICT 9930****DISTRICT GOVERNOR ELECT (DGE)**

	<b><u>TRAVEL</u></b>	<b><u>FOOD</u></b>	<b><u>ACCOMMODATION</u></b>
District Board	Own expense – see note below	None Required	None required
District Advisory Council (DAC)	Own expense – see note below	District Provides	None required
District Seminars (usually August)	Own expense – see note below	District Provides	None required
District Officer Meeting (usually October)	Own expense – see note below	District Provides	None required
PETS 1 (usually November)	Own expense – see note below	District Provides only for inside the PETS 1 programme	Own expense – see note below. If PA attends expense on DGE. District Trainer District pays
All catering expenses, room and equipment hireage, expenditure incurred directly relating to the benefit of President Elects (PE) and/or Assistant Governors (AG) attending PETS 1 are claimable on District. District will also reimburse the District Trainer for mileage and any direct expenses relating to training material. Any costs incurred in distributing Manuals to PE's is claimable on Rotary International (RI)			
GETS (usually November)	District reimburses for self and spouse/partner	Claimable on RI for 2 days for self. District pays for spouse/partner	Claimable on RI for 3 nights
Spouse/Partner attends too. Lodge claim with RI before Christmas			
Institute (usually November)	All dealt with under GETS	District reimburses for self and spouse/partner	District reimburses for self and spouse/partner & Registration fees
Spouse/Partner attends too. Lodge claim with District Treasurer before Christmas			
International Assembly (usually January)	Anything that you cannot claim against RI is a personal expense		

District Officer Training (usually February)	Claimable on RI together with mileage incurred in logistical planning	Claimable on RI but not for Spouse/Partner who is claimable on District	Claimable on RI but not for Spouse/Partner who is claimable on District
<p>The food and drinks cost of attendees, other than the DGE and AG's, is a claim on District. Expenditure incurred directly relating to the benefit of AG's and/or District Chairs (DC) attending District Officer training is claimable on District. Expenses for the meeting room hireage and stationery are claimable on RI. The DGE also claims on RI for mileage for all attending AG's. This claim must be submitted to RI by 15 May to enable the DGE to receive payment in conjunction with the July 70% allocation from RI. The DGE pays the difference between the amount received from RI and the reimbursement of all costs claimed excluding the AG's mileage, to the District Treasurer (DT) upon receipt in July of their District Governor (DG) year. If the claim is lodged after 15 May then the payout from RI will occur in July/August after the DG year and will then be payable to the DT. The DGE is expected to pay for all costs relating to this weekend, including costs relating to the AG/DC Training on the Sunday and then lodge claims with District for immediate reimbursement, and RI for subsequent reimbursement.</p>			
PETS 2	Claimable on RI together with mileage incurred in logistical planning	District provides	Claimable on RI
Evening Dinner		<p>Claimable on RI for DGE therefore DGE should pay District for this</p> <ul style="list-style-type: none"> <li>· Claimable on District for Spouse/Partner</li> <li>· DGE Meals in between PETS2 and Assembly claimable on RI</li> </ul>	
District Assembly	Claimable on RI together with mileage incurred in logistical planning	District Provides	Claimable on RI
<p>Registration Fee for DGE for District Assembly is claimable on RI therefore it should be paid to District by DGE</p> <p>Any stationery supplies for PETS 2 and District Assembly is claimable on District.</p> <p>Any costs incurred relating directly to the benefit of the attendees of PETS 2 and District Assembly is claimable against District</p>			

An allowance is paid by District Treasurer about October, is inflation indexed, and subject to



annual review by the District Board.

This is intended to cover most of the travel, accommodation, meal costs, and other incidental out of pocket "own expenses" for the year, as well as any Theme ties and scarves provided to District Officers and their Partners. It is not intended to be a full reimbursement but an adequate subsidy.

Any expenditure incurred performing special duties requested by the DG should be cleared by the DGE with the DG before being incurred. If so, the DG will arrange reimbursement for the approved expenditure. Where not, it will be a cost on the DGE

During the year the DGE will incur expenses for stationery, including letterhead and envelopes, for their DG year as well as travel and other costs for conducting site visits for their District Conference. These expenses are claimable to RI who will reimburse against an expense claim in July/August after your year as DG

Certain other expenditure relating to the 6 month period prior to 1 July of the DG year are claimable on RI. Full details are included in the DG's Training Manual issued October/November of the DGE year

At the first meeting of the District Board after the conclusion of the District Governor Elect's year of office, or as soon as practically possible thereafter, the now District Governor shall present a summary of their expenses incurred in the role of District Governor Elect. Such report is required for information purposes of the District Board only.

### **ROTARY DISTRICT 9930**

#### **DISTRICT GOVERNOR (DG)**

	<b><u>TRAVEL</u></b>	<b><u>FOOD</u></b>	<b><u>ACCOMMODATION</u></b>
District Board	Claimable on RI	None Required	None required
District Advisory Council (DAC)	Claimable on RI	District Provides	None required
District Seminars (usually August)	Claimable on RI	Claimable on RI along with registration fee	Claimable on RI
District Officer Meeting (usually	Claimable on RI	District Provides	None required

October)			
PETS 1 (usually November)	Claimable on RI	District Provides only for inside the PETS 1 programme, balance claimable on RI	Claimable on RI
GETS (usually November)	District reimburses for self and spouse/partner	District reimburses for self and spouse/partner	District reimburses for self and spouse/partner
Institute (usually November)	All dealt with under GETS	All dealt with under GETS	All dealt with under GETS
For GETS and Institute Spouse/Partner attends too. Lodge claim with District Treasurer before Christmas			
District Officer Training (usually February)	Claimable on RI	District Provides	Claimable on RI
District Conference	Claimable on RI	Registration Fee Claimable on RI for self only. Spouse own expense	Claimable on RI for self only.
PETS 2	Claimable on RI	District provides	Claimable on RI
Evening Dinner		District Provides  Including Spouse/Partner	
District Assembly	Claimable on RI	District Provides	Claimable on RI

An allowance is paid by District Treasurer about October, is inflation indexed, and subject to annual review by the District Board.

This is intended to cover most of the travel, accommodation, meal costs, and other incidental out of pocket "own expenses" for the year not covered by the RI allowance. It is not intended to be a full reimbursement but an adequate subsidy.

During the year the DG will incur expenses that are set out in the RI DG's Training Manual issued October/November of the DGE year. These expenses are claimable to RI who will reimburse against an expense claim lodged by 31 July after your year as DG.

Full education is given at International Assembly on what expenditure is claimable against RI. It follows that one should maximise that claim within the boundaries set and that all other expenditure (not mentioned elsewhere in this schedule) is to be funded by the DG from the Allowance paid by District usually in October.

At the first meeting of the District Board after the conclusion of the District Governor's year of office, or as soon as practically possible thereafter, the now Immediate Past District Governor shall present a summary of their expenses incurred in the role of District Governor. Such report is required for information purposes of the District Board only.