ROTARY FOUNDATION

CODE OF POLICIES

January 2020

(Containing Trustee Decisions Through October 2019)

PREFACE

The Rotary Foundation Code of Policies

The purpose of the Code is to place all general and permanent policies of the Trustees of The Rotary Foundation that are currently in effect into an integrated and comprehensive volume with the topics arranged in logical order and with consistent language. The existence of such a code will make it easier for members of the Board of Trustees, and those charged with the responsibility to administer the policies, to be familiar with all general and permanent policies currently in force, regardless of the dates of their adoption.

ARRANGEMENT

Each chapter in the Code is intended to represent a separate subject, and each article is intended to represent a separate topic, as indicated by the titles. The chapters are numbered consecutively and are arranged in logical order for easy reference. A listing of the articles within the chapters is shown at the beginning of each chapter, and a listing of the sections within the articles is shown at the beginning of each article. If new articles become necessary between the issuance of revised editions of the Code, then such articles may be inserted in the appropriate location with an "A" following the number of the new article. For example, "Article 2A" may be added between Article 2 and Article 3.

NUMBERING

The Code utilizes the numbering system used in the Rotary Code of Policies and RI Bylaws, and the sections are numbered progressively with Arabic numerals. A progressive rather than consecutive system is used in order to provide space for the insertion of additional sections within the articles to accommodate new policies in the future. Generally, the sections are numbered progressively by tens. For example, in Article 5 the first three sections are numbered 5.010, 5.020, and 5.030. New sections, as necessary, may be inserted between existing sections without changing any of the current numbers. For example, a new section between 5.010 and 5.020 could be 5.015 or any other number between 5.010 and 5.020, which illustrates the flexibility in the general numbering system.

Each section number also carries the number of the article in which it is found. The article number and the section number are separated by a decimal point. When it is recognized that the number to the left of the decimal point is the article number, and the number to the right of the decimal point is the section number within that article, the system is easily comprehended and utilized. For example, Section 7.050 means Section 50 in Article 7.

ANNOTATIONS

Annotations for development of the various sections of the Code are shown at the end of the sections. Initially, all of the sections showed an adoption date of April 126, 2000, which is noted as "April 2000 Trustees Mtg., Dec. 126." As the policies are amended, the sections will show the dates and decision numbers of the applicable amendments. For example, if a section is amended by Trustee Decision 50 in October 2000, the following notation will appear at the end of the amended section: "April 2000 Trustees Mtg., Dec. 126; Oct. 2000 Trustees Mtg., Dec. 50."

The "Source" notes at the end of the sections also show the historical development of the policies prior to adoption of the Code.

INDEX

An index for the Code follows the last chapter. Index entries are arranged in alphabetical sequence and have been made as concise as possible to enable rapid scanning of the index.

AMENDMENTS AND NEW POLICIES

The Trustees will adopt new policies and amend existing policies in its regular course of business. In the case of amendments, the sections of the Code being amended will be referenced in the actions of the Trustees. In the case of new policies, the placement of the new policies in the Code will be referenced in the actions of the Trustees.

TERMINOLOGY

When used in this document, "RI" refers to Rotary International, "TRF" refers to The Rotary Foundation of Rotary International, "the Board" refers to the RI Board of Directors and "the Trustees" refers to The Rotary Foundation Board of Trustees.

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CHAPTER I

GENERAL

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Article 10. Organization

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10.010. Definition of The Rotary Foundation

The Rotary Foundation is a not-for-profit corporation that receives contributions and distributes funds in support of approved humanitarian and educational activities that are implemented through Rotary clubs and districts. *(September 2011 Trustees Mtg., Dec. 8)*

Source: September 2011 Trustees Mtg., Dec. 8

10.020. The Rotary Foundation Mission Statement

The Mission of The Rotary Foundation of Rotary International is to enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty. *(June 2007 Trustees Mtg., Dec. 159)*

Source: April 2006 Trustees Mtg., Dec. 125; COL 07-116

10.030. The Rotary Foundation Vision Statement

The trustees have adopted the following vision statement:

Together, we see a world where people unite and take action to create lasting change—across the globe, in our communities, and in ourselves. *(September 2017 Trustees Mtg., Dec. 12)*

Source: June 2017 Trustees Mtg., Dec. 141

10.040. Foundation Priorities and Goals

The trustee chairman-elect shall select up to four priorities to be addressed over a three-year cycle, to be presented at the October meeting of the Trustees.

The Trustees adopt the following priorities for the three years beginning 1 July 2018 and ending 30 June 2021:

1. End polio—Countdown to History.
2. Increase sustainability of our service efforts within the six areas of focus through the use of both district and global grants.
3. Encourage the full use of District Designated Funds.
4. Encourage gifts and commitments that establish personal legacies within Rotary's Endowment. *(January 2019 Trustees Mtg., Dec. 65)*

Source: October 2005 Trustees Mtg., Dec. 10
Amended by October 2014 Trustees Mtg., Dec. 9; January 2015 Trustees Mtg., Dec. 67; September 2017 Trustees Mtg., Dec. 17

10.050. "Affirmation of Continuity and Commitment" to the Mission of The Rotary Foundation

In 1997, the Trustees concurred with the Board in the adoption of the "Affirmation of Continuity and Commitment" to the goals and objectives of The Rotary Foundation. The following statement is their updated expression of the combined spirit of cooperation, continuity and commitment to the new Mission of The Rotary Foundation upon the global launch of the Future Vision Plan.

> The Board and the Trustees reaffirm the significant relationship of Rotary International and The Rotary Foundation, an independent not-for-profit foundation, which operates as the Foundation of Rotary International. It is the desire of all directors and trustees working together under the leadership of the RI president, to achieve the Mission of The Rotary Foundation and to be responsive to Rotarians, Rotary clubs and districts in implementing their projects through The Rotary Foundation.
>
> Specifically, the Board and the Trustees are committed to the eradication of polio; to fulfilling the humanitarian and educational needs within areas of focus in all areas of the world; and to expanding activities intended to strengthen peaceful relations among people.
> To these ends, the Board and Trustees will continue positive efforts to encourage additional financial support through gifts to The Rotary Foundation to assure the current level of programs and to build the Foundation for the future.
>
> Furthermore, the Board and Trustees, while acknowledging the value of projects throughout the world, appeal to the Rotary world to acknowledge the universality of The Rotary Foundation as our primary means to implement the international service objective of Rotary clubs and to promote the unity of Rotary International.
>
> The Board and the Trustees join in this statement of common purpose to reaffirm the continuity of The Rotary Foundation of Rotary International. As we prepare for the future, we are totally convinced that Rotary International will move ahead with confidence. It is our belief that the

achievements of the past are but a prologue for the future of Rotary International and its Foundation. *(October 2012 Trustees Mtg., Dec. 16)*

Source: March 1997 Trustees Mtg., Dec. 151; March 1997 Board Mtg., Bd. Dec. 177
Amended by October 2012 Trustees Mtg., Dec. 16

10.060. Incorporation of The Rotary Foundation

The articles of incorporation and bylaws for the corporation have been approved by the Trustees and are consistent with the governing documents of Rotary International and The Rotary Foundation, including the constitution and bylaws of Rotary International, the 12 November 1931 declaration of trust between Rotary International and the Trustees of The Rotary Foundation, and the rules and regulations for the administration of The Rotary Foundation. *(January 2009 Trustees Mtg., Dec. 66)*

Source: May-June 1983 Trustees Mtg., Dec 13
Amended by January 2009 Trustees Mtg., Dec. 66

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Article 20. Trustees

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20.010. Conflict of Interest Policy for Trustees

The Trustees shall review the Conflicts of Interest policy annually at their first meeting of the year.

I. Statement of Policy

A. No member of the Board of Trustees of The Rotary Foundation shall use his or her position, or the knowledge gained therefrom, in such a manner that a conflict between the interest of The Rotary Foundation and his or her personal interest arises.

B. Each Trustee has a duty to place the interest of The Rotary Foundation foremost in any dealings with the organization and has a continuing responsibility to comply with the requirements of this policy.

C. The conduct of personal business between a member of the Trustees or of a committee and The Rotary Foundation is prohibited.

D. Loans or indirect extensions of credit by The Rotary Foundation to a member of the Trustees or of a committee are prohibited.

E. If a Trustee has an interest in a proposed transaction with The Rotary Foundation in the form of any personal financial interest in the transaction or in any organization involved in the transaction, or holds a position of trustee, director, or officer in any such organization, he or she must make full disclosure of such interest to the trustee chair (or in the case of the trustee chair, to the vice chair) before any discussion or negotiation of such transaction. If a Trustee is aware that another Trustee has an undisclosed potential conflict of interest in a proposed transaction with The Rotary Foundation he or she must inform the Chairman (or if the other Trustee is the Chairman, to the Vice Chairman) as soon as possible.

F. Any member of the Trustees or of a committee who is aware that he or she has a potential conflict of interest with respect to any matter coming before the Trustees or a committee shall not be present for any discussion of or vote in connection with the matter. The existence and nature of the potential conflict of interest shall be recorded in the minutes of the meeting.

G. A proposed transaction covered by this conflicts of interest policy shall include any proposed decision of the Trustees, including the proposed adoption or amendment of a policy, which, if adopted, would affect a financial interest of or would result in a financial gain or benefit for a Trustee, a member of the Trustee's family, or an organization in which the Trustee is a trustee, director, or officer. Nevertheless, all Trustees may be present for any discussion of and may vote in connection with any such matter if the proposed decision would affect a majority of the Trustees, such as a proposed decision to amend the policy for reimbursement of expenses.

H. Each member of the Trustees must disclose any family or business relationship that he or she has with another Trustee, Member of the Board of Directors of Rotary International, key employees or highest compensated independent contractors of The Rotary Foundation as those individuals or firms are identified annually by the general secretary.

II. Disclosure

To implement this policy, Trustees will submit annual reports on the attached form entitled "Potential Conflict of Interest Statement" and, if not previously disclosed, will make disclosure of all potential conflicts of interest prior to any relevant Trustee or committee action. These reports will be reviewed by the Executive Committee, which will attempt to resolve any actual or potential conflicts and, in the absence of resolution, refer the matter to the Board of Trustees. A potential conflict of interest will be deemed to exist upon an affirmative vote of a majority of the Trustees voting in the decision.

The Trustee with the potential conflict of interest shall not be present for the vote. *(January 2010 Trustees Mtg., Dec. 58)*

Source: October 1997 Trustees Mtg., Dec. 9
Amended by April 2004 Trustees Mtg., Dec. 89; February 2006 Trustees Mtg., Dec. 92; October 2007 Trustees Mtg., Dec. 26; January 2010 Trustees Mtg., Dec. 58

20.020. Code of Ethics

1. Trustees will adhere to applicable laws and regulations in the conduct of Rotary business as well as in their personal lives. As a corporate business entity, The Rotary Foundation is subject to the laws of the various jurisdictions in which it conducts business. The Trustees should adhere to applicable law in order to protect the assets and mission of the Foundation. In addition, in conducting their private lives, Trustees should adhere to applicable law in order to preserve and protect the positive image of Rotary and The Rotary Foundation.

2. Trustees will adhere to the provisions of TRF's articles of incorporation and bylaws. Trustees have a legal obligation to follow the provisions of TRF's articles of incorporation and bylaws. Moreover, these documents embody the will and wisdom of past members of the Board of Trustees as well as that of the members of the Rotary International Board of Directors, who serve as the democratically elected representatives of RI's membership. Adherence to the terms of these documents garners the trust of the membership and assures that actions are taken consistent with Rotarians' expectations.

3. Trustees will adhere to the provisions of the policies established by the Trustees as documented in the *Rotary Foundation Code of Policies*. Over the years, the Trustees have established policies and procedures, documented in the *Rotary Foundation Code of Policies*, to further the aims of the Foundation as well as to protect its mission. Many of these provisions are designed to assure good governance and promote an ethical image. Adhering to these policies demonstrates a commitment to these ideals while protecting the Foundation.

4. Trustees will serve for the benefit of The Rotary Foundation and to serve its charitable and educational purposes, as well as its mission of supporting the efforts of RI in the fulfillment of the Object of Rotary, Rotary's mission and the achievement of world understanding and peace. Trustees will follow the requirements of the Trustee's Policy on Conflicts of Interest. Trustees have a duty of loyalty to The Rotary Foundation. They should put the interests of the Foundation first. The Trustees have adopted a Conflicts of Interest Policy that is designed to preclude even the appearance of any impropriety as to Trustee action. This assures continued confidence by Rotarians in their Foundation.

5. Trustees will not utilize their office for personal prestige and/or benefit. With the authority inherent in an office of importance comes access to special privileges not available to other Rotarians. Taking advantage of such privilege distracts from critical responsibilities and calls into question the commitment to the Objects of Rotary.

6. Trustees will exercise due care in the diligent performance of their obligations to the Foundation. By law, the Trustees have a duty of care to the Foundation. The Trustees should perform their responsibilities with such care, including reasonable inquiry, as ordinarily prudent persons in like positions would use under similar circumstances. Trustees should inform themselves, prior to making a business decision, of all material information reasonably available to them.

7. Trustees will take actions based on an essential fairness to all concerned. Trustees are often faced with decisions that will significantly impact various Rotarian groups and individuals. So as to maintain the confidence of Rotarians that the Trustees act fairly and in the best interests of the Foundation, Trustees, in a manner consistent with the 4-Way Test, should weigh the potential impact of their decisions and treat equally all persons who will be affected.

8. Trustees will promote transparency of important financial information. Trustees are the stewards of the Foundation acting on behalf of Rotary International, Rotary clubs and Rotarians. Rotarians have a right to access accurate information regarding the financial condition of the Foundation. Transparency in financial operations encourages ethical behavior.

9. Trustees will prohibit and restrict the disclosure, communication, and utilization of confidential and proprietary information. In fulfilling their responsibilities as members of the Board of Trustees, Trustees necessarily have access to confidential and proprietary information. As part of their duty of loyalty, Trustees should utilize this information only for intended purposes, never for personal ones, and take precautions against accidental disclosure.

10. Trustees will comply with expense reimbursement policies. The Board of Trustees has adopted a policy on the procedures for reimbursement of Foundation related expenditures. Following these procedures ensures compliance with applicable laws and precludes the appearance of impropriety.

11. Trustees will interact with RI and TRF staff in a professional and respectful manner and shall understand and abide by Rotary International's non-harassment policy. Trustees come into regular contact with RI and TRF staff. Maintaining a professional and harassment free work environment is essential for staff to successfully perform their responsibilities in providing service to the Foundation and to Rotarians. Moreover, harassment in the workplace can put the assets of the organization at risk. The General Secretary has developed a policy for prevention of harassment in the workplace. What constitutes acceptable interaction may vary among the different cultures represented on the Board of Trustees and in the Secretariat. The harassment policy provides guidance on what is proper interaction with staff. Trustees should be familiar with and adhere to the policy so as to avoid even unintentional improper interaction.

12. Trustees will adhere to this Code of Ethics, encourage other Trustees to do so as well and report any suspected or potential violations to the General Secretary or the Chairman. The efficacy of this Code of Ethics is dependent on compliance of the Trustees. By self-monitoring and encouraging other Trustees to comply with the Policy, the Trustees can assure that the goals of the Policy will be accomplished.

Implementation
The Code of Ethics shall be distributed to and reviewed with incoming trustees as part of their orientation session. It will also be provided to Trustees at least annually. Each Trustee will annually acknowledge that he or she has read the Code and understands and will comply with his or her responsibilities hereunder.

The Code of Ethics will be made available to all Rotarians upon request and will be published on RI's Web site. Additionally, the Code will be published in TRF's annual report, or alternatively, the annual report may refer readers to the version published on RI's Web site.

Interpretation and Enforcement
When made aware of a potential or alleged violation of the Code of Ethics, the General Secretary and the Chairman will provide available details to the Executive Committee. The Executive Committee will then obtain all relevant information and take such action as it deems appropriate, including providing counsel to the alleged violator and providing recommendations to the Board of Trustees for corrective action. Only the Trustees may take disciplinary action against a trustee, consistent with the Rotary Foundation Bylaws and *The Rotary Foundation Code of Policies*. (*April 2006 Trustees Mtg., Dec. 122)*

Source: February 2006 Trustees Mtg., Dec. 93

20.030. Trustees of The Rotary Foundation Job Description

20.030.1. Position

The Rotary Foundation is a not-for-profit corporation that receives contributions and distributes funds in support of approved humanitarian and educational activities that are implemented through Rotary clubs and districts. The Mission of The Rotary Foundation of Rotary International is to enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty.

The TRF Board of Trustees is responsible for managing all business of The Rotary Foundation except for certain matters that must also receive the approval of Rotary International. As the governing body of The Foundation, the Board of Trustees establishes policy for the Foundation and evaluates the implementation of the policy by the general secretary and staff. *(September 2017 Trustees Mtg., Dec. 12)*

Source: April 2006 Trustees Mtg., Dec. 125; COL 07-116; April 2017 Trustees Mtg., Dec. 102

20.030.2. Trustee Duties and Responsibilities

1. Conform with the duties outlined in The Rotary Foundation's bylaws and The Rotary Foundation Code of Policies.

2. Prepare for Trustees meetings by studying the materials provided in advance of the meeting.

3. Attend and participate in the annual International Assembly and convention in the year before and during service on the Trustees.

4. Attend the Council on Legislation.

5. Travel on behalf of the Foundation and at the request of the TRF chair, including travel to Rotary Institutes.

6. Act as a spokesperson on behalf of the Foundation.

7. Lead by example in support of The Rotary Foundation in terms of time, talent and treasure.

8. Motivate Rotarians, donors and potential donors to support and engage in the Foundation's activities and programs.

9. Act as liaison to Foundation committees, and accept TRF committee assignments made by the chair.

10. Follow TRF's "Conflict of Interest Policy," "Code of Ethics," and RI's policy on expense reimbursements for Trustees.

11. Collaborate with other Trustees and the RI Board (where necessary) to set policy, strategic direction, and vision for The Rotary Foundation, in alignment with Rotary International's overall vision and strategies.

12. Contribute to the effective operation of the Foundation and its Trustees by:

    a. Establishing strong, collaborative, and mutually respectful relationships and team approaches with other Rotary Senior Leaders and representatives of the organization including RI directors, regional leaders, district officers, and Rotary staff

    b. Providing oversight and prudent use of all assets of TRF

    c. Making decisions in the best interest of the organization, not in the Trustee's self-interest

    d. Reviewing outcomes and metrics to evaluate the Trustees' impact, and regularly measure its performance and effectiveness using those metrics

    e. Approving annual budget, audit reports, and other significant business matters

f. Partnering with the General Secretary and other Trustees to ensure that Trustees decisions are implemented while respecting the general secretary's authority to manage the day-to-day operations of the Secretariat

13. Perform other duties as assigned by the trustee chair or trustees. *(September 2017 Trustees Mtg., Dec. 12)*

Source: April 2017 Trustees Mtg., Dec. 102

20.030.3. Trustees Terms/Participation

Trustees of The Rotary Foundation are nominated by the RI president-elect and elected by the RI Board. Trustees serve four-year terms. Trustees are expected to attend and participate in four board meetings annually, normally held at the World Headquarters in Evanston, Illinois, USA or in the vicinity of the annual convention or international assembly. Trustees are also expected to attend an orientation program the year before taking office and attend up to two board meetings as observers. Trustees serve without compensation. Trustees will also attend the annual Rotary convention and international assembly, and other Rotary meetings as requested. *(September 2017 Trustees Mtg., Dec. 12)*

Source: April 2017 Trustees Mtg., Dec. 102

20.030.4. Qualifications

Each trustee must be a member, other than an honorary member, of a Rotary club. Each trustee shall also be a Rotarian with broad experience in Rotary and with senior executive and policy-making experience, particularly in finance, grant programs, fundraising, investment, and the fields in which the Foundation supports activities.

Four of the 15 trustees must be past presidents of Rotary International.

Trustees shall be appointed from various parts of the world. Trustees may be reappointed.

Trustees should have held leadership positions in business, government, philanthropy, or the nonprofit sector. His/her accomplishments will allow him/her to work collaboratively with other well-qualified, high-performing Trustees.

Ideal candidates should have the following qualifications:

1. professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector

2. commitment to and understanding of Rotary's members, donors, program participants, partners, beneficiaries, and other key stakeholders

3. diplomatic skills and a natural affinity for cultivating relationships and building consensus among diverse individuals

4. personal qualities of integrity, credibility, and a passion for improving Rotary and its Foundation

5. knowledge of Rotary International and The Rotary Foundation programs, finances, operations and administration

6. experience in serving on other governing bodies with specific focus on non-profit or charitable aims

7. strong collaboration and negotiation skills

8. effective communication skills (both verbal and written)

9. ability to work collaboratively with predecessors and successors. *(September 2017 Trustees Mtg., Dec. 12)*

Source: April 2017 Trustees Mtg., Dec. 102

20.040. Relationship Between Trustees and Regional Leaders

Trustees serve as a key Foundation resource in their zones. Trustee responsibilities with regional leaders include but are not limited to:

– attending any regularly scheduled meetings organized by the RI director, including regional team training convened by the director
– in partnership with the director, helping mentor individual regional leader team members to be more effective with their Foundation work as appropriate
– communicating and sharing their expertise
– advocating and amplifying key Foundation messages
– identifying potential regional leader candidates from their zones and identifying replacement regional leaders for terms that end early
– promoting Rotary's strategic plan
– facilitating teamwork. *(August 2018 Trustees Mtg., Dec. 23)*

Source: August 2018 Trustees Mtg., Dec. 23

20.050. Director and Trustee Liaisons to Committees

20.050.1. Liaison Director and Trustee to Committees

The RI president and the trustee chairman should consider appointing both a liaison director and a liaison trustee to all committees of mutual interest to Rotary International and The Rotary Foundation. The general secretary shall ensure that the liaison director and trustee receive all meeting materials and committee reports and be given an opportunity to submit comments whether or not they attend the meeting. The trustee chairman shall

consider on a case-by-case basis the benefit and expense of having the liaison trustee actually attend the meeting of the various committees. *(June 2003 Trustees Mtg., Dec. 175)*

Source: April 2003 Trustees Mtg., Dec. 124

20.050.2. Liaison Director and Trustee to Trustee and Board Meetings
The trustee chairman is requested to appoint a liaison trustee to attend RI Board meetings. The Trustees shall invite a liaison director appointed by the RI president to attend all Trustees meetings. *(April 2006 Trustees Mtg., Dec. Dec. 122)*

Source: May 2004 Trustees Mtg., Dec. 143
Amended by April 2006 Trustees Mtg., Dec. 122

20.060. Definition of Past Trustee
The term "Past Trustee" shall identify those who have served in that office for the full term for which they were appointed except where the Board of Trustees has, on the merits of individual cases, decided that something less than a full term may be deemed to have been a full term for the purpose of this definition. *(June 2001 Trustees Mtg., Dec. 207)*

Source: April 2000 Trustees Mtg., Dec. 129

20.070. Attendance of Trustees at Councils on Legislation
Trustees and incoming trustees who are not members or officers of a Council on Legislation or who are not otherwise serving at such Council on Legislation in an official capacity shall be invited to attend such Council on Legislation as observers with their expenses to be reimbursed by The Rotary Foundation. *(April 2006 Trustees Mtg., Dec. 134)*

Source: April 2006 Trustees Mtg., Dec. 134

20.080. Attendance of Trustees at Rotary Institutes
The trustee chairman-elect shall select for the next Rotary year a suitable representative of The Rotary Foundation to attend (with spouse when possible) each Rotary Institute when the chairman-elect expects the probable benefit to outweigh the estimated cost.

Conveners should consider providing lodging, meals and other local expenses for these Foundation representatives from Institute or other funds. The Rotary Foundation will pay those expenses should the Institute not pay them, if the convener informs the representative before the latter's departure for the Institute that the Institute will not bear such expenses. The Foundation also will pay all transportation costs. *(April 2000 Trustees Mtg., Dec. 126)*

Source: April 1998 Trustees Mtg., Dec. 134

20.090. Attendance of Trustees at Multidistrict PETS

The Trustees authorize an additional travel expense subsidy of up to US$1,000 for each trustee—who is invited, willing, and able to accept the invitation—to serve as a featured speaker at a multidistrict PETS.

Travel expense subsidies are limited to one allocation per year for each multidistrict PETS, and three allocations per year for each trustee. *(April 2015 Trustees Mtg., Dec. 108)*

Source: January 2015 Trustees Mtg., Dec. 96

20.100. Rotary Foundation Presentation at Rotary Institutes

Conveners of Rotary Institutes shall provide, in addition to the Regional Foundation Seminar, sufficient time in the Institute program to allow for a presentation on The Rotary Foundation as well as the opportunity for attendees to ask questions of the Trustee representative. *(April 2000 Trustees Mtg., Dec. 126)*

Source: April 1998 Trustees Mtg., Dec. 135

20.100.1. Governors-elect Training Seminar (GETS)

Editor's Note: In decision 311, June 1999, the RI Board adopted a training program for governors-elect at the zone level to be held in conjunction with Rotary Institutes, integrating topics approved by the Board and the Trustees. The Board asked the Trustees to identify topics to be addressed at such integrated training.

The three topics to be presented during the session allotted to the Foundation at the training program for governors-elect at the zone-level will be

a. The Rotary Foundation – The Basics (to include the *SHARE* system)
b. The Rotary Foundation Programs
c. Fund Development

The Rotary Foundation will participate in the integrated training subjects identified by the RI Board. *(October 2013 Trustees Mtg., Dec. 8)*

Source: June 1999 Trustees Mtg., Dec. 204
Amended by October 2013 Trustees Mtg., Dec. 8

Cross-Reference

20.080. Trustees Attendance at Rotary Institutes

20.110. Expenses of Past Trustee Chairman to Attend Meetings

The Rotary Foundation shall pay the expenses of a past trustee chair who has not served as an RI president, and spouse, to attend the Rotary International Convention and International Assembly and of a past trustee chair who has not served as an RI president to attend the Council on Legislation as an observer. *(January 2017 Trustees Mtg., Dec. 63)*

Source: September 2016 Trustees Mtg., Dec. 19
Amended by January 2017 Trustees Mtg., Dec. 63

20.120. Promotional Travel Expense Guidelines

The guidelines for the promotional activities of the Trustees are as follows:

- To warrant the Trustees' participation, activities should clearly promote Rotary's Foundation, including promoting and educating prospects on the activities of The Foundation, which are intended to result in significant contributions, address stewardship issues or programs promotion.

- Clubs, districts and other groups requesting Trustees to participate in their activities should pay the Trustees' travel, lodging and other expenses.

- In promoting the Foundation, Trustees incurring annual expenses not exceeding US$10,000 shall be reimbursed upon request. Each such request shall be accompanied by receipts and a brief report to the trustee chairman on the event. This amount may not be used to fund the expenses of a Trustee attending a Rotary institute to which another Trustee has been assigned by the chair. *(April 2016 Trustees Mtg., Dec. 104)*

Source: June 1996 Trustees Mtg., Dec. 217
Amended by January 2008 Trustees Mtg., Dec. 77; April 2016 Trustees Mtg., Dec. 104

20.130. Foundation Representative and Representative's Spouse to Attend General RI Meetings

The Chairman of The Rotary Foundation Trustees shall appoint a Trustee or a past Trustee of The Rotary Foundation or the General Secretary or the General Manager of The Rotary Foundation to attend Rotary Institutes, Rotary conferences, and other major multidistrict Rotary conferences, including multidistrict PETS, when such a representative will be given an opportunity on the program for the promotion of The Rotary Foundation, reimbursing the representative for actual expenses incurred in accordance with the existing policy of the Foundation.

Before appointing Trustee representatives to zone and multidistrict meetings, including Rotary institutes and multidistrict PETS, the trustee chairman or chairman-elect shall a) coordinate the attendance of Trustees at these meetings by collecting the needed information from the other trustees about their preferences and availability to attend, and b) consult with the other officers prior to making these appointments.

As noted in The Rotary Foundation Code of Policies section 30.060., the function of spousal participation in the activities of The Rotary Foundation is substantially related to the cultivation of funds and promotion of the humanitarian and educational programs of The Rotary Foundation. Therefore, the payment of actual expenses incurred by spouses of Trustees to attend Rotary Institutes is also authorized, provided it is undertaken and substantiated in accordance with applicable Trustee travel and expense reimbursement policies. *(February 2006 Trustees Mtg., Dec. 90)*

Source: November 1980 Trustees Mtg., Dec. 28; April 1998 Trustees Mtg., Dec. 129. *See also* February 1998 Mtg., Bd. Dec. 313
Amended by October 2005 Trustees Mtg., Dec. 15; February 2006 Trustees Mtg., Dec. 90

20.140. Responsibilities of Spouses of Trustees of The Rotary Foundation at Rotary and Foundation Meetings

Spouses of Foundation Trustees must be informed of current developments in the Foundation, including the operations of the Secretariat. Therefore, the program for Trustees' spouses who attend Foundation Board of Trustees meetings in Evanston, Illinois, shall include, but not be limited to, instructional sessions, seminars, public service programs, and presentations by managers and other relevant staff as determined by the general secretary regarding developments in Foundation programs, events, meetings, and Secretariat operations. Such programs should constitute a substantial portion of the spouses' activities at Trustees meetings. Where Trustee spouses do not attend such sessions, the general secretary shall treat the expenses of such spouses as personal expenses. *(April 2000 Trustees Mtg., Dec. 126)*

Source: October 1999 Trustees Mtg., Dec. 14

20.140.1. Responsibilities of Spouses of Trustees of The Rotary Foundation at the International Assembly

The role of spouses of the Trustees in preparing for and attending the International Assembly shall be to

a. Become familiar with historical and cultural traditions of other nationalities in preparation for formal and informal exchanges with spouses of governors-elect
b. Become familiar with background information on RI and its Foundation
c. Serve as hosts of spouses of governors-elect as requested
d. Participate in spouse plenary sessions, possibly as a speaker, moderator, panelist or presenter, as recommended by the spouse of the president-elect, with the approval of the president elect
e. Participate in small group/roundtable discussions as facilitators, as recommended by the spouse of the president-elect, with the approval of the president-elect
f. Encourage multi-cultural understanding activities among participants. *(October 2005 Trustees Mtg., Dec. 7)*

Source: June 2005 Trustees Mtg., Dec. 135

20.140.2. Responsibilities of Spouses of RI Directors and Incoming Directors, and Trustees and Incoming Trustees of The Rotary Foundation at Rotary Institutes
The roles of spouses of directors and incoming directors, and trustees and incoming trustees of The Rotary Foundation at Rotary institutes shall be to

a. represent RI or its Foundation in their official capacity at assigned events
b. attend and participate in plenary sessions, workshops, forums, and meetings
c. attend and participate in all spouse program events such as plenary sessions or discussions, possibly as speakers, moderators, panelists, presenters or facilitators, at the discretion of the convener
d. serve as hosts to other spouses of official participants
e. attend and participate in official luncheons and dinners
f. attend official social events as representatives of RI or its Foundation *(January 2010 Trustees Mtg., Dec. 55)*

Source: January 2010 Trustees Mtg., Dec. 55

Cross-Reference

20.100. Rotary Foundation Presentation at Rotary Institutes
20.140.2. Responsibilities of Spouses of Trustees at Rotary Institutes

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Article 21. Officers

21.010. Delegation of Authority
21.020. Election of Officers
21.030. Specific Duties of Officers
21.040. Chair of The Rotary Foundation Board of Trustees Job Description
21.050. Aide to the Chair and Chair-Elect
21.060. Authorization
21.070. Corporate Credit Card

21.010. Delegation of Authority

I. The trustee chair is authorized to

1. Fill vacancies among RRFCs, endowment/major gifts advisers and other advisers, consultants, and similar positions that occur during his or her term as Chairman.

2. Approve Special Initiative grants of up to US$20,000 per grant from the Special Initiative Fund, up to US$100,000 annually, for service projects undertaken by Rotary clubs and/or districts that do not fit within the established criteria of existing Foundation programs. A report on all Special Initiative grants approved by the Chairman shall be provided to the Trustees at their next meeting.

3. Approve expenditure of up to US$50,000 each year for unanticipated expenses for program and administrative activities in keeping with the Mission of The Rotary Foundation. Any such expenditure shall be reported to the Trustees at their next meeting. However, this authority shall not be effective during the period commencing seven days prior to a regularly scheduled meeting of the Trustees until the conclusion of such meeting.

4. With the recommendation of the stewardship committee, impose the penalties set forth in the *Rotary Foundation Code of Policies* for Failure to Comply with Foundation Reporting Guidelines or Misuse or Mismanagement of Foundation Grant Funds.

5. Suspend a district and any or all of its member clubs from participating in the programs of the Foundation whenever a district or its member clubs is not in compliance with the policies and guidelines of The Rotary Foundation. Unless previously authorized by the Trustees, the Chairman will obtain the informal consent of a majority of Trustees before suspending a district. However, this authority shall not be effective during the period commencing seven days prior to a regularly scheduled meeting of the Trustees until the conclusion of such meeting.

6. Release funds from its PolioPlus fund when it is determined that the goal of polio eradication would be adversely affected by a delay of approval until the next Trustees meeting, provided the release: a) has been recommended by the International PolioPlus Committee or its chair; b) does not exceed US$500,000. *(October 2019 Trustees Mtg., Dec. 45)*

Source: March 1997 Trustees Mtg., Dec. 153; April 1998 Trustees Mtg., Dec. 131; October 2000 Trustees Mtg., Dec. 50; April 2003 Trustees Mtg., Dec. 116; April 2004 Trustees Mtg., Dec. 99; May 2004 Trustees Mtg., Dec. 130, April 2005 Trustees Mtg., Dec. 97; October 2006 Trustees Mtg., Dec. 10 October 2006 Trustees Mtg., Dec. 39 April 2007 Trustees Mtg., Dec. 104 April 2011 Trustees Mtg., Dec. 94; October 2012 Trustees Mtg., Dec. 16; April 2013 Trustees Mtg., Dec. 96; April 2013 Trustees Mtg., Dec. 113; April 2014 Trustees Mtg., Dec. 87; January 2015 Trustees Mtg., Dec. 69; January 2015 Trustees Mtg., Dec. 71; June 2015 Trustees Mtg., Dec. 146; October 2019 Trustees Mtg., Dec. 45

II. The Chairman-elect is authorized to

1. Appoint the regional Rotary Foundation coordinators, Endowment/Major Gifts Advisers, and similar positions, who will serve during his term as chairman, in consultation with the chairman, vice-chairman, president, president-elect and the incoming chairman-elect, if known. "Appoint" as used in this paragraph shall include renewing the appointment of those serving in multiple year terms

2. Appoint consultants to Trustee standing committees to serve during his term as Chairman, subject to the approval of the Trustees *(August 2018 Trustees Mtg., Dec. 6)*

Source: April 2005 Trustees Mtg., Dec. 97; January 2009 Trustees Mtg., Dec. 66; April 2009 Trustees Mtg., Dec. 99
Amended by August 2018 Trustees Mtg., Dec. 6

III. The general secretary is authorized to

A. Rotary Foundation Grants (District Grants, Global Grants and Packaged Grants)

1. Disapprove requests in any amount for grants that do not meet program eligibility requirements or criteria
2. Relinquish/cancel a grant if an approved project no longer meets the terms and conditions of a grant award or The Rotary Foundation Code of Policies, and release unexpended awards
3. Waive payment, reporting, and closure requirements and contingencies on an exception basis
4. Waive reporting responsibilities for a host or international sponsor when the sponsor has proven due diligence in trying to ascertain a report
5. Extend the processing of a pending/unapproved, approved/unpaid, or paid/nonimplemented grant, beyond established time limits, on an exception basis
6. Enforce timeline requirements for submissions of proposals and applications prior to grant award
7. Release grant funds when all prepayment requirements have been met
8. Approve additional funding above the original award amount if extenuating circumstances warrant and if host and international sponsors approve the additional funding
9. Authorize changes to the scope of an approved grant, provided that the grant still adheres to The Rotary Foundation Code of Policies and the terms and conditions of the grant award
10. Waive program or eligibility criteria, on an exception basis, when, in the opinion of the general secretary, circumstances warrant.

11. Allow variations from the requirements of qualification as set forth in Rotary Foundation Code of Policies section 11.080. for good cause.

B. Rotary Foundation Global Grants

1. Global Grants
   a) approve all grant awards up to US$100,000

2. Global Grants for Humanitarian Projects
   a) act on recommendations from The Rotary Foundation Cadre of Technical Advisers for advance and interim site visitors and auditors
   b) modify audit and monitor requirements for humanitarian grants as circumstances warrant
   c) request The Rotary Foundation Cadre of Technical Advisers to appoint an auditor or site visitor to review and report on any project as deemed necessary
   d) approve changes within the budget of an approved grant, provided that these changes do not affect the purpose or dollar limit of the grant
   e) approve requests for project sponsors to use interest earned and currency gains for additional items that will enhance the project

3. Global Grants for Vocational Training Teams
   a) authorize team travel if all award conditions have been met
   b) authorize additional travel associated with training activities
   c) postpone by one year the originally scheduled vocational training award
   d) authorize brief visits outside of the host sponsor district in adjacent districts as part of the vocational training team itinerary when such visits pertain to training or associated area of focus activity
   e) grant transportation payment for a vocational training team member in the event of the death of the team member's mother, father, sibling, spouse, or child
   f) waive an established predeparture requirement for a vocational training team member or team leader
   g) waive citizenship and residency criteria when extenuating circumstances warrant
   h) enforce submission of all post-training reporting

4. Global Grants for Scholarships
   a) make final decisions on all matters raised by scholarship candidates, scholars, and their supporters concerning the administration of the scholarship
   b) approve district-endorsed candidates if eligible under existing Code of Policies and determine whether the scholar's study plan is within an area of focus
   c) waive a published pre-departure requirement for any scholar
   d) postpone scholar's use of a scholarship by 12 months when warranted by extenuating circumstances (such as host and international sponsor issues and district approval delays)
   e) approve "late" scholarship candidates (those who were not originally awarded a scholarship for reasons of incomplete applications or unsubmitted applications)
   f) grant roundtrip transportation payment or single-trip transportation for a scholar in the event of the death of the scholar's mother, father, sibling, spouse, or child
   g) grant a delay of up to one year in a scholar's return home
   h) enforce submission of all post-training reporting

C. Packaged Grants

a) develop the terms and conditions of the packaged grant, following Trustee review and negotiation with the proposed strategic partner of the objectives and general scope of the opportunity
b) approve all grant awards to those clubs and districts that demonstrate the capacity to implement the grant as outlined in the terms and conditions

D. Rotary Foundation District Grants

a) approve all grant awards

E. PolioPlus

a) approve grants to National PolioPlus committees for administrative expenses upon the recommendation of the International PolioPlus Committee or its chair on the committee's behalf, up to a maximum of US$25,000 per grant
b) approve PolioPlus Partners Grants of up to US$100,000 per grant

F. Strategic Partnerships and Collaborating Organizations

a) Initiate solicitation of potential Strategic Partners for Packaged Grants
b) Determine designation criteria for collaborating organizations and oversee their selection and approval

G. Awards

Approve all nominations for Citations for Meritorious Service

H. Fund Development

Approve or disapprove donor requested distributions from donor advised funds

I. Conflicts of Interest

Fashion and implement remedies with respect to the TRF conflict of interest policy as set forth in Rotary Foundation Code of Policies section 10.030.

J. Investments

Amend the performance measurement standards section of the investment policy statement for associate foundations to add additional performance benchmark indices as new associate foundations are approved by the Trustees

K. Exceptions

The general secretary may waive program and/or eligibility criteria, on an exception basis, when, in the opinion of the general secretary, circumstances warrant. The general secretary shall make an immediate report to the Chairman on any exceptions granted that are not stated above in sections III.A., III.B., III.C., III.D., and III.G. The general secretary shall make a quarterly report to all Trustees on any and all exceptions granted, including those specifically authorized by sections III.A., III.B., III.C., III.D., and III.G.

L. Appeals

Any appeals of the general secretary's actions pursuant to this delegation of authority policy, including any exceptions to program and/or eligibility criteria, will be reviewed and acted upon by the Trustees. The Programs Committee is authorized to review and act upon appeals between Trustees' meetings when the trustee chair determines that a decision must be reached before the next meeting of the Trustees. The Programs Committee shall report any actions taken with regard to such appeals to the first available Trustees meeting. With respect to the grant programs, should the Trustees believe a change in policy is needed as a result of an appeal, it shall refer the matter to the Programs Committee, which will work with the general secretary to include the issue in the regular evaluation of the grant programs. *(January 2019 Trustees Mtg., Dec. 65)*

Source: October 2000 Trustees Mtg., Dec. 49; April 2005 Trustees Mtg., Dec. 97; October 2006 Trustees Mtg., Dec. 55; April 2007 Trustees Mtg., Dec. 104; April 2008 Trustees Mtg., Dec. 115 October 2008 Trustees Mtg., Dec. 24; October 2009 Trustees Mtg., Dec. 16; October 2009 Trustees Mtg., Dec. 44; October 2010 Trustees Mtg., Dec. 15; October 2012 Trustees Mtg., Dec. 16; April 2013 Trustees Mtg., Dec. 113; June 2015 Trustees Mtg., Dec. 146; October 2018 Trustees Mtg., Dec. 46; October 2018 Trustees Mtg., Dec. 47

IV. The Stewardship Committee is authorized to

1. Take any of the actions outlined in the Stewardship Committee Terms of Reference

2. Act on behalf of the Trustees on all matters relating to qualification *(October 2012 Trustees Mtg., Dec. 16)*

Source: October 2006 Trustees Mtg., Dec. 49; April 2009 Trustees Mtg., Dec. 102

V. The Executive Committee is authorized to

1. Approve, on behalf of the Trustees, WASH in Schools competitive grants that are above US$100,000 and agree that the committee may vote on such grants electronically. *(September 2017 Trustees Mtg., Dec. 12)*

Source: April 2017 Trustees Mtg., Dec. 109

21.020. Election of Officers

The annual election of officers for the following year shall be conducted at the annual meeting of the Trustees in October. The election of officers shall be conducted by written ballots. The election of the chairman-elect shall precede the election of the vice-chairman. Following the election of the chairman-elect, the current chairman-elect may nominate a Trustee to serve as vice-chairman. The election of each officer shall require a majority of votes cast. *(June 2009 Trustees Mtg., Dec. 148)*

Source: October 2004 Trustees Mtg., Dec. 18; June 2009 Trustees Mtg., Dec. 148
Amended by April 2005 Trustees Mtg., Dec. 97; June 2005 Trustees Mtg., Dec. 140; February 2006 Trustees Mtg., Dec. 89

21.030. Specific Duties of Officers

21.030.1. Chairman

The chairman shall

1. Cooperate and act in concert with the RI President and the President's program and theme for the year and consult with the President regularly
2. Coordinate the program for TRF segments of the convention in consultation with the President and the Trustees and present the plan for such segments for approval of the Trustees at the second (January/February) meeting of the year
3. Report to the Trustees within ten (10) days any emergency actions taken on behalf of the Trustees pursuant to the authority granted in the Bylaws
4. Promote the work of TRF and the need for Rotarians to maintain their financial support. *(April 2005 Trustees Mtg., Dec. 97)*

Source: April 2005 Trustees Mtg., Dec. 97

21.030.2. Chairman-elect

The chairman-elect shall

1. Cooperate and act in concert with the RI President-elect and the President-elect's proposed program and theme for the year and consult with the President-elect regularly
2. Coordinate the program for TRF segments of the International Assembly in consultation with the President-Elect and the Trustees and present the plan for such segments for approval of the Trustees at their last (June) meeting of the year
3. Make appointments of Trustee representatives to the following year's Rotary Institutes. Before making any such appointments, the Trustees shall be provided a list of all of the Rotary Institutes occurring in the following year at the second (January/February) meeting of the year. Each Trustee shall be afforded the opportunity to indicate his or her preference to the Chairman-Elect by 1 March, following which the Chairman-Elect shall then make the appointments of Trustee representatives. *(June 2005 Trustees Mtg., Dec. 139)*

Source: April 2005 Trustees Mtg., Dec. 97
Amended by June 2005 Trustees Mtg., Dec. 139

21.040. Chair of The Rotary Foundation Board of Trustees Job Description

21.040.1. Position
The chair of The Rotary Foundation is the highest officer of The Foundation. The chair is the principal person to speak on behalf of the Foundation. *(September 2017 Trustees Mtg., Dec. 12)*

Source: April 2017 Trustees Mtg., Dec. 102

21.040.2. Trustee Chair Duties and Responsibilities
In addition to the duties and responsibilities of a Trustee, the chair also

1. Presides at all meetings of the Trustees.

2. Travels on behalf of the Foundation to motivate donors and potential donors and to encourage the charitable and humanitarian activities of the Foundation.

3. In collaboration with the Board of Trustees, appoints members of Foundation committees, coordinators, consultants, liaisons to RI Board committees and meetings, and similar positions.

4. Selects up to four annual priorities, in collaboration with the RI President.

5. Counsels the general secretary, in collaboration with the RI President.

6. Cooperates and acts in concert with the RI President and the President's program and theme for the year and consults with the President regularly.

7. Advises and consents to the program for TRF segments of the International Assembly and convention in consultation with the President and the Trustees and presents the plan for such segments for approval of the Trustees.

8. Reports to the Trustees any emergency actions taken on behalf of the Trustees pursuant to the authority granted in the Bylaws.

9. Promotes the programs of TRF.

10. Reports to the Trustees on decisions made between meetings.

11. Consults regularly and collaborates with the Vice-Chair and Chair-elect.

12. Performs such other duties as pertain to the office, including those delegated to the Trustee chair by the Board of Trustees.

13. As incoming chair, provides orientation, in collaboration with the general secretary, to incoming trustees on staff/volunteer interaction. *(September 2017 Trustees Mtg., Dec. 12)*

Source: April 2017 Trustees Mtg., Dec. 102

21.040.3. Trustee Chair Terms/Participation

The chair of the Trustees of The Rotary Foundation is elected annually by the Trustees. The chair serves a one-year term and may be reelected. *(September 2017 Trustees Mtg., Dec. 12)*

Source: April 2017 Trustees Mtg., Dec. 102

21.040.4. Qualifications

The chair of The Rotary Foundation must currently be serving as a trustee.

Candidates should have achieved leadership stature in business, government, philanthropy, or the nonprofit sector. His/her accomplishments will allow him/her to work collaboratively with other well-qualified, high-performing board members and organizational leaders.

Ideal candidates should have the following qualifications:

1. Professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector.

2. Commitment to and understanding of Rotary's members, donors, program participants, partners, beneficiaries, and other key stakeholders.

3. Diplomatic skills and a natural affinity for cultivating relationships and building consensus among diverse individuals.

4. Personal qualities of integrity, credibility, and a passion for improving Rotary and its Foundation.

5. Knowledge of Rotary International and The Rotary Foundation programs, finances, operations and administration.

6. Experience in serving on other governing bodies with specific focus on non-profit or charitable aims.

7. Strong collaboration and negotiation skills.

8. Effective communication skills (both verbal and written).

9. Ability to translate the organizational vision into an effective action plan during his/her year as chair, in collaboration with the Board of Trustees.

10. Ability to work collaboratively with predecessors and successors. *(September 2017 Trustees Mtg., Dec. 12)*

Source: April 2017 Trustees Mtg., Dec. 102

21.050. Aide to the Chair and Chair-Elect

The Trustees authorize their chairman and chairman-elect to annually appoint aides to provide personal assistance in connection with the chairman's duties. *(October 2008 Trustees Mtg., Dec. 8)*

Source: June 2008 Trustees Mtg., Dec. 177

21.060. Authorization

The chairman and general secretary of the Foundation are authorized to execute and deliver all certificates, articles, applications, designations, appointments, assignments, bills of sale, agreements, documents and instruments. *(April 2000 Trustees Mtg., Dec. 126)*

Source: May-June 1983 Trustees Mtg., Dec. 13

21.070. Corporate Credit Card

The trustee chairman and chairman-elect shall be authorized to use a TRF corporate credit card in paying for reimbursable business expenses. (*October 2015 Trustees Mtg., Dec. 7)*

Source: October 2002 Trustees Mtg., Dec. 10
Amended by October 2015 Trustees Mtg., Dec. 7

Article 22. Meetings

22.010. Meetings of Trustees, Decisions, and Meeting Minutes

22.010. Meetings of Trustees, Decisions, and Meeting Minutes

22.010.1. Annual Meeting
The annual meeting of the Trustees, as referenced in Rotary Foundation Bylaws Section 4.1, will be held in October. *(February 2006 Trustees Mtg., Dec. 89)*

Source: October 2005 Trustees Mtg., Dec. 12

22.010.2. Trustees Meetings
Trustees meetings should be scheduled for no more than three days beginning in 2020–21 except as may otherwise be determined by the chair when there are special circumstances. *(October 2019 Trustees Mtg., Dec. 27)*

Source: April 2019 Trustees Mtg., Dec. 127; October 2019 Trustees Mtg., Dec. 27

22.010.3. Financial Impact of Decisions
No action will be taken on recommendations to the Trustees which do not include, when appropriate, detailed, timely information on the cost and financial impact of such recommendations including whether the proposed program, services, or actions can be accomplished by the current staff or will require additional staff, either temporary or permanent. *(January 2002 Trustees Mtg., Dec. 78)*

Source: March 1990 Trustees Mtg., Dec. 81

22.010.4. Effective Date of Trustees' Decisions
Once a decision is passed by the Trustees at any meeting of the Trustees, such decision is immediately in force, unless it requires the concurrence of some other body in Rotary or the approval of legal counsel. *(April 2000 Trustees Mtg., Dec. 126)*

Source: November 1981 Trustees Mtg., Dec. 58

22.010.5. Informal Consent of Trustees
When Trustee policy requires the "informal consent" of the Trustees, such consent shall be obtained by telephone, email, fax, or other means of communication under the direction of the general secretary. Such informal polling by the general secretary shall continue only until the consent of a majority of Trustees, including the trustee chair, is obtained. Any action for which informal consent is sought and obtained, including the names of all Trustees consenting to such action, shall be reported by the general secretary to all Trustees within 10 business days. *(April 2005 Trustees Mtg., Dec. 97)*

Source: April 2005 Trustees Mtg., Dec. 97

22.010.6. Distribution of the Minutes

Upon request, copies of the minutes of all Trustees meetings shall be distributed to

a) current trustees
b) past trustees
c) incoming trustees
d) RI Board of Directors
e) general secretary and appropriate members of staff
f) regional Rotary Foundation coordinators
g) past regional Rotary Foundation coordinators
h) contact people for Associate Foundations
i) trustee committee consultants
j) past RI directors

In addition, the general secretary shall post the minutes and appendices of all Trustees meetings to the RI Web site within 90 days of the meeting, except for those appendices that are specifically designated by the Trustees to be filed only with the official copy of the minutes. Minutes posted prior to their approval by the Trustees shall contain notice that the minutes are in draft form only, subject to approval by the Trustees. *(October 2006 Trustees Mtg., Dec. 11)*

Source: May-June 1984 Trustees Mtg., Dec. 2; October 2006 Trustees Mtg., Dec. 11
Amended by April 2003 Trustees Mtg., Dec. 129

22.010.7. Codification of Policies

The Rotary Foundation Code of Policies is a reference manual, in subject order, of all policy decisions still in force that were made by the Trustees and to a limited extent, the RI Board of Directors. All general and permanent policies of the Trustees shall be incorporated into the Code.

The Code will be maintained and kept up to date by the general secretary. The general secretary, at the conclusion of each Trustees meeting, shall review the decisions passed at that meeting and prepare a report listing those decisions taken by the Trustees that should be added to the Code. This report shall be submitted to the Executive Committee of the Trustees at its next meeting. The Executive Committee shall review this report and make recommendations to the full board of Trustees for consideration and decision. The general secretary shall update *The Rotary Foundation Code of Policies* after each Trustees meeting for distribution in loose-leaf form to the Trustees and appropriate TRF and RI staff, and for publication on the RI website.

The general secretary is requested to ensure that all suggested Trustee decisions make reference to any provisions of *The Rotary Foundation Code of Policies* that are affected by the suggested Trustees decision, such suggested decisions to be drafted so they may be added to the Code without modification. The general secretary shall have the authority to revise the numbering, arrangement, headings, and cross-references contained in *The Rotary Foundation Code of Policies* as may be required from time to time.

The general secretary is requested to place a statement in future editions of the *Manual of Procedure* that the white pages are for purposes of explanation and serve as guidelines in interpreting TRF policy as found in the constitutional documents of TRF, which are contained in the yellow pages of the *Manual of Procedure*, and The Rotary Foundation Code of Policies.

The Rotary Foundation Code of Policies shall be issued only in English at this time. *(October 2013 Trustees Mtg., Dec. 8)*

Source: June 2001 Trustees Mtg., Dec. 207
Amended by April 2003 Trustees Mtg., Dec. 129; October 2013 Trustees Mtg., Dec. 8

Article 23. Committees

23.010. Foundation Committee Appointments
23.020. Consultants
23.030. Orientation and Meetings
23.040. Liaison Trustees to Foundation Committees
23.050. Committees

23.010. Foundation Committee Appointments

23.010.1. Procedures for Committee Appointments

The Trustees have adopted the following procedures for TRF committee appointments:

- All committee appointments should require the approval or consultation of the Trustees

- The trustee chair should be an *ex officio* voting member of all TRF committees

- The committee structure for the following year submitted for approval by the Trustees at their October meeting should show the number of members for the respective committees and the term of membership as mandated by Rotary Foundation Bylaws section 6.1.

- Following approval of the committee structure for the following year, the current and incoming Trustees should have an opportunity to make recommendations for persons to be considered for the known vacancies.

- The trustee chair-elect should provide to the Trustees at least one week before their January meeting a list of the persons tentatively selected for all of the committee appointments for the following year. If there are concerns or objections offered by the current or incoming Trustees, the chair-elect should seek to resolve the concerns before submitting the list of appointments to the Trustees for approval at their January meeting.

- Following approval of the committee appointments by the Trustees at their January meeting, the chair-elect should proceed to invite the listed persons to serve on their respective committees.

- If any of the persons approved by the Trustees decline their invitations to serve on the designated committees, the chair-elect may select alternate members to serve as needed. *(September 2017 Trustees Mtg., Dec. 16)*

Source: October 2014 Trustees Mtg., Dec. 12
Amended by September 2017 Trustees Mtg., Dec. 16

23.010.2. Appointments of Rotarians with Financial Obligations to RI
Any Rotarian who has been notified by the general secretary that he or she has a financial obligation to RI or TRF in excess of US$100 that has been outstanding for more than 90 days

a) shall be ineligible for any Rotary appointments or assignments that require the approval of the Board until these obligations have been met to the satisfaction of the Audit Committee of the Board

b) shall be ineligible to have any payments made on their behalf by RI or TRF or to receive reimbursement for expenses incurred on RI or TRF business until such financial obligation has been repaid

It is recommended that those Rotarians who have an outstanding financial obligation to RI in excess of US$100 for more than 90 days, not receive any RI presidential appointments or assignments, or any Rotary Foundation appointments or assignments, until all outstanding financial obligations have been resolved to the satisfaction of the Board. It is also recommended that a Rotarian who has outstanding financial obligations in excess of US$100 for more than 180 days be removed from any current appointment or assignment by the responsible appointer. *(October 2005 Trustees Mtg., Dec. 7)*

Source: June 2002 Board Mtg., Bd. Dec. 296; February 2004 Board Mtg., Bd. Dec. 218; April 2004 Trustees Mtg., Dec. 85
Amended by November 2002 Board Mtg., Bd. Dec. 168; May 2003 Board Mtg., Bd. Dec. 422; June 2005 Board Mtg., Bd. Dec. 336; June 2005 Trustees Mtg., Dec. 135

23.010.3. Appointments of Governor with Outstanding Financial Reports
Upon receiving notice that a governor has failed to submit the annual statement and report required by RI bylaws 15.060.4., the general secretary shall notify the governor that unless the statement and report are received by the general secretary within 90 days, the governor shall be ineligible for future RI and TRF appointments and assignments until the statement and report are submitted. The general secretary shall notify the RI president and Trustee chairman of those governors who are not in compliance with the above requirement. *(October 2006 Trustees Mtg., Dec. 7)*

Source: May 2003 Board Mtg., Bd. Dec. 336; June 2003 Trustees Mtg., Dec. 173
Amended by October 2006 Trustees Mtg., Dec. 7

23.020. Consultants

23.020.1. Appointment of Committee Consultants
The Trustees Programs Committee, Fund Development Committee, Finance Committee, and Stewardship Committee may each have qualified non-voting consultants to assist their work. The work of such consultants shall focus on specific tasks or technical needs identified by the committee chairmen. The annual administration budget shall include an amount to cover the cost of any such consultants.

Each of these committees may have up to two consultants, on the recommendation of a committee chair, for one year. The Chairman-elect shall appoint consultants to serve during his term as chairman, subject to the approval of the Trustees.

A committee, if it so wishes, may have fewer than two consultants or none. The chairman of the Trustees may, at the request of a chair of one of these committees and if he or she deems it necessary and cost-effective, appoint additional consultant(s) for a committee, who shall have one-year terms.

Consultants may be reappointed but may not serve more than four consecutive years. *(January 2013 Trustees Mtg., Dec. 60)*

Source: April 1989 Trustees Mtg., Dec. 97
Amended by October 1991 Trustees Mtg., Dec. 7; April 1993 Trustees Mtg., Dec. 99; October 2005 Trustees Mtg., Dec. 7; October 2005 Trustees Mtg., Dec. 65; January 2013 Trustees Mtg., Dec. 60

23.020.2. Guidelines for Consultants

The role of consultants shall be to advise, when requested, the committee of the Board of Trustees to which they are assigned on specific matters wherein they have special knowledge or technical skill. The work of consultants may occur at scheduled committee meetings or outside such meetings through analysis of reports and proposals, project site visits, and similar activities. Consultants may not initiate or vote on committee decisions, or advocate any position or action beyond their advisory role, and should concentrate their efforts in their areas of expertise. *(April 2000 Trustees Mtg., Dec. 126)*

Source: June 1991 Trustees Mtg., Dec. 175

23.020.3. Consultant Attendance at Meetings

Consultants to the Trustee committees may occasionally attend committee meetings, when invited by the committee chair with the approval of the Chairman of the Trustees. Consultants will ordinarily be invited to attend the committee meetings held in conjunction with the October/November and April meetings of the Trustees each year except if the trustee chairman indicates that their presence is not needed at any particular meeting. *(February 2006 Trustees Mtg., Dec. 89)*

Source: May 1997 Trustees Mtg., Dec. 175
Amended by February 2006 Trustees Mtg., Dec. 89

23.030. Orientation and Meetings

23.030.1. Committee Orientation

Committee orientation shall be provided annually to members, advisers, and director and trustee liaisons of Foundation committees under the joint direction of the committee chair and staff liaison. This orientation may be in-person on the first day of the committee's first meeting of the year, or may be delivered electronically, by teleconference, webinar, or other electronic means. The orientation program should include the following:

- History of the subject area
- Terms of reference, scope of the committee's work and committee goals for the year
- Copies of committee minutes for the two preceding Rotary years
- Summary of key recent Trustees decisions affecting the committee's work
- Expectations for committee members
- Expected time commitment
- Resources available to the committee
- Format of committee meetings
- Brief biographies of all committee members and key staff
- Standard of Conduct for Interactions with Secretariat Staff
- "Member Leader and Employee Interactions" document *(April 2018 Trustees Mtg., Dec. 95)*

Source: April 2017 Trustees Mtg., Dec. 102
Amended by January 2018 Trustees Mtg., 58

23.030.2. Meetings by Teleconference

Rotary Foundation committee meetings of less than two days should meet by teleconference or other electronic means only, unless the meeting occurs the day before or after another committee meeting and provides travel-related cost-savings to the committee members. *(October 2019 Trustees Mtg., Dec. 27)*

Source: April 2019 Trustees Mtg., Dec. 127
Amended by October 2019 Trustees Mtg., Dec. 27

23.040. Liaison Trustees to Foundation Committees

The trustee chairman should consider appointing a liaison trustee to any Foundation committee when there is not a Trustee serving as a member of the committee. *(October 2003 Trustees Mtg., Dec. 11)*

Source: October 2003 Trustees Mtg., Dec. 11

23.040.1. Involvement in Meetings

The liaison Trustee shall attend the meeting of the committee strictly in the capacity of a liaison and, generally, as an observer. While the Trustee may respond to requests for information, the Trustee should not participate in any vote. *(October 2003 Trustees Mtg., Dec. 11)*

Source: October 2003 Trustees Mtg., Dec. 11

23.040.2. Committee Reports

The liaison Trustee shall present the committee's report to the Trustees. The liaison Trustee is expected to communicate the committee's thinking and deliberations as contained in the formal written report or as otherwise known in the capacity as liaison Trustee. *(October 2003 Trustees Mtg., Dec. 11)*

Source: October 2003 Trustees Mtg., Dec. 11

23.050. Committees

23.050.1. Terms of Reference for Committees
The terms of reference for the Trustee Executive, Programs, Finance, Fund Development, and Stewardship Committees are as follows:

The Executive Committee shall

1. Consist of the Chairman, Chairman-elect, and Vice-Chairman of the Trustees, and the chairs of the other standing committees of the Trustees

2. Make decisions on behalf of the Trustees when they are not in session on matters of an executive or administrative character where the policy of the Trustees has been established or where an emergency exists

3. Make recommendations to the Trustees on initiation and development of new activities

4. Receive and review proposals or initiate proposals for new programs and make recommendations regarding them to the Trustees

5. Review reports of committees and, when necessary, take action on matters contained therein where the policy of the Trustees has been established or where an emergency exists

6. Make decisions, when necessary, relative to expenditures for which appropriations have been made by the Trustees and make appropriations for administrative purposes not to exceed US$25,000

7. Explore matters requiring the attention of the Trustees and offer recommendations thereon to the Trustees

8. Consider all proposed associate foundations and, if they meet the Trustees' criteria, approve or not approve all such proposals, as well as monitor the activities of all approved associate foundations

9. Periodically review and recommend revisions to the long-range plans for The Rotary Foundation

10. Be the representatives of the Trustees on the Joint Committee of the Board of Directors of RI and the Trustees of The Rotary Foundation of RI

11. Review, in order to assure compliance with United States income tax statutes, in a manner consistent with United States Treasury Regulation Section 53.4958-6, or any successor regulations that may be in effect from time to time, the amounts to be paid to Rotary International for the services of the general secretary, deputy general secretary, all general managers, and the chief investment officer during the next year, so as to

assure that such payments are "reasonable," as that term is defined in the regulation. This matter shall be reviewed annually at the Trustees' meeting held in conjunction with the Rotary International Convention

12. Act on behalf of the Trustees to accept gifts of US$1 million or more that require exceptions to Foundation policies, provided that any approval be unanimous and that such approvals be communicated to the Trustees at their next regularly scheduled meeting. *(October 2018 Trustees Mtg., Dec. 46)*

Source: May 1965 Trustees Mtg., Dec. 6
Amended by June 1970 Trustees Mtg., Dec. 14; May 1980 Trustees Mtg., Dec. 10; June 1982 Trustees Mtg., Dec. 10; October 1990 Trustees Mtg., Dec. 3; April 2002 Trustees Mtg., Dec. 125; April 2005 Trustees Mtg., Dec. 97; April 2005 Trustees Mtg., Dec. 125; June 2005 Trustees Mtg., Dec. 165; September 2016 Trustees Mtg., Dec. 28; January 2018 Trustees Mtg., 58; October 2018 Trustees Mtg., Dec. 46

The Programs Committee shall

1. Consist of at least six members, comprising three trustees serving staggered, multi-year terms, and three non-trustee Rotarians serving staggered three-year terms. The non-trustee Rotarians shall have significant experience in Foundation programs and be current or recent (within the past three years) district Rotary Foundation chairs or regional Rotary Foundation coordinators at the time of their appointment to the committee.

   Non-trustee committee members shall have either served as the primary contact on a district or global grant, have subject matter expertise in the areas of focus, or have served as a member of the Cadre of Technical Advisers;

2. Monitor and evaluate all current programs and grants

3. Make decisions on behalf of the Trustees, should they not be in session, on all matters relating to program awards or grants and to the operation of all foundation programs or delegate any part of this authority to the committee chair and/or to the general secretary

4. At the trustee chair's request, review and act upon any appeals of the general secretary's actions pursuant to the Trustee's delegation of authority policy between meetings of the Trustees. The Programs Committee shall report any actions taken with regard to such appeals to the first available Trustees meeting.

5. Make recommendations to the Trustees on policy matters related to programs of the Foundation and recommend development of new Foundation programs

6. Provide projections of the financial requirements for current and proposed programs of the Foundation

7. Meet once a year at RI headquarters prior to Trustees meetings and separate from committee meetings scheduled during Trustees meetings. *(October 2019 Trustees Mtg., Dec. 27)*

Source: May 1980 Trustees Mtg., Dec. 10
Amended by June 1982 Trustees Mtg., Dec. 10; May 1986 Trustees Mtg., Dec. 6; October 1990 Trustees Mtg., Dec. 3; October 2004 Trustees Mtg., Dec. 7; October 2012 Trustees Mtg., Dec. 16; April 2013 Trustees Mtg., Dec. 115; October 2014 Trustees Mtg., Dec. 13; June 2016 Trustees Mtg., Dec. 149; October 2018 Trustees Mtg., Dec. 46; April 2019 Trustees Mtg., Dec. 127

The Finance Committee shall

1. Consist of at least four Trustee members.

2. Hold at least two in person meetings in conjunction with the RI Finance Committee in each Rotary year.

3. Invite new Finance Committee members to the meeting immediately prior to their joining the committee.

It is the responsibility of the Finance Committee to make recommendations to the Trustees on all financial matters relating to The Rotary Foundation, including:

1. Reviewing the details of the annual budget of The Rotary Foundation before recommendation to the Trustees.

2. In conjunction with the budget review and in conjunction with the RI Finance Committee, confirming the allocation of gross expenses to The Rotary Foundation.

3. Review at each meeting the financial performance compared against the budget and report to the Trustees at their next meeting.

4. In collaboration with the Strategic Planning Committee and the general secretary, review the organization's long-term financial projections and financial sustainability opportunities.

5. Review and recommend changes as necessary to The Rotary Foundation Funding Model to ensure sufficient funds are available to fund programs and pay operating expenses

6. Deliver to the Trustees a five-year financial forecast annually. *(June 2017 Trustees Mtg., Dec. 157)*

Source: May 1965 Trustees Mtg., Dec. 6
Amended by June 1982 Trustees Mtg., Dec. 10; October 2004 Trustees Mtg., Dec. 7; January 2008 Trustees Mtg., Dec. 77; June 2010 Trustees Mtg., Dec. 158; June 2017 Trustees Mtg., Dec. 157

The Fund Development Committee shall

1. Consist of three trustees serving multi-year staggered terms, and six non-trustee Rotarians with significant fund development experience or who are fundraising professionals, with terms up to three years (renewable) on a staggered basis

2. Evaluate existing fund-raising mechanisms and develop new ones as required to meet the program requirements of The Rotary Foundation

3. Develop public relations, contribution recognition, and research related to the development of funding activities, including projects of contribution sources and levels

4. Make decisions on matters of development where the policy of the Trustees has been established or where an emergency exists

5. Make decisions, when necessary, relative to development expenditures for which appropriations have been made by the Trustees

6. Monitor and evaluate existing Rotary Foundation programs for their effectiveness in developing funding for The Rotary Foundation

7. Meet twice a year at RI headquarters prior to Trustees meetings and separate from any other Trustee committee meeting times *(January 2013 Trustees Mtg., Dec. 60)*

Source: June 1982 Trustees Mtg., Dec. 10
Amended by October 1990 Trustees Mtg., Dec. 3; October 2004 Trustees Mtg., Dec. 7; October 2012 Trustees Mtg., Dec. 22

The Stewardship Committee shall

1. Consist of at least four Trustees

   a. each of whom shall be appointed for a term of four years (except for the initial members who shall be appointed for such terms as shall be necessary to permit at least one new member to be appointed each year); and

   b. at least one of whom shall be appointed from each class of Trustees

2. Make recommendations to the Trustees on all matters related to stewardship, compliance, oversight, and fiduciary responsibility and the scheduling of regional/zonal stewardship seminars

3. Within the policies of the Trustees, counsel the general secretary with respect to stewardship and oversight matters, including advising the general secretary with respect to investigations, audits and legal actions

4. Receive and review the general secretary's annual plan for stewardship and oversight activities prior to its consideration by the Trustees

5. Receive and review the general secretary's reports on findings and resolutions of alleged misuse of Foundation funds and report to the Trustees as necessary

6. Between Trustees meetings, make decisions on matters of stewardship and oversight where the policy of the Trustees has been established or where an emergency exists

7. Between Trustees meetings, impose sanctions to clubs and districts for failure to comply with the Trustees' stewardship policies as authorized by the Trustees

8. Make decisions, when necessary, relative to stewardship and oversight expenditures for which appropriations have been made by the Trustees; and monitor and evaluate existing Foundation stewardship and oversight activities

9. Provide a report to the Trustees at their next meeting on any actions taken on their behalf between meetings

10. Act on behalf of the Trustees on all matters related to qualification *(October 2012 Trustees Mtg., Dec. 16)*

Source: April 2005 Trustees Mtg., Dec. 109
Amended by October 2006 Trustees Mtg., Dec. 49; October 2012 Trustees Mtg., Dec. 16

Cross-Reference

34.030.4. Cadre Chair as Consultant to Stewardship Committee of the Trustees

23.050.2. Investment Committee

23.050.2.1. Investment Committee Charter

1.0. Functions of the Committee

The Investment Committee (IC) shall perform the functions of an investment fiduciary in accordance with the Uniform Prudent Management of Institutional Funds Act (UPMIFA, IL, eff. 30 June 2009). The Committee shall comply with all applicable fiduciary, prudence, and due diligence requirements experienced investment professionals would utilize; and with all applicable laws, rules and regulations that may impact the Investment Portfolios. The Committee shall have the responsibility for:

1.1 formulating and recommending investment policies and guidelines for the organization's investment portfolios to the Trustees of The Rotary Foundation
1.2 ensuring that the portfolios are managed in compliance with the investment policies and guidelines including the decisions by staff to allocate assets to investment managers, funds and strategies

1.3 acting in a consultative capacity for the Rotary International Finance Committee (RIFC) with respect to Rotary International (RI) investment matters
1.4 reviewing and monitoring investment results
1.5 reviewing and recommending to the Board of Trustees the hiring of an advisor to provide advice to the IC and/or the Trustees
1.6 advising and educating the Trustees on various investment issues; and
1.7 reporting regularly to the Board of Trustees on investment matters

2.0 Definition of a Fiduciary

A fiduciary is defined as a person who has the legal and/or implied moral responsibility to manage the assets of another person. A fiduciary must act solely in the best interests of that person. The IC is subject to certain duties and responsibilities, including, but not limited to:

2.1 Know the standards, laws, and trust provisions that impact the investment process of the Portfolios.
2.2 Prudently diversify the portfolios to a specific risk/return profile.
2.3 Prepare, execute and maintain an investment policy statement.
2.4 Have investment decisions made by prudent experts.
2.5 Control and account for all investment-related expenses.
2.6 Monitor the activities of all investment-related service vendors.
2.7 Avoid conflicts of interest and prohibited transactions.

3.0 Membership

3.1 The IC shall consist of nine voting members, of whom six will be Rotarians with investment and/or foundation/endowment experience, and three will be Trustees, including the chairman and vice-chairman of the Finance Committee and one other Trustee who has investment or other financial experience.
3.2 It is desirable for non-Trustee members to have *institutional* investment experience.
3.3 It is desirable for at least two non-Trustee members to have experience with alternative investments
3.4 It is desirable for non-Trustee members to have an investment professional designation, such as the CFA or CAIA, and/or an MBA.
3.5 All members must be fluent in English.
3.6 Each non-Trustee member will be appointed for a six-year term. Terms will be staggered so that one non-Trustee member is appointed or re-appointed each year for a six-year term. A non-Trustee member may serve up to two consecutive terms.
3.7 There will be two attendees from the RIFC, including its chairman and another RIFC member appointed by its chairman. RIFC attendees will have voting rights with respect to appointments and terminations of investment managers utilized by RI and other matters that impact RI's investment portfolio.

4.0 Meetings

4.1 Meetings will be held on a periodic basis, generally quarterly, either in person or via teleconference.
4.2 In recognition of the importance of the work of the IC, regular attendance at the IC meetings is expected from all members.
4.3 Joining the IC when issues pertaining to RI are discussed will be two members of the RIFC.
4.4 An agenda shall be prepared for each regular and special meeting of the IC. The agenda shall set forth those items upon which the IC anticipates taking action or discussing. Each agenda item shall have attached backup material necessary for discussion or action by the Committee. A copy of the agenda and backup material shall be furnished to each IC member and RIFC attendees approximately 10 days prior to the commencement of the meeting.
4.5 Full and complete minutes detailing records of deliberations and Trustee recommended decisions shall be provided to the entire Board of Trustees and maintained by the Office of Investment.
4.6 Separate minutes will be prepared for the RIFC on those items impacting RI.

IC Portal

4.7 A secure site for the IC has been established on Rotary.org to facilitate the timely dissemination of pertinent investment information and to provide ready access to investment policy statements and other Foundation investment information.
4.8 Each member and RIFC attendee is expected to register and utilize this site.
4.9 Information posted on this site includes:
- 4.9.1 Calendar of meeting dates
- 4.9.2 Contact information for other IC members and investment staff
- 4.9.3 Investment policy statements
- 4.9.4 Quarterly investment reports
- 4.9.5 Regular reports from Rotary's investment managers
- 4.9.6 Articles on endowment and foundation trends, or other investment-related topics.

5.0 Disclosure of Conflict of Interest

5.1 Notwithstanding any provision of the law, no IC member or RIFC attendee shall vote or participate in a determination of any matter in which the IC member or RIFC attendee shall receive a special private gain. IC members and RIFC attendees have a duty of loyalty that precludes them from being influenced by motives other than the accomplishment of the purposes of the Portfolios. IC members and RIFC attendees, in the performance of their duties, must conform and act pursuant to the documents and instruments establishing and governing the Portfolios.

5.2 All IC members and RIFC attendees will be required to read the Conflict of Interest Policy for Members. Annually, all IC members and RIFC attendees must submit a signed "Potential Conflict of Interest Statement", noting all potential conflicts. Disclosure of such potential conflicts must be made to the entire IC prior to any relevant IC action. These disclosures will be reviewed by the entire IC, which will attempt to resolve any actual or potential conflicts and, in the absence of resolution, refer the matter to the trustee chair. *(June 2017 Trustees Mtg., Dec. 161)*

Source: January 2010 Trustees Mtg., Dec. 78
Amended by September 2011 Trustees Mtg., Dec. 63; June 2017 Trustees Mtg., Dec. 161

23.050.2.2. Conflict of Interest Policy for Members of the Investment Committee

I. Policy

1. The Investment Committee ("Committee") has oversight responsibility for Rotary's investment portfolios. The portfolios are generally managed on Rotary's behalf by external investment and financial firms. Each Committee member has a duty to place the interests of The Rotary Foundation and Rotary International foremost in any dealings with such organizations.

2. No Committee member shall use his or her position or the knowledge gained there from, in such a manner that a conflict between the interests of The Rotary Foundation or Rotary International and his or her personal interests arises.

3. No Committee member or any immediate family member of any Committee member shall accept any financial or other benefit resulting from an action of The Rotary Foundation taken based on a recommendation of the Committee.

4. No Committee member shall provide a recommendation regarding business transactions between The Rotary Foundation and a vendor of financial services that the Committee member or any immediate family member is employed by, serves as an agent for or holds or owns a substantial interest in. Ownership of publicly traded corporate stock in which the Committee member owns less than ten percent of the corporate stock and is not involved with the corporation in any other manner will not be considered as a substantial interest.

5. If a Committee member has a conflict of interest in a proposed transaction with The Rotary Foundation or Rotary International in the form of any personal financial interest in the transaction or in any organization involved in the transaction, or he or she or an immediate family member is employed by, serves as an agent for or holds or owns a substantial interest in any such organization, he or she must make full disclosure to the members of the Committee before any discussion of the transaction. If a Trustee or member of the Committee is aware that a Committee member has an undisclosed potential conflict of interest in a proposed transaction with The Rotary Foundation or Rotary International, he or she must inform the

other members of the Committee as soon as possible. The Committee shall attempt to resolve any potential conflicts and, in the absence of a resolution, shall refer the matter to the trustee chair.

6. The existence and nature of a Committee member's potential conflict of interest shall be noted in the recommendations provided to the Trustees by the Committee.

II. Disclosure

To implement this policy, the Committee members will submit annual reports on the form entitled "Potential Conflict of Interest Statement" and, if not previously disclosed, will make disclosure to the entire Committee of all potential conflicts of interest prior to any relevant committee action. These disclosures will be reviewed by the entire Committee, which will attempt to resolve any actual or potential conflicts and, in the absence of resolution, refer the matter to the trustee chair. *(June 2017 Trustees Mtg., Dec. 161)*

Source: October 2005 Trustees Mtg., Dec. 74
Amended by June 2007Trustees Mtg., Dec. 181; September 2011 Trustees Mtg., Dec. 63; June 2017 Trustees Mtg., Dec. 161

23.050.3. Audit Committee

The Audit Committee shall act as the Audit Committee of Rotary International and The Rotary Foundation, with Trustee representation on the committee and terms of reference as indicated in Section 17.060. of the RI Bylaws and Section 31.080 of the Rotary Code of Policies. *(June 2010 Trustees Mtg., Dec. 158)*

Source: June 2010 Trustees Mtg., Dec. 158

Article 24. Regional Leaders

24.010. Regional Leaders
24.020. Regional Rotary Foundation Coordinators (RRFCs)
24.030. Endowment/Major Gifts Advisers

24.010. Regional Leaders

Regional leaders is the term used for the team of Regional Rotary Foundation Coordinator (RRFC), Rotary Coordinator (RC), Rotary Public Image Coordinator (RPIC), and the Endowment/Major Gifts Adviser (E/MGA) that works together in the districts they serve to improve membership, giving, program participation, and public image. *(August 2018 Trustees Mtg., Dec. 23)*

Source: August 2018 Trustees Mtg., Dec. 23

24.010.1. Teamwork

The regional leader team supports the interrelated priorities of Rotary's strategic plan and goals working under the direction of the RI Director with support from either a Trustee that resides in the zones of that Director or from a Trustee within the greater geographical region.

All regional leaders and their assistants need to work together as a team to successfully serve their districts. Regional leaders understand their role and the role of each member on their team. No individual regional leader role is more important than another and none holds a more senior level of Rotary office than any other regional leader. Each regional leader has individual responsibilities, however, in order to be successful, their work intersects and supports the work of the full team. Regional leaders approach their work collaboratively, identify team dysfunction, and work together to overcome it, while continuously communicating. Working as a team, regional leaders can better meet their goals and the needs of their districts.

The regional team is strongly encouraged to jointly:

- Develop shared goals and visions for their districts
- Hold training events whenever possible
- Send communications to district leadership
- Encourage positive change in the districts they serve. *(August 2018 Trustees Mtg., Dec. 23)*

Source: August 2018 Trustees Mtg., Dec. 23

24.010.2. Training

Coordinator Training

Newly-appointed coordinators attend a joint-training institute named "Regional Leaders Training Institute," (RLTI). RLTI is planned by a Moderator and two lead facilitators in consultation with the general secretary. The RLTI Moderator is selected jointly by the Incoming trustee chair-elect and the President-nominee. The incoming trustee chair-elect

and the President-nominee each select one of the two RLTI lead facilitators. Candidate selections for the RLTI Moderator and lead facilitator names are shared with the RI Board and TRF Trustees for review before appointments are finalized and announced.

Second and third year coordinators are provided continued training, learning, and skill-building opportunities through a structured plan provided by the general secretary.

Adviser Training

Newly appointed and first-year E/MGAs attend a training institute named "Endowment/Major Gifts Advisers Training Institute," (EMGTI). E/MGTI is planned by a Moderator and two lead facilitators in consultation with the general secretary. The E/MGTI Moderator and two lead facilitators are selected by the chair-elect of the Trustees for the year of the E/MGTI. Candidate selections for the E/MGTI Moderator and lead facilitator names are shared with the TRF Trustees for review before appointments are finalized and announced. *(August 2018 Trustees Mtg., Dec. 23)*

Source: April 2014 Trustees Mtg., Dec. 89; October 2015 Trustees Mtg., Dec. 33; October 2015 Trustees Mtg., Dec. 7; August 2018 Trustees Mtg., Dec. 23

24.010.3. Regional/District Trainings

Regional leaders organize, lead, and/or participate in trainings throughout the year. Training events should be relevant and targeted for governors and other district leaders to use again at the club level. Training events include:

- Regional Team Training – Assistants and others are trained before 1 July in this meeting convened by the Director that will oversee the regional team in the coming Rotary year. Incoming regional leaders work in close collaboration and communication with both the current Director, any resident Trustee as appropriate and the current regional leaders for all regional team training. E/MGAs are encouraged to provide training to District Endowment/Major Gifts Subcommittee Chairs.
- Governors-elect Training (GETS) and Rotary Institutes – Serve as an introduction of regional leaders as resources to district leaders and their district chairs. While not all regional leaders may be invited to be on the official GETS training team, all regional leaders are encouraged to attend GETS and Rotary Institutes to establish and strengthen relationships with district leaders. E/MGAs are encouraged to attend GETS and Institutes to further their primary objective of securing major gifts and to host recognition activities for major donors.
- Regional Seminars – Held in collaboration with other regional leaders to inspire Rotarians, especially district leaders, with new information, resources, tools, and an opportunity to share best practices.
- President-elect Training Seminar and/or other District Seminars –Regional leaders and their teams should work with their governors and governors-elect to support the training of presidents-elect and other district leaders, including providing assistance to training program and curriculum development, and, if invited, providing training or participating in district training events.

- On-line – Use of webinars, on-line meetings, teleconferences, and videoconferences is strongly encouraged for the broadest reach and impact within clubs and districts. E-learning resources on Rotary's website are also effective tools for distance learning. *(August 2018 Trustees Mtg., Dec. 23)*

Source: August 2018 Trustees Mtg., Dec. 23

24.010.4. Funding
Annual funding from available Rotary financial resources is provided to cover basic and necessary business expenses incurred directly by regional leaders in carrying out their role responsibilities. *(August 2018 Trustees Mtg., Dec. 23)*

Source: August 2018 Trustees Mtg., Dec. 23

24.010.5. Evaluation
Regional leaders' progress towards reaching their goals is regularly reported to the general secretary. Annually, regional leaders self-assess their performance in reaching outcomes, conducting activities, improving their competencies, and their qualitative contributions. These annual self-assessments are shared with RI Directors and Trustees for facilitating mentoring opportunities. The general secretary consults with the Rotary Foundation trustee chair in the implementation of an independent remediation process for low or under-performing regional leaders. *(August 2018 Trustees Mtg., Dec. 23)*

Source: August 2018 Trustees Mtg., Dec. 23

24.020. Regional Rotary Foundation Coordinators (RRFCs)
RRFCs serve as an overall Foundation resource to districts for a term of three years, subject to annual review. Each of the 34 zones has at least one regional leader team that is assigned to the districts within the zone, zone section, or part of the zone. *(August 2018 Trustees Mtg., Dec. 23)*

Source: November 1996 Trustees Mtg., Dec. 12; August 2018 Trustees Mtg., Dec. 23

24.020.1 Purpose
The purpose of RRFCs is to proactively promote The Rotary Foundation's goals and Rotary's strategic plan by facilitating increased giving to and participation in The Rotary Foundation's Annual Fund and greater participation in The Rotary Foundation's district and global grants, and programs. RRFCs work in collaboration with the district structure to support and encourage Rotarians and clubs to fully participate in The Rotary Foundation's fund-raising, programs and grant opportunities. *(August 2018 Trustees Mtg., Dec. 23)*

Source: August 2018 Trustees Mtg., Dec. 23

24.020.2. Qualifications
RRFCs must have the following experience before appointment:
- service as a past district governor
- expertise in Rotary Foundation grants and fund-raising

Preference for RRFC candidates will be given to candidates with demonstrated

- collaborative leadership styles
- training experience
- service as an Assistant RRFC and/or as a DRFC

Due to the intensive nature of this role, RRFCs should not simultaneously hold other time-intensive Rotary appointments. To avoid a conflict of interest, RRFCs shall not also concurrently serve as the District Rotary Foundation Committee Chair (DRFC). *(August 2018 Trustees Mtg., Dec. 23)*

Source: October 1999 Trustees Mtg., Dec. 28; October 2008 Trustees Mtg., Dec. 21; June 2005 Trustees Mtg., Dec. 148; October 2013 Trustees Mtg., Dec. 9; January 2017 Trustees Mtg., Dec. 74; August 2018 Trustees Mtg., Dec. 23

24.020.3. Selection Process

The Incoming Rotary Foundation trustee chair-elect annually appoints RRFCs based on recommendations of eligible candidates from districts served by the team with the open position. Candidate recommendations are solicited from current, immediate-past, and incoming Directors and Trustees along with regional leaders serving in their last year. Candidate selections are shared with the RI Board and TRF Trustees for review before appointments are finalized and announced. *(August 2018 Trustees Mtg., Dec. 23)*

Source: August 2018 Trustees Mtg., Dec. 23

24.020.4. Role Responsibilities

RRFCs understand and effectively communicate the Rotary Foundation's:

- Inclusion in Rotary's strategic plan
- Annual goals and priorities
- Fund-raising opportunities for the Annual Fund and the need for funding
- Grants and programs
- Alumni importance

RRFCs lead by example locally and regionally by:

- Supporting fund development and grant participation in their Rotary club and the districts they serve
- Effective use of Rotary's online tools

RRFCs actively promote locally and regionally:

- Continuous support of a polio free world
- Opportunities in all Rotary Foundation giving tools
- Increased giving by regular donors and non-giving Rotarians, clubs and districts
- Clubs' participation in district and global grants and Rotary Foundation programs
- Attracting qualified candidates to Rotary's Peace Centers
- Good stewardship of Rotary Foundation funding with full use of District Designated Funds and timely grant reporting
- Ways to strengthen alumni connection, engagement, and commitment to Rotary

RRFCs, working with their assistants and in collaboration with their regional leader team, plan and conduct the following training:

- Regional team training for their assistants
- Governors-elect Training Seminars as invited to present. Those not invited to serve on the GETS training team are strongly encouraged to attend GETS to deepen communication and collaboration with governors-elect and district leadership.
- Regional and other district seminars as needed. *(October 2019 Trustees Mtg., Dec. 27)*

Source: August 2018 Trustees Mtg., Dec. 23
Amended by October 2019 Trustees Mtg., Dec. 27

24.020.5. Primary Audience

RRFCs work in collaboration with district governors and the district Rotary Foundation structure to connect Rotarians with resources that support goals, priorities, and Rotary's strategic plan to deepen impact in communities locally and globally.

Providing support to overall fund-raising and grant participation in the districts they serve, RRFCs work most closely with District Rotary Foundation Committee Chairs (DRFCs) and District Rotary Foundation Subcommittee Chairs, District Alumni Committee Chairs, and District International Service Committee Chairs (DISCs).

RRFCs inspire, motivate, train, advise, strategize, communicate, and promote Foundation programs and activities directly to district Rotary Foundation committee and subcommittee chairs. *(August 2018 Trustees Mtg., Dec. 23)*

Source: August 2018 Trustees Mtg., Dec. 23

24.020.6. Key Network

Senior Leadership

RI Directors lead regional leader teams in reaching their goals within the districts they serve. RRFCs are expected to regularly communicate, plan, confer, collaborate, and cooperate with their RI Director and either a Trustee that resides in the zones of that Director or from a Trustee within the greater geographical region as well as their fellow regional leaders.

Regional Leaders

RRFCs lead their assistants in collaboration and communication with their predecessor and successor to ensure continuity, consistency, and successful knowledge management. Additionally, RRFCs plan, communicate and collaborate with their regional leader team to have long-lasting impact in the districts they serve.

Endowment/Major Gifts Advisers

E/MGAs are partners and peers with RRFCs on their regional leader team. While E/MGAs focus on gifts of $25,000 or more, both regional leaders work together as a team to ensure successful collaboration on Foundation giving, programs, donor communication, promotion of the Rotary Foundation, and planning for donor recognition activities as well as to avoid duplication in gift solicitation.

Areas of Focus Major Gift Initiative Committees
Members of the Area of Focus Major Gift Initiative Committees serve as a resource to and collaborate with RRFCs based on their area of expertise. The Trustees have adopted the Major Gifts Initiative Committees Terms of Reference, which will be shared upon request.

District Governors
RRFCs are a key resource to governors and their district foundation committee and subcommittee chairs to improve participation in grants and increase giving to The Rotary Foundation. RRFCs need district governors to actively promote them as a resource to their district chairs.

Assistant Regional Rotary Foundation Coordinators
Regional Rotary Foundation coordinators select their assistants, in consultation with their Director and any available resident Trustee, based on demonstrated success with a Rotarian's grant participation and fund-raising experience. Assistants are appointed annually, for up to three years, to ensure maximum effectiveness in the districts they serve, especially in relation to geographic coverage, functional expertise, and language ability. Assistants should not serve concurrently with a significant regional or district-level role. Assistants help the RRFC with education, motivation and training about grants, programs, and giving opportunities.

Candidates for assistant RRFCs must be vetted with the general secretary for compliance with Rotary policy related to stewardship, youth protection, financial and other obligations before the appointments are finalized.

End Polio Now Coordinators
End Polio Now Coordinators are a critical resource and part of the RRFC's team for all fund-raising, education and promotion of a polio-free world. *(April 2019 Trustees Mtg., Dec. 110)*

Source: August 2018 Trustees Mtg., Dec. 23; April 2019 Trustees Mtg., Dec. 110

24.030. Endowment/Major Gifts Advisers
Endowment/Major Gifts Advisers (E/MGAs) serve as an endowment and major gifts resource to districts for a term of three years, subject to annual review. Each of the 34 zones has at least one regional leader team that is assigned to the districts within the zone, zone section, or part of the zone. *(August 2018 Trustees Mtg., Dec. 23)*

Source: January 2013 Trustees Mtg., Dec. 66; August 2018 Trustees Mtg., Dec. 23

24.030.1. Purpose
The purpose of E/MGAs is to assist with the identification, cultivation, solicitation and donor stewardship of major gifts, with an emphasis on gifts of $25,000 or more, including gifts to the Endowment from Rotarians. E/MGAs work in collaboration with the zone and

district structure to support and encourage Rotarians to support Rotary's Endowment and participate in major gift giving opportunities. *(August 2018 Trustees Mtg., Dec. 23)*

Source: January 2013 Trustees Mtg., Dec. 66
Amended by April 2013 Trustees Mtg., Dec. 101; August 2018 Trustees Mtg., Dec. 23

24.030.2. Qualifications

E/MGAs must have the following experience before appointment:

- service as a past district governor
- expertise in Rotary Foundation fund-raising

Preference for E/MGA candidates will be given to candidates with demonstrated:

- collaborative leadership styles
- service as an District Endowment/Major Gifts Subcommittee Chair or the District Rotary Foundation Chair

Due to the intensive nature of this role, E/MGAs should not simultaneously hold other time-intensive Rotary appointments. To avoid conflict of interest and role overlap, E/MGAs should not serve concurrently as the District Endowment/Major Gifts Subcommittee Chair or the District Rotary Foundation Chair. *(August 2018 Trustees Mtg., Dec. 23)*

Source: August 2018 Trustees Mtg., Dec. 23

24.030.3. Selection Process

The incoming trustee chair-elect annually appoints E/MGAs based on recommendations of eligible candidates from districts served by the team with the open position. Candidate recommendations are solicited from current, immediate-past, and incoming Directors and Trustees along with regional leaders serving in their last year. Candidate selections are shared with the RI Board and TRF Trustees for review before appointments are finalized and announced. *(August 2018 Trustees Mtg., Dec. 23)*

Source: August 2018 Trustees Mtg., Dec. 23

24.030.4. Role Responsibilities

E/MGAs understand and effectively communicate the Rotary Foundation's:

- Inclusion in Rotary's strategic plan
- Annual goals and priorities
- Major Gifts Fund-raising opportunities
- The importance of supporting Rotary's Endowment

E/MGAs lead by example locally and regionally by:

- Supporting major gift giving and participation in the Endowment
- Effectively using Rotary's online tools

E/MGAs actively promote locally and regionally:

- Continuous support of a polio free world
- Strategies for encouraging major gifts, both outright and commitments, of US$25,000 or more
- Ways and opportunities to give major gifts to the Rotary Foundation, including Rotary's Endowment, PolioPlus, Rotary Peace Centers, and Areas of Focus Major Gift Initiatives
- The development of effective District Endowment/Major Gifts Subcommittees
- Where regionally appropriate, the identification of Gift and Estate Planning Professionals in their region and provide opportunities for their involvement in district fund-raising activities

E/MGAs are responsible for:

- Developing personalized cultivation and solicitation plans for prospective major gift donors annually, in consultation with fund development staff partners and other district leaders as appropriate
- Participating in or being productively involved with the solicitation of a minimum of three major gifts annually, with an emphasis on gifts or US$25,000 or more
- Planning cultivation activities for Foundation Supporters and prospective major donors, in consultation with their Director and/or Trustee, RRFCs, Area of Focus MGI Committees, and other district leaders as appropriate
- Planning or helping to support the organizing of cultivation activities for Foundation supporters at the Rotary Institute or other Rotary events
- Supporting the efforts of Area of Focus MGI Committees working on cultivation activities
- Helping to identify potential donors using all resources available to them.

E/MGAs, in collaboration with their regional leader team, plan and conduct regional and other district seminars as needed. *(August 2018 Trustees Mtg., Dec. 23)*

Source: August 2018 Trustees Mtg., Dec. 23

24.030.5. Primary Audience

E/MGAs work in collaboration with RRFCs and Area of Focus MGI Committees, district governors and the district Rotary Foundation structure to connect Rotarians with resources for major gift-giving and supporting the Endowment. Providing leadership for major fund-raising in the districts they serve, E/MGAs work most closely with their District Endowment Major Gifts Committee Chairs.

E/MGAs inspire, motivate, train, advise, strategize, communicate, and promote major gift giving and the importance of supporting Rotary's Endowment directly to the district Rotary Foundation committee and subcommittee chairs. *(August 2018 Trustees Mtg., Dec. 23)*

Source: August 2018 Trustees Mtg., Dec. 23

24.030.6. Key Network

Senior Leadership
RI Directors lead regional leader teams in reaching their goals in the districts they serve. E/MGAs are expected to regularly communicate, plan, confer, collaborate, and cooperate with their RI Director and either a Trustee that resides in the zones of that Director or from a Trustee within the greater geographical region as well as their fellow regional leaders.

Regional Leaders
E/MGAs collaborate and communicate with their predecessor and successor to ensure continuity, consistency, and successful knowledge management related to major gifts and the endowment. Additionally, E/MGAs plan, communicate and collaborate with their regional leader team to have long-lasting impact in the districts they serve.

Regional Rotary Foundation Coordinators
RRFCs are partners and peers with E/MGAs on their regional leader team. Both regional leaders work together as a team to ensure successful collaboration on Foundation giving, donor communication, promotion of the Rotary Foundation, and planning for donor recognition activities.

Area of Focus Major Gift Initiative Committees
Members of the Area of Focus Major Gift Initiative Committees serve as a resource to and collaborate with E/MGAs based on their area of expertise.

District Governors
E/MGAs are a key resource to governors and their district foundation committee and subcommittee chairs to improve participation in the Endowment and increase major giving to the Rotary Foundation. E/MGAs need district governors to actively promote them as a resource to their district chairs.

Fund Development Staff Partners
E/MGAs collaborate, cooperate and communicate with their staff partner assigned to their region. This includes joint planning to cultivate prospects and to develop fundraising strategies and plans. The E/MGA and their staff partner work closely as a team to increase major gifts to The Rotary Foundation and its Endowment. *(August 2018 Trustees Mtg., Dec. 23)*

Source: August 2018 Trustees Mtg., Dec. 23

Article 25. District Structure

25.010. District Rotary Foundation Committee
25.020. District Rotary Foundation Subcommittees

25.010. District Rotary Foundation Committee

The district Rotary Foundation committee (DRFC) assists in educating, motivating, and inspiring Rotarians to participate in Foundation grant and fundraising activities in the district. The committee serves as the liaison between The Rotary Foundation and Rotarians. The subcommittee chairs are members of this committee.

The governor-elect is responsible for appointing committee members to fill vacancies, appointing committee chairs, and conducting planning meetings before the start of the year in office. The district governor is an ex-officio member of the committee and provides one of two authorizing signatures for the use of the District Designated Fund to reflect the decisions of the district Rotary Foundation committee. The current district governor cannot serve as the DRFC chair. *(April 2009 Trustees Mtg., Dec. 102)*

Source: April 2009 Trustees Mtg., Dec. 102

25.010.1. Chair Qualifications

Given their critical role in supporting grant activity within the district, district Rotary Foundation chairs should have working knowledge and experience of the Foundation's programs, areas of focus, and grants. *(April 2017 Trustees Mtg., Dec. 101)*

Source: April 2017 Trustees Mtg., Dec. 101

25.010.2. Committee Qualifications

In addition to the minimum recommended qualifications established in the District Leadership Plan, it is recommended that Rotary Foundation committee members be past district governors, past assistant governors, effective past district subcommittee members, or experienced Rotarians. Committee members should be appointed based on their commitment to The Rotary Foundation as demonstrated through program participation and financial contributions. *(April 2009 Trustees Mtg., Dec. 102)*

Source: April 2009 Trustees Mtg., Dec. 102

25.010.3. Training Requirements

All members of the district Rotary Foundation committee are expected to attend a regional Rotary Foundation seminar conducted by a regional Rotary Foundation coordinator (RRFC). In addition, all committee members are expected to attend and participate in the district team training seminar and other district training meetings. Committee members should participate in district training meetings as outlined in Article 23 of the *Rotary Code of Policies*. *(April 2009 Trustees Mtg., Dec. 102)*

Source: April 2009 Trustees Mtg., Dec. 102

25.010.4. Appointment and Term of District Rotary Foundation Committee Chair (DRFC chair)

To be effective, the district Rotary Foundation committee must have continuity of leadership; therefore, the district Rotary Foundation committee chair shall be appointed for a three-year term, subject to removal for cause.

The district governors (if selected) scheduled for each of the years of the three-year term for the DRFC chair will jointly select the DRFC chair. This selection should take place and be reported by the district governor-elect no later than 31 December before taking office on 1 July of the following calendar year. The district Rotary Foundation committee chair must have significant knowledge of, commitment to, and experience with Rotary Foundation activities. Districts will not have access to the District Designated Fund until the DRFC chair is appointed.

If a district splits into two or more districts, the DRFC chair of the old district will continue as the DRFC chair for the district where his or her club is located. The other new district will appoint a new DRFC chair in accordance with the appointment procedures explained in this Code of Policies.

If a district combines with other districts, a new DRFC chair will be appointed for each of the newly combined districts for a three-year term, commencing with the effective date of the combination. *(January 2017 Trustees Mtg., Dec. 63)*

Source: April 2009 Trustees Mtg., Dec. 102
Amended by March 2012 Trustees Mtg., Dec. 120; January 2015 Trustees Mtg., Dec. 71; October 2015 Trustees Mtg., Dec. 7; January 2017 Trustees Mtg., Dec. 63

25.010.5. Duties and Responsibilities of the District Rotary Foundation Committee Chair

The District Rotary Foundation Committee chair shall:

a) Report to the district governor on all district Foundation activities monthly, including qualification status of clubs and district.

b) Oversee and serve as an ex-officio member of all subcommittees.

c) Together with the district governor, provide one of the two authorizing signatures for the use of the District Designated Fund to reflect the decisions of the district Rotary Foundation committee.

d) Confirm that global grant applications are completed and confirm that the sponsor clubs are qualified.

e) Serve as the primary contact for district grants.

f) Oversee the district qualification process and compliance with the requirements of qualifying, including ensuring that the annual financial assessment of the financial management plan and its implementation is properly distributed to the clubs in the district.

g) Work with the governor and other district committee chairs to ensure Rotary Foundation activities are properly included in such committees.

h) Work with the district governor, district trainer, and the district training committee to plan, organize, and promote district seminars, the district Rotary Foundation seminar, the district training assembly, presidents-elect training seminar, and grant management seminars, focusing on agenda and content.

i) Provide support to club Foundation committees.

j) Assist the governor-elect in obtaining input from Rotarians before establishing district Foundation goals for implementation during his/her term as governor.

k) Assist the governor in nominating qualified recipients for district Rotary Foundation awards.

l) Ensure Rotary Foundation grant activities are reported on at a district meeting to which all clubs are invited or eligible to attend, as required by the terms and conditions of Foundation grants. *(October 2013 Trustees Mtg., Dec. 8)*

Source: April 2009 Trustees Mtg., Dec. 102
Amended by March 2012 Trustees Mtg., Dec. 120; October 2012 Trustees Mtg., Dec. 16; October 2013 Trustees Mtg., Dec. 8

25.010.6. Authority to Remove District Rotary Foundation Committee Chair
If the governor, governor-elect, and governor-nominee all agree, the district Rotary Foundation committee chair may be removed for cause when there are significant issues that cannot be resolved. *(April 2015 Trustees Mtg., Dec. 108)*

Source: January 2015 Trustees Mtg., Dec. 71; April 2015 Trustees Mtg., Dec. 108

25.020. District Rotary Foundation Subcommittees
Subcommittees shall be appointed to manage the following Rotary Foundation operations:

Grants
Fundraising
PolioPlus
Rotary Peace Fellowships
Stewardship
Optional reported subcommittees

The governor-elect shall appoint members for the open positions of the district Rotary Foundation subcommittees for his/her year in office. It is recommended that subcommittee chairs serve three-year terms to help ensure continuity. *(April 2017 Trustees Mtg., Dec. 100)*

Source: April 2009 Trustees Mtg., Dec. 102
Amended by January 2012 Trustees Mtg., Dec. 79; April 2017 Trustees Mtg., Dec. 100

25.020.1. PolioPlus Subcommittee

Purpose
The district PolioPlus subcommittee is responsible for supporting Rotary's commitment to polio eradication and for encouraging participation in PolioPlus activities by all Rotarians. The focus of this subcommittee will vary from district to district because of the presence or absence of polio in the district and the district's and nation's stage in the polio eradication process.

Additional Qualifications of Members
In appointing members of the district PolioPlus subcommittee, preference should be given to Rotarians with club-level experience with the PolioPlus program. At least one member of the committee should be a professional in a relevant field, such as public health, marketing, or transportation.

Duties and Responsibilities

The PolioPlus Subcommittee shall:
a) Encourage donations from Rotarians, clubs, the district, and donations of DDF for PolioPlus.
b) Organize at least one PolioPlus district activity during the year.
c) Work with the Foundation chair, district public relations committee, and the governor to ensure appropriate recognition of exemplary polio eradication club and district activities.
d) Assist the governor and the district trainer on the presentation of PolioPlus as part of Rotary Foundation training at district meetings.
e) Coordinate with national and/or regional PolioPlus committees and governmental and other agencies in the implementation of polio eradication activities. *(April 2009 Trustees Mtg., Dec. 102)*

Source: April 2009 Trustees Mtg., Dec. 102

25.020.2. Grants Subcommittee
Purpose
The grants subcommittee is responsible for promoting and encouraging implementation of district grants, global grants, and participation in the Rotary Peace Centers program. To ensure transparency in all grant transactions, the general secretary will copy both the DRFC chair and the grants subcommittee chair on all standard communication with Rotary clubs in their district that are participating in grants. The governor will be copied on key

communication with Rotary clubs in his/her district, including communication regarding approvals and disapprovals.

Additional Qualification of Members
In appointing members of the district grants subcommittee, preference should be given to Rotarians who have experience with a Rotary Foundation grant, speak a second language, and have professional expertise in either one of the areas of focus, grant preparation, project management, or stewardship.

Chair Qualifications
District grants subcommittee chairs should have working knowledge and experience of the Foundation's programs, areas of focus, and grants.

Duties and Responsibilities

The Grants Subcommittee shall:
a) Serve as a district expert and resource on all Rotary Foundation grants.
b) Create and enforce a district policy that outlines the distribution of grant funds for clubs and the district.
c) Provide input on DDF distribution.
d) Abide by, follow, enforce, disseminate and educate clubs on the terms and conditions of grant awards for district and global grants.
e) Work with the district Rotary Foundation committee chair to disburse grant funds and to ensure that proper records of grant activity are maintained for reporting purposes.
f) Establish and maintain appropriate grant management recordkeeping systems.
g) Conduct orientation (at the multidistrict level, when possible) for all scholar, and vocational training team recipients before their departure or upon their arrival. *(April 2017 Trustees Mtg., Dec. 101)*

Source: April 2005 Trustees Mtg., Dec. 109; April 2009 Trustees Mtg., Dec. 102
Amended by March 2012 Trustees Mtg., Dec. 120; October 2013 Trustees Mtg., Dec. 32; January 2015 Trustees Mtg., Dec. 65; April 2017 Trustees Mtg., Dec. 100; April 2017 Trustees Mtg., Dec. 101

25.020.3. Fundraising Subcommittee

Purpose
The fundraising subcommittee is responsible for overseeing the district's fundraising strategy and helping clubs set and achieve their contribution goals for the Annual Fund and the Endowment Fund.

Additional Qualification of Members
In appointing members of the district fundraising subcommittee, preference should be given to Rotarians with professional expertise in fundraising, sales, marketing, public relations, or a financial field.
Duties and Responsibilities

The Fundraising Subcommittee shall:

a) Assist and advise clubs on setting fundraising goals and strategies for achieving them.
b) Organize club and district fundraising activities.
c) Motivate, promote, and advise clubs on all Rotary Foundation fundraising initiatives.
d) Coordinate donor appreciation events within the district to ensure that donors are given appropriate recognition.
e) Provide input on DDF distribution. *(April 2009 Trustees Mtg., Dec. 102)*

Source: April 2009 Trustees Mtg., Dec. 102

25.020.4. Stewardship Subcommittee

Purpose

The district stewardship subcommittee is responsible for ensuring the careful and responsible management of Rotary Foundation grant funds and educating Rotarians on proper and effective grant management.

Additional Qualifications of Members

In appointing members of the district stewardship subcommittee, preference should be given to Rotarians with professional experience in auditing or accounting and those with experience with a Rotary Foundation grant.

Duties and Responsibilities

The Stewardship Subcommittee shall:

a) Assist in the implementation of the district memorandum of understanding, including the development of the financial management plan.
b) Ensure that the annual financial assessment of the financial management plan and its implementation are conducted in accordance with the district qualification memorandum of understanding.
c) Oversee the qualification of clubs, including assisting with grant management seminars.
d) Monitor and evaluate the implementation of proper stewardship and grant management practices for all club- and district-sponsored grants, including reporting to The Rotary Foundation on all grants.
e) Ensure that all individuals involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest.
f) Create system to facilitate and resolve any potential misuse or irregularities in grant-related activity, report any potential misuse or irregularities to The Rotary Foundation and conduct initial local investigations into any reports of misuse. *(October 2012 Trustees Mtg., Dec. 16)*

Source: March 2012 Trustees Mtg., Dec. 120
Amended by October 2012 Trustees Mtg., Dec. 16

25.020.5. District Rotary Peace Fellowship Subcommittee Chair and District Rotary Peace Fellowship Subcommittee

Purpose
The Rotary Peace Fellowship subcommittee chair is responsible for leading The District Rotary Peace Fellowship Subcommittee.

The District Rotary Peace Fellowship Subcommittee is responsible for recruiting, supporting, and endorsing candidates for the Rotary Peace Fellowship.

Duties and Responsibilities
The District Rotary Peace Fellowship Subcommittee chair shall:

a) Complete all trainings related to this role.
b) Serve as the main point of contact for Rotary Peace Fellowship candidates.
c) Appoint the District Rotary Peace Fellowship Subcommittee. In appointing members of the District Rotary Peace Fellowship subcommittee, preference should be given to Rotarians who have experience with the Rotary Peace Fellowship and those who have professional expertise in the field of peace and development. To avoid the appearance of a conflict of interest, Rotary Peace Centers committee members and volunteer readers for the Rotary Peace Fellowship are not permitted to serve concurrently as a District Rotary Peace Fellowship Subcommittee Chair or serve on a district Rotary Peace Fellowship Subcommittee in the same application cycle in which they serve as a committee member or a volunteer reader.
d) Serve as the liaison between the District Rotary Peace Fellowship Subcommittee and Rotary International.
e) Recruit candidates by promoting the Rotary Peace Centers program and highly encouraging club involvement.
f) Support candidates by providing suggestions to enhance application quality.
g) Interview candidates to determine which candidates should be endorsed.
h) Submit endorsement decisions on behalf of the District Rotary Peace Fellowship Subcommittee for all of the district's candidates.

The District Rotary Peace Fellowship Subcommittee shall:

a) Complete all trainings related to this role.
b) Recruit candidates by promoting the Rotary Peace Centers program and highly encouraging club involvement.
c) Support candidates by providing suggestions to enhance application quality.
d) Interview candidates to determine which candidates should be endorsed.
e) Serve as a district expert and resource on all Rotary Peace Fellowships.
f) Work with the district alumni chair to identify peace fellows and involve them in district alumni activities. *(October 2019 Trustees Mtg., Dec. 43)*

Source: April 2017 Trustees Mtg., Dec. 100
Amended by January 2019 Trustees Mtg., Dec. 83; October 2019 Trustees Mtg., Dec. 43

25.020.6. Other Optional Subcommittees

Districts are able to appoint additional subcommittee chairs. The responsibilities of these subcommittees would be determined by the district by reallocating some of the responsibilities from the other subcommittees. *(March 2012 Trustees Mtg., Dec. 120)*

Source: March 2012 Trustees Mtg., Dec. 120

Article 26. Associate Foundations

26.010. Arrangements for Tax-Related Benefits of Contributions
26.020. Associate Foundations
26.030. Existing Associate Foundations

26.010. Arrangements for Tax-Related Benefits of Contributions

Preamble:

The Rotary Foundation believes that there should be one Rotary Foundation that serves Rotarians and clubs throughout the world, but understands that substantial benefits have been provided by those associate foundations recognized by the Trustees of TRF. This includes not only raising funds for the use of TRF programs, but also the provision of services in support of The Rotary Foundation's global programs. The Trustees acknowledge that it is to the clear advantage of Rotary International that it have only one Foundation to develop and maintain the best global programs and international investments, but that associate foundations significantly enhance the service by TRF to Rotarians and Rotary clubs.

The Foundation may explore arrangements (other than associate foundations, i.e., not involving the establishment of legal entities separate from the Foundation) with local government and taxing authorities to provide tax-related benefits for contributions to the Foundation. In considering such arrangements, the Trustees shall consider (1) whether there is an impediment to the transfer of funds from those countries to the Foundation and (2) whether there are restrictions imposed on the Trustees' authority or discretion in the expenditure of contributions from those countries.

Alternative philanthropic support structures should be considered before recommending establishment of an Associate Foundation. *(October 2019 Trustees Mtg., Dec. 27)*

Source: June 1991 Trustees Mtg., Dec. 176; April 2017 Trustees Mtg., Dec. 103. *Affirmed* October 1991 Trustees Mtg., Dec. 14
Amended by June 2008 Trustees Mtg., Dec. 178; June 2019 Trustees Mtg., Dec. 8

26.020. Associate Foundations

The Foundation may establish separate legal entities ("associate foundations") to provide tax-related benefits for contributions that support the Foundation or its programs.

The goals and purposes of an associate foundation are to:

1. increase donations in support of The Rotary Foundation and its programs
2. provide tax-related benefits to donors
3. enhance services and support to Foundation programs. *(April 2017 Trustees Mtg., Dec. 103)*

Source: June 2008 Trustees Mtg., Dec. 178
Amended by April 2017 Trustees Mtg., Dec. 103

26.020.1. Criteria for Establishing New Associate Foundations

The criteria for establishing a new associate foundation are:

1. There must be a tax-related benefit for donors

2. More than half the members of the associate foundation or a majority voting interest of the controlling body of the associate foundation must be appointed by the Trustees

3. Only Rotarians may be members of the associate foundation and its controlling body

4. The structure and activities of the associate foundation must be such that, pursuant to US general accounting principles, the financials of the associate foundation are able to be consolidated into the Foundation's financial statements

5. The associate foundation's funds may be used only to support Foundation programs

6. There must be no broad geographic limitations on the use of the associate foundation's funds.

7. Total contributions to The Rotary Foundation from the proposed country must be at least US$3,000,000 in each of the three preceding years prior to the submission of the proposal for the establishment of the associate foundation.

8. There must be a demonstrable potential for a substantial increase in contributions.

9. Banking relationships and the investment of assets must comply with Foundation investment policies.

10. The acceptance of a gift or bequest of any kind must comply with the policies and procedures established by the Trustees, including but not limited to those outlined in the Foundation's Gift Acceptance Policy.

11. The name of the associate foundation must clearly indicate its relationship to The Rotary Foundation.

12. The associate foundation must indemnify The Rotary Foundation and Rotary International from all liability which might arise from its activities

13. The proposed budget for total operational expenses for each fiscal year must not be more than 5% of annual giving contributions received by that proposed associate foundation in the most recently completed fiscal year *(April 2017 Trustees Mtg., Dec. 103)*

Source: October 1994 Trustees Mtg., Dec. 15
Amended by June 2008 Trustees Mtg., Dec. 178; April 2009 Trustees Mtg., Dec. 107; April 2017 Trustees Mtg., Dec. 103

26.020.2. Process for Establishing New Associate Foundations
The process for establishing new associate foundations is:

1. The District Rotary Foundation committees and/or subcommittees shall provide sufficient information to complete a prequalification assessment and financial evaluation, including a proposed operational budget.

2. The general secretary will liaise with the District Rotary Foundation committees and/or subcommittees and review and evaluate the prequalification assessment and financial evaluations forms to determine the extent to which the proposal complies with Foundation policy.

3. The Trustees shall consider all proposals that comply with the criteria set forth in the preceding section and may consider, on a selective basis, proposals that, because of local legal requirements, cannot meet all these criteria.

4. Trustee approval is necessary prior to adopting or submitting any corporate documents for government approval. *(April 2017 Trustees Mtg., Dec. 103)*

Source: October 1994 Trustees Mtg., Dec. 15
Amended by April 2017 Trustees Mtg., Dec. 103

26.020.3. Operating Requirements for Associate Foundations
The operating requirements for the associate foundations are:

1. Each associate foundation shall
   - receive contributions in compliance with local law and with the policies and procedures of the Foundation
   - provide its donors with appropriate tax receipts
   - maintain full and accurate records of all financial activities in accordance with local reporting standards

2. Each associate foundation shall provide the general secretary with the following reports and documentation
   - weekly and monthly reports on their financial activities, account balances and bank statements
   - weekly contribution reports (at the donor's level) to world headquarters or the appropriate international office. These reports must include all weekly activity, unless an alternate reporting schedule is agreed to by the general secretary
   - copies of all government filings or reports within five working days of submission to the government
   - reports and documentation regarding any review or audit by any regulatory bodies
   - minutes of all meetings of the members and of the controlling body of the associate foundation

3. Each associate foundation shall, in cooperation with the district governor, use the Rotary club, district and Foundation structures to carry out promotional activities

4. The general secretary, in consultation with each associate foundation, shall determine the necessary resources to handle the administrative tasks related to the associate foundations

5. Each associate foundation's budget for administrative expenses for the next fiscal year shall not be more than 5% of annual giving contributions received by that associate foundation in the most recently completed fiscal year.

6. Processing of all Foundation recognition, including Paul Harris Fellow Recognition, will be handled by the Secretariat staff or under its supervision

7. Funds collected by the associate foundation shall be forwarded to an account of the Foundation as quickly as possible under the law of each country or as agreed upon between the general secretary and the associate foundation

8. The acceptance of a gift or bequest of any kind must comply with the policies and procedures established by the Trustees, including but not limited to those outlined in the Foundation's Gift Acceptance Policy

9. If an associate foundation is directly responsible for the expenditure of program funds, it must submit a quarterly report of all such expenditures. For activities that involve international or local projects that do not include Foundation programs and funds, the associate foundation shall report annually regarding such programs or expenditures

10. Associate Foundations must
    - comply with all terms and conditions established by the Foundation, including use of the Rotary name and Marks
    - coordinate with the general secretary in advance regarding any general meetings or other governing body meeting,
    - cooperate with reasonable requests from the general secretary, including general inquiries, for periodic financial, operational and legal compliance reviews,
    - notify the general secretary with any changes to applicable local laws and reporting requirements, and
    - notify and invite TRF Trustee Liaisons to appropriate meetings.

11. Any material amendments or changes to corporate documents require prior Trustee approval.

If an associate foundation fails to comply with these operating requirements, the Trustees may consider whether to continue to recognize it as an associate foundation or other measures as deemed appropriate. *(April 2017 Trustees Mtg., Dec. 103)*

Source: October 1994 Trustees Mtg., Dec. 13
Amended by June 2008 Trustees Mtg., Dec. 178; June 2010 Trustees Mtg., Dec. 139; April 2017 Trustees Mtg., Dec. 103

26.020.4. Roles and Responsibilities of Trustee Liaisons to Associate Foundations

A Trustee Liaison is a current or past Trustee who acts on behalf of the Foundation and maintains, in conjunction with the general secretary, communications between the Foundation and an associate foundation's controlling body. Trustee Liaisons are appointed by the Trustees to advocate on behalf of the Foundation, to ensure that associate foundations comply with the operating requirements established by the Foundation, and to facilitate communication between the Foundation and the associate foundations. Trustee Liaisons may serve as members of or on a governing body of the associate foundation. The Trustees will determine the duration of each Trustee Liaison's assignment.

Trustee Liaisons must work with the general secretary to comply with their roles and responsibilities as prescribed below.

Trustee Liaisons shall:

- make diligent efforts to attend associate foundation controlling body meetings either in person or remotely in a cost effective manner for the duration of their terms
- maintain effective communication between the Trustees and the associate foundation's governing bodies, including raising issues at meetings of the Trustees and/or associate foundation controlling body
- coordinate and maintain a fluid communication with the general secretary so that all communications with governing bodies comply with Foundation policy and procedures
- provide a report to the general secretary after each controlling body meeting and for inclusion with the associate foundation's annual updates.

Trustee Liaisons may request an agenda item at any Trustees' or associate foundation's controlling body's meeting for consideration of an important issue or question.

Trustee Liaisons shall have their meeting expenses paid by the Foundation. *(April 2017 Trustees Mtg., Dec. 103)*

Source: April 2017 Trustees Mtg., Dec. 103

26.020.5. Annual Update on Associate Foundations

The general secretary shall provide an annual update on the activities and financial status of each associate foundation, such update to be provided to the Trustees at their April meeting each year. The general secretary shall include separate reporting regarding new contributions/donations collected by each associate foundation in the most recently-completed fiscal year. *(June 2010 Trustees Mtg., Dec. 139)*

Source: October 2005 Trustees Mtg., Dec. 19; April 2008 Trustees Mtg., Dec. 128
Amended by June 2010 Trustees Mtg., Dec. 139

26.030. Existing Associate Foundations

The Trustees have approved the establishment of the following associate foundations:

- The Rotary Foundation (Canada), established in 1967, approved by Trustees in 1968
- Rotary Deutschland Gemeindienst e.V., established in 1951, approved by Trustees in 1987
- Deutsche Rotarische Stiftung, established in 2007, approved by Trustees in 2009
- The Rotary Foundation (India), established in 1988, approved by Trustees in 1988
- Rotary Foundation of the United Kingdom, established in 1991, approved by Trustees in 1990
- The Australian Rotary Foundation Trust, established in 1994, approved by Trustees in 1994 (whose corporate trustee is Rotary Foundation Australia Ltd., established in 2016, approved by Trustees in 2015)
- Associaçao Brasileira da The Rotary Foundation, established in 2003, approved by Trustees in 2003
- Public Interest Incorporated Foundation, Rotary Foundation Japan, established in 2010, approved by Trustees in 2011 (replacing NPO Rotary Foundation Japan, established in 2003, approved by Trustees in 2002) *(April 2017 Trustees Mtg., Dec. 103)*

Source: May 1968 Trustees Mtg., Dec. E-2; June 1987 Trustees Mtg., Dec. 10; February 1988 Trustees Mtg., Dec. 90; March 1990 Trustees Mtg., Dec. 83; October 1994 Trustees Mtg., Dec. 16; October 1997 Trustees Mtg., Dec. 14; January 2003 Trustees Mtg., Dec. 93; October 2003 Trustees Mtg., Dec. 16; October 2008 Trustees Mtg., Dec. 17
Amended by October 2006 Trustees Mtg., Dec. 18; October 2009 Trustees Mtg., Dec. 15; October 2010 Trustees Mtg., Dec. 13; January 2011 Trustees Mtg., Dec. 60; April 2017 Trustees Mtg., Dec. 103

Article 27 Staff

27.010. Secretariat Organization and Operation
27.020. Foundation Staff Participation in Presidents-elect Training Seminars
27.030. Foundation Staff Development Efforts
27.040. Standard of Conduct for Interactions with Secretariat Staff

27.010. Secretariat Organization and Operation

1. The general secretary, as the chief operating officer of The Rotary Foundation, shall oversee the performance of the manager of the Foundation, advise the Trustees concerning long-range plans for the Foundation, give leadership to the development of new programs and planned giving contributions to the Foundation's Endowment Fund, and supervise planning and research leading to Trustee policy formulations.
2. The Trustees, through the general secretary, will exercise authority over personnel working full-time for The Rotary Foundation.
3. The general secretary's appointment of a manager requires the concurrence of the RI Board and the Trustees before it becomes effective. *(October 2008 Trustees Mtg., Dec. 8)*

Source: May-June 1984 Trustees Mtg., Dec. 7
Amended by October 1984 Trustees Mtg., Dec. 10; April 2008 Trustees Mtg., Dec. 110; June 2008 Board Mtg., Bd. Dec. 224

27.020. Foundation Staff Participation in Presidents-elect Training Seminars

The general secretary may authorize Foundation staff attendance at presidents-elect training seminars only if such participation will promote the aims and programs of The Rotary Foundation and if such attendance will not result in substantial lost time or expense for the Foundation. *(April 2000 Trustees Mtg., Dec. 126)*

Source: October 1997 Trustees Mtg., Dec. 8

27.030. Foundation Staff Development Efforts

The following are commendable development efforts for the staff: promotional travel to assist district Rotary Foundation committees, concentration on potential Major Donors without neglecting other contributors, participation in Foundation development seminars throughout the Rotary world to train Rotary's valuable volunteers, and increased computerization of the Foundation's recognition system. *(April 2000 Trustees Mtg., Dec. 126)*

Source: May-June 1984 Trustees Mtg., Dec. 72

27.040. Standard of Conduct for Interactions with Secretariat Staff

RI is committed to maintaining a professional work environment for its employees. Rotarians are expected to interact with staff members in a professionally respectful, collaborative, and courteous manner, whether such interaction be in person, or by telephone, email, or other form of communication, and whether the interaction occurs in an RI office, at a Rotary event or function or elsewhere. If an employee believes that he/she has been mistreated or observes mistreatment

of another staff member by a Rotarian in connection with Rotary business, then the employee is encouraged to report the alleged mistreatment to his or her manager or another manager within Rotary.

Furthermore, RI is also committed to maintaining a work environment that is free of any form of harassment, whether harassment is initiated by Rotarians, other volunteers, employees, vendors, or others with whom employees have contact while performing their jobs. RI will take appropriate measures to prevent and/or stop any such harassment. If an employee believes that he/she has been harassed in connection with Rotary business, then the employee is encouraged to report the alleged harassment to his or her manager or another manager within Rotary. *(September 2017 Trustees Mtg., Dec. 12)*

Source: April 2017 Trustees Mtg., Dec. 102

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CHAPTER III

PROGRAMS

Articles

30. General Policies
31. Areas of Focus
32. PolioPlus
33. Rotary Foundation Grants
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Article 30. General Policies

30.010. New Programs
30.020. Pilot Programs
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30.040. Conflict of Interest Policy for Program Participants
30.050. Sexual Abuse and Harassment Prevention Guidelines
30.060. Participation of Spouses and Other Family Members of Rotarians in Foundation Programs

30.010. New Programs

30.010.1. Procedures for New Program Development
All new activities and programs approved by the Trustees must include success criteria and further must be reviewed by the Trustees within three years of approval to determine if these criteria have been met.

The Procedures for New Program Development in The Rotary Foundation shall be as follows:

Source: March 1994 Trustees Mtg., Dec. 109; April 2019 Trustees Mtg., Dec. 127

30.010.1.1. Sources of New Program Ideas

a) Unsolicited correspondence from individual Rotarians or non-Rotarians to The Rotary Foundation containing suggestions for new programs;

b) Suggestions from the general secretary based on the objectives included in the Foundation grants program;

c) Resolutions and other correspondence from Rotary Institutes;

d) Suggestions from the RI Board;

e) Suggestions from individual Trustees;

f) Recommendations from Trustee committees;

g) Proposals from Major Donors of US$1 million, or at whatever level is current Trustee policy for the establishment of new programs.

Occasionally, the Trustees may wish to solicit suggestions in a specific area of need and may decide to do so by consulting with various experts in the field. *(October 2012 Trustees Mtg., Dec. 16)*

Source: March 1994 Trustees Mtg., Dec. 109
Amended by October 2012 Trustees Mtg., Dec. 16

30.010.1.2. Timeframe

Suggestions originating through methods a) and b) above will be treated every year at the October/November meeting of the Trustees. Consideration at the first meeting will enable more detailed budgetary provisions to be developed and approved at the second meeting as part of the program awards and program operations budget for the following year. Suggestions originating through methods c) through g) above will be treated, as they arise, at the next Trustees meeting. *(April 2000 Trustees Mtg., Dec. 126)*

Source: March 1994 Trustees Mtg., Dec. 109

30.010.1.3. Method of Evaluation

The general secretary has developed an evaluation method based on the criteria listed in the Foundation grants program. This evaluation will also contain comments regarding relationship to other TRF or RI programs and possible sources of funding. It will also contain an estimate of the program operations costs. *(October 2012 Trustees Mtg., Dec. 16)*

Source: March 1994 Trustees Mtg., Dec. 109; October 2012 Trustees Mtg., Dec. 16

30.010.1.4. Role of the Executive Committee

The Executive Committee will review all new program suggestions and make recommendations to the Trustees.

If there are more than ten new program ideas received through individual correspondence or through the suggestion of the general secretary, the Executive Committee of the Trustees may perform a screening function to review all new program suggestions.

The committee will also evaluate pilot programs during their third year of operation. *(June 2002 Trustees Mtg., Dec. 170)*

Source: March 1994 Trustees Mtg., Dec. 109
Amended by April 2002 Trustees Mtg., Dec. 125

30.010.1.5. Disposition of Suggestions
New program ideas may be treated in the following manner:

- referred to the Executive Committee or a special committee for further study
- retained on a list of high potential program ideas to be considered when resources permit
- implemented as a pilot program for three years (or possibly a shorter period if to be implemented only within a narrow geographic area) and presented for approval by the RI Board; if implemented as a pilot program, the program implementation plan developed by the general secretary will include an evaluation plan, so that the data needed for evaluation at the end of the pilot period will be collected as part of the on-going pilot
- referred to the general secretary for further study
- not considered further at this time
- other

In all cases the originator will be informed of the Trustees decision. *(June 2002 Trustees Mtg., Dec. 170)*

Source: March 1994 Trustees Mtg., Dec. 109
Amended by April 2002 Trustees Mtg., Dec. 125

30.020. Pilot Programs

30.020.1. Evaluation of Pilot Programs
The general secretary has developed an evaluation method based on the criteria listed in the Foundation grants program. This evaluation will also contain comments regarding impact on other TRF or RI programs, suggestions for modifications and a cost benefit analysis, and an estimate of the on-going program operations costs. *(April 2000 Trustees Mtg., Dec. 126)*

Source: March 1994 Trustees Mtg., Dec. 109

Cross-Reference

30.030. Program Review

30.020.2. Funding of Pilot Projects

1. A "pilot project" is defined as any program being funded out of "new programs" budget.

2. The normal duration of such pilot projects is three years, unless the Trustees designate a different duration for a particular pilot project.

3. Staff shall provide reports on the progress of each pilot project at the end of its first and second years.

4. During the final year of a pilot project, the Trustees will decide whether it is to be adopted as a regular program of The Rotary Foundation and, if adopted, determine the method of its permanent funding at that time. *(April 2000 Trustees Mtg., Dec. 126)*

Source: May-June 1985 Trustees Mtg., Dec. 26

30.030. Program Review

Prior to any program review, the general secretary shall consult with the Trustees regarding the content and structure of the review, including consultation on survey forms prior to their distribution.

Whenever a pilot program of The Rotary Foundation is reviewed, the decision should clearly indicate whether the program is to be

a) terminated

b) continued as a pilot program with or without any changes for an established period of time, or

c) adopted as a program.

Whenever a program of The Rotary Foundation is reviewed, the decision should clearly indicate whether the program is to be continued or terminated.

Trustee representatives to Rotary Institutes and Foundation seminars will be provided with relevant survey results, with the objective of effectively informing Rotarians about recent program changes. *(June 2002 Trustees Mtg., Dec. 170)*

Source: April 2002 Trustees Mtg., Dec. 125

30.040. Conflict of Interest Policy for Program Participants

To assure integrity in The Rotary Foundation grants program it is essential that all individuals involved in a program grant and/or award conduct their activities in a manner that avoids a conflict of interest.

A conflict of interest occurs when an individual is in a position to make or influence a decision about a grant or award that benefits (i) that individual, (ii) an immediate family member, (iii) a business partner, or (iv) an entity in which the individual, an immediate family member, or a business partner has a significant financial interest or in which the individual, an immediate family member, or a business partner is a trustee, director or officer.

Rotarians shall disclose to the general secretary all actual and potential conflicts of interest. If in doubt, any potential conflict should be disclosed. Rotarians shall not serve on the grant committee for any global grants on which they have a conflict of interest. Global grants may not be financed with contributions (Directed Gifts, CSR funds, etc.) where the donor has a conflict of interest in relation to the grant.

The general secretary shall provide advice on how to interpret and implement this conflict of interest policy. The general secretary and/or Trustees will decide if a conflict of interest may exist for a particular case. If, upon review of the situation, the general secretary and/or Trustees concludes that there is or has been a conflict of interest in the execution of a TRF program grant or award, the general secretary shall fashion and recommend to the Trustees an appropriate remedy to protect the integrity of the grant process. Such remedy may include the cancellation of current or suspension of future TRF program grants or awards involving a particular Rotarian, Rotary club, or Rotary district.

1. Award Recipient Eligibility

Pursuant to section 9.3 of the TRF bylaws, those individuals defined below shall not be candidates or final award recipients or beneficiaries of any TRF program. Such individuals shall include current Rotarians; employees of clubs, districts, and other Rotary Entities (as defined in the *Rotary Code of Policies*) or of Rotary International; spouses, lineal descendants (children or grandchildren by blood, legal adoption, or marriage without adoption), spouses of lineal descendants or ancestors (parents or grandparents by blood) of persons in the foregoing categories; and employees of agencies, organizations, or institutions partnering with TRF or RI.

Former Rotarians shall continue to be ineligible for a period of 36 months after termination of their membership. Persons who were ineligible based on their familial relationship to a former Rotarian shall continue to be ineligible for a period of 36 months after termination of their family member's membership.

Notwithstanding the foregoing, such individuals shall be eligible to participate on vocational training teams and in individual travel for humanitarian projects (when such individuals are determined to be qualified) funded by district grants, global grants, and packaged grants as long as they are providing a benefit to others.

2. Impartiality of Selection Committees

Rotarians who serve on a club or district-level selection committee for a TRF program are expected to exercise complete transparency in their familiar, personal, or business relationship with an applicant and must notify the committee chair in advance of the selection process of any actual or perceived conflict of interest due to the committee member's association with a TRF program award candidate, e.g. employees of the same firm or organization, members of the same Rotary

club or member of the same club sponsoring an application, familial relationship, etc.

The selection committee chair will decide how and if that committee member should participate in the selection process for that one or all candidates with whom there is an actual or perceived conflict of interest. If the selection committee chair is the individual with an actual or perceived conflict of interest, the club board or the DRFC chair, as appropriate, will decide how and if such chair should participate in the selection process for that one or all candidates with whom there is an actual or perceived conflict of interest.

3. Business Transactions with Vendors

Before TRF, a Rotary district, a Rotary club, or a Rotarian conducts business transactions related to a TRF program award in which the vendor receives payment from a Rotary Entity, a fair, open and thorough request for proposals or bidding process must be conducted to ensure that the best services are secured at a reasonable cost, despite any connection between a vendor and a Rotary Entity. Possible conflicts of interest may arise when a Rotary Entity is considering business in which funds will be paid to a Rotarian; a goods and/or services provider owned or managed by a Rotarian, Honorary Rotarian, employee of a club, district, or other Rotary Entity or of Rotary International, Rotarian's spouse, lineal descendants (child or grandchild by blood, legal adoption, or marriage without adoption), spouses of lineal descendants, and ancestors (parent or grandparent by blood), or employees of agencies, organizations, or institutions partnering with TRF.

Examples of business relationships that may require further review to confirm that a Rotarian conflict of interest does not exist include business transactions with a partner nongovernmental organization, goods or services provider, insurance company, travel agency, shipping agency. study institution, language skills testing firm, etc.

Business transactions with individuals or entities with whom there is an actual or perceived conflict of interest can be completed upon approval of the general secretary if such transaction provides the best product or service at fair market value, as evidenced by a sales quote or offer obtained through a fair, open and thorough request for proposals or bidding process.

The general secretary shall provide advise on how to interpret and implement this conflict of interest policy. Any unresolved conflict of interest involving a program grant or award must be reported by a Rotarian or Rotary entity involved to the general secretary at least 30 days in advance of the selection process or proposed business transaction. The general secretary will decide if a conflict of interest may exist for a particular case. If, upon review of the situation, the general secretary concludes that there is or has been a conflict of interest in the execution of a TRF program grant or award, the general secretary shall fashion an appropriate remedy. Such remedy may include the cancellation of current or suspension of future TRF program grants or awards involving a particular Rotary, Rotary club or Rotary district. *(April 2018 Trustees Mtg., Dec. 108)*

Source: November 1983 Board Mtg., Bd. Dec. 166; May 1988 Trustees Mtg., Dec. 127; March 1992 Trustees Mtg., Dec. 114; June 1994 Trustees Mtg., Dec. 165; October 2006 Trustees Mtg., Dec. 55
Amended by June 2010 Trustees Mtg., Dec. 139; April 2011 Trustees Mtg., Dec. 93; April 2013 Trustees Mtg., Dec. 104; October 2014 Trustees Mtg., Dec. 53; January 2017 Trustees Mtg., Dec. 78; April 2018 Trustees Mtg., Dec. 108

30.050. Sexual Abuse and Harassment Prevention Guidelines

All Rotarians, clubs, and districts are required to follow the statement of conduct for working with youth guidelines established by Rotary International, and the following guidelines adopted by The Rotary Foundation Trustees:

1. TRF has a zero-tolerance policy against sexual abuse and harassment.

2. An independent and thorough investigation must be made into any claims of sexual abuse or harassment.

3. Any person involved in a TRF program against whom an allegation of sexual abuse or harassment is made must be removed from all contact with TRF program participants until the matter is resolved.

4. Any allegation of abuse must be immediately reported to the appropriate law enforcement agency, in accordance with TRF's zero-tolerance policy.

5. The *Rotary Code of Policies* provides guidelines pertaining to Rotary clubs and their members who are found to be involved with sexual harassment. A non-Rotarian who admits to, is convicted of, or is otherwise found to have engaged in sexual abuse or harassment must be prohibited from working with TRF program participants in a Rotary context.

6. If an investigation into a claim of sexual abuse or harassment is inconclusive, then, for the safety of TRF program participants and the protection of the accused, additional safeguards must be put in place to assure the protection of any TRF program participants with whom the individual may have future contact. If there are subsequent claims of sexual abuse or harassment, the person shall be permanently prohibited from working with TRF program participants in a Rotary context. Regardless of criminal or civil guilt, the continued presence of the person could be detrimental to the reputation of the organization and could be harmful to TRF program participants. It can also benefit the person in preventing additional accusations from other TRF program participants. A person who is accused but later cleared of charges may apply to be reinstated to participate in TRF programs. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position.

7. The general secretary shall take steps to ensure a Rotary district's compliance with these guidelines should it be determined that a district is not adhering to them. *(April 2005 Trustees Mtg., Dec. 118)*

Source: April 2005 Trustees Mtg., Dec. 118

30.060. Participation of Spouses and Other Family Members of Rotarians in Foundation Programs

The Trustees have observed that

1. broad participation of the spouses and other family members of Rotarians in service projects and Foundation programs undertaken by clubs and districts significantly expands and enhances Rotary's program of service

2. similarly broad attendance and participation of spouses and other family members of Rotarians in Foundation training seminars, recognition ceremonies, and other events at the club, district, and international levels increases knowledge of Foundation activities and accomplishments and helps to achieve Rotary's objective of promoting world understanding and peace

3. spouses and other family members of Rotarians strengthen the Rotary movement by taking the spirit and ethics of Rotary to their own professional, civic, charitable, and other activities

4. spouses and other family members of Rotarians provide a vital framework of support for many Foundation programs

5. spouses and other family members of Rotarians serve as advocates for Rotary service and Foundation programs to others both within and without the organization

6. many spouses and other family members of Rotarians are potential contributors to the Foundation

Accordingly, to utilize more fully this potential for the enhancement of Foundation programs and Rotary service, the Trustees establish the following goals for participation in Foundation activities by the spouses and other family members of Rotarians:

1. Clubs and districts are encouraged to plan and implement service projects and Foundation programs in such a manner that the spouses and other family members of Rotarians can easily participate

2. Clubs and districts are encouraged to organize Foundation training seminars, recognition ceremonies, and other events in such a manner that the spouses and other family members of Rotarians can attend and participate

3. The Trustee chairman, general secretary, and relevant Foundation committees are requested to organize Foundation events at the Convention, the International Assembly, and other international meetings in such a manner as to encourage the participation of the spouses and other family members of Rotarians in such events

4. To further the goals of the Foundation and to serve as a model for the broad participation of the spouses and other family members of Rotarians in such Rotary and Foundation projects, programs, and events

    a. the spouses of Trustees are encouraged to participate in club and district service projects and Foundation programs, to attend and participate in Foundation training seminars, recognition ceremonies, and other events, and to serve as advocates for Foundation programs and Rotary service

b. the spouses of Trustees are requested to attend and participate in Foundation events at the Convention, International Assembly, Rotary Institutes, and other international meetings, as appropriate. *(October 2005 Trustees Mtg., Dec. 14)*

Source: October 2005 Trustees Mtg., Dec. 14

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Article 31. Areas of Focus

31.010. Areas of Focus

31.010. Areas of Focus

31.010.1. Current Areas of Focus
The Foundation supports six areas of focus for Rotary Foundation Global Grants

a) Peacebuilding and conflict prevention
b) Disease prevention and treatment
c) Water, sanitation, and hygiene
d) Maternal and child health
e) Basic education and literacy
f) Community economic development (*October 2019 Trustees Mtg., Dec. 27*)

Source: October 2008 Trustees Mtg., Dec. 24
Amended by April 2019 Trustees Mtg., Dec. 116

31.010.2. Areas of Focus Statements of Purpose and Goals
With respect to the areas of focus policy statements, TRF notes that

1. The goals of Future Vision are to increase efficiency in grant processing and ensure quality of funded projects.
2. The content of each policy statement is intended to represent eligible and ineligible activities.
3. Eligible activities reflect those that Rotary clubs and districts have most often implemented.
4. Project planning is a bottom-up and host club/district-driven process.
5. All grant requests must comply with the policy statements related to each area of focus. *(June 2012 Trustees Mtg., Dec. 167)*

Source: March 2012 Trustees Mtg., Dec. 121; June 2012 Trustees Mtg., Dec. 167

31.010.2.1. Peacebuilding and Conflict Prevention
Rotary supports training, education, and practices related to peacebuilding and conflict prevention through initiatives that help transform conflict in our communities and around the world.

I. Area of Focus Statement of Purpose and Goals

TRF enables Rotarians to advance peacebuilding and prevent conflict by:

1. Enhancing the capacity of individuals and communities to transform conflict and build peace.

2. Training community members in peace education, peace leadership, and conflict prevention and resolution.
3. Providing services that help integrate vulnerable populations into society.
4. Improving dialogue and community relations to determine how best to manage natural resources.
5. Funding graduate scholarships for career-minded professionals related to peacebuilding and conflict prevention

II. Parameters for Eligibility

TRF considers the following activities to be within the scope of the peacebuilding and conflict prevention area of focus:

1. Group activities including workshops, trainings, and other programs that support peace leadership and education, Positive Peace, community integration of vulnerable populations, facilitated dialogue, communication, and conflict prevention and transformation.
2. Education for youth on constructive ways to prevent, manage and transform conflict, including after-school or community-based programming with robust peacebuilding and conflict-diversion activities.
3. Training programs or campaigns to address conflict, or the risk of conflict, related to the use and management of natural resources.
4. Legal, psychological, social, and rehabilitative services that help integrate vulnerable populations into society, including at-risk youth, refugees, trafficked people, and others affected by conflict or violence.

TRF considers the following activities to be outside the scope of the peacebuilding and conflict prevention area of focus and not eligible for global grant funding:

1. Peace conferences in which Rotarians are the primary participants
2. Programs with a sole focus on music, sports or extra-curricular activities. Programs must have robust peacebuilding and conflict-diversion aspects to receive global grant funding.
3. Enrollment at a Rotary Peace Center partner university in the same, or similar, academic program as those pursued by Rotary Peace Fellows.

Elements of Successful Humanitarian Projects and Vocational Training Teams

Peacebuilding and conflict prevention global grants are:
1. Sustainable – Communities can continue to make progress in peacebuilding and conflict prevention after the Rotary clubs or districts complete their work.
2. Measurable – Sponsors need to set targets and identify measurements to track project outcomes. Standard measures for peacebuilding and conflict prevention are listed in the Global Grant Monitoring and Evaluation Plan Supplement.
3. Community driven – Projects meet the needs identified by the host community.

Elements of Successful Scholarships

Global grants support graduate-level scholarships for professionals interested in pursuing careers in peacebuilding and conflict prevention. TRF considers the following when evaluating global grant scholarship applications:

1. The applicant's previous professional experience in peacebuilding and conflict prevention, including work or research with nongovernmental organizations, governmental agencies, or international associations.
2. The academic program's alignment with peacebuilding and conflict prevention
   a. Preferred academic programs include conflict prevention and resolution, peace and justice studies, social entrepreneurship related to peace, security studies, international relations, and other degrees with a specialization in peace and conflict, such as human rights law.
   b. Programs that focus directly on peace and conflict issues and outcomes will be considered favorably.
   c. Programs that will not be considered favorably include those related to general international relations with no emphasis on peacebuilding, conflict transformation, or conflict prevention and resolution, as well as other general social development degrees.
3. The applicant's career plans as they relate to peace and conflict transformation, prevention, and resolution. *(October 2019 Trustees Mtg., Dec. 27)*

Source: March 2012 Trustees Mtg., Dec. 121; June 2012 Trustees Mtg., Dec. 167
Amended by April 2019 Trustees Mtg., Dec. 116

31.010.2.2. Disease Prevention and Treatment

Rotary supports activities that reduce the causes and effects of disease. Projects strengthen the health care system by improving access to and expanding medical services, providing medical equipment, or training healthcare personnel.

I. Area of Focus Statement of Purpose and Goals

TRF enables Rotarians to prevent and treat disease and support health by:

1. Improving the capacity of local health care professionals
2. Promoting disease prevention and treatment programs that limit the spread of communicable diseases and reduce the incidence and effect of non-communicable diseases
3. Strengthening health care systems
4. Providing clinical treatment and rehabilitation of physical disabilities
5. Funding graduate scholarships for career-minded professionals related to disease prevention and treatment

II. Parameters for Eligibility

TRF considers the following activities to be within the scope of the disease prevention and treatment area of focus:

A. Prevention and Control of Communicable Diseases

1. Disease testing through projects such as health fairs, provided they include counseling and referrals or help admit patients for treatment
2. Educating community members and health care professionals about intervention strategies for preventing disease transmission
3. Providing equipment specifically to offer health care services to remote populations that lack access to the local primary care system
4. Supplying medical equipment to health care facilities. Equipment must meet current technology standards and satisfy environmental criteria for power, water, and air quality. Grant sponsors must provide proof of ownership and operational and maintenance plans, including documentation showing that personnel have received training on equipment operation and maintenance, or a training plan that ensures compliance with these requirements.
5. Providing surveillance systems, along with training, to track and monitor the diagnosis and treatment of disease
6. Treating communicable diseases through an approach that also helps prevent disease, improves the training of medical professionals, or enhances public health education to promote a community's long-term well-being
7. Preventing and controlling illnesses transmitted by mosquitoes and other vectors. High priority projects will include identifying environmental hazards specific to vector-borne diseases and remedial strategies.
8. Addressing environmental hazards related to infection and disease containment, such as disposal of medical waste in health care facilities.

B. Prevention and Control of Noncommunicable Diseases

1. Offering prevention and treatment services for physical and mental illnesses and related disabilities
2. Developing community education and early screening and treatment programs designed to reduce the incidence and prevalence of chronic diseases
3. Providing equipment specifically to offer health care services to remote populations that lack access to the local primary care system
4. Supplying medical equipment to health care facilities. Equipment must meet current technology standards and satisfy environmental criteria for power, water, and air quality. Grant sponsors must provide proof of ownership and operational and maintenance plans, including documentation showing that personnel received training on equipment operation and maintenance, or a training plan that ensures compliance with these requirements.
5. Providing lifesaving surgeries and surgeries to address congenital problems, provided they include assessing the beneficiary and ensuring follow-up care
6. Treating noncommunicable diseases, including mental illness, through an approach that also helps prevent disease, train health service professionals, or enhance public

health education with measurable outcomes to promote a community's long-term well-being
7. Preventing traffic- or vehicle-related injuries, provided these projects can demonstrate measurable reductions in such injuries
8. Supplying vehicles, personnel, and equipment to provide emergency medical services. Ambulances must be new and purchased locally and include documentation of ownership, operation, maintenance, repair, and security systems by the appropriate health care facility.

C. TRF considers the following activities to be outside the scope of the disease prevention and treatment area of focus and not eligible for global grant funding:

1. Projects that consist exclusively of purchasing furniture, supplies, consumables, and nonmedical equipment, such as solar panels
2. Medical missions or surgical team trips that do not provide educational outreach programs or significant capacity-building in the project country with the exception of lifesaving surgeries and surgeries to address congenital problems
3. Eco-stove/indoor stove-top projects
4. Nonconventional or alternative therapies for treating physical and mental disabilities, unless they include clinical protocols supervised by health care professionals
5. Treatment of pervasive developmental disorders, and other spectral disorders, including autism, unless there are measurable clinical interventions that demonstrate an improvement of the disorder's long-term impact
6. Nutrition programs, unless they target clinical malnutrition or interventions in the first 1,000 days between a woman's pregnancy and her child's second birthday
7. Introduction of new technology without documentation of its prior successful use in the project area and appropriate operations, maintenance, replacement, and repair systems in place
8. General health education and public safety programs

III. Elements of Successful Humanitarian Projects and Vocational Training Teams

Disease prevention and treatment global grants are:
1. Sustainable — Communities can address their disease prevention and treatment needs after the Rotary club or district completes its work.
2. Measurable — Sponsors need to set targets and identify measurements to track project outcomes. Standard measures for disease prevention and treatment are listed in the Global Grant Monitoring and Evaluation Plan Supplement.
3. Community-driven — Projects meet the needs identified by the host community.

Elements of Successful Scholarships

Global grants support graduate-level scholarships for professionals interested in pursuing careers related to disease prevention and treatment. TRF considers the following when evaluating global grant scholarship applications:

1. The applicant's previous work experience in the field of disease prevention and treatment
2. The academic program's alignment with disease prevention and treatment, such as public health and advanced degrees in nursing and medicine
3. The applicant's career plans as they relate to disease prevention and treatment *(October 2019 Trustees Mtg., Dec. 27)*

Source: March 2012 Trustees Mtg., Dec. 121; June 2012 Trustees Mtg., Dec. 167; September 2017 Trustees Mtg., Dec. 27
Amended by April 2019 Trustees Mtg., Dec. 116

31.010.2.3. Water, Sanitation and Hygiene

Rotary supports activities that encourage the management and protection of freshwater resources and provides universal and equitable access to safe drinking water, sanitation, and hygiene. TRF seeks to empower governments, institutions, and communities to manage water, sanitation, and hygiene services, through environmentally-sound, measurable and sustainable interventions.

I. Area of Focus Statement of Purpose and Goals

TRF enables Rotarians to ensure communities' sustainable access to water, sanitation, and hygiene by:

1. Facilitating universal and equitable access to safe and affordable drinking water
2. Improving water quality by protecting and maintaining surface- and groundwater resources, reducing pollution and contaminants and promoting wastewater reuse
3. Facilitating universal and equitable access to improved sanitation and waste management services in order to achieve open defecation-free communities
4. Improving community hygiene knowledge, behaviors, and practices that help prevent the spread of disease
5. Strengthening the capacity of governments, institutions, and communities to develop, finance, manage and maintain sustainable water and sanitation services
6. Funding graduate scholarships for career-minded professionals related to water, sanitation and hygiene

II. Parameters for Eligibility

TRF considers the following activities to be within the scope of the water, sanitation, and hygiene area of focus:

1. Ensuring access to safe drinking water including projects focused on water supply, storage, purification, treatment and source water protection
2. Ensuring access to improved sanitation, defined as the collection, treatment and disposal of human excreta or urine through sanitation infrastructure and fecal-sludge management, treatment and disposal
3. Providing hygiene education that promotes healthy behaviors such as hand washing, safe disposal of human waste, safe water storage, and proper menstrual

hygiene. The program must identify the factors that prevent or encourage positive behaviors and describe how to address barriers.
4. Providing solid waste management systems, defined as the process of collecting, treating and disposing of solid waste materials
5. Using watershed management practices to protect source water and recharge surface and groundwater resources
6. Supplying water for crop, livestock, and fisheries production
7. Developing sustainable management practices to support water and sanitation services, including community governance, financing and planning, system maintenance, and delivery
8. Organizing strategic advocacy initiatives to encourage regional, national, and local authorities to implement policies that support sustainable access to water, sanitation, and hygiene. These include allocating funding for related services, establishing standards and guidelines, and developing processes for certifying communities as open defecation-free.

TRF considers the following activities to be outside the scope of the water, sanitation and hygiene area of focus and not eligible for global grant funding:

1. Hygiene programming that focuses on increasing knowledge and providing standardized information rather than changing behavior. One-time education sessions are not eligible.
2. Single-event river or beach clean-ups that are not part of a watershed management project
3. Projects that solely construct water and sanitation systems

Elements of Successful Humanitarian Projects and Vocational Training Teams

Water, sanitation and hygiene global grants are:
1. Sustainable — Communities and governments can better address their water, sanitation, and hygiene needs after the Rotary club or district completes its work.
2. Measurable — Sponsors need to set targets and identify measurements to track project outcomes in water, sanitation, and hygiene and water resource management. Standard measures are listed in the Global Grant Monitoring and Evaluation Plan Supplement.
3. Community driven — Projects meet the needs identified by the host community. Governments, communities, and businesses work together to build, own, and operate sustainable water and sanitation systems.

Elements of Successful Scholarships

Global grants support graduate-level scholarships for professionals interested in pursuing careers in water, sanitation, and hygiene. TRF considers the following when evaluating global grant scholarship applications:

1. The applicant's previous work experience in the field of water, sanitation, and hygiene or water resource management
2. The academic program's alignment with water, sanitation, and hygiene or water resource management. Examples include water and sanitation engineering, environmental engineering, integrated water resource and systems management, hydrology, and public health.
3. The applicant's career plans as they relate to water and sanitation *(October 2019 Trustees Mtg., Dec. 27)*

Source: March 2012 Trustees Mtg., Dec. 121; June 2012 Trustees Mtg., Dec. 167
Amended by April 2019 Trustees Mtg., Dec. 116

31.010.2.4. Maternal and Child Health

Rotary supports activities and training to improve maternal health and reduce mortality for children under five. Projects strengthen the health care system by improving access to and expanding medical services, providing medical equipment, and training health care personnel.

I. Area of Focus Statement of Purpose and Goals

TRF enables Rotarians to improve the health of mothers and their children by:

1. Reducing the neonatal/newborn mortality rate
2. Reducing the mortality and morbidity rate for children under five
3. Reducing the maternal mortality and morbidity rate
4. Improving access to essential medical services, trained community health workers, and health care providers
5. Funding graduate scholarships for career-minded professionals related to maternal and child health

II. Parameters for Eligibility

TRF considers the following activities to be within the scope of the maternal and child health area of focus:

1. Maternal prenatal, delivery, and antenatal care
2. Training or "train the trainer" initiatives for maternal and child community health care workers and medical professionals
3. Projects that provide medical equipment to health care facilities. Equipment must meet current technology standards and satisfy environmental criteria for power, water, and air quality. Grant sponsors must provide proof of ownership and operational and maintenance plans, including documentation showing that personnel received training on equipment operation and maintenance, or a training plan that ensures compliance. Equipment projects must include educational activities for women related to healthy pregnancy, delivery, or neonatal care.

4. Education about and enhanced access to family planning and other sexual and reproductive health interventions and services available through the health care system
5. Immunizations for women, adolescent girls, and children under five
6. Interventions to combat pneumonia, diarrhea, malaria, measles, and other major causes of disease in women and children under five
7. Interventions to reduce the transmission and impact of sexually transmitted disease in adolescents and women
8. Prevention of mother-to-child transmission of HIV
9. Projects that promote breastfeeding and other actions that prevent, reduce, and treat the effects of malnutrition
10. Lifesaving surgeries and surgeries to address congenital problems, provided they include assessing the beneficiaries and ensuring follow-up care
11. Projects that address environmental hazards related to the containment of infection and transmission of disease, such as disposal of medical waste in health care facilities.

TRF considers the following activities to be outside the scope of the maternal and child health area of focus and not eligible for global grant funding:

1. Medical missions and surgical team trips that do not provide significant capacity-building in the project country, except for lifesaving surgeries and surgeries to address congenital problems
2. Garden projects, food supplements, and school-based nutrition programs
3. Eco-stove or indoor stove-top projects
4. Playgrounds and general childhood exercise and wellness projects
5. Nonconventional or alternative therapies for treatment of physical and mental disabilities, unless they include clinical protocols supervised by health care professionals
6. Sexual and reproductive health projects for adolescents, unless they are carried out within the health care system under the supervision of licensed medical professionals
7. Furniture, supplies, and consumables, unless they are part of a larger maternal and child health project that meets the eligibility parameters for global grants
8. General health education and public safety programs

III. Elements of Successful Humanitarian Projects and Vocational Training Teams

Maternal and child health global grants are:
1. Sustainable — Communities can address their maternal and child health needs after the Rotary club or district completes its work.
2. Measurable — Sponsors need to set targets and identify measurements to track project outcomes. Standard measures are listed in the Global Grant Monitoring and Evaluation Plan Supplement.
3. Community-driven — Projects meet the needs identified by the host community.

Elements of Successful Scholarships

Global grants support graduate-level scholarships for professionals interested in pursuing careers related to maternal and child health. TRF considers the following when evaluating global grant scholarship applications:

1. The applicant's previous work experience in the field of maternal and child health
2. The academic program's alignment with maternal and child health. Examples include epidemiology, nutrition, global health, public health, and health promotion, as well as advanced degrees in nursing and medicine.
3. The applicant's career plans as they relate to maternal and child health *(October 2019 Trustees Mtg., Dec. 27)*

Source: March 2012 Trustees Mtg., Dec. 121
Amended by June 2012 Trustees Mtg., Dec. 167; April 2019 Trustees Mtg., Dec. 116

31.010.2.5. Basic Education and Literacy

Rotary supports activities and training to improve education for all children, and literacy for children and adults:

I. Area of Focus Statement of Purpose and Goals

TRF enables Rotarians to ensure that all people have sustainable access to basic education and literacy by:

1. Supporting programs that strengthen a community's ability to provide basic education and literacy to all
2. Increasing adult literacy
3. Working to reduce gender disparity in education
4. Funding graduate scholarships for career-minded professionals related to basic education and literacy

II. Parameters for Eligibility

TRF considers the following activities to be within the scope of the basic education and literacy area of focus:

1. Improving academic outcomes at the early childhood, primary, and secondary levels, in collaboration with local school officials
2. Educating adults in reading, writing and numeracy skills
3. Providing professional development opportunities for teachers with a qualified trainer in curriculum implementation, effective instructional methods or student assessments
4. Strengthening basic educational outcomes by providing improved learning materials and facilities supported by enhanced curricula and new professional development for teachers
5. Improving academic support for before- and after-school programs by training

tutors and teachers, conducting student assessments, and providing equipment if needed
6. Supporting educators' ability to help students with physical or developmental disabilities achieve greater academic outcomes by providing professional development opportunities for teachers and staff, as well as basic educational materials and enhanced facilities if needed

TRF considers the following activities to be outside the scope of the basic education and literacy area of focus and not eligible for global grant funding:

1. Projects that consist exclusively of infrastructure, vehicles, or equipment purchases and training on their use
2. Projects that provide salaries, tuition or school supplies without the means for the community or non-Rotary entity to maintain these in the future
3. Projects that purchase only extracurricular or play materials or playgrounds
4. Projects that focus on school feeding or providing infrastructure and equipment for school feeding programs
5. Projects the community is not able to sustain after grant funding ends
6. Projects that benefit only one cohort of students, such as tutoring or after-school programs that will function only during the life of the grant

Elements of Successful Humanitarian Projects and Vocational Training Teams

Basic education and literacy global grants are:
1. Sustainable — Communities can address their basic education and literacy needs after the Rotary club or district completes its work.
2. Measurable — Sponsors need to set targets and identify measurements to track project outcomes. Standard measures are listed in the Global Grant Monitoring and Evaluation Plan Supplement.
3. Community driven — Projects meet the needs identified by the host community.

Elements of Successful Scholarships

Global grants support graduate-level scholarships for professionals interested in pursuing careers in basic education and literacy. TRF considers the following when evaluating global grant scholarship applications:
1. The applicant's previous work experience in the field of basic education and literacy
2. The academic program's alignment with basic education and literacy. Examples include education, literacy, curriculum development, special education, and school administration.
3. The applicant's future career plans as they relate to basic education and literacy *(October 2019 Trustees Mtg., Dec. 27)*

Source: March 2012 Trustees Mtg., Dec. 121; June 2012 Trustees Mtg., Dec. 167
Amended by April 2013 Trustees Mtg., Dec. 106; April 2016 Trustees Mtg., Dec. 117; April 2019 Trustees Mtg., Dec. 116

31.010.2.6. Community Economic Development

Rotary supports investments in people and communities to alleviate poverty, creating measurable and enduring economic improvements in poor and underserved areas.

I. Area of Focus Statement of Purpose and Goals

TRF enables Rotarians to alleviate poverty by:

1. Building the capacity of local leaders, organizations, and networks to support economic development in poor communities
2. Developing opportunities for productive work and improving access to sustainable livelihoods
3. Empowering marginalized communities by providing access to economic opportunities and services
4. Building the capacity of entrepreneurs, social businesses, and locally supported business innovators
5. Addressing gender or class disparities that prevent populations from obtaining productive work and accessing markets and financial services
6. Increasing access to renewable energy and energy-efficiency measures to create more sustainable and economically resilient communities
7. Empowering communities to develop environmental and natural resource conservation skills for economic gain
8. Strengthening communities' economic resilience and adaptive capacity in response to environmental and climate-related hazards and natural disasters
9. Developing and supporting community-based basic emergency preparedness services to improve economic resilience
10. Funding graduate scholarships for career-minded professionals related to community economic development

II. Parameters for Eligibility

TRF considers the following activities to be within the scope of the community economic development area of focus:

1. Providing poor communities with access to financial services including microcredit, mobile banking, savings, and insurance
2. Offering training related to community economic development, including entrepreneurship, community leadership, vocational skills, and financial literacy
3. Developing community members' economic and employment potential through leadership training and empowerment tools, especially through initiatives for women, refugees, and young adults
4. Supporting small-business, cooperative, or social-enterprise development and income-generating activities for the poor, including organizing area-wide businesses that provide employment

5. Furthering agricultural development for subsistence and small farmers, including building capacity and facilitating access to financial markets and capital
6. Organizing community-led and -coordinated adopt-a-village initiatives, or comprehensive community development activities
7. Supporting equal and effective economic opportunities for women, refugees, and other marginalized populations
8. Providing access to renewable, clean and efficient energy through sustainable, locally purchased, and innovative technology, as well as substantial training directly connected to economic outcomes
9. Training communities in conservation and resource management to help them preserve, protect, and sustainably use natural resources for their economic benefit and growth
10. Improving communities' ability to adapt to environmental and climatic changes through capacity-building, and developing sustainable economic activities
11. Providing training and basic resources to support basic emergency preparedness initiatives and enhance communities' economic resilience, including fire prevention and natural disaster preparedness

TRF considers the following activities to be outside the scope of the community economic development area of focus and not eligible for global grant funding:

1. Community infrastructure or equipment projects without direct economic results, or without operational and maintenance plans
2. Community beautification projects such as parks and playgrounds
3. Projects to rehabilitate community centers

Elements of Successful Humanitarian Projects and Vocational Training Teams

Community economic development global grants are:
1. Sustainable — Communities can address their economic development needs after the Rotary club or district completes its work.
2. Measurable — Sponsors need to set targets and identify measurements to track project outcomes. Standard measures are listed in the Global Grant Monitoring and Evaluation Plan Supplement.
3. Community driven — Projects meet the needs identified by the host community.

Elements of Successful Scholarships

Global grants support graduate-level scholarships for professionals interested in pursuing careers in community economic development. TRF considers the following when evaluating global grant scholarship applications:

1. The applicant's previous work experience in the field of community economic development. Applicants are expected to demonstrate how their work contributed to the economic well-being of poor, low-income, or underserved communities at the local, regional, or national level.

2. The academic program's alignment with community economic development
   a. Examples include social science degrees with a focus on community economic development and business degrees tailored to social business, micro-entrepreneurship, or microcredit
   b. Programs that will be favorably considered include those that:
      i. Emphasize local, regional, or national economic development strategies
      ii. Focus on addressing economic issues of poor, low-income, and underserved communities
      iii. Support social business development, such as a specialized track within a master of business administration program
      iv. Provide a business degree to teach entrepreneurial skills or support startups at the local, regional, or national level
      v. Include "community development" in the name of the program or specialized track
      vi. Improve the coaching or advising capability of an individual working with small businesses or entrepreneurs
      vii. Focus on strategies to address environmental issues that affect poor, low-income, and underserved communities, such as resource management, environmental and conservation studies, resilience planning, and preparedness
      viii. Use urban planning principles to guide economic development strategies
   c. Programs that will not be favorably considered include those that:
      i. Focus on purely theoretical, macro-level economics, politics, or finance
      ii. Support general private business development, such as a master of business administration for professions unrelated to social enterprise
3. The applicant's career plans as they relate to community economic development
   a. Careers that will be considered favorably include those that:
      i. Improve the economic and social well-being of poor, low- income, and underserved communities at the local, regional, and national level
      ii. Are in a nonprofit or social enterprise environment
      iii. Support advocacy for economic and social well-being (e.g. for poor communities, youth, women, indigenous peoples, refugees, and other underserved populations)
      iv. Address environmental issues that affect poor, low-income, and underserved communities through strategies including resource management, environmental and conservation studies, resilience planning, and preparedness
   b. Careers that will not be considered favorably include general roles in business, engineering, or social work, or general administration in a private or corporate environment. *(October 2019 Trustees Mtg., Dec. 27)*

Source: March 2012 Trustees Mtg., Dec. 121; June 2012 Trustees Mtg., Dec. 167
Amended by April 2014 Trustees Mtg., Dec. 98; April 2016 Trustees Mtg., Dec. 117; April 2019 Trustees Mtg., Dec. 116

31.010.3. Review and Evaluation of Areas of Focus

1. Evaluation of Areas of Focus

   Each existing area of focus shall be evaluated by the general secretary every five years for report to the Trustees. This review shall assess:

   a) Overall global success of the area of focus initiative
   b) Regional success of projects
   c) Success of strategic partnerships
   d) Community involvement
   e) Sustainability
   f) Good stewardship
   g) Level of Rotarian participation
   h) Ease of administration
   i) Ease of involvement for Rotary clubs and districts
   j) Fundraising success
   k) Enhanced public awareness of Rotary
   l) Ease of, and success in, spending accumulated funds

2. Should the Trustees find, based upon this evaluation, that Rotary cannot reasonably support the administrative, financial, or technical needs of an area of focus, the area of focus may be terminated, but no new area of focus may be proposed until the time of the ten-year evaluation.

3. Evaluation of Secretariat Support Requirements for Areas of Focus
   Every ten years, the Trustees shall evaluate the areas of focus. One year before this evaluation, the general secretary will perform an internal efficiency evaluation to assess the areas of focus that the Secretariat currently supports and determine whether each area of focus can reasonably support the administrative, financial, and technical needs of different areas of focus.

4. Termination of an Area of Focus
   Upon completion of the above evaluation, the Trustees, in consultation with the general secretary, may decide to terminate an area of focus when at least one of the following has been shown:

   a) The objectives of an area of focus have been successfully achieved and Rotary's commitment to an area of focus has been fulfilled.
   b) Rotary has not been successful in addressing the area of focus over at least two review periods and is unlikely to become successful within the next review period.
   c) Rotary cannot reasonably support the administrative, financial, or technical needs of an area of focus. (*April 2019 Trustees Mtg., Dec. 116*)

Source: October 2008 Trustees Mtg., Dec. 24
Amended by April 2019 Trustees Mtg., Dec. 116

31.010.4. Creating New Areas of Focus

At the time of the ten-year evaluation, the Trustees may consider a new area of focus after an existing one has been terminated or an assessment by the general secretary demonstrates that sufficient administrative, financial, and technical resources are available to successfully support a new area of focus without negatively affecting existing areas of focus. A review of proposed areas of focus shall be conducted by the general secretary, in consultation with the Foundation's Programs Committee, before they are considered by the Trustees. The RI Board must approve any proposed changes to the areas of focus.

1. Selection Criteria for Areas of Focus

The proposed area of focus shall:

a) be anchored in the themes outlined in the Foundation mission: peace, health, education, and the alleviation of poverty
b) have global appeal and application. Rotarians in all parts of the world should be able to participate in a meaningful way
c) have significant Rotarian interest before its outset
d) reflect the organizational strengths and the capabilities of Rotary's clubs and Rotarians
e) lend itself to both the creation of packaged grants with the Foundation's strategic partners and independent projects between Rotary clubs or districts
f) be consistent with generally accepted international development practices and world health standards at the time of submission
g) have a high probability of positive project outcomes within a 7- to 10-year time frame

The proposed area of focus shall not:

a) conflict with Rotary's ethical and humanitarian values
b) undermine internationally recognized standards for human rights
c) promote a particular political or religious viewpoint
d) unfairly discriminate based on race, ethnicity, gender, language, religion, political or other opinion, national or social origin, property, or birth or other status
e) weaken the autonomy, independence, reputation, or financial integrity of Rotary International or The Rotary Foundation
f) reduce the effectiveness of Rotary programs or humanitarian service efforts. (*April 2019 Trustees Mtg., Dec. 116*)

Source: October 2008 Trustees Mtg., Dec. 24
Amended by September 2017 Trustees Mtg., Dec. 12; April 2019 Trustees Mtg., Dec. 116

Article 32. PolioPlus

32.010. Commitment to Global Polio Eradication
32.020. General Policies
32.030. Advocacy
32.040. Polio Eradication Advocacy Task Force for the United States
32.050. National Advocacy Advisors
32.060. PolioPlus Relations with Other Organizations
32.070. Grants
32.080. International PolioPlus Committee
32.090. National PolioPlus Committees

32.010. Commitment to Global Polio Eradication

As endorsed by Councils on Legislation, the global eradication of polio is, and must remain, the premier goal of Rotary International and its Foundation until the world is certified as polio-free.

The Trustees believe that it is premature, and to the detriment of polio eradication, to adopt any future global goal before certification. The potential distraction of Rotarians, the undercutting of advocacy efforts, and the diminishment of Rotary's eradication efforts could be the consequence of any such adoption. *(June 2015 Trustees Mtg., Dec. 146)*

Source: April 1998 Trustees Mtg., Dec. 185
Amended by June 1998 Trustees Mtg., Dec. 21; June 2015 Trustees Mtg., Dec. 146

32.020. General Policies

Rotary, in partnership with other world organizations, is committed to the certification of the eradication of polio. Therefore, all grants from PolioPlus funds must make a significant and widely recognized contribution to the certified eradication of polio.

Expenditures for the immunization of children in polio endemic and high-risk countries are the primary focus for PolioPlus funding.

The Rotary Foundation should take all steps, both directly and through those organizations with which it is cooperating to assure that the status and reputation of Rotary is fully recognized as a world leader in the eradication of polio, and that appropriate recognition is given for Rotarians' personal involvement and financial support, to motivate and encourage additional service to and support of PolioPlus by Rotarians and Rotary clubs.

Polio immunization requires expenditures of PolioPlus funds for supporting activities, including, but not limited to:

- Advocacy
- Management/technical assistance
- Operational support
- Research

– Social mobilization
– Surveillance
– Transition to routine immunization
– Vaccine

Notwithstanding the restrictions of section 32.040., PolioPlus expenditures may also be incurred for general administration, program operations, advocacy, and global consultation and cooperation with partners in Rotary's eradication efforts.

Funds from other grant programs of the Rotary Foundation or Rotary International can be spent for non-polio vaccines or polio rehabilitation. However, PolioPlus funds will not be utilized for such activities.

The International PolioPlus Committee (IPPC) and the general secretary shall ensure that the Trustees of the Rotary Foundation and the Rotary International Directors are kept informed, at least annually, of the progress in the eradication of polio, and the status of the remaining PolioPlus funds. *(October 2019 Trustees Mtg., Dec. 45)*

Source: June 1995 Trustees Mtg., Dec. 224
Amended by June 1997 Mtg., Dec. 285; April 1998 Trustees Mtg., Dec. 181; June 2015 Trustees Mtg., Dec. 146; October 2019 Trustees Mtg., Dec. 45

32.030. Advocacy

"Advocacy" for PolioPlus describes those activities by Rotarians which communicate to leaders at global, national and local levels the benefits of the eradication of polio, so that the financial, technical and other resources required to reach this goal will be committed on a timely basis. Through advocacy, Rotarians seek to

- Inform potential funding sources of the urgent necessity to make special contributions to the unmet needs of the Global Polio Eradication Initiative (GPEI), and encourage their financial support of the initiative.

- Urge leaders in polio endemic and high risk countries to continue polio eradication activities as a high priority in accordance with GPEI Strategies.

- Urge leaders in all countries to maintain the highest possible level of routine immunization in accordance with World Health Organization (WHO) guidelines.

- Inform the public about the benefits of polio eradication to obtain their support for this goal and for all programs which combat vaccine-preventable diseases. *(October 2019 Mtg., Dec. 45)*

Source: October 1995 Trustees Mtg., Dec. 80; June 2002 Trustees Mtg., Dec. 185
Amended by June 2015 Trustees Mtg., Dec. 146; October 2019 Mtg., Dec. 45

32.040. Polio Eradication Advocacy Task Force for the United States

This task force provides leadership and coordination of Rotary efforts to inform the U.S Government and other funding sources of the urgency, need, and benefits of investing funds required to eradicate polio.

The chair and members of the task force are selected by the trustee chair after consultation with the IPPC chair. The trustee chair may appoint a vice-chair.

1. The task force shall:

    a. Communicate the "case" for US funding for global eradication activities.
    b. Coordinate plans to utilize all Rotary resources – RI Board of Directors, TRF Trustees, district and national PolioPlus committees, the IPPC and its consultants – to mobilize governmental financial resources and provide appropriate tools to achieve this purpose.
    c. Provide leadership for reaching political and institutional officials who can influence desired financial and political support.
    d. Engage Rotarians and others who can best express the goal of Rotary to eradicate polio, who can make contacts at significant political levels and seek assistance for Rotary and its partners to achieve advocacy goals.
    e. Recommend the employment of consulting or advisory firms to provide strategic guidance for advocacy engagement with the US government, and work with such firms in carrying out the services contracted by the general secretary.
    f. Cooperate with other advocacy partners as appropriate.

2. The task force shall function under the direction and guidance of the International PolioPlus Committee (IPPC).

3. The task force chair shall:

    a. Be responsible for carrying out the task force duties in Item 1 above.
    b. Keep the general secretary (or designee) and the chair of the IPPC (or designee) fully informed on all activities. These two individuals retain responsibility for informing the trustee chair of appropriate developments. *(October 2019 Trustees Mtg., Dec. 45)*

Source: October 2019 Trustees Mtg., Dec. 45

32.050. National Advocacy Advisers

The advisers provide leadership and coordination of Rotary efforts to inform their respective governments and other funding sources of the urgency, need, and benefits of investing funds required to eradicate polio.

After consultation with the chair of the IPPC, national advocacy advisers are appointed by the chair of the Rotary Foundation Trustees to serve at the pleasure of the trustee chair for one year terms that are renewable.

A national advocacy adviser coordinator will be appointed by the trustee chair in consultation with the IPPC chair who will advise and inform the chair and members of the International PolioPlus Committee (IPPC) on international advocacy strategy and engagement and cooperate with other advocacy partners as appropriate in the appeals for public sector support.

National Advocacy Advisers:
1. Formulate appropriate strategies to inform their government and other potential funding sources in his or her nation of the needs and benefits of the Global Polio Eradication Initiative.
2. Participate in presentations to government and other funding sources, and coordinate and execute preparatory and follow up activities in consultation with the coordinator.
3. Identify and maintain communication with other Rotarians in the country who can assist with activities to achieve advocacy objectives.
4. Maintain current knowledge of polio eradication program strategies, status and needs. *(October 2019 Trustees Mtg., Dec. 45)*

Source: October 2019 Trustees Mtg., Dec. 45

32.060. PolioPlus Relations with Other Organizations

The Global Polio Eradication Initiative (GPEI), launched in 1988, has four *spearheading* partners: World Health Organization (WHO), Rotary, US Centers for Disease Control and Prevention (CDC) and United Nations Children's fund (UNICEF).

Since the Bill & Melinda Gates Foundation joined the GPEI in 2007 and Gavi, the Vaccine Alliance in 2019, the six *core* partners are WHO, Rotary, CDC, UNICEF, Bill & Melinda Gates Foundation, and Gavi, the Vaccine Alliance.

Rotary leads the US Coalition to Eradicate Polio which includes the American Academy of Pediatrics, the March of Dimes. the Task Force for Global Health, UNICEF USA, and the United Nations Foundation. *(October 2019 Trustees Mtg., Dec. 45)*

Source: November 1996 Trustees Mtg., Dec. 118
Amended by June 2015 Trustees Mtg., Dec. 146; October 2019 Trustees Mtg., Dec. 45

32.060.1. General Policies

The Rotary Foundation will encourage, promote and support cooperation among all parties at community, national, regional and international levels in the goal of polio eradication.

The Rotary Foundation should be represented at all major international meetings which are held to discuss, plan or develop policy relating to polio eradication.

The Rotary Foundation representatives attending such international meetings shall:

1) support efforts to achieve the certification of a polio-free world

2) oppose any actions which would delay the goal of eradicating polio and achieving certification

3) obtain information on technical, operational, and other developments which would impact the polio eradication goal, positively or negatively

4) support efforts to immunize children from all vaccine-preventable diseases subject to the overriding goal of the eradication of polio

5) maintain Rotary's significant role in the eradication of polio and highlight Rotary's contributions to eradication efforts

6) help assure that Rotary receives appropriate recognition and visibility for its role in polio eradication efforts

7) learn of new potential opportunities for financial support and advocacy. *(October 2019 Trustees Mtg., Dec. 45)*

Source: October 1994 Trustees Mtg., Dec. 68
Amended by June 2015 Trustees Mtg., Dec. 146; October 2019 Trustees Mtg., Dec. 45

32.070. Grants

The PolioPlus program funds three types of grants: PolioPlus grants, PolioPlus Partners grants, and administrative grants to National PolioPlus Committees. The stewardship standards stated in section 34.010. shall apply to all grants in the PolioPlus program. *(October 2019 Trustees Mtg., Dec. 45)*

Source: June 2015 Trustees Mtg., Dec. 146

32.070.1. PolioPlus Grants

PolioPlus grants are primarily awarded to the World Health Organization and UNICEF to fund polio eradication activities, including:

-- Management/Technical Assistance, defined as service by professionals whose management or technical expertise is essential to achieve eradication goals

-- Operational Support, defined as the support of personnel, training, equipment, and supplies necessary to implement polio eradication activities

-- Research, such as studies of the effectiveness of the polio vaccine and better immunization and surveillance systems, as recommended by the Polio Research Committee of the Global Polio Eradication Initiative

-- Social Mobilization, defined as organized community efforts designed to encourage immunization of children against polio

-- Surveillance, defined as the identification and reporting of suspected polio cases, analysis of the evidence, and timely processing of the results to program decision makers

-- Transition to routine immunization, defined as the orderly transition of immunization activities following the eradication of polio.

-- Vaccine, defined as oral or inactivated polio vaccine required to achieve eradication. *(October 2019 Trustees Mtg., Dec. 45)*

Source: June 1995 Trustees Mtg., Dec. 224; June 1997 Trustees Mtg., Dec. 285
Amended by October 2003 Trustees Mtg., Dec. 7; June 2015 Trustees Mtg., Dec. 146; October 2019 Trustees Mtg., Dec. 45

32.070.1.1. Policy on Termination of PolioPlus Grants
PolioPlus Grants will have a specified termination date. The term of the grant may only be extended with the approval of the Trustee chair. Upon expiration of a PolioPlus grant, all unused grant funds must be returned to the Rotary Foundation. Any remaining unused or undisbursed funds cannot be allocated in a new grant request without the approval of the Trustees. *(June 2015 Trustees Mtg., Dec. 146)*

Source: October 1997 Trustees Mtg., Dec. 85
Amended by June 2015 Trustees Mtg., Dec. 146

32.070.1.2 Stewardship Practices for PolioPlus Grants
Recipients of PolioPlus grants shall submit interim and final reports, including certified financial statements of income and expenditure for TRF funding, as specified in the grant agreement. Field reviews of immunization and related activities of selected PolioPlus grants shall be conducted by National PolioPlus Committees as requested by the IPPC chair. Periodic financial reviews of selected PolioPlus grants shall be conducted with such frequency as shall be determined by the IPPC chair. Desk reviews of selected PolioPlus grants shall be conducted by the general secretary in years in which financial reviews are not conducted. *(October 2019 Trustees Mtg., Dec. 45)*

Source: June 2015 Trustees Mtg., Dec. 146
Amended by October 2019 Trustees Mtg., Dec. 45

32.070.2. <u>PolioPlus Partners Grants</u>
PolioPlus Partners grants are awarded to National PolioPlus Committees, and, with the approval of the IPPC chair, to ad hoc Rotarian committees in polio outbreak countries, to assist Rotarians in polio-endemic and high-risk countries in obtaining the tools and supplies necessary for the following activities:

- Operational support
- Social mobilization
- Surveillance

All PolioPlus Partners grants shall include significant and visible Rotarian engagement. *(October 2019 Trustees Mtg., Dec. 45)*

Source: June 1996 Trustees Mtg., Dec. 235
Amended by June 2015 Trustees Mtg., Dec. 146; October 2019 Trustees Mtg., Dec. 45

32.070.3. Administrative Grants to National PolioPlus Committees
Administrative grants to National PolioPlus Committees are awarded to provide for the administration and support of such committees. *(June 2015 Trustees Mtg., Dec. 146)*

Source: June 2015 Trustees Mtg., Dec. 146

32.070.4. Stewardship Provisions for PolioPlus Partners Grants and Administrative Grants to National PolioPlus Committees
Funds from PolioPlus Partners grants and Administrative grants to National PolioPlus Committees are released in reasonable increments by the general secretary only after receipt of:

- an acceptable plan and budget
- satisfactory reports and accounts for previous grants, if any, and
- evidence of establishment of a separate bank account subject to signature of two persons before disbursement

Recipients of PolioPlus Partners grants and Administrative grants to National PolioPlus Committees shall submit interim and final reports as specified in the grant agreement. A financial audit of any grant exceeding US$15,000 shall be submitted with the final report of any such grant. Such financial audits shall be conducted by an independent firm or by a committee of Rotarians not involved with the implementation of the grant appointed by the National PolioPlus Committee chair or ad hoc committee chair, as applicable. The provisions of section 34.040.4. regarding alleged misuse of Foundation grant funds shall apply to PolioPlus Partners grants and Administrative grants to National PolioPlus Committees.

PolioPlus Partners grants may be audited by a member of the TRF Cadre of Technical Advisers. *(October 2019 Trustees Mtg., Dec. 45)*

Source: October 1994 Trustees Mtg., Dec. 67
Amended by June 2015 Trustees Mtg., Dec. 146; October 2019 Trustees Mtg., Dec. 45

32.080. International PolioPlus Committee
The International PolioPlus Committee shall consist of one director, appointed by the president, three trustees, and no more than eight other members, all appointed by the trustee chair. Terms of each member shall be for one year, and may be renewed.

The International PolioPlus Committee should keep under continuous review financial plans that will assure adequate staff support, meet administrative needs, and support the global strategic

planning for polio eradication and certification in a significant way consistent with available financial resources. *(October 2019 Trustees Mtg., Dec. 45)*

Source: October 2004 Trustees Mtg., Dec. 40
Amended by June 2006 Trustees Mtg., Dec. 199; January 2015 Trustees Mtg., Dec. 85; June 2015 Trustees Mtg., Dec. 146; October 2019 Trustees Mtg., Dec. 45

32.080.1. Terms of Reference
The Terms of Reference of the International PolioPlus Committee are to:

Recommend policies, strategies, budgets, and grant requests to the Trustees and report on polio eradication grant progress.

1. Review the overall operations of the PolioPlus program and provide recommendations to the Trustees on any matter associated with its goal.

2. Provide direction and coordination to all elements of the PolioPlus program and provide such controls as the IPPC and/or the Trustees consider necessary over the expenditure of Foundation funds by such elements.

3. Ensure that the IPPC members – and, as appropriate, other key Rotary leaders – are continuously kept abreast of global progress and challenges to the goal of the certification of the eradication of polio; recommend to the trustee chair knowledgeable Rotarians to disseminate global polio eradication information at appropriate meetings such as Rotary Institutes; issue and revise periodically a statement on current facts and figures relative to polio eradication and the role of Rotary International in the global effort for the sake of clarity and consistency in publications and public statements.

4. Conduct long range planning as may be appropriate, including financial forecasts and fiscal controls as will ensure that Rotary International and its Foundation continue as a partner in the global polio eradication initiative until the certification of eradication is achieved.

5. Monitor, review, provide guidance and counsel in all aspects of Rotary activities designed to (a) inform and communicate to Rotarians, clubs and districts the status of the global polio eradication initiative (GPEI) and Rotary's role; and to (b) coordinate public releases with partners to assure that the media has full and correct information on Rotary's role in the GPEI.

6. Review the PolioPlus operations and advocacy budget annually and provide recommendations to the Finance Committee of the Trustees.

7. Provide primary point of focus and liaison with all partners on all aspects of the global polio eradication initiative.

8. Review and submit recommendations to the trustee chair for regional Service Awards for a Polio Free World, and to the Trustees for the International Service Awards for a Polio Free World and the PolioPlus Pioneer Award.

9. Identify countries most needing support and recommend to the trustee chair Rotary Senior Leaders to visit.

10. Perform other tasks as may be assigned by the Trustees or the trustee chair, or which arise naturally from the relationship of the issues to the PolioPlus program and its goals. *(October 2019 Trustees Mtg., Dec. 45)*

Source: October 2004 Trustees Mtg., Dec. 40
Amended by January 2015 Trustees Mtg., Dec. 85; June 2015 Trustees Mtg., Dec. 146; October 2019 Trustees Mtg., Dec. 45

32.080.2. Duties and Responsibilities of the Chair
The IPPC chair shall have the following duties and responsibilities:

1. Recommend to the Trustee chair appointments of qualified Rotarians to serve as chairs and members of national PolioPlus committees, task forces, and as national advocacy advisers.

2. Appoint End Polio Now Coordinators.

3. With the approval of the Trustee chair, invite such expert advisers to the IPPC meeting that the committee chair considers are needed for the proper conduct of the business of the committee.

4. Endorse proposals for the Polio Eradication Champion Award.

5. Serve as the representative of the PolioPlus program at critical high level meetings or appoint another representative.

6. Authorize field reviews and periodic financial reviews of selected PolioPlus and PolioPlus Partners grants in consultation with the chair of the Rotary Foundation Stewardship Committee on the advisability of such review. *(October 2019 Trustees Mtg., Dec. 45)*

Source: June 2015 Trustees Mtg., Dec. 146
Amended by October 2019 Trustees Mtg., Dec. 45

32.090. National PolioPlus Committees
National PolioPlus committees may be established by the Trustees whenever appropriate in polio endemic and high risk polio transmission countries.

The chair of each National PolioPlus Committee shall be appointed by the trustee chair. The term of office will be one year, subject to reappointment.

In countries where polio is endemic, the National PolioPlus Committee chair shall initially nominate at least four and not more than 11 additional members of the committee whose appointments shall be confirmed by the Trustee chair; all members shall be Rotarians in good standing in clubs in the country. Terms of office shall be for not more than one year and shall be renewable; they may also be staggered to assure continuity. The exact number of committee members within the authorized numbers shall be determined by the trustee chair with approval of the Trustees. *(October 2019 Trustees Mtg., Dec. 45)*

Source: October 1994 Trustees Mtg., Dec. 67
Amended by April 2002 Trustees Mtg., Dec. 138; January 2015 Trustees Mtg., Dec. 85; June 2015 Trustees Mtg., Dec. 146; October 2019 Trustees Mtg., Dec. 45

32.090.1. Terms of Reference for National PolioPlus Committees
The Terms of Reference for National PolioPlus committees are as follows:

National PolioPlus committees (NPPC) assist The Rotary Foundation in achieving its objectives in polio eradication in the committee's country in accordance with the established policies and goals of the Trustees.

The committee:

1. Maintains contact with key governmental business and community leaders to advocate the eradication of polio and achievement of the objectives of the Expanded Program on Immunization (EPI) and to inform them of Rotary's PolioPlus activities and goals.

2. Prepares plans for mobilization, coordinating such plans with other partners.

3. Responds to IPPC requests for information, reports or advice.

4. Serves as spokesperson in the country for Rotary's PolioPlus program.

5. Reports to TRF and the IPPC on the status of any PolioPlus project under a PolioPlus Partners grant and such other committee activities as may be appropriate. The reports should include any available photographs and media accounts of Rotary PolioPlus activities.

6. Participates in regular meetings of national EPI groups and Interagency Coordinating Committees such as those comprised of Ministry of Health officials, UNICEF and WHO representatives and other supportive, related or interested organizations.

7. Plans activities to educate and motivate Rotarians to help mobilize communities for immunization and encourage Rotary clubs to involve other voluntary groups in support of immunization objectives.

8. Keeps the nation's governors, governors-elect and all RI directors and trustees in the country fully informed of project activities, seeks their and past RI officers' counsel concerning immunization activities and special PolioPlus events and coordinates PolioPlus events with other district events. Provides regular feedback to clubs (through their PolioPlus committees or other structures or channels as appropriate) on project development, immunization programs and local club activities carried on by other clubs.

9. Provides to TRF progress and financial reports other than the annual report as may be required or requested by the terms of the grant, the general secretary, or the IPPC.

10. Cooperates with and assists other committees, reviewers, staff members, Trustees, auditors and volunteers who may be sent by TRF to the committee's area in connection with the PolioPlus program or as otherwise requested by the Trustees.

The chair shall appoint a treasurer who shall be responsible for the maintenance of a separate bank account for all PolioPlus funds under conditions that require the signature of two members of the committee. The committee shall formally designate the two or more authorized signatories. The treasurer shall disburse no funds not authorized by an approved TRF budget. An assistant treasurer may also be appointed. The treasurer shall report on the status of all PolioPlus funds:

- At each meeting of the national committee
- When requested by the national committee chair or the general secretary of The Rotary Foundation
- Annually *(October 2019 Trustees Mtg., Dec. 45)*

Source: October 1994 Trustees Mtg., Dec. 67
Amended by April 1996 Trustees Mtg., Dec. 192; January 2015 Trustees Mtg., Dec. 85; June 2015 Trustees Mtg., Dec. 146; October 2019 Trustees Mtg., Dec. 45

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Article 33. Rotary Foundation Grants

33.010. Grant Structure for the Future
33.020. Distributable Funds Model
33.030. Definition of Program Participants
33.040. Rotary Foundation Grants
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33.010. Grant Structure for the Future

Sections 33.010.1 through 33.010.3. provide specific concepts and characteristics about the new grant structure accepted during the planning phase of the Future Vision Plan. They are included to provide a historical perspective on the development of Future Vision.

Rotary Foundation District Grants
--To fund projects initiated from the grassroots up to TRF
--Grants for club and district initiated projects within established guidelines

Rotary Foundation Global Grants
--To fund projects initiated by or in collaboration with clubs and districts based on a strategy to be determined by the Trustees
--Grants focused on a limited number of priority world needs, generated by Rotarian interest and supported by staff and volunteer expertise and possibly strategic partnerships with strategic partners

PolioPlus or any future corporate program will be clearly separate and independent of the new grant structure, including any Global Grants or areas of focus. *(October 2012 Trustees Mtg., Dec. 16)*

Source: June 2007 Trustees Mtg., Dec. 165
Amended by October 2007 Trustees Mtg., Dec. 28; April 2008 Trustees Mtg., Dec. 114; April 2008 Trustees Mtg., Dec. 115; October 2010 Trustees Mtg., Dec. 16; October 2012 Trustees Mtg., Dec. 16

33.010.1. Rotary Foundation District Grants

Rotary Foundation District Grants have the following characteristics:

a. relate and conform to the mission of The Rotary Foundation
b. consist of block grants that will be managed and administered by qualified districts according to established guidelines and best practices for the distribution of grants

c. activities/projects preferably completed in less than 18 months
d. sustainability preferred, but not required
e. funds used for a variety of eligible activities that are broad in scope
f. provide flexibility for clubs and districts in completing local and international projects
g. funds utilized for international projects in other countries, including non-Rotary countries and areas
h. encourage international partnerships between clubs and districts *(October 2012 Trustees Mtg., Dec. 16)*

Source: October 2007 Trustees Mtg., Dec. 28
Amended by April 2008 Trustees Mtg., Dec. 114; October 2010 Trustees Mtg., Dec. 16

33.010.2. Rotary Foundation Global Grants
Global grants have the following characteristics:

a. activities/projects take place in Rotary countries and areas;

b. clubs and districts may participate with cooperative relationship organizations at the local and international levels;

c. greater role for and participation of Rotarian Action Groups;

d. international partnerships between clubs and districts and/or organizations with which TRF has a strategic partnership;

e. projects designed to support the areas of focus that are based on Rotarians' interests and specific selection criteria;

f. focus on long-term projects/activities (e.g., typically completed in 3-4 years except for Rotary scholarships);

g. include larger grant awards;

h. emphasize competitive process for grant awards;

i. consider Group Study Exchange and TRF scholarships in more strategic manner;

j. encourage or require sustainability;

k. include club and district developed grants and TRF packaged grants;

l. encourage international partnerships between clubs and districts *(October 2012 Trustees Mtg., Dec. 16)*

Source: October 2007 Trustees Mtg., Dec. 28
Amended by April 2008 Trustees Mtg., Dec. 113; April 2008 Trustees Mtg., Dec. 114; April 2008 Trustees Mtg., Dec. 115; October 2010 Trustees Mtg., Dec. 16

33.010.3. Grant Criteria

A district may award funds from a Rotary Foundation District Grant to other organizations that provide a specific report on the use of grant funds for services or products requested by the clubs or district, comply with applicable guidelines, and are not used as a general donation

Funds from Global Grants may be used for construction projects in conjunction with strategic partners, under policies approved by the Trustees

Funds from District and Global Grants may be used for renovation projects that comply with Foundation policies

Global Grants will be available to both clubs and districts in accordance with the following requirements:

a. districts must be appropriately qualified by the Foundation for stewardship practices;
b. clubs must be appropriately qualified by their respective districts for stewardship practices;
c. international partnerships will be required for club- and district-developed grants;
d. active participation will be required for both international and host partners;
e. club- and district-developed grants shall take place in Rotary countries and areas

Grants are a privileged opportunity only to be awarded to clubs and districts.

Rotarian Action Groups may act as consultants, advisers, and strategic partners for clubs and districts.

Non-Rotary organizations and academic institutions may cooperate with clubs and districts in the planning and implementation of projects.

Clubs and districts may use District Grants to support projects in and citizens from non-Rotary countries where permitted by applicable governing laws and in accordance with Foundation policies. *(October 2012 Trustees Mtg., Dec. 16)*

Source: April 2008 Trustees Meeting, Dec. 113
Amended by April 2008 Trustees Mtg., Dec. 114; April 2008 Trustees Mtg., Dec. 115

33.020. Distributable Funds Model

33.020.1. Distributable Funds Model Characteristics

The Distributable Funds Model for the future has the following characteristics:

a. Strategic Partnerships result in temporary restricted income each year for use with Packaged Grants

b. non-annual funds are designated to the World Fund to support Global Grants

c. endowed gifts will support District Grants only through the allocation of spendable earnings through the *SHARE* system and will also support Global Grants

d. named gifts will support Global Grants only

e. only named gifts that meet the minimum grant size can be restricted to the areas of focus

f. District Grants are funded mainly by a percentage of District Designated Funds (DDF)

g. Global Grants are funded with DDF and World Fund

h. Global Grants developed by clubs and districts are supported by a World Fund match

A district may use up to 50% of its available DDF plus Endowment Fund- SHARE earnings to fund District Grants. *(October 2012 Trustees Mtg., Dec. 16)*

Source: October 2007 Trustees Mtg., Dec. 30
Amended by April 2008 Trustees Mtg., Dec. 114; April 2008 Trustees Mtg., Dec. 115; April 2008 Trustees Mtg., Dec. 116; October 2012 Trustees Mtg., Dec. 16

33.020.2. Disposition of Returned Grant Funds
All Global Grants that are partially funded by the World Fund should be returned to the World Fund. *(October 2008 Trustees Mtg., Dec. 8)*

Source: April 2008 Trustees Mtg., Dec. 124
Amended by April 2008 Trustees Mtg., Dec. 114

33.030. Definition of Program Participants
Program participants are those individuals who currently participate in RI and Rotary Foundation programs, including:

- Interact
- Rotaract
- Rotary Community Corps
- Rotary Friendship Exchange
- Rotary Youth Exchange
- Rotary Youth Leadership Awards (RYLA)
- Rotary Peace Fellowships
- Global Grant Scholarships
- Vocational training teams (members and leaders)
- District Grant Scholarships
- New Generations Service Exchange

(September 2016 Trustees Mtg., Dec. 14)

Source: September 2016 Mtg., Dec. 14

33.040. Rotary Foundation Grants

Rotary Foundation grants include global grants, district grants and packaged grants. (*October 2012 Trustees Mtg., Dec. 16*)

Source: October 2008 Trustees Mtg., Dec. 24
Amended by March 2012 Trustees Mtg., Dec. 124; October 2012 Trustees Mtg., Dec. 16

33.040.1. Standard Grant Policies

33.040.1.1. Requirements

All Rotary Foundation grants must

a) adhere to the terms and conditions that govern their grant type
b) exclude any liability to The Rotary Foundation or Rotary International except for the amount of the grant
c) adhere to the governing laws of the United States and the country where the activity is taking place and not harm individuals or entities
d) only fund activities that have been reviewed and approved prior to their initiation. Grants will not be approved to reimburse clubs or districts for projects already completed or in progress
e) comply with the Conflict of Interest Policy for Grant Participants as outlined in 10.030.
f) comply with the Rotary Code of Policies regarding the proper use of Rotary Marks (*October 2008 Trustees Mtg., Dec. 24*)

Source: October 2008 Trustees Mtg., Dec. 24

33.040.1.2. Limitations

Rotary Foundation grants cannot be used

a) To unfairly discriminate based on race, ethnicity, gender, age, language, religion, political or other opinion, national or social origin, property, birth, or other status
b) To promote a particular political or religious viewpoint
c) To support purely religious functions at churches and other places of worship
d) To support activities that involve abortion or that are undertaken solely for sex determination
e) To fund the purchase of arms or ammunition (*June 2014 Trustees Mtg., Dec. 132*)

Source: October 2008 Trustees Mtg., Dec. 24; April 2014 Trustees Mtg., Dec. 96

33.040.1.3. Source of Contributions

TRF will accept contributions for global grants submitted by Rotary clubs and districts that are contributed by Rotarians, clubs and districts, and non-Rotarians and non-Rotary entities as long as there is no conflict of interest as defined in Rotary Foundation Code of Policies section 10.030., that project funds do not come from a beneficiary or cooperating organization involved in the project, and provided that this funding is used

for projects that are designed and implemented by Rotary clubs and districts, subject to Foundation stewardship and reporting requirements. *(October 2012 Trustees Mtg., Dec. 16)*

Source: October 2008 Trustees Mtg., Dec. 35
Amended by April 2009 Trustees Mtg., Dec. 96; March 2012 Trustees Mtg., Dec. 124; June 2012 Trustees Mtg., Dec. 182; October 2012 Trustees Mtg., Dec. 16

33.040.2. General Criteria

a) To receive a Rotary Foundation grant, primary sponsor clubs and districts must be appropriately qualified. Districts must be qualified by The Rotary Foundation, and clubs must be qualified by their respective qualified districts.
b) When acting as a primary sponsor, each Rotary club or district is limited to 10 open Rotary Foundation grants at any given time. Sponsors that have already reached this limit must close open grants before any new grants will be approved.
c) The primary sponsors must each establish a project or activity committee, composed of at least three Rotarians, who are members of that club or district (if district sponsored).
d) Rotary clubs, districts, and all project committee members must be in good standing with Rotary International and The Rotary Foundation in order to receive a grant.
e) Individuals prohibited from serving on a project committee for any Rotary Foundation grant include RI fiscal agents, national treasurers, and officers and paid staff of a cooperating or beneficiary organization associated with the grant project.
f) Funds received from Rotary Foundation grants cannot be used as a new contribution to The Rotary Foundation or as a contribution to another Rotary Foundation grant. (*October 2008 Trustees Mtg., Dec. 24*)

Source: October 2008 Trustees Mtg., Dec. 24

33.040.3. Reporting

a) All primary Rotary clubs and/or districts will be held accountable for submitting complete and accurate reporting within two months of the activity's completion.
b) Failure to provide accurate and timely reports to The Rotary Foundation will prevent both the primary host and international sponsors from receiving future global grants until an acceptable report is submitted. An overdue global grant will not affect the processing of a district grant unless the global grant is significantly overdue.
c) International partners are alleviated from global grant reporting responsibilities if they are not the party receiving or distributing grant money. *(August 2018 Trustees Mtg., Dec. 6)*

Source: October 2008 Trustees Mtg., Dec. 24
Amended by October 2013 Trustees Mtg., Dec. 42; April 2018 Trustees Mtg., Dec. 119

33.040.4. Definitions

a) host sponsor: the club or district in the location where the project or activity takes place (does not apply to district grants)

b) international sponsor: (previously known as sending club/district or sponsoring club/district) the club or district outside of the country/geographical area where the project or activity takes place (does not apply to district grants)
c) primary sponsor: the clubs and districts submitting applications and taking responsibility for implementation and reporting. For district grants, the district is always considered the primary sponsor. (*October 2008 Trustees Mtg., Dec. 24*)

Source: October 2008 Trustees Mtg., Dec. 24

33.040.5. Cooperating Organizations

A Cooperating Organization shall be defined as an entity directly involved in the implementation of a grant project, offering technical expertise and/or project coordination. A Cooperating Organization is considered to be a Rotarian Cooperating Organization when one-third or more of its Board of Directors and/or governing body is comprised of Rotarians and/or senior management who are also Rotarian(s) directly involved with a grant project. *(April 2010 Trustees Mtg., Dec. 120)*

Source: April 2010 Trustees Mtg., Dec. 120

33.040.5.1. Grants involving Cooperating Organizations

A grant involving a Cooperating Organization must meet the following conditions:

a) The Rotary sponsor(s) must clearly demonstrate that the project is initiated, controlled and conducted by the Rotary clubs or districts involved; Rotarians must participate in giving their time, resources, and personal involvement to the project

b) The host Rotary club or district must provide a letter of endorsement for the Cooperating Organization indicating the organization is reputable, and is registered and acts within the laws of the project country

c) The Cooperating Organization involved in such projects must disclose the names of Rotarians on its Board of Directors and/or organizational governing body in addition to any senior management who are also Rotarians(s) and are directly involved with the grant project. The Cooperating Organization must also agree to participate and cooperate in any financial review of activities connected with the project

d) Grants funds will not be provided to an existing project of, or for activities primarily sponsored by, a non-Rotary organization *(January 2018 Trustees Mtg., Dec. 59)*

Source: April 2002 Trustees Mtg., Dec. 126
Amended by October 2004 Trustees Mtg., Dec. 36; January 2015 Trustees Mtg., Dec. 67; April 2015 Trustees Mtg., Dec. 122; January 2018 Trustees Mtg., Dec. 59

33.040.6. Grant Terms and Conditions

The general secretary shall establish terms and conditions for Foundation grants that are consistent with Trustee policy. The general secretary shall also prepare memoranda of understanding for district qualification and club qualification, incorporating appropriate provisions of grant policy and the terms and conditions. Such terms and conditions and memoranda of understanding may be modified by the general secretary from time to time. The Trustees shall review these grant terms and conditions and memoranda of understanding every two years. *(October 2012 Trustees Mtg., Dec. 16)*

Source: October 2012 Trustees Mtg., Dec. 16

33.040.7. Duty of Care to Grant Travelers

In the event of emergencies, The Rotary Foundation will offer reasonable assistance to grant funded travelers upon their request, but will not proactively offer travel security measures or accept responsibility for evacuating them. (*September 2016 Trustees Mtg., Dec. 14)*

Source: April 2016 Trustees Mtg., Dec. 126

33.050. Global Grants

Global grants fund three main international activities: humanitarian projects, vocational training teams, and scholarships. (*October 2012 Trustees Mtg., Dec. 16*)

Source: October 2008 Trustees Mtg., Dec. 24
Amended by October 2012 Trustees Mtg., Dec. 16

33.050.1. Requirements

All global grants must

a) assist in the development of stronger Rotary networks as clubs and districts from different communities or countries/geographical areas work together
b) support activities sponsored by two Rotary clubs or districts; one located in the country where the activity will take place (host) and one outside of that country (international)
c) take place in Rotary countries and geographical areas, or non-Rotary countries where the RI Board is actively pursuing extension
d) provide sustainable outcomes (i.e., fulfill a need on a long-term basis after grant funds have been expended)
e) include active participation by Rotarians from all primary clubs and districts
f) include one primary host and one primary international club or district sponsor. Nonprimary clubs and districts can contribute funds to support the grant.
g) conform to one or more of the selected areas of focus
h) produce measurable outcomes and be able to account for success in a quantifiable or observable manner (*October 2014 Trustees Mtg., Dec. 36*)

Source: October 2008 Trustees Mtg., Dec. 24
Amended by March 2012 Trustees Mtg., Dec. 124; October 2012 Trustees Mtg., Dec. 16; October 2014 Trustees Mtg., Dec. 36

33.050.2. General Criteria

Global grants are only to be awarded to clubs and/or districts.

a) The minimum grant award by The Rotary Foundation's World Fund is US$15,000 and the maximum award is US$400,000.
b) Cash contributions are matched by The Rotary Foundation at 50 percent and DDF contributions are matched at 100 percent.
c) When an eligibility/activity requirement is inconsistent with local law, the sponsors may request the general secretary to waive the requirement to comply with local law.
d) For projects in which both sponsors are in different countries but are members of the same multicountry district, the district itself cannot be a primary sponsor of the grant.
e) At least 30% of contributions to global grants funding humanitarian projects exclusively must come from outside of the project country.
f) The board of Trustees must approve all global grant awards from US$200,001 to $400,000.
g) Grant sponsors are required to conduct appropriate community assessments for humanitarian and vocational training team global grants. *(October 2019 Trustees Mtg., Dec. 27)*

Source: October 2008 Trustees Mtg., Dec. 24
Amended by October 2009 Trustees Mtg., Dec. 16; September 2011 Trustees Mtg., Dec. 24; March 2012 Trustees Mtg., Dec. 124; October 2012 Trustees Mtg., Dec. 16; April 2017 Trustees Mtg., Dec. 115; January 2019 Trustees Mtg., Dec. 80

33.050.3. Humanitarian Projects

Global grants support Rotary clubs and districts in their efforts to address humanitarian issues within the areas of focus and benefit communities in need.

A. General Criteria

1. Humanitarian projects must meet the basic human needs of an underserved population while improving overall well-being in one or more of the areas of focus.

2. All global grants that support humanitarian activities must fund projects that have been initiated by a Rotary club or district in the project location, except in the case of non-Rotary countries where the RI Board is actively pursuing extension.

B. Cooperating Organizations

1. A grant conducted in cooperation with a non-Rotary organization requires a memorandum of understanding between the organization and the grant sponsors.

C. Eligibility

1. Global grants for humanitarian projects can fund
a) low-cost shelters, as defined by TRF guidelines
b) simple schools, as defined by TRF guidelines
c) construction of infrastructure, including but not limited to:

i. toilet blocks and sanitation systems
ii. access roads
iii. dams
iv. bridges
v. storage units
vi. fences and security systems
vii. water/irrigation systems
viii. greenhouses

d) renovation, repair, and refurbishment of structures that are currently occupied or operational in which individuals live, work, or spend a significant amount of time. This may include the provision of new services or upgrade of utilities (i.e., electrical, plumbing, and heating), repair of roofs, elevators, renovation of bathrooms, etc.
e) international travel for up to two people to implement a service project or to provide training, provided the host sponsors have confirmed that the skill set is not readily accessible locally and warrants funding international travel. Staff, officers or members of a cooperating organization involved in the project are not eligible to receive grant funding for travel expenses. In special circumstances where these individuals have specific skills or qualifications necessary to implement the project, consideration will be given to permit funding their travel. A humanitarian project budget may not be used to solely fund international travel; it must be a component of a larger humanitarian project budget and the travel portion must be reasonable in proportion to the project budget.
f) domestic travel for beneficiaries and both Rotarian and non-Rotarian professionals needed to provide direct project implementation.
g) direct program costs, salaries, stipends, or honorariums related to project implementation.
h) immunization activities, including the purchase of polio vaccines, as long as polio vaccine is not the only vaccine that is being purchased

2. Global grants for humanitarian projects cannot fund

a) continuous or excessive support (defined as any cooperating organization receiving US$2 million or more in World Fund over a three-year period) of any one beneficiary, entity, or community
b) the establishment of a trust, a permanent foundation, or permanent interest-bearing account. Grant funds can be used to establish a revolving loan fund if the sponsors comply with the microcredit requirements found in the Terms and Conditions for Rotary Foundation district grants and global grants
c) activities that consist primarily of research-oriented projects or data collection
d) the purchase of land or buildings
e) new construction (without a strategic partner) of any permanent structure in which individuals live, work, or spend a significant amount of time, such as buildings (e.g., hospitals), containers, and mobile homes or structures in which individuals carry out any type of activity including manufacturing and processing. If the grant depends on the construction of a building, the construction must be funded by additional club/district funds (nonmatched cash contributions not processed by The Rotary Foundation) or funded by another entity

f) renovations to complete buildings that are partially constructed (including buildings with only the exterior completed) but have never been occupied or operational
g) cash donations or stipends to beneficiaries outside of a revolving loan fund. The Rotary Foundation will support beneficiaries through the use of goods, education, services, and care
h) operating, administrative, or indirect program expenses of another organization
i) projects primarily initiated and controlled by a non-Rotary organization
j) unrestricted cash donations to a beneficiary or cooperating organization
k) the following programs of Rotary International: Interact, Rotaract, Rotary Friendship Exchange, RYLA, and Rotary Youth Exchange

3. Levels of Grant Application Assessment

a) Level 1*
   i. World Fund award amount: US$15,000-US$50,000
   ii. Assessment requirements: Application review by general secretary; area of focus expert analysis, if needed.

b) Level 2*
   i. World Fund award amount: US$50,001–US$200,000, or
   ii. Total funding amount for applications with directed gifts or endowment earnings: US$100,001–US$400,000, and
   iii. Assessment requirements: Application review by general secretary; area of focus expert analysis; and interim site visit by The Rotary Foundation Cadre of Technical Advisers.

c) Level 3*
   i. World Fund award amount: US$200,001–400,000, or
   ii. Total funding amount for applications with directed gifts or endowment earnings: US$400,001+, and
   iii. Assessment requirements: Application review by general secretary, area of focus expert analysis, advance site visit, audit and/or interim site visit by The Rotary Foundation Cadre of Technical Advisers.

Levels of assessment shall be revisited every five years to ensure that they are appropriately set.

*An area of focus expert, in consultation with the Cadre chair, may determine that the appropriate level of assessment is not commensurate with the award amount and either waive or add additional requirements to the level of assessment. Applications that include directed gifts or endowment earnings shall be assessed based upon their total funding, not the award amount. *(October 2019 Trustees Mtg., Dec. 27)*

Source: October 2008 Trustees Mtg., Dec. 24
Amended by October 2010 Trustees Mtg., Dec. 16; October 2010 Trustees Mtg., Dec. 43; January 2011 Trustees Mtg., Dec. 63; September 2011 Trustees Mtg., Dec. 24; March 2012 Trustees Mtg., Dec. 124; October 2012 Trustees Mtg., Dec. 16; April 2013 Trustees Mtg., Dec. 114; April 2014 Trustees Mtg., Dec. 96; October 2014 Trustees Mtg., Dec. 36; April 2015 Trustees Mtg., Dec. 122; September 2016 Trustees Mtg., Dec. 43; January 2017 Trustees Mtg., Dec. 76; April 2017 Trustees Mtg., Dec. 125; January 2019 Trustees Mtg., Dec. 80; October 2019 Trustees Mtg., Dec. 27

33.050.4. Vocational Training Teams

A. General Criteria

1) Each team will be given the opportunity to either enhance its own vocational skills or provide professional training to others within the areas of focus in response to a humanitarian need.
2) Teams must demonstrate capacity building by learning or teaching information related to one of the areas of focus and may partner with an institution, organization, corporation, or other entity approved by The Rotary Foundation.
3) Vocational teams must have a clear purpose, proposal of intent, defined sustainable outcomes, and preparation plan.
4) Any expenses incurred as a result of personal travel must be paid by the individual team member outside of grant funds.
5) A single grant can be used to support one or more training teams.
6) A committee must be appointed by the international sponsor to select team members. The committee must be led by the club president for club-sponsored grants or the district governor for district-sponsored grants.
7) All grants must be carried out within the proposed timeline.

B. Team Composition and Criteria

1) Each team shall consist of highly qualified professionals and a team leader. It is preferred that the team leader be a Rotarian. However, a non-Rotarian may serve as team leader if the advantage of such person serving as team leader is established in the grant application.
2) A vocational training team must be composed of an experienced team leader and a minimum of two members. There is no limit to the total number of team members.
3) Applicants must demonstrate expertise/experience in a specific area of focus and preferably be currently employed in a recognized business or profession related to the area of focus.
4) All applicants must meet medical requirements ensuring that they can fully participate in international travel and activities during their vocational training grant.
5) Relatives of a team member may also be members on the same team if they meet all eligibility and area of focus requirements.
6) Team members are strongly encouraged to travel to and from their training as a group, but staggered travel is permissible if it best serves the humanitarian goals of the grant.

C. Participation

1) All team members must attend a club, district, or multidistrict organized outbound orientation session before departing their international sponsor district.
2) All vocational training teams must make a Rotary-related presentation and participate in service or community projects.

D. Levels of Grant Application Assessment

1) Vocational training team applications will be reviewed by an area of focus expert as needed. *(October 2012 Trustees Mtg., Dec. 16)*

Source: April 2009 Trustees Mtg., Dec. 103
Amended by October 2012 Trustees Mtg., Dec. 16

33.050.5. Global Grants for Scholarships

The term "Rotary Scholar" shall be used when referring to any global grant scholar recipient.

A. General Criteria
1) Scholarship activities can be awarded to scholars of all ages, provided scholars meet the minimum educational-level requirements.
2) The scholarship term is one to four academic year(s) of coursework or research at a graduate level or its equivalent.
3) The study institution and specific academic program must be approved by The Rotary Foundation.
4) Eligible fields of study shall be limited to The Rotary Foundation areas of focus.
5) Individuals awarded district grants or global grants may not enroll at a Rotary Peace Center partner university in the same or similar academic program as those pursued by Rotary Peace Fellows.
6) Grant funding covers tuition, travel, living, insurance, and other education-related expenses as approved by The Rotary Foundation.
7) The host sponsor club or district must designate a host counselor for an inbound scholar.
8) If the scholar leaves or terminates the grant without the prior written approval of The Rotary Foundation, or if the grant is canceled by The Rotary Foundation, the international sponsor club or district is expected to help recover the funds for return to The Rotary Foundation by the scholar.

B. Scholar Requirements
1) Scholar candidates should have a good knowledge of Rotary and a solid commitment to activities and service within both sponsoring clubs and districts.
2) All scholars are required to attend a club, district, or multidistrict organized outbound orientation session prior to departing their international (home) sponsor district, and shall forfeit their award if unable to attend without a valid reason.
3) Scholars must provide proof to The Rotary Foundation of unconditional [or conditional] university admission to a graduate-level program or letter of invitation to conduct postgraduate-level research when applying for their grant.
4) Scholars must apply for their grant via an international sponsor club or district in association with a host sponsor club or district.

C. Participation
1) Scholars are expected to participate in club or district activities before, during, and after the grant in accordance with the terms and conditions.
2) Both host and international sponsor clubs should issue invitations to enable scholars to participate in club/district activities such as speaking and presenting at club or district meetings and participating in service projects.

D. Levels of Grant Application Assessment

Scholarship applications will be reviewed by an area of focus expert as needed.

E. Deadline
Scholarship applications must be received by 30 June for studies that begin in August, September, or October. (*September 2017 Trustees Mtg., Dec. 12)*

Source: October 2008 Trustees Mtg., Dec. 24
Amended by April 2011 Trustees Mtg., Dec. 100; January 2012 Trustees Mtg., Dec. 96; January 2012 Trustees Mtg., Dec. 80; March 2012 Trustees Mtg., Dec. 112; April 2013 Trustees Mtg., Dec. 108; April 2016 Trustees Mtg., Dec. 127; April 2017 Trustees Mtg., Dec. 114

33.050.6. Global Grant Directed Gifts
Donors may contribute directed gifts of US$15,000 or more to a specific area of focus, which would be used instead of the first portion of World Fund match for a global grant.

Donors may contribute directed gifts of US$30,000 or more and may specify an area of focus and a district to participate.

Clubs and districts may add additional district designated funds or flow-through contributions if the grant is larger than US$30,000.

Directed gifts are not eligible for World Fund match.

Directed gifts will be recorded as temporarily restricted contributions on the Foundation's audited financial statements per applicable accounting rules and standards.

Such contributions will be available in the Rotary year immediately following the year in which they were received, unless otherwise specified in the gift agreement.

All global grant directed gifts must be awarded for activities that comply with The Rotary Foundation Code of Policies and the directed gift naming opportunities as approved by the Foundation's Trustees. The terms and conditions of these awards will be used as documented in the gift agreement.

Directed gift contributions will qualify only for major donor recognition at the appropriate level.

A five percent deduction will be assessed from all directed gifts for global grants to cover the administrative and program costs associated with these gifts.

Directed gifts will be spent in minimum increments of $15,000 unless the remainder of the gift is less than $15,000. *(August 2018 Trustees Mtg., Dec. 6)*

Source: January 2011 Trustees Mtg., Dec. 64
Amended by October 2012 Trustees Mtg., Dec. 16; September 2016 Trustees Mtg., Dec. 14; April 2018 Trustees Mtg., Dec. 105; April 2018 Trustees Mtg., Dec. 106

33.050.6.1. Global Grant Directed Gift Naming Opportunities

Naming opportunities are available to those who wish to support global grant activities through a directed gift. This is generally a one-time gift, used in its entirety for its intended purpose and carries the name of the donor or loved one. Each directed gift will be individually tracked and reported on to the donor.

Directed global grants will provide support to humanitarian projects, scholarships, and vocational training teams in one of Rotary's areas of focus:

- Peace and conflict prevention/resolution
- Disease prevention and treatment
- Water and sanitation
- Maternal and child health
- Basic education and literacy
- Economic and community development

Options vary depending on the size of the gift:

$15,000+

Funds one or more global grant with an area of focus option specified by the donor. A geographic preference for the grant, such as Africa, Asia, or Latin America, will be considered. Donors will receive a letter when the directed gift is used with general information regarding the grant.

$30,000+

Funds one or more global grant with an area of focus option specified by the donor. Donors may specify the area of focus and a district to develop the grant, as well as the project or activity type: humanitarian project, scholarship, or vocational training team. A geographic preference for the grant, such as Africa, Asia, or Latin America, will be considered. Donors will receive a report when the directed gift is used with specific information on the grant funded by the gift.

$150,000+

Funds one or more global grant as described above. Additionally, donors may specify up to two areas of focus and the option to support any current special initiatives of the Foundation; for example the WASH in Schools (WinS) initiative. Donors will receive a personalized report when the directed gift is used, including general information on the grant, how much additional funds were leveraged and pictures when available.

Directed global grants are typically supplemented with other Rotary funding which leverages and maximizes each gift. Combined directed and endowed gift opportunities are available. (*August 2018 Trustees Mtg., Dec. 6)*

Source: April 2016 Trustees Mtg., Dec. 110
Amended by April 2018 Trustees Mtg., Dec. 103

33.050.7. Endowed Global Grant Funding Model

1) There is no spendable earnings threshold for endowed global grants.

2) Spendable earnings from global grant endowed funds are eligible to be used as a funding source to support global grants to meet the minimum US$30,000 project budget.

3) The program award portion of the spendable earnings for any global grants not used in the Rotary year for which they are budgeted will be rolled over for use in a subsequent year.

4) Any global grant funded in part by spendable earnings from an endowed fund for global grants will carry the name of that fund if so desired by the donor.

5) A global grant shall use funding from only one named endowed fund.

6) If spendable earnings are less than $30,000, the spendable earnings may not be split to fund multiple global grants. (*October 2013 Trustees Mtg., Dec. 8*)

Source: April 2013 Trustees Mtg., Dec. 118

33.060. Packaged Grants

Packaged grants must

a) conform to one or more of the areas of focus
b) have measurable outcomes and be able to account for success in a quantifiable or observable manner. (*October 2012 Trustees Mtg., Dec. 16)*

Source: October 2008 Trustees Mtg., Dec. 24
Amended by March 2012 Trustees Mtg., Dec. 124; October 2012 Trustees mtg., Dec. 16

33.060.1. Requirements

All packaged grants will

a) Provide scholarships, vocational trainings, or projects to address humanitarian needs in the areas of focus
b) Provide clubs and districts with opportunities to contribute their talents and energies to pre-designed projects and activities
c) Provide sustainable outcomes and address community needs. Sustainability refers to an activity's ability to continue to fulfill an individual or community need on a long-term basis after grant funds have been expended.
d) Produce measurable outcomes and be able to account for success in a quantifiable and/or observable manner. *(October 2012 Trustees Mtg., Dec. 16)*

Source: October 2009 Trustees Mtg., Dec. 16
Amended by March 2012 Trustees Mtg., Dec. 124; October 2012 Trustees mtg., Dec. 16

33.060.2. General Criteria

Packaged grants are only to be awarded to clubs and/or districts.

a) Packaged grants with strategic partners will be in accordance with the Joint RI and TRF Partnership Model with Other Organizations
b) The trustees must approve and, through the Trustee chair, negotiate with the proposed strategic partner the objectives and general scope of each packaged grant before such grant is developed by the general secretary and made available to Rotary clubs and districts
c) The award amount will be determined by the terms and conditions of the packaged grant with the minimum grant award being no less than US$20,000
d) Each packaged grant will be fully funded by either The Rotary Foundation's World Fund or DDF
e) If a requirement outlined in a packaged grant's terms and conditions conflicts with local law, the sponsors may request the general secretary to waive the requirement
f) Packaged grants will comply with the Foundation's minimum reporting requirements. Any additional reporting requirements will be defined in the grant's terms and conditions. *(October 2012 Trustees Mtg., Dec. 16)*

Source: October 2009 Trustees Mtg., Dec. 16
Amended by January 2011 Trustees Mtg., Dec. 62; October 2010 Trustees Mtg., Dec. 15; September 2011 Trustees Mtg., Dec. 53; March 2012 Trustees Mtg., Dec. 124; October 2012 Trustees mtg., Dec. 16

33.060.3. Packaged Grants for Humanitarian Projects

A. General Criteria
   1) Packaged grants support clubs and districts in their efforts to address humanitarian issues within the areas of focus and to benefit communities in need.
   2) Humanitarian projects must meet the basic human needs of an underserved population while improving overall well-being in one or more of the areas of focus.
   3) Packaged grants may include an element of construction as long as construction is conducted by an appropriate strategic partner and is not the primary component of the grant funding.
   4) Eligible activities will be defined in the terms and conditions of the packaged grant.

B. Packaged grants will not fund
   1) Continuous and/or excessive support of any one beneficiary or community
   2) The establishment of a trust, a permanent foundation, or permanent interest-bearing account. Grant funds can be used to establish a revolving loan fund if the sponsors comply with all TRF revolving loan requirements.
   3) Activities that consist primarily of research-oriented projects or data collection
   4) The purchase of land or buildings
   5) Cash donations or stipends to beneficiaries outside of a revolving loan fund
   6) Unrestricted cash donations to a beneficiary or cooperating organization *(October 2012 Trustees Mtg., Dec. 16)*

Source: October 2009 Trustees Mtg., Dec. 16
Amended by March 2012 Trustees Mtg., Dec. 124; October 2012 Trustees mtg., Dec. 16

33.060.4. Packaged Grants for Vocational Training Teams

A. General Criteria

1) Packaged grants support the capacity-building of professionals, either by enhancing their own vocational skills or by providing professional training to others through vocational training teams within the areas of focus
2) Each team shall consist of qualified professionals, and, except for specific packaged grants otherwise approved by the Trustees, an experienced Rotarian team leader
3) Detailed composition of teams and requirements of participants, including pre-departure orientation, will be defined in the terms and conditions of the packaged grant
4) Relatives of a team member may also be participants on the same team if they meet all requirements set forth in the terms and conditions
5) Any expenses incurred as a result of personal travel must be paid by the individual team member outside of grant funds
6) All vocational training teams must make Rotary-related presentations and participate in service projects
7) All applicants must meet medical requirements ensuring that they can fully participate in international travel and activities during their vocational training *(October 2012 Trustees Mtg., Dec. 16)*

Source: October 2009 Trustees Mtg., Dec. 16
Amended by April 2010 Trustees Mtg., Dec. 88; March 2012 Trustees Mtg., Dec. 124; October 2012 Trustees mtg., Dec. 16

33.060.5. Packaged Grants for Scholarships

A. General Criteria

1) Packaged grants support scholarship activities within the areas of focus
2) Scholar eligibility, study institution, and term requirements will be defined in the terms and conditions of the grant
3) Scholarships can be awarded to scholars of all ages for a minimum term of one year
4) The scholarship's term may be no longer than four years
5) Scholars are expected to participate in club or district activities in accordance with the terms and conditions of the grant
6) Grant funding may cover tuition, travel, living, insurance, and other education-related expenses as outlined in the terms and conditions of the grant
7) If the scholar leaves or terminates the grant without the prior written approval of The Rotary Foundation, or if the scholar's grant is canceled by The Rotary Foundation, the primary sponsor club or district is expected to help recover the funds from the scholar for return to The Rotary Foundation *(October 2012 Trustees Mtg., Dec. 16)*

Source: October 2009 Trustees Mtg., Dec. 16
Amended by January 2012 Trustees Mtg., Dec. 96; March 2012 Trustees Mtg., Dec. 112; October 2012 Trustees mtg., Dec. 16

33.070. District Grants

District grants support the services and activities of humanitarian and educational endeavors in which districts wish to engage. (*October 2008 Trustees Mtg., Dec. 24*)

Source: October 2008 Trustees Mtg., Dec. 24

33.070.1. General Criteria

All district grants must:

a) Adhere to the mission statement of The Rotary Foundation
b) Include the active participation of Rotarians (*October 2008 Trustees Mtg., Dec. 24*)

Source: October 2008 Trustees Mtg., Dec. 24

33.070.2. Eligibility

I. District grants can fund
   a) Humanitarian projects
   b) International travel and service projects approved by the district
   c) Vocational trainings, exchanges, and teams
   d) Scholarships (individuals awarded district grants for scholarships are not permitted to enroll at a Rotary Peace Center partner university in the same or similar academic program as those pursued by Rotary Peace Fellows)
   e) Cultural and language trainings
   f) Awards for educators to teach at institutions other than their own
   g) Local and international projects and activities
   h) Activities to support projects in and citizens from non-Rotary countries where permitted by applicable governing laws and in accordance with Foundation policies.
   i) Construction of infrastructure including but not limited to
      i. Toilet blocks and sanitation systems
      ii. Access roads
      iii. Dams
      iv. Bridges
      v. Storage units
      vi. Fences and security systems
      vii. Water/irrigation systems
      viii. Greenhouses
   j) Renovation, repair, and refurbishment of structures that are currently occupied or operational in which individuals live, work, or spend a significant amount of time. This may include the provision of new services or upgrade of utilities (i.e., electrical, plumbing, and heating), repairing of roofs, elevators, renovation of bathrooms
   k) immunization activities, including the purchase of polio vaccines, as long as polio vaccine is not the only vaccine that is being purchased
   l) The following programs of Rotary International: Interact, Rotaract, RYLA, Rotary Youth Exchange, New Generations Service Exchange, and Rotary Friendship

Exchanges that comply with the Conflict of Interest policy as outlined in section 10.030.

m) Travel for staff of cooperating organizations
n) Activities primarily implemented by an organization other than Rotary
o) Rotary events focused on educational and humanitarian training (such as scholar orientation seminars and grant management training seminars)
p) travel to and participation in Rotary Project Fairs

II. District grant funds cannot fund:
a) Continuous or excessive support of any one beneficiary, entity, or community
b) The establishment of a foundation, permanent trust, or long-term interest-bearing account
c) Purchase of land and buildings
d) Fundraising activities
e) Expenses related to Rotary events such as district conferences, hosting of scholars or vocational training teams, anniversary celebrations, or entertainment activities
f) Operating, administrative, or indirect program expenses of another organization
g) Unrestricted cash donations to a beneficiary or cooperating organization
h) Activities for which the expense has already been incurred
i) Activities primarily sponsored by a non-Rotary organization
j) Transportation of vaccines or immunizations by hand over national borders (*August 2018 Trustees Mtg., Dec. 6*)

Source: October 2008 Trustees Mtg., Dec. 24
Amended by January 2011 Trustees Mtg., Dec. 63; January 2012 Trustees Mtg., Dec. 96; March 2012 Trustees Mtg., Dec. 112; October 2012 Trustees Mtg., Dec. 16; April 2013 Trustees Mtg., Dec. 114; April 2014 Trustees Mtg., Dec. 96; January 2017 Trustees Mtg., Dec. 78; January 2018 Trustees Mtg., Dec. 77; April 2018 Trustees Mtg., Dec. 119

33.070.3. Funding

a) District grants are funded by The Rotary Foundation solely with allocations from the District Designated Fund (DDF).
b) A district may apply for a single grant per program year for one or more projects that utilize a maximum of 50 percent of its *SHARE* allocation, which represents 50 percent of annual giving plus Endowment Fund earnings calculated from the prior year. (*October 2012 Trustees Mtg., Dec. 16*)

Source: October 2008 Trustees Mtg., Dec. 24
Amended by October 2012 Trustees Mtg., Dec. 16

33.070.4. Requests

a) The Rotary Foundation will not process or approve district grant requests after the end of the program year for which the funds were requested.
b) Districts are strongly encouraged to submit district grant requests and receive grant approvals in the year prior to the year in which funds are made available. (*October 2008 Trustees Mtg., Dec. 24*)

Source: October 2008 Trustees Mtg., Dec. 24

33.070.5. Participation in District Grants
Rotarians, such as district governors and district Rotary Foundation chairs, are requested to provide information to The Rotary Foundation regarding individuals who receive funding through a district grant so that they may be defined as Rotary alumni. *(April 2010 Trustees Mtg., Dec. 109)*

Source: April 2010 Trustees Mtg., Dec. 109

33.080. The Rotary Foundation and Sustainability
The Rotary Foundation defines sustainability as the capacity for maintaining long-term outcomes that continue to serve the ongoing needs of a community after grant funds have been expended. To meet this requirement, global grants projects should address:

Community Needs – The host community and host club or district should develop projects based on the host community's assessment of community needs and strengths.

Materials and Technology – All project materials should be appropriate for the community and, ideally, purchased locally to the extent feasible.

Funding – Communities should be able to sustain the project without ongoing financial support from The Rotary Foundation or other Rotary sources.

Knowledge – Projects should include instructional efforts that teach beneficiaries how to address their ongoing needs after the completion of the project.

Motivation – Communities should assume project ownership upon project completion.

Monitoring and Evaluation – Projects should include a measurement plan that confirms significant improvement, ideally for three or more years. *(October 2012 Trustees Mtg., Dec. 16)*

Source: October 2012 Trustees Mtg., Dec. 16

33.090. Qualification
In furtherance of the stewardship policies adopted by the Trustees, qualification is the process of ensuring that districts and their member clubs have the appropriate legal, financial, and stewardship controls in place to effectively participate in district grants and global grants and packaged grants. The qualification process prepares districts and their member clubs to administer a program that includes effective and careful oversight of grant funds and helps to ensure the quality and consistency of compliance with stewardship requirements. Districts must agree to implement the financial and stewardship requirements in the district qualification memorandum of understanding (MOU) to be qualified. Clubs must agree to implement the financial and stewardship requirements in the club qualification MOU and must have at least one club member participate in their district's grant management seminar each year to be qualified. Districts participating in Rotary Foundation grants must be qualified to receive grant funds. Clubs

participating in global grants and packaged grants must be qualified to receive grant funds. (*October 2012 Trustees Mtg., Dec. 16*)

Source: April 2009 Trustees Mtg., Dec. 102
Amended by October 2012 Trustees Mtg., Dec. 16

Cross-Reference

34.010. Stewardship of Foundation Funds

33.100. Evaluation Plan for Foundation Grants Program

Evaluation and measurement are critical elements of the Foundation grants program. The Trustees have requested the general secretary to include Foundation grants program monitoring in each October and April Trustees meeting agenda through review and evaluation of performance measures.

The general secretary is responsible for creating and implementing the evaluation plan for the Foundation grants program. Evaluation will serve three main purposes: determining how well the Foundation grants program priorities and goals are achieved; determining a business model that will drive technology acquisition; and determining how TRF is performing over time to identify and implement improvements. *(October 2012 Trustees Mtg., Dec. 16)*

Source: June 2007 Trustees Mtg., Dec. 165; October 2010 Trustees Mtg., Dec. 17
Amended by October 2012 Trustees Mtg., Dec. 16

33.110. Grants to Other Organizations

Making grants-in-aid to support the normal operating or program expenses of other organizations is against Foundation policy. *(April 2000 Trustees Mtg., Dec. 126)*

Source: October 1985 Trustees Mtg., Dec. 61

33.120. Fund for Special Initiatives

The Trustees have established a Fund for Special Initiatives of US$100,000 authorizing the Chairman to release Special Initiative grants of up to US$20,000 per grant for international service projects undertaken by Rotary clubs and/or districts which do not fit within the established criteria of existing Foundation grants and programs. *(October 2012 Trustees Mtg., Dec. 16)*

Source: November 1996 Trustees Mtg., Dec. 37
Amended by October 2012 Trustees Mtg., Dec. 16

33.120.1. Guidelines and Criteria

1. All projects must support the mission of The Rotary Foundation.

2. Project proposals must be submitted by Rotarians, Rotary clubs or districts and should include their active participation.

3. Projects may be local, national or international in scope, but must address a humanitarian condition of the economically disadvantaged;

4. Special Initiative fund awards are made at the discretion of the trustee chairman and are limited to US$20,000 per grant, and should be no smaller than US$1,000 per grant.

5. All recipients must agree to use the funds in accordance with the Foundation's policies regarding the stewardship of grant funds and must provide annual reports on the progress of their projects and provide final reports within two months of the project's completion.

6. Report on activities related to the use of Special Initiative funds will be provided at each Trustees meeting as a part of information provided with "Decisions Taken on Behalf of the Trustees." *(January 2002 Trustees Mtg., Dec. 78)*

Source: November 1996 Trustees Mtg., Dec. 37; October 2001 Trustees Mtg., Dec. 31

33.130. Disaster Relief Policy

- The role of Rotary International and The Rotary Foundation is to be a resource and to assist in long term disaster recovery

- A disaster relief page on rotary.org shall include procedures that a district in a disaster area should follow, stories and images of Rotarians participating in disaster relief efforts, and information on where donations are being accepted in support of a particular disaster relief effort

- The Disaster Network of Assistance (DNA) Rotarian Action Group is encouraged to publish on its website a list of Rotarians with disaster response experience and a list of organizations that work with Rotary

- When a disaster is reported to Rotary International, the Rotary president shall send a sympathy letter containing disaster relief-related resources to the affected districts

- The general secretary shall direct those donors interested in making immediate donations to a disaster relief effort to a local established disaster relief committee, not The Rotary Foundation, to avoid delays, unnecessary processing, and expectations of financial stewardship

- Noting that the immediate need for districts impacted by disasters is typically cash, The Foundation discourages donations of goods, unless requested by a local committee. *(August 2018 Trustees Mtg., Dec. 6)*

Source: June 2018 Trustees Mtg., Dec. 154

33.130.1. Rotary Disaster Response Fund
The Trustees have established a "Rotary Disaster Response Fund" as the single support fund to receive contributions through the Foundation's normal contribution mechanisms, including district designated funds (DDF), for worldwide Rotarian response to disasters.

There shall be a five percent assessment from all cash contributions to the disaster response fund to cover the costs associated with these gifts. (*April 2019 Trustees Mtg., Dec. 94)*

Source: January 2019 Trustees Mtg., Dec. 82

33.130.1.1. Rotary Disaster Response Grant
The Rotary Disaster Response Grant is for the distribution of grants of up to US$25,000 provided that funds are available from the disaster response fund. *(April 2019 Trustees Mtg., Dec. 94)*

Source: January 2019 Trustees Mtg., Dec. 82

Cross-Reference

30.020.1. Evaluation of Pilot Programs
Article 33 Rotary Foundation Grants

33.140. Policy on Grants for Vaccine Related-Projects
All program grants from The Rotary Foundation that provide funding for the purchase of any vaccines or for support of immunization projects must be consistent with the criteria, procedures, and policies of the PolioPlus program. *(April 2000 Trustees Mtg., Dec. 126)*

Source: April 1993 Trustees Mtg., Dec. 131

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Article 34. Stewardship

34.010. Stewardship of Foundation Funds
34.020. Annual Stewardship Plan
34.030. The Rotary Foundation Cadre of Technical Advisers
34.040. Grant Auditing and Monitoring Activities
34.050. Grant Reporting

34.010. Stewardship of Foundation Funds

The Trustees of The Rotary Foundation of Rotary International recognize that the funds received from Rotarians around the world are voluntary contributions reflecting their hard work and dedicated support. These Rotarians have entrusted The Rotary Foundation with their contributions with the faith and understanding that they will be used effectively and for the purposes for which they were given.

Therefore, the Trustees of The Rotary Foundation acting in their capacity as stewards of these funds, stress the importance of proper fiscal management in any activities associated with the programs of The Rotary Foundation. The Trustees rely on the integrity of the clubs and the Rotarians engaged in project implementation and other grant recipients to ensure that funds are used effectively for the purposes for which they were given. The Trustees will promptly investigate any irregularities coming to their attention and take whatever action may be appropriate.

The recipient of a grant or award, the grant's sponsor in application, the project committee, the selection committee, and all others associated with the grant or award are expected to

1. Treat Rotary Foundation grant funds as a sacred trust to be constantly safeguarded from loss, misuse, or diversion and to be used only for the stated purpose that shall be strictly interpreted
2. Exercise the highest attention to the prevention of even the appearance that Rotary Foundation funds are being used in an improper manner, whether such appearance may be in the eyes of Rotarians or the general public. Such attention is expected to go beyond that afforded to the use of private or corporate funds
3. Assure competent and thorough oversight of the project with clear delineation of responsibility
4. Conduct all financial transactions and project activity relating to the grant at least at the level of standard business practice and always in consonance with the "Declaration of Rotarians in Business and Professions" and in the full spirit of the Four Way Test
5. Report immediately any irregularity in grant-related activity to The Rotary Foundation
6. Implement projects as approved by the Trustees in their grant award. Any deviation from the agreed terms or changes in the implementation of the project must receive prior written authorization from The Rotary Foundation
7. Arrange for performance reviews and/or independent financial assessments in accordance with current Trustee policy and guidelines
8. Report on both program and financial activities on a timely and detailed basis
9. Be held accountable for appropriately addressing all concerns regarding project implementation for which notification has been sent

10. Demonstrate transparency in business transactions related to TRF program grants and awards by operating in a manner that avoids any actual or perceived conflict of interest. *(June 2015 Trustees Mtg., Dec. 146)*

Source: June 1994 Trustees Mtg., Dec. 177
Amended by April 2003 Trustees Mtg., Dec. 136; October 2006 Trustees Mtg., Dec. 55; April 2011 Trustees Mtg., Dec. 123; June 2015 Trustees Mtg., Dec. 146
Affirmed by October 2000 Trustees Mtg., Dec. 37. See also October 2002 Trustees Mtg., Dec. 37

34.020. Annual Stewardship Plan

An Annual Stewardship Plan will be prepared by the general secretary for report to the Stewardship Committee at the April meeting. The plan shall set stewardship priorities for the Rotary year by setting goals and targets for auditing and monitoring activities, reviewing appropriate penalties, and developing training and recruitment priorities for The Rotary Foundation Cadre of Technical Advisers among other activities. *(April 2015 Trustees Mtg., Dec. 128)*

Source: October 2005 Trustees Mtg., Dec. 63
Amended by February 2006 Trustees Mtg., Dec. 89; October 2012 Trustees Mtg., Dec. 16; April 2015 Trustees Mtg., Dec. 128

34.030. The Rotary Foundation Cadre of Technical Advisers

The Rotary Foundation Cadre of Technical Advisers is a team of Rotarians who volunteer to review, monitor, and evaluate Rotary Foundation grant projects. The cadre is composed of technical advisers, technical coordinators, cadre chair and cadre vice chair. To be a registered member of the cadre, a Rotarian must meet the following qualifications:

a. Be a current, active member of a functioning Rotary club

b. Be in good standing with The Rotary Foundation and Rotary International

c. Register with the cadre every three years

d. Have professional experience in at least one of the Trustee-approved areas of focus and/or financial auditing.

e. Complete the new cadre member orientation process.

The cadre shall support the Foundation's programs as follows:

a. Provide project planning guidance to Rotarians as requested

b. Provide technical review and feedback per the guidelines outlined in Rotary Foundation Code of Policies section 11.040.3. C.3. for Rotary Foundation grant applications, and assess Rotary Foundation grant project implementation, prior to and after making any site visit as may be requested, and in accordance with the Trustee-approved levels of grant application assessment.

c. Support qualified districts by performing operational audits to ensure compliance with qualification requirements

d. Assist in the investigation and resolution of allegations

e. Maintain confidentiality of reports upon completion of any assignments. *(April 2016 Trustees Mtg., Dec. 136)*

Source: October 1995 Trustees Mtg., Dec. 75
Amended by October 2001 Trustees Mtg., Dec. 34; October 2010 Trustees Mtg., Dec. 43; October 2012 Trustees Mtg., Dec. 16; October 2014 Trustees Mtg., Dec. 55; April 2016 Trustees Mtg., Dec. 136

Cross-Reference

33.050.3. C.3. Humanitarian Projects: Levels of Grant Application Assessment

34.030.1. Report
The general secretary will provide an annual report of The Rotary Foundation Cadre of Technical Advisers activities to the Trustees. *(October 2012 Trustees Mtg., Dec. 16)*

Source: October 2012 Trustees Mtg., Dec. 16

34.030.2. Appointment
The trustee chairman will appoint for three-year terms, on a staggered basis, the chair, vice chair and technical coordinators of The Rotary Foundation Cadre of Technical Advisers. *(April 2016 Trustees Mtg., Dec. 136)*

Source: October 2001 Trustees Mtg., Dec. 34
Amended by October 2010 Trustees Mtg., Dec. 43; April 2016 Trustees Mtg., Dec. 136

34.030.3. The Rotary Foundation Cadre Chair Responsibilities
The cadre chair responsibilities shall be to:

1) Orient and support Technical Coordinators

2) Receive a quarterly report of all assignments for technical advisers who traveled to project sites and report back to the Foundation

3) Ensure quality and consistency of all technical adviser reports

4) Maintain integrity and confidentiality of all technical adviser reports. *(January 2019 Trustees Mtg., Dec. 86)*

Source: October 2001 Trustees Mtg., Dec. 34
Amended by October 2010 Trustees Mtg., Dec. 43; January 2019 Trustees Mtg., Dec. 86

34.030.4. Cadre Chair as Consultant to Stewardship Committee of the Trustees
It is recommended that the Chairman-elect annually appoint The Rotary Foundation cadre chair as a consultant to the Stewardship Committee and appoint the chair of the Stewardship Committee as a liaison to The Rotary Foundation Cadre of Technical Advisers. *(October 2012 Trustees Mtg., Dec. 16)*

Source: October 2005 Trustees Mtg., Dec. 65

34.030.5. The Rotary Foundation Cadre Vice-Chair Responsibilities
The cadre vice chair responsibilities shall be to:
1) Orient and support Technical Coordinators
2) Ensure quality and consistency of all technical adviser reports
3) Maintain integrity and confidentiality of all technical adviser reports. *(April 2016 Trustees Mtg., Dec. 136)*

Source: April 2016 Trustees Mtg., Dec. 136

34.030.6. Technical Coordinators
Three technical coordinators will be appointed for

1. each of the Trustee-approved areas of focus
2. financial auditing
3. the grant planning resource team.

Technical coordinators have professional experience in the area to which they are appointed, as well as familiarity with the Cadre and the Foundation's programs. They serve as leaders and mentors to the Cadre members within their areas. *(October 2018 Trustees Mtg., Dec. 53)*

Source: October 2012 Trustees Mtg., Dec. 16
Amended by October 2018 Trustees Mtg., Dec. 53

34.030.6.1. Technical Coordinator Responsibilities
The technical coordinator responsibilities shall be to:
1. Provide technical expertise to enhance project quality
2. Perform complicated or sensitive assignments
3. Serve as a resource for Rotarians, technical advisers, and the general secretary
4. Recruit Rotarians, particularly individuals from underrepresented groups, to register as technical advisers
5. Assist in the orientation process of new cadre advisers by evaluating technical reviews to determine skill level and provide guidance
6. Identify project trends and concerns, program recommendations, and best practices to share with the general secretary. *(April 2016 Trustees Mtg., Dec. 136)*

Source: October 2012 Trustees Mtg., Dec. 16
Amended by April 2016 Trustees Mtg., Dec. 136

34.040. Grant Auditing and Monitoring Activities

34.040.1. Definitions

Auditing - Activities related to review of financial records and controls (and when necessary, forensic accounting) that can be completed by volunteers or outside contractors. An **operational audit** refers to a review of the books and records and the documentation of the system of controls for district qualification. Auditors perform these activities.
Monitoring – Activities related to review of project sponsors implementation of the project as approved with the grant, and compliance with appropriate guidelines.
Monitors perform these activities.
Annual Financial Assessment – An annual assessment of a district's financial management plan and its implementation, which is required to maintain qualified status and is conducted by an independent firm or the district Rotary Foundation audit committee. *(October 2012 Trustees Mtg., Dec. 16)*

Source: April 2003 Trustees Mtg., Dec. 136
Amended by October 2005 Trustees Mtg., Dec. 63; October 2010 Trustees Mtg., Dec. 43; October 2012 Trustees Mtg., Dec. 16

34.040.2. Audit and Monitoring Guidelines

Large grants require ongoing auditing and monitoring to ensure that any issues concerning mismanagement and misuse of funds are identified and addressed in a timely manner, thereby enhancing the likelihood of project success in reaching the intended beneficiaries. The guidelines that follow explain how these important stewardship tools for auditing and monitoring are employed in TRF's large grants.

- Include with the award of any global Grant greater than US$100,000 four percent of the grant award to support required audit and monitor activities. This amount is to be charged against the grant award.
- Perform random and targeted audits each Rotary year.
- Schedule and conduct an audit of all global grants greater than a level three assessment after one year of the release of 30% funds to review accounts and address any preliminary issues.
- Volunteers as identified by The Rotary Foundation Cadre shall conduct TRF audits. The general secretary shall have the authority to identify projects that require an audit by an external contracted firm. *(April 2011 Trustees Mtg., Dec. 123)*

Source: April 2003 Trustees Mtg., Dec. 136; October 2005 Trustees Mtg., Dec. 63; October 2010 Trustees Mtg., Dec. 43

34.040.3. District Leadership's Role

34.040.3.1. General Guidelines

In every district in which The Rotary Foundation supports a club-sponsored grant project activity the district is ultimately responsible for such activities if the sponsoring club has been terminated or is otherwise unable to take responsibility for the grant.

District leaders play an important role in contributing to effective stewardship of TRF program resources.

The district governor, district governor-elect, and district Rotary Foundation committee (DRFC) chair serves with the members of the stewardship subcommittee in a district stewardship and oversight capacity to promote compliance with Rotary Foundation grants requirements and to ensure that any concerns are immediately reported to The Rotary Foundation.

The district officers encourage the highest levels of stewardship and transparency for the accounting of all Foundation funds. When allegations of malfeasance are reported to the general secretary, or when there are other queries related to possible or imminent audit activities, the general secretary will ask the district governor to provide more information about those allegations. If the district governor is implicated, the general secretary may ask other district leaders to respond to the allegations. Based on the district leader response(s), the general secretary will determine whether the allegations have merit, and take appropriate action. *(October 2012 Trustees Mtg., Dec. 16)*

Source: October 1992 Trustees Mtg., Dec. 44
Amended by October 2005 Trustees Mtg., Dec. 63; October 2012 Trustees Mtg., Dec. 16

34.040.4. Alleged Misuse of Foundation Grant Funds

34.040.4.1. Policy For Responding To Allegations Of Misuse Of Foundation Grant Funds

The Rotary Foundation is committed to reviewing, investigating and resolving all substantive issues related to the alleged misuse and mismanagement of funds it provides to support the activities of Rotary International, Rotary clubs, districts, Rotarians and other program participants. The Foundation's commitment to address these matters includes confidential submissions regarding potential accounting, control, legal, compliance, or other alleged abuses of TRF program funds, including failures to report as required.

Upon receipt of findings, the general secretary shall take all appropriate action to resolve cases of misuse or mismanagement of funds in a manner that supports the stewardship, compliance, oversight and fiduciary needs of TRF and RI. Two times per year, at the first and third meetings of the Trustees, the general secretary shall report his findings and resolutions of alleged misuse of Foundation funds. The general secretary shall also report any alleged improper conduct of current or past RI officers with respect to the program and activities of The Rotary Foundation. The general secretary shall forward all such semiannual reports to the RI president. In addition and as needed, the general secretary shall report to the trustee stewardship committee actions taken with respect to cases of special interest. *(October 2012 Trustees Mtg., Dec. 16)*

Source: April 2005 Trustees Mtg., Dec. 109
Amended by April 2007 Trustees Mtg., Dec. 141; October 2012 Trustees Mtg., Dec. 16

34.040.4.2. Sanctions for Failure to Comply with Foundation Reporting Requirements or Stewardship Guidelines or Misuse or Mismanagement of Foundation Grant Funds

The General Secretary may issue a letter of warning to any individual, club or district that has failed to comply with Foundation reporting requirements or stewardship guidelines or has misused or mismanaged Foundation grant funds stating that failure to comply may result in sanctions, including suspension of eligibility to be considered for future grants. Upon recommendation of the General Secretary the following additional sanctions may be imposed upon any such individual, club or district. The trustee chairman and the stewardship committee shall be notified of all actions taken.

Any of the following sanctions may be imposed as follows:

1. The stewardship committee acting on behalf of the Trustees may deem any Rotarian ineligible to receive any Foundation awards or participate in any Foundation program for a period of up to five years, or until certain conditions are satisfied.

2. The stewardship committee acting on behalf of the Trustees may recommend to the RI president that a Rotarian be ineligible for any appointment or assignment for a period of up to five years, or until certain conditions are satisfied.

3. The stewardship committee acting on behalf of the Trustees may request that the general secretary take legal action against any individual(s), club(s) or other entity(ies) involved in the mismanagement/misuse of grant funds.

4. The stewardship committee acting on behalf of the Trustees may suspend grant processing for a club or a district for a period of 120 days in order to allow time to fully investigate allegations or to put stewardship practices into place.

5. The trustee chairman, with the informal consent of a majority of trustees, may suspend the club(s) or district(s) involved from participation in any Foundation program for a period of up to five years, or until certain conditions are satisfied.

6. The trustee chairman, with the informal consent of a majority of trustees, may place the club(s) or district(s) on probation such that any further wrongful actions would automatically result in suspension from participation in Foundation programs for a period of up to five years, or until certain conditions are satisfied.

7. The Trustees may make a recommendation to the RI Board of Directors that the club be asked to terminate the membership of any Rotarian.

8. The trustees may make a recommendation to the RI Board of Directors that the club(s) involved be suspended from Rotary for a period of up to five years, or until certain conditions are satisfied.

9. The trustees may make a recommendation to the RI Board of Directors that the club(s) involved be terminated.

10. The stewardship committee acting on behalf of the Trustees may deem any organization ineligible to participate as a beneficiary or cooperating organization for a period of up to five years or until certain conditions are satisfied.

11. The stewardship committee, acting on behalf of the Trustees, may revise the conditions of a suspension of a club(s) or district(s) from participation in any Foundation program. *(October 2012 Trustees Mtg., Dec. 16)*

Source: April 1995 Trustees Mtg., Dec. 143; April 2008 Trustees Mtg., Dec. 154
Amended by October 2005 Trustees Mtg., Dec. 63; October 2006 Trustees Mtg., Dec. 49; October 2012 Trustees Mtg., Dec. 16

34.050. Grant Reporting

Complete reports must be submitted to TRF every 12 months for the life of the grant with a final report due within two months of completion of the project. Incomplete reports may be returned to the project sponsor with a brief explanation of missing items. Complete reports must at minimum include the following:

a) Narrative statement with project outcomes clearly defined

b) Full description of Rotarian oversight, management and involvement with the project

c) Statement of income and expense

d) Bank statement that supports the statement of income and expense

e) Where there has been no independent financial assessment, copies of or original receipts, where expressly requested. Copies of receipts (or originals where requested) should be appropriately cross-referenced with the statement of income and expense to verify substantial expenses and fulfill legal requirements

f) Information regarding the impact of the project to the beneficiary

Failure to provide acceptable reports on previous grants in a timely manner will result in the sponsors (both international and local where appropriate) not being able to initiate new projects.

Sponsors must demonstrate significant progress within 12 months of the release of the first payment or the grant will be terminated. *(April 2011 Trustees Mtg., Dec. 123)*

Source: April 2006 Trustees Mtg., Dec. 163
Amended by April 2011 Trustees Mtg., Dec. 123

34.050.1. Failure to Report

If Rotary club(s) and/or district(s) that have sponsored a grant do not fulfill grant reporting requirements, the following steps will be taken in an effort to obtain the report or the return of grant funds:

a) Grant sponsors will receive a reminder notice if 18 months or more have elapsed since grant funds were released or an acceptable progress report was submitted

b) If 24 months or more have elapsed since funds were released or an acceptable progress report was submitted a second reminder notice will be sent

c) If 30 months or more have elapsed since funds were released or an acceptable progress report was submitted, a third reminder notice will be sent. If the above noted warnings have been given and a subsequent acceptable report has not been submitted, the general secretary will recommend to the RI Board of Directors that the sponsoring Rotary clubs be terminated. *(April 2011 Trustees Mtg., Dec. 127)*

Source: April 2006 Trustees Mtg., Dec. 163
Amended by April 2011 Trustees Mtg., Dec. 127

34.050.2. Expectations for Being Current and Compliant with Reporting Requirements

An important component of effective stewardship is the preparation and submission of timely and accurate grant reports. Districts and their member Rotary clubs are expected to be consistently 100% current and compliant with reporting requirements.

The general secretary will notify districts of their reporting percentages on a quarterly basis and provide reports on world reporting compliance percentages to the Trustees at their April meeting. If a district is less than 70% compliant and has more than one grant overdue for each quarterly analysis of the same Rotary year, the general secretary will suspend the district and its member clubs from participating in Rotary Foundation grants and will send notice of such to the district leaders who will inform Rotary clubs of the suspension. Such suspension will remain in effect until the district and its member clubs are at least 90% compliant with reporting requirements and all district sponsored grants are compliant with reporting requirements. Foundation-approved global grant scholarships shall be exempt from payment restrictions that are a result of such suspension unless the Stewardship Committee, acting on behalf of the Trustees, makes an exception to this policy. *(October 2013 Trustees Mtg., Dec. 42)*

Source: April 2006 Trustees Mtg., Dec. 163
Amended by April 2008 Trustees Mtg., Dec. 149; April 2011 Trustees Mtg., Dec. 127; March 2012 Trustees Mtg., Dec. 139; October 2013 Trustees Mtg., Dec. 42

Article 35. Rotary Peace Centers

35.010. General Policies
35.020. Funding
35.030. Recognition
35.040. Award Amount
35.050. Fellow Eligibility and Selection Process
35.060. Ambassadorial Activities of Rotary Peace Fellows
35.070. Responsibilities of Districts

35.010. General Policies

The Trustees have approved the Rotary Peace Centers as a program of The Rotary Foundation. The Rotary Peace Centers should be marketed as a major educational priority of RI in achieving The Foundation's mission for world understanding and peace. The Rotary Foundation will make an in-depth review of the program on three year intervals and make evaluations of the program at each university every three years, or at any time there may be concerns with the performance of a specific Rotary Peace Center partner university, and submit a report to the Trustees at their next meeting following such evaluation. The Rotary Peace Centers shall be governed by the policies set forth in this article; the criteria relating to district grants, global grants, and packaged grants shall not apply. *(January 2015 Trustees Mtg., Dec. 67)*

Source: April 1999 Trustees Mtg., Dec. 152; October 1999 Trustees Mtg., Dec. 3
Amended by April 2007 Trustees Mtg., Dec. 133; October 2012 Trustees Mtg., Dec. 16; October 2013 Trustees Mtg., Dec. 32; October 2014 Trustees Mtg., Dec. 20; January 2015 Trustees Mtg., Dec. 67

35.010.1. Core Concept

a) Six Rotary Peace Centers will exist at seven recognized universities, in diverse geographical locations, with superior curricula and faculty in world affairs, conflict resolution and international studies.

b) The individuals selected to study at Rotary Peace Centers will be known as Rotary Peace Fellows.

c) Up to 100 Rotary Peace Fellows will be endorsed by districts, selected by The Rotary Foundation of Rotary International, and proposed to study at one of the six Rotary Peace Centers. Up to 50 Fellows will be chosen for the master's degree program and up to 50 Fellows will be chosen for two three-month certificate sessions each year. The number of fellowships awarded each year shall be subject to annual review by the Trustees.

d) Candidates for the Rotary Peace Fellowships must have the requisite training, academic background and significant work experience in relevant fields as required by the university partners for a masters level program or for the certificate program, so that the candidates selected will have the ability to make the greatest impact on world peace and conflict resolution during their future careers.

e) Rotary Peace Fellows will study for up to two academic years in master's degree programs related to peace and conflict resolution at five Rotary Peace Centers, and for three months in a short-term peace studies option at the Rotary Peace Center at Chulalongkorn University.

f) Included in the study period, Rotary Peace Fellows will participate in an annual seminar to review papers and discuss issues related to peace, goodwill and world understanding for report to the Rotary world and the international media. *(January 2018 Trustees Mtg., Dec. 75)*

Source: April 1999 Trustees Mtg., Dec. 152
Amended by October 1999 Trustees Mtg., Dec. 74; April 2000 Trustees Mtg., Dec. 142; February 2005 Trustees Mtg., Dec. 86; April 2005 Trustees Mtg., Dec. 120; April 2008 Trustees Mtg., Dec. 143; October 2008 Trustees Mtg., Dec. 8; June 2010 Trustees Mtg., Dec. 139; January 2012 Trustees Mtg., Dec. 73; October 2012 Trustees Mtg., Dec. 16; October 2013 Trustees Mtg., Dec. 32; October 2014 Trustees Mtg., Dec. 20; January 2015 Trustees Mtg., Dec. 67; January 2018 Trustees Mtg., Dec. 75

35.020. Funding

Funding for the up to 100 fellowships each year will be sought from districts through district designated funds. This DDF allocation is not associated specifically with fellows selected by their districts. Districts will support the Rotary Peace Centers program by providing district designated funds to fund the up to 100 fellows selected on a world-wide competitive basis. Additional funding will come from designated gifts and the World Fund. *(January 2015 Trustees Mtg., Dec. 67)*

Source: April 1999 Trustees Mtg., Dec. 152
Amended by October 1999 Trustees Mtg., Dec. 74; April 2005 Trustees Mtg., Dec. 120; April 2008 Trustees Mtg., Dec. 143; October 2008 Trustees Mtg., Dec. 8; October 2013 Trustees Mtg., Dec. 32; October 2014 Trustees Mtg., Dec. 20; January 2015 Trustees Mtg., Dec. 67

35.020.1. Restricted Gifts

The Trustees have established a pooled fund within the Endowment Fund for gifts of less than US$25,000 to be restricted to the Rotary Peace Centers.

The Rotary Foundation may accept outright major gift contributions of US$10,000 or more from individuals, clubs, or districts to provide funding to support Rotary Peace Fellowships. Such contributions will be held in reserve until the next annual Rotary Peace Fellowship selection process. These restricted contributions will not be subject to the three-year *SHARE* cycle. *(October 2013 Trustees Mtg., Dec. 32)*

Source: October 2000 Trustees Mtg., Dec. 94; April 2004 Trustees Mtg., Dec. 113
Amended by October 2012 Trustees Mtg., Dec. 16; October 2013 Trustees Mtg., Dec. 32

35.020.2. Fund Development Plan for Endowed Support

The Trustees have adopted the fund development plan found in the "Supporting Documents" for this Code to raise a cumulative amount of US$150 million in term and endowed support to cover Rotary Peace Fellowship program expenses by 30 June 2017. The Trustees shall consider providing World Fund support in future budgets to help cover any short-term funding gaps for the Rotary Peace Centers.

Donations of District Designated Funds, either from a single district or multiple districts, may be accepted to establish endowments within the Endowment Fund with the annual spendable earnings to be applied to Rotary Peace Fellowships. Districts may request to transfer District Designated Funds into pooled endowed funds for the support of Rotary Peace Centers.

The program award portion of the spendable earnings for the Rotary Peace Centers endowed fund not used in the Rotary year for which they are budgeted will be rolled over for use in a subsequent year. *(January 2015 Trustees Mtg., Dec. 67)*

Source: October 2005 Trustees Mtg., Dec. 36; October 2006 Trustees Mtg., Dec. 44; April 2007 Trustees Mtg., Dec. 150
Amended by October 2012 Trustees Mtg., Dec. 16; April 2013 Trustees Mtg., Dec. 118; April 2013 Trustees Mtg., Dec. 121; October 2014 Trustees Mtg., Dec. 19; January 2015 Trustees Mtg., Dec. 67

35.020.3. Rotary Peace Centers Naming Opportunities

There is no spendable earnings threshold for endowed Rotary Peace Fellowships. Peace fellowships will be awarded based on a funding schedule determined by the gift value and naming opportunities of endowed funds as follows:

Contribution (US$)	Naming Opportunity	Description
$1,500,000	Rotary Peace Fellows (every year)	Endows one Rotary Peace Fellow at a two-year Rotary Peace Center every year
$1,000,000	Rotary Peace Fellows (every two years)	Endows one Rotary Peace Fellow at a two-year Rotary Peace Center every two years
$750,000	Rotary Peace Fellow (every 3 years)	Endows one two-year Rotary Peace Fellow at a Rotary Peace Center every three years
$500,000	Rotary Peace Fellow (every 4 years)	Endows one two-year Rotary Peace Fellow at a Rotary Peace Center every four years
$250,000	Certificate Program Center Fellow	Endows a certificate program Fellow every year
$25,000 and up	Rotary Peace Center General Support	Endows a fund bearing the donor's name and provides general support to the program

(*January 2014 Trustees Mtg., Dec. 57*)

Source: October 2013 Trustees Mtg., Dec. 20

35.020.4. Pioneer Districts

Districts that committed funding from their district designated funds equal to US$50,000 for the 2002-04 or 2003-05 years are known as Pioneer Districts. *(April 2002 Trustees Mtg., Dec. 107)*

Source: April 1999 Trustees Mtg., Dec. 152
Amended by October 1999 Trustees Mtg., Dec. 74; April 2000 Trustees Mtg., Dec. 142; January 2002 Trustees Mtg., Dec. 93

35.020.5. Peacebuilder District

Districts that support future classes of Rotary Peace Fellowships with an annual donation of US$25,000 or more are recognized with a special "Peacebuilder" designation during the year in which they donate.

Districts can count any and all gifts to the Rotary Peace Centers towards their Peacebuilder status. Districts must self-identify as a Peacebuilder district and shall be recognized as Peacebuilder districts upon their initial contribution of $25,000. *(January 2016 Trustees Mtg., Dec. 60)*

Source: January 2002 Trustees Mtg., Dec. 93
Amended by October 2014 Trustees Mtg., Dec. 20; January 2015 Trustees Mtg., Dec. 67; October 2015 Trustees Mtg., Dec. 25; January 2016 Trustees Mtg., Dec. 60

35.020.6. Pioneer Peacebuilder District

Pioneer Districts that support the third and future classes of Rotary Peace Fellows at one of the levels stated in Rotary Foundation Code of Policies section 13.020.5. will be recognized as "Pioneer Peacebuilders." (*April 2002 Trustees Mtg., Dec. 107)*

Source: January 2002 Trustees Mtg., Dec. 93

35.020.7. Discretionary Funding

Discretionary funding is provided to each Rotary Peace Center partner university to assist Rotary Peace Fellows in meeting various expenses, at an amount and under terms established by the general secretary. *(April 2005 Trustees Mtg., Dec. 95)*

Source: February 2005 Trustees Mtg., Dec. 86

35.020.8. Directed Gifts

A five percent deduction will be assessed from all directed gifts for the Rotary Peace Centers to cover the administrative and program costs associated with these gifts. *(August 2018 Trustees Mtg., Dec. 6)*

Source: April 2018 Trustees Mtg., Dec. 105

35.020.9. Japan Rotary Peace Centers Endowment Fund

The Trustees have established the Japan Rotary Peace Centers Endowment Fund to support the Rotary Peace Centers program. *(August 2018 Trustees Mtg., Dec. 6)*

Source: April 2018 Trustees Mtg., Dec. 118

35.030. Recognition

Recognition for Pioneer, Pioneer Peacebuilder, and Peacebuilder Districts can include

a) visual recognition through signage at the International Assembly, International Convention, and Rotary Institutes

b) publications/web site

   1) permanent listing on the RI Web site

   2) *The Rotarian* and *Rotary Leader* listings and features. (*April 2013 Trustees Mtg., Dec. 95)*

Source: January 2002 Trustees Mtg., Dec. 93
Amended by April 2013 Trustees Mtg., Dec. 95

35.040. Award Amount

The District Designated Fund option cost is based on the projected average cost of all awards at all universities. No financial ceiling or limit will be placed on the award, however, universities will be asked to provide tuition reductions to reduce the overall costs. Funding provided to Rotary Peace Fellows will be for a maximum of two years and limited to the following categories:

Transportation: Fellows will receive transportation between their home and study cities at the start and end of the fellowship. Because round-trip tickets are only valid for twelve months, Rotary Peace Fellows will probably receive two one-way tickets.

Room and Board: Fellows will receive a monthly stipend for room and board based on the reasonable cost of student living in the study area. The committee recommends that additional funding in hardship cases be considered.

Applied Field Experience: Fellows will be asked to submit proposals for use of summer funds. For example, fellows could propose travel to a research site or an internship. All proposals must have the support of their academic adviser. The Rotary Foundation may not be able to fund the full proposal, but could provide support in appropriate areas.

Educational Expenses (Tuition and fees): Fellows will receive funding for registration, tuition for a normal course load as defined by the institution and other necessary educational expenses for up to two years. Courses with unusual costs, such as field trips, conferences, etc. will be considered on an individual basis. Two years would be the absolute limit for funding. Fellows will be encouraged to return home after their second year of study. Students in one year courses may need options for a second year since involvement by second year students serving as mentors to first year students and participating in seminars is an important part of the program. While funding for upgrades to Ph.D. programs will not be approved, a double masters completed within two years would be acceptable.

Miscellaneous: Fellows would receive a contingency fund to cover books and supplies, other contingencies, ambassadorial costs and unexpected expenses. No allowance would be given for dependents. In addition, thesis expenses are factored into the final cost assumptions. *(January 2015 Trustees Mtg., Dec. 67)*

Source: April 1999 Trustees Mtg., Dec. 152
Amended by April 2004 Trustees Mtg., Dec. 113; October 2014 Trustees Mtg., Dec. 20; January 2015 Trustees Mtg., Dec. 67

35.050. Fellow Eligibility and Selection Process

Candidates for the Rotary Peace Fellowship should be experienced professionals and have completed at the time of Rotary club level application a minimum of three years for the master's program and five years for the certificate program combined paid or unpaid full-time work experience in a relevant field as referred to in the program's Statement of Purpose. Candidates for the Rotary Peace Fellowships must have the requisite training, academic background and significant work experience in relevant fields as required by the university partners for a master level or certificate program so that the candidates selected will have the ability to make the greatest impact on world peace and conflict resolution during their future careers.

Candidates must demonstrate English proficiency and should be proficient in more than one language and must demonstrate proficiency in the language of the host country. Applicants are required to submit all language and academic exam scores required by the preferenced partner universities in order to be considered as part of the world-competitive selection process.

Candidates may only apply to a Rotary Peace Center located in a country other than their home country or permanent residence, with the exception of Thai citizens interested in enrolling at a Rotary Peace Center in Thailand.

All candidates should have a demonstrated interest in peace and international understanding through their personal and community service activities and/or academic and professional achievements.

TRF will select Rotary Peace Fellows from various countries and different cultures, in order to advance knowledge and world understanding among potential future leaders of government, business, education, media and other professions. Potential candidates might include individuals currently employed in the media (for example journalists), or public service capacities (for example foreign ministry, public policy), business, and other professions. *(January 2018 Trustees Mtg., Dec. 75)*

Source: April 1999 Trustees Mtg., Dec. 152; February 2005 Trustees Mtg., Dec. 86
Amended by April 2000 Trustees Mtg., Dec. 142; April 2004 Trustees Mtg., Dec. 113; October 2008 Trustees Mtg., Dec. 8; January 2018 Trustees Mtg., Dec. 75

Cross-Reference

30.040. Conflict of Interest Policy for Program Participants: Award Recipient Eligibility

35.050.1. District Selection Committee

It is recommended that the committee considering Rotary Peace Fellowship applications include the current district governor, the governor-elect, immediate past governor, Rotary Foundation committee chair, the district peace fellowships subcommittee chair, and three Rotarians or non-Rotarians with expertise in the field(s) of peace and conflict resolution and/or education and/or civic or business leadership.

There shall be no limit to the number of Rotary Peace Fellow applications a district may endorse for the annual World Competitive selection process.

A minimum of three years must pass between the completion date of a Rotary Peace Fellowship (certificate program) or Ambassadorial Scholarship, and the date of application for a Rotary Peace Fellowship (master's degree), with the understanding that former Peace Fellows (certificate program) and Ambassadorial Scholars are eligible to apply for the Peace Fellowship (master's program). Rotary Peace Fellow alumni who have completed the master's degree program are eligible to apply to the Rotary Peace Fellowship professional development certificate program after five years of graduating from the master's program.

A three-year waiting period is required for scholarship recipients under both global grants and district grants prior to applying for the Rotary Peace Fellowship.

The district selection committee is responsible for informing clubs of the availability of the Rotary Peace Fellowship and referring candidates to potential sponsor clubs, as appropriate.

Districts will seek out and must interview all qualified candidates. *(January 2018 Trustees Mtg., Dec. 75)*

Source: October 2000 Trustees Mtg., Dec. 96; February 2005 Trustees Mtg., Dec. 86; February 2006 Trustees Mtg., Dec. 110; October 2012 Trustees Mtg., Dec. 38
Amended by April 2004 Trustees Mtg., Dec. 113; June 2008 Trustees Mtg., Dec. 186; October 2008 Trustees Mtg., Dec. 8; October 2009 Trustees Mtg., Dec. 31; January 2010 Trustees Mtg., Dec. 58; October 2014 Trustees Mtg., Dec. 20; January 2015 Trustees Mtg., Dec. 67; January 2018 Trustees Mtg., Dec. 75

35.050.2. World-Competitive Selection Committee

Candidates endorsed by the district selection committee after a mandatory district interview and an optional club interview will be forwarded to Rotary International World Headquarters for consideration by a selection committee. This selection committee could be comprised of Rotarians, specialists in the field, representatives from the selected universities, or a mixture thereof.

Rotary Peace Fellowships will be awarded on a world-competitive basis to up to 100 top candidates for study at one of the six Rotary Peace Centers. Candidates will be chosen to

represent a variety of regions of the world, countries, and cultures when it is feasible and consistent with the objectives of selecting the most qualified candidates for each Center's program. *(January 2018 Trustees Mtg., Dec. 75)*

Source: April 1999 Trustees Mtg., Dec. 152
Amended by April 2004 Trustees Mtg., Dec. 113; April 2005 Trustees Mtg., Dec. 120; April 2008 Trustees Mtg., Dec. 143; October 2014 Trustees Mtg., Dec. 20; January 2015 Trustees Mtg., Dec. 67; January 2018 Trustees Mtg., Dec. 75

35.050.3. World-Competitive Selection Process Guidelines

a. Each master's and certificate application will be read by a minimum of four readers: one reader from the applicant's first university preference and three Rotary readers, including at least one Rotary Peace Centers (RPC) Committee member.
b. These applications will be provided to the readers prior to the selection committee meeting.
c. The Rotary readers will evaluate each assigned application using The Rotary Foundation criteria of commitment to peace, leadership qualities, and compatibility of the applicant's objectives with the Rotary Foundation's objectives. The Rotary readers will provide their scores and comments on each applicant to the general secretary by the deadline determined by the general secretary.
d. In the case of the master's degree applications, the university readers will evaluate the first and second preference applications for their center within the top 200 applications as determined by the Rotary readers' scores using the university's own academic criteria, fit with center, and Rotary scores and comments. University readers will be given access to all of their first and second preference qualified applications. However, they must justify any choice below the top 200 threshold in advance of selection meeting. Each center will submit its scores and comments to the general secretary and conditionally select its top eight candidates from the top 200 master's degree candidates. This list will be shared with the RPC Committee prior to the selection meeting. Members of the RPC Committee will evaluate these candidates and may advocate the selection of the remaining two vacancies at each center from the remaining pool of candidates.
e. In the case of the certificate applications, after receiving the scores of the Rotary readers the university reader will evaluate all applications on a rolling basis using the university's own academic criteria, fit with center, and Rotary scores and comments. The center will submit its scores and comments to the general secretary and compile a list of its top 20 candidates per session. This list will be shared with the RPC Committee prior to the selection meeting. Members of the RPC Committee will evaluate these candidates and may advocate the selection of candidates for the remaining vacancies in each session.
f. At the RPC Committee meeting, discussion among Rotarians and university representatives will result in consensus on the final list of up to 100 candidates so that each master's degree program has ten fellows and six alternates and each certificate session has up to 25 fellows and eight alternates.
g. Centers are encouraged to forward the name of any exceptional, non-selected candidates to the applicant's second university preference so that the second preference university may consider including that applicant on its list.

h. Once the RPC Committee has finalized the selection, the list of recommended master's degree and certificate finalists will be submitted to the Trustee chairman for final approval. *(October 2019 Trustees Mtg., Dec. 43)*

Source: June 2001 Trustees Mtg., Dec. 232
Amended by April 2005 Trustees Mtg., Dec. 120; April 2008 Trustees Mtg., Dec. 143; October 2008 Trustees Mtg., Dec. 8; October 2014 Trustees Mtg., Dec. 20; January 2015 Trustees Mtg., Dec. 67; April 2017 Trustees Mtg., Dec. 122; October 2018 Trustees Mtg., Dec. 49; October 2019 Trustees Mtg., Dec. 43

35.050.4. Applications from Non-Districted Clubs

Non-districted clubs are eligible to submit applications for consideration by the world-competitive selection committee. Candidates should be nominated by a club committee consisting of the current club president, president-elect, immediate past president, club Foundation committee chair if appointed, and three Rotarians or non-Rotarians with expertise in the field(s) of peace and conflict resolution and/or education and/or civic or business leadership. *(January 2015 Trustees Mtg., Dec. 67)*

Source: October 2000 Trustees Mtg., Dec. 96
Amended by October 2014 Trustees Mtg., Dec. 20; January 2015 Trustees Mtg., Dec. 67

35.060. Ambassadorial Activities of Rotary Peace Fellows

The recommended ambassadorial activities for Rotary Peace Fellows are as follows:

35.060.1. Activities During the Fellowship

As part of their regular ambassadorial responsibilities, Rotary Peace Fellows will be required to speak to Rotary clubs and other organizations before, during and after their fellowship in their home and study countries.

The ambassadorial obligations of the Rotary Peace Fellows will be broader than responsibilities of other Rotary Foundation Ambassadorial Scholars. In addition to club talks about their host/sponsor countries, Rotary Peace Fellows will be expected to be available to participate in district, zone and international events.

In addition, master's degree fellows will be asked to respond to three evaluation surveys – the first survey due approximately six months after the start of their studies, the second survey upon completion of their applied field experience, and a final survey two months prior to completing their degree. Certificate fellows will complete one survey upon completion of their program.

Rotary Peace Fellows at each institution will participate in annual seminars to share ideas and information. Rotary Peace Fellows may be invited to deliver a paper reporting on the status of their personal research and enter into small group and large group discussions.

Rotary Peace Fellows may be asked to collaborate and participate in the preparation of a document containing their findings as part of the seminar or degree requirements.

Rotary Peace Fellows in their second year will be asked to serve as a mentor to a first year Rotary Peace Fellow.

Applied field experience of Rotary Peace Fellows shall be conducted in a country other than the fellow's country of citizenship, with requests for exceptions to be considered by the trustee chair. *(January 2015 Trustees Mtg., Dec. 67)*

Source: April 1999 Trustees Mtg., Dec. 152; April 2004 Trustees Mtg., Dec. 113
Amended by October 2014 Trustees Mtg., Dec. 20; January 2015 Trustees Mtg., Dec. 67

35.060.2. Activities After the Fellowship
Following the completion of the program, Rotary Peace Fellows may be invited to participate in subsequent seminars.

Rotary Peace Fellow alumni will also be encouraged to participate in district, zone and international Rotary meetings, represent The Rotary Foundation of Rotary International at professional or academic conferences, and, when appropriate, advise on projects at the club and district level.

It is preferred that fellows return home at the completion of their studies; however, it is recognized that because of the international scope of their study fields, their careers may require them to reside outside of their sponsor district or country. Fellows who do not return home after completion of their studies will be expected to fulfill post-program ambassadorial duties in their country of residence.

Rotary Peace Fellows will be admitted to and work toward an advanced or secondary degree in two years (e.g. masters). It is recognized that some candidates may be offered an opportunity to continue their studies for a Ph.D. (at their own expense), but Rotary Peace Fellows will be required to obtain a master's degree first. *(June 2001 Trustees Mtg., Dec. 207)*

Source: April 1999 Trustees Mtg., Dec. 152

35.070. Responsibilities of Districts

35.070.1. Sponsor Districts
Sponsor districts shall:

a) Promote the program locally to attract superior candidates.

b) Appoint and train a Rotarian sponsor counselor for each fellow to carry out counselor responsibilities in accordance with existing policies.

c) Provide appropriate orientation to ensure that fellows understand the mission of The Rotary Foundation, their sense of belonging to Rotary, and their responsibilities as alumni.

d) Maintain close contact with the fellow during his or her fellowship period. Publicize the fellow's activities to the district.

e) Consider developing club and/or district international service projects or Foundation programs around the fellow's experience or research projects.

f) Upon his or her return home, invite the fellow to speak at the district conference and to as many local clubs as possible. Arrange for the fellow to speak to non-Rotary organizations.

g) Maintain contact with each Rotary Peace Fellow after his or her fellowship period, inform The Rotary Foundation of address changes, stay abreast of his or her career progress, and involve him or her in district activities.

h) Assist in evaluating the program on a regular basis by completing surveys and offering feedback. *(January 2015 Trustees Mtg., Dec. 67)*

Source: April 1999 Trustees Mtg., Dec. 152; June 2001 Trustees Mtg., Dec. 232
Amended by January 2012 Trustees Mtg., Dec. 73; October 2014 Trustees Mtg., Dec. 20; January 2015 Trustees Mtg., Dec. 67

35.070.2. Host Areas

Host areas are designated, in consultation with the specific Rotary districts in which the Rotary Peace Centers are located, for each center in order to share the hosting responsibilities of the Rotary Peace Fellows. *(June 2001 Trustees Mtg., Dec. 207)*

Source: October 2000 Trustees Mtg., Dec. 97

35.070.3. Responsibilities of Host Areas

a) Should be available to assist in evaluating the Rotary Peace Center in his or her host area.

b) Should appoint a host counselor for each of the Rotary Peace Fellows assigned to the host area to carry out counselor responsibilities in accordance with existing policies.

c) Shall provide appropriate orientation to ensure that fellows understand the mission of The Rotary Foundation, their sense of belonging to Rotary, and their responsibilities as alumni.

d) Are encouraged to provide homestay arrangements for Rotary Peace Fellows attending a Rotary Peace Fellows seminar, when conducted within the host area.

e) Should arrange for speaking engagements of Rotary Peace Fellows at district conferences and Rotary club meetings.

f) Should assist in evaluating the program on a regular basis by completing surveys and offering feedback. *(October 2001 Trustees Mtg., Dec. 7)*

Source: April 1999 Trustees Mtg., Dec. 152; June 2001 Trustees Mtg., Dec. 232
Amended by October 2000 Trustees Mtg., Dec. 97

35.070.4. Host Area Coordinators

The chairman of the Trustees, in consultation with the local regional Rotary Foundation coordinator(s) and host district leadership, will appoint one host area coordinator for each Rotary Peace Center on an annual, renewable basis, with a three-year term limit. The host area coordinator shall fulfill the following responsibilities:

1. Promote the program to Host Area clubs and districts, providing opportunities for involvement as appropriate.

2. Appoint a primary – and if appropriate, secondary – Rotarian Host Counselor for each inbound Rotary Peace Fellow, in consultation with the Host Area District Governor and District Rotary Peace Fellowship chair. In addition, the Rotary club of the Host Counselor is encouraged to be involved with hosting the inbound fellow.

3. Coordinate requests from area Rotarians to visit the university and to meet with the Rotary Peace Center director or faculty.

4. Coordinate requests from area Rotarians to invite Rotary Peace Fellows to attend or speak at Rotary events in the host area (e.g. District Conferences, Rotary Institutes, Foundation Seminars), and coordinate invitations for Rotary Peace Fellows to visit Rotarian homes for school breaks, holidays, etc.

5. Encourage and coordinate requests from area Rotarians to invite Rotary Peace Center faculty to attend or speak at Rotary events in the host area as a way to increase knowledge among Rotarians of faculty expertise and experience, and to increase awareness among university faculty of Rotary programs and projects, particularly those that could benefit from mutual cooperation.

6. Review requests for fellow or faculty participation in local Rotary events with the Rotary Peace Center director or coordinator, providing as much advance notice as possible and attempting to match fellow and faculty expertise with district interests, while recognizing the importance of managing a balance between academic and ambassadorial responsibilities.

7. Support center director, as appropriate, in meeting program needs that can be enhanced by local Rotary participation (e.g. internships, service projects).

8. Maintain open and direct communication between the university and the Host Area Rotarians, communicating important Rotary Peace Center university news and updates to Host Area clubs and districts, and sharing Rotary news and updates with the Rotary Peace Center director.

9. Maintain regular communication with the regional Rotary Foundation coordinator and The Rotary Foundation to receive and provide program updates. Assist in program evaluation, as directed by the Rotary Peace Centers committee, if necessary.

10. Facilitate all Rotary Peace Fellows' attendance, individually or in groups, at significant Rotary events, particularly within the first three months of the beginning of classes in the host area.

11. Provide an orientation for Rotary Peace Fellows' Host Counselors.

12. Organize and chair an informational and motivational Orientation Session to be attended by the Rotary Peace Fellowships subcommittee chair, to include the inbound Rotary Peace Fellows, and their Host Counselors participation.

13. Participate in the partner university's orientation for Rotary Peace Fellows, as appropriate, in coordination with the Rotary Peace Center director.

14. Promote Rotarian participation at the Rotary Peace Center Annual Seminar, in coordination with the University Peace Center director or coordinator.

15. Appoint and oversee, in conjunction with the regional Rotary Foundation coordinator and Host District Governor, a Host Area committee, to assist in these tasks, as needed. *(January 2009 Trustees Mtg., Dec. 66)*

Source: October 2003 Trustees Mtg., Dec. 44
Amended by February 2006 Trustees Mtg., Dec. 110; October 2008 Trustees Mtg., Dec. 42; January 2009 Trustees Mtg., Dec. 66

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CHAPTER IV

PUBLIC IMAGE

Articles

40. General Policies

Article 40. General Policies

40.010. Public Relations and Information

40.010. Public Relations and Information

The central message of public information about The Rotary Foundation shall be related to Rotary's commitment to polio eradication and identifying The Rotary Foundation of Rotary International and its Web site address with the primary purposes of informing the general public of what The Rotary Foundation does, creating pride in Rotarians for the Foundation's humanitarian work, and encouraging further financial contributions to The Rotary Foundation. *(June 2010 Trustees Mtg., Dec. 139)*

Source: April 1999 Trustees Mtg., Dec. 178

40.010.1. Rotary Foundation Marks

The Trustees have approved Rotary Foundation logo options found in the "Supporting Documents" for this Code. *(June 2014 Trustees Mtg., Dec. 132)*

Source: January 2014 Trustees Mtg., Dec. 61

40.010.2. Recognition Plaque for TRF Funded Projects

The Trustees have approved a plaque design as a recommended model for signage to be placed on or in conjunction with Rotary projects that are funded by The Rotary Foundation. Rotarians should include signage on or in conjunction with their projects so as to identify the role of the grant sponsors and The Rotary Foundation in the grant projects.

The general secretary is authorized to revise the recommended design as required. The general secretary is requested to include the design in The Rotary Foundation grants publications and correspondence. *(September 2011 Trustees Mtg., Dec. 7)*

Source: April 2011 Trustees Mtg., Dec. 125

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CHAPTER V

FINANCES

Articles

50. Contributions
51. Donor Recognition
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53. Investments
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Article 50. Contributions

50.010. Fundraising Goals
50.020. Encouraging Rotarians to Give Annually to the Foundation
50.030. New Gift Proposals
50.040. Rotary Exchange Rates
50.050. Terminology for the Funds of the Foundation
50.060. Gift Options
50.070. Gift Acceptance Manual
50.080. Endowment Fund
50.090. Annual Fund
50.100. Donor Advised Funds Program

50.010. Fundraising Goals

The Trustees shall consider comprehensive fundraising goals annually at their September/October meeting. *(September 2016 Trustees Mtg., Dec. 22)*

Source: September 2016 Trustees Mtg., Dec. 22

50.020. Encouraging Rotarians to Give Annually to the Foundation

Clubs and districts are encouraged to develop initiatives or adopt programs to promote continuing annual contributions to The Rotary Foundation. Where appropriate, clubs and districts are encouraged to utilize "per capita" giving as a measure of success in supporting the Rotary Foundation. *(April 2000 Trustees Mtg., Dec. 126)*

Source: April 1998 Trustees Mtg., Dec. 148
Reaffirmed October 1999 Trustees Mtg., Dec. 40

50.030. New Gift Proposals

New gift proposals should be used to support current programs rather than to create new programs; however, any exceptional gift proposal, as determined by the trustee chairman, may be presented to the Trustees for their consideration. *(June 2002 Trustees Mtg., Dec. 170)*

Source: April 2002 Trustees Mtg., Dec. 125

50.040. Rotary Exchange Rates

The audited financial statements of The Rotary Foundation of Rotary International present the consolidated financial impact of the activities undertaken by the organization on a global basis. Because Rotary operates in different economic and currency environments, some transactions must be converted from the currency in which they took place to Rotary's base currency for financial reporting, which is US dollars. Rotary adopts the following policy with regard to the translation of non-US dollar denominated transactions into US dollars:

1. The Rotary Foundation of Rotary International will establish the Rotary Exchange Rates for foreign currency translation.
2. The exchange rates will be in compliance with US Generally Accepted Accounting Principles.
3. The exchange rates will be sufficiently accurate to provide a clear picture of the operations.
4. The general secretary, through delegation to the chief financial officer, will be responsible for maintaining a procedure for the calculation and reporting of the exchange rates.
5. The Finance Committee will from time to time review the procedure. *(October 2018 Trustees Mtg., Dec. 57)*

Source: June 2017 Trustees Mtg., Dec. 159
Amended by October 2018 Trustees Mtg., Dec. 57

50.050. Terminology for the Funds of the Foundation

The following terms have been adopted with respect to the funds of the Foundation:

- Annual Fund
- Donor Advised Fund
- Endowment Fund
- PolioPlus Fund
- Other funds

(January 2013 Trustees Mtg., Dec. 68)

Source: October 1994 Trustees Mtg., Dec. 26
Amended by January 2013 Trustees Mtg., Dec. 68

50.060. Gift Options

50.060.1. General Policy

Outright major gifts and bequests shall actively be promoted as the primary giving vehicles to the Endowment Fund worldwide. Where feasible, the primary giving vehicles for the

Endowment Fund will be outright major gifts, bequests, charitable trusts, life income plans, and insurance. *(April 2000 Trustees Mtg., Dec. 126)*

Source: October 1993 Trustees Mtg., Dec. 27

50.060.2. Unrestricted Major Gifts

When received without donor instructions, outright gifts of US$10,000 or more from individuals (not clubs or districts), will be placed in the Endowment Fund with future annual earnings directed to the World Fund.

The general secretary shall inform the Trustees of all unrestricted gifts of US$250,000 or more at the next meeting of the Trustees occurring after the receipt of such a gift, so that the Trustees can determine the most appropriate use of the gift. *(January 2010 Trustees Mtg., Dec. 58)*

Source: April 1993 Trustees Mtg., Dec. 115; October 2004 Trustees Mtg., Dec. 27

50.060.3. Life Income

50.060.3.1. General

The donation of life income gifts to the Foundation is encouraged. The use of banks as a corporate trustee of such gifts is looked upon with favor. *(April 2000 Trustees Mtg., Dec. 126)*

Source: October 1985 Trustees Mtg., Dec. 20

50.060.3.2. Minimum Amount

The minimum amount required to establish a non-pooled annuity trust, unitrust, or charitable lead trust is US$100,000, with exceptions to be permitted at the discretion of the general secretary. *(April 2000 Trustees Mtg., Dec. 126)*

Source: April 1991 Trustees Mtg., Dec. 122

50.060.4. Insurance Gifts

50.060.4.1. Minimum Amounts

The following minimum insurance and real property gift amounts have been established:

- The Rotary Foundation will accept beneficial interest in an insurance policy without minimum, but reserves the right to decline to pursue receipt of funds offered under such interest if it proves administratively burdensome.

- The Rotary Foundation will accept ownership of, as well as beneficial interest in, a fully paid-up life insurance policy requiring no further administrative intervention, with the commitment implied that it will generally be held to maturity, at a minimum face value of US$1,000.

- The Rotary Foundation will accept ownership of, as well as beneficial interest in, a life insurance policy with a minimum face value of US$5,000 upon which premium remains to be paid, provided also that the amount of any periodic premium payment to be made directly or of any receipt to be issued by the Foundation is not less than US$200. *(April 2000 Trustees Mtg., Dec. 126)*

Source: October 1992 Trustees Mtg., Dec. 34

50.060.4.2. Individual Gifts
Only individual gifts of insurance shall be accepted. *(April 2000 Trustees Mtg., Dec. 126)*

Source: April 1995 Trustees Mtg., Dec. 121

50.060.4.3. Gift Acceptance Policies
The current Rotary Foundation Gift Acceptance Policies For Ownership Of Insurance Policies is as follows:

- The Rotary Foundation will accept ownership of, as well as beneficial interest in, a fully paid-up life insurance policy which requires no further administrative intervention, with the commitment implied that it will generally be held to maturity, at a minimum face value of US$1,000, provided that the life expectancy of the insured, on an actuarially determined basis, is not more than 15 years. The Foundation will accept ownership of fully paid-up policies exceeding the 15 year expectancy threshold with the understanding of the donor that the Foundation's policy is that it may liquidate such policies for cash value, net of any policy loans or other charges.

- The Foundation will also accept life insurance policies upon which premium installments remain to be paid. However, these may also be liquidated and valued at the cash value for purposes of recognition. This change in policy shall not affect gifts of insurance previously made. *(April 2000 Trustees Mtg., Dec. 126)*

Source: October 1993 Trustees Mtg., Dec. 27

50.060.5. Use of Standard American Council on Gift Annuity Rates
The standard rates published by the American Council on Gift Annuities for United States charitable gift annuities (or similar rates applicable in the country of the donor's residence) have been adopted in order to encourage gifts from Rotarians and to be comparable with other charitable and humanitarian organizations which accept gift annuities. *(April 2000 Trustees Mtg., Dec. 126)*

Source: April 1998 Trustees Mtg., Dec. 152

50.060.6. Real Property

The Rotary Foundation will accept ownership of real property at a minimum appraised value of US$25,000 when undeveloped and US$100,000 when developed if given outright, and US$25,000 when undeveloped and US$50,000 when developed if transferred into a life income arrangement, assuming all other terms and conditions are acceptable. *(April 2000 Trustees Mtg., Dec. 126)*

Source: October 1992 Trustees Mtg., Dec. 34

50.060.7. Policy on Accepting Restricted Contributions

The following policy regarding restricted or designated contributions to The Rotary Foundation has been adopted:

50.060.7.1. To The Corpus Fund

- Unrestricted gifts are encouraged in preference to restricted gifts and shall establish eligibility for such forms of recognition as may be determined by the Trustees, including but not limited to Paul Harris Fellows and Rotary Foundation Sustaining Members.
- All gifts restricted to a program or project, which at the time of receipt by the Trustees is no longer in existence or is fully funded, shall not lapse but may be utilized by the Trustees for another Foundation program or project. *(January 2013 Trustees Mtg., Dec. 60)*

Source: October 1982 Trustees Mtg., Dec. 44; October 1985 Trustees Mtg., Dec. 54; May 1986 Trustees Mtg., Dec. 86
Amended by April 1998 Trustees Mtg., Dec. 175; October 1989 Trustees Mtg., Dec. 17; February 1999 Trustees Mtg., Dec. 116; October 2012 Trustees Mtg., Dec. 16

50.060.8. Policy for Acceptance of Grants From Non-Rotary Sources

The Rotary Foundation seeks grants and gifts from non-Rotary sources, such as foundations, governments, corporations, private individuals, and other entities as a source of funds to help the Foundation carry out its programs. Grants that carry restrictions may be accepted by the Trustees, provided that such restrictions do not contravene policies or fundamental principles of Rotary International. The general secretary is empowered to implement this policy and shall confer with the president of RI and the chairman of the Trustees as necessary and shall inform them promptly of all such gifts. *(April 2000 Trustees Mtg., Dec. 126)*

Source: May-June 1985 Trustees Mtg., Dec. 9
Amended by October 1985 Trustees Mtg., Dec. 2

50.060.9. Guidelines for PolioPlus Contributions

All funds contributed to PolioPlus must be able to be

a) transmitted to The Rotary Foundation, or
b) spent within the donor country on an immunization effort, or
c) spent on vaccines purchased in other countries, or
d) spent on vaccines within the donor country for distribution to other countries.

To the extent that the funds can be effectively utilized in a timely manner, a (multi-) national committee may promote contributions with the understanding that most of those funds will be directed primarily to the benefit of a particular region or country, subject to the specific approval of the general secretary in each instance. *(April 2000 Trustees Mtg., Dec. 126)*

Source: May 1986 Trustees Mtg., Dec. 23
Amended by June 1991 Trustees Mtg., Dec. 176
Reaffirmed October 1986 Trustees Mtg., Dec. 8

50.070. Gift Acceptance Manual

A Gift Acceptance Manual has been approved. The general secretary may incorporate operational changes in the manual on a continuing basis. Modifications to the established policy as reflected in the manual may be made only by the Trustees. *(April 2000 Trustees Mtg., Dec. 126)*

Source: April 1993 Trustees Mtg., Dec. 116

50.080. Endowment Fund

50.080.1. Definition

The term "The Rotary Foundation Endowment Fund" shall be used to identify the Foundation's permanent funds, from which only the earnings are used to support programs. *(January 2013 Trustees Mtg., Dec. 68)*

Source: October 1994 Trustees Mtg., Dec. 26
Amended by January 2013 Trustees Mtg., Dec. 68

50.080.2. Goal of the Endowment Fund

The goal of the Endowment Fund is to

- Assist Rotarians in fulfilling their local and global philanthropic goals
- Support the programs of The Rotary Foundation
- Ensure a strong future for The Rotary Foundation by providing a continuing stream of income to meet the increasing demand for Foundation programs *(October 2009 Trustees Mtg., Dec. Dec. 20)*

Source: October 2009 Trustees Mtg., Dec. 20

50.080.3. Philosophy and Purpose

The philosophy and purpose of the Endowment Fund Spending Policy is to

- ensure that the Endowment Fund is a perpetual fund with the sole purpose of earning income to fulfill the mission of The Rotary Foundation and that its earnings shall support the programs of the Rotary Foundation and accompanying operational expenses

- provide sufficient funds to support programs, Endowment Fund development, investment management, and program operating expenses

- preserve purchasing power of the corpus through asset growth at a rate minimally equal to the inflation rate so that inflation adjusted spending is perpetuated

- minimize the impact of market volatility on year to year spending by basing the spending on a certain percentage of the fund's average market value over the previous 12-quarter period. *(June 2001 Trustees Mtg., Dec. 207)*

Source: October 1995 Trustees Mtg., Dec. 103

50.080.4. Objective

An Endowment Fund endowment of at least US$1 billion is a reasonable target for building the Endowment Fund by the year 2017. *(October 2013 Trustees Mtg., Dec. 21)*

Source: February 1999 Trustees Mtg., Dec. 109. *See also* October 1995 Trustees Mtg., Dec. 33
Amended by October 2009 Trustees Mtg., Dec. 20; October 2013 Trustees Mtg., Dec. 21

50.080.5. Policy

The following policy for the Foundation's Endowment Fund has been adopted:

- The Trustees may accept or reject any contribution to the Foundation

- Unless the donor specifically names another fund, the Trustees may place any contribution to the Foundation in The Rotary Foundation Endowment Fund

- The Endowment Fund shall include donor-restricted endowment contributions

- Any contribution of a donor-restricted endowment fund in the Endowment Fund that is not classified as permanently restricted shall be classified as temporarily restricted until appropriated for expenditures

- Contributions may be received only for programs or projects approved by the Trustees

- The net income from donor-restricted endowment funds in the Endowment Fund that is classified as temporarily restricted net assets shall be expended by the Trustees for a Foundation program or project, including reasonable administrative costs, according to terms agreed on at the time of acceptance *(October 2009 Trustees Mtg., Dec. 49)*

Source: February-March 1985 Trustees Mtg., Dec. 56
Amended by October 1989 Trustees Mtg., Dec. 17; April 1991 Trustees Mtg., Dec. 111; October 2009 Trustees Mtg., Dec. 49

50.080.6. Endowment Fund and Pooled Gifts in Support of Special Uses

- A district or club, in addition to an individual donor, may make a direct contribution to the Endowment Fund in any amount, but Benefactor recognition is available to individual donors only.

- A gift to the Endowment Fund of US$150,000 or more from a single donor (individual, couple, family, trust, foundation, or corporation) can be accepted in support of a particular project or activity within any approved program of the Foundation, subject also to reasonable restrictions as to geographical or subject-area focus as requested by the donor and approved by the general manager of The Rotary Foundation in consultation with the program department concerned.

- A named or memorial pooled Endowment Fund gift can be established by a district as a restricted-purpose fund, by agreement with the Foundation in advance of receipt of any gift directed to such a pool, provided that, if its income is to be further designated as to purpose, the pooled fund meets the usual requirements of the program or activity to which its income is designated. Once the required amount of the contribution is met, earnings from the corpus of the endowed fund will be distributed in accordance with the Trustee-approved Endowment Fund spending policy. Earnings will be directed to the specific Foundation program designated by the donor and will not be subject to the 50/50 *SHARE* designation.

- Pooled restricted-purpose Endowment Fund gifts shall not be promoted, but donors who request such arrangements can be accommodated. *(April 2000 Trustees Mtg., Dec. 126)*

Source: October 1991 Trustees Mtg., Dec. 26
Reaffirmed May 1997 Trustees Mtg., Dec. 199
Amended by June 1999 Trustees Mtg., Dec. 210

50.080.7. Endowment Fund in Unrestricted Support of Programs

The income from an Endowment Fund contribution accepted as designated for a Trustee-approved program may be applied to other trustee-approved programs with similar objectives if the program originally designated is no longer in existence, or if the program is judged no longer feasible. *(April 2000 Trustees Mtg., Dec. 126)*

Source: April 1991 Trustees Mtg., Dec. 111

50.080.8. Endowment Fund in Support of New Programs

A gift of at least US$1 million is necessary to establish a dedicated new program or activity within the Foundation. *(April 2000 Trustees Mtg., Dec. 126)*

Source: April 1991 Trustees Mtg., Dec. 112
Reaffirmed May 1997 Trustees Mtg., Dec. 199

50.080.9. Endowment Fund Naming Opportunities

Named Funds of $25,000 or more
Special opportunities exist to create a custom fund within the Endowment Fund. A fund can carry the name of the donor or a loved one and is tracked separately. Donors receive an annual financial update on their endowed fund.

Options vary depending upon the size and purpose of the gift:
$500,000+ *Customized Global Grant Endowed Fund**
A customized endowed fund may be created with up to three of the following options below:

1. Activity—humanitarian project, scholarship, vocational training team
2. Area of Focus
3. District
4. Geographic location such as Africa, Asia, or Latin America

$250,000+ *Customized Global Grant Endowed Fund**
A customized endowed fund may be created with up to two of the following options below:

1. Activity—humanitarian project, scholarship, vocational training team
2. Area of Focus
3. District
4. Geographic location such as Africa, Asia, or Latin America

$150,000 *Activity Global Grant Endowed Fund*
A customized endowed fund may be created to support one of the following grants: humanitarian projects, scholarships, or vocational training teams

$25,000 *Named Endowed Fund*
Provides general support to the World Fund, SHARE, Rotary Peace Centers or general support to a global grant developed around the world in one of Rotary's areas of focus:

- Peace and conflict prevention/ resolution
- Disease prevention and treatment
- Water and sanitation
- Maternal and child health
- Basic education and literacy
- Economic and community development (*September 2016 Trustees Mtg., Dec. 14)*

Source: April 2016 Trustees Mtg., Dec. 110

Cross-Reference

35.020.2. Fund Development Plan for Endowed Support to Rotary Peace Centers

50.090. Annual Fund

50.090.1. Worldwide Marketing Plan for Annual Giving
The Trustees have adopted the Every Rotarian, Every Year Annual Fund Marketing Plan. *(May 2004 Trustees Mtg., Dec. 130)*

Source: April 2003 Trustees Mtg., Dec. 134

50.090.2. Annual Fund Areas of Focus Giving Opportunities
Donors may designate Annual Fund contributions to any of the six areas of focus for Rotary Foundation Global Grants. Temporarily restricted Annual Fund contributions will qualify for the same donor recognition as Annual Fund - SHARE gifts (e.g., Every Rotarian, Every Year; Rotary Foundation Sustaining Member; Paul Harris Fellow; Major Donor and Arch Klumph Society), and be included in club and district goal and per capita calculations. (*January 2012 Trustees Mtg., Dec. 73)*

Source: September 2011 Trustees Mtg., Dec. 23

50.100. Donor Advised Funds Program
The following policy regarding Donor Advised Funds has been adopted:

50.100.1. Contributions

Specific Policy Recommendation:	***Amount***:
Minimum initial contribution	US$10,000
Minimum additional contribution	US$1,000
Minimum dollar amount of grant recommendations	US$250 (to any approved charity)
Maximum number of grant recommendations per year	Unlimited
Minimum percentage on a Rotary-affiliated group DAF that will be distributed annually to the Annual Fund	1% of the market value on 1 July of each year
Minimum number of grant recommendations from an individual DAF that will be distributed annually to The Rotary Foundation	US$250 will be allocated from the individual DAF to the Annual Fund of The Rotary Foundation on 1 July of each year. Additional grant recommendations to The Rotary Foundation throughout the year are encouraged.

Specific Policy Recommendation:	***Amount:***
Minimum percentage of account that must be allocated to the Endowment when an individual DAF dies or the fund is terminated	50%
Minimum dollar amount required to extend an individual DAF to child(ren) of the first generation. A minimum of 50% of the fair market value of the DAF on the date of death of the last individual from the first generation will be distributed to the Endowment.	US$150,000 on the date of the death of the last individual from the first generation or after estate contributions are accepted.

(April 2019 Trustees Mtg., Dec. 94)

Source: October 2001 Trustees Mtg., Dec. 25
Amended by April 2010 Trustees Mtg., Dec. 105; April 2019 Trustees Mtg., Dec. 94

50.100.2. Disaster Response

No new donor advised fund accounts will be established for disaster response. Any existing disaster specific accounts shall not accept new contributions for disaster response. *(April 2019 Trustees Mtg., Dec. 94)*

Source: October 2018 Trustees Mtg., Dec. 50

50.100.3. Distributions

a. All matters relating to distributions from any Rotary DAF shall be made by recommendation of the donor with the agreement of The Rotary Foundation
b. The Rotary Foundation has established a target that at least five percent of the aggregate fair market value of the assets of Rotary DAFs will be distributed annually
c. Distributions from any Rotary DAF shall be made only to organizations described in section 501(c)(3) of the U.S. Internal Revenue Code or to a program of The Rotary Foundation
d. No distributions will be made to provide a personal benefit for any donor, adviser, or member of the donor or adviser's family. *(April 2019 Trustees Mtg., Dec. 94)*

Source: October 2001 Trustees Mtg., Dec. 25
Amended by April 2019 Trustees Mtg., Dec. 94

50.100.4. Modifications to Plan

The general secretary shall modify the plan adopted by the Trustees as needed to conform with any amendments to the U.S. Internal Revenue Code and the rulings and regulations thereunder or any other applicable laws relating to DAFs. *(January 2002 Trustees Mtg., Dec. 78)*

Source: October 2001 Trustees Mtg., Dec. 25

50.100.5. Guidelines for Recognition

Donor recognition extended for outright grant distributions to The Rotary Foundation and future commitments from Rotary Donor Advised Funds shall be in accordance with current Foundation guidelines on donor recognition as follows:

	Individual DAF	**Group DAF**
Establishment of DAF for at least US$20,000	Recognition: Benefactor and/or Bequest Society recognition to those donors who make a commitment that there will be a final distribution to the Endowment from their DAF for at least US$1,000 (Benefactor) or at least US$10,000 (Benefactor, Bequest Society, and Legacy Society).	Recognition: None. Reason: Group DAFs are intended to continue in perpetuity. Benefactor and Bequest Society is not extended to a Rotary club or district.
Grant distributions to the Annual Fund	Recognition: Paul Harris Fellow Recognition credit for the donor. Rotary Foundation Sustaining Member recognition when appropriate. Counts towards Major Donor recognition.	Recognition: Paul Harris Fellow Recognition points for the designated Rotary club. Major Donor recognition is not extended to a Rotary club or district.
Grant distributions to restricted giving at TRF	Recognition: Paul Harris Fellow Recognition credit for the donor. Counts towards Major Donor and Arch Klumph Society recognition.	Recognition: Paul Harris Fellow Recognition credit for the designated Rotary club. Major Donor and Arch Klumph Society recognition is not extended to a Rotary club or district.
Grant distributions to the Endowment Fund	Recognition: Counts toward Benefactor and Major Donor recognition.	Recognition: None. Reason: Major Donor and Benefactor recognition is not extended to a Rotary club or district.

(April 2019 Trustees Mtg., Dec. 94)

Source: October 2001 Trustees Mtg., Dec. 25
Amended by April 2019 Trustees Mtg., Dec. 94

50.100.6. Donor Advised Fund Legacy Accounts

The following policy regarding Donor Advised Fund (DAF) Legacy accounts as a subset of DAF group accounts has been adopted:

Minimum Initial Contribution	US$75,000
Minimum Subsequent Contribution	US$1,000
Grant Recipients	TRF + up to 5 other 501(c)(3) organizations
Grant Frequency	Annual
Minimum Grant to TRF	1% of Fair Market Value (FMV) of Account, or US$1,000, whichever is greater
Fees	Administrative Service fees and Investment Management fees will be the same as the fees for other TRF DAF accounts
Minimum Annual Grant Distributions	At least 4.25% of the average fair market value of the account for the previous three years
Duration	Perpetual, as long as funds remain in the account, at the sole discretion of The Rotary Foundation
TRF Recognition	Bequest Society or Legacy Society recognition for 50% of the amount contributed; grants from the account to TRF credited to appropriate Paul Harris Fellow, Major Donor, and Arch Klumph Society recognition
Legacy Grant Allocation options	1. Fixed Amount 2. Fixed percentage of total value 3. Fixed percentage of earnings above administrative and investment fees and the minimum TRF grant
Minimum Account Balance	US$25,000, accounts with an average fair market value of less than US$25,000 for four consecutive quarters will be transferred to the Endowment

(April 2019 Trustees Mtg., Dec. 94)

Source: September 2011 Trustees Mtg., Dec. 31
Amended by April 2019 Trustees Mtg., Dec. 94

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Article 51. Donor Recognition

51.010. Statement of Principles for Contribution Recognition
51.020. Major Gift Recognition
51.030. Paul Harris Fellow Recognition
51.040. Major Gifts Initiatives Naming Opportunities
51.050. Other Recognition
51.060. Awards

51.010. Statement of Principles for Contribution Recognition

Contribution recognition of donors' investment in the Foundation's mission and programs should:

1) be simple for donors to understand;

2) be as simple as possible for The Rotary Foundation to administer;

3) recognize donors by cumulative, yearly, major, and will or estate plan provision giving;

4) bestow increasing recognition for yearly and extraordinary gifts;

5) provide type(s) of individual recognition per gift;

6) provide for "wearable" recognition (e.g., lapel pins) which publicly acknowledges donors' investment in The Rotary Foundation;

7) facilitate the expression of more personal peer recognition at higher levels;

8) encourage repeat gifts;

9) promote generous personal giving by all Rotarians;

10) encourage large and lasting gift commitments;

11) contribute to ongoing donor relationship building and encourage constantly increasing levels of program and financial participation. *(April 2000 Trustees Mtg., Dec. 126)*

Source: March 1994 Trustees Mtg., Dec. 97
Amended by October 1995 Trustees Mtg., Dec. 17

51.020. Major Gift Recognition

51.020.1. Guidelines for Major Donor and Arch Klumph Society Recognition

1) Only outright personal contributions to The Rotary Foundation qualify for Major Donor and Arch Klumph Society recognition. Contributions from spouses are typically combined. Contributions from a family-controlled business or a family

foundation may be considered outright personal contributions for Major Donor and Arch Klumph Society recognition purposes. Corporate matching gifts from a non-family-controlled business or family foundation qualify the corporation, but not the employee whose gift is being matched, for Major Donor and Arch Klumph Society recognition.

2) Major Donor and Arch Klumph Society recognition cannot be extended to someone other than the donor of the contribution.

3) Major Donor and Arch Klumph Society recognition is reserved for individuals. Non-Rotary affiliated foundations and corporations may qualify on a case-by-case basis. A Rotary club or district is not eligible.

4) Contributions accumulate and donors may be recognized as they reach each successive level.

5) The levels established for Major Donor recognition are:

Level 1: $10,000 - $24,999.99
Level 2: $25,000 - $49,999.99
Level 3: $50,000 - $99,999.99
Level 4: $100,000 - $249,999.99

6) Major Donors receive pins and pendants with a number of stones corresponding to the level of contribution.

7) The levels established for Arch Klumph Society recognition are:

Level 1:	Arch Klumph Society Trustees Circle:	$250,000 - $499,999.99
Level 2:	Arch Klumph Society Chair's Circle:	$500,000 - $999,999.99
Level 3:	Arch Klumph Society Foundation Circle:	$1 million - $2,499,999.99
Level 4:	Arch Klumph Society Platinum Trustees Circle:	$2.5 million to $4,999,999.99
Level 5:	Arch Klumph Society Platinum Chair's Circle:	$5 million to $9,999,999.99
Level 6:	Arch Klumph Society Platinum Foundation Circle:	$10 million and above

8) Arch Klumph Society members receive pins and pendants with a number of stones corresponding to the level of contribution. In addition, members are entitled to pins and pendants that will signify membership but not indicate the level of giving.

9) The Arch Klumph Society Family Circle allows lineal family members to be named as recipients by existing Arch Klumph Society donors with new cash contributions of $250,000 or more.

10) Recognition for all irrevocable life income gifts, such as charitable gift annuities and charitable remainder trusts, in which the Rotary Foundation is named as a charitable

remainder beneficiary will be based on the face value of the donation and subsequent additions.

11) Recognition for fully paid irrevocable life insurance policies received (owned by and payable to The Rotary Foundation), which are written on the life of an adult donor, shall be based on the greatest determinable value of such policies (usually the "face value") as long as the minimum cash value is US$10,000. *(October 2019 Trustees Mtg., Dec. 27)*

Source: April 1998 Trustees Mtg., Dec. 150
Amended by October 1999 Trustees Mtg., Dec. 32; October 2002 Trustees Mtg., Dec. 32; October 2004 Trustees Mtg. Dec. 26; April 2006 Trustees Mtg., Dec. 136; October 2006 Trustees Mtg., Dec. 7; October 2009 Trustees Mtg., Dec. 18; April 2010 Trustees Mtg., Dec. 101; October 2014 Trustees Mtg., Dec. 25; January 2015 Trustees Mtg., 67; April 2016 Trustees Mtg., Dec. 108; April 2017 Trustees Mtg., Dec. 106; April 2018 Trustees Mtg., Dec. 101; October 2018 Trustees Mtg., Dec. 47; January 2019 Trustees Mtg., Dec. 69; April 2019 Trustees Mtg., Dec. 109

51.020.2. Bequest Society Levels

Bequest Society members are individuals and couples who have made commitments for future gifts to The Rotary Foundation.

The levels established for the Bequest Society recognition are as follows:

Level 1: US$10,000 - $24,999.99
Level 2: US $25,000 - $49,999.99
Level 3: US$50,000 - $99,999.99
Level 4: US$100,000 - $249,999.99
Level 5: US$250,000 - $499,999.99
Level 6: US$500,000 - $999,999.99

The general secretary shall offer pins and pendants for each level of the Bequest Society.

The general secretary shall offer a universal pin and pendant for Bequest Society levels of US$250,000 and above. *(April 2019 Trustees Mtg., Dec. 94)*

Source: April 2010 Trustees Mtg., Dec. 101
Amended by October 2014 Trustees Mtg., Dec. 25; April 2019 Trustees Mtg., Dec. 94

51.020.3 Legacy Society Levels

A Legacy Society member is an individual or couple who have made commitments to Rotary's Endowment in the cumulative amount of US$1 million or more. The levels established for the Legacy Society recognition are as follows:

Level I: US$1 million to $2,499,999.99
Level II: $2.5 million to $4,999,999.99
Level III: $5 million to $9,999,999.99
Level IV: $10 million and above

The general secretary shall offer tokens of appreciation or wearable insignia for all Legacy Society members. *(April 2019 Trustees Mtg., Dec. 94)*

Source: October 2018 Trustees Mtg., Dec. 42
Amended by April 2019 Trustees Mtg., Dec. 94

51.020.4. Charitable Trust Arrangements
Major Donor and Arch Klumph Society recognition will be given to Major Donors who name The Rotary Foundation of Rotary International as an eventual recipient of irrevocable charitable gifts (such as, but not limited to, charitable remainder trusts) even though the Foundation is not irrevocably named as a beneficiary. *(April 2019 Trustees Mtg., Dec. 94)*

Source: March 1997 Trustees Mtg., Dec. 162
Amended by April 2019 Trustees Mtg., Dec. 94

51.030. Paul Harris Fellow Recognition

51.030.1. Paul Harris Fellow Recognition
The designation "Paul Harris Fellow" shall apply to those contributors to The Rotary Foundation whose contributions total $1,000 or more and to those individuals on whose behalf contributions of $1,000 or more have been contributed.

The term "Paul Harris Fellow Recognition" is the proper form to describe the recognition given by the Rotary Foundation for contributions of US$1,000 to The Rotary Foundation through the Annual Fund, PolioPlus, the World Fund and as a sponsor portion to a Foundation grant.

Paul Harris Fellow recognition is provided only to individuals.

Paul Harris Fellow recognition credit remains in the donor's account and cannot be extended to others like Foundation recognition points. *(April 2010 Trustees Mtg., Dec. 103)*

Source: January 1957 Board Mtg., Bd. Dec. 178; October 1987 Trustees Mtg., Dec. 14; November 1996 Trustees Mtg., Dec. 18; June 2007 Trustees Mtg., Dec. 159
Amended by January 1964 Board Mtg., Bd. Dec. 161; April 2010 Trustees Mtg., Dec. 103

Cross-Reference

51.050.5. Businesses Assisting the Foundation

51.030.2. Rotary Foundation Sustaining Members
A Rotary Foundation Sustaining Member is a person who contributes US$100 or more per year to the Annual Fund. When a total of US$1,000 is contributed, Paul Harris recognition

will be achieved. Additional recognition will be given as further US$1,000 levels are achieved. *(October 2002 Trustees Mtg., Dec. 34)*

Source: May 1968 Trustees Mtg., Dec. 65; February 1999 Trustees Mtg., Dec. 116
Amended by June 1999 Trustees Mtg., Dec. 211; October 2002 Trustees Mtg., Dec. 34

51.030.3. Timeframe for Paul Harris Fellow Recognition

There is no specific timeframe for contributions to qualify for Rotary Foundation Sustaining Member, Paul Harris Fellow, and multiple Paul Harris Fellow Recognitions. However, all unused available credits for designating Paul Harris Fellows created on or prior to 30 June 1996 have expired and are not eligible for Paul Harris Fellow Recognition. *(April 2000 Trustees Mtg., Dec. 126)*

Source: May 1988 Trustees Mtg., Dec. 131
Amended by February 1999 Trustees Mtg., Dec. 116

51.030.4. Use of Paul Harris Pins

Only Paul Harris Fellows are authorized to wear the lapel pins. *(April 2000 Trustees Mtg., Dec. 126)*

Source: June 1975 Trustees Mtg., Dec. 66

51.030.5. Global Grant Contributions

Funds sent to the Foundation as the sponsors' portion of an approved global grant project are eligible for Paul Harris Fellow Recognition**.** The general secretary is authorized to establish procedures for recognizing and tracking contributions sent to the Foundation as the sponsors' portion of a potential global grant project when unusual circumstances warrant providing Paul Harris Fellow Recognition for such contributions in advance of grant approval. *(October 2012 Trustees Mtg., Dec. 16)*

Source: April 1998 Trustees Mtg., Dec. 175
Amended by October 2012 Trustees Mtg., Dec. 16

51.030.6. Multiple Paul Harris Fellow Recognition Policies

Each Paul Harris Fellow Recognition awarded must represent US$1,000 in contributions to The Rotary Foundation. A current Paul Harris Fellow who makes an additional US$1,000 contribution may choose to receive multiple Paul Harris Fellow Recognition for him/herself and to name another person as a Paul Harris Fellow or to name several persons as Rotary Foundation Sustaining Members, at the time of the contribution or at a future time. *(April 2000 Trustees Mtg., Dec. 126)*

Source: April 1995 Trustees Mtg., Dec. 99
Amended by February 1999 Trustees Mtg., Dec. 116

51.030.7. Use of Foundation Recognition Points

Foundation recognition points are awarded to donors who contribute to The Rotary Foundation through the Annual Fund, PolioPlus, the World Fund and as a sponsor portion to a Foundation grant. Donors receive one Foundation recognition point for every US dollar contributed to these funds. Foundation recognition points can be extended by the

donor to others to help them become or name them as a Paul Harris Fellow or multiple Paul Harris Fellow. Foundation recognition points belong to the original donor until his or her death, or until he or she uses the points (the surviving spouse of a major donor may also use the points).

Use of Foundation recognition points requires the approval of the donor. Unauthorized use of Foundation recognition points by any other individual, regardless of the intent or purpose, is prohibited and may be subject to sanctions imposed by The Rotary Foundation. *(April 2010 Trustees Mtg., Dec. 103)*

Source: October 2009 Trustees Mtg., Dec. 21
Amended by April 2010 Trustees Mtg., Dec. 103

51.030.8. Transferring Rotary Foundation Sustaining Member Funds From One Individual To Another

The transfer of contributions made by one Rotary Foundation Sustaining Member to a new or existing Rotary Foundation Sustaining Member or Paul Harris Fellow is allowed. *(April 2000 Trustees Mtg., Dec. 126)*

Source: May 1980 Trustees Mtg., Dec. 77
Amended by February 1999 Trustees Mtg., Dec. 116

51.030.9. Recognition for 100% Paul Harris Fellow Clubs

A special club recognition award shall be created with the following specifications:

Name: 100% Paul Harris Fellow Club

Criteria: 100% of all dues paying members are Paul Harris Fellows

Award: Banner (to include "The Rotary Foundation" across the top and the year in which it was awarded), letter of presentation and congratulations from the trustee chairman, placement of club name and year of award on recognition plaque displayed in the Hall of Honor

Color: White

Size: 18 inches wide and 28 inches long.

Timing: When certified by district governor and confirmed by The Rotary Foundation staff

This recognition shall be granted one time only upon initial certification. *(April 2000 Trustees Mtg., Dec. 126)*

Source: October 1997 Trustees Mtg., Dec. 30

51.030.10. Wearable Recognition for Major Donors

The following is a summary of wearable contribution recognition:

US Dollar Amount	**Recognition Available**
1,000 to 1,999.99 to Annual Fund	Paul Harris Fellow pin
2,000 to 2,999.99 to Annual Fund	Paul Harris Fellow pin (+ one blue stone)
3,000 to 3,999.99 to Annual Fund	Paul Harris Fellow pin (+ two blue stones)
4,000 to 4,999.99 to Annual Fund	Paul Harris Fellow pin (+ three blue stones)
5,000 to 5,999.99 to Annual Fund	Paul Harris Fellow pin (+ four blue stones)
6,000 to 6,999.99 to Annual Fund	Paul Harris Fellow pin (+ five blue stones)
7,000 to 7,999.99 to Annual Fund	Paul Harris Fellow pin (+ one red stone)
8,000 to 8,999.99 to Annual Fund	Paul Harris Fellow pin (+ two red stones)
9,000 to 9,999.99 to Annual Fund	Paul Harris Fellow pin (+ three red stones)
10,000 to 24,999.99 to Annual Fund or to Endowment Fund	Paul Harris Fellow pin (+ one diamond stone)
25,000 to 49,999.99 to Annual Fund or to Endowment Fund	Paul Harris Fellow pin (+ two diamond stones)
50,000 to 99,999.99 to Annual Fund or to Endowment Fund	Paul Harris Fellow pin (+ three diamond stones)
100,000 to 499,999 to Annual Fund or to Endowment Fund	Paul Harris Fellow pin (+ four diamond stones)
500,000 to 999,999 to Annual Fund or to Endowment Fund	Paul Harris Fellow pin (+ five diamond stones)
1,000,000 and above to Annual Fund or to Endowment Fund	Paul Harris Fellow pin (+ six diamond stones)

(April 2000 Trustees Mtg., Dec. 126)

Source: May 1997 Trustees Mtg., Dec. 192
Amended by October 1999 Trustees Mtg., Dec. 32

51.030.11. Paul Harris Fellow Recognition

The general principle governing eligibility of Paul Harris Fellow Recognition credit should be based upon non-Endowment Fund and non-directed gift contributions to support the programs of The Rotary Foundation. Contributions to the following qualify for Paul Harris Fellow Recognition credit:

a) Annual Fund
b) Approved global grants--sponsor portion
c) PolioPlus
d) World Fund

In view of its separate recognition program, contributions to the Endowment Fund of The Rotary Foundation shall not qualify for Paul Harris Fellow Recognition credit. *(October 2019 Trustees Mtg., Dec. 45)*

Source: November 1996 Trustees Mtg., Dec. 16
Amended by April 2000 Trustees Mtg., Dec. 150; October 2003 Trustees Mtg., Dec. 7; October 2012 Trustees Mtg., Dec. 16; October 2019 Trustees Mtg., Dec. 45

51.030.12. The Paul Harris Society

The Trustees have adopted the Paul Harris Society (PHS) as an official Rotary Foundation donor recognition for those individuals who elect to personally contribute US$1,000 or more each year to the Annual Fund, Polio or an approved Rotary Foundation grant. Paul Harris Society contributions are eligible toward Rotary Foundation Sustaining Member (Annual Fund contributions only), Paul Harris Fellow, multiple Paul Harris Fellow, Major Donor and Arch Klumph Society donor recognition. *(January 2013 Trustees Mtg., Dec. 60)*

Source: October 2005 Trustees Mtg., Dec. 35; October 2012 Trustees Mtg., Dec. 21

51.030.12.1. Official Paul Harris Society Wearable Recognition

The Trustees have adopted a chevron-style Paul Harris Society stand-alone pin as the official Paul Harris Society wearable recognition item.

The Paul Harris Society wearable recognition will be provided to all districts for presentation to individuals giving at the Paul Harris Society level or above. *(January 2013 Trustees Mtg., Dec. 60)*

Source: April 2010 Trustees Mtg., Dec. 102; October 2012 Trustees Mtg., Dec. 21

51.030.12.2. Recognition Banner for 100% Paul Harris Society Club

The 100% Paul Harris Society Club recognition banner is awarded to clubs where every active (dues-paying) member has contributed a minimum of US$1,000 to the Annual Fund, PolioPlus, or Global Grants during a given year. *(October 2015 Trustees Mtg., Dec. 7)*

Source: April 2015 Trustees Mtg., Dec. 119
Amended by June 2015 Trustees Mtg., Dec. 154

51.040. Major Gifts Initiatives Naming Opportunities

51.040.1. Directed Gifts Naming Opportunities for Rotary Peace Symposiums

Special directed gift naming opportunities are available to those who wish to support an approved Rotary Peace Symposium. Because these gifts are typically expended within two years of receipt, they must be outright gifts.

$400,000–$500,000 Rotary Peace Symposium Sponsorship
Provides leadership gift to underwrite costs of the Rotary Peace Symposium and related activities. Sponsorship reflects actual cost of that particular event.

$50,000–$100,000 Rotary Peace Symposium Designated Gift, Full Funding
Provides full funding for a donor-specified element of Rotary Peace Symposium operating expenses (speakers, Rotary Peace Fellow travel, etc.)

$10,000–$25,000 Rotary Peace Symposium Hosted Event
Provides funding for receptions and other celebrations connected to the Rotary Peace Symposium

$10,000 and up Rotary Peace Symposium General Support
Gifts of $10,000 or more can be used for general support of an approved Rotary Peace Symposium. *(August 2018 Trustees Mtg., Dec. 6)*

Source: April 2018 Trustees Mtg., Dec. 103

51.040.2. Entrepreneurial Fund Endowed and Directed Gifts

Endowed gift naming opportunities may be supported through outright or planned gifts. Directed gifts are fully expended, usually within 24 months. These gifts work within the current global grant or Rotary Peace Centers structure, and have appeal to donors who seek to inspire and support new programs.

$500,000–$1 million Entrepreneurial Endowed Fund for Peace
Spendable earnings provide partial to full support for new opportunities within Rotary's peace programs. Examples may be workshops, retreats, and other new initiatives.

$75,000–$1 million Entrepreneurial Directed Gift for Peace
A gift that that is fully expended on new opportunities within Rotary's peace programs. Examples may be workshops, retreats, and other new initiatives. *(August 2018 Trustees Mtg., Dec. 6)*

Source: April 2018 Trustees Mtg., Dec. 103

51.050. Other Recognition

51.050.1. Gifts of Insurance

51.050.1.1. Cash Value

Gifts of life insurance that have a cash value are eligible for Benefactor recognition, while those that have no cash value and are part of a "group term policy" are not eligible for this recognition. *(April 2000 Trustees Mtg., Dec. 126)*

Source: October 1994 Trustees Mtg., Dec. 23

51.050.1.2. Paul Harris Recognition

If The Rotary Foundation is made the owner and beneficiary of a life insurance policy with an absolute right to borrow against such policy, the cash value of that policy will not be reckoned for Paul Harris recognition. All proceeds received from the death benefits of such life insurance policies will be placed in the Endowment Fund, unless the donor has specifically given instructions to the contrary. *(April 2000 Trustees Mtg., Dec. 126)*

Source: June 1990 Trustees Mtg., Dec. 164

51.050.1.3. Benefactor Recognition

a) Recognition for fully paid irrevocable life insurance policies received, owned by and payable to The Rotary Foundation that are written on the life of an adult donor, shall be based on the greatest determinable value of such policies as long as the minimum cash value thereof is US$1,000.

b) Fully paid irrevocable life insurance policies received, which are written on the life of an individual under age 21 and which have a minimum cash value of US$1,000, shall be eligible for "Benefactor" recognition.

c) Benefactor recognition will be given only to the insured.

d) Recognition for all irrevocable life income gifts, such as charitable gift annuities and charitable remainder trusts, shall be based on the greatest determinable value of such gifts. *(April 2000 Trustees Mtg., Dec. 126)*

Source: February 1996 Trustees Mtg., Dec. 109

51.050.2. Major Gifts Pledges

For Major Gifts recognition the Foundation recognizes pledges for the entire pledge amount, after receipt of the initial payment and a signed pledge agreement. A pledge term of more than three years or gift amount of less than US$10,000 must be discussed with the appropriate member of the fund development staff prior to acceptance. *(June 2001 Trustees Mtg., Dec. 207)*

Source: April 2000 Trustees Mtg., Dec. 141

51.050.3. Husband and Wife Benefactors
In the case of Benefactor recognition, if the contribution is at least US$2,000 (the minimum outright contribution for two Benefactors), recognition is given to both husband and wife at the request of the donor. *(April 2000 Trustees Mtg., Dec. 126)*

Source: October 1995 Trustees Mtg., Dec. 22

51.050.4. Club Annual Giving Recognition Banner
There shall be a banner recognizing Annual Fund giving for the three highest clubs in Annual Fund giving per capita in each district each year. The award shall only be awarded to clubs with per capita Annual Fund giving of US$50 or more. *(October 2019 Trustees Mtg., Dec. 27)*

Source: October 1995 Trustees Mtg., Dec. 26
Amended by April 2005 Trustees Mtg., Dec. 106; October 2019 Trustees Mtg., Dec. 27

51.050.5. Club Annual Giving
There shall be two club banners recognizing annual giving at the club level:

- the first, for the three highest clubs in annual giving per capita in each district each year
- the second, for the three highest clubs in total annual giving in each district each year. *(April 2000 Trustees Mtg., Dec. 126)*

Source: October 1995 Trustees Mtg., Dec. 26

51.050.6. Businesses Assisting the Foundation
The Trustees have approved a certificate for contributions from corporations or companies who make a contribution to The Rotary Foundation of US$1,000 or more. *(April 2000 Trustees Mtg., Dec. 126)*

Source: May-June 1985 Trustees Mtg., Dec. 89
Reaffirmed October 1987 Trustees Mtg., Dec. 14

51.050.7. Endowment Fund Gift Principal and/or Income

51.050.7.1. Individuals
Unrestricted and restricted gifts to the Endowment Fund create eligibility for recognition available to individuals as follows:

a) The donor is recognized as a Benefactor if the gift is in the form of a bequest, life insurance policy, life income gift, or other estate plan, and is not directed to any other fund; or if the gift is outright to the Endowment Fund and valued at US$1,000 or more.

b) The principal (as valued at the time of the Endowment Fund gift) of any size is included in lifetime giving when determining a donor's eligibility for major gifts recognition.

c) Earnings from Endowment Fund gifts are not eligible for use in extending Paul Harris Fellow or Rotary Foundation Sustaining Member recognition.

d) Earnings are tracked and credited individually in the case of Endowment Fund accounts established at a value of US$25,000 or more.

e) Earnings of unrestricted Endowment Fund units of less than US$25,000 are credited to pooled district Endowment Fund accounts and not apportioned further among individual donors or their clubs.

f) Earnings of Endowment Fund units of less than US$25,000 restricted to specific programs are credited to pooled accounts restricted to those programs and not apportioned further among individual donors, clubs, or districts.

The computed charitable deductions for irrevocable life income transfers are the gift values to be used in any calculation of an individual's total all-time gifts to the Foundation.

The value at the time of the gift, rather than the face value, of a life insurance policy should be used in recognizing an individual's eligibility for major gifts recognition, as well as in totaling a club's historical giving and in computing a club's total giving and per-capita giving for the current year. *(April 2000 Trustees Mtg., Dec. 126)*

Source: April 1991 Trustees Mtg., Dec. 106
Amended by February 1999 Trustees Mtg., Dec. 116

51.050.7.2. Clubs

Unrestricted and restricted Endowment Fund gifts create eligibility for recognition available to clubs as follows:

a) The principal of each Endowment Fund gift, as valued at the time of the gift, is included in the computation of a club's total gifts to the Foundation, both for the year and historically over time.

b) The earnings on an Endowment Fund gift named for or by a donor no longer living (which by definition is also a fund of US$25,000 or more), either restricted or unrestricted as to purpose, are reported annually to the appropriate club president. *(April 2000 Trustees Mtg., Dec. 126)*

Source: April 1991 Trustees Mtg., Dec. 107

51.050.7.3. Districts

Unrestricted and restricted Endowment Fund gifts create eligibility for recognition and related credit available to districts as follows:

a) The district may receive a special certificate, signed by the chairman and presented to the governor, expressing the Trustees' appreciation of that district's exemplary support for the Endowment Fund, if the district qualifies by reporting that a specified number of Benefactors have been identified or by other noteworthy accomplishments as determined by the chairman of the Trustees.

b) In the event that districts are accorded recognition for total contributions raised in a given year or over a period of time, the principal of Endowment Fund gifts used in determining total gifts from each club will be included in the district totals.

c) The earnings from all Endowment Fund units of less than US$25,000 each, if not further designated as to purpose, will pool at the district level.

d) The earnings from all Endowment Fund accounts established as the result of Endowment Fund gifts not restricted to support of a particular program or project are treated in the same manner as current general giving for purposes of the *SHARE* system. *(April 2000 Trustees Mtg., Dec. 126)*

Source: April 1991 Trustees Mtg., Dec. 107

51.050.8. Every Rotarian, Every Year Club Banner

The Every Rotarian, Every Year club banner is awarded to clubs where every active (dues-paying) member contributes $25 minimum, with an average of at least $100 per capita to the Annual Fund. *(April 2016 Trustees Mtg., Dec. 108)*

Source: April 2015 Trustees Mtg., Dec. 119
Amended by April 2016 Trustees Mtg., Dec. 108

51.050.9. Recognition Banner for 100% Foundation Giving Club

The 100% Foundation Giving Club banner is awarded to clubs for individual members giving to any Rotary Foundation designation if the following criteria are met:
1) every active, dues-paying member contributes at least US$25
2) the club's average contribution is at least US$100. *(January 2016 Trustees Mtg., Dec. 85)*

Source: April 2015 Trustees Mtg., Dec. 119
Amended by January 2016 Trustees Mtg., Dec. 85

51.050.10. Guidelines for Recognizing Organizations

1. Because contributions accumulate, organizations may be recognized as they reach each successive level.

2. Contributions from organizations including corporations, corporate foundations, governments, nongovernmental organizations, universities, and research institutions totaling US$100,000 or more that are not sponsorships, not a Rotary organization, and that are not being recognized in individual recognition are eligible for recognition under Rotary's Recognition of Organizations. Sponsors of World Polio Day and the Rotary International Convention receive rights and benefits according to their sponsorship package and are not included in Rotary's Recognition of Organizations.

3. The levels established for Rotary's Recognition for Organizations are as follows:

   Level 1: US$100,000 - $249,999
   Level 2: US$250,000 - $499,999
   Level 3: US$500,000 - $999,999
   Level 4: US$1,000,000 - $2,499,999
   Level 5: US$2,500,000 - $4,999,999
   Level 6: US$5,000,000 and above

4. Suggested benefits for each level are subject to negotiation with the organization. *(October 2018 Trustees Mtg., Dec. 47)*

Source: October 2018 Trustees Mtg., Dec. 47

51.060. Awards

51.060.1. Polio Eradication Champion Award

51.060.1.1. Criteria and Guidelines
The criteria and guidelines for the Polio Eradication Champion Award are as follows:

a) The primary objective of the Polio Eradication Champion Award is to recognize public officials who have distinguished themselves by making significant contributions toward the goal of eradication of polio.

b) The award is particularly designed to be received by chiefs of state, heads of governments, parliamentary leaders, ministers of health, and senior officials of health and development aid agencies.

c) Other individuals whose service in the eradication of polio has been significant and exceptional may also be eligible. Such individuals' service may be from health science achievements, corporate or foundation support, leadership in coalitions, and partnerships in the polio eradication effort.

d) Rotarians are not eligible for the award for service performed as Rotarians. Public officials and others who incidentally are Rotarians but who are being recognized for other than Rotary service in the eradication of polio may receive the award. *(April 2000 Trustees Mtg., Dec. 126)*

Source: June 1996 Trustees Mtg., Dec. 237

51.060.1.2. Endorsement and Approval
Proposals for the award are to be endorsed by the chair of the International PolioPlus Committee, and forwarded to the chair of the Trustees and the president of Rotary International for approval. *(October 2019 Trustees Mtg., Dec. 45)*

Source: June 1996 Trustees Mtg., Dec. 237
Amended by October 2019 Trustees Mtg., Dec. 45

51.060.2. Service Award for a Polio-Free World
The criteria and guidelines for The Service Award for A Polio-Free World are as follows:

51.060.2.1. Purpose
This award is intended to recognize Rotarians' outstanding contributions to the eradication of polio and thereby encourage final efforts. *(June 2017 Trustees Mtg., Dec. 142)*

Source: June 1996 Trustees Mtg., Dec. 238
Amended by April 1998 Trustees Mtg., Dec. 186; June 2017 Trustees Mtg., Dec. 142

51.060.2.2. Service to be Recognized
Active personal service is required by the prospective recipient of the award. Personal financial contributions, however noteworthy, are not a basis for the award. Outstanding service in the field of advocacy, however, is not precluded as a consideration for the award. Fundraising efforts that support Rotary's PolioPlus program may be considered in the evaluation of nominees for the award. *(May 2011 Trustees Mtg., Dec. 157)*

Source: June 1996 Trustees Mtg., Dec. 238
Amended by April 1998 Trustees Mtg., Dec. 186; May 2011 Trustees Mtg., Dec. 157

51.060.2.3. Number and Distribution of Awards
Regional awards, with regions coinciding with the six World Health Organization (WHO) regions, for outstanding service in polio eradication, solely or primarily within the region, will be made annually, not to exceed 60. International awards for broad service to the cause of polio eradication will also be made annually, not to exceed ten individuals. A Rotarian may receive only one of each award. Prior receipt of a regional award is not a condition, nor does it preclude, consideration for the international award. *(June 2017 Trustees Mtg., Dec. 142)*

Source: June 1996 Trustees Mtg., Dec. 238
Amended by April 1998 Trustees Mtg., Dec. 186; June 2016 Trustees Mtg., Dec. 151; June 2017 Trustees Mtg., Dec. 142

51.060.2.4. Eligible Recipients

Any Rotarian is eligible except:

- Current and incoming trustees of The Rotary Foundation, current and incoming directors of Rotary International, current members of the International PolioPlus

Committee, and current and incoming district governors are not eligible to receive either of these awards.

- Rotarians who have previously received either the regional or international award are ineligible for the regional award. *(October 2019 Trustees Mtg., Dec. 45)*

Source: June 1996 Trustees Mtg., Dec. 238
Amended by April 1998 Trustees Mtg., Dec. 186; June 2017 Trustees Mtg., Dec. 142; October 2019 Trustees Mtg., Dec. 45

51.060.2.5. Award Approval

Regional awards will be made by the trustee chair upon recommendation by the International PolioPlus Committee (IPPC) which may consider the views of National PolioPlus Committee chairs.

International awards will be made by the Trustees upon recommendation by the IPPC.

Any Rotarian may initiate a recommendation for a Rotarian to receive either award. *(October 2019 Trustees Mtg., Dec. 45)*

Source: June 1996 Trustees Mtg., Dec. 238
Amended by April 1998 Trustees Mtg., Dec. 186; June 2017 Trustees Mtg., Dec. 142; October 2019 Trustees Mtg., Dec. 45

51.060.2.7. Forms of Recognition

A certificate at the regional level and a plaque at the international level, shall be presented at an appropriate Rotary event. International awards shall be published in *The Rotarian* and other regional magazines. *(October 2019 Trustees Mtg., Dec. 45)*

Source: April 1996 Trustees Mtg., Dec. 132
Amended by October 2019 Trustees Mtg., Dec. 45

51.060.3. Citation for Meritorious Service

51.060.3.1. Criteria and Eligibility

The Citation for Meritorious Service recognizes one individual Rotarian per year per district who has demonstrated outstanding active service to The Rotary Foundation. *(April 2018 Trustees Mtg., Dec. 125)*

Source: April 1991 Trustees Mtg., Dec. 104
Amended by September 2011 Trustees Mtg., Dec. 56; April 2018 Trustees Mtg., Dec. 125

51.060.3.2. Eligible Nominators

Nominations may be made by the current district Rotary Foundation chairs and must be endorsed by the current governor of the nominee's district. District governors may only endorse one nomination from their district per year. *(April 2018 Trustees Mtg., Dec. 125)*

Source: April 2002 Trustees Mtg., Dec. 114
Amended by April 2018 Trustees Mtg., Dec. 125

51.060.3.3. Eligible Nominees

Any active Rotarian in good standing may be nominated except current, incoming, and immediate past district governors, RI directors, and Rotary Foundation trustees. It is not possible to nominate one's self for the award. An individual may only receive the award once. *(April 2018 Trustees Mtg., Dec. 125)*

Source: April 1991 Trustees Mtg., Dec. 104
Amended by September 2011 Trustees Mtg., Dec. 56; April 2018 Trustees Mtg., Dec. 125

51.060.3.4. Nomination Criteria

Service to The Rotary Foundation must have been for more than one year. Examples of eligible service include, but are not limited to:

- Service on Foundation committees at the club, district, or international level
- Participation in Foundation grants or programs
- Support of Ambassadorial or Rotary Scholars or Rotary Peace Fellows
- Participation in Group Study Exchange teams or vocational training teams

Financial contributions to the Foundation, however notable, are not relevant considerations for this award. *(April 2018 Trustees Mtg., Dec. 125)*

Source: April 1991 Trustees Mtg., Dec. 104
Amended by September 2011 Trustees Mtg., Dec. 56

51.060.3.5. Selection of Recipients

The General Secretary shall review the nominations to confirm the nominee has not previously been awarded the Citation for Meritorious Service and that the nomination is complete with the requisite signatures and endorsements. Upon confirmation, RI shall return to the nominator or the nominator's designee the Citation for Meritorious Service certificate for presentation to the Rotarian. *(April 2018 Trustees Mtg., Dec. 125)*

Source: April 2018 Trustees Mtg., Dec. 125

51.060.3.6. General Secretary Authority to Rescind an Award

The general secretary is authorized to deem ineligible any nomination of a Rotarian who is prohibited from participating in the programmatic activities of Rotary International or The Rotary Foundation at the time of selection. *(April 2018 Trustees Mtg., Dec. 125)*

Source: September 2011 Trustees Mtg., Dec. 56

51.060.4. Foundation Distinguished Service Awards

The Trustees recognize up to fifty Rotarians worldwide for their outstanding efforts on behalf of The Rotary Foundation each year. *(April 2018 Trustees Mtg., Dec. 125)*

Source: April 1991 Trustees Mtg., Dec. 104
Amended by October 1995 Trustees Mtg., Dec. 14
February 2006 Trustees Mtg., Dec. 95

51.060.4.1. Eligible Nominators

Nominations may be made by any Rotarian and must be endorsed by the current governor of the nominee's district. The nominee must also be endorsed by a Rotarian from outside the nominee's district. District governors may only endorse one nomination for their district. Current and incoming Trustees are not eligible to nominate or endorse candidates for this award. *(April 2018 Trustees Mtg., Dec. 125)*

Source: October 1995 Trustees Mtg., Dec. 14
Amended by April 2002 Trustees Mtg., Bd. Dec. 114; January 2012 Trustees Mtg., Dec. 74; September 2011 Trustees Mtg., Dec. 56; April 2018 Trustees Mtg., Dec. 125

51.060.4.2. Eligible Nominees

Any active Rotarian in good standing who has received the Citation for Meritorious Service at least four complete years (1 January through 31 December) prior may be nominated except current, incoming, or immediate past district governors, RI directors, and Rotary Foundation Trustees. It is not possible to nominate one's self for the award. An individual may only receive the award once. *(April 2018 Trustees Mtg., Dec. 125)*

Source: April 1991 Trustees Mtg., Dec. 104
Amended by April 1996 Trustees Mtg., Dec. 121; September 2011 Trustees Mtg., Dec. 56; April 2018 Trustees Mtg., Dec. 125

51.060.4.3. Nomination Criteria

Nominations for the Foundation Distinguished Service Award will be accepted at RI World Headquarters from 1 January through 28/29 February.

To receive a Foundation Distinguished Service Award, the recipient's service must be on a broad basis, over an extended period of time, including at least six of the following activities, with a substantial level of activity in the past two years. Nominations must include detailed information concerning the specific Foundation activities and responsibilities of the nominee since he or she received the Citation for Meritorious Service.

- Serving on a district Rotary Foundation committee for a total of at least five years
- Providing significant leadership at district or multidistrict Foundation training events
- Presenting on The Rotary Foundation at district or regional events
- Presenting on The Rotary Foundation at more than twenty club meetings within a two year period
- Serving as a Scholar counselor and/or host at least three times
- Organizing and carrying out successful fundraising efforts at the district or multidistrict level
- Providing significant leadership in district or multidistrict scholar and GSE team (Vocational Training Team) orientation
- Serving as the designated project contact person for a successful grant project for which a final report has been received
- Providing substantial leadership in PolioPlus projects and activities

- Maintaining contact with alumni and involving them in district activities
- Other special projects or activities in support of The Rotary Foundation (must be clearly defined and described in detail by the nominator).

The Foundation Distinguished Service Award shall be given only for exceptional active service to The Rotary Foundation. Financial contributions to the Foundation, however notable, are not relevant considerations for this award. *(April 2018 Trustees Mtg., Dec. 125)*

Source: April 1991 Trustees Mtg., Dec. 104
Amended by October 1995 Trustees Mtg., Dec. 14; September 2011 Trustees Mtg., Dec. 56; April 2018 Trustees Mtg., Dec. 125;

51.060.4.4. Selection of Recipients

The trustee chairman shall select up to five current trustees to review the nominations prior to the April Trustees meeting. The recommendations will be presented to the full board of Trustees for confirmation. Upon selection, RI shall return to the nominator or nominator's designee the Distinguished Service Award pin and plaque for presentation to the Rotarian. *(April 2018 Trustees Mtg., Dec. 125)*

Source: April 2005 Trustees Mtg., Dec. 99
Amended by September 2011 Trustees Mtg., Dec. 56; April 2013 Trustees Mtg., Dec. 124; April 2018 Trustees Mtg., Dec. 125

51.060.4.5. General Secretary Authority to Rescind an Award

The general secretary is authorized to deem ineligible any nomination of a Rotarian who is prohibited from participating in the programmatic activities of Rotary International or The Rotary Foundation at the time of selection.

The general secretary is further authorized to rescind an individual's Foundation Distinguished Service Award if requested by the nominator and in consultation with the Trustee chair, provided the award has not been presented or announced publicly and there are extraordinary circumstances that warrant such action. The general secretary in consultation with the Trustee chair may rescind past awards from recipients provided there are extraordinary circumstances that warrant such action. *(October 2019 Trustees Mtg., Dec. 22)*

Source: September 2011 Trustees Mtg., Dec. 56; October 2019 Trustees Mtg., Dec. 22

51.060.5. District Foundation Service Award

At its annual conference, each district is strongly encouraged to present "The District Rotary Foundation Service Award" to one or more Rotarians nominated by their respective clubs in that district who have demonstrated laudable service in promoting The Rotary Foundation and its goal of world understanding and peace. The selection shall be made by the district governor with the advice of the district Rotary Foundation committee. The requisite service does not depend on, but does not preclude, any financial support for the Foundation. Each district shall notify the Trustees of the names and clubs of these honored Rotarians.

The nature of this award shall be entirely at the discretion and cost of the district. However, there is a suggested standard recognition certificate for this purpose. *(April 2000 Trustees Mtg., Dec. 126)*

Source: May-June 1983 Trustees Mtg., Dec. 71

51.060.6. Rotary Polio Ambassadors Recognition Award

The criteria and guidelines for the Rotary Polio Ambassador Recognition Award are as follows:

a) The primary objective of the Rotary Polio Ambassador Recognition Award is to recognize Rotary Polio Ambassadors who have distinguished themselves by their public support and efforts to raise awareness for the polio eradication initiative.

b) The award is particularly designed to be received by celebrities and other notable figures who have used their status to publicly support the campaign.

c) Examples of participation include but are not limited to the following:

1. Participation in Rotary's public service announcements for polio.
2. High profile media interviews around timely polio-focused news, milestones and events.
3. Social media engagement (inclusion of Rotary messaging into participants' editorial calendars for Facebook posts and tweets, and including links back to Rotary's online properties).
4. Inclusion of PolioPlus messaging and links to Rotary online properties in their own web properties.
5. Appearances at/participation in Rotary events.
6. Travels on a Rotary trip to immunize a child against polio and agree to media interaction.
7. Attends or speaks at a high-profile Global Polio Eradication Initiative (GPEI) event.

Endorsement and Approval

Proposals for the award are to be endorsed by the chair of the International PolioPlus Committee and forwarded to the chairman of the Trustees. *(April 2015 Trustees Mtg., Dec. 108)*

Source: January 2015 Trustees Mtg., Dec. 81

51.060.7. PolioPlus Pioneer Award Purpose

The award is made to honor Rotarians who provided extraordinary service to The Rotary Foundation, such service having a substantial impact on the ultimate goal of polio eradication.

Eligibility: Rotarians who performed exceptionally meritorious service to the ultimate cause of polio eradication prior to 1 November 1992.

Criteria:

1. The service must be non-financial, although service in advocacy and fund raising is not excluded.
2. A Rotarian may receive the Pioneer award and one or both of the Service Awards for a Polio-free World.
3. Current and past directors, trustees and members of the International PolioPlus Committee are eligible for the award.

Nominations: Nominations may be made by any Rotarian to the general secretary. The general secretary will forward all nominations to the chair of the PolioPlus Pioneer Award Selection Committee with information of any prior PolioPlus Service Awards received. The Selection Committee shall meet electronically or by phone, except when authorized by the Trustee chair.

Selection Committee: Members shall be appointed by and serve at the pleasure of the Trustee chair. *(January 2019 Trustees Mtg., Dec. 73)*

Source: June 2017 Trustees Mtg., Dec. 143
Amended by January 2019 Trustees Mtg., Dec. 73

51.060.8. Replacement

As a general guideline, replacement items will be issued from Rotary International in the following manner, irrespective of the nature of the loss:

a) Award certificates will be issued electronically to the requestor subject to confirmation that the individual was previously awarded.

b) Tangible items such as plaques, pins, crystals, etc., will be replaced subject to production and / or manufacturer's cost, the expense of which will be the financial responsibility of the requestor. RI staff will ensure the integrity of the award replacement by confirming for the producer / manufacturer the validity of the request and facilitate the ordering of these items. *(April 2018 Trustees Mtg., Dec. 125)*

Source: April 2018 Trustees Mtg., Dec. 125

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Article 52. *SHARE* System

52.010. Allocations
52.020. Program Options Catalog
52.030. Terminology
52.040. Using *SHARE* District Designated Funds for PolioPlus
52.050. District Designated Funds Utilization by Collaborating Districts

52.010. Allocations

The *SHARE* system has been adopted for the allocation of funds. The current proportion of shared funding will be 50/50 (50 per cent for the District Designated Fund and 50 percent for the World Fund). This proportion may be reviewed and adjusted periodically depending on the future needs of Rotary's Foundation. *(January 2002 Trustees Mtg., Dec. 78)*

Source: October 1990 Trustees Mtg., Dec. 29
Amended by October 2001 Trustees Mtg., Dec. 68

52.020. Program Options Catalog

The *SHARE* costs for participation in programs to be funded from district designated funds shall be as outlined in the program options catalog. *(April 2000 Trustees Mtg., Dec. 126)*

Source: October 1990 Trustees Mtg., Dec. 29
Amended by October 1994 Trustees Mtg., Dec. 26

52.030. Terminology

The terms "general giving" and "restricted giving," "World Fund," "District Designated Fund," "Special Use Fund" and "Annual Fund of the Rotary Foundation" shall be used as follows:

52.030.1. Types of Giving

There will be two types of giving: General Giving and Restricted Giving. *(April 2000 Trustees Mtg., Dec. 126)*

Source: October 1990 Trustees Mtg., Dec. 29

52.030.2. Annual Fund

A donor who makes a general gift does not specify a use for the funds

a. At the close of each fiscal year, general giving will be totaled by district

b. The general giving totals for each district will be divided into two categories, indicating the actual fund into which they will be placed: the District Designated Fund (50%) and the World Fund (50%)

c. Each district will have a District Designated Fund "account" consisting of the balance of funds available for their designation. Each time a program option is selected by the district, the corresponding required funds will be earmarked for that use and later debited from the "account"

d. Gifts to the World Fund also may be made directly. A gift by a donor in any amount may be designated 100% for the World Fund

Each fund will generate investment earnings (interest, dividends, and realized/unrealized capital gains/losses). These investment earnings will be recorded in a separate account called the "Earned Income Fund"

Together, the District Designated Fund, the World Fund, and the Earned Income Fund will constitute the General Funds of TRF. *(January 2002 Trustees Mtg., Dec. 78)*

Source: October 1990 Trustees Mtg., Dec. 29
Amended by October 1994 Trustees Mtg., Dec. 26; October 2001 Trustees Mtg., Dec. 68

52.030.3. Restricted Giving
Restricted Giving will be all those gifts for which special uses have been identified by the donor.

- Gifts to the Endowment Fund will be credited to that fund
- Receipts to Polio Plus will be credited to that fund
- Gifts for approved special grants will be temporarily credited to the Special Use Fund until disbursed
- Gifts for named, but not endowed, scholarships will be credited to the Special Use Fund
- A gift over US$25,000 from a single donor who has specified a special use will be credited to the Special Use Fund and earmarked for that use
- Gifts under US$25,000 or pooled gifts with a special use identified will be credited to the World Fund
- A gift by a donor in any amount may be designated 100% for the World Fund. *(April 2000 Trustees Mtg., Dec. 126)*

Source: October 1990 Trustees Mtg., Dec. 29
Amended by October 1994 Trustees Mtg., Dec. 26

52.040. Using *SHARE* District Designated Funds for PolioPlus

52.040.1. PolioPlus Fund
The PolioPlus Fund is eligible to receive district designated funds. *(October 2003 Trustees Mtg., Dec. 7)*

Source: October 2000 Trustees Mtg., Bd. Dec. 54

52.040.2. PolioPlus Partner Projects
The PolioPlus Partner Projects option is part of the *SHARE* menu of available options. *(April 2000 Trustees Mtg., Dec. 126)*

Source: April 1996 Trustees Mtg., Dec. 188

52.040.3. Polio Eradication Campaign
District Designated Funds contributed to the Polio Eradication Campaign may be counted toward the district contribution goals. *(June 2002 Trustees Mtg., Dec. 170)*

Source: April 2002 Trustees Mtg., Dec. 148

52.040.4. Recognition Plan for DDF Contributions to PolioPlus
Certificates of appreciation will be provided to districts that annually give 20 percent or more of their available DDF to PolioPlus. Districts annually giving 20 percent or more of their DDF from 2013-14 until polio eradication is certified will be recognized on a plaque in a prominent location at RI World Headquarters. *(October 2013 Trustees Mtg., Dec. 8)*

Source: April 2013 Trustees Mtg., Dec. 128

52.050. District Designated Funds Utilization by Collaborating Districts
Districts with local projects which seek to trade or swap district designated funds which are then utilized in a global grant are not meeting the Trustee standard which states: *Projects funded by The Rotary Foundation must involve the active and personal participation of Rotarians. Rotarians from both countries must actively participate in the project*.

It is inappropriate and unacceptable for districts to trade or swap DDF as sponsor contributions for global grants with the purpose of simply securing funding for local projects. *(October 2012 Trustees Mtg., Dec. 16)*

Source: April 2003 Trustees Mtg., Dec. 137
Amended by October 2012 Trustees Mtg., Dec. 16

Cross-Reference

25.010.5. Duties and Responsibilities of the District Rotary Foundation Committee Chair

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Article 53. Investments

53.010. Investment Policy and Guidelines
53.020. Protection of Funds Held Outside the USA
53.030. Investment Policy Statement for Associate Foundations
53.040. Foreign Currency Management Policy

53.010. Investment Policy and Guidelines

The Trustees have approved a Statement of Investment Policy and Guidelines that governs the management of the Foundation's investment funds and portfolios. *(October 2018 Trustees Mtg., Dec. 59)*

Source: January 2018 Trustees Mtg., Dec. 87; April 2018 Trustees Mtg., Dec. 95; October 2018 Trustees Mtg., Dec. 59

53.020. Protection of Funds Held Outside the USA

Where practical and cost-effective, all Foundation monies should be brought to the United States of America. *(April 2000 Trustees Mtg., Dec. 126)*

Source: June 1990 Trustees Mtg., Dec. 200

53.030. Investment Policy Statement for Associate Foundations

The Trustees have adopted an investment policy statement for associate foundations which can be found in the "Supporting Documents" for this Code. *(January 2010 Trustees Mtg., Dec. 58)*

Source: October 2009 Trustees Mtg., Dec. 44

53.040. Foreign Currency Management Policy

Rotary adopts a foreign currency management policy to maximize the effectiveness of global cash management practices by reducing the impact of volatility in foreign exchange rates on Rotary's operating cash flows and to protect the forecasted value of anticipated currency exposures while minimizing the cost associated with implementing currency hedges. Rotary will not hedge for speculative purposes.

The general secretary, through delegation to the chief financial officer, will establish internal foreign currency management procedures in accordance with this policy. The Finance Committees will be responsible for reviewing the procedures from time to time as deemed necessary. *(June 2017 Trustees Mtg., Dec. 158)*

Source: June 1998 Trustees Mtg., Dec. 221
Amended by June 2009 Trustees Mtg., Dec. 145; June 2017 Trustees Mtg., Dec. 158

Article 54. The Rotary Foundation Funding Model

54.010. Purpose
54.020. Objectives of This Policy
54.030. Definitions
54.040. Funding Model—Funding Sources
54.050. Funding Model – Operations
54.060. Reporting and Monitoring
54.070. Review of Policy

54.010. Purpose

The purpose of the Funding Model is to support the mission of The Rotary Foundation by providing funding for operating expenses and programs and creating a mechanism for funding an operating reserve. *(January 2018 Trustees Mtg., Dec. 86)*

Source: October 2013 Trustees Mtg., Dec. 47
Amended by January 2018 Trustees Mtg., Dec. 86

54.020. Objectives of this Policy

The objectives of the Funding Model are:

- To identify multiple sources of funding to pay for the Operating Expenses so that the Foundation is not reliant on any single source
- To assure that sources of funds are easily communicated to Rotarians, simple to administer, and should not deter giving
- To maintain a minimum balance in the Operating Reserve sufficient to pay the following year's operating expenses. (*January 2018 Trustees Mtg., Dec. 86)*

Source: January 2018 Trustees Mtg., Dec. 86

54.030. Definitions

Annual Fund contributions support the general programs of The Rotary Foundation. Funds received are invested for three years to help generate earnings to fund the operating expenses of The Rotary Foundation. At the end of the three-year investment period, fifty percent (50%) of the contributions will be available for District Designated Funds and fifty percent (50%) will become part of the World Fund.

Annual Fund Net Investment Return include dividends, interest, realized and unrealized gains and losses, investment fees, bank fees, and internal and external expenses associated with the management of investments.

Endowment Fund Spendable Earnings is an annual distribution from an eligible endowment fund to provide funding for the programs and operations of The Rotary Foundation.

Grant Cash and Directed Gifts Contributions are funds received from Rotarians or other sources that are used in support of a Rotary Global Grant and other programs and are not subject to the three-year Annual Fund-SHARE cycle.

Operating Expenses are defined as the Foundation's fund development and general administration expenses excluding operating expenses attributed to PolioPlus activity.

Operating Reserve Target is two times the budgeted Operating Expenses for the following fiscal year.

Operating Reserve Minimum is equivalent to the budgeted Operating Expenses for the following fiscal year.

World Fund is the Annual Fund balance less the balance of the District Designated Fund and less the balance of the Operating Reserve

World Fund Target is the sum of 50% of the current and prior two years' worth of contributions to the Annual Fund – SHARE. *(October 2019 Trustees Mtg., Dec. 52)*

Source: October 2013 Trustees Mtg., Dec. 47
Amended by January 2018 Trustees Mtg., Dec. 86; October 2019 Trustees Mtg., Dec. 52

54.040. Funding Model - Funding Sources

Funding Model Sources include:
1. Annual Fund Net Investment Return
2. A portion of the Endowment Fund Spendable Earning that is approved annually by the Trustees to be used to pay operating expenses
3. Up to five percent (5%) of Grant Cash Contributions sent directly to the Foundation for global grants
4. Up to ten percent (10%) of contributions received from corporations and as agreed in their gift agreement

If these sources are not sufficient to pay the Operating Expenses, then the Foundation may use:

- Up to 5% of the current year contributions to the Annual Fund.
- Funds from the Operating Reserve.

The order of the use of the Funding Model Sources is further described in section 24.050 below. (*January 2018 Trustees Mtg., Dec. 86)*

Source: January 2018 Trustees Mtg., Dec. 86

54.050. Funding Model – Operations

MEASUREMENT 1
At the end of each fiscal year, the Funding Model Sources will be measured to determine if they are sufficient to fund the current year's Operating Expenses.

- If the Funding Model Sources are sufficient to fund Operating Expenses, then the current year Annual Fund contributions will remain in the Annual Fund.
- If the Funding Model Sources are not sufficient to fund Operating Expenses, then:
  - Up to 5% of the current year Annual Fund contributions will be taken equally from the World Fund and DDF to fund the Operating Reserve to fund operating expenses, and if necessary
  - Funds from the Operating Reserve will then be used to pay the Operating Expenses

MEASUREMENT 2
At the end of each fiscal year, the World Fund balance is measured to determine if it is greater than the World Fund Target.

- If the World Fund balance exceeds the World Fund Target, then:
  - The amount above the target will be transferred to the Operating Reserve up to the Operating Reserve Target; and
  - If the Operating Reserve Balance is in excess of the Operating Reserve Target, the excess will stay in the World Fund.

MEASUREMENT 3
In the event the Operating Reserve balance is below the Operating Reserve Minimum at the end of the fiscal year, an amount from the World Fund will be transferred to the Reserve sufficient to bring the Reserve balance to a minimum.

Additional Operating Notes:

- Balances of less than $1 million will not be transferred under this policy.
- Any use of the Operating Reserve assets not otherwise described in this policy is not permitted. (*October 2019 Trustees Mtg., Dec. 52)*

Source: January 2018 Trustees Mtg., Dec. 86
Amended by October 2019 Trustees Mtg., Dec. 52

54.060. Reporting and Monitoring
The Chief Financial Officer (CFO) is responsible for the implementation of this policy. The CFO will provide regular reports to the TRF Finance Committee on the status of the Annual Fund, the Funding Model and the Operating Reserve. *(January 2018 Trustees Mtg., Dec. 86)*

Source: October 2013 Trustees Mtg., Dec. 47
Amended by January 2018 Trustees Mtg., Dec. 86

54.070. Review of Policy

The Policy will be reviewed once every three years by the TRF Finance Committee, or sooner if warranted by internal or external events or changes. Proposed changes to the Policy will be reviewed by the TRF Finance Committee and recommended to the Board of Trustees. *(January 2018 Trustees Mtg., Dec. 86)*

Source: October 2013 Trustees Mtg., Dec. 47
Amended by January 2018 Trustees Mtg., Dec. 86

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Article 55. Travel and Business Expenses

55.010. Travel Policy
55.020. Travel and Reimbursement
55.030. Substantiation of Reimbursement of Reimbursable Expenses

55.010. Travel Policy

55.010.1. RI Travel Policy
"The Rotary International Travel Policy" has been adopted for use for all travel paid for by TRF. (See *Rotary Code of Policies* 68.020.6.) *(January 2012 Trustees Mtg., Dec. 77)*

Source: April 1996 Trustees Mtg., Dec. 120. *See also* November 1995 Mtg., Bd. Dec. 154
Amended by January 2012 Trustees Mtg., Dec. 77

55.010.2. Reimbursement of Spouse Travel Expenses
TRF will reimburse Rotary spouse travel only if the function of the travel serves a bona fide business purpose for TRF and the amounts requested for reimbursement are substantiated by utilizing a "Reimbursable Activities of Spouse Form." Rotarians and spouses who fail to fulfill these requirements shall not be reimbursed by TRF for any expenses associated with the travel and shall return to TRF all amounts paid to them or on their behalf by TRF in connection with the travel. Rotarians shall not be funded by TRF for future travel until these requirements are fulfilled. Persons who travel at TRF expense may be subject to income taxes on the value of the travel if the travel is not for a bona fide business purpose for TRF. *(October 2019 Trustees Mtg., Dec. 22)*

Source: April 2010 Trustees Mtg., Dec. 131; October 2019 Trustees Mtg., Dec. 22

55.010.3. Duties and Obligations
Any person whose attendance at a meeting, event or other activity is fully or partially funded by TRF, including Rotarians, their spouses and others, shall fulfill their duties and obligations for the meeting, event or activity as set forth in the TRF constitutional documents, the *Rotary Foundation Code of Policies* or official program for the meeting, event or activity. Funded travelers who fail to fulfill their duties and responsibilities shall not be reimbursed by TRF for any expenses associated with the travel and shall return to TRF all amounts paid to them or on their behalf by TRF in connection with the travel. The general secretary shall report any failure to comply with the requirements of this policy to the RI Audit Committee. *(April 2010 Trustees Mtg., Dec. 131)*

Source: April 2010 Trustees Mtg., Dec. 131

55.010.4. Acknowledgment of Obligation
Each Trustee will annually acknowledge that he or she is familiar with and will abide by the requirements of this section. *(October 2019 Trustees Mtg., Dec. 27)*

Source: April 2010 Trustees Mtg., Dec. 131
Amended by October 2019 Trustees Mtg., Dec. 27

55.010.5. Restriction on Trustees Traveling in the Same Aircraft
Whenever the Trustees or incoming Trustees travel by air as a group, they shall travel in more than one aircraft. *(April 2000 Trustees Mtg., Dec. 126)*

Source: October 1993 Trustees Mtg., Dec. 4. *Affirmed* March 1998 Trustees Mtg., Dec. 111

55.010.6. Travel Insurance for Trustees
The Rotary Foundation purchases travel insurance for all Trustees and incoming Trustees, and their spouses, who are traveling on Rotary-related business, whether or not such travel is paid for by RI or its Foundation. *(February 2004 Trustees Mtg., Dec. 64)*

Source: June 1991 Trustees Mtg., Dec. 172; October 2003 Trustees Mtg., Dec. 56

55.020. Travel and Reimbursement
The RI Board has adopted a "RI Staff Travel Policy" that applies to all Rotary Foundation employees who are authorized to travel on behalf of the organization. *(April 2000 Trustees Mtg., Dec. 126)*

Source: May 2000 Bd. Mtg., Bd. Dec. 462. *See also* October 2000 Trustees Mtg., Dec. 113

55.030. Substantiation of Reimbursement of Reimbursable Expenses
All requests for reimbursement of business expenses shall be submitted on a RI expense statement within 60 days of when the expenses were incurred. All business expenses submitted to the Foundation for reimbursement in excess of US$75 must be substantiated with a receipt. Expense statements received after 60 days will not be reimbursed unless authorized by the general secretary in exceptional cases where circumstances warrant such action. *(February 2005 Trustees Mtg., Dec. 66)*

Source: October 2003 Trustees Mtg., Dec. 55; February 2005 Trustees Mtg., Dec. 66

Article 56. Audits and Reports

56.010. Independent Audits
56.020. Internal Audits
56.030. Resolutions on Financial Accounts and Services
56.040. Reporting Foundation Financial Information
56.050. Terminology for Foundation Assets

56.010. Independent Audits

The trustee chairman should be consulted regarding decisions of the RI Board relating to an independent auditor for the Foundation. *(June 2010 Trustees Mtg., Dec. 158)*

Source: April 1998 Trustees Mtg., Dec. 129; S*ee also* February 1998 Mtg., Dec. 98
Amended by April 2007 Mtg., Dec. 102; June 2010 Trustees Mtg., Dec. 158

56.020. Internal Audits

The RI Board of Directors has adopted a comprehensive program of internal auditing as an overall control measure and as a service to the association. Audit reports related to The Rotary Foundation will be provided to the trustee chairman and the Audit Committee to review management's responses and action plans for reasonableness. Any decisions of the Trustees in response to an audit report shall be reported to the RI Board of Directors by the Trustees. The Auditing Services Charter along with complete distribution guidelines can be found in the *Rotary Code of Policies. (June 2010 Trustees Mtg., Dec. 158)*

Source: June 1997 Board Mtg., Bd. Dec. 399; July 1997 Board Mtg., Bd. Dec. 87
Amended by April 2005 Trustees Mtg., Dec. 126; June 2010 Trustees Mtg., Dec. 158

56.030. Resolutions on Financial Accounts and Services

The Trustees have adopted Resolutions on Financial Accounts and Services for The Rotary Foundation which can be found in the "Supporting Documents" for this Code. *(October 2019 Trustees Mtg., Dec. 55)*

Source: May 1997 Trustees Mtg., Dec. 259
Amended by November 1998 Trustees Mtg., Dec. 97; October 1999 Trustees Mtg., Dec. 91; June 2007 Trustees Mtg., Dec. 182; January 2011 Trustees Mtg., Dec. 83; January 2012 Trustees Mtg., Dec. 100; January 2013 Trustees Mtg., Dec. 84; June 2014 Trustees Mtg., Dec. 150; January 2016 Trustees Mtg., Dec. 93; January 2017 Trustees Mtg., Dec. 90; October 2019 Trustees Mtg., Dec. 55

56.040. Reporting Foundation Financial Information

The general secretary shall provide a footnote to the audited Financial Statements which explains the encumbered nature of Annual Program Fund assets, and provides easily understood financial information explaining the nature of the internally classified encumbered funds and other complex financial matters. *(April 2000 Trustees Mtg., Dec. 126)*

Source: April 1998 Trustees Mtg., Dec. 216

56.050. Terminology for Foundation Assets

The following terminology has been adopted by the Trustees:

56.050.1. Unrestricted Assets

Unrestricted Assets are amounts which are free of donor restrictions. This category includes:

- Trustee Designated Assets which represent the accumulated earnings on PolioPlus and the Endowment Fund which are designated by Trustee policy for these programs;
- Undesignated Assets which represent all other unrestricted assets, including assets available for the *SHARE* program, general program designation and operating reserves. *(April 2000 Trustees Mtg., Dec. 126)*

Source: November 1996 Trustees Mtg., Dec. 129

56.050.2. Temporarily Restricted Assets

Temporarily Restricted Assets are amounts which are limited by donor-imposed restrictions, including PolioPlus contributions which may be removed by either the passage of time or fulfillment of the stipulated purpose. *(April 2000 Trustees Mtg., Dec. 126)*

Source: November 1996 Trustees Mtg., Dec. 129

56.050.3. Permanently Restricted Assets

Permanently Restricted Assets: amounts which are subject to donor-imposed restrictions representing the Endowment Fund contributions which require funds to remain invested to provide a permanent income source. *(April 2000 Trustees Mtg., Dec. 126)*

Source: November 1996 Trustees Mtg., Dec. 129

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CHAPTER VI

JOINT POLICIES

Articles

60. Partnerships
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Article 60. Partnerships

60.010. General Guidelines
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60.110. Public Relations Guidelines for a Pro Bono Relationship with Corporate Entities
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60.140. Joint Committee on Partnerships

60.010. General Guidelines

Rotary International and The Rotary Foundation actively seek to develop partnerships with other organizations that will increase our capacity to provide service. There are four types of partnerships: Strategic, Resource, Service, and Project. All potential partnerships must at a minimum do one or more of the following:

a) Align with the strategic plan
b) Address one or more areas of focus
c) Provide opportunities for positive public image
d) Attract new members, contributions, or project volunteers

Given the extreme variety among potential partners, these guidelines are not exhaustive. All potential partners shall enter into an agreement with RI/TRF, and the nature of each agreement may be different.

While Rotary and/or The Rotary Foundation may, from time to time, partner with organizations whose mission states or implies a religious orientation, results of such partnerships must not promote any particular religious entity, activity, or viewpoint. All proposed partnerships with an organization whose mission states or implies a religious orientation will be carefully researched by staff (including financial considerations and accountability), reviewed by a Foundation Committee, and approved by the Trustees and the RI Board to ensure the proposed partnership is appropriate. Any such partnership is open to review and possible termination if analysis determines the collaboration to no longer be appropriate.

Rotary does not endorse its partners, their products or services, policies or positions. Partnership does not imply endorsement or approval of the partner's products or services, policies or positions by Rotary. A partnership does not imply any exclusive arrangement with Rotary. A partnership does not imply any grant of control or influence to the partner over the content of any Rotary activity, publication, position or policy, nor does it imply that Rotary will exert any influence to advance the partner's interests outside the particulars of the arrangements made for the joint initiative, event, or activity. Promotional materials and communications cannot include any wording or design that suggests endorsement or approval of a product or service, policy or position by Rotary.

The Joint Committee on Partnerships, or in its absence the general secretary shall provide an annual report on all partnerships to the Board and the Trustees at their second meetings each year. *(April 2018 Trustees Mtg., Dec. 122)*

Source: September 2011 Trustees Mtg., Dec. 53; April 2014 Trustees Mtg., Dec. 107
Amended by June 2014 Trustees Mtg., Dec. 142; October 2014 Trustees Mtg., Dec. 40; October 2015 Trustees Mtg., Dec. 30; April 2018 Trustees Mtg., Dec. 122

60.010.1. Criteria for Evaluation

Reviews of partnership proposals should consider the following:

a) Mission, scope, geographic presence and status of potential partner, including compatibility with RI's diverse membership structure
b) The number of countries or regions the potential partner serves
c) Reputation of the potential partner in the Rotarian community and community at large
d) Success and financial health of the potential partner
e) Willingness of potential partner to make full and continuing financial and operational disclosures
f) The financial impact of the relationship on RI and TRF, including administrative costs
g) The potential of relationship to enhance RI's public image and recognition
h) The effect of the relationship on club or district projects
i) The effect of the relationship on RI/TRF programs
j) Level of participation offered by the potential strategic partner to clubs and districts and the number of Rotarians likely to participate
k) Disclosed conflicts of interest
l) Planned recognition for RI/TRF from the potential partner

RI/TRF shall not enter into partnerships with other organizations that:

a) Conflict with Rotary's values

b) Support the use of addictive or harmful products and activities
c) Promote a particular political or religious viewpoint through the partnership's activities and results
d) Discriminate based on race, ethnicity, age, gender, language, religion, political opinion, sexual orientation, national or social origin, property, or birth or other status through the partnership's activities and results (See Rotary Code section 4.010.1. for Rotary's Statement on Diversity.) *(April 2018 Trustees Mtg., Dec. 122)*

Source: January 2008 Trustees Mtg., Dec. 75
Amended by September 2011 Trustees Mtg., Dec. 53; April 2014 Trustees Mtg., Dec. 107; June 2014 Trustees Mtg., Dec. 132; April 2018 Trustees Mtg., Dec. 122

60.010.2. Benefits Provided to Other Organizations

All partners are eligible for one or more of the following services on a graduated basis, with specific benefits defined in each agreement:

a) Promotion on the RI website and in *The Rotarian* magazine and licensed regional magazines
b) Information about the organization shared with Rotarians
c) Invitation to apply for booth space at the RI convention
d) Invitation to attend or participate in the RI convention, based on established registration fees and guidelines
e) A license to use one or more of the Rotary Marks, consistent with section 33.030.15. of the Rotary Code of Policies and/or the terms of partner's license agreement with RI/TRF

RI/TRF will not provide partners with any of the following:
a) Membership or donor data
b) Support for fundraising initiatives of other organizations
c) An endorsement of the other organization or its programs
d) Guarantees or commitments on behalf of Rotary clubs or districts to participate or support the other organization or its programs. *(January 2019 Trustees Mtg., Dec. 65)*

Source: April 2007 Trustees Mtg., Dec. 116
Amended by September 2011 Trustees Mtg., Dec. 53; January 2019 Trustees Mtg., Dec. 65

60.010.3. Contact with Other Organizations

No officer of Rotary International or The Rotary Foundation shall enter into any agreement on behalf of the organization unless approved by the appropriate authority and any non-approved agreement shall be null and void. The general secretary may assign responsibility for officers, staff, and other individuals to open discussions with other organizations.

The general secretary maintains a "no contact list" of individuals, foundations, corporations, governments and other entities with which Rotary International or its Foundation is working to develop relationships and obtain funding at an international level. No representative of any Rotary Entity other than Rotary International or its Foundation shall contact or solicit any organizations on the "no contact list" for the purpose of

obtaining funds or cooperation for their projects. Written requests for exceptions to this policy must be submitted to the general secretary, who will consult with the RI president and Trustee chair as appropriate, before responding to the requestor.

This should not be construed as prohibiting clubs, districts and multidistrict groups from developing partnerships with local organizations; on the contrary, they are encouraged to develop these local relationships.

Rotary does not endorse its partners, their products or services, policies or positions. Partnership does not imply endorsement or approval of the partner's products or services, policies or positions by Rotary. A partnership does not imply any exclusive arrangement with Rotary. A partnership does not imply any grant of control or influence to the partner over the content of any Rotary activity, publication, position or policy, nor does it imply that Rotary will exert any influence to advance the partner's interests outside the particulars of the arrangements made for the joint initiative, event, or activity. Promotional materials and communications cannot include any wording or design that suggests endorsement or approval of a product or service, policy or position by Rotary. *(April 2018 Trustees Mtg., Dec. 122)*

Source: April 2007 Trustees Mtg., Dec. 116
Amended by September 2011 Trustees Mtg., Dec. 53; April 2018 Trustees Mtg., Dec. 122

60.010.4. Use of RI Officers' Titles

No current or past officer of RI shall use or permit the publication of his or her title as such officer in connection with an official position or membership in any other organization, except with the consent of the RI Board. No current or past officer of TRF shall use or permit the publication of his or her title as such officer in connection with an official position or membership in any other organization, except with the consent of the Trustees. *(April 2007 Trustees Mtg., Dec. 116)*

Source: COL 80-102; February 2007 Board Mtg., Bd. Dec. 158
Amended by May 2003 Board Mtg., Bd. Dec. 325

60.010.5. Amendment of Guidelines

To ensure a unified approach by RI and TRF to contacts and partnerships with other organizations, this amendment and subsequent amendments to the guidelines for partnerships with other organizations as set forth in sections 35.010. through 35.050. of the Rotary Code of Policies and sections 4.010. through 4.100. of The Rotary Foundation Code of Policies shall be effective only upon approval by both the Board of Directors of Rotary International and the Trustees of The Rotary Foundation. Such guidelines shall be included in both the Rotary Code of Policies and The Rotary Foundation Code of Policies. *(September 2011 Trustees Mtg., Dec. 53)*

Source: April 2007 Trustees Mtg., Dec. 116
Amended by September 2011 Trustees Mtg., Dec. 53

60.020. Strategic Partners

A strategic partnership is a formal relationship between Rotary International and/or The Rotary Foundation and another organization, such as a nongovernmental organization, government agency, charitable foundation, corporation, or university, to facilitate Rotary club or district projects. Strategic partnerships are large scale, multiyear programmatic relationships in support of the strategic plan for which both entities provide substantial financial resources, technical expertise/resources, advocacy, or a combination thereof. *(September 2017 Trustees Mtg., Dec. 43)*

Source: September 2011 Trustees Mtg., Dec. 53
Amended by September 2017 Trustees Mtg., Dec. 43

60.020.1. Strategic Partner Proposals

The general secretary is authorized to solicit potential strategic partners. Proposals must relate specifically to either the areas of focus or the RI Strategic Plan. *(September 2011 Trustees Mtg., Dec. 53)*

Source: September 2011 Trustees Mtg., Dec. 53

60.020.2. Review and Approval of New Strategic Partners

Proposals for new strategic partners must be approved by both the RI Board of Directors and The Rotary Foundation Trustees, or by the executive committees of both Boards acting on their behalf. *(September 2011 Trustees Mtg., Dec. 53)*

Source: September 2011 Trustees Mtg., Dec. 53

60.030. Resource Partners

A resource partnership is a formal relationship between Rotary International and/or The Rotary Foundation and another organization such as a nongovernmental organization, government agency, charitable foundation, corporation, or university that provides a short-term (less than 3 years) allocation of resources, including financial, in-kind, human, and technical resources, to support Rotary International or The Rotary Foundation projects or events. *(September 2017 Trustees Mtg., Dec. 43)*

Source: September 2011 Trustees Mtg., Dec. 53
Amended by October 2015 Trustees Mtg., Dec. 30; September 2017 Trustees Mtg., Dec. 43

60.030.1. Resource Partner Proposals

The general secretary is authorized to solicit other organizations that would have the capacity and interest to be resource partners for either Rotary International or The Rotary Foundation. The general secretary will provide regular updates to the Board and Trustees on these efforts. *(October 2015 Trustees Mtg., Dec. 30)*

Source: September 2011 Trustees Mtg., Dec. 53
Amended by October 2015 Trustees Mtg., Dec. 30

60.030.2. Approval of Resource Partners

Proposals for resource partners may be approved by the general secretary where the total value of the contributions by the resource partner is not more than US$1 million. Proposals for resource partners where the total value of contributions is greater than US$1 million may be approved by the general secretary with the additional approval of the Joint Committee on Partnerships. A full report of any approval of a resource partner shall be provided to both the RI Board of Directors and The Rotary Foundation Trustees. *(September 2017 Trustees Mtg., Dec. 43)*

Source: September 2011 Trustees Mtg., Dec. 53
Amended by October 2015 Trustees Mtg., Dec. 30; September 2017 Trustees Mtg., Dec. 43

60.040. Service Partners

A service partnership is a formal relationship between Rotary International and/or The Rotary Foundation and another organization, such as a nongovernmental organization, government agency, corporation, or university, to provide opportunities or expertise to enhance Rotary club or district projects at the local, national, and international levels. Service partnerships are global, flexible, scalable, and may range from small to large in scope, and from short to long term in duration. Service partners add measureable value to the humanitarian activities undertaken by Rotary members, including increased sustainable community impact and enhanced public image and awareness. Prospective service partners must demonstrate sufficient experience successfully working with clubs and/or districts on planning and implementing local or international projects, must have the ability to report on and quantify collaboration with Rotary members, and must have the capacity to work directly with Rotary members on project implementation. Service Partnerships receive no funding from the Secretariat. The role of the Secretariat is to manage the partnership and facilitate Rotarian engagement with partners. *(April 2018 Trustees Mtg., Dec. 122)*

Source: September 2011 Trustees Mtg., Dec. 53
Amended by April 2018 Trustees Mtg., Dec. 122

60.040.1. Service Partner Proposals

The general secretary is authorized to solicit new service partners to support Rotary club or district projects in one or more of the avenues of service or the areas of focus. The general secretary is authorized to contact other organizations who have the potential to be service partners. *(September 2011 Trustees Mtg., Dec. 53)*

Source: September 2011 Trustees Mtg., Dec. 53

60.040.2. Review and Approval of Service Partners

The general secretary is authorized to review and approve service partners on behalf of the RI Board and The Rotary Foundation Trustees for terms of one year or less after conferring with the members of the Joint Committee on Partnerships, or any successor committee then acting in a similar capacity. Service partnerships that will extend beyond one year are

renewable, with the approval of both the RI Board of Directors and The Rotary Foundation Trustees, or by the executive committees of both Boards acting on their behalf. *(June 2014 Trustees Mtg., Dec. 142)*

Source: September 2011 Trustees Mtg., Dec. 53
Amended by June 2014 Trustees Mtg., Dec. 142

60.050. Project Partners

A project partnership is a formal relationship between Rotary International and/or The Rotary Foundation and another organization affiliated with a Rotary entity, usually an independent nongovernmental organization started or managed by Rotary clubs, districts, or Rotarians. Project partnerships are global, flexible, scalable, and may range from small to large in scope, and from short to long term in duration. Project partners add measureable value to the humanitarian activities undertaken by Rotary members, including increased sustainable community impact and enhanced public image and awareness. Prospective project partners must demonstrate sufficient experience successfully working with clubs and/or districts on planning and implementing local or international projects, must have the ability to report on and quantify collaboration with Rotary members, and must have the capacity to work directly with Rotary members on project implementation. Project partnerships receive no funding from the Secretariat. The role of the Secretariat is to manage the partnership and facilitate Rotary member engagement with partners. Project partner activities will be promoted to clubs and districts through a dedicated page on the RI website. *(April 2019 Trustees Mtg., Dec. 108)*

Source: September 2011 Trustees Mtg., Dec. 53
Amended by April 2019 Trustees Mtg., Dec. 108

60.050.1. Project Partner Proposals

The general secretary is authorized to solicit other organizations that would have the capacity and interest to be project partners for either Rotary International or The Rotary Foundation. Project partner proposals that seek financial contributions from Rotarians must include a significant service component. *(September 2011 Trustees Mtg., Dec. 53)*

Source: September 2011 Trustees Mtg., Dec. 53

60.050.2. Review and Approval of Project Partners

The general secretary may grant project partner status to other organizations. Project partners that will seek financial contributions from Rotarians must be approved by both the RI Board of Directors and The Rotary Foundation Trustees. Any solicitation by clubs or districts on behalf of project partners shall comply with Rotary's circularization policy. *(September 2011 Trustees Mtg., Dec. 53)*

Source: September 2011 Trustees Mtg., Dec. 53

60.060. Corporate Project

A corporate project is defined as a project undertaken by Rotary International and its Foundation, and approved by a Council, in which all clubs worldwide are encouraged to participate. As outlined in section 40.040.1. of the Rotary Code of Policies and section 12.030. of The Rotary Foundation Code of Policies, no new corporate projects will be considered until the PolioPlus program is completed. *(September 2017 Trustees Mtg., Dec. 12)*

Source: April 2007 Trustees Mtg., Dec. 116
Amended by September 2011 Trustees Mtg., Dec. 53; September 2017 Trustees Mtg., Dec. 12

60.070. Collaborating Organizations

Rotary International and/or The Rotary Foundation recognize collaborating organizations such as nongovernmental organizations, government agencies, corporations, or universities with which Rotarians work to advance their community and international service activities. These collaborating organizations have proven experience with Rotary and Rotarian service activities at the local and international levels. *(April 2018 Trustees Mtg., Dec. 122)*

Source: April 2018 Trustees Mtg., Dec. 122

60.080. Representatives to Other Organizations

The president, in consultation with the Trustee chairman as appropriate, may appoint an experienced Rotarian to act as a representative to organizations with which RI or TRF have cooperative relationships. Representatives shall serve for the term of the relationship or a maximum of three years, renewable for a further three years. Representatives will act as liaison between the cooperative organization, the president, the Trustee chairman and the general secretary, attending meetings as requested, monitoring progress on the relationship and communicating with the cooperating organization on policy, programs and activities of RI and TRF relevant to the cooperative relationship. Representatives shall receive initial orientation and ongoing briefings as necessary to fulfill their responsibilities. Expenses shall be reimbursed to the extent of approved budgeted amounts and in accordance with RI policy. The president, in consultation with the Trustee chairman as appropriate, may remove a representative at any time. *(April 2007 Trustees Mtg., Dec. 116)*

Source: February 2007 Board Mtg., Bd. Dec. 158

60.090. Invitations to Attend Meetings of Other Organizations

The general secretary shall respond to invitations for RI or TRF to attend meetings of other organization in the following manner:

1) Evaluate the meetings in terms of both potential program information and Rotary visibility

2) Identify Rotarians – such as general officers, members of RI committees, as well as other Rotary leaders – who both live in or near the meeting city and who are knowledgeable about Rotary activities relating to the subject of the meeting and to include this information in the

database being developed for the president, president-elect, president nominee, TRF chairman, and TRF chairman-elect

3) Following consultation with the president and/or TRF chairman (as appropriate), invite the selected Rotarians to attend the meeting and to:

   a. act as observers, collecting and recording information pertinent to Rotary, unless invited in a specific capacity as a speaker, panelist or to collect an award on behalf of RI or TRF as otherwise instructed

   b. make written reports, after the meeting, to the president or TRF chairman, who through the general secretary will relay them to relevant committee chairs

   c. be reimbursed for expenses, if any, in connection with their attendance at meetings as outlined in the invitation letter. *(April 2007 Trustees Mtg., Dec. 116)*

Source: April 2007 Trustees Mtg., Dec. 116

60.100. RI and TRF Guidelines for Use of the Rotary Marks by Sponsors and Cooperating Organizations

1. For the limited use granted herein, Rotary International (hereinafter "RI") (or The Rotary Foundation (hereinafter "TRF")) [strike out whichever does not apply] recognizes that [name of sponsor or cooperating organization] (hereinafter "Sponsor") may use the Rotary Marks, as defined below, in the following manner(s) and subject to the following provisions.

2. Sponsor recognizes that RI is the owner of numerous trademarks and service marks throughout the world, including, but not limited to, "Rotary," the Rotary emblem, "Rotary International," "RI," “Rotary Club,” "The Rotarian," "The Rotary Foundation," the Rotary Foundation logo, "Rotarian," "Rotaract," "Rotaract Club, the Rotaract emblem, "Interact," "Interact Club," the Interact emblem, "Interactive," "Paul Harris Fellow," the image of Paul Harris, "PolioPlus," the PolioPlus logo, the convention logo, the Presidential Theme logos, “Service Above Self,” “One Profits Most Who Serves Best,” the Rotary Centers for Peace and Conflict Resolution logo (the "Rotary Marks").

3. Nothing in the limited use granted herein will constitute an assignment or license of any of the Rotary Marks by RI to Sponsor.

4. Sponsor recognizes that RI (or TRF) retains control over where recognition materials are allowed to be displayed in the various venues of RI authorized meetings, RI or TRF events or publicly displayed otherwise in connection with the sponsorship, partnership or alliance.

5. Sponsor recognizes that RI (or TRF) reserves the right to pre-approve publications and other media in which Sponsor wishes to advertise using the Rotary Marks, and to approve all uses of the Rotary Marks in any materials connected with the sponsorship or partnership in any and all media, including, but not limited to, for publicity and promotional purposes. Sponsor

further recognizes that each use contemplated herein will be subject to a pre-publication review and approval process by Rotary or Rotary's legal counsel. RI retains the sole right to specific denial or authorization of such use or, in the case of alteration (of copy or layout), to be mutually agreed upon by the parties.

6. Sponsor agrees that any use of its logo in any advertisement or promotional materials directly related to a sponsored Rotary event or project (including, but not limited to, recognition materials such as banners or signs) must be of equal or lesser unit size to the Rotary emblem (or other Rotary Marks, at the sole discretion of RI (or TRF), unless the Rotary emblem or other Rotary Mark is part of a repetitive background screen. RI allows for overwriting of the Rotary emblem or other Rotary Mark (watermarked, printed, screened or embossed), provided the Rotary emblem or other Rotary Mark is not otherwise partially covered and/or obstructed. RI agrees that in cases where the sponsor might wish to highlight its role in sponsoring a Rotary event or project in conjunction with its regular advertising, the Rotary emblem may be smaller than the sponsor's logo.

7. Sponsor recognizes that, without altering the provisions set out in paragraph 6, above, the Rotary Marks may not be altered, modified or obstructed but must be reproduced in their entirety. To accommodate digital media and enhance an accurate reproduction of the Rotary emblem, a specially modified emblem may be used for replications smaller than 0.5 inches (1.27 cm), such modified emblem to be used only together with "Rotary" as part of the "digital and small space signature lock-up." There should be no overlap between Sponsor's logo and the Rotary emblem or other Rotary Mark; the two images should be clearly spaced so as to be two separate and distinct images.

8. The Rotary Marks may be reproduced in any one color, but if they are to be reproduced in more than one color, they must be reproduced in their official colors royal blue and gold (PMS 286 Blue; PMS 871 Metallic Gold or PMS 129U | 130C Yellow) for the Rotary emblem and the TRF logo; information available on other Marks, as necessary.

9. Sponsor recognizes that the Rotary Marks may only be reproduced by a vendor authorized by RI to do so. Whenever, possible, reproductions of the Rotary Marks should be done by an RI officially licensed vendor. If the desired goods are not reasonably available from an RI licensee, a release must be obtained from the RI Licensing Section.

10. If goods are being produced in connection with an alcohol industry sponsor, the Rotary emblem should not be included on the labels of the alcohol products. *(January 2014 Trustees Mtg., Dec. 57)*

Source: October 1998 Board Mtg., Bd. Dec. 86
Amended by August 2000 Board Mtg., Bd. Dec. 64; November 2000 Board Mtg., Bd. Dec. 133; November 2001 Board Mtg., Bd. Dec. 71; January 2012 Trustees Mtg., Dec. 73; January 2014 Trustees Mtg., Dec. 57

60.110. Public Relations Guidelines for a Pro Bono Relationship with Corporate Entities

The Board has set forth the following public relations guidelines to effectively manage a pro bono relationship with a corporate entity to safeguard the integrity and reputation of RI/TRF, while allowing public relations opportunities for all parties to the agreement.

Definition of Pro Bono Public Relations Relationship

Pro bono relationships do not involve compensation. Predetermined "out-of-pocket" costs are agreed to in advance of securing pro bono assistance. A pro bono public relations relationship involves a private communications agency supplying promotional work without compensation. In turn, RI/TRF agrees to publicize the pro bono relationship as appropriate in RI/TRF's sole discretion.

Establishment of Relationship

When an appropriate corporate entity that may provide pro bono public relations services to RI has been identified, such entity shall be referred to the general secretary for immediate review to ensure that RI/TRF's credibility remain intact, and that current Rotary publicity initiatives will be enhanced. The review will include, but not be limited to, the following elements:

1) Shared mission/interest: A review of the corporation's policies and positions on issues relevant to RI/TRF will be assessed to ensure that no conflict of interest exists with the Object of Rotary.

2) Background search: An extensive news search of the corporation and back review of annual reports will be researched to study current and past media placements.

Upon completion of the satisfactory review, the general secretary will negotiate a pro bono agreement with the corporate entity. Terms of the agreement will include, but not be limited to, the following:

1) Message development: Standing key messages exist within RI/TRF. Altering or adapting these messages must gain approval by the general secretary to deter the release of misinformation to the general public and RI membership.

2) RI Spokespeople: The general secretary in consultation with the RI president and/or Trustee chair, will designate appropriate RI/TRF spokespeople for all events and interviews, a RI/TRF spokesperson must be incorporated into all media interviews, either live or by telephone. RI will approve all media interviews related to the pro bono relationship.

3) Editorial Review: RI/TRF staff retains full editorial review of all material released by the corporate entity. This activity will ensure the release of factual information to the media, general public and membership audiences of the corporate entity and RI/TRF. These Guidelines do not authorize corporate entity to reproduce any of the ROTARY Marks for any purpose without the prior written, express consent of RI/TRF except as expressly set forth herein.

4) Media placement: All press releases, media advisories and media placements must be reviewed by RI to ensure accuracy and proper RI/TRF mention and copies of the media placements provided to RI.

5) Placement in RI/TRF publications: Efforts will be made to ensure proper recognition of the pro bono services donated by the corporate entity in Rotary publications including but not limited to: The Rotarian, *Rotary Leader*, and the RI website.

6) Photo credit/video credit: All material provided by RI/TRF must be credited to Rotary International and include appropriate copyright information, if owned by RI. Appropriate copyright notice would be : "© 2000 Rotary International."

7) RI/TRF name and logo requirements: "ROTARY," "ROTARY INTERNATIONAL," "ROTARY INTERNATIONAL and Design" (the Rotary emblem), "THE ROTARY FOUNDATION," "THE ROTARY FOUNDATION OF ROTARY INTERNATIONAL and Design" (the Rotary Foundation Logo), "TRF," among numerous other marks (collectively referred to as the "ROTARY Marks"), are the intellectual property of RI and/or TRF. Usage of the RI/TRF name and logos will adhere to guidelines concerning reproduction of the ROTARY Marks or guidelines concerning use of the ROTARY Marks by other organizations as amended from time to time and/or any other relevant policies, guidelines, and/or decisions governing use of the ROTARY Marks, circularization, solicitation, and/or sponsorship, as promulgated by the RI Board of Directors.

Once final, the agreement will be submitted for appropriate review consistent with the RI contract review policy.

Maintenance

The general secretary, through the Public Relations Group, will provide continued monitoring of the pro bono public relations services to ensure that all elements of the approved contract are maintained to RI's satisfaction. Adjustments to or additions to key messages and media placement activities will need prior approval from the general secretary. The general secretary will update the Board of Directors on a quarterly basis on the results of the agreement.

RI/TRF retains the right to terminate the agreement at any time. *(January 2012 Trustees Mtg., Dec. 73)*

Source: October 2000 Trustees Mtg., Dec. 19
Amended by January 2012 Trustees Mtg., Dec. 73

60.120. Strategic Partnerships Model

A strategic partnership is a formal relationship between TRF and another organization, such as a nongovernmental organization, corporation, or university, to facilitate Rotarian service projects through packaged grants.

This section provides specific concepts and characteristics about the strategic partnership model.

The Strategic Partnerships Model is focused on the strategies and vision of The Rotary Foundation, to be fully implemented in 2013-14.

The Strategic Partnerships Model has the following characteristics:

a. relates specifically with TRF's areas of focus

b. applies to Rotary Foundation Packaged Global Grants

c. developed with or solicited from non-governmental organizations and other experts for each area of focus

d. provides financial resources, technical expertise/resources, advocacy, or a combination thereof

e. funding alternatives for Strategic Partnerships include:

   i. Strategic Partner provides funding directly to The Rotary Foundation
   ii. both The Rotary Foundation and the strategic partner provide funding through a parallel funding model whereby both entities participate in the project
   iii. The Rotary Foundation directly funds the strategic partner that aligns with TRF's areas of focus

The Strategic Partnerships Model should conform with the partnerships policy jointly adopted by RI and TRF. *(October 2012 Trustees Mtg., Dec. 16)*

Source: October 2007 Trustees Mtg., Dec. 29
Amended by April 2008 Trustees Mtg., Dec. 114; April 2008 Trustees Mtg., Dec. 115; October 2008 Trustees Mtg., Dec. 8; October 2010 Trustees Mtg., Dec. 16; January 2011 Trustees Mtg., Dec. 62; September 2011 Trustees Mtg., Dec. 53; October 2012 Trustees Mtg., Dec. 16

60.130. Guidelines for Sponsorship of RI Meetings, Events, Projects and Programs

The Board, acknowledging that RI meetings, events, projects and programs are supported in part through sponsorships by business entities and governmental agencies, has adopted the following terms for acceptance of sponsorship of RI meetings, events, projects and programs:

1. Sponsorships are relationships with other organizations which benefit RI, TRF, and Rotary projects(s) and Rotary program(s), in image-enhancing, promotional, monetary or other ways. Club and district events, such as conferences, PETS, etc., should be permitted to accept sponsorships; however, the Council on Legislation is not an acceptable sponsorship venue. Each sponsorship relationship should terminate either within a defined period of time or with the completion of the sponsored event. It is important to maintain the appropriate level of decorum at any Rotary event.

2. RI does not endorse its sponsors, their products or services, policies or positions. Sponsorship does not imply endorsement or approval of the sponsor's products or services, policies or positions by RI. A sponsorship does not imply any exclusive arrangement with RI. A sponsorship does not

imply any grant of control or influence to the sponsor over the content of any RI activity, publication, position or policy, nor does it imply that RI will exert any influence to advance the sponsor's interests outside the particulars of the arrangements made for the sponsored event or activity. Promotional materials and communications cannot include any wording or design that suggests endorsement or approval of a product or service, policy or position by RI.

3. RI will not accept a sponsorship that:

a. Conflicts with Rotary's ethical and humanitarian values
b. Undermines internationally recognized standards for human rights
c. Supports the use of addictive or harmful products and activities, including but not limited to alcohol (when inappropriate in a specific cultural context), tobacco, gambling, and guns, weapons or other armaments
d. Promotes a particular political or religious viewpoint through the partnership's activities and results
e. Discriminates based on race, ethnicity, color age, gender, language, religion, political opinion, sexual orientation, national or social origin, property, or birth or other status through the partnership's activities and results (See Rotary Code section 4.010.1. for Rotary's Statement on Diversity.)
f. Weakens the autonomy, independence, reputation, or financial integrity of Rotary International, The Rotary Foundation, or the specific Rotary club, district or other Rotary Entity
g. Involves any subject matter which is not in accord with the Object of Rotary

4. Cultural and legal variances in business practices among nations should be identified and honored whenever possible in matters of RI meeting, event, project and program sponsorship. In realization that business practices are not universal, ethical guidelines appropriate to a given culture should be developed, published, and applied by those responsible for the solicitation and/or acceptance of RI meetings, events, projects or programs-related sponsorship.

5. Any sponsorship must comply with relevant laws.

6. Any sponsorship revenue or donations-in-kind (the value thereof, see paragraph 7, below) received will be subject to the terms of any agreement between RI and any local organizing entity.

7. Sponsorships that would appear in revenue projections for RI meetings, events, projects or programs of necessity shall be guaranteed in writing by the intended sponsor. Moreover, such written intent shall clearly state what, if anything, the sponsor expects in return for its assistance.

8. Donations-in-kind shall be considered as sponsorship to the extent of their lowest reasonable fair market financial value.

9. Recognition for sponsorships shall occur--primarily during the actual meeting, event, project or program--in the form of published attribution and acknowledgment of thanks, verbal expression of gratitude, signage anywhere within meeting facilities, and to the extent that the planning committee for that meeting, event, project or program finds acceptable. In no instance, shall a

sponsor name be included in the name, title or logo of any meeting, event, project or program. Sponsors of specific events or projects of Rotary may be identified in the following manner "[Rotary event or project name] presented by [sponsor's name]".

10. All sponsorship proposals, whether obtained by RI or by a local organizing entity, shall require the approval of the general secretary in consultation with the president (when known) who presides over the convention. Such approval shall include but not be limited to the following aspects of each sponsorship proposal:

a) appropriateness of the sponsor;
b) nature of the sponsorship plan;
c) extent of the sponsorship relationship;
d) share of the sponsorship revenue between RI and any local organizing entity;
e) nature of the sponsorship recognition.

11. "Official Sponsorship Designations": The general secretary will review applications and bids for companies that will be designated "official." For example, an "official" air carrier, and where appropriate, an "official" rental car company and other services, may receive a similar designation. Competitive firms are sought for the designations, and proposals are obtained and analyzed by the general secretary. For the air carrier, the general secretary considers not only the fare proposed but also the capacity of the carrier, the complimentary tickets and freight offered to RI.

The selection of "official" service firms should be recommended by the general secretary's staff assigned to convention activities and approved by the general secretary and the president who will preside over the convention. Transparency in the bid process is important.

12. "Exclusive Sponsorship Categories": Unless permission from RI is sought and obtained in advance of any solicitation on the part of a local organizing entity, RI reserves exclusive rights to solicit and accept sponsorships with airline companies and banking/financial institutions, due to RI's long term agreements and relationships with such entities.

13. First aid/medical sponsorships: The specifics and details involved with a medical/first aid sponsor must be approved by the general secretary, in consultation with the president (when known) who presides over the convention, at least three months before the meeting, event, project, or program to ensure that the sponsoring organization can comply with RI's contractual requirements, including but not limited to insurance and indemnification requirements. First aid/medical sponsors sent to the general secretary later than three months before the meeting, event, project, or program will not be considered.

14. Internet sponsorships: The specifics and details involved with an internet sponsor must be approved by the general secretary, in consultation with the president (when known) who presides over the convention, at least three months before the meeting, event, project, or program to ensure that the sponsoring organization can provide the internet services RI requires at its events and also comply with RI's contractual requirements, including but not limited to insurance and indemnification requirements. Internet sponsors sent to the general secretary later than three months before the meeting, event, project or program will not be considered.

15. Each RI sponsorship relationship should terminate either within a defined period of time or with the completion of the sponsored meeting, event, project or program.

16. Except by Board authorization, individual member data must not be used for sponsorship purposes and must stay within the control of RI. However, any determination to allow access to individual member data must respect the individual rights of Rotarians, including relevant legal restrictions. All sponsorships must follow RI's Privacy Statement (Rotary Code section 26.130.)

17. All uses of the Rotary Marks for the sponsorship purposes contemplated herein must be governed by the "RI and TRF Guidelines for Use of the Rotary Marks by Sponsors and Cooperating Organizations" (Rotary Code Section 33.030.14.). A copy of these Guidelines must be attached to and incorporated in any contract entered into between RI or any local organizing entity and any Sponsor. *(October 2019 Trustees Mtg., Dec. 22)*

Source: October 1998 Mtg., Bd. Dec. 86; November 2007 Mtg., Bd. Dec. 70; November 2008 Mtg., Bd. Dec. 81
Amended by February 1999 Mtg., Bd. Dec. 237; August 2000 Mtg., Bd. Dec. 64; November 2001 Mtg., Bd. Dec. 71; February 2002 Mtg., Bd. Dec. 213; January 2012 Mtg., Bd. Dec. 201; October 2013 Mtg., Bd. Dec. 52; June 2014 Trustees Mtg., Dec. 142; April 2018 Trustees Mtg., Dec. 122; October 2019 Trustees Mtg., Dec. 22

60.140. Joint Committee on Partnerships

The Joint Committee on Partnerships shall comprise seven to nine members, including one trustee, one director, two past trustees or directors, and five individuals who have not served as either trustee or director. The current director and trustee will be appointed for one-year terms, the past directors and trustees and the five other members will be appointed for three-year, staggered terms.

Appointment of all members, including the chair, and the vice chair of the committee, will be made jointly by the trustee chair and the RI president for the year in which the committee will function. Members may be reappointed.

The five members to serve on the committee, who are not current or past directors or trustees, shall have the following attributes:

1) Demonstrated interest in Rotary;

2) Extensive knowledge of international development issues;

3) Experience in developing and working with partner organizations;

4) Ability to network and to identify and cultivate significant partners for Rotary;

5) Willingness to commit time and effort to Rotary, including participation in committee meetings. *(October 2018 Trustees Mtg., Dec. 33)*

Source: October 2014 Trustees Mtg., Dec. 14
Amended by October 2014 Mtg., Bd. Dec. 34; January 2015 Trustees Mtg., Dec. 65; October 2018 Trustees Mtg., Dec. 33

Article 61. Rotary Alumni

61.010. Definition of Rotary Alumni
61.020. Rotary Alumni Relations Activities
61.030. Rotary Alumni Associations
61.040. Rotary Alumni Involvement in Trustee Activities
61.050. Alumni Awards

61.010. Definition of Rotary Alumni

Rotary alumni are valued members of the Rotary family. They are distinguished by their shared Rotary values and past participation in Rotary programs. Rotary alumni are individuals who have experienced Rotary through various programs, including, but not limited to:

Interact
Rotaract
Rotary Youth Exchange
Rotary Youth Leadership Awards (RYLA)
Rotary Peace Fellowships
Global Grant Scholarships
Vocational training teams (members and leaders)
District Grant scholarships
New Generations Service Exchange
Rotary Foundation awards to individuals in former TRF programs, such as:
- Ambassadorial Scholarships
- Grants for University Teachers
- Group Study Exchange
- Rotary Volunteers *(April 2014 Trustees Mtg., Dec. 85)*

Source: April 2014 Trustees Mtg., Dec. 85

61.020. Rotary Alumni Relations Activities

61.020.1. Alumni Relations Activities

Districts are encouraged to consider the following actions to enhance relationships with Rotary Alumni in their districts and to help achieve the intended objectives of the programs in which they participated:

a) Formally greet all Rotary Alumni upon their return home

b) Ensure that Rotary Alumni complete required presentations primarily in the sponsoring district, as required by their program's guidelines

c) Encourage Rotary Alumni to join a Rotary Alumni Association, or establish one if one does not already exist in their geographic area

d) Encourage Rotary Alumni to participate in Rotary projects

e) Arrange for articles on Rotary Alumni activities in appropriate publications

f) Invite Rotary Alumni to the district conference

g) Invite Rotary Alumni to annual dinners or other functions

h) Organize regular reunions of Rotary Alumni

i) Keep Rotary Alumni records current

j) Consider Rotary Alumni as potential Rotary members

k) Invite Rotary Alumni to contribute to the Foundation as appropriate

l) Invite Rotary Alumni to participate in the recruitment and selection processes for outbound program participants

m) Ask Rotary Alumni to participate in orientation programs for outbound program participants in the district

n) Encourage invitations to Rotary Alumni to attend or participate as speakers at special district and club functions. *(October 2019 Trustees Mtg., Dec. 27)*

Source: October 1993 Trustees Mtg., Dec. 33
Amended by April 2010 Trustees Mtg., Dec. 109; January 2015 Trustees Mtg., Dec. 67; October 2019 Trustees Mtg., Dec. 27

61.030. Rotary Alumni Associations

A Rotary Alumni Association is a group united to pursue service and fellowship. The primary purpose of an alumni association shall be to further friendship, fellowship, and service for those who share a common tie to Rotary International and The Rotary Foundation. Rotary Alumni associations must be self-sustaining financially, administratively, and otherwise. Alumni associations must operate under guidelines as outlined in Article 40.050. of the Rotary Code of Policies. *(October 2019 Trustees Mtg., Dec. 27)*

Source: November 1980 Trustees Mtg., Dec. 13
Amended by April 2010 Trustees Mtg., Dec. 109; January 2015 Trustees Mtg., Dec. 67; October 2019 Trustees Mtg., Dec. 27

61.040. Rotary Alumni Involvement in Trustee Activities

Conveners of Rotary club, district, and zone events are encouraged to include alumni in the event when a Rotary Foundation Trustee has been invited to attend. *(October 2007 Trustees Mtg., Dec. 54)*

Source: October 2007 Trustees Mtg., Dec. 54

61.050. Alumni Awards

61.050.1. Rotary Alumni Global Service Award

The purpose of the Rotary Alumni Global Service Award is to honor an outstanding Rotary Alumnus whose career and activities illustrate the impact of Rotary's programs on their service to humanity. For the award, Rotarians should consider individuals whose service activities and professional achievements are of an extraordinary nature. The ideal candidate's service and professional career would go beyond the local community to touch the lives of people at the international level.

Rotary Alumni Global Service award is given to a single individual. All Rotary alumni are eligible for the Award. *(April 2016 Trustees Mtg., Dec. 98)*

Source: October 2000 Trustees Mtg., Dec. 100
Amended by October 2003 Mtg., Dec. 46; January 2008 Trustees Mtg., Dec. 81; January 2010 Trustees Mtg., Dec. 61; April 2010 Trustees Mtg., Dec. 109; June 2010 Trustees Mtg., Dec. 139; October 2014 Trustees Mtg., Dec. 45; April 2016 Trustees Mtg., Dec. 98

61.050.1.1. Selection Criteria

1. Candidates must have demonstrated the social benefits of Rotary's programs through extraordinary service activities and professional achievements.

2. Candidates must have achieved distinction in their profession or vocation.

3. Candidates must have performed sustainable service impacting the international community. *(October 2014 Trustees Mtg., Dec. 45)*

Source: April 1996 Trustees Mtg., Dec. 127
Amended by October 2000 Trustees Mtg., Dec. 100; January 2010 Trustees Mtg., Dec. 61; January 2011 Trustees Mtg., Dec. 59; April 2013 Trustees Mtg., Dec. 124; October 2014 Trustees Mtg., Dec. 45

61.050.1.2. Eligibility Criteria

1. Candidates must accept the award in person at the Rotary International Convention, with exception being granted in special circumstances.

2. An individual may receive an award only once.

3. Individuals may not be nominated for, or receive an award, posthumously.

4. Current and past RI directors and Foundation trustees shall be ineligible to receive the award. *(January 2016 Trustees Mtg., Dec. 79)*

Source: April 1996 Trustees Mtg., Dec. 127
Amended by October 2000 Trustees Mtg., Dec. 100; October 2010 Trustees Mtg., Dec. 39; April 2013 Trustees Mtg., Dec. 124; January 2016 Trustees Mtg., Dec. 79

61.050.1.3. Nomination of Candidates

1. Any member of the Rotary community, including Rotarians, alumni, and current program participants can nominate a candidate.

2. Nominations must be made on the prescribed form with a clear description of the candidate's achievements that would qualify him/her for this award; supplementary documentation or material is highly desirable. Nominations must be received at RI World Headquarters by 15 September.

3. The general secretary shall be responsible for the nomination process and should notify district governors of the deadline and procedures. (*October 2019 Trustees Mtg., Dec. 27)*

Source: April 1996 Trustees Mtg., Dec. 127
Amended by October 2000 Trustees Mtg., Dec. 100; September 2011 Trustees Mtg., Dec. 48; April 2013 Trustees Mtg., Dec. 124; January 2014 Trustees Mtg., Dec. 57; October 2014 Trustees Mtg., Dec. 45; April 2018 Trustees Mtg., Dec. 94; October 2018 Trustees Mtg., Dec. 35; October 2019 Trustees Mtg., Dec. 27

61.050.1.4. Selection Process

1. The general secretary will review all nominations to assure candidates meet the eligibility criteria and forward the top ten candidates for each award to the Service Awards Committee and The Rotary Foundation Awards Review Committee for consideration.

2. The Service Awards Committee and The Rotary Foundation Awards Review Committee will review and recommend one winner and one alternate to the Board and Trustees at their meetings in January for selection.

3. The recipient of the award will be notified about winning the award immediately after the January meetings of directors and trustees. Upon written acceptance of the award (including a commitment to receive the award in person at the Rotary International Convention), the winner will be announced to the other nominators and regional coordinators, and to the general public, as appropriate.

4. Presentation of the award will be made jointly by the trustee chairman and RI president during a plenary session at the Rotary International Convention. *(October 2019 Trustees Mtg., Dec. 27)*

Source: April 1996 Trustees Mtg., Dec. 127
Amended by October 2000 Trustees Mtg., Dec. 100; October 2004 Trustees Mtg., Dec. 29; April 2010 Trustees Mtg., Dec. 109; April 2013 Trustees Mtg., 124; October 2014 Trustees Mtg., Dec. 45; April 2016 Trustees Mtg., Dec. 98; April 2017 Trustees Mtg., Dec. 95; April 2018 Trustees Mtg., Dec. 94; October 2018 Trustees Mtg., Dec. 35; October 2019 Trustees Mtg., Dec. 27

61.050.1.5. Involvement of Rotary Alumni Global Service Award Recipients in Rotary Activities

Rotary Institute conveners and regional coordinators are encouraged to invite Award recipients to speak at the Rotary Institute as appropriate and if practicable.

Governors and Governors-elect of those districts where Award recipients reside are encouraged to invite the recipients to the district conference as appropriate and if practicable.

Presidents of Rotary clubs where Award recipients reside are encouraged to grant honorary membership to Rotary Alumni Global Service Award recipients who are not Rotarians and to invite them to club events whenever possible.

Past Award recipients may be invited to participate in RI Conventions whenever appropriate and practical. *(April 2016 Trustees Mtg., Dec. 98)*

Source: April 2001 Trustees Mtg., Dec. 189
Amended by October 2003 Mtg., Dec. 46; January 2010 Trustees Mtg., Dec. 61; April 2010 Trustees Mtg., Dec. 109; October 2014 Trustees Mtg., Dec. 45; April 2016 Trustees Mtg., Dec. 98

61.050.2. Alumni Association of the Year Award

The purpose of the Rotary Alumni Association of the Year Award is to recognize an alumni association that has increased awareness of the significant role alumni play in Rotary and demonstrated a lasting impact on Rotary programs. Winning associations receive a plaque or banner, recognition in Rotary media, and the opportunity to present their association's work at a significant Rotary event. *(October 2014 Trustees Mtg., Dec. 45)*

Source: January 2011 Trustees Mtg., Dec. 71
Amended by October 2014 Trustees Mtg., Dec. 45

61.050.2.1. Award Eligibility

The alumni association must:

a) Be formally chartered by Rotary International

b) Be up-to-date in responding to all requests for information from RI, such as surveys and current officers

c) Enhance the awareness of the value of alumni within Rotary

d) Involve a majority of association members

e) Complete a project or activity over the past twelve months that has impact on either a local or international community

f) Have an online presence through social media, such as Facebook, LinkedIn, or other site

g) Demonstrate collaboration between Rotarians and alumni

h) Support the Object of Rotary and Service Above Self. *(October 2014 Trustees Mtg., Dec. 45)*

Source: January 2011 Trustees Mtg., Dec. 71
Amended by October 2014 Trustees Mtg., Dec. 45

61.050.2.2. Nomination Procedure

1. Any member of the Rotary community, including Rotarians, alumni, and current program participants can nominate a candidate.

2. Nominations must be made on the prescribed form with a clear description of the candidate's achievements that would qualify the alumni association for this award; supplementary documentation or material is highly desirable. Nominations must be received at RI World Headquarters by 15 September.

3. The general secretary shall be responsible for the nomination process for their zone/region and should notify district governors of the deadline and procedures. *(October 2019 Trustees Mtg., Dec. 27)*

Source: April 2013 Trustees Mtg., Dec. 124; April 2018 Trustees Mtg., Dec. 94; October 2018 Trustees Mtg., Dec. 35; October 2019 Trustees Mtg., Dec. 27

61.050.2.3. Selection Process

1. The general secretary will review all nominations to assure candidates meet the eligibility criteria and forward the top ten candidates for each award to the Service Awards Committee and The Rotary Foundation Awards Review Committee for consideration.

2. The Service Awards Committee and The Rotary Foundation Awards Review Committee will recommend one winner and one alternate winner of the Rotary Alumni Association of the Year Award to be presented to the Board and Trustees at their respective meetings in January for selection.

3. The recipient of the award will be notified about winning the award immediately after the January meetings of directors and trustees. Upon written acceptance of the award, the winner will be announced to the other nominators and regional coordinators, and to the general public, as appropriate. *(October 2019 Trustees Mtg., Dec. 27)*

Source: April 2018 Trustees Mtg., Dec. 94
Amended by April 2013 Trustees Mtg., Dec. 124~~;~~ October 2014 Trustees Mtg., Dec. 45~~;~~ October 2018 Trustees Mtg., Dec. 35; October 2019 Trustees Mtg., Dec. 27

Article 62. Strategic Planning

62.010. Strategic Planning Committee

62.010. Strategic Planning Committee

Rotary International and The Rotary Foundation shall have a joint Strategic Planning Committee in accordance with RI Bylaws section 17.050., which will meet as needed and determined by the RI Board and The Rotary Foundation Trustees. The committee shall counsel both the directors and trustees on one strategic plan for RI and TRF. *(January 2017 Trustees Mtg., Dec. 63)*

Source: April 2015 Trustees Mtg., Dec. 114
Amended by January 2017 Trustees Mtg., Dec. 63

62.010.1. Responsibilities

It is the responsibility of the Strategic Planning Committee to counsel the Board and Trustees on all current and future strategic matters of Rotary, including recommending and monitoring the multi-year strategic plan. Where appropriate and necessary, the committee shall:

1. Advise the Board and Trustees on a shared vision and strategic plan for Rotary's future, along with providing counsel regarding alignment of initiatives and activities.

2. Conduct reviews of Rotary's strategic plan at least every three years, including evaluation of the mid- and long-term measures to ensure progress of the plan.

3. Review at least annually Rotary's performance in achieving the strategic plan against measurable targets for report to the Board and Trustees.

4. Make recommendations to the Board and Trustees related to Rotary's mission, vision, values, priorities and goals, including future strategic initiatives and major programs or services.

5. Ensure the organization has a defined, effective, measurable process for implementing the strategic plan.

6. In collaboration with the Finance Committees and the general secretary, review the organization's long-term financial projections and financial sustainability opportunities to align with the strategic plan.

7. Survey Rotarians and clubs at least every three years to review the strategic plan and recommend updates for consideration by the Board and Trustees.

8. Review the strategic impact of pending and approved Council on Legislation and Council on Resolutions items on the strategic plan.

9. Identify and analyze critical strategic issues facing the organization to formulate scenarios and strategies.

10. Consider Rotary's position and comparative advantage relative to market trends as well as global trends in volunteerism, membership, charitable causes and humanitarian service.

11. Monitor global demographic trends that could affect the potential number of Rotarians by geographic region, including countries that may open to expansion.

12. Collaborate with the Risk Advisory Committee to consider the relationship of Rotary's risk assessment review to organizational strategy.

13. Perform other functions as assigned by the Board and Trustees. *(September 2017 Trustees Mtg., Dec. 12)*

Source: April 2015 Trustees Mtg., Dec. 114
Amended by January 2017 Trustees Mtg., Dec. 63; September 2017 Trustees Mtg., Dec. 12

62.010.2. Role of Board of Directors and Foundation Trustees to Strategic Planning and Strategic Planning Committee

The boards of directors and trustees each have defined roles as outlined in the bylaws and code of policies in regards to Rotary's strategic plan. RI and TRF will have one strategic plan with goals and measures to support the overall strategic plan. Depending on the need of the organization, the plan will generally cover a 3-5-year period, but it can be adjusted to address current needs of Rotary International and/or The Rotary Foundation. *(October 2015 Trustees Mtg., Dec. 7)*

Source: April 2015 Trustees Mtg., Dec. 114

62.010.3. Meetings of the Strategic Planning Committee

The Strategic Planning Committee shall meet at such times and places and upon such notice as may be determined by the RI president, TRF Trustee chairman, or the board of directors or board of trustees. It is recommended that any meetings be arranged so the report of the first meeting is included in the Board and Trustees' second meeting agenda (typically in October). Any second committee meeting shall coincide so that the report is included in the Board and Trustees' fourth meeting agenda (typically April/May/June). *(January 2017 Trustees Mtg., Dec. 63)*

Source: April 2015 Trustees Mtg., Dec. 114
Amended by January 2017 Trustees Mtg., Dec. 63

62.010.4. Attendance of Incoming Members of Committees at Meetings

The general secretary shall include funds in budgets, as required, for new committee members to observe the meeting immediately prior to their joining the committee. *(October 2015 Trustees Mtg., Dec. 7)*

Source: April 2015 Trustees Mtg., Dec. 114

62.010.5. Incoming Presidents and Trustee Chair Attendance at Meetings
The president-elect and president-nominee of RI and chair-elect and chair-elect designee shall be invited to the meetings and serve as ex-officio members of the committee. *(January 2017 Trustees Mtg., Dec. 63)*

Source: April 2015 Trustees Mtg., Dec. 114
Amended by January 2017 Trustees Mtg., Dec. 63

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End of TRF Code of Policies
January 2020

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