



# ROTARY INTERNATIONAL POLICY MANUAL District 5080

APPROVED AS UPDATED AND AMENDED BY DISTRICT 5080 COUNCIL ON  
SEPTEMBER 24TH, 2022

ORIGINAL DOCUMENT TO BE AMENDED AND UPDATED BY AUTHORIZED PERSONS ONLY WITH  
APPROVAL OF DISTRICT COUNCIL

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**Notes:**

**Notes:**

# The purpose of this document is to provide Guidelines for the effective operation of Rotary District 5080.

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## **Common Abbreviations used by Rotary International and in this Policy Manual**

3-H.....	Health, Hunger and Humanity
AG.....	Assistant Governor (also ADG – Assistant District Governor)
AGM.....	Annual General Meeting
APF.....	Annual Programs Fund (of TRF)
ARC.....	Assistant Rotary Coordinator
Area.....	The District is divided into geographical Areas with an AG appointed in each
ARRFC.....	Assistant Regional Rotary Foundation Coordinator
CIDA.....	Canadian International Development Agency
CLP.....	Club Leadership Plan
COL.....	Council on Legislation – RI Legislative body that meets every 3 years
CRCID.....	Canadian Rotary Committee for International Development [ <i>now defunct</i> ]
DC.....	District Council (the) District. Rotary International District 5080
DDF.....	District Designated Funds (from Foundation SHARE Program)
DG.....	(Currently serving) District Governor
DGE.....	District Governor-elect – the person selected to serve as District Governor in the next Rotary year
DGN.....	District Governor Nominee – the person nominated by the District to RI to serve in the year following the DGE
DGND.....	District Governor Nominee Designate - the person nominated by the District to RI to serve in the year following
DGN DLP.....	District Leadership Plan
DLT... ..	District Leadership Team
DLTA.....	District Leadership Training Assembly – sometimes referred to as Spring Assembly
DPPM... ..	District Policy and Procedures Manual
DRFC.....	District Rotary Foundation Committee
DRFCC.....	District Rotary Foundation Committee Chair
DSA.....	Distinguished Service Award
DT.....	District Trainer
EREY... ..	Every Rotarian Every Year (a Foundation initiative)
IPDG.....	Immediate Past District Governor – the DG who served the previous Rotary year
IPP.....	Immediate Past (Club) President
LOA.....	Leave of Absence
MOP.....	Manual of Procedure – compilation of RI policies and procedures, revised following the COL
NID.....	National Immunization Day (a term connected to the Polio Plus program)
PDG.....	Any previous District Governor
PE... ..	President-Elect (a club position)
PETS.....	President-Elect Training Seminar
PN.....	President-Nominee: the person nominated to follow the P.E.
PHF.....	Paul Harris Fellowship (a Foundation designation connected to the Annual Fund)



PHS.....Paul Harris Society (a subset of PHF – a district group)  
 PRID..... Past Rotary International Director  
 PRIP .....Past Rotary International President  
 PP .....Past President  
 RC.....Rotary Club\* (used as The RC of...); can also refer to Rotary Coordinator  
 RI..... Rotary International  
 RIBI..... Rotary International in Great Britain and Ireland  
 RID ..... Rotary International Director  
 RIDE..... Rotary International Director-Elect  
 RIP..... Rotary International President  
 RITS .....Rotary International Travel Service  
 RIVP..... Rotary International Vice President  
 RLI .....Rotary Leadership Institute  
 RC.....Rotary Club  
 RRFC..... Regional Rotary Foundation Coordinator  
 Rtn... .....Rotarian  
 RYE..... Rotary Youth Exchange  
 RYLA..... Rotary Youth Leadership Award  
 SAR... .....Semiannual Report (invoice from RI to club)  
 SM... .....Sustaining Member (a Foundation term)  
 TRF.....The Rotary Foundation  
 YE.....Youth Exchange Program  
 YEO..... Youth Exchange Officer (a club position)  
 YIR ..... Yours in Rotary  
 YIRS..... Yours in Rotary Service  
 Zone..... Level of Rotary organization between a Rotary District and Rotary International.  
           A Zone (e.g., Zone 25) selects the RI Directors; Zones are paired. [e.g. Zones 25  
           & 27]

# **Article I. District Officers and District Council**

## **Section 1.01 District Officers**

### **(a) District Governor**

The Principal Officer of District 5080 shall be the duly elected District Governor. The District Governor (DG) is the sole officer of Rotary International in the District, nominated by the clubs of District 5080 and elected by the convention of Rotary International. The District Governor shall be responsible for the proper operation of the District and for the accomplishment of District 5080 goals and objectives. The duties and responsibilities of the District Governor are provided in the Rotary International Manual of Procedure. The District Governor is a member of the District Council.

### **(b) District Governor-elect**

The District Governor-elect (DGE) is the next officer in line for District leadership. Having been nominated by District 5080 and elected at the convention of Rotary International, the District Governor-elect will assume the position as District Governor on July 1st of the next Rotary year. The main duty of the District Governor-elect is to prepare for the next Rotary year. This preparation will require close coordination with the current District Governor, District Governor Nominee and other District leaders. The District Governor-elect with the District Trainer is responsible for the training and preparation of the Club Presidents-elect at Pre-PETS and PETS. The District Governor-elect, with the District Trainer, will organize and conduct the District Leadership Training Assembly for incoming club officers to prepare these officers to assume their duties in club leadership. The DGE is responsible for developing and implementing a training program for the Assistant Governors. The District Governor-elect is a member of the District Council.

### **(c) District Governor-nominee**

The District Governor-nominee (DGN) is the Rotarian who has been nominated by District 5080 to Rotary International to be elected as District Governor-elect at the next convention of Rotary International. As such, the DGN will follow the District Governor-elect as District Governor. The DGN will coordinate closely with the District Governor and the District Governor-elect to prepare to assume a position of leadership in the District. The District Governor-nominee is a member of the District Council. Traditionally the District Governor-nominee serves as the Governor's representative on the Youth Exchange Committee. The DGN is encouraged to attend the Youth Exchange Committee meetings and the orientation weekends for Inbound and Outbound students. The DGN is encouraged to attend PETS OPCOM meetings with the DGE. The District Governor-nominee is a member of the District Council.

### **(d) District Governor-nominee-designate**

The District Governor-nominee-designate (DGND) is the Rotarian who has been nominated by District 5080 to Rotary International to be the next District Governor-

nominee. As such the DGND will follow the DGN as District Governor. The DGND shall prepare to assume a position of leadership within the District. The District Governor may assign other District duties and assignments. The District Governor-nominee-designate is a member of the District Council.

**(e) Vice Governor**

The Vice Governor is the Past District Governor that may be chosen by the District Nominating Subcommittee to replace the Governor only in the case of temporary or permanent inability to continue in the performance of the governor duties. Such duties will be assumed starting on July first of the next Rotary year.

**(f) Assistant Governor**

District 5080 is divided into areas, numbering from North to South, consisting of groups of clubs in a local geographic area. The total number and boundaries of geographical areas may be adjusted with the approval of District Council. An Assistant Governor will be appointed to assist in the administration of each area. The District Governor-elect, after consulting with the District Governor-nominee, will appoint Assistant Governors to a one-year term. Assistant Governors may be appointed to subsequent terms but may not serve for more than three consecutive one-year terms. Assistant Governors are not officers of Rotary International. Each Assistant Governor will be proactive in the support of the assigned clubs and will take a personal interest/responsibility in the success of every club in their assigned area. Each Assistant Governor is a member of the District Council.

(i) Requirements: The following prerequisites will be met prior to appointment as Assistant Governor:

- 1) Holds active membership, in good standing, in a club in District 5080 for at least three years
- 2) Has served as a club president for a full term
- 3) Is willing and able to accept the responsibilities of Assistant Governor

(ii) Duties: The Assistant Governor:

The Assistant Governor has responsibilities to both the Governor and the club. District level responsibilities include:

- 1) Assisting in developing district goals
- 2) Coordinating the Governor's official visits with clubs
- 3) Communicating club's strengths, weaknesses, and progress towards goals to the Governor
- 4) Attending district meetings
- 5) Participating in Rotary Foundation programs, events, and fundraising
- 6) Helping develop future district leaders
- 7) Briefing the incoming Assistant Governor on the status of clubs

Club level responsibilities include:

- 1) Visiting clubs regularly (at least quarterly)
- 2) Helping Presidents-elect develop effective goals
- 3) Monitoring the progress of clubs toward their goals

- 4) Assisting clubs in planning and scheduling the Governor's official visit, and attending related club assemblies
- 5) Motivating clubs to follow through on the Governor's requests
- 6) Coordinating club training with the appropriate district committee
- 7) Promoting the District Leadership Plan and Club Leadership Plan
- 8) Identifying and encouraging the development of future District leaders
- 9) Promoting attendance at the District Conference and other District meetings.

**(g) Assistant Governor Executive Oversight**

- (i) Duties: District Governor Elect:
- 1) Maintains relationships with District Committees to identify opportunities when Assistant Governors can facilitate communications with clubs.
  - 2) Acts as a resource for Assistant Governors and coordinates their activities.
  - 3) Organizes regular Assistant Governor tele-conferences.
  - 4) Helps coordinate coverage of an Assistant Governor's region if that Assistant Governor is absent for a substantial period of time.
  - 5) Assists in timely collection of required reports from Assistant Governors and clubs.
  - 6) Assists the District Governor in the collection/dissemination of information related to the District Governor's visit to each club.
  - 7) Follows up, as required, on the timely progress of District plans and programs.
  - 8) Assists the District Governor, District Governor-elect and District Governor- nominee with information that could assist in the selection and assignment of Rotarians for key positions within the District.

**(h) District Secretary**

The District Secretary shall be a knowledgeable Rotarian who can assist the District Governor by arranging District meetings, handling correspondence, compiling minutes of District meetings, collecting and reporting membership statistics and keeping records.

The District Secretary is appointed by the District Governor to a one-year term and may be appointed to subsequent terms but may not serve for more than three consecutive one-year terms. The District Secretary must have the understanding of and the capability to communicate via telephone, fax, email and the Internet. The District Secretary is a member of the District Council.

Duties: The District Secretary shall:

- 1) Retain and be responsible for all of the historical records of the District and act as the chief archivist of District records.
- 2) Be responsible for collecting and organizing the monthly attendance records and forwarding the required information to Rotary International, to the Editor of the District newsletter and to the District Web Master.

- 3) Take and maintain the minutes of District meetings and distribute minutes to members of the District Council.
- 4) Be responsible to maintain an inventory of all District equipment including, but not limited to, fax machines, computer software and office equipment. Each year an update on current custody will be entered into District records
- 5) Assist District officers as necessary but not as a ‘personal secretary’

**(i) District Treasurer**

The Treasurer will administer and account for District funds and maintain the required financial records. The District Treasurer shall be a knowledgeable Rotarian appointed by the District Governor to a one-year term and may be appointed to subsequent terms but may not serve for more than three consecutive one-year terms. The Treasurer must have an understanding of basic accounting principles and the capability to communicate via telephone, fax, email and the Internet. The District Treasurer is a member of the District Council

Duties: The District Treasurer shall:

- 1) Maintain District financial records except those of committees authorized to maintain individual accounting.
- 2) Receive and deposit all funds and make all authorized disbursements.
- 3) Maintain books of accounts on all funds coming under the Treasurer’s jurisdiction. On retirement from office the Treasurer shall deliver to the successor Treasurer all books of accounts and any properties of the District in the possession of the Treasurer.
- 4) Issue financial statements to the District Governor, the District Governor-elect and the Finance Committee chair as requested by the District Governor and issue financial statements to members of the District Council at their normally scheduled meetings.
- 5) Pay, in a timely manner, requests for payments that have been approved by the appropriate committee chairs or District officers.
- 6) As requested, assist the auditor in an annual, independent review of the District financial records.
- 7) Assure tax returns are filed as required in the USA and Canada.
- 8) Assure an independent oversight and review for those committees maintaining individual accounting.
- 9) Serve as a Member of the Finance Committee.

**(j) District Trainer**

The District Trainer is responsible for supporting the District Governor and District Governor- elect in training club and District leaders and overseeing the District’s overall Training Plan.

The District Trainer serves as the Training Committee chair and assigns responsibility for training meetings and functions as necessary. The District Trainer shall be a knowledgeable Rotarian appointed by the District Governor to a one-year term and may be appointed to subsequent terms but may not serve for more than

three consecutive one-year terms. The District Trainer must have the understanding of and the capability to communicate via telephone, fax, email and the Internet. The District Trainer shall be a member of the District Council.1) Duties: The District Trainer shall:

For PETS, the District Leadership Training Assembly and Assistant Governor training the District Trainer shall in cooperation with the District Governor-elect and/or the District Governor:

- a) Plan program content and schedules.
- b) Secure speakers, training leaders, and other volunteer positions as selected or approved by the District Governor-elect.
- c) Develop a training sequence and obtain material for training leaders.
- d) Provide evaluation of training meetings.
- e) District Leadership Development Program
- f) Club-level Training
- g) Other training events in the District, as appropriate
- h) Consult on training issues for the District Rotary Foundation Seminar and the District Membership Seminar.
- i) Support club training tasks as needed.

#### **1) District Rotary Leadership Institute Coordinator**

The District Rotary Leadership Institute (RLI) Coordinator is responsible for the promotion and conduct of the RLI seminars in the District. The RLI Coordinator shall be a trained RLI Facilitator, appointed by the District Governor on an annual basis, normally serving no more than three one-year terms.

#### **2) District Vision Coordinator**

The District Vision Coordinator is responsible for the promotion of Vision facilitation, the club scheduling, the preparation for the club event and the communications between the Club Vision Event Coordinator and the Vision Facilitation Team. The District Vision Coordinator is the primary contact point for clubs to express interest via email and telephone, providing the Club Vision Event Coordinator's information on the tools, resources and Rotary Visioning Questionnaire (RVQ) in a timely manner and manages the schedules and calendars for all Visioning events, communicating with the District Vision Facilitation Team to confirm final dates and communicating back the final date to each club. The District Vision Coordinator will be a trained Visioning Facilitator, appointed by the District Governor on an annual basis, normally serving no more than three one-year terms. Ensures all tools and tasks are completed by the Club Vision Event

## **Section 1.02 District Council**

The District Council will be the principle policy developing body for the district. Members of the District Council should have the understanding of and the capability to

communicate via telephone, fax, email and the Internet.

**(a) Membership**

The District Governor shall serve as the Chair of the Rotary District Council.

The District Council will be composed of the following:

(1) District Officers

- DG
- DGE
- DGN
- DGND
- Immediate PDG
- Secretary
- Treasurer
- District trainer

2) District Committee chairs:

- District Administration Committee Chair
- District Membership Committee Chair
- District Service Committee Chair
- District Foundation Committee Chair
- District Public Image Committee Chair
- Finance Committee Chair
- Governor's Advisory Council

3) Assistant Governors

4) All Past District Governors are ex-officio members. All are welcome and encouraged to attend, however, fiscal considerations prevent the District funding travel and lodging expenses.

**(b) Meetings**

The District Council shall meet at least two times per year, in September and in February.

**(c) Authority**

The District Council shall be the principal policy-making body of the district and as such may make changes to the district policies and procedures, including but not limited to, this Policy Manual and other matters of district operation.

## Article II. District Committees

### Section 2.01 General

The Committees of the District, except the District Conference Committee, will adhere to the following guidelines.

#### (a) Committee Appointments

The District Governor in conjunction with the DGE and DGN appoints the Committee Chair and in consultation with that Committee Chair, will appoint members of District Committees. Members shall be Rotarians in good standing as members of a club in the District. District Rotaract Committee - Members shall be Rotaractors in good standing as members of a Rotaract club in the District. Members are normally expected to serve for a one-year term but may be appointed to subsequent terms but may not serve for more than three consecutive one- year terms. As a result, it is possible that a District Governor will appoint one third of the committee members and each subsequent District Governor will also appoint one third of the committee. This rotation will insure continuity of operation while introducing new members to committee participation. No person should serve as chair of the same committee for more than one three-year term.

#### (b) Committee Guidelines

Committees **will** (must?) meet the standards set out in the Rotary International Manual of Procedure. District Committees will be directly answerable to the District Governor. Subcommittee Chairs will function under a District Committee Chair. Committees shall use, as applicable, the Rotary International Publication 'District Committee Manual' to guide their operations. All expenditures from District funds must be in accordance with the approved District Budget and properly approved by the District Governor or his/her designate. Committee Chairs may approve expenditures to the limit of the applicable budget item.

#### (c) District Committee Chair (General)

A District Committee Chair leads the committee, acting chiefly as an organizer and motivator. Committee Chairs should:

- Serve as a resource for Committee members, communication with them regularly
- Share information from Rotary International and The Rotary Foundation
- Monitor and report Committee progress to District leaders
- Ensure Committee members have the skills and knowledge to carry out their responsibilities
- Attend the District Assembly and other District meetings as needed
- Assist clubs with Committee-related activities
- Educate club leaders about District and RI resources



- Identify and recognize outstanding club projects and individual Rotarians
- Coordinate with Assistant Governors who have regular contact with clubs.

## **Section 2.02 District Administration Committee**

The District Administration Committee shall provide assistance to clubs in the district. The District Administration Committee will consist of an appointed Chair and Subcommittees as needed. The District Administration Committee Chair should have significant knowledge of commitment to and experience with Rotary administration activities. The Chair will work with committee to plan, coordinate and evaluate all District administrative activities and if requested assist the Governor- elect in establishing goals for their term. The District Administration Committee Chair will serve as a member of the District Council.

## **Section 2.03 District Membership Committee**

The District Membership Committee identifies, markets and implements appropriate membership development strategies for the district. The Committee Chair acts as a liaison between the District Governor and the Zone Rotary Coordinator, Rotary International, and the clubs in the District.

The District Membership Committee will consist of an appointed Chair, Subcommittee Chairs and a Membership Representative from each of the areas. The District Membership Committee Chair should have significant knowledge of commitment to and experience with Rotary Membership activities.

The District Governor, in consultation with the District Membership Committee Chair, the immediate Past District Governor and the District Governor-elect shall appoint chairs to the subcommittees.

The District Membership Committee Chair is responsible for presenting annually a District Rotary Membership Seminar and assisting the District Governor-elect in establishing Membership goals for their term. The Chair of the District Membership Committee is encouraged to attend a Zone Assembly conducted by a Zone Rotary Coordinator. In addition, all Subcommittee Chairs are expected to attend and participate in the District Team Training Seminars and other District training meetings. The District Membership Committee Chair shall serve as a member of the District Council.

\*Districts may wish to designate subcommittee chairs to focus on attracting new members, engaging members, and developing new clubs. District membership chairs who are interested in establishing these optional subcommittees should work with their district governor to appoint a district member attraction subcommittee chair, district

member engagement subcommittee chair, and district new club development subcommittee chair in My Rotary. Members appointed to these positions will be granted the same level of reporting access as the district membership committee chair  
\*(From My Rotary – District Membership Committee 2021)

## **Section 2.04 District Service Committee**

The District Service Committee will assist clubs in the development of Service Programs and projects. They will develop a proactive program to share ideas throughout the district and assist in the training of club Service Committee Chairs and members. The District Governor will be informed on Service activities in the District. The District Service Committee Chair will serve as a member of the District Council.

The District Service Committee will consist of an appointed Chair and Subcommittee Chairs. The District Service Committee Chair should have significant knowledge of commitment to and experience with Rotary service programs and projects. The District Service Committee is responsible for planning, coordinating and evaluating all district service activities and assisting the District Governor-elect in establishing goals for their term. The Chair of the District Service Committee and all Subcommittee Chairs are expected to attend and participate in the District Team Training Seminars and other District training meetings. The District Service Committee Chair will serve as a member of the District Council.

## **Section 2.05 District Youth Service Committee**

The District Youth Service Committee will assist clubs in the development of Youth Programs and projects. They will develop a proactive program to share ideas throughout the District and assist in the training of club Youth Service committee chairs and members. The District Governor will be informed on Youth Service activities in the District. The District Youth Service Committee Chair will serve as a member of the District Council.

The District Youth Service Committee will consist of an appointed Chair and the Subcommittee Chairs. The District Youth Service Committee Chair should have significant knowledge of commitment to and experience with Rotary Youth programs and projects.

The District Youth Service Committee is responsible for planning, coordinating and evaluating all district youth activities and assisting the Governor-elect in establishing goals for their term. The Chair of the District Youth Service Committee and all Subcommittee Chairs are expected to attend and participate in the District Team Training Seminars and other District training meetings. The District Youth Service Committee Chair will serve as a member of the District Council.

## **Section 2.06 District Rotary Foundation Committee**

The District Rotary Foundation Committee is responsible for educating, motivating and inspiring Rotarians to participate in the Rotary Foundation programs and fundraising activities in the district. The committee serves as a liaison between The Rotary Foundation and the club members. The District Rotary Foundation Committee will consist of an appointed Chair and Subcommittee Chairs. The District Rotary Foundation Committee Chair should have significant knowledge of commitment to and experience with Rotary Foundation activities. The District

Governor, in consultation with the immediate past district governor, the District Rotary Foundation Committee Chair and the governor-elect shall appoint chairs to the subcommittees listed below. The chair of the District Rotary Foundation Committee is encouraged to attend a Zone Assembly conducted by a Regional Rotary Foundation Coordinator (RRFC). In addition, all Subcommittee Chairs are expected to attend and participate in the District Team Training Seminars and other District training meetings. Specific duties are outlined in TRF's District Rotary Foundation Committee Manual and also include:

- With the District Governor, work with committee members to plan, coordinate and evaluate all District Foundation activities
- Represent the District Foundation Committee in the District Designated Fund allocation process and sign the SHARE Decision Worksheet submitted to The Rotary Foundation.
- Present annually a District Rotary Foundation Seminar and Grant Management Seminars
- Assist the District Governor elect in establishing Foundation goals for their term The District Foundation Committee Chair will serve as a member of the District Council.

**Note\***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)

### **(a) Subcommittees**

The Chairs of the individual subcommittees serve as members of the District Rotary Foundation Committee. Specific duties are outlined in TRF's District Rotary Foundation Committee Manual and also include:

#### **(1) Grants Subcommittee**

The Grants Subcommittee is responsible for assisting clubs in developing ways to participate in international service projects as well as informing Rotary clubs and/or district project committees planning such projects of the Foundation grants that can help them. The Grants Subcommittee Chair is responsible for reviewing all humanitarian grant applications sponsored by member clubs and the district itself, certifying that all applications are complete and accurate prior to the submission of grant

applications to The Rotary Foundation. The District Grants Subcommittee may include additional subcommittees for District Grants Approval.

**(2) Annual Fund and Fundraising Subcommittee**

The district fundraising subcommittee manages and monitors Foundation fundraising and recognition efforts in the district. The Fundraising Subcommittee may include the following additional subcommittees:

**(i) Annual Fund/Paul Harris Society Subcommittee**

The Annual Fund Committee is responsible for designing and implementing a comprehensive and effective District program to achieve the District's Annual Programs Fund giving goal. (Is this sentence redundant – see above) The Annual Giving Subcommittee is responsible for administering the Paul Harris Society recognition program throughout the district.

**(ii) Endowment Fund Subcommittee**

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

**(3) PolioPlus Subcommittee**

The District PolioPlus Subcommittee is responsible for supporting Rotary's commitment to polio eradication and is responsible for encouraging participation in Polio Eradication activities by all Rotarians.

**(4) World Peace Fellowships Subcommittee**

The Rotary World Peace Fellowships Subcommittee is responsible for promoting club and District participation in Rotary World Peace Fellowships and ensures careful attention is paid to four basic elements—Promotion and Selection, Orientation, Hosting Scholars and Alumni Outreach.

**(5) Stewardship Subcommittee**

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

**(6) Optional Reported Subcommittees**

## **Section 2.07 District Public Image Committee**

The District Public Image Committee promotes Rotary to external audiences and fosters understanding and support for the programs of Rotary International. The committee promotes awareness among Rotarians about the benefits and effective publicity,

favorable public relations and a positive image can bring to clubs. The Committee is also responsible to provide for the effective flow of information among Rotarians of the District and to provide an effective public affairs program between members and the general public. To accomplish these tasks, a District Web Page will be organized, and an effective public image program will be conducted.

The District Public Image Committee will consist of an appointed Chair and Subcommittee Chairs as needed. The District Public Image Committee Chair should have significant knowledge of commitment to and experience with Rotary public relations activities. The District Governor, in consultation with the immediate Past District Governor and the District Governor-elect shall appoint Chairs to the Subcommittees listed below. The District Public Relations Committee Chair is responsible for assisting the District Governor-elect in establishing public relations goals for their term. The Chair of the District Public Image Committee and all Subcommittee Chairs are expected to attend and participate in the District Team Training Seminars and other District public Image training meetings. The Public Image Committee Chair will serve as a member of the District Council.

## **Section 2.08 District Finance Committee**

The District Finance Committee shall safeguard the assets of the District 5080 funds by reviewing and studying the amount of per capita levy and necessary expenses of District administration and prepare an annual report on the status of the District's finances. The District Finance Committee shall determine the software approved for the District 5080 Finances and all Committees with separate budgets and banking accounts. The District Finance Committee, in addition to its administrative responsibilities, shall advise the District Governor on all District financial matters. The Finance Committee Chair will serve as a member of the District Council.

### **1) Appointment**

Members of the committee shall be appointed for a term of three years and will not normally be appointed to a consecutive term. Members should be qualified and experienced in business management and geographically dispersed in the District.

### **2) Members**

The committee shall consist of the District Governor, the District Governor- elect, the District Governor-nominee, the District Governor-nominee- designate, the Immediate Past Treasurer, the Current Treasurer, the Incoming Treasurer, the Immediate Past District Governor, and a Past District Governor at least two years removed.

### **3) Committee Chair**

The Past District Governor at least two years removed will serve as Committee Chair.

- 4) Vacancies  
In case of a vacancy, the District Governor shall appoint a recent Past District Governor to serve the remainder of the year.
- 5) Annual Review  
The Finance Committee shall conduct an annual, independent review of the District financial records as described in Article IV Budget and Fiscal Policy.
- 6) Fiscal Policy Review  
Annually, the Finance Committee will review the District fiscal policies and the reimbursement items and rates. Any required changes will be recommended to the District Council

## **Section 2.09 District Peace Committee**

The Objectives of the District Peace Committee are to promote the engagement and empowerment of Rotarians and other stakeholders who are Practitioners, Educators, Mediators, and Advocates of Peace. The Committee creates partnerships with Rotary International and NGOs for the purpose of identifying and accessing resources and best practices to support the work of the District, its Clubs, and members engaged in the mission of Peacebuilding.

## **Section 2.10 District Rotaract Committee**

The District Rotaract Committee will assist Rotaract clubs in the development of Service Programs and projects. They will develop a proactive program to share ideas throughout the district and assist in the training of Rotaract club executives and members. The District Governor will be informed of Rotaract activities in the District. The District Rotaract Committee Chair will serve as a member of the District Council. The District Rotaract Committee will consist of an appointed Chair and Subcommittee Chairs. The District Rotaract Committee Chair should have significant knowledge and commitment to Rotaract and Rotary service programs and projects. The District Rotaract Committee is responsible for planning, coordinating and evaluating all district Rotaract activities and assisting the District Governor-elect in establishing goals for their term. The Chair of the District Rotaract Committee and all Subcommittee Chairs are expected to attend and participate in the District Team Training Seminars and other District training meetings. The District Rotaract Committee Chair will serve as a member of the District Council.

## **Section 2.11 District Conference Committee**

Under the District Governor, the District Conference Committee shall plan and promote the district conference and carry out the necessary arrangements to ensure maximum

attendance. Guidelines are found in the District Conference Manual published by Rotary International, the Manual of Procedure and later in this Manual.

The Annual District Conference will be under the direction of the DG of that Conference Year (referred to as the CDG). That CDG will determine the time, place and location of the District Conference. The CDG in consultation with the District Conference Committee will determine the length, cost to attendees, programs and all other aspects of the District Conference.

**(1) District Conference Committee Appointments**

The District Conference Committee Executive will consist of a Chair/Co- chairs, Treasurer and Secretary, appointed by the CDG for the District Conference. These appointments should be determined 2 -2.5 years before that District Conference. The Chair/Co-Chairs will appoint the Sub- Committee Chairs and Sub-Committee members in consultation with the CDG. These appointments will occur as required before the District Conference. Committee and Sub-Committee Members should normally be Rotarians in good standing as members of a club in the District. However, Committee and Sub-Committee members may be non-Rotarians in good standing with a club in the District. Chairs/Co-Chairs Committee and Sub- Committee Members are normally expected to serve until the end of the District Conference for which they are appointed. But they may also be appointed, as above, to future District Conference Committees. However, no person should serve as Chair/Co-Chairs of the same Committee or Sub Committee for more than three consecutive years.

**(2) Committee Guidelines**

Committees will meet the standards set out in the Rotary International Manual of Procedure and will be directly answerable to the CDG. Sub-Committee Chairs will function under the Committee Chairs. Committees shall use, as applicable, the Rotary International Publication District Committee Manual to guide their operations. All expenditures from District funds must be in accordance with the approved District budget and approved by the CGD in consultation with the DG. The Committee Chairs/Co-Chairs may approve expenditures to the limit of the applicable budget item.

**(3) District Conference Committee Chair/Co-chairs (General)**

District Committee Chair/Co-Chairs lead the Conference Committee, acting chiefly as an organizer and motivator.

Committee Chair/Co-Chairs should:

- Serve as a resource for Committee members and Communicate with them regularly
- Share information from the DGN, Rotary International and The Rotary Foundation
- Monitor and report directly to the DGN
- Ensure Committee members have the skills and knowledge to carry out their responsibilities
- Attend the District assembly and other District and Conference related meetings as needed
- Assist clubs with District Conference related activities
- Educate club leaders about the District Conference
- Coordinate with assistant governors who have regular Contact with clubs.

## **Section 2.12 Governor’s Advisory Council**

Under the District Governor, the Governor’s Advisory Council shall be formed to assist in extension efforts, informing incoming governors, promoting the convention, providing Rotary information, and supporting weaker clubs, serving when invited by the club president and the governor as ad hoc members of the club board of directors. The Governor’s Advisory Council will meet at least once annually after the International Assembly to inform the Past District Governors and the Incoming District Governors of the issues debated and presented. This meeting may be held in person or through an acceptable On-line format. The authority and responsibility of the District Governor shall in no way be impaired or impeded by the advice or actions of the Past Governors. The District Governor’s Advisory Council shall be composed of the District Governor, District Governor-elect, District Governor-nominee, District Governor- nominee-designate, Immediate Past District Governor, **and two recent Past District Governors as designated by the District Governor.** (Are these two position represented on the Website?) All Past District Governors residing in the District are ex- officio members of the Governor’s Advisory Council. All are welcome and encouraged to attend, however, fiscal considerations prevent the District funding travel and lodging expenses

## **Section 2.13 Rotarian Dispute Resolution Sub-Committee**

*See Appendix J Rotarian Dispute Resolution Sub-Committee*

## **Section 2.14 Special Committee and Task Forces**



The District Governor may appoint special committees or task forces as necessary to accomplish specific short-term objectives.

## **Section 2.15 District Crisis Management Committee**

A District Crisis Management Committee shall be established to address any crisis that may arise in the District. Regardless of the source of the crisis—Youth Exchange, RYLA, Interact, Rotaract, a Club or the district, action must be taken to manage the crisis. The standing team shall consist of:

- a) District Governor or District Governor-elect, as available as Chair  
The District Governor-Elect will serve as Assistant to the District Governor.
- b) District Public Relations Committee Chair
- c) Two Insurance Consultants (one from Canada and one from USA)
- d) Three licensed attorneys in active practice (one from Canada and one from both Idaho and Washington in the USA) who are familiar with local law and can give immediate advice regarding confidentiality, potential legal action and liability.
- e) Two additional representatives from the affected program will join the committee when a crisis is declared.
- f) District Youth Protection Officer.
- g) The District Electronic Communications Chair.
- h) A Spokesperson who serves as a liaison to the media, regardless of membership in the District Public Image or Electronic Communications Committees
- i) Discretionary Crisis Management Team Members, At the discretion of the District Governor, the Crisis Management Team may include:
  1. An Assistant Governor;
  2. The chair of the committee responsible for the activity giving rise to the crisis.
  3. Others at the request of the District Governor.

### **Crisis Management Team Education**

All members of the Crisis Management Team should be familiar with the most recent edition of Rotary International 's Media Crisis Handbook, 515-EN-(507) and the Rotary Youth Protection Guide, 775-EN-(2).

Each program and every club should be made aware of the District Crisis Management Committee and how it will operate. Copies of the Rotary Publication, 'Media Crisis Handbook' (515-EN) should be distributed to members of the Committee, every Rotary Club and every Assistant Governor. In addition, Contact Information should be provided with the publication.

The District Crisis Management Committee will meet prior to the Rotary Year (such as at District Assembly) to discuss the District Plan and its operation. In a crisis, the following is most important:

- a) The Committee must meet quickly
- b) The Committee must gather the facts
- c) The Committee must provide timely briefings to all stakeholders.

- d) The Committee must designate a single spokesperson
- e) The Committee must prepare a written statement that accurately states the facts, expresses the Rotary position, conveys the appropriate tone and is updated as needed.
- f) The Committee will contact the Rotary International Director of Zone 27 and the Rotary International Public Relations Division. Events that could result in a claim against the District's D&O Insurance must be reported to the Rotary International Risk Management organization promptly. The District Governor will make the report upon receipt of receiving notice of claim.

## **Section 2.16 District Crisis Management Plan**

The purpose of the Crisis Management Plan is to provide guidance to Rotary leaders in the event of a crisis to ensure that the District is prepared to:

- a. Provide for the immediate care and protection of individuals and property; and b. Ensure the communication of accurate, timely, and consistent information to Rotarians and the public in a manner that delivers the highest level of transparency and cooperation consistent with applicable law and government policy.

For purposes of implementation of the District 5080 Crisis Management Plan, a "crisis" is an unanticipated, unusual event or occurrence arising out of, or closely related to, a Rotary Club project, event, or program that results in, or is likely to result in, physical or psychological harm, serious injury, or death to a participant, significant financial loss, or that is or can be detrimental to the public image of Rotary.

Examples include, but are not limited to, a death or injury stemming from natural disasters impacting a Rotary project, event, or program (such as fire, flood, or earthquake), human caused (such as accidental or intentional mass casualty event), or a health pandemic, such as COVID-19. A "crisis" can include suspected illegal activities where the victim or alleged perpetrator is a Rotarian, a Rotary club, or the District; or other event that involves a Rotarian, a Rotary club, or the District that impacts persons or property in a substantial negative manner.

Events giving rise to a "crisis" may, but need not, involve youth involved in Rotary functions and activities, such as RYLA students, Interactors, and Rotary Youth Exchange students.

**The youth protection plans applicable to these programs takes precedence over this plan and must be followed before implementing this plan although every effort should be made to provide simultaneous notification of the "crisis" to the District Governor.**

For purposes of District 5080's Crisis Management Plan, "media" includes, but is not limited to, the following:

- a) Traditional print media such as newspapers.
- b) Broadcast media such as television and streaming.
- c) Online sources such as bloggers and social media. This may include an untrained citizen journalist who captures an event through photographs, videotapes, or recordings capable of putting online visual, audio and text from the site of a crisis.

### **The Role of the District Governor**

- a) As the only officer of Rotary International in the District, the District Governor shall be the main contact between the District and Rotary International and between the District and the Club, event or activity manager of the Rotary activity involved when a crisis occurs.
- b) The District Governor shall be solely responsible for Crisis Management in District 5080. In the absence of the District Governor, or in the case of his or her inability to act, the following individuals, in the order listed, shall hold final responsibility:
  1. The District Governor-Elect.
  2. The Immediate Past District Governor.
- c) Only the District Governor, or his or her designate as identified in Section 2.012, has authority to activate the Crisis Management Team, or individual members of the team when a crisis exists.
- d) The District Governor or designee determines the need to consult the Crisis Management Team and decides if the team or certain members of the team should be activated. The District Governor has sole discretion to determine which members of the team, if any, should be activated.

### **Notification**

- a) A Rotary club president, or any Rotarian who becomes aware of a crisis situation, shall immediately contact and consult with the District Governor. If the District Governor is not available, the next person on the list of designated individuals set forth in Section 2.012 shall be contacted in the order listed.
- b) All youth program staff shall first follow the detailed reporting procedures of their individual program before contacting the District Governor although every effort should be made to simultaneously notify the District Governor.
- c) The District Governor will contact Rotary International and the Rotary International Director.
- d) The District Governor will confirm that law enforcement has been contacted, if applicable and not already involved.
- e) Where law enforcement or other emergency services are involved, the Crisis Management Team will cooperate with law enforcement in all respects and follow the direction of responsible law enforcement and emergency officials.
- f) The District Governor will notify members of the Crisis Management Team who he or she has chosen to activate in response to the crisis.
- g) The District Governor will notify Rotary International and the Rotary International Director of significant changes in the crisis situation and media involvement.
- h) Any Rotarian contacted by the media shall immediately notify the District
- i) Governor.

**Communication** (Needs to be filled in)

### **Management**

- a) The District Governor will designate a Spokesperson who will be the voice of the District in interaction with the media. The contact information for the Spokesperson should be provided to anyone reasonably anticipated to be contacted by the media, including electronic and social media. That information should be accompanied by instructions to

refer all inquiries to the Spokesperson in a cooperative and transparent manner that avoids a response limited to “No comment.”

- b) Any Rotarian contacted by the media shall refer the inquiring media representative to the District Governor or Spokesperson, without comment. If time is needed to confirm the contact information for the District Governor or Spokesperson, the media representative should be told that a Rotary representative will respond promptly.
- c) The District Governor may communicate with Assistant Governors, District Leadership Teams, clubs and or individual Rotarians, if needed.
- d) The District Governor may ask presidents and Assistant Governors to communicate appropriate and approved information to affected clubs and instruct all Rotary club members to direct media inquiries to the Spokesperson or District Governor.
- e) The District Governor or his or her designate will prepare a statement for use by the Media Contact Team in responding to inquiries. The statement should accurately state the facts, express Rotary’s position, convey the appropriate tone and develop key messages to help the Spokesperson convey Rotary’s position consistently and accurately.
  - 1) Before use, the statement should be reviewed by Rotary International Public Image and Press Relations staff.
  - 2) The District Governor will ensure that the statement is updated as needed.

In the event of a crisis, the District Governor and Spokesperson should prepare and implement a Media Monitoring Plan which monitors the accuracy and tone of media coverage to ensure that Rotary is not misrepresented.

Once the crisis has ended, the District Governor and Spokesperson should assess handling of the crisis and recommend changes in procedure to improve future crisis management.

## **District 5080 Crisis Management Committee**

*Contacts and Insurers may be updated by the District Governor or Designate as needed without referral to District Council.*

### ***See Appendix I***

Copies of the Rotary Publication, ‘Media Crisis Handbook’ (515-EN— (507)) should be distributed to members of the Committee, every Rotary Club and every Assistant Governor. In addition, Contact Information should be provided with the publication.

The District Crisis Management Committee will meet prior to the Rotary Year (such as at District Assembly) to discuss the District Plan and its operation. In a crisis, the following is most important:

- The Committee must meet quickly
- The Committee must gather the facts
- The Committee must provide timely briefings to all stakeholders
- The Committee must designate a single spokesperson
- The Committee must prepare a written statement that accurately states the facts, expresses the Rotary position, conveys the appropriate tone and is updated as needed.

- The Committee will contact the Rotary International Director of Zone 25 and the Rotary International Public Relations Division.

Events that could result in a claim against the District's D&O Insurance must be reported to the Rotary International Risk Management organization promptly. The District Governor will make the report upon receipt of receiving notice of claim.

## **Section 2.17 District Disaster Management Plan**

*See Appendix K – District Disaster Response Plan*

## **Article III. District Meetings and Training**

### **Section 3.01 District Conference**

An annual District Conference shall be held at a time and place determined by the District Governor for the year of the District Conference. Under the direction of the District Governor, the District Conference Committee shall plan and promote the District Conference for maximum attendance.

#### **(a) Purpose**

The purpose of the District Conference is to further the programs of Rotary through fellowship, inspirational addresses, and the discussion of matters related to the affairs of the clubs, the District and Rotary International. The committee will establish a conference program in accordance with the guidance and requirements of Rotary International as provided in the District Conference Manual, the Manual of Procedure and other RI governing documents

#### **(b) Attendance**

All Rotarians are strongly urged to attend the District Conference. All clubs will strongly support the publicity effort and make registration and program information available to club members. New Rotarians are particularly encouraged to attend the District Conference to increase their knowledge of Rotary programs beyond club level.

### **Section 3.02 District Leadership Training Assembly**

A District Leadership Training Assembly is held annually to develop Rotary club leaders who have the necessary skill, knowledge, and motivation to sustain and/or grow their membership base; implement successful projects that address the needs of their communities and communities in other countries; and support The Rotary Foundation through both program participation and financial contributions. Information will be presented on District activities and resources in order that the incoming club officers, directors and other club leadership will have a greater understanding of their responsibilities and opportunities for service. This exposure will inform them of the resources available at the District, Zone and Rotary International levels to assist them to more effectively carry out their duties. A program will be developed to educate Rotarians on the opportunities for service beyond the club level.

#### **(a) Attendance**

Those specifically invited shall include the incoming club presidents, club officers, club directors and club members assigned to serve in key leadership roles in the upcoming year. Training will be available for all members of the club leadership team and for the expansion of basic Rotary knowledge for all club members. All Rotarians in the district will benefit from attendance at the

District Leadership Training Assembly.

**(b) Requirements**

As a condition of taking office, it should be a club requirement for each club officer, director and committee chair for the next Rotary year to attend the District Leadership Training Assembly held prior to their taking office.

**(c) Fees**

Registration fees should be budgeted for and paid by the clubs.

### **Section 3.03 Presidents-elect Training Seminar (PETS)**

PETS is an informational program planned and conducted to develop club presidents who have the necessary skills, knowledge and motivation to have a highly successful term as club president. It is mandatory that each incoming club president (President-elect) participates in a District PETS as a condition of taking office, unless excused by the District Governor-elect. If so excused, the President-elect shall send a designated club representative who shall report back to the President-elect. If the President-elect does not attend the PETS and has not been excused by the District Governor-elect or, if so excused, does not send a designated club representative to PETS, the President-elect shall not be able to serve as club President. In such event, the current President shall continue to serve until a successor who has attended a PETS or training deemed sufficient by the District Governor-elect has been duly elected. Registration fees should be budgeted and paid by each club. The District Governor, District Governor-elect, District Governor-nominee, District Governor-nominee-designate (if selected), First-term Assistant Governors and the District Trainer are encouraged to participate in PETS. Registration fees for these designated District officers will be budgeted and funded by the District.

### **Section 3.04 District Membership Seminar**

The purpose of this seminar is to develop club and district leaders who have the necessary skills, knowledge and motivation to support the clubs in the district to sustain or increase the membership base. The participants in the District Membership Seminar include club Presidents, club-level membership committee members, District membership development committee members, District extension committee members, Assistant Governors and other interested Rotarians. The seminar is conducted by the District Membership Committee and can be supported by the Zone Rotary Coordinator or designate. The District Trainer will assist the District Membership Committee Chair as necessary. **The District Membership Seminar shall be held in conjunction with the District Rotary Foundation Seminar.** (Is this currently happening?)

### **Section 3.05 District Rotary Foundation Seminar**

The purpose of this seminar is to educate Rotarians about Foundation programs and motivate them to be strong participants and advocates of the Foundation. The seminar is the primary means of increasing awareness of the Rotary Foundation at the club level. The seminar is conducted by the District Foundation Committee and can be supported by the Zone Rotary Foundation Coordinator or designate. Participants include club Presidents, club Foundation committee members, District Governors, District Governors-elect, District Governor-nominee and Assistant governors. Although the aforementioned participants are the target audience, the district's entire membership is encouraged to attend. Specifically, a district Rotary Foundation Seminar provides the opportunity to:

- Motivate Rotarians to support and participate in Foundation Programs.
- Update Rotarians on changes in Foundation programs or policies and outline goals for the upcoming year.
- Recognize individuals and clubs in the district for outstanding contributions to the foundation
- Answer questions about the foundation programs and activities.

The District Rotary Foundation Seminar may be held in conjunction with the District Membership Seminar.

### **Section 3.06 Special Assemblies, Workshops, Seminars, Conferences**

Special Assemblies, Workshops, Seminars and Conferences may be called or conducted by the District Governor or the District Governor-elect. If there are non-budgeted expenses involved, they should be approved by the District Council. There should be sufficient advance announcement to allow each Rotary Club in the District to attend.





## **Article IV. Budget and Fiscal Policy**

### **Section 4.01 General**

It shall be the joint responsibility of the District Finance Committee to administer the on-going elements of the District Budget and Fiscal Policy, to administer the funds of the District, and to be accountable to the clubs within District 5080 in accordance with the approved Annual Budget. Such accountability to the District clubs includes the responsibility to keep expenditures within the budgeted amount for the year or such supplemental amounts as may be authorized by the District Council.

### **Section 4.02 Sources, Types, Purposes of District Funds**

#### **(a) Sources of funds**

- i. Dues (Semi-Annual Levy)**  
Dues from clubs in the District will be a per capita amount approved at the District Leadership Training Assembly (District Assembly) by the clubs in the District as represented by their incoming Presidents or designate. Dues will be in US dollar equivalents. The US/Canadian exchange rate will be the same as that established by Rotary International throughout each year. The existing exchange rate is posted on the RI web site and is adjusted monthly as necessary.  
The District will Bill Clubs annually on July 1st, based on the membership information from Rotary International.
- ii. Surpluses**  
Any surplus arising from residue of the District Leadership Training Assembly or Special Funds and/or unallocated surpluses of District committee funds
- iii. Investments**  
Income arising from the investment of funds not required for immediate commitment or expenditure.
- iv. Contributions**  
Contributions, donations, grants, and bequests made by clubs or individuals.

#### **(b) District Funds**

District Funds for general or specified purposes may be recommended by the Finance Committee and authorized by the District Council in accordance with the principles and guidelines of the Rotary International Manual of Procedure. District Funds include:

- (i) General Fund:** The purpose of the General Fund will be to:
  - Meet the approved expenses of the operation of the District by providing for such expenditures as authorized in the approved

Annual Budget.

Provide for supplementary expenditures not provided for in the budget but which the District Governor, having first received the approval of the Finance Committee and the District Council, deems essential to the ongoing progress of District activity.

- Meet the expenses of the District Governor not reimbursed from a budget established and provided by Rotary International
- Provide financial assistance to enable every District Governor, either as DGE, DG or PDG, and their partners to attend one Rotary International Convention. The Governor Line may attend Zone Institutes and other training authorized by the District Council.
- Meet specified expenses of the District Conference and the District Leadership Training Assembly, if required.

**(c) Separate Funds**

Separate Funds may be established where funds are raised and budgeted for a specific purpose. Separate Funds authorized are:

- Youth Exchange Committee Funds
- District Conference Funds
- RYLA
- RLI

**(d) Special Funds**

Special Funds recommended by the Finance Committee and approved by the District Council are designated to serve specific purposes or projects, and which can be modified or terminated at the discretion of any succeeding District Council. Any monies remaining in the Funds at such termination shall revert to the District's General Fund

**Section 4.03 Budget Procedures**

A budget of proposed expenses to be financed by the District Fund for the following Rotary year will be prepared by the District Governor-elect and the Finance Committee. The District Budget shall include line items to fund the appropriate expenses of the District Governor, the District Governor-elect, the District Governor-nominee and the District Governor-designate. The practice of paying back portions to the District Governor's Allocations into the previous budget year shall be discontinued effective February 3, 2016. The District will fund reasonable travel expenses for the District

Governor-elect and partner to attend the Rotary Convention during the Governor-elect year. The annual budget will be approved by the club Presidents-elect at the Spring Training Assembly to cover the annual period from 1 July to 30 June.

**(a) Purpose**

The prime consideration in determining the approved budget shall be setting a proper and adequate amount for the mandatory per capita assessment. It is imperative that all clubs be fully informed as to how the funds are to be expended and that the authorizations be fair and equitable to all contributors and clubs. Assurance must be given that the operations of the District are planned, authorized and conducted with prior advice from the officers and committees involved.

**(b) Committee Submission**

The District Governor-elect will promulgate the District goals and objectives. Based on these goals, each committee chair will submit a recommended budget for the activities of that committee to the Finance Committee.

**(c) Budget Preparation**

Based on District officer and committee chair inputs, the District Governor-elect and the Finance Committee will prepare a proposed budget. The proposed budget should be submitted for comment to the District Council at the February meeting. Using District Council member comments, the Finance Committee will prepare a final budget submission. A copy of the revised budget should be provided to Council members at least 15 days in advance of the February meeting.

**(d) Budget Approval**

The annual budget will be approved at the District Leadership Training Assembly (District Assembly) by the clubs of the district prior to the expenditure of funds.

- The recommended budget, including any proposed change to the annual levy (dues), will be presented to the club Presidents-elect at the President-elect Training Seminar.
- Following consideration by the clubs, the proposed budget, including any change to the annual levy (dues) requirement, will be considered at the District Leadership Training Assembly and submitted to a **(Final)** (should this word be added for clarity?) vote of the club Presidents-elect. A simple majority of the votes cast by the attending club Presidents-elect will be necessary to enact the proposed budget. To change to the annual levy, approval by  $\frac{3}{4}$  of the Presidents-elect in attendance at District Leadership Training or at the District Conference by a majority of the electors present and voting. Where a President-elect is excused from attending the District assembly, the designated

representative is entitled to vote in place of the President elect.

**(e) Budget Timeline Overview**

Fiscal and Budget preparation timeline:

**September/October**

- Finance Committee reviews the previous Rotary year expenditures
- District Governor-elect articulates the program and objectives for the coming Rotary year to all District officers and committee chairs, requests budget inputs and sets submission deadline.
- District Officers and committee chairs submit budget requests to the chair of the Finance Committee with a statement of goals.

**November/December**

- The District Governor-elect and the Finance Committee formulate a proposed budget based on committee input and goals.
- The Finance Committee reviews the fiscal portions of this Policy Manual and, if required, proposes changes to the District Council.

**January/February**

- The District Governor-elect and the Finance Committee refine the preliminary budget.
- The District Governor-elect and the Finance Committee reviews the reimbursement policy, Appendix B of this document, and sets the rates and changes the list as required
- The proposed budget is submitted to the District Council for approval

**February/March/April**

- Proposed budget is submitted to the clubs at the President-elect Training Seminar.
- Proposed budget is discussed by the club Presidents-Elect. The District Governor-elect assisted by the District Treasurer will lead the discussion.
- Club Presidents-elect discuss proposed budgets with the club directors
- Proposed budget is submitted to a vote by the club Presidents- elect at the District Leadership Training Assembly.

**May/June**

- The District Treasurer issues confirmation of budget amounts to the chairs of the funded committees. The chair returns a signed acknowledgement using Appendix C of this document. All committees are expected to operate within their budgeted amounts.

**June July 1**

- A synopsis of the approved budget is posted on the District Web Site for use during the Rotary year.

**July 1**

- Budget takes effect

**Section 4.04 Receipt, Deposit and Expenditure of Funds**

**(a) Receipt and Deposit**

Moneys received by the District Treasurer shall be deposited in accredited financial institutions in such a manner to clearly indicate that the funds are the property of District 5080. Investment of surplus funds available from time to time shall be restricted to government authorized trustee investments registered in the name of District 5080, to which access may be gained only by authorized signing officers

**(b) Management and Expenditures**

(i) The policy determining acceptable expenditures of District Funds shall be defined by a set of guidelines established by the Finance Committee and promulgated in Appendix B to this Policy Manual. These guidelines will be reviewed annually as the new budget process begins.

(ii) All expenditures from District funds must be in accordance with this Article, the District budget, the District Reimbursement Policy (Appendix B), and properly approved by the District Governor and the appropriate District Committee chair.

(iii) Individual reimbursements will be processed, approved and paid following the procedures of Appendix B and C. District checks shall be signed by the strict Treasurer and cosigned by one of the following:

- District Governor
- District Governor-elect
- Immediate Past District Governor
- A Rotarian of the District designated by name by the Finance Committee

**Section 4.05 Fiscal Review and Reporting**

**(a) Reports**

The District Treasurer will prepare statements and budget status for the District Governor, the District Governor-elect, and the District Council. The District Treasurer will cause to have posted to the district website on a monthly basis a report of the Budget to Actual revenues and expenditures in a secure location available to all District 5080 Rotarians.

**(b) Review**

The District Treasurer will make the District Budget to Actual statement available to the Finance Committee on a monthly basis. The status of district funds, including the District Reserve funds, and the District Budget will be reviewed at each meeting of the District Council.

**(c) Annual Review**

The Finance Committee must conduct or cause to be conducted a formal review

of the District books by an independent Certified Public Accountant, A chartered Accountant or a Certified General Accountant and prepare ‘an agreed upon procedure for examination’. This report shall be due within 90 days of the end of the Rotary year and delivered to the District Treasurer for dissemination.

**(d) End of Year**

The District Treasurer’s financial statement for the concluded year and the ‘agreed upon procedure for examination’ report by the review committee shall be circulated to the District Governor, the District Council, the Finance Committee and any club requesting a copy. These reports shall be accompanied by a Budget to Actual year end statement.

Upon ratification by the electors at the next District Conference, the financial statements shall be posted to the District website in a secure location available to all District 5080 Rotarians.

**(e) Tax Reporting**

It shall be the responsibility of the District Treasurer to assure submission of annual tax returns to both the Canadian and US governments as required.

**(f) District Reserve Fund**

The District shall maintain a District reserve Fund as an in-District emergency fund for the purpose of providing financial resources to deal with unforeseen circumstances. The Reserve shall be established as a separately accounted fund in the amount of a minimum of \$35,000 and invested in an interest-bearing account or otherwise invested in safe and liquid securities such as a CD. In the event of a need to utilize a portion of the reserves such utilization shall be approved by the Finance Committee Chair and District Governor with the consultation of the District Governor-elect. Utilization of reserve funds shall be limited to \$10,000 for any single event and a plan to restore the minimum reserve shall be prepared by the Finance Committee and District Governor within 90 days of the conclusion of the emergency event. Should an event require more than \$10,000 to resolve such as use shall be justified by memo to the District Council and subject to immediate review and concurrence by majority vote of the Council.

In the event that funds in the Reserve account exceed \$40,000 the excess may be utilized for other District activities with the approval of the Finance Committee and the District Governor and the consultation of the District Governor-elect.

## **Section 4.06 Separate Special or Specific Funds and Accounting**

**(a) General**

When funds are raised or budgeted for a specific purpose a separate fund may be established. A budget of expenditure shall be prepared and submitted to the District Governor, District Governor-elect and the Finance Committee for

approval.

Financial and Budget Software should be determined by the District Financial Committee for Rotary District 5080 and all committees with separate budgets and banking accounts.

**(b) Youth Exchange Committee**

The Youth Exchange Committee is authorized to maintain a separate fund and budget. The Youth Exchange Committee is authorized to maintain a separate bank account for such funds and the Chair may be involved as one of the signatories. All checks written on behalf of Youth Exchange must have two signatures, one from an authorized signer from Youth Exchange and one by an authorized signer from the District. Youth Exchange Committee budgets must be approved by the District Finance Committee before the February Council meeting as stipulated by Rotary International. The Youth Exchange Committee must report a budget to actual report to the District Administrator every other month due on the 10<sup>th</sup> of the following month. The Youth Exchange Committee financial records shall be reviewed annually along with all District funds by the contracted Accounting firm of the district

- i. The Chair of the Youth Exchange Subcommittee shall submit for the approval of the District Governor and Finance Committee an estimated budget to revenue and expenditure no later than November 1 before the next Rotary year.
- ii. Within 90 days of the end of the Rotary year, the YE Subcommittee Chair shall submit to the District Governor a complete financial report.

**(c) District Conference Fund**

The District Conference Fund is a line item in the District Budget and is authorized to maintain a separate fund and budget. The fund provides working capital for the District Conference Committee and provides financial support for the District Conference program proposed by the District Governor and implemented by the District Conference Committee.

- (i) The Chair of the Conference Committee shall submit for the approval of the District Governor and Finance Committee an estimated budget of revenue and expenditure not less than 150 days prior to the District Conference.
- (ii) Within 90 days after the District Conference, the Conference Committee Chair shall submit to the District Governor a complete financial report. The financial records of the District Conference shall be reviewed by the District's Accounting firm as part of the financial review of the Rotary year in which the conference was held.

**(d) RYLA**



A specific fund for Rotary Youth Leadership Award (RYLA) has been established and is a line item in the district budget. The fund provides working capital and financial support for RYLA Committee meeting activities. The RYLA Committee is authorized to maintain a separate bank account for such funds and the Chair may be involved as one of the signatories. The RYLA Committee financial records shall be provided with line-by-line Budget to Actual reporting and shall be reviewed annually along with the District funds by the contracted Accounting firm of the district.

(i) The Chair of the RYLA Subcommittee shall submit for the approval of the District Governor and Finance Committee an estimated budget of revenue and expenditure no later than November 1 before the RYLA Camp year.

(ii) Within 90 days after the RYLA Camp, the RYLA Subcommittee Chair shall submit to the District Governor a complete financial report.

**(e) RLI**

A specific fund for the Rotary Leadership Institute has been established and is a small line item in the district budget. The RLI committee is authorized to maintain a separate bank account for all the activities of this committee and the Chair is involved as one of the signatories. The committee financial records shall be provided to the District Treasurer and shall be reviewed annually along with the District funds by the contracted Accounting firm of the district.

**(f) Special Funds**

Funds for special or specific purposes not included in the budget for the District General funds may be recommended by the Finance Committee and approved by the District Council.

## **Section 4.07 Special Solicitations**

The District Governor is authorized to solicit special project contributions during the Rotary year. These solicitations will normally require the prior approval of the District Council. Clubs of this District will not be solicited for funds for any purpose without the specific approval of the District Governor.

## **Section 4.08 Charter Club Donation from District 5080**

1. The District will gift USD \$1,000 to any New Club formed in District 5080 after their Charter is received.
2. Pursuant to Rotary International Code of Policies (18.020.6) this gift will not be used to pay RI or District dues.
3. If the New Club is in Canada, the Canadian insurance company will be notified that a new Canadian Club has formed. The New Club will be responsible for the cost of the insurance. If the insurance company bills the

4. District for an additional premium, that cost will be passed onto the New Club.

## **Article V. District Election / Balloting Procedures**

### **Section 5.01 Elections**

Except for situations where electors are specifically required (Section 5.02) every member in good standing of a club in the District present at the District Conference shall be entitled to vote on all matters submitted to a vote at such Conference except for specific issues listed below. However, any elector shall have the right to demand a poll upon any matter presented to the Conference. In such cases, voting shall be restricted to electors.

### **Section 5.02 Election by Electors**

In certain elections, participation is limited to only electors as defined below (Section 5.03). These elections are covered by other procedures in this manual and balloting at the district conference is only required to resolve challenges that have been made.

These special situations requiring certified electors are:

- Changing the amount of the per capita levy at the District Conference
- Proposed resolutions by the Resolution/Policy Review Committee

### **Section 5.03 Electors**

Each club of the District shall select, certify, and send to the annual District Conference at least one elector. A club of more than 25 members may send one elector for each additional 25 members or major fraction thereof. Each elector must be present to vote. Unless otherwise required, simple majority will carry questions.

### **Section 5.04 Resolution/Policy Review**

## **Article VI. General Policies**

### **Section 6.01 Governing Documents**

The Rotary International Manual of Procedure (current edition), and documents contained therein, are an integral part of this District 5080 Policy Manual.

### **Section 6.02 Robert's Rules of Order**

Robert's Rules of Order, Newly Revised, shall be the guiding authority and shall apply on all questions of parliamentary procedure and parliamentary law not specified in the Rotary International Manual of Procedure or in the District 5080 Policy Manual. A Parliamentarian may be appointed at the District Governor's discretion.

### **Section 6.03 District Records and District Property**

#### **(a) District Governor Records**

The District Governor shall turn the complete club records over to the District Governor- elect immediately following the District Conference (and no later than 30 days before the end of the Rotary year). (Should this be included incase the Conference date changes to Fall?) The remainder of the District files maintained by the District Governor should be turned over no later than the end of the District Governor's term.

#### **(b) District Archives**

The District Secretary shall be the archivist of the District official records. When a new District Secretary takes office, it shall be the responsibility of the departing Secretary to ensure that all District records and property are passed to the new secretary.

#### **(c) Committee Records**

Individual committees may maintain the District records for their area with the permission of the District Secretary. When the chair of a committee maintaining their own records changes, all records and district property will be passed to the successor and a report will be made to the District Secretary that this transfer has been completed.

#### **(d) District Property**

The District Secretary shall be responsible to maintain an inventory of all District equipment including, but not limited to, fax machines, computer software and office equipment. Each year an update on current custody will be entered into District records.

## **Section 6.04 Recognition**

It shall be the policy of the District that the services of each District Governor be recognized, annually at the District Conference. Recognition to be in part, by providing and presenting to the District Governor a suitable Past District Governor's pin, with a gemstone, in appreciation for the years' service.

## **Article VII. Harassment and Abuse Protocol**

### **Section 7.01 Policy**

In accordance with the intent of related human rights legislation in Canada and the United States of America, and in light of the objects and policy statements of Rotary, it is the goal of District 5080 to provide a supportive environment, within which members, and those associated as volunteers or members of specific Rotary programs and activities, are treated with respect and dignity, free from harassment and abuse.

The District Council of District 5080, through the District Governor, will make every reasonable effort to ensure that no member or associate is subjected to such behavior in the context of Rotary activities and the District will take appropriate action if such behavior occurs.

### **Section 7.02 Actions**

The District harassment policy applies to all members of Rotary clubs in District 5080 as well as those non-Rotarians who are involved in Rotary activities. No form of harassment or abuse by members or non-members participating in Rotary activities will be tolerated. Any reported or suspected incidents will be investigated quickly and thoroughly. Specific required actions are enumerated in the Harassment and Abuse Protocol, Appendix D, of the Manual.

## **Article VIII. Communications**

### **Section 8.01 Communication Policy**

#### **Purpose**

With the number of channels available for Rotarians to use for communications, we are incorporating guidelines to:

1. Communicate clearly and efficiently
2. Make the most efficient use of people's time and energy
3. Avoid conflict and misunderstanding
4. Maintain Rotary International branding standards
5. Promote a positive image of Rotary in our communities

#### **Overview**

The following policies and statements are mandatory for communications to and from the District. Clubs are encouraged to review the policies and recommendations. Users of district communication tools shall be held accountable to the current District Governor. All communications are subject to review by the District Governor, Governor Elect or Governor Nominee. The following are the main communications channels considered for the policy: External emails, ClubRunner/DACdb District Committee emails:

- District social media sites (Facebook, Twitter, YouTube, LinkedIn, Instagram)
- District website
- Digital communications including the District Digest and District Governor's messages
- District Surveys

#### **Policies**

##### **Social Media**

Rotarians are encouraged to post club or members' activities using their personal or club accounts to their own social media sites. In addition, the District Governor, Governor Elect, and Governor Nominee will be designated to have "administrator" access to the District social media sites. This will allow for promoting and sharing posts from clubs in the district, Rotary International, or The Rotary Foundation.

##### **District Website Management**

The District Public Image Chair will be responsible for the overall operation of the District DACdb website and administration will include the following:

- Providing access level administration to the district website and communications system as required.
- Stories posted on the front page of the District website will be primarily about District 5080 Rotarians, activities, and projects and of interest to a broad section of Rotarians in the district.
- Stories may be posted by the District Governor, Governor Elect, Governor Nominee, or webmaster.
- Stories will remain on the stories page of the website which is searchable with navigation in the Stories tab.
- The Public Image Chair or Committee Chairs will post all important District Documents to the appropriate section of the website.

### **Digital Communications**

District Digest and the District Governor’s messages should be in alignment with the Communications Calendar established by the District Governor, or District Communications Officer. They can incorporate information from the clubs, Rotary International or The Rotary Foundation as deemed appropriate.

### **District Surveys**

Surveys will be administered by the Executive Secretary based on information needed by the survey requestor. Surveys shall be crafted to uncover the needed information using the fewest questions possible and information will be shared with requestor as needed.

### **Additional Policies for all Communications**

- Communications should be brief, compelling, and easy to understand and minimize abbreviations and acronyms unless previously explained in the communication.
- Communications must refrain from using religious or political references.

## **RECOMMENDATIONS**

- Utilize ClubRunner/DACdb “stats” to review your message’ open rates.
- Use varied media as much as possible for messaging optimization.
- Build your committee’s annual communications calendar at least a month ahead of time.
- Consider the date and time when you want your communication to be sent and read. Allow for a time window to read and respond.
- Avoid using multiple email addresses when possible.

## **Section 8.02 District 5080 Website**

Rotary District 5080 has established and maintains a website on the World Wide Web.



Rotary Clubs within the district are encouraged to establish and maintain sites on the World Wide Web. The clubs will be housed on their own servers and not on the district's server. The purpose of the website is to inform Rotarians and others about:

- (a) Important events occurring within the district or club
- (b) Programs and projects undertaken by the district or club
- (c) The meeting times and places of each club
- (d) Other special Rotary related information about activities of the district or club
- (e) Links between Rotary International, the district and club websites

The website is a 'publication', just as a Rotary Entity's newsletter is a 'publication'. The primary purpose of any Rotary publication, printed or electronic, is to advance the Object of Rotary. The website shall not contain the names, addresses (mailing or electronic) or telephone numbers of any individual, unless the information is kept in a secure area accessible only by authorized individuals. Any use of the website shall conform to the Policy established by the Board of Rotary International in its policy, **Rotary Code of Policies, October 2022 "Policy 52.020**. (Updated to this policy from policy 70.040.0, February 2021) Any commercial link shall not be used that implies an endorsement by Rotary International. The Rotary name, emblem and marks shall not be used to point to any commercial website or other location maintained for a commercial purpose. The website shall not be used for commercial solicitation from the district, the clubs or the membership. The website can be used to seek out and invite new members to Rotary.

If provisions of this policy are violated, then the District Governor may take appropriate action up to and including removal of access privileges.

### **Section 8.03 Rotary Email Communications**

The following policy is with regard to Rotary e-mail communications within the district:

- (a) E-mail pertaining to Rotary should contain 'Rotary' in the subject line.
- (b) All Rotary E-mail should contain a signature block that includes the name of the person sending the E-mail and the sender's title or committee designation (if any).
- (c) No Rotarian should be added to an 'e-group' or other type of bulk mailing list without that person's permission; excepting mailing lists specifically established by District 5080 for Club Presidents, Club Secretaries, District Committee Chairs, District Committee Members, and the District Leadership. By virtue of having accepted the duties and responsibilities of their positions, Rotarians included in these positions shall be presumed to have given permission to receive E-mail pertaining to their positions from the District Leadership.
- (d) E-groups and other bulk mailing lists shall not be used for expressing political views or for the distribution of 'spam', such as jokes and the like.

- (e) All policies and procedures contained in the Rotary International Manual of Procedure pertaining to circularization shall be applicable to all E-mail communication.
- (f) E-mail lists shall not be published in any form that is available to the public. Websites containing mailing lists or individual E-mail addresses (other than the E-mail addresses of the webmasters) should be password protected. Such passwords should not be distributed to non-Rotarians.
- (g) All users of E-mail are encouraged to maintain an up-to-date version of virus- checking software on their computers in order to protect themselves as well as all individuals with whom they correspond by E-mail.
- (h) Attachments to E-mail should be avoided whenever possible. Instead, copy and paste information into the body of the E-mail message. If the club has its own web site, it is preferable to post the attachment to the club site for download and then link to it from within the E-mail message.
- (i) Forwarding of E-mail messages is discouraged unless specific instructions for forwarding have been given.

## **Article IX. The Rotary Foundation Grants**

### **Section 9.01 District Designated Funds General Policy**

- (a) The Rotary Foundation's (TRF) grant model to support district and club humanitarian and educational projects was adopted July 1, 2013.
- (b) TRF offers two types of grants, District and Global Grants.
- (c) The District Designated Funds available to the District every year can be used to fund Global Grant and District Grant projects, to contribute to PolioPlus and Rotary Peace Centers and/or other purposes as determined from time to time by The Rotary Foundation.
- (d) The allocation of the available District Designated Funds (DDF) to each of these purposes will be determined before the beginning of each program year by the District Rotary Foundation Committee Chair (DRFCC) and the District Governor-elect (DGE) taking into account: i) the total DDF amount requested by clubs for District Grant – Local Projects and District Grant-International Projects (but not to exceed 50% of the available DDF); ii) the total DDF amount that clubs communicated to the DRFCC that they expect to request for Global Grant projects; iii) any DDF funds that may be allocated for district-sponsored projects; and iv) any DDF funds that may be donated to PolioPlus, Rotary Peace Centers or other eligible purposes.

### **Section 9.02 Global Grants Policy**

- (a) The DDF match for a Club Sponsored Global grant will generally be made on a 1:1 basis (normally matching only club contributions from district 5080 Rotary Clubs). However, at their discretion, the District Rotary Foundation Committee Chair (DRFCC) and the District Governor (DG) may award DDF for lesser amounts if there are more grant requests expected for the year than the DDF allocated for Global Grants as per Section 9.01 (b).

### **Section 9.03 District Block Grant General Policies**

- (a) Districts may request up to 50 percent of their District Designated Fund (DDF) for one District (Block) Grant annually. The amount of the District 5080 District (Block) Grant will be determined as per Section 9.01 (b)
- (b) The district will offer to clubs two types of grants from the District (Block) Grant: District Grant – Local Projects and District Grant – International Projects.

- (c) District Grant – Local Projects may be used to fund eligible expenses to implement local or international service projects. Each club may apply for a District Grant – Local Projects in the amount of \$1,000 to \$5,000 USD annually. District Grant – International Projects may be used to fund eligible expenses to implement international service projects. Each club may apply for a District Grant - International Projects in the amount of \$1,000 to \$10,000 USD annually. Clubs must be qualified in order to receive either a District Grant – Local Projects or District Grant – International Projects (one or more club members must attend a Grant Management Seminar and sign the Club Memorandum of Understanding, including the District 5080 Addendum). It is highly recommended that each club sends at least two members to a Grant Management Seminar prior to receiving any TRF grant funds.
- (d) The DDF match for a District Grant - Local Projects or -International Projects will be made on a 1:1 basis, not to exceed the maximum allowable grant per club. However, at its discretion, the Grants Sub-committee may award grants for lesser amounts if there are more grant requests than available funds. This may result in District Grant – Local Projects awards less than \$1000. Clubs are encouraged to partner on projects in order to increase the impact of the project. Multiple clubs may be included on a single grant application.
- (e) District Grants do not require a partnering or host Rotary Club; however, it is highly recommended that clubs partner with Rotarians in the host country of an international service project.
- (f) District Grants should address the most pressing needs of our local and international communities and whenever possible support the six areas of focus of TRF:
  - a. Peace and conflict prevention/resolution
  - b. Disease prevention and treatment
  - c. Water and sanitation
  - d. Maternal and child health
  - e. Basic education and literacy
  - f. Economic and community development
  - g. Support the Environment.

#### **Section 9.04 District Block Grant Procedures**

- (a) District Grants shall follow the guidelines for eligibility as outlined in the Terms and Conditions for Rotary Foundation District Grants and Global Grants and the TRF Code of Policies. Additional requirements and guidelines may be established by the District Grants Sub-committee and the DRFCC.
- (b) Clubs that are delinquent in reporting on any Rotary Foundation Grant, including incomplete reports, are not eligible to apply for a District Grant. A club that has been more than 12 months delinquent in reporting or has used funds for ineligible expenses without promptly returning the funds to the

Rotary Foundation may be suspended from future grants for a period up to five years.

- (c) Clubs should attend the Grant Management Seminar at the earliest possible opportunity (participate in the District Rotary Foundation Seminar, a Zone or TRF Grant Training Webinar or a virtual presentation through a District webinar) and should be prepared to submit applications for District Grant funds to the District Grants Sub-committee Chair by April prior to the program year.
- (d) The District Grants Sub-committee will convene in May prior to the program year to review District Grant applications and consider these for approval, contingent on the District receiving the District (Block) Grant funds from TRF. Approved applications will be included in the District (Block) Grant spending plan submitted as part of the District (Block) Grant application to the TRF. Subsequently, if during the program year, funds become available due to canceled or under-spent projects, the DG, DRFCC and District Grants Sub-committee Chair may approve additional District Grants as long as the club final report(s) can still be submitted before the deadline of April 30 of the program year.
- (e) The District Grants Sub-committee chair presides over all functions of the District Grants Sub-committee. The District Rotary Foundation Committee Chair (DRFCC) provides guidance in policy matters and is responsible for oversight and reporting requirements.
- (f) Once the Rotary Foundation has approved the District (Block) Grant for payment, the District Grants Sub-committee Chair or representative will inform clubs of their grant payments and requirements.
- (g) Clubs may not implement their projects until they receive notice of TRF grant approval.
- (h) The clubs shall submit a final report within two months of the project completion but no later than April 30 of the program year.
- (i) The District Grants Subcommittee Chair is responsible for approving clubs' final reports. The DRFCC is responsible for arranging for an independent financial assessment (addressing the requirements for the Annual Financial Assessment outlined in the District Qualification Memorandum of Understanding) and submitting the District's final report to the Rotary Foundation for the District (Block) Grant.

## **Section 9.05 TRF Grants Financial Management Plan**

- (a) A separate bank account will be maintained exclusively for the receipt and disbursement of each TRF grant. The accounts will be managed by the District Grants Treasurer. All disbursements must be authorized by the

- District Rotary Foundation Committee Chair (DRFCC) and checks signed by two signatories approved by the DRFCC and DGE before the start of the program year.
- (b) Records will be maintained in US dollars. All monetary amounts expressed in these policies are in US funds.
  - (c) Grants Financial Accounting: The District Grants Treasurer will be responsible for the following:
    - i. Maintaining a General Ledger in accordance with Generally Accepted Accounting Principles.
    - ii. Maintain receipts for all expenditures. (Note: this does not pertain to receipts for expenditures made by the various clubs as they execute the grant projects, rather, only to expenditures made from the Grants Accounts.)
    - iii. Ensure that all grant banking activities, including the conversion of funds, are in accordance with local law.
    - iv. Adhere to all TRF bank account requirements as outlined in the District Qualification Memorandum of Understanding, including:
      - The Grant Accounts should be low or non-interest bearing.
      - Any interest earned will be documented and used for eligible, approved grant activities or returned to TRF.
      - The name of the District Block Grant account will be “Rotary District 5080 District Grant”. The name of each district-sponsored global grant account will have the format “Rotary District 5080 Global Grant #####”.
      - Grant funds may not be deposited in investment accounts of any kind.
    - v. Perform monthly bank reconciliations and retain them electronically.
    - vi. Annually, within 30 days after the end of each Rotary year, as well as upon request, the District Grants Treasurer will make available to the DRFCC a copy of the General Ledger.
  - (d) Signatory authority and custodianship of Grant Accounts:
    - i. All disbursements will be made by checks drawn on the grant accounts. There will be no cash disbursements.
    - ii. Two signatures, approved by the District Rotary Foundation Committee Chair and DGE before the start of the program year, are required on all disbursement checks.
    - iii. When one of these two signatories change, the DRFCC will ensure that new signature cards are completed with the bank within 60 days of the change.
    - iv. When a new District Grants Treasurer is appointed, the outgoing District Grants Treasurer will forward within 60 days of the end of his or her term all records to the new District Grants Treasurer.
  - (e) The District Rotary Foundation Committee will commission an independent financial review of the District’s grant financial records and grant documentation. The independent review will be concluded within two months after the end of each Rotary year, and will be undertaken by a

professional accountant, Rotarian or non-Rotarian, and who is not directly involved in a project granted funding in the current Rotary year with TRF Grant funds. The financial review must address the requirements for the Annual Financial Assessment outlined in the District Qualification Memorandum of Understanding (as modified from time to time by TRF).

- (f) All unused District Block Grant funds on June 30 each year will be returned to TRF promptly. For district-sponsored global grants, all unused global grant funds on project completion will be returned to TRF promptly.

## **Section 9.06 TRF Grants Document Retention Policies**

- (a) The District Grants Subcommittee Chair (DGSC) will maintain all documents outlined in this section, unless otherwise noted. All documents will be maintained in electronic format, with the exception of legal contracts and documents that were not signed or received electronically, for which the original paper documents will be maintained.
- (b) The electronically accepted District MOU and other district qualification documents will be maintained for a period of five years from the end of the qualification year.
- (c) Signed Club MOUs and attendance records for the grant management seminars will be maintained for a period of five years from the end of the qualification year.
- (d) District Block Grant applications, reports and related financial accounting records will be maintained for a period of five years from the date the final report was accepted by TRF. The financial accounting records will be maintained by the District Grants Treasurer. In addition, the following documents will be maintained for the same period of time for each District Grant – Local Projects and District Grant – International Projects application:
  - i. The application as reviewed and approved by the DRFC prior to funding.
  - ii. Copies of all invoices and receipts.
  - iii. Photos.
  - iv. The final report.
  - v. If applicable, correspondence advising clubs that the grant will not be funded and requests for repayment of grants.
  - vi. For declined applications, instead of the above documents, the application and correspondence advising clubs of the decision.
- (e) For district-sponsored Global Grants, the applications, reports and related financial accounting records will be maintained for a period of five years from the date the final report was accepted by TRF. The financial accounting records will be maintained by the District Grants Treasurer.
- (f) For club-sponsored Global Grants, the applications, reports and approvals of DDF spending will be maintained for a period of five years from the date the final report was accepted by TRF.
- (g) The independent financial review will be maintained for a period of five

- years from the date of the review.
- (h) Copies of documents will be provided electronically to Rotarians in the district within four weeks of receiving a request.
  - (i) When a new DGSC is appointed, the outgoing DGSC will forward within 60 days of the end of his or her term all records to the new DGSC.

### **Section 9.07 TRF Grants Reporting Policies**

- (a) The District Rotary Foundation Committee is responsible for informing District 5080 Rotarians concerning the use of district grants funds and encouraging publicity about district grants.
  - i. A final written report will be sent to clubs after submission of the final report to TRF. The report will include the names of clubs, individuals or other recipients of grant funds, and the amounts awarded. Quarterly updates will also be provided to clubs throughout the year. A verbal report may be presented at the District Conference
  - ii. A report of the annual findings of the independent financial assessment will be made available to clubs within three months of the end of each Rotary year.
  - iii. Grant projects will be regularly highlighted on the district website, in the governor's monthly message or at district seminars and training events.
  - iv. The committee will maintain a liaison with the district public relations committee to ensure projects are publicized in a variety of media.

### **Section 9.08 Investigating Misuse of TRF Grant Funds**

- (a) The District will track, investigate and resolve all reports of misuse of grant funds in a timely manner.
- (b) All allegations of misuse or mismanagement of grant funds will be made to the DRFCC and DG.
- (c) The Stewardship Committee Chair will promptly investigate all allegations, obtaining information from all parties as necessary. The Stewardship Committee Chair in consultation with the DRFCC and DG will resolve reports of misuse of grant funds based on all the information obtained.
- (d) The DRFCC will report all potential or substantiated misuse or mismanagement of grant funds to TRF.





## **Article X. Amendments/Revision**

### **Section 10.01 Changes**

Proposed changes to this Policy shall be submitted in writing to the District Governor, in advance of any scheduled District Council meeting. District Officers, members of the District Council, District Committee Chairs and individual clubs of the District may propose amendments to this policy.

### **Section 10.02 District Council Action**

The District Council at any scheduled meeting may consider proposed changes. Changes will be approved by a majority vote of the votes cast.

### **Section 10.03 Change Approval**

The District Governor will publish all approved changes to the clubs of the District through each Club President and Club Secretary. Clubs will be offered the opportunity to object to any approved change. If, after thirty days of said report, no more than ten percent (10%) of the clubs of the District object to the change it shall be deemed to be adopted.

### **Section 10.04 Challenging Changes**

If at least ten percent (10%) of the clubs of the District object to any adopted change, it shall be held in abeyance and submitted for a vote at the next meeting where a ballot of the clubs may be held in accordance with Article V of this Policy. A change will be approved by a simple majority of the votes cast.

### **Section 10.05 Challenging Rejections**

Any proposed change rejected by the District Council may be submitted to a vote when requested, in writing, by at least ten percent (10%) of the clubs of the District. A change will be approved by a simple majority of the votes cast.

### **Section 10.06 Council on Legislation**

This Policy Manual shall be reviewed for any required changes following the tri annual report of the Council on Legislation and / or the distribution of the subsequent new version of the Manual of Procedure.

# Appendices

# **Appendix A – Organizational Chart**

## **Rotary International District 5080**

### **District Governor\***

**Assistant Governors**  
**District Secretary**  
**District Treasurer**  
**District Trainer**  
**District Conference\***  
**Advisory**  
**PDG (2 Recent)**  
**Committee Chairs**  
**Finance Committee**  
**District Administration**  
**District Membership**  
**District Service**  
**Youth Service**  
**District Foundation**  
**District Public Image**  
**Nominations**  
Development  
Vocational Service  
Youth Exchange  
Grants  
Public Relations  
Council on Legislation  
Extension  
Community Service  
RYLA  
Stewardship  
RI Convention Promotion Resolutions/Policy Review  
Alumni  
Friendship Exchange  
Rotaract  
PolioPlus  
District Website  
Awards  
International Service  
Interact  
Fundraising  
District Directory Rotary Volunteers  
GG Scholarship  
Necrology  
District Resource  
Grps Vocational Training  
Club Newsletter Literacy  
Teams  
Hunger  
Health  
World Peace Fellows  
Water

## Appendix B – District Reimbursement Policy

Most Rotarians donate normal or local expenses as part of their contributions to the activities.

Expense Statements should be submitted on a monthly basis within the first week of the month following the incurring of the expense or before. The Finance Committee will make annual reviews and set rates as appropriate. Reasonable and proper expenses incurred in the performance of duties are reimbursed as follows:

1. Travel: Mileage reimbursement: Amount set annually by Finance Committee considering RI set travel rate.
2. Lodging: Reimbursable rate will be based upon standard single room except for PETS which will be based on the double room rate.
3. Meals: Submit Actual Expenses up to the maximum, No receipts required  
Breakfast - \$10 max, Lunch - \$20 max, Dinner - \$30 max
4. Alcoholic beverages: No reimbursement allowed.
5. Telephone, Fax: At cost
6. Postage: At cost
7. Printing/Photography: At cost
8. Photocopy: At cost

The District Governor must approve any modification to the above in advance.

- Spouse/Partner expenses are not normally reimbursed unless attendance is expected and/or requested by the District Governor. Chairs may request prior approval from the District Governor on an individual case basis.
- Participation in club fundraising activities including routine club draws/raffles is an individual choice and is not reimbursable.
- Routine attendance at events of the District or Individual clubs is not normally reimbursed. When District Officers, Committee Chairs, and/or Members are official participants at an event representing the district or attending in an official capacity, the expense may be reimbursed.

### GOVERNOR, ASSISTANT GOVERNOR(S) AND COMMITTEE CHAIRS(S) EXPENSES

1. Expenses incurred by the Governor not covered by Governor's allocations will not be applied to a Committee budget line item without the prior approval of the Finance Committee Chair
2. The Assistant Governors and Committee Chairs travel expenses will be allocated in the District Budget.
3. The Finance Committee Chair may choose to fund some of the expenses when the Governor team, Assistance Governors and Committee Chairs exceed their budget. If the request for funding is not approved by the Finance Committee

Chair, other avenues of funding will need to be secured, such as:

- The inviting Club may cover the Governor's expense
- The Governor may cover the expense personally

#### REIMBURSEMENT PROCEDURE

1. Committee members must send their requests to their committee chair for approval
2. Committee chair, approves or modifies, and sends to District Treasurer for payment.

IT IS THE RESPONSIBILITY OF EACH COMMITTEE CHAIR TO KEEP EXPENSES WITHIN THE ALLOCATED BUDGET.

## **Appendix C - Statement of the Reimbursement Approval Process**

To be provided annually to each District Committee Chair

### **Reimbursement or payment of committee bills:**

- The Treasurer will not release funds unless these steps are followed.
- The term 'Chair' as used below is meant to imply the Chair of the managing committee.
- Chair pre-approve expenditures
- Chair approves bills for payment by signing them 'Approved for payment' followed by a personal signature. A statement showing total budget, expenditures and balance to date. Chair sends bills and copies of receipts to Treasurer for payment
- Treasurer pays bills if within budget

### **Excess Expenditure Conditions:**

- There are times when unforeseen events occur that may cause expenditures to exceed budget. As soon as possible Chairs will:
- Notify the District Governor and Treasurer Document situation and make recommendations
- The District Governor and the Treasurer will determine what action to take. If the decision is not to advance the funds:
- The committee will be left to its own devices to raise the needed money The committee may appeal to the District Council

### **PAYMENTS:**

The Treasurer will make payments on pre-approved statements as they are received End of Rotary year procedures.

"Expenses shall be submitted for reimbursement on a monthly, or more frequent basis. Reimbursement requests are requested to be submitted within one week of the end of the month in which the expense is incurred or the activity occurs. This is important so that the District accounting records reflect accurate and up-to-date information.

Reimbursement requests not submitted within 30 days after the end of the month in which the expense is incurred or the activity occurs, shall not be eligible for reimbursement. Late requests will be forwarded for consideration by the Finance Committee at its next regularly scheduled meeting. If extenuating circumstances exist, the District Governor may authorize late submitted reimbursement requests. Any reimbursements so approved, shall be reported to the Finance Committee for review."

The District Treasurer shall be hereby directed to coordinate with the District Administration Committee to update the District Policy Manual to reflect the above change. In the interim, the policy change shall be adhered to as a current operating procedure for the District.



## **Appendix D – Harassment and Abuse Protocol**

### **Policy:**

In accordance with the intent of related human rights legislation in Canada and the United States of America, and in light of the objects of Rotary, it is the goal of District 5080 to provide a supportive environment, within which members, and those associated as volunteers or members of specific Rotary programs and activities, are treated with respect and dignity, free from harassment and abuse.

The District Council of District 5080, through the District Governor, will make every reasonable effort to ensure that no member or associate is subjected to such behavior in the context of Rotary activities and the District will take appropriate action if such behavior occurs.

### **Actions:**

1. Harassment or abuse by members or those associated with authorized Rotary activities in District 5080 will not be tolerated in any form;
2. This policy applies to all members of Rotary clubs in District 5080 and to those who are involved in activities with Rotary members, Rotary associates or minors involved in Rotary activities;
3. District 5080 is committed to:
  - a) Treat all allegations seriously
  - b) Make the protection of children, minors and all people at risk a fundamental concern;
  - c) Assist with any investigation initiated as a result of any allegation associated with a Rotary activity;
  - d) Maintaining the innocence of an individual during a period of investigation until an allegation is proven otherwise.
4. All clubs will promote awareness of the Harassment - Abuse Protocols for District 5080;
5. All individuals who will be entrusted with children will provide references with authorization for police checks whether volunteer or employee.
6. Hiring Procedures: All individuals, 18 years of age or older, who will be entrusted with children are required to provide references with authorization for police checks whether as a volunteer or as an employee.
7. In case of temporary housing situations; an application identifying everyone living in the same residence 18 years of age or over is required;
8. References are required for all residents of the same household when housing a minor;
9. Any incidents of alleged harassment or abuse will be immediately reported to the appropriate authorities in accordance with the laws of the province, state or municipality.
10. Any adult involved in a Rotary Youth Program against whom an allegation of sexual abuse or harassment is made must be removed from all contact with youth until the matters is resolved.

11. A club must terminate the membership of any Rotarian who admits to, is convicted of, or is otherwise found to have engaged in sexual abuse or 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 in working with youth in a Rotary context. A club may not grant membership toa person who is known to have engaged in sexual abuse or harassment.

## **Appendix E – Conflict of Interest Policy & Disclosure Document**

### **Purpose**

The purpose of the conflict of interest policy is to protect the interest of the Rotary District 5080 (District) when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization or might result in a conflict of interest applicable to nonprofit and charitable organizations.

### **Definitions**

- 1) Interested Person – Any member of the District Governor line, Officer, Director or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
- 2) Family relationship – A spouse, domestic partner, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, of an Interested Person.
- 3) Business relationship – An interested person has a business relationship if they are a director, officer or greater-than-10% owner of an entity of which another of District's directors, officers, or committee members is a director, officer, greater than 10% owner, or a key employee.
- 4) Financial Interest – A person has a financial interest if the person has, directly or indirectly, through family, business, or investment:
  - a) An ownership or investment interest in any entity with which District has a transaction or arrangement,
  - b) A compensation arrangement with District or with any entity or individual with which District has a transaction or arrangement, or
  - c) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which District is negotiating a transaction or arrangement.

### **Procedures**

- 1) Duty to Disclose – In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the family relationship, business relationship, and/or financial interest and be given the opportunity to disclose all material facts to the officers and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
- 2) Determining Whether a Conflict of Interest Exists – After disclosure of the financial interest and all material facts, and after any discussion with the interested person, s/he shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.
- 3) Procedures for addressing the Conflict of Interest
  - a) An interested person may make a presentation at the governing board or committee meeting, but after the presentation, s/he shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the

- possible conflict of interest.
- b) District Governor or Chairperson of the committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
  - c) After exercising due diligence, the governing board or committee shall determine whether District can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
  - d) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in District's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.
- 4) Violations of the Conflict of Interest Policy
- a) If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
  - b) If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

### **Records of Proceedings**

The minutes of the governing board and all committees with board delegated powers shall contain:

- 1) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing boards or committee's decision as to whether a conflict of interest in fact existed.
- 2) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

### **Compensation**

- 1) A voting member of the governing board who receives compensation, directly or indirectly, from District for services is precluded from voting on matters pertaining to that member's compensation.
- 2) A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from District for services is precluded from voting on matters pertaining to that member's compensation.

- 3) Any voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from District, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

### **Annual Statements**

Each officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- 1) Has received a copy of the conflicts of interest policy,
- 2) Has read and understands the policy,
- 3) Has agreed to comply with the policy, and
- 4) Understands District is a nonprofit organization, and in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax- exempt purposes.

This policy is meant to complement good judgment, and all officers, board members, and committee member will respect its spirit as well as its wording. It is also intended to supplement, but not replace, any state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

**Board Compliance Disclosure Document:**

I have received a copy of the Rotary District 5080 Conflict of Interest policy. I have read, understand and agree to comply with this policy. I understand that it is my duty to disclose any potential conflict of interest at the onset of any proposed transaction or arrangement and I agree to abide by the decisions of the Rotary District 5080 District Council and its officers.

At this time:

\_\_\_\_\_ I have no potential conflict of interest to report

\_\_\_\_\_ I have the following potential conflict of interest to report:

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Position

## **Appendix F – Whistleblower Policy**

**Revised September 14, 2018**

Rotary International District 5080 (DISTRICT) prides itself on its adherence to federal, state, provincial and local laws and/or regulations, including business ethics policies. As such, even though it is not obligated to do so, DISTRICT has decided to voluntarily adopt a Whistleblower Protection Policy. Pursuant to this policy, any employee, member, volunteer, contract worker, or interested party who becomes aware of any violation of federal, state, or local law or regulation, including any financial wrongdoing, should immediately report the suspected violation to the District Governor to allow the organization to investigate and, if applicable, correct the situation or condition. If the District Governor is involved or is believed to be involved in the matter being reported, employees, volunteers, or contract workers may, in the alternative, make a report to the Organization's legal counsel. The DISTRICT will conduct an investigation and take appropriate action within a reasonable period of time. Such complaints will be held in confidence to the extent the needs of the investigation permit. "Financial wrongdoing" may include, but is not limited to:

- Questionable accounting practices;
- Fraud or deliberate error in financial statements or recordkeeping;
- Deficiencies of internal accounting controls;
- Misrepresentations to organization officers or the accountant (including deviation from full reporting of financial conditions).

If any employee, volunteer, or contract worker reports in good faith what they believe to be a violation of the law and/or financial wrongdoing to DISTRICT, its legal counsel, or to a federal, state, or local agency or assists in an investigation concerning financial wrongdoing, it is DISTRICT's policy that there will be no retaliation taken against them.

Employees, volunteers, and contract workers are reminded of the importance of keeping financial matters confidential. Employees, volunteers, and contract workers with questions concerning the confidentiality or appropriateness of disclosure of particular information should contact the District Governor.

## Appendix G - District 5080 Personal Data Use Policy

Revised \_\_\_\_\_

While serving in a Rotary district leadership role, you are granted access to Personal Data that Rotary International and/or The Rotary Foundation considers confidential. When handling this Personal Data, you must abide by District 5080's privacy policies, which mirror Rotary International's Privacy Policy found at: <https://my.rotary.org/en/privacy-policy>.

Personal Data is any information that relates to an individual who is or can be identified from the data, either alone or in conjunction with other information. Examples of Personal Data are:

- a. Name + any information listed below
- b. Home address
- c. Phone number
- d. Email address
- e. Gender/sex
- f. Marital status
- g. Spouses/partner name
- h. Occupation

Personal Data can only be used for Rotary's authorized Core Business Purposes, which include:

- a. Fulfilling Rotary's obligation to Rotarians
- b. Supporting The Rotary Foundation, including fundraising efforts
- c. Facilitating convention and event planning
- d. Communicating key organizational messages
- e. Supporting the programs and membership of Rotary

Personal Data can only be used for the authorized purposes and cannot be used or disclosed for any purposes unrelated to the purpose for which it was shared with you. Personal Data cannot be disclosed to any third party. Personal Data must be safely stored and transported, and you must notify Rotary immediately if you suspect or discover any breach (including any unauthorized access or accidental sharing) of Personal Data. Email [privacy@rotary.org](mailto:privacy@rotary.org) as well as your District Governor in the event of a potential or confirmed breach. Personal Data should be retained only as long as needed for the purposes for which it was provided. Once the purpose has ended, you must securely delete the Personal Data.





# Appendix H - DISTRICT 5080 PRIVACY POLICY

Revised \_\_\_\_\_

## Introduction

Rotary District 5080 respects our Rotarians' privacy and are committed to protecting it by complying with this privacy policy ("Policy"). Safeguarding the data entrusted to our care by members of clubs within Rotary District 5080, program participants, and others is of the utmost importance to us.

This Policy describes our practices for collecting, using, protecting, disclosing, and disposing of personal data. It also describes the types of data that we may collect from you or that you may provide to us when you:

- Visit our website
- Join or maintain membership in a Rotary club or Rotaract club in this Rotary District
- Interact with Rotary International ("RI"), The Rotary Foundation, and partner organizations
- Register for or attend events we host
- Use our services
- Participate in our programs

## Data We Collect About You and How We Collect It

We collect several types of personal data, including information by which you could be personally identified, such as your name, postal address, email address, telephone number, gender, financial data, or other sensitive information that might identify you ("personal data").

We collect data from the following people:

- Users of our Website
- Members of Rotary clubs and Rotaract clubs within this Rotary District
- Members of Interact clubs within this Rotary District, if the Interactors' parents or legal guardian have consented
- People who participate in Rotary District programs (if applicable, with the consent of parents or legal guardian)
- Donors to the Rotary District projects or District 5080 Charitable Fund
- People who participate in this Rotary District's events

We collect this data:

- Directly from you when you provide it to us
- From RI or from clubs within this Rotary District, The Rotary Foundation, and partner organizations

## Data You Provide to Us

We collect personal data you provide when you interact with our Website or with the

Rotary District, including any interaction offline or in person, such as when you:

- Contact this Rotary District to make an inquiry, including an inquiry about membership
- Join a Rotary club in this Rotary District or any associated Rotaract or Interact club
- Register for Rotary District events
- Provide personal data on paper forms
- Submit applications for programs such as scholarships

### **Usage Details, IP Addresses, Cookies, and Other Technologies**

As you interact with our Website, we may automatically collect data about your equipment and your browsing actions and patterns.

### **How We Use Your Personal Data**

We use the personal data about you that we collect or that you provide to us to:

- Present our Website and its content to you
- Perform our core business purposes, including:
  - o Fulfilling the Rotary District's obligations to members of Rotary clubs and Rotaract clubs within this Rotary District, program participants, and other individuals and entities, such as:
    - o Processing financial transactions
    - o Supporting the Rotary District 5080 Charitable Fund, including fundraising efforts
    - o Facilitating event planning
    - o Communicating key organizational messages through Rotary District publications and other materials
    - o Supporting the programs of this Rotary District or programs and members of Rotary clubs within this Rotary District
    - o Complying with legal requirements

### **Disclosure of Your Personal Data**

We may disclose aggregated data about our users, or data that cannot be used to identify any individual, without restriction.

We may disclose the personal data that we collect or that you provide as described in this Policy to:

- Rotary International, to meet district program requirements and other obligations (read Rotary's privacy policy at [rotary.org/privacy](http://rotary.org/privacy))
- The Rotary club or Rotaract club in which you are a member (if applicable)

We may also disclose your personal data:

- To comply with a court order, law, or legal process, or respond to a government or regulatory request
- If we believe disclosure is necessary or appropriate to protect the rights, property, or safety of members of Rotary clubs or Rotaract clubs in this Rotary District, participants in this Rotary District's programs and events, Rotary clubs and Rotaract clubs in this Rotary District, RI, or others.

### **Disposing of Your Personal Data**

This Rotary District retains personal data identifying you for as long as necessary in the circumstances — for instance, as long as you are a member of a club in this Rotary District or have a relationship with this Rotary District, or as may be needed to enforce or defend contract claims or as is required by applicable law. Personal data that we no longer need will be disposed of and/or anonymized so you can no longer be identified from it.

### **Choices About How We Use and Disclose Your Personal Data**

We have created ways for you to control the use and disclosure of your data. For tracking technologies and advertising, you can set your browser to refuse all or some cookies or to alert you when cookies are being sent. If you disable or refuse cookies, note that some parts of the Website may be inaccessible to you or may not function properly.

### **Accessing and Correcting Your Personal Data**

You may request access to your personal data, or ask for a correction or deletion, by emailing the sitting District Governor.

We may not accommodate a request to change or delete data if we believe the change or deletion would violate any law or legal requirement or cause the data to be incorrect.

### **Children**

Our Website is not intended for children under the age of 18. We do not knowingly collect personal data from or about children without parental consent. Children should not use or provide any personal data on our Website, or on or through any of its features, register on our Website, make any purchases through our Website, use any of the interactive or public comment features of our Website, or provide to us any personal data about yourself, including your name, address, telephone number, email address, or any screen name or username. If we learn that we have collected or received personal data from a child, we will delete that personal data.

### **Data Security**

Rotary International, Club Runner and/or DACdb collect and maintain member data. District 5080 will comply with their policies with respect to privacy of this information.

### **Changes to Our Privacy Policy**

The Rotary District may change, add, or remove portions of this Policy at any time. These modifications shall take effect immediately on being posted on this page. The date the Policy was last revised is noted at the bottom of the page. It is your responsibility to review this Policy for any changes.

## Appendix I - Crisis Management Committee

*Contacts and Insurers may be updated by the District Governor or Designate as needed without referral to District Council.*

Position	Name	Club	Phone	E-mail
<b>District Contacts:</b>				
District Gov	Linda Bauer	Richland	509-947-0482c	<a href="mailto:lindakaybauer@gmail.com">lindakaybauer@gmail.com</a>
DGE	Kimber Gates	Coeur d'Alene	209-691-5850c	<a href="mailto:kimbergates@gmail.com">kimbergates@gmail.com</a>
DGN	Lorne Westnade	Nelson Daybreak	250-505-2606	<a href="mailto:Lwestnedge53@gmail.com">Lwestnedge53@gmail.com</a>
IPDG	Lynn O'Connor	Colville	509-380-2065	<a href="mailto:lynntoconnor@gmail.com">lynntoconnor@gmail.com</a>
Legal WA	Dave McGrane	Colville	509-1489	<a href="mailto:davidmcgrane@hotmail.com">davidmcgrane@hotmail.com</a>
Legal ID	Rebecca Eyman	Couer d'Alene	509-439-9960	<a href="mailto:rebecca@eyman.co">rebecca@eyman.co</a>
Legal BC	Bruce McKenzie	Golden	250-344-2794	<a href="mailto:bruce@emlaw.ca">bruce@emlaw.ca</a> <a href="mailto:blmck100@gmail.com">blmck100@gmail.com</a>
YPO Can	John Ferguson	Nelson	250-354-2704C 250-352-9570H	<a href="mailto:najj@shaw.ca">najj@shaw.ca</a>
YPO US	Joel Hastings	Clarkston	509-552-6203C	<a href="mailto:Jrhastings64@gmail.com">Jrhastings64@gmail.com</a>
5080 Press Liaison	Bob Quay	Col. Ctr	509-438-1585C 509-735-7804H	<a href="mailto:r.quay@charter.net">r.quay@charter.net</a>
<b>RI Contacts:</b>				
RI Director	Vicky Pultz	Sparks	775-378-5917	<a href="mailto:vickipuliz@puliz.com">vickipuliz@puliz.com</a>
Zone Support	Steve Lingenbrink	Bellevue Brk	206-276-5553	<a href="mailto:steve@lingenbrink.com">steve@lingenbrink.com</a>
Zone Support Asst.	Diane Cordero d Noriega	Gresham	503-805-1748	<a href="mailto:dcdnoriega@mac.com">dcdnoriega@mac.com</a>
Risk Manager	Julita Brzozowska	<a href="mailto:Risk@rotary.org">Risk@rotary.org</a>	847-424-5394	<a href="mailto:Julita.brzozowska@rotary.org">Julita.brzozowska@rotary.org</a>
Asst Risk Manager	Ann Berdahl		847-866-3125	<a href="mailto:Ann.Berdahl@Rotary.org">Ann.Berdahl@Rotary.org</a>
Commun'n Chair	Vivian Feore		847-866-3234	<a href="mailto:Vivian.Fiore@Rotary.org">Vivian.Fiore@Rotary.org</a>
YP Manager	Carissa Coons		847-866-3421	<a href="mailto:Carissa.Coons@Rotary.org">Carissa.Coons@Rotary.org</a>
Insurance Broker	Gallagher Insurance Broker		833-376-8279	<a href="mailto:rotary@aig.com">rotary@aig.com</a>
Insurance Web				<a href="https://rotary.aig.com">https://rotary.aig.com</a>

**Continued on Next Page**

<b>US Insurance:</b>	<b>Canadian Insurance:</b>
<p>Tyson Reil Connor Stephenson  Farmers Insurance  12904 E Nora Ave Unit D  Spokane Valley, WA 99216-1294  509-408-1190 (Office)  509-209-4793 (Mobile)  509-408-1727 (Fax)  cstephenson@farmersagent.com  <a href="http://www.farmersagent.com/cstephenson">http://www.farmersagent.com/cstephenson</a></p>	<p>John McNamara CAIB  Dave Dale Insurance  P.O. Box 1480  Grand Forks, B.C.  V0H 1H0  (250)442-2174 Ext 110  Direct 236 352 8058  Mobile 519 369 4013  fax (250)442-8711  <a href="mailto:j_mcnamara@davedaleinsurance.com">j_mcnamara@davedaleinsurance.com</a></p>

## **Appendix J - Rotarian Dispute Resolution Sub-Committee**

### **District 5080 Ombudsperson**

There are occasions when disputes arise within the District or within Clubs, and it is beneficial to have an organizational ombudsperson to work with individuals and/or groups to explore and assist them in determining options to help resolve conflicts, issues or concerns.

The ombudsperson is charged with representing the interests of all District Rotarians by investigating and addressing complaints reported by members. In their role, the ombudsperson will be independent, impartial, and neutral; they will review all pertinent facts; and they will investigate complaints through the lens of the Four Way Test and the Rotarian Code of Conduct.

Complaints will be classified as either formal, informal, or incomplete. The ombudsperson will address the informal and incomplete complaints with autonomy but keeping the DG informed. All formal complaints would be reported to the DG and the ombudsperson would be given further directions following an opportunity to take counsel with the DG.

The ombudsperson (or team of ombuds) could investigate matters further when necessary. If complaints are of a criminal nature or of matter already addressed in RI Policy (e.g. harassment), the appropriate reporting criteria would be met. For all other complaints received, the ombudsperson will process the complaint accordingly.

Informal or incomplete complaints will be addressed within a reasonable time. For formal complaints, the ombudsman will have 30 days to review, investigate, and report findings to the DG.

The goal of the ombudsperson is to settle complaints in a manner where all Rotarians involved are amicable to the solution. Following full review or investigation, the ombudsperson will continue to work toward amicable remediation. Ultimately, through the process of full investigation and findings, all Rotarians involved in the complaint would be expected to accept any final solution/remedy rendered.

This person would remain independent, free, and impartial. The ombudsperson will bring systemic concerns to the attention of the District Governor for resolution. They report to the District Governor. The term of service would be three years with annual assessment of continued service.

In some cases, and at the discretion of the DG, a review board may be utilized to review the investigation and recommend a final solution/remedy to the DG. The review board would be reflective of whether the complaint is within a Club or within the District:

- PDGs (2-3)
- DGN
- DGD
- Committee Chair or AG as appropriate

OR an ad hoc review board:

- Ombudsperson as hearing officer
  - Club Sergeant at Arms
  - Club Director/Officer
  - District Officer
  - Fellow Rotarian who is uninvolved in the complaint



## **Appendix K - District Disaster Response Plan**

*Originally Authored by Dan Crawford*

### **MISSION**

The mission of the District 5080 Disaster Response Subcommittee is to encourage disaster preparedness on the part of individual Rotarians, to form partnerships at the local, regional, provincial and state levels to mitigation, response and recovery efforts under the direction of and when requested by the appropriate emergency operations center, and to provide funds, supplies and recovery operations to alleviate human suffering caused by disasters that may impact people locally, primarily, but also regionally or worldwide.

### **PURPOSE**

The purpose of the District Response Plan is to provide general guidance for disaster activities and an overview of our methods of preparedness, response and recovery as is applicable to District 5080. The plan describes our disaster response operations and assigns responsibilities for various tasks. This plan is intended to provide a framework for who does what, when and how. District 5080 wishes to be an integral part of disaster response and relief within our District and whenever possible assist in disaster response and relief for events that occur outside the boundaries of our District. The plan also outlines guidance for district participation in response and relief efforts during disasters occurring outside of the district. Finally, this plan outlines steps that individual Rotarians and clubs should take to prepare for and respond to disasters.

### **OBJECTIVES**

To achieve our objectives, we have developed the District Disaster Response Plan that integrates the efforts of all clubs within the district and serves as a regional resource for response and relief efforts. This plan is based on an all-hazard approach to disaster response and relief. It addresses general functions that may need to be performed any disaster and is not a collection of plans for specific types of incidents.

### **CONCEPT OF OPERATIONS**

In the United States disaster mitigation, response and recovery is managed according to the National Response Framework. On the Federal level the National Response Plan is the guiding document which implements the Framework. The basic premise is that all disaster efforts begin at the local level and remain local unless the scope of the event is beyond the capabilities of the local entities. Event exceeding local capabilities are then supported at the state level. The district 5080 Plan utilizes the same concepts in that individual clubs will need to coordinate with local (city and/or county) emergency management entities and then request assistance from the district 5080 when such assistance is requested or approved by local emergency management. The

district 5080 Disaster Response Team will then coordinate that assistance. In international situations clubs and individual Rotarians are urged to contact the district team so that efforts can be coordinated.

The United States National Response Framework mandates that disaster response effort will be managed utilizing the National Incident Management System (NIMS). Under this system all responders will answer to a person in overall command of the response. This person is known as the Incident Commander. This assures that the response is planned and coordinated. All responders work within the chain of command established by the Incident Commander. Rotarians, like all responders will be expected to follow that principle. During the Recovery Phase of a disaster, efforts may transition into other management systems, but they will still be managed by a district organization.

In Canada most emergencies are local in nature and are managed by municipalities and communities, or at the provincial or territorial level. Moreover, accumulating risks associated with factors such as increased urbanization, critical infrastructure dependencies and interdependencies, terrorism, climate change, environmental change, animal and human diseases and the heightened movement of people and goods around the world have increased the potential for various types of catastrophes. Such events could transcend geographic boundaries to challenge FPT (Federal, Provincial, Territorial) emergency management, including response. Provincial authorities will be the first line of defense should a disaster occur.

There may also be situations in which individual Rotarians and/or Rotary Clubs are asked to contribute money to relief efforts. This plan also describes the process district 5080 will follow in handling such requests and donations.

## **MISSION AREAS**

The National Response Framework discusses five mission areas. While Rotary and individual Rotarians can play a part in each of those areas, this plan deals with only three. They are:

1. **MITIGATION:** The capabilities necessary to reduce loss of life and property by lessening the impact of disasters.
2. **RESPONSE:** The capabilities necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred.
3. **RECOVERY:** The capabilities necessary to assist communities affected by an incident to recover effectively.

## **DISASTER RESPONSE COMMITTEE**

### **A. GENERAL**

The District Disaster Response Committee (DRC) will initiate disaster response and relief operations in response to a disaster, catastrophic incident, or incident of national significance that has impacted District 5080 or outside the boundaries of the district. The DRC will also coordinate District response to international events in cooperation with Rotary International. Members of the District DRC will determine what types of aid will be initiated for the identified disaster as requested by the Authority having jurisdiction.

## B. ORGANIZATION

The committee shall be composed of members appointed by the District Governor and/or the DRC Chairman. The District Governor, District 5080 Charities Administrator, and the district 5080 Charities Treasurer shall serve as ex officio members of this committee while they hold these district offices. The District Governor shall appoint a chairperson of the committee. The district 5080 Charities Treasurer shall establish a restricted disaster response fund for deposit of monies collected.

## C. ACTIVATION OF THE DISASTER RESPONSE COMMITTEE (DRC)

Activation of the DRC may be performed by the District Governor, Committee Chairman, or a member of the DRC. One or more of the following events may trigger activation of the DRC. A disaster impacting an area within District 5080. A disaster impacting an area outside the boundaries of the district with the possibility of mobilizing the District's Disaster Response operations.

1. A request for disaster response or relief assistance from another Rotary District or Club, or from Rotary International. NOTE: All assistance must be coordinated through the involved Incident Command or the Emergency Management organization having authority when either has been activated. Unsolicited assistance will duplicate other programs and often will interfere with assistance already being provided. When Incident Command and/or an Emergency Operations Center has been established, requests will be made utilizing the resource request system in place for the incident. Showing up at a disaster or sending items without a request is known as "freelancing" and is discouraged.
2. An event which presents a potential threat of significant damage and/or loss of life.
3. A request for funds or donation of funds to a disaster relief effort.

## D. DUTIES AND RESPONSIBILITIES

1. The committee shall meet at least four times each year and shall be responsible for planning and coordinating the districts response to disasters in District 5080 and elsewhere.
2. Developing a comprehensive disaster preparedness plan and revising as needed in order to be responsive to future disasters.
3. Considering disaster response assistance in the form of funds, supplies, equipment, volunteers or any other resource available to the district. The DRC may choose to provide relief assistance for a specific disaster in the form of a one-time monetary donation or it may choose to withhold disaster relief for any disaster.
4. Oversight, along with the District Charities Administrator and the District Charities Treasurer, of all funds to be used for disaster response and relief.
5. Writing grants to ensure that district funds are applied for within a specific time. Rotary grant applications must be completed within five days of a disaster. This will ensure that funds are dispersed in a timely manner to the various NGOs. In some circumstances, for example, fires and ice storms it may be necessary to extend the grant application deadline in order to establish the needs of a specific disaster.

6. Solicitation to individual clubs within the district for specific materials, monies or services needed to assist with the district's disaster response efforts.
7. The District DRC will designate specific individuals within the committee who can be contacted by the local clubs in the event of a disaster. These names, addresses, and telephone numbers will be provided to all clubs in the district. Likewise, each club with a DRC committee should provide appropriate contact information to the District DRC.
8. The District DRC will encourage each club in the district to appoint a Club Disaster Coordinator.
9. The District DRC will provide training to club coordinators and other interested members.
10. Members of the District DRC should take FEMA course ISC-200. This course outlines the duties and functions of disaster response command.

## **CLUB DISASTER RESPONSE CHAIR**

### **A. GENERAL**

Because all disasters begin locally, it is the responsibility of individual Rotary Clubs to develop plan within the guidelines of the District Disaster Plan. The club president and the club board of directors are responsible for the club plan and appointing a "Club Disaster Response Chair". The club president is responsible for coordinating the efforts of the club with local emergency management organizations if the event requiring a response remains local. In the event a Rotary Club or a group of clubs within a locale are asked by local emergency management authorities to assist, the club(s) involved should notify the District Governor or a member of the District Disaster Response Committee, which is found in the DAC database under District Committees. In some cases, there may be two or more clubs within the same local jurisdiction that have agreed to participate in the disaster process. In this case, those clubs should work together to establish response protocols with local emergency managers.

The club plan should also include a provision to respond to individuals who may need assistance following a personal disaster. For example, if a fellow Rotarian or other citizen has damage to his or her home, Rotarians should be ready to help.

As part of disaster preparation, each Rotarian should be prepared to take care of his or her own family during a disaster. This means the Club Disaster Response Chair should host at least one program annually that discusses individual preparation and planning.

### **B. PLANNING**

The Club Disaster Response Chair should attend a training session provided by the district and encourage other interested club members and friends of Rotary to participate. This class will cover the material in the FEMA IC-100 Course and the District Disaster Plan. It would be helpful if a member of local emergency management also attends the class.

The Club Disaster Response Chair will maintain the resource list and make it available to local emergency management officials. If invited, the Club Disaster Response Chair should participate in one or more local drills and exercises.

### C. ACTIVATION

When the plan is activated, all Rotary resources will answer to the appropriate position within the Incident Management Organization. Reporting, check-in, check-out and demobilization will be done according to the Incident Action Plan established for the incident.

### D. HANDLING OF FUNDS

All funds will be sent directly to District 5080 Charities and earmarked for disaster response. These funds will be kept in and disbursed through a special sub-account within the district 5080 Charities 501(c)(3) in accordance with IRS regulations and Rotary International (RI) and District policies. It is important that proper procedures be followed. If more funds are received than are needed for a particular event, the District Disaster Response Committee may keep those funds in the disaster account, authorize their use for another disaster, or contribute them to an RI recognized partner like Disaster Aid USA, Disaster Aid Canada and Shelter Box. Should that happen, clubs will be recognized for their contribution on a pro rate basis for those funds donated.

## **REFERENCE DOCUMENTS: NON-POLICY ATTACHMENTS**

This Reference Section is not part of this Policy Manual. It is attached to this Policy manual as a Reference only.

## **A: COMMITTEE STRUCTURES until FEBRUARY 2022**

District Council Voted to Remove Sub-Committees for the Policy Manual -except for RI required Membership and Foundation Sub-committees

### **Section 2.02 District Administration Committee**

The District Administration Committee shall provide assistance to clubs in the district. The District Administration Committee will consist of an appointed Chair and four Subcommittees. The District Administration Committee Chair should have significant knowledge of, commitment to and experience with Rotary administration activities. The District Governor shall appoint the Chair to oversee the following Subcommittees established under District Administration. The District Governor, in consultation with the District Administration Committee Chair, the immediate Past District Governor and the District Governor-elect shall appoint Chairs for the four subcommittees. The Chair will work with committee to plan, coordinate and evaluate all District administrative activities and if requested assist the Governor- elect in establishing goals for their term. The District Administration Committee Chair will serve as a member of the District Council.

#### **(a) Subcommittees**

The Chairs of the individual subcommittees serve as members of the District Administration Committee

##### **(1) District Nominating Subcommittee**

In accordance with the bylaws of Rotary International, the Nominating Committee for Governor may select one available past Governor, proposed by the Governor-elect to be named Vice-Governor who shall serve during the year following selection. The role of the Vice-governor will be to replace the Governor in case of temporary or permanent inability to continue in the performance of the governor's duties. If no selection is made by the nominating committee, the Governor-elect may select a past governor as Vice Governor. The Nominating Committee will also select the Council on Legislation Delegate and Alternate.

##### **(2) Below**

###### **(i) Membership and Qualification**

The District Nominating Committee shall consist of:

- The current District Governor (sitting as Chair)
- The current District Governor-elect
- The current District Governor-nominee
- At least one recent Past District Governor
- Up to four Assistant Governors selected by the Chair from District Areas not represented by the other members

and not a candidate.

**(ii) Meetings**

The District Nominating Committee shall meet annually at the District Governor's discretion to interview and select the District Governor- nominee-designate before December 31 of each year.

**(iii) Solicitation of Candidates**

The District Nominating Committee shall actively solicit club nominations in the summer of each year. The Committee shall receive applications for District Governor-nominee-designate from the clubs in the District. In the event the candidate proposed is not a member of the proposing club, concurrence of the club of which the candidate is a member shall first be obtained.

Applications shall be received on or before such date as may be determined by the Chair of the Committee. Each candidate proposed must possess the qualifications established by Rotary International and be willing to serve, if selected. The Committee shall select for interviews, the best-qualified Rotarians who are available to serve as District Governor.

**(iv) Selection**

The District Nominating Committee shall meet for the purpose of interviewing proposed candidates. After interviewing proposed candidates, the Committee shall select, by majority vote, the best-qualified candidate to serve as District Governor with the Chair (current DG) only casting a vote in case of a tie.

**(v) Reporting and Announcement**

The District Nominating Committee shall complete its work and the District Governor will, within one week of receiving the report, announce to the clubs of the District the name and club of the Governor-nominee- designate and set a deadline for the proposal of alternate candidates. This deadline shall be at least two weeks after the announcement by the District Governor.

**(vi) Final Selection**

The District Governor-nominee-designate selected by the Committee may be challenged and any club may propose an alternate candidate. Alternate candidates must have been previously presented to the District Nominating Committee for consideration.

Where no challenging nomination is proposed or determined to be valid in accordance with the requirements of the Bylaws of



Rotary International, the District Governor shall declare the candidate of the Committee as District Governor-nominee-designate.

When a challenge remains valid in accordance with the requirements of the Bylaws of Rotary International, the District Governor-nominee-designate shall be selected by the 'ballot-by-mail' method.

**(2) Council on Legislation Delegate and Alternate**

In the year two years preceding the convening of the Council on Legislation, the Delegate and the Alternate Delegate shall be selected by the District Nominating Committee in September.

The Committee shall actively solicit club nominations from Past District Governors for the position of Council on Legislation Delegate and Alternate. Any club in the District may nominate a qualified Past District Governor in any club in the district for COL Representative where such member has indicated a willingness and ability to serve. The club shall certify such nomination in writing. Such certification must include the signatures of the club president and secretary. Nominations shall be forwarded to the District Governor for presentation to the District Nominating Committee.

After interviewing the nominees, the Committee shall select by majority vote, the best-qualified candidate to serve as the COL Delegate and Alternate with the Chair (current DG) only casting a vote in case of a tie. The selection of the Council on Legislation Delegate and Alternate shall be deemed final with the choice of the Committee.

**(3) Resolution and Policy Review Subcommittee**

The Resolution and Policy Review Committee shall consist of five members appointed by the District Governor to review and change district policy documents. One member shall be a Past District Governor and shall be the Chair. The other four shall be members of Rotary Clubs in District 5080 and shall have been Rotarians for not less than five previous consecutive years. The duties of the Resolutions/Policy Review Committee shall include: Determining that proposed resolutions are in conformity with the constitution and bylaws of Rotary International; distributing to the president of each club in the district and to all Past District Governors in the district; at least 30 days prior to the District Conference, copies of all proposed resolutions. The Chair of this committee shall Chair the business meeting portion of the District Conference, presenting all proposed resolutions and conducting the

voting on all matters at the District Conference. The immediate Past District Governor and the Finance Committee Chair will also be present to present the year-end Financial Statements for the member's approval.

#### **(4) Awards Subcommittee**

The District Governor shall appoint a committee to coordinate District Awards. This committee shall work with the District Conference Committee and the awarding group to insure that annual awards are properly prepared and presented. The Awards Subcommittee with the District Governor shall establish the rules and judging for any special awards established by the District Governor on an annual basis.

### **Section 2.03            District Membership Committee**

The District Membership Committee identifies, markets and implements appropriate membership development strategies for the district. The Committee Chair acts as a liaison between the District Governor and the Zone Rotary Coordinator, Rotary International, and the clubs in the District. The District Membership Committee will consist of an appointed Chair, Subcommittee Chairs and a Membership Representative from each of the areas. The District Membership Committee Chair should have significant knowledge of commitment to and experience with Rotary Membership activities. The District Governor, in consultation with the District Membership Committee Chair, the immediate Past District Governor and the District Governor-elect shall appoint chairs to the subcommittees listed below. The District Membership Committee Chair is responsible for presenting annually a District Rotary Membership Seminar and assisting the District Governor-elect in establishing Membership goals for their term. The Chair of the District Membership Committee is encouraged to attend a Zone Assembly conducted by a Zone Rotary Coordinator. In addition, all Subcommittee Chairs are expected to attend and participate in the District Team Training Seminars and other District training meetings. The District Membership Committee Chair shall serve as a member of the District Council.

#### **(a) Subcommittees**

The Chairs of the individual subcommittees serve as members of the District Membership Committee.

##### **(1) Membership Development Subcommittee**

This Subcommittee will identify, market, and implement membership development strategies within the district that are appropriate for the district and will result in membership growth. This Subcommittee is the main link between the District Governor, Rotary International and the clubs with respect to membership development issues.

## **(2) Membership Extension Subcommittee**

The District Membership Extension Subcommittee shall develop and implement a plan to organize new Rotary clubs within the district. The committee has the following responsibilities:

- Identifying communities without Rotary Clubs that are capable of chartering a new club
- Identifying communities where additional Rotary clubs could be established without negatively affecting any existing club or detracting from the service any existing club provides to the community
- Assisting in organizing and establishing new clubs as assigned by the district governor.
- Work with the Governor's Special Representative who is appointed by the District Governor to help establish the new club.

## **(3) Alumni Subcommittee**

The District Alumni Subcommittee is responsible for maintaining communications among recipients of Rotary Foundation Scholarships and participants in Group Study Vocational Exchanges and ensures particular attention is paid to facilitating reunions of Foundation alumni, encouraging Foundation alumni to donate to the Rotary Foundation, encouraging Foundation alumni to promote Rotary Foundation Programs, and encouraging Foundation Alumni to become members of Rotary.

## **Section 2.04 District Service Committee**

The District Service Committee will assist clubs in the development of Service Programs and projects. They will develop a proactive program to share ideas throughout the district and assist in the training of club Service Committee Chairs and members. The District Governor will be informed on Service activities in the District. The District Service Committee Chair will serve as a member of the District Council. The District Service Committee will consist of an appointed Chair and Subcommittee Chairs. The District Service Committee Chair should have significant knowledge of commitment to and experience with Rotary service programs and projects. The District Governor, in consultation with the District Service Committee Chair, the immediate Past District Governor and the District Governor-elect shall appoint chairs for the subcommittees listed below. The District Service Committee is responsible for planning, coordinating and evaluating all district service activities and assisting the District Governor-elect in establishing goals for their term. The Chair of the District Service Committee and all Subcommittee Chairs are expected to attend and participate in the District Team Training Seminars and other District training meetings. The District Service Committee Chair will serve as a member of the District Council.

**(a) Subcommittees**

The Chairs of the individual subcommittees serve as members of the District Service Committee.

**(1) Vocational Service Subcommittee**

The District Vocational Service Subcommittee will assist clubs in the development of Vocational Service Programs and projects. The Subcommittee will develop a proactive program to share ideas throughout the District and assist in the training of club committee chairs and members. The District Governor will be informed of Vocational Service activities in the district.

**(2) Club Service Subcommittee**

The District Club Service Subcommittee shall provide assistance to clubs in the area of Club Service upon request. Specific attention should be to assist clubs in training on what makes a great meeting, how to obtain great speakers, planning firesides and socials.

**(3) Community Service Subcommittee**

The District Community Service Subcommittee will assist clubs in the development of Community Service Programs and projects. They will develop a proactive program to share ideas throughout the District and assist in the training of club Community Service committee chairs and members. The District Governor shall be informed of Community Service activities in the district.

**(4) Friendship Exchange Subcommittee**

The Friendship Exchange Subcommittee shall establish, publicize and coordinate international exchanges between Rotary districts involving District 5080 and other districts of the Rotary world.

**(5) International Service Subcommittee**

The District International Service Subcommittee shall have the objective of promoting greater awareness, direct lines of communication and accountability for all types of International Service. Rotarians appointed to this committee will work closely with the Rotary Friendship Exchange committee to support service connections between Rotary Clubs and Rotarians, focusing on: international projects and volunteering, twin clubs, service-related exchanges, ProjectLINK registration and disaster relief and recovery. The District Governor shall be informed of International Service activities involving District 5080.

### **(6) District Resource Groups**

A Resource Group is an action group of Rotarians that carries out specific activities to help clubs and districts achieve their service objectives. Resource groups are expected to provide information, offer specific and practical ideas, make presentations at club and district meetings, conduct workshops and seminars and facilitate activities relevant to the resource group.

## **Section 2.05 District Youth Service Committee**

The District Youth Service Committee will assist clubs in the development of Youth Programs and projects. They will develop a proactive program to share ideas throughout the District and assist in the training of club Youth Service committee chairs and members. The District Governor will be informed on Service activities in the District. The District Youth Service Committee Chair will serve as a member of the District Council. The District Youth Service Committee will consist of an appointed Chair and the Subcommittee Chairs. The District Youth Service Committee Chair should have significant knowledge of commitment to and experience with Rotary Youth programs and projects. The District Governor, in consultation with the District Youth Service Committee Chair, the immediate Past District Governor and the District Governor-elect shall appoint chairs for the subcommittees listed below. The District Youth Service Committee is responsible for planning, coordinating and evaluating all district youth activities and assisting the Governor-elect in establishing goals for their term. The Chair of the District Youth Service Committee and all Subcommittee Chairs are expected to attend and participate in the District Team Training Seminars and other District training meetings. The District Youth Service Committee Chair will serve as a member of the District Council.

### **(a) Subcommittees**

The Chairs of the individual subcommittees serve as members of the District Youth Service Committee.

#### **(1) Youth Exchange Subcommittee**

The Youth Exchange Subcommittee shall be established to coordinate and manage the International Youth Exchange activities of the District. They shall endeavor to maintain individual club participation at a high level throughout the District and work to increase the number of clubs participating. They will be the approving authority for both outbound students and other participating districts. They will manage, coordinate and supervise group student activity and trips. A key aspect of the committee will be the training and education of individual clubs in the positive aspects and benefits of youth exchange and how to establish and operate a youth exchange program at the club level. The Youth Exchange Committee shall assist and assure the clubs maintain their Rotary International Certification.

**(i) SERIOUS INCIDENT – General Definition**

A 'Serious Incident' is any actual or alleged event or situation that creates a significant risk of serious harm or the potential of serious harm to the physical or mental health, safety or wellbeing of a Youth Exchange Student. Reportable Serious Incidents are defined as but not restricted to:

1. Sexual Abuse or Allegations of Sexual Abuse and Exploitation;
2. Physical or Psychological Abuse, Neglect, Rights Violations, Serious Accidents, Serious Injury, Missing Person, Death, Medical Emergency, Law Enforcement Contact or Suicide Attempt.

**(ii) Reporting to District Governor – Serious Incidents**

The Chair of the YE Committee or designate must report to the District Governor all serious incidents, as soon as the Chair or the designate is made aware of the situation.

**(iii) Reporting to Rotary International – Serious Incidents**

The District must report all serious incidents to Rotary International within 72 hours of the time the District becomes aware of the matter. Generally, the YE Committee Chair or designate will report to RI on behalf of the District unless otherwise instructed by the District Governor.

**(iv) Media Contact – Report to the District Governor**

The Chair of the YE Committee or designate must report to the District Governor any inquiries by the Media, of Serious Incidents, as soon as the Chair or designate is made aware of the Media inquiry. The YE Committee should also follow the guidelines stated in the Rotary Media Crisis Handbook.

**(2) Rotary Youth Leadership Award (RYLA) Subcommittee**

The Rotary Youth Leadership Award (RYLA) Subcommittee shall be established to coordinate and manage the RYLA activities of the District. They shall endeavor to maintain individual club participation at a high level throughout the District and work to increase the number of clubs participating. They will manage, coordinate and supervise the Annual RYLA camp. A key responsibility of the committee will be the

training and education of individual clubs in the positive aspects and benefits of RYLA.

### **(3) Rotaract Subcommittee**

Rotaract activities at the District level provide opportunities for joint projects among Rotaract clubs, training of new club officers, sharing of ideas for strengthening club service, and promoting Rotaract extension to new areas. The District Governor shall appoint a District Rotaract Committee Chair and committee members to further these objectives. The Rotaract Committee works to organize new Rotaract clubs in the District, increase communication among Rotaract clubs and plan District-wide training for Rotaract club officers. The Rotaract Committee Chair shall be a Rotarian. The Committee shall be made up of both Rotary and Rotaract members. The normal terms of office are three years for members and one year as Chair. The Rotaract Committee shall develop a District Rotaract Organization, made up of Rotaract members and chaired by the District Rotaract Representative, to carry out the following responsibilities:

- Develop and distribute a District Rotaract newsletter
- Encourage attendance and participation at the District Conference
- Work with the Rotaract Committee to help coordinate activities in the district.
- Coordinate public relations activities for Rotaract at the District level
- Plan and implement training sessions for Rotaract club officers
- Plan and implement service activities as approved by the clubs
- Conduct promotion and extension activities in coordination with the District Rotaract Committee
- Elect a District Rotaract Representative from among the membership. The qualification for election is the person must have served as a Rotaract Club President or as member of the Rotaract District Committee for one year.
- The District Rotaract Representative is a member of the Rotaract Committee. The District Rotaract representative will be guided and counseled by the district governor and the Rotary District Rotary Committee.

All incoming Rotaract club officers shall be provided with Rotaract leadership training to include a leadership training seminar conducted by the District Rotaract Committee, to be paid for, as mutually agreed upon by the sponsoring Rotary clubs, Rotary District and the Rotaract participants.

### **(4) Interact Subcommittee**

The District Interact Chair administers the Interact program and assists Rotary Clubs that sponsor Interact clubs. District Interact Chairs help Rotary International maintain an accurate record of Interact Clubs. A key aspect of the committee will be the training and education of individual

clubs in the positive aspects and benefits of Interact Clubs and how to establish and operate an Interact Club. The District Interact Subcommittee sponsors Interact District meetings and provides leadership training for Interact club officers and faculty advisers. The Subcommittee also helps the District Interact Chair publicize Interact throughout the District and promote the organization of new Interact clubs.

## **Section 2.06            District Rotary Foundation Committee**

The District Rotary Foundation Committee is responsible for educating, motivating and inspiring Rotarians to participate in the Rotary Foundation programs and fundraising activities in the district. The committee serves as a liaison between The Rotary Foundation and the club members. The District Rotary Foundation Committee will consist of an appointed Chair and Subcommittee Chairs. The District Rotary Foundation Committee Chair should have significant knowledge of commitment to and experience with Rotary Foundation activities. The District

Governor, in consultation with the immediate past district governor, the District Rotary Foundation Committee Chair and the governor-elect shall appoint chairs to the subcommittees listed below. The chair of the District Rotary Foundation Committee is encouraged to attend a Zone Assembly conducted by a Regional Rotary Foundation Coordinator (RRFC). In addition, all Subcommittee Chairs are expected to attend and participate in the District Team Training Seminars and other District training meetings. Specific duties are outlined in TRF's District Rotary Foundation Committee Manual and also include:

- With the District Governor, work with committee members to plan, coordinate and evaluate all District Foundation activities
- Represent the District Foundation Committee in the District Designated Fund allocation process and sign the SHARE Decision Worksheet submitted to The Rotary Foundation.
- Present annually a District Rotary Foundation Seminar and Grant Management Seminars
- Assist the District Governor elect in establishing Foundation goals for their term The District Foundation Committee Chair will serve as a member of the District Council.

### **(b) Subcommittees**

The Chairs of the individual subcommittees serve as members of the District Rotary Foundation Committee. Specific duties are outlined in TRF's District



Rotary Foundation Committee Manual and also include:

**(1) Grants Subcommittee**

The Grants Subcommittee is responsible for assisting clubs in developing ways to participate in international service projects as well as informing Rotary clubs and/or district project committees planning such projects of the Foundation grants that can help them. The Grants Subcommittee Chair is responsible for reviewing all humanitarian grant applications sponsored by member clubs and the district itself, certifying that all applications are complete and accurate prior to the submission of grant applications to The Rotary Foundation. The District Grants Subcommittee may include additional subcommittees for District Grants Approval.

**(2) Stewardship Subcommittee**

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

**(3) PolioPlus Subcommittee**

The District PolioPlus Subcommittee is responsible for supporting Rotary's commitment to polio eradication and is responsible for encouraging participation in Polio Eradication activities by all Rotarians.

**(4) Annual Fund and Fundraising Subcommittee**

The district fundraising subcommittee manages and monitors Foundation fundraising and recognition efforts in the district. The Fundraising Subcommittee may include the following additional subcommittees:

**(i) Annual Fund/Paul Harris Society Subcommittee**

The Annual Fund Committee is responsible for designing and implementing a comprehensive and effective District program to achieve the District's Annual Programs Fund giving goal. The Annual Giving Subcommittee is responsible for administering the Paul Harris Society recognition program throughout the district.

**(ii) Endowment Fund Subcommittee**

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

**(5) Scholarship Subcommittee (optional)**

The Scholarship Subcommittee is responsible for promoting club and district participation in the Global Grant Scholarships and ensures careful attention is paid to four basic elements – Promotion and

Selection, Orientation, Hosting Scholars and Alumni Outreach.

**(6) Vocational Training Team Subcommittee (optional)**

The Vocational Training Team (VTT) Subcommittee is responsible for promoting club and district participation in VTTs, preparing outbound VTTs for their trip, and planning and implementing visiting VTTs host itinerary. A separate VTT selection committee may be formed and charged with the responsibility of selecting the team leader and team members. The selection committee is normally formed from members of the VTT subcommittee. The VTT Chair is normally the most recent prior year team leader and serves as the chair of the VTT Selection Committee

**(7) Rotary World Peace Fellowships Subcommittee (optional)**

The Rotary World Peace Fellowships Subcommittee is responsible for promoting club and District participation in Rotary World Peace Fellowships and ensures careful attention is paid to four basic elements—Promotion and Selection, Orientation, Hosting Scholars and Alumni Outreach.

## **Section 2.07            District Public Image Committee**

The District Public Image Committee promotes Rotary to external audiences and fosters understanding and support for the programs of Rotary International. The committee promotes awareness among Rotarians about the benefits and effective publicity, favorable public relations and a positive image can bring to clubs. The Committee is also responsible to provide for the effective flow of information among Rotarians of the District and to provide an effective public affairs program between members and the general public. To accomplish these tasks, a District Web Page will be organized, and an effective public image program will be conducted. The District Public Image Committee will consist of an appointed Chair and Subcommittee Chairs as needed. The District Public Image Committee Chair should have significant knowledge of, commitment to and experience with Rotary public relations activities. The District Governor, in consultation with the immediate Past District Governor and the District Governor-elect shall appoint Chairs to the Subcommittees listed below. The District Public Relations Committee Chair is responsible for assisting the District Governor-elect in establishing public relations goals for their term. The Chair of the District Public Image Committee and all Subcommittee Chairs are expected to attend and participate in the District Team Training Seminars and other District public Image training meetings. The Public Image Committee Chair will serve as a member of the District Council.

**(a) Subcommittees**

The Chairs of the individual Subcommittees serve as members of the District Public Image Committee.

**(1) Public Image Subcommittee**

The District Governor will appoint a District Public Image

Subcommittee. The committee shall include Rotarians experienced in the field. The Subcommittee shall:

- Present, explain and promote Rotary to the public in cooperation with local clubs
- Assist clubs of the District in their Public Image efforts and responsibilities
- Encourage, guide, support and help coordinate club public information and community relations activities.
- Train club public Image officers at the District Leadership Training Assembly.

**(2) District Web Subcommittee**

The District Governor shall appoint a District Web Subcommittee Chair who shall be responsible for the preparation and maintenance of a District Web Site and for keeping the web site current.

- The Web Committee Chair shall establish a committee of knowledgeable people to assist in the maintenance and update of the District's Web Site(s).
- Develop a proactive program to receive information and pictures from District clubs to be placed on the site and actively solicit ideas for improved format, organization and content.

**(3) RI Convention Promotion Subcommittee**

The committee shall promote attendance at the annual RI Convention to Rotarians throughout the District. The committee chair is normally the District Governor- nominee.

**(4) Memorial Subcommittee**

The District Governor shall appoint a Memorial Committee who shall be responsible for the preparation and maintenance of a list of names of Rotarians who have passed away during the Rotary year. The Memorial Committee is responsible for conducting an appropriate memorial service at district conference to honor and remember those who have passed away in past year.

**Section 2.08            District Finance Committee**

The District Finance Committee shall safeguard the assets of the District 5080 funds by reviewing and studying the amount of per capita levy and necessary expenses of District administration and prepare an annual report on the status of the District's finances. QuickBooks Pro is the standard bookkeeping accounting software for Rotary District 5080 and all committees with separate budgets and banking accounts. The District Finance Committee, in addition to its administrative responsibilities, shall advise the District Governor on all District financial matters. The Finance Committee Chair will serve as a member of the District Council.

**(b) Sub Committees**

**1) Appointment**

Members of the committee shall be appointed for a term of three years and will not normally be appointed to a consecutive term. Members should be qualified and experienced in business management and geographically dispersed in the District.

**2) Members**

The committee shall consist of the District Governor, the District Governor- elect, the District Governor-nominee, the District Governor-nominee- designate, the Immediate Past Treasurer, the Current Treasurer, the Incoming Treasurer, the Immediate Past District Governor, and a Past District Governor at least two years removed.

**3) Committee Chair**

The Past District Governor at least two years removed will serve as Committee Chair.

**4) Vacancies**

In case of a vacancy, the District Governor shall appoint a recent Past District Governor to serve the remainder of the year.

**5) Annual Review**

The Finance Committee shall conduct an annual, independent review of the District financial records as described in Article IV Budget and Fiscal Policy.

**6) Fiscal Policy Review**

Annually, the Finance Committee will review the District fiscal policies and the reimbursement items and rates. Any required changes will be recommended to the District Council

## **Section 2.09      District Peace Committee**

### (a) Subcommittees

#### (1) District Peace Committee Appointments

#### (2) Committee Guidelines

## **Section 2.010      District Rotaract Committee**

### (a) Subcommittees

#### (1) District Rotaract Committee Appointments

#### (2) Committee Guidelines

The District Rotaract Committee will assist Rotaract clubs in the development of Service Programs and projects. They will develop a proactive program to share ideas throughout the district and assist in the training of Rotaract club executives and members. The District Governor will be informed of Rotaract activities in the District. The District Rotaract Committee Chair will serve as a member of the District Council. The District Rotaract Committee will consist of an appointed Chair and Subcommittee Chairs. The District Rotaract Committee Chair should have significant knowledge and commitment to Rotaract and Rotary service programs and projects. The District Rotaract Committee is responsible for planning, coordinating and evaluating all district Rotaract activities and assisting the District Governor-elect in establishing goals for their term. The Chair of the District Rotaract Committee and all Subcommittee Chairs are expected to attend and participate in the District Team Training Seminars and other District training meetings. The District Rotaract Committee Chair will serve as a member of the District Council.

## **Section 2.011      District Conference Committee**

Under the District Governor, the District Conference Committee shall plan and promote the district conference and carry out the necessary arrangements to ensure maximum attendance. Guidelines are found in the District Conference Manual published by Rotary International, the Manual of Procedure and later in this Manual.

The Annual District Conference will be under the direction of the DG of that Conference Year (referred to as the CDG). That CDG will determine the time, place and location of the District Conference. The CDG in consultation with the District Conference Committee will determine the length, cost to attendees, programs and all other aspects of the District Conference.

#### **(4) District Conference Committee Appointments**

The District Conference Committee Executive will consist of a Chair/Co- chairs, Treasurer and Secretary, appointed by the CDG for the District Conference. These appointments should be determined 2 -2.5 years before that District Conference. The Chair/Co-Chairs will appoint the Sub- Committee Chairs and Sub-Committee members in consultation with the CDG. These appointments will occur as required before the District Conference. Committee and Sub-Committee Members should normally be Rotarians in good standing as members of a club in the District. However, Committee and Sub-Committee members may be non-Rotarians in good standing with a club in the District. Chairs/Co-Chairs Committee and Sub- Committee Members are normally expected to serve until the end of the District Conference for which they are appointed. But they may also be appointed, as above, to future District Conference Committees. However, no person should serve as Chair/Co-Chairs of the same Committee or Sub Committee for more than three consecutive years.

**(5) Committee Guidelines**

Committees will meet the standards set out in the Rotary International Manual of Procedure and will be directly answerable to the CDG. Sub-Committee Chairs will function under the Committee Chairs. Committees shall use, as applicable, the Rotary International Publication District Committee Manual to guide their operations. All expenditures from District funds must be in accordance with the approved District budget and approved by the CGD in consultation with the DG. The Committee Chairs/Co-Chairs may approve expenditures to the limit of the applicable budget item.

**(6) District Conference Committee Chair/Co-chairs (General)**

District Committee Chair/Co-Chairs lead the Conference Committee, acting chiefly as an organizer and motivator. Committee Chair/Co-Chairs should:

- Serve as a resource for Committee members and Communicate with them regularly
- Share information from the DGN, Rotary International and The Rotary Foundation
- Monitor and report directly to the DGN
- Ensure Committee members have the skills and knowledge to carry out their responsibilities
- Attend the District assembly and other District and

Conference related meetings as needed

- Assist clubs with District Conference related activities
- Educate club leaders about the District Conference
- Coordinate with assistant governors who have regular Contact with clubs.