

BY-LAWS ROTARY DISTRICT 5490

ARTICLE 1 - THE DISTRICT

SECTION A. ORGANIZATION. District 5490 is a geographic territory in which member clubs are associated for administrative purposes of Rotary International. The district organization exists solely to help its member clubs advance the objects of Rotary and should not tend to diminish service provided by its member clubs or district Rotarians.

SECTION B. ELIGIBILITY. Rotarians who are members, other than honorary, in good standing of district clubs and who are willing and able, are eligible to serve in the district organization. Those past officers of Rotary International (such as Past District Governors) from other districts who are now members, other than honorary, of district clubs are eligible to serve in the District 5490 organization through appointment or election. The immediate Past District Governor of District 5490 is not eligible to serve on an elective committee.

SECTION C. VOTING. It is in the best interest of Rotary District 5490 for committee members and representatives of district clubs to participate and vote in district matters according to their best judgment, based upon debate and discussion. Proxy voting, therefore, shall not be permitted in the conduct of district affairs, including district committee deliberations, the District Assembly and the District Council on Legislation.

SECTION D. RULES OF ORDER. The rules of order contained in the current edition of Robert's Rules of Order, newly revised, shall govern unless and to the extent that such rules are inconsistent with the current Rotary International Manual of Procedure, these By-Laws or any policies and procedures the district may adopt.

SECTION E. DISTRICT FILES. The District Governor shall designate the location of the district office where the official files shall be kept. The District Governor shall pass the official files, together with any district-owned properties, to the incoming District Governor at the end of the Rotary year.

ARTICLE II - DISTRICT OFFICES

SECTION A. DISTRICT SECRETARY.

1. The District Governor Elect shall appoint a Rotarian knowledgeable about Rotary and familiar with district meetings to serve as District Secretary for a one-year term concurrent with such District Governor Elect's year of service as District Governor

to carry out those functions established in the District Manual of Policies and Procedures. The District Secretary shall not also serve as District Treasurer.

SECTION B. DISTRICT TREASURER.

1. The District Governor Elect shall appoint a District Treasurer for a one-year term concurrent with such District Governor Elect's year of service as District Governor to carry out those functions established in the District Manual of Policies and Procedures. The District Treasurer shall not also serve as District Secretary during the same year and shall serve as an ex-officio non-voting member of the Finance Committee.

ARTICLE III - DISTRICT COMMITTEES

SECTION A. ELIGIBILITY.

No Rotarian shall serve on more than one elective committee at any given time unless sufficient numbers of Past District Governors willing and qualified to serve are unavailable in which case one or more Past District Governors may serve on a second elective committee.

SECTION B. DUTIES.

Each committee shall carry out those duties and functions established in the District Manual of Policies and Procedures.

SECTION C. FINANCE COMMITTEE.

1. **Composition.** The Finance Committee shall consist of three Past District Governors of Rotary International and three Past Presidents of district clubs who are members in good standing of their clubs. The Past District Governor whose term on the Finance Committee is next expiring, shall serve as Chairman. The District Governor, District Treasurer and the District Governor Elect shall serve as ex-officio members of the Finance Committee with voice, but without vote.

2. **Terms.** Each member shall serve for three years.

3. **Election.** At each District Council on Legislation, the club delegates shall elect one Past District Governor and one past president for a three-year term. No member of the finance committee may be elected or appointed to a successive term and, subject to that limitation, the District Governor shall fill by appointment any vacancies occurring on the Finance Committee by reason of death, resignation or removal during his term.

SECTION D. BY-LAWS AND POLICY COMMITTEE.

1. **Composition.** The By-Laws and Policy Committee shall consist of three past district governors of Rotary International and three past presidents of district clubs in good standing with their clubs. The District Governor shall designate one of the Past District Governors to serve as Chairman of the Committee and that person, at the discretion of the District Governor may also serve as District Parliamentarian.

2. **Term of Office.** Each member shall be elected for a term of three years.

3. **Election:** At each District Council on Legislation the club delegates shall elect the number of members of this committee necessary to maintain its composition. The District Governor shall by appointment fill any vacancy occurring on the By-Laws and Policy Committee by reason of death, resignation or removal during his/her term of office. The District Governor and District Governor-Elect shall be ex-officio members with voice but no vote.

SECTION E. NOMINATING COMMITTEE.

1. **Composition.** The Nominating Committee shall consist of the District Governor, four Past District Governors and four Past Club Presidents. The District Governor shall serve as Chairman unless unable to so serve in which event the Past District Governor whose term on the Nominating Committee is next expiring shall serve as Chairman. There shall be one past president each from the River and Mountain areas of the district and two past presidents from the Phoenix metropolitan area. **Area Definition.** River includes: Quartzsite, Parker, Lake Havasu, Needles, Bullhead City and Kingman. Mountain includes: Prescott Area, Sedona, Cottonwood, Grand Canyon and Williams. Phoenix metropolitan includes: The greater Phoenix area and its suburbs plus Wickenburg.

2. **Terms.** Each Past District Governor and each Past President shall serve for three years.

3. **Election.** At the District Council on Legislation, the club delegates shall elect the number of Past District Governors and Past Presidents necessary to maintain the required committee composition. No member of the Nominating Committee may be elected or appointed to a successive term and, subject to that limitation, the District Governor shall fill by appointment any vacancies occurring on the Nominating Committee by reason of death, resignation or removal during his term.

4. Selection of District Governor Nominee. The District Governor Nominee shall be selected through the process set forth in the District Manual of Policies and Procedures pursuant to RI required time frames, not less than 24 months and not more than 36 months prior to the date that person is to take office as District Governor.

SECTION F. OTHER COMMITTEES. The district organization shall be only as extensive as the District Governor deems necessary to the effective promotion of the program of Rotary in the district. The District Governor shall appoint experienced Rotarians as members of or to chair other district committees as deemed necessary for continuity in the district organization.

SECTION G. REMOVAL OF COMMITTEE MEMBERS. The District Governor may remove any member of an appointed committee at any time in his/her discretion. If good cause is perceived, the District Governor may remove a sitting member of an elected committee provided the other sitting members of that committee unanimously approve the removal. Any such removal of an elected member and the cause therefore shall be reported by the District Governor to the next District Council on Legislation.

SECTION H. ATTENDANCE. Members appointed or elected to committees must agree to attend meetings of those committees and chairmen are to set forth meeting schedules for their committees as early as possible after taking office.

ARTICLE IV - DISTRICT MEETINGS

The District will conduct meetings each year in accordance with all requirements of the Rotary International Manual of Procedure and as set forth in the District Manual of Policies and Procedures.

ARTICLE V. - DISTRICT FINANCES

SECTION A. THE DISTRICT 5490 FUND.

1. The District 5490 Fund shall be comprised of the net assets of the district including all monies, property, equipment and other assets, less all liabilities, whether restricted or unrestricted in its use. The District 5490 Fund shall be for the purpose of financing the activities of the district as authorized by the District Governor's budget, the District Governor or the Finance Committee under guidelines established within these By-Laws or as set forth in the District Manual of Policies and Procedures.

2. The District 5490 Fund shall be funded by all of the clubs in the district through a per capita levy based on each club's membership as of the immediately preceding June 30 as reported to the district by each club secretary. The amount of the per capita levy shall be based on the District Governor's budget for that fiscal year.

3. The fiscal year for the district will be from July 1 through June 30.

SECTION B. AUTHORIZED EXPENDITURES. Monies in the District 5490 Fund may be expended to pay costs and expenses as defined in the District Manual of Policies and Procedures.

SECTION C. DISTRICT BUDGET.

1. Each year the District Governor Elect shall submit to the Finance Committee a proposed budget for expenditures from the District 5490 Fund. At the same meeting the District Governor shall submit for the approval of the Finance Committee an itemized budget of proposed income and expenditures for the District conference. After review the committee shall recommend the adoption of a district budget for the next fiscal year. The chair of the District Finance Committee shall present the budget recommended by the Finance Committee, at the option of the District Governor-Elect, either to the Presidents-elect at PETS or the District Assembly (in either case the budget to be adopted upon approval by three-fourths of the Presidents-elect present in person or by proxy voted by the designated representative of a President-elect excused from attendance by the District Governor Elect) or to the electors at the District Council on Legislation (in which case the budget shall be adopted upon approval by a majority of the electors present and voting in person.)

2. Any non-budgeted disbursements in excess of 5% of the total annual budget shall be made only upon the approval of the Finance Committee. All other disbursements from the District 5490 Fund shall be made at the discretion of the district Governor.

SECTION D. DEPOSIT & WITHDRAWAL OF FUNDS.

1. All monies belonging to District 5490 shall be deposited in the name of "Rotary International District 5490" in one or more accounts in federally insured institutions within the geographic boundaries of the district.

2. Withdrawals or transfers from such account or accounts shall be made by check or electronically only upon properly documented joint approval of the District Governor and either the District Treasurer or the District Secretary.

SECTION E. ANNUAL FINANCIAL STATEMENTS.

There shall be a Review or Audit of the annual financial statements of the district each year by a Certified Public Accountant to be completed within 120 days of the end of the fiscal year which shall be presented to, discussed by and formally approved by the Finance Committee within 90 days of its receipt and posted thereafter on the District Website.

ARTICLE VI - AMENDMENTS

SECTION A. PROPOSALS. Any district club or the District By-Laws and Policy Committee may submit to the District Governor one or more proposed amendments to these By-Laws no fewer than 75 days prior to the meeting of the District Council on Legislation. All such proposed amendments from any club shall be promptly submitted by the District Governor to the By-Laws and Policy Committee for review of wording and for their non-binding recommendation of "pass" or "do not pass."

SECTION B. SUBMISSION. No fewer than 45 days prior to the District Council on Legislation, the District Governor shall forward to each district club president and Past District Governor copies of all proposed amendments which are consistent with the current Rotary International Constitution and bylaws and in keeping with the spirit and principles of Rotary.

SECTION C. AMENDMENT. Any amendments to these By-Laws may be made at the District Council on Legislation by receiving the affirmative vote of three-fourths of the votes cast.

Approved as amended May 15, 2010

District 5490 Policies and Procedures

These policies and procedures are issued pursuant to authority of the By-Laws of District 5490 to supplement its provisions with more detailed guidance and to govern various programs and activities of the district.

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**SECTION I
Administrative Policies**

I-A. Duties of District Officers.

I-A-1. District Secretary.

The District Secretary shall:

- a. Assist the District Governor in making arrangements for district meetings and shall compile proper minutes of all such meeting.
- b. Handle correspondence as directed by the District Governor.
- c. Maintain complete files and records of all district business.
- d. Act as secretary of the District Council on Legislation.
- e. Procure approved insurance liability policies for the benefit of the district and its officers.

f. Deliver all continuing committee files to the incoming District Governor within one month following the end of the Rotary year.

g. Relieve the District Governor of other routine tasks as required and perform any other duties assigned by the District Governor.

I-A-2. District Treasurer.

The District Treasurer shall:

a. Promptly pay all district expenses upon receipt of proper documentation supporting such payment.

b. Properly account for all district funds.

c. On or before October 1, forward to each district club a statement of its per capita dues based on the previous June 30 membership reported to the district by the club secretary. Such statement is payable upon receipt to the district treasurer

d. Upon receipt of the prior year's annual financial statement from the immediate Past District Governor, make distribution first to the Finance Committee and then on or before October 1, to each club president, the District Governor, the District Governor Elect, the District Governor Nominee and each Past District Governor who requests a copy.

e. Perform such other duties as may be assigned by the District Governor.

I-B. Duties and Prodecures for District Standing Committees.

I-B-1. District Finance Committee.

I-B-1a. General Duties.

The Finance Committee shall supervise the financial operations of the district including budget preparation and oversight of the District 5490 Fund. It shall also develop financial operational policies in coordination with the By-Laws and Policy Committee.

I-B-1b. Reports.

The Finance Committee is responsible for ensuring the timely submission of all financial and statutory reports required by federal and state regulations, the RI Manual of Procedures and District By-laws or policies, expressly including the annual audit or

review required by Article V, Section E of the By-Laws. These include, but are not limited to the following:

i. Federal Tax Form 990s for all accounts that use the District 5490 TIN (Taxpayer Identification Number) or the District 5490 Foundation TIN. All accounts using the District TIN will be consolidated into a single 990, and all accounts using the District Foundation TIN will be consolidated in a separate 990. These filings are due by 15 November each year. State of Arizona filings for the above accounts as required.

ii. State of Arizona Corporation Annual Report for the District Foundation. This report is due 15 April.

I-B-2. District By-Laws and Policy Committee.

I-B-2a. General Duties.

The committee shall conduct an annual review of the By-Laws and, in coordination with other committees or district officers, may draft and put forward for approval at the District Council on Legislation proposed amendments, complying with the requirements of ARTICLE VI of the By-Laws. Upon request from a club wishing to propose an amendment, the committee shall assist in drafting appropriate language.

I-B-2b. Formulation of Temporary Policies.

The committee, subject to approval of the District Governor, in coordination with other committees or district officers, and consistent with the By-Laws, may draft and approve new policies for district activities or amend existing policies on a temporary basis between District Councils on Legislation. To become permanent such policy or amended policy must be submitted to the next Council for adoption by a simple majority of delegates present and voting.

I-B-2c. Maintaining By-Laws and Policy Documents.

The committee shall maintain a master book of current By-Laws and Policies for the district and have the same posted on the district website, keeping it regularly updated as changes occur.

I-B-3. District Nominating Committee.

I-B-3a. Procedure for Selection of the District Governor Nominee.

The District Governor Nominee shall be selected through the following process, pursuant to RI required time frames, not less than 24 months and not more than 36 months prior to the date that person is to take office as District Governor:

i. No later than ten days prior to the announced date for the Nominating Committee meeting, the President of any functioning district club in good standing, having had no outstanding indebtedness to RI or the district as of the close of the preceding year, wishing to place the name of one of its members in nomination (or propose a member of another functioning district club in good standing, having had no outstanding indebtedness to RI or to the district as of the close of the preceding year, with that club's concurrence) for the office of District Governor Nominee shall file with the Chairman of the Nominating Committee a resolution of the club adopted at a regular club meeting. The resolution shall certify that the candidate meets the qualifications for District Governor as provided in the current Rotary International Manual of Procedure and include a picture of the candidate together with a biographical sketch of the candidate's personal and Rotary background. All district clubs should refer to the current Rotary International Manual of Procedure regarding the prohibition of campaigning, canvassing or electioneering for a given candidate and should nominate the best-qualified candidate.

ii. The Nominating Committee shall meet no earlier than January 1 nor later than June 30 to choose a proposed candidate for District Governor Nominee. The District Governor shall set the date for this Nominating Committee meeting and provide at least 90 days notice to the district clubs of such meeting. The Nominating Committee shall not be limited in making its selection to those names submitted by the district clubs. Should the district clubs submit no name, the Nominating Committee nonetheless shall meet and select a candidate in accordance with the procedure set forth in the remainder of this subsection. The Nominating Committee as a whole must personally interview each candidate and balloting shall be by secret ballot with a simple majority sufficient to select a candidate. The name of the candidate proposed by the Nominating Committee, together with a statement of the candidate's qualifications, shall be announced in the next District Governor's monthly newsletter.

iii. No later than the end of the month following the District Governor's announcement of the Nominating Committee's proposed candidate, any district club that submitted a name of a candidate to the Nominating Committee other than the Nominating Committee's choice may challenge. Rules for the challenge and subsequent election by mail shall be in accordance with the current Rotary International Manual of Procedure. If no timely challenge is submitted by any district club, the District Governor shall declare the candidate of the Nominating Committee to be the District Governor Nominee and shall include such announcement in the next District Governor's monthly newsletter as notification to all district clubs, and shall declare him or her to be the District Governor Nominee at the District Conference.

I-B-3b. Other Nominations.

At least 45 days prior to the District Conference, the Nominating Committee shall select and announce the candidates to stand for election as delegates and alternates to the International Council on Legislation and for the Rotary Zone to which the district is assigned, and for membership on the By-Laws and Policy, Finance, and Nominating Committees (with compliance with the area definitions set forth in the District By-Laws) at the District Council on Legislation. In completing this task, the Nominating Committee shall seek input from the current Assistant Governors and district club presidents. Where possible, the Nominating Committee shall offer two candidates for each open position. Additional nominations for the open position will be considered from the floor at the District Council on Legislation.

I-C. District Meetings

I-C-1. District Conference.

The District Governor shall recommend to each district club that it require its president and secretary to attend the District Conference and, if they do, the club shall pay their registration and lodging expense. The District Conference shall be held at such time and place as shall be selected by the District Governor Elect and approved by the majority of the presidents-elect at PETS or the District Assembly, provided that such dates are not the same as those selected for the District Assembly, the International Assembly, or the International Convention. The District Conference and District Assembly should be held as separate, unrelated meetings unless special circumstances require consecutive meetings in which case the District Conference shall be held as the second such meeting. The District Governor Elect shall announce the site and date of the District Conference and the name of the host club at the immediately preceding District Conference.

I-C-2. District Assembly.

Each district club President-Elect and Secretary-Elect shall attend the District Assembly unless excused by the District Governor Elect. If so excused, he or she shall send a designated representative from the club whose duty it will be to report back to him or her. The District Assembly shall be held on a date after PETS, not in conflict with the Rotary International Convention and preferably in April or May. The District Governor Elect shall select the site, date and host club of the District Assembly with the approval of the District Governor. Each president-elect shall have one vote and the presence of a majority of the votes cast shall be required for approval of any matter considered except for the budget recommended by the Finance Committee which shall be adopted as required by Article V, Section C of these By-Laws herein below. If no District Assembly is held or a quorum is not obtained at the District Assembly, any matter that otherwise

could have been determined at such District Assembly, other than approval of the budget recommended by the Finance Committee may be determined in a ballot by mail in accordance with the current Rotary International Manual of Procedure.

I-C-3. President-Elect Training Seminar (PETS).

I-C-3a. Date and Site of PETS.

The District Governor Elect, in cooperation with the District Governor, shall select the site, date and host club for the PETS which date preferably shall not be later than one month following the International Assembly and at a different time than the District Assembly.

I-C-3b. Required Attendance.

Each district club President-elect and Secretary-elect shall attend the President-elect Training Seminar unless excused by the District Governor Elect. If so excused, he or she shall send a designated representative from the club whose duty it will be to report back to him or her. If the president-elect does not attend the president-elect training seminar and the district assembly, has not been excused by the governor-elect and, so excused, does not send a designated club representative in his place, he or she shall not be able to serve as club president. In such event the current president shall continue to serve as club president until a successor who has attended a president elect training seminar and district conference or undergone training deemed sufficient by the district governor-elect has been duly elected.

I-C-4. District Council on Legislation (COL).

I-C-4a. Composition.

The District Council on Legislation shall be constituted as follows: Each district club shall select, certify and send to the District Council on Legislation, one elector for every 25, or major fraction thereof, of their members. Such membership shall be determined by the number of members in the club as of the most recent January 1. Each club elector shall be its President or a member, other than honorary, in good standing of the club appointed by the President. Notwithstanding the foregoing, each district club which has no outstanding indebtedness to RI, or to the district for more than 3 months preceding that in which the District Conference is held, shall be entitled to at least one elector. An elector must be present at the District Council on Legislation to vote.

I-C-4b. Chairman.

The District Governor shall serve as Chairman of the District Council on Legislation unless unable to serve, in which event the most recent Past District Governor present shall serve as Chairman. The Chairman may appoint a parliamentarian to act as an advisor in all matters of parliamentary procedure and in his/her discretion may direct the parliamentarian to act as the presiding officer during the council. The District Secretary shall act as secretary of the Council.

I-C-4c. Date and Location, Attendance and Participation.

The District Council on Legislation shall meet during the District Conference at a time designated by the District Governor. The meeting shall be open to attendance by all Rotarians. Only members of the Council may participate in the discussion, except special privilege may be given by the Chairman to any Rotarian to speak.

I-C-4d. Agenda.

No fewer than 45 days prior to the District Council on Legislation, the District Governor shall forward to each district club President and to each Past District Governor a tentative agenda of matters to be considered at the forthcoming Council including without limitation:

- i. All resolutions proposing amendments to these By-Laws.
- ii. Approval of proposed new or amended policies.
- iii. Election of members of the District Nominating Committee, District Finance Committee and District By-Laws and Policy Committee.
- iv. Election of district representative and alternative to the Rotary International Council on Legislation for those years in which such Council meets and of district representative and alternative to the Rotary Zone to which the district is assigned, as needed.
- v. Election of district representative and alternate to the Nominating Committee for RI Director in those years in which such director is elected.
- vi. Approval of the budget recommended by the Finance Committee in those years the district opts to consider approval of such budget at the District Council on Legislation; and
- vii. Any other resolution proposed by a district club, a district committee or the District Governor.

I-C-5. Attendance at District Meetings.

The success of district meetings depends largely upon the support of the clubs in attendance and participation by their members. Clubs should insist that their incoming officers and directors plan their time to enable them to attend the scheduled training sessions and it is highly recommended that each club assist in payment of their expenses to the extent of its ability.

I-D. District Finances

I-D-1. The District 5490 Fund.

I-D-1a. Surplus Funds.

In addition to financing the current activities of the district, the District 5490 Fund shall include surplus funds, defined as the cash component of unrestricted net assets, to maintain and purchase property and equipment in support of district activities and for unforeseen contingencies. At the end of each fiscal year the District Governor and District Treasurer for that year just ended shall prepare and provide to the Finance Committee, within 90 days following the end of the fiscal year, an evaluation of the District 5490 Fund identifying the amount, if any, of excess surplus funds, defined hereby as unrestricted cash in excess of the greater of 40% of the approved district budget for the next fiscal year or \$40,000. Each district club that has paid in full the levy for the fiscal year just ended shall receive a credit or a refund of excess surplus funds on a pro rata basis based upon the club's reported membership upon which that levy was based.

I-D-1b. Authorized Expenditures.

Monies in the District 5490 Fund may be expended to pay:

i. The expenses of the District Governor for travel, postage, telephone, stationary, printing, secretarial service and other administrative expenses beyond the monies allocated to the District governor for such purposes by Rotary International.

ii. The expenses of conducting district affairs including the District conference, the District Assembly, District Presidents-Elect Training Seminar and special district functions.

iii. The expenses of the District Governor and District Governor Elect and their spouses, partners or significant others for not more than economy class air fare and basic necessary expenses for attendance at the Zone Institute-GETS (Governors Executive Training Seminar), The Rotary International Convention and The Rotary International Assembly (beyond any amount provided for such travel and expenses by The Rotary

International Assembly), provided that all such persons must attend all business and training events at these meetings.

iv. The expenses for the district representative to the Rotary International Council on Legislation held every third year, which are beyond the amount allocated by Rotary International.

v. The expenses of registration for presidents-elect and secretaries-elect at the District Assembly and for the presidents-elect at the Presidents-Elect Training Seminar (PETS) if such registration fee is required.

vi. The expenses of equipment and supplies required for new clubs chartered in the district, including an initial contribution to the new club's treasury in the amount of \$150. Existing district clubs shall be encouraged to contribute such equipment and supplies to help defray the cost of district funding.

vii. The premium expense of comprehensive liability insurance for the benefit of the district and its officers.

viii. Other expenses that the District Governor determines are in the best interest of the district and are approved by the Finance Committee.

I-D-2. Other District Funds.

I-D-2a. Budget for Special Funds.

When funds are to be raised for a specific purpose, such as Youth Exchange, RYLA or Interact, a budget of income and expenditure shall be prepared and submitted to the Governor Elect and the finance committee for approval. This shall then be included in the budget recommended for adoption by the finance committee.

I-D-2b. Special Fund Income and Disbursements.

Income instruments for specific programs will be made payable to District 5490 and deposited in a district account. Standard expense documentation shall be provided for all expenditures. A separate checking account for such funds is permissible and is required for Youth Exchange. When used, a copy of each monthly bank statement of such account shall be forwarded to the District Treasurer within one week of receipt. All such accounts will be included in the financial review/audit conducted of the district fund. When a separate account is not utilized, the District Treasurer will issue funds for payment as approved by the district officer or committee chairman in charge of the program involved.

I-D-2c. Special Fund Reserves.

Where it is appropriate for individual programs to carry a financial reserve from year to year, the permissible amount of such a reserve will be determined by the district finance committee. This reserve will be carried by the district and recorded in district financial statements.

SECTION III

Policies Relating to District 5490 Rotary Youth Leadership awards (RYLA)

III-A. Governance/Operation of RYLA:

The District 5490 Rotary Youth Leadership awards (RYLA) shall be governed by and operated in accordance with the Rotary International RYLA Handbook together with the following additional policies:

None suggested or adopted by the program at this time.

SECTION IV

Policies Relating to Presidents-Elect Training Seminar (PETS)

IV-A. Nature of District 5490 Presidents-Elect Training Seminar(PETS).

The District 5490 Presidents-Elect Training Seminar is a joint. tri-district alliance operated in tandem by the three Rotary Districts in the State of Arizona.

IV-B. Governance and Operation.

PETS for District 5490 shall be governed by and operated under a special Manual of Policy and Manual of Procedures that have been developed for that purpose, recently reviewed and revised with an effective date of July 1, 2010. These are incorporated herein in this Manual verbatim and incorporated by reference. Whenever changes are made in these two PETS Manuals, the District 5490 By-Laws and Policy Committee shall be promptly advised and furnished with the amended language necessary to update this Manual. *Note: These two manuals have their own index pages for guidance through their topics.*

SECTION II

Policies Relating to Youth Exchange

II-A. Statement of General purposes and Goals of the Program.

The Youth Exchange Program of Rotary International is designed to promote international understanding, goodwill, and peace. This is being accomplished by offering young people the opportunity to live in another country as a member of a Rotary-approved family, to study there in a recognized school, and to learn the cultures of the other peoples of the world.

While students observe and experience the cultures of others, they share their own backgrounds and cultures with their hosts, and the exchange enriches the personal growth of both the students and the hosts. The intent of these exchanges is not to reach mutual agreements; the intent is to promote mutual understanding so that we all can live together more peacefully.

The selected students are among the small number of people in our world who have accepted the responsibility to serve their homeland and to increase international understanding. In order to be selected for this program, the students have demonstrated that they have awareness that what they say and do creates an impression of their country to their host.

The safety and welfare of the student is extremely important to Rotary International and to Rotarians who provide guidance for the program. Based on many experiences, it is beneficial to prescribe a set of “Rules of the Road”. These Rules provide protection and support for the students, host families, and the Rotary Clubs. Because of these Rules, others have confidence in our program. This helps us with timely processing of passports, visa and other paperwork and it allows us to obtain quality health insurance for reasonable rates for the students.

The sponsoring district may have its own “Rules of the Road”, which may be known by other names such as “Conditions of Exchange”. Students are expected to obey these rules also, but the basic rules are similar when they are equitably applied. Adherence to them will make the exchange more successful and pleasant.

II-B. Arrival Orientation for Inbound Students.

After the arrival of an in-bound student in Arizona, there will be an Inbound Orientation which all exchange students and host families will be required to attend. At this time, the students will receive instructions concerning the handling of their return airline tickets,

visas, passports, insurance, rules governing their conduct and activities, and other matters.

II-C. Governing Rules for Inbound Students. Youth Exchange students while within District 5490 shall adhere to the following “Rules of the Road” :

II-C-1- Language: English is spoken in the United States. Before coming to District 5490, the student should have a basic knowledge of English so that the student can attend high school classes and participate effectively.

II-C-2- Travel: Students shall take the shortest and quickest routes to and from the hosting country. Students will only be permitted to travel with their host families, or with adult supervision that has been approved by the host family, the host club counselor, or a member of the District 5490 YE Committee. Travel outside of the immediate area of the host community must be approved by the host club counselor and the host family. Additionally, travel outside of Arizona (outside of District 5490, 5500 and 5510) will require approval from the District 5490 Youth Exchange Chairperson and written permission from natural parents. Without such written consent, students will not be permitted to travel outside of Arizona. Hitchhiking is forbidden.

II-C-3- Motorized Vehicles: Students shall not, under any circumstances, own, operate or drive a motorized vehicle of ANY kind during the exchange period. This includes, but is not limited to, cars, boats, airplanes, jet skis, wave runners, snow mobiles, recreational vehicles and farm equipment. Students may not ride as passengers on motorcycles, nor may they skydive or bungee jump.

II-C-4- Conferences, Orientations and Rotary Meetings: Exchange students are required to attend the Rotary District 5490 Conference, Youth Exchange Inbound Orientation meeting, RYLA, the Havasu Falls Trip and the Youth Exchange Holiday weekend at Grand Canyon. Students may also be asked to attend Rotary Club meetings and other District 5490 functions. Failure to attend required meetings may result in termination of the exchange.

II-C-5- Social Activities: The host family or such other person as has been delegated to supervise the student, must obtain the name, address and telephone number of any individuals who will be hosting the student for a dinner, party, or other function, prior to the student departing for the function.

II-C-6- Parental Visits: Any visits by natural parents should be scheduled after the school year ends and at the end of the exchange year, and must be coordinated with the District 5490 Youth Exchange Chairperson, the host club counselor, and the host parents. Holidays are to be shared with the host families and Rotarians. Friends and relatives, including brothers and sisters, should not visit.

II-C-7- School: Unnecessary or unreasonable absenteeism will not be tolerated. This is a secondary school program and attendance is required in accordance with the school's policies, regardless of whether or not the student has already graduated in a foreign country. Students are expected to achieve academic success whether or not they have graduated from school in their own country, and whether or not their grades will be sent back to and/or credited at their home country schools. Students are recommended to take the following courses, if available, when they are attending high school: American History/Government, English, and a Leadership class. Students must attain passing grades in all subjects.

II-C-8- Religion/Church: Students shall not change religion while on the exchange. The host family or club counselor should be immediately informed if a student is pressured to join any new religion. Likewise, the student shall not attempt to get anyone to join their religion while on the exchange.

II-C-9- OFFENSIVE BEHAVIOR: Students are considered to be ambassadors, but they do not have immunity from the law. Students should avoid political, cultural, or religious conflicts during the exchange. Profanity should not be used. Smoking is not permitted.

II-C-10- Sexual Activity: Sexual intercourse and intimate play are strictly prohibited. Romantic attachments are discouraged

II-C-11- Illegal Drugs and Alcohol: Possession or use of any illegal drug or substance is strictly prohibited. Drinking of alcohol beverages is NOT permitted. IT IS AGAINST THE LAW to drink alcoholic beverages if you are under the age of 21 years.

II-C-12- Personal Behavior: Your host family is responsible for your social, emotional and physical well being. You shall respect your host parents' wishes and requests, especially when they pertain to meal schedules, curfew hours, household chores, appropriate dress, and social courtesies. You will receive guidance and restrictions as a natural part of your host family's routine. Students are expected to keep their rooms and bathrooms neat and clean.

II-C-13- Relatives in the United States: Relatives who live in the United States will not have authority over an exchange student while that student is under the supervision and authority of the Rotary Youth Exchange Program.

II-C-14- Internet/E-Mail: Use of the Internet and email should be limited to one hour per week for at least the first two months, except for purposes of completing school work. The student should not send emails to the home country/family and friends more than one day per week.

II-C-15- Telephone Calls: Telephone calls to and from the student's home country shall be limited to once per week, except for emergencies. The student should call or email his/her parents upon arrival, but the next phone call should be one week later.

II-C-16- Curfews: Students must adhere to the curfews of the city in which they live, provided that the host family may establish more stringent curfews.

II-C-17- Tattooing and Body Piercing: Tattooing and/or any type of body piercing including, but not limited to, piercing of ears, navels, eyebrows, tongues or any other body part by students while on an exchange in this District is specifically prohibited.

II-C-18- Communication with Rotary Clubs: Students are recommended to write a letter to their home sponsoring club once per month. Students must contact their host club counselor or other host club representative at least once a month. Students are expected to attend at least quarterly regular meetings of their host club throughout the duration of their stay, and preferably students should attend meetings of their host club monthly. By the ninth month of the exchange, the students must schedule a presentation to the host club, addressing information concerning their home country, community, family, as well as their exchange experience; however, students are encouraged to provide a presentation as early as possible to their Host Rotary Clubs so that the Club will get to know the student sooner. Students may be invited to make similar presentations to other Rotary Clubs

II-C-19- Alteration of Identification or Other Documents: Any student who alters any documents, including, but not limited to: Passport, DS2019, I-94, Arizona Identification Card, Birth Certificate or High School Identification card will be immediately sent home.

II-C-20- Reasons for Termination of an Exchange: An exchange student in District 5490 will be sent home, at their parents' expense, for any of the following reasons:

- a) Driving a car or other motorized vehicle;
- b) Being absent from school frequently without the counselor's consent;
- c) Possessing and/or using drugs or alcohol;
- d) Engaging in sexual activities;
- e) Damaging the image of Rotary in any way;
- f) Failing to adapt to his/her host town, city, or environment;
- g) Theft of any kind, including shop lifting.
- h) Not sending, in a timely manner, monthly reports to the District 5490 Youth Exchange Chairperson.
- i) Tattooing and body piercing during the exchange.
- j) Altering any of the documents in item 19 above.

II-C-21- Change of Address: Any student moving to a new host family must immediately report the following information, utilizing the District form, to the District 5490 Youth Exchange chairperson:

- a) Full names of host mother and father.
- b) Address of new host family.
- c) Home, business, cell phone and fax numbers.
- d) All email address(es) for the host family, if applicable.

II-D. Required Acknowledgment and Certification.

II-D-1- Acknowledgment of Rules: Every Inbound Exchange Student and their host parents or guardians shall sign a written acknowledgment that they have read and fully understand the Governing “Rules of the Road” set forth herein in Policy II-C above and accept them and agree to live within the letter and spirit of those rules to the best of their ability.

II-D-2- Certification of No Prior Participation: Every Inbound Exchange Student shall sign a written acknowledgment certifying that the student has not participated in any secondary (high school) exchange within the United States of America prior to this exchange.

II-E. Outbound Students.

II-E-1- Transportation: The parents or legal guardians of an outbound student are responsible for providing appropriate clothing and round-trip transportation to and from the host district.

II-E-2- Preparation of Student: The student and prospective host family should communicate with each other before the student leaves home. Both the host and sending clubs or districts must provide the student with a list of individuals to contact in the case of a problem or emergency. This list must include the names and contact information for the student’s Rotarian counselor, sending club president and two (2) non-Rotarian resource persons, one male and one female, as well as local resources for medical, dental and mental health care and law enforcement professionals. Where available, this list should also include local suicide prevention hotlines, rape crises hotlines and local child protection agencies.

II-E-3- Invoices for Parents of Outbound Students: Parents or guardians of outbound students from District 5490 shall be provided itemized invoices outlining how funds paid to participate in Youth Exchange are used. Copies of these invoices shall also be provided to the sending Rotary Club.

II-F. Required Financial reports.

The District 5490 Youth Exchange Committee shall prepare and distribute a report on financial operations to the district governor, the District Finance Committee, and all clubs on a semi-annual basis.