



# **Rotary International District 5040 Policies**

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**Effective 7<sup>th</sup> May, 2017**

**Change Control procedures:**

<b>Section</b>	<b>Major Changes made</b>
<b>Prior Approvals:</b>	May 5 <sup>th</sup> 2011: Policy approved at AGM of District 5040 Inc.
<b>Review:</b>	May 2012: No further amendments proposed
<b>Review:</b>	May 2013: No further amendments proposed
<b>Review:</b>	May 2014: No further amendments proposed
<b>Review and Approval:</b>	May 2015: This version approved May 8 <sup>th</sup> 2015 at 2015 AGM, North Vancouver, BC.
<b>Review:</b>	May 2017: Proposed: Section 5.7: To remove Expense Claim Procedure and replace with reference to a separate District Document
	Proposed: New section 2.2.2: Establishment of a District Finance Committee (RI dictated)
	Proposed: New section 8.1: Criminal Records Checks
	Minor textual changes
<b>Review and Approval</b>	<b>May 7<sup>th</sup> 2017:</b> <b>This version approved May 7<sup>th</sup>, 2017 at the 2017 AGM, Whistler, BC.</b>

**PDG Gordon Dalglish**

**Policy Chair, Rotary International District 5040 Inc.**

**DISTRICT POLICIES**  
**of Rotary International District 5040 Inc.**  
**Amended May, 2017**

**Preamble:**

District 5040 is a legally incorporated entity, known as “Rotary International District 5040 Inc.”. It is governed by a Chair (CEO) and Board of Directors, who are accountable to the members in the District (i.e. the members of the clubs in Rotary International D5040). The structure and By Laws are available on the D5040 Website. District Policies are required to be compatible with our By Laws; in any conflict, the By Laws of Rotary International District 5040 Inc. will prevail. Any references in this document to “District 5040” or “D5040” refer to “Rotary International District 5040 Inc.”.

In order to establish district procedures and to provide an orderly system of maintaining records, actions and resolutions of District 5040, this policy is adopted and is from time to time amended by a motion approved at the AGM of District 5040. The policy shall be used as a guide for District Governors, District Committees, and Rotary Clubs concerning all matters relating to the District.

The Mission of District 5040 is:

- To support the clubs in District 5040 in fulfilling the object of Rotary;
- To promote the concept of service as a worthy endeavor;
- To advocate support for the Rotary Foundation;
- To strengthen and expand Rotary to communities in District 5040;
- To facilitate joint club and district projects

The policies and procedures of Rotary International are set forth in the Manual of Procedure of Rotary International. The District Governor for District 5040 shall be authorized to amend any section of the District policy to conform to Rotary International legislation, or the requirements of the By Laws of District 5040. Every club shall be notified of such changes, which shall be ratified at the ensuing AGM of District 5040, normally held in conjunction with the Annual District Conference, or at an SGM convened for that purpose only.

## **1. RESOLUTIONS**

Resolutions proposing to amend the policy of District 5040 may be submitted by:

- 1.1. Any Rotary club in the District, such resolution having been adopted at a general meeting of the club, or by the Board of Directors of the club at a regular meeting.
- 1.2. The District Governor or Board of District 5040
- 1.3. Any District Committee, such resolution having been adopted by a majority of the members of the committee.
- 1.4. All resolutions to be considered must be submitted to the District Governor at least 75 days prior to the AGM of District 5040.
- 1.5. The District Governor shall not less than thirty days prior to the AGM of District 5040, forward a copy of such resolutions to the President of each club in the district, and to the chair of each District Committee.
- 1.6. Resolutions submitted to the District Governor, unless withdrawn by the proposer, shall be submitted by the District Policy Chair for approval by the Board of District 5040 for submission to the AGM of District 5040.

1.7. Voting on resolutions, including amendments to the District policy, may be done by a show of hands at the AGM of District 5040. Every Designated Club Representative, provided they are members in good standing of a club in the District, shall be eligible to vote. However, should one elector call for a roll call vote, the provisions for conference voting, as set out in the Manual of Procedure of Rotary International, shall apply.

## **2. ORGANIZATION OF DISTRICT 5040**

2.1. The District 5040 office shall be at such location as the District Governor shall deem and, notwithstanding the provisions specified in Section 5.4.5, the official files of the District shall be kept at such office. The District Governor shall, not later than 30 days after the close of the term of office pass the official district files, together with any district owned property to his/her successor.

2.2. The District Governor shall, prior to assuming office on July 1, appoint Chairs for the following District committees and officers as follows.

### 2.2.1 The Board of District 5040 Inc

The standing officers of the Board of District 5040 Inc. comprise:

- The District Governor of District 5040 (CEO and Board Chair)
- The Secretary of District 5040
- The Treasurer of District 5040
- The Immediate Past District Governor of District 5040
- The District Governor Elect of District 5040
- Four Directors at Large who will be appointed to make the total board to number nine. It is recommended that the District Governor Nominee be considered as one of these additional directors

Such additional directors (at large) shall be announced and appointed by vote at the AGM of District 5040 on the recommendation of the District Governor Elect and the Nominations Committee.

In addition, the District Governor Elect shall, before July 1<sup>st</sup> of his/her year, appoint or re-appoint Assistant Governors who will each be responsible for a regional grouping of clubs. Such appointments are normally expected to last for a three year period.

### 2.2.2. Standing committees

#### **District Finance Committee**

The Finance Committee shall comprise a Chair and no less than 4 additional members, who shall be appointed by the Chair. All members shall be expected to remain in position for 3 years and should comprise at least one active PDG. The District Treasurer shall be an ex officio member.

The committee will be responsible for setting policy for, and overseeing, all aspects of the District's financial management and obligations. All such policies are subject to approval by the Board of D5040.

For details of the Terms of Reference see: [District Finance Committee Resource Guide](#).

#### **The Rotary Foundation (TRF)**

Subcommittees may include:

- Permanent Fund
- Annual Fund

- Polio Fund
- Matching Grants – District and Global
- Scholarships
- World Peace Fellowships
- Area Representatives
- Paul Harris Society
- Rotary World Help Network (RWHN)

### **Youth Programs**

Subcommittees may include:

- Interact
- Rotaract
- Youth Exchange – Long and Short Term, and New Generations
- Rotary Youth Leadership Award (RYLA)
- Youth Protection

**NOTE: *Youth Services – Policies*** are published on the District Website under the Youth Programs tab. These are incorporated into this document and cover the Policies and Procedures as they relate to all the above programs, including the necessity for oversight and supervision of youth under the age of 19 years.

### **Membership**

Subcommittees may include:

- New Members
- Retention
- Club expansion

### **Finance** (see Section 5.2)

### **Annual Conference**

Subcommittees may include:

- Program
- Facilities, Catering and Accommodation
- Promotion and booking arrangements
- Finance and Accounting

### **District Nominations** (see Sections 3 and 4)

### **Communications**

Subcommittees may include:

- Newsletter/Website
- District Directory
- Public Relations/Public Image
- Technology including Asset Management

### **Education and Development**

Subcommittees may include:

- District Trainer
- Rotary Leadership Institute (RLI)
- Youth Programs Training
- OPCOM (see Sections 3.3 – 3.5) and PETS

### 2.2.3 Subcommittees and additional positions

The main committees in section 2.2.2 are those recommended by RI, and/or those deemed appropriate based on past experience. The establishment of subcommittees is at the discretion of the District Governor and Board of District 5040 in consultation with the appropriate Chair. Some additional committees that have, in the past, been formed include:

- Fellowship
- Friendship Exchange
- Literacy
- International Convention
- District Governor’s Advisory Committee (see Section 2.3)
- Alumni (now recommended by RI)

In the case of a Board or Committee position becoming vacant, the District Governor, or Committee Chair as appropriate, shall appoint a District Rotarian in good standing to fill the vacancy for the remaining term of the appointment.

### 2.2.4 Annual General Meeting of District 5040

The District Governor is responsible for holding the Annual General Meeting (AGM) of the District. This is normally held in conjunction with the Annual District Conference, in May of his/her year of office.

### 2.2.5 Agenda for the AGM

The following is the standard agenda for the District 5040 AGM (see Section 5.2):

- Call To Order DG
- Establishment of Quorum DG
- Voting Procedures DG
- Approval of Agenda (vote) DG
- Minutes of previous AGM DG or Secretary
  - Motion to Accept (vote)
- Submission of Financial Reports IPDG/DGE and/or Treasurer
  - Motion to Accept Previous year’s accounts (vote)
  - Motion to Accept the Budget for the coming year (vote)
  - Motion to Accept the District Dues for the coming year (vote)
  - Summary of current Year’s budget status (no vote)
- Appointment of Board of Directors for the coming year DGE
  - Report of the Nominating Committee DGE or Committee chair
  - Motion to Accept (vote)
- Appointment of Accountants for coming year DGE
  - Motion to Accept (vote)
- (optional) Amendment to District Policies Policy Chair
  - Motion to Accept (vote)
- (optional) Any Other Business DG
  - Additional motions requiring vote or items of Information for members
- Motion to Adjourn DG

2.3. The District Governor and Board are encouraged to develop an Ad Hoc Advisory Committee, comprising active Past District Governors, to provide input, give support and assist in planning activities from time to time. The Chair of this committee is recommended to be the District

Governor or the immediate past District Governor.

### **3. THE DISTRICT NOMINATING COMMITTEE**

3.1. The District Nominating Committee shall be made up of the District Governor Elect, the District Governor Nominee, the two immediate Past District Governors and one Assistant Governor who is a member of a club in District 5040. The Assistant Governor member will be appointed by the District Governor Elect on or before July 1st and will be a member of the committee for one year only unless reappointed by the following District Governor Elect.

3.2. The chair of the District Nominating Committee shall be the immediate Past District Governor or the most recent predecessor. If for any reason a vacancy occurs, the District Governor shall fill such vacancy with a Past District Governor who is a member of a club in District 5040 and not a member of the committee to ensure that there are 5 members of the Committee.

3.3. The positions that fall under the responsibility of the District Nominating Committee shall be the District Governor Designate, District representative to the Council on Legislation, the District representative to the Zone 24 Nominating Committee, the PETS OPCOM Representative and PETS OPCOM Chair.

3.4. Nominations for the District representative to the Council on Legislation, the District Representative to the Zone 24 Nominating Committee, the PETS OPCOM Representative and PETS OPCOM Chair shall be made by the District Nominating Committee as required by the guidelines and time frames set out by either Rotary International or the PETS OPCOM Manual of Procedure depending on the position being filled.

3.5. The serving D5040 PETS OPCOM Representative is eligible to put his or her name forward for the PETS OPCOM Chair, if this position comes up for Nomination during their tenure.

### **4. DISTRICT GOVERNOR DESIGNATE – NOMINATIONS AND ELECTION**

4.1. The Manual of Procedure of Rotary International provides that a District Governor is nominated by the clubs in a district and elected by the Rotary International convention.

4.2. On or before October 1 of the second year prior to the year in which it is anticipated a District Governor shall assume office, the President of a club wishing to place the name of one of its members in nomination shall file with the chair of the nominating committee and the District Governor a resolution of the club, adopted at a regular meeting of the club naming such candidate and certifying that the candidate meets the qualifications for District Governor as provided by the Manual of Procedure for Rotary International.

4.3. The club resolution shall be accompanied by a current photograph of the candidate and a resume setting out both Rotary service and their personal background.

4.4. The District Governor, in the Governor's August Newsletter and on the District website, will publish Section 4.1, 4.2 and 4.3 above as an invitation to all clubs in the District to propose a member for District Governor Designate.

4.5. On or before November 1 of the same year, the chair of the Nominating Committee shall call a meeting of the Committee to choose a candidate for District Governor Designate. In making its selection, the committee shall not be limited to those names submitted by clubs in the District. On or before November 10 the Committee shall notify the District Governor in writing of the Committee's choice. The name of the candidate chosen by the Nominating Committee, together with a statement of the candidate's qualifications, shall be published in the next Governor's Monthly Newsletter and on the District website.

4.6. A candidate for District Governor Designate may be challenged. Such challenge shall be made pursuant to the Manual of Procedure of Rotary International except that the challenge shall be made no later than December 15 of the same year. If no challenge is received the nomination is confirmed.

## **5. DISTRICT FUNDS**

### **5.1. District 5040 Treasurer and Signing Officers.**

5.1.1. The District 5040 Treasurer's function shall be to receive and deposit all funds and to make all authorized disbursements. The Treasurer shall cause to be kept books of account on all funds coming under his/her jurisdiction. This should include, but not be limited to, the District Youth Exchange Committee, the District RYLA Committee(s) and the District Conference Committee (see Section 5.7). However, it should be noted that RI requires (as of January 2015) that the Youth Exchange Program submits a Financial Report to the District Governor on a semi-annual basis.

On retirement from office, all books of account and any other property of the District in the Treasurer's possession shall be passed to the new Treasurer as soon as appropriate and possible, in order to maintain the ability for the new Treasurer to fulfil his/her obligations.

5.1.2. At the expiration of his/her term of appointment the Treasurer shall be eligible for reappointment.

5.1.3. The Treasurer shall provide to the District Finance Committee for review, and approval by the Board of District 5040, quarterly reports of all funds under the Treasurer's jurisdiction.

5.1.4. District 5040 by laws require that all cheques, drafts, and orders for payment shall be signed by any two of the Executive Committee of District 5040. The Executive Committee shall comprise District Governor, Secretary and Treasurer.

5.1.5. The Treasurer shall file an electronic copy of the current Financial Statements. This copy is to be maintained in a secure location as backup in case of any data loss, or any other incident, taking place.

5.1.6. The Annual Financial Review (section 5.2.5) includes the requirement to confirm that appropriate Board Meetings have been duly held and minuted, in accordance with normal practice of a Society. The District Secretary is required to ensure that an electronic file backup is maintained and available to the District Governor following each Board Meeting.

5.1.7. Any District Committee which is incurring a single expense in excess of \$3,500 (or 5% of the Annual District Budget, whichever is the larger) is required to review the expense with the District treasurer for Board oversight. This may exclude mandatory payments (such as YEX student airfares or essential Conference payments) at the discretion of the Board, provided these are recorded in advance as approved budget items within the Committee's submitted budgets.

### **5.2. Budget and Financial Review.**

5.2.1. A budget for general district funds for the next year shall be prepared by the District Finance Committee and District Treasurer in consultation with the District Governor Elect and with input from Committee Chairs, as required. The Draft Budget shall be sent to incoming Presidents no less than 30 days prior to the AGM.

5.2.2. The budget shall be recommended for approval at the AGM of District 5040

5.2.3. A favorable vote of a majority of incoming club Presidents present, or their Proxies, at the AGM is required for approval of the budget and of recommended per capita dues for the coming Rotary year.

5.2.4. A current statement may be prepared by the Treasurer, at the Board's discretion, on the current financial condition of all District Funds, to be presented to the AGM by the District Treasurer.

5.2.5. On the recommendation of the Board of Directors of D5040, the AGM shall appoint an Accountant to review the annual financial statements of all funds under the jurisdiction of the District.

5.2.6. The term of the Accountant shall be the Rotary year excepting that the Accountant for such term shall complete his/her review and make his/her report within 180 days of the end of the



financial year under review.

5.2.7. The District Treasurer's financial statements for the concluding Rotary year and the Accountant's report shall be circulated by the Immediate Past District Governor to the Board of District 5040 and each club in the District, 30 days prior to the AGM of D5040.

5.2.8. Accountant is defined as a member of the Chartered Professional Accountants of British Columbia licensed to practice public accounting in the Province of British Columbia.

### **5.3. The General District Fund is provided:**

5.3.1. To meet such expenditures as shall be authorized in the budget approved at the AGM of District 5040

5.3.2. To provide for supplementary expenditures, not necessarily provided for in the budget, which the District Governor deems essential for the ongoing progress of District activity, having obtained the approval of the Board of D5040.

5.3.3. To provide an appropriate level of financial assistance to ensure the District Governor's attendance at an International Convention either in his/her year as Governor or in the year that he/she is District Governor Elect as an option.

5.3.4. To provide financial assistance to ensure the attendance of the District Governor, District Governor Elect and District Governor Nominee at the Zone 24 Institute and at such other multi-district meetings as may be called from time to time.

5.3.5. To provide for such other expenditures as may be required by virtue of Rotary International policy and requested by the District Governor and Board of D5040.

The policy determining acceptable expenditures within the budget shall be defined by a set of guidelines to be established as required by the Board of D5040.

### **5.4. District Conference Fund.**

5.4.1. To be established by the District Governor in association with the Conference Committee and the Finance Committee.

5.4.2. To provide working capital for the Conference Committee and financial support for the district conference program generated by the District Governor and activated by the Conference Committee.

5.4.3. The chair of the Conference Committee shall submit for the approval of the District Governor a budget of revenue and expenditure not less than 90 days prior to the Conference.

5.4.4. Within 180 days after the Conference the Conference Committee chair shall submit to the Immediate Past District Governor a complete financial statement and arrange for the transfer of any residue in the Conference Fund to the General District Fund.

5.4.5. Within 210 days of the conclusion of the Conference the Immediate Past District Governor will distribute copies of the financial statement to each club in the District.

### **5.5. Special Funds.**

5.5.1. Funds for special or specific purposes not included in the budget may be established by resolution of the AGM of District 5040 and may without limiting the foregoing, include such purposes as: Youth Exchange, World Community Service and Inter District projects.

5.5.2. Proposals for the establishment of a special fund shall be made in the form of a resolution to the AGM of District 5040.

### **5.6. Source of Funds.**

5.6.1. Dues from clubs in the District based on a per capita amount approved each year by the AGM of District 5040. In addition, this amount will also include the Allocation made by RI for the District Governor to fulfill his/her duties during the year.

5.6.2. Any surplus arising from the District Conference or Special Funds or unallocated surpluses of District Committees.

5.6.3. Income arising from the investment of funds not required for immediate commitment or expenditure.

5.6.4. Contributions, donations, grants or bequests made by clubs or individuals for designated or general purposes.

5.6.5. It is recommended that District Funds, sufficient to enable one year of ongoing operations, are maintained in a protected/reserved account in the case of the District winding up.

## **5.7 Expense Reimbursement Procedure**

District 5040 reimburses expenses for District leaders incurred as a result of approved activities in their district position. The Finance Committee reviews the policy from time to time, and sets rates as appropriate, for approval by the Board. A separate document is published on the District Website with these details, which are incorporated into the Policy of the District.

## **6. RECORDS**

6.1. Each District Committee shall prepare and keep a record of its activities, minutes of meetings, etc. forwarding copies to the District Governor.

6.2. Each District Committee shall prepare and present, as required by the District Governor a written annual report and financial statement in time for presentation at the District Conference.

6.3. Rotary International District 5040 respects the privacy of personal information collected from Rotarians and other individuals. No personal information will be released to any person or organization other than for the use of the administration of Rotary International and District 5040 without the written consent of the individual or as required by law. Personal information shall be retained only as long as necessary or as required by law.

6.4. The District Secretary, under the direction of the Board of D5040 is designated as responsible for compliance with this policy. Requests for release of information shall be directed to the District Secretary.

6.5. The District Secretary shall be responsible for the handling of all reports in such manner as to provide for a sustained record of district activity, policies and program.

6.6. All essential records in the custody of District officers on the occasion of their retirement from office, shall be immediately transferred to the custody of their successors.

## **7. RECOGNITION.**

The District will provide an appropriate Past District Governor pin and a suitable gift recognizing the District Governor for leadership and dedication to the District and to Rotary International. The District Governor Elect in consultation with the District Secretary will have the pin and gift available for presentation at the District Conference.

## **8. DISTRICT ABUSE POLICY**

Rotary International District 5040 Inc. is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarian spouses, partners, and other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children, young people and adults with whom they come in contact.

### **8.1 Criminal Record Checks**

Any member of any club in D5040 who will be involved with Youth (under 19 years) or Vulnerable Adults, is required to submit for a Criminal Records Check (CRC), performed by the BC Ministry of Justice. This may be done in person, but preference is that it should be done on-line if possible (eCRC). The electronic application process is described here:

<https://justice.gov.bc.ca/eCRC/home.htm>.

Details of the District's implementation of this process can be found on the District webpage at

**Obtaining a CRC.** This is mandatory for members directly involved with District or Club Youth Programs.

This requirement includes members of any D5040 Rotaract club 19 years or older.

## **9. CRISIS MANAGEMENT**

9.1. In the case of a crisis occurring to the operations, or personnel, associated with District 5040, the following responsibilities shall be allocated and processes shall be followed by all members affected.

The District Governor shall have overall responsibility for the management of any occurrence that materially affects the operation of the District, or the committees thereof, including notification to Rotary International if appropriate. This may include, but not be limited to:

9.2. Issues concerning the wellbeing of members, or of non-members who are part of a District program (e.g. Youth Exchange, RYLA etc.), where the incident takes place as part of a Rotary International D5040 activity;

9.3. In the case of Youth Programs, the policies that form part of the RI Certification Process, and which are published by RI and the District, shall at all times be followed. This includes the Policies and Procedures stated in the Youth Programs section of the District website;

9.4. Appointment of a Crisis Management Committee to oversee all aspects of managing the incident. To this end, it is recommended that a list of appropriately qualified members of the District, or locally available professionals, is maintained. This may include such persons as Medical personnel, Legal personnel, RCMP or local Police personnel and Local Authority contacts for Emergency situations;

9.5. Appointment of a Media Relations person who should be the sole point of contact and communications between the District and the media. In addition, direction should be sought from Rotary International Media Relations personnel;

9.6. Communication with the District Insurance representative should there be any likelihood of liability on the part of the District or its' officers, or legal action towards the District.

9.7. Club Executives in District 5040 are also reminded that any incident that may attract a liability to their club, and that may be covered under our Insurance Policy, should be immediately communicated to our Insurance Company and the District Governor, with details of the circumstances surrounding the incident.

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