



# **Rotary International**

## **District 5080**

# **Policy Manual**

**Revision 15 (Nov.27/2020)**

# Rotary District 5080 Policy Manual

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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> ]
Council.....	District Council
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 the 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)

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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

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

## **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.

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## **(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

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- 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
- Refer to the Assistant Governor's Training Manual published by RI, document #244-EN.

### **(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.

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## **(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.

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- 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:

- i) For PETS, the District Leadership Training Assembly and Assistant Governor training the District Trainer shall:
  - a) In cooperation with the District Governor-elect, 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
- ii) Work with the governor on:
  - a) District Leadership Development Program
  - b) Club-level Training
  - c) Other training events in the District, as appropriate
- iii) Consult on training issues for the District Rotary Foundation Seminar and the District Membership Seminar.
- iv) Support club training tasks as needed.

## **2) 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.

## **3) 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 RVQ in a timely

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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 principle 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.

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## **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. 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 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.

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## **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..

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## **(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.

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## **(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

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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

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- 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**

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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

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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,

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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

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- 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.

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- 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.

## **(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) 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**

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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.

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## **(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

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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.

## **(a) SubCommittees**

### **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 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.

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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

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- 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 2.010 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. 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 2.011 Special Committee and Task Forces**

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

## **Section 2.012 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
- (b) District Public Relations Committee Chair
- (c) Two Insurance Consultants (one from Canada and one from USA)
- (d) Two Attorneys (one from Canada and one from USA)
- (e) Two additional from the affected program will join the committee when a crisis is declared.

Each program and every club should be made aware of the District Crisis Management Committee and how it will operate.

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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:

- 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.

## **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 program 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.

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## **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.

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## **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.

## **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.

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## **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. 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 first billing will be sent out on July 1st which will include the current numbers at Jun 30th to be billed at the current annual dues amount.

##### **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

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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 the District Governor, the District Governor-elect, and their partners to attend the International Convention, the Zone Institute 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.

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## **(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 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.

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- 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**

- 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.

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(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.

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## **(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.

Quickbooks Pro is the standard bookkeeping accounting software 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.

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- 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.

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## **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.

## **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**

On or before a date fixed by the District Governor and being at least 75 days prior to the District Conference, proposed resolutions may be submitted by:

- (a) The President of any club in the District, the proposed resolution passed at a regular meeting of the club.
- (b) The Governor, Governor-elect, Governor-nominee, any Past District Governor, or District Council Member.

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All proposed resolutions must be submitted in final written form to the District Governor. On or before 45 days prior to the District Conference, the Governor shall forward all proposed resolutions to the Resolutions Committee.

## **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. 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.

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## **(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 gem stone, in appreciation for the year's 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 XIII. Electronic Communications Policy**

### **Section 8.01 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

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- (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 “Policy 70.040.4, February, 2001. 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 8.02 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.

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- (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.

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- (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.

### **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

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- 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.)

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- 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.

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- (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

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- 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.

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## **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.

## Appendix A – Organizational Chart

### Rotary International District 5080

#### District Governor\*

<b>Governor's Advisory Council</b> DGE* DGND* IPDG* PDG (2 Recent)*	<b>Assistant Governors (10) *</b>	<b>District Secretary*</b>	<b>District Treasurer* Chair Finance Committee</b>	<b>District Trainer*</b>	<b>District Conference* Committee</b>
<b>District Administration Committee Chair*</b>	<b>District Membership Committee Chair*</b>	<b>District Service Committee Chair*</b>	<b>Youth Service Committee Chair*</b>	<b>District Foundation Committee Chair*</b>	<b>District Public Image Committee Chair*</b>
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 Literacy Hunger Health Water		Vocational Training Teams	Club Newsletter
				World Peace Fellows	

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\* District Council Members

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## **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.**

# **Rotary District 5080 Policy Manual**

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

To be provided annually to each District Committee Chair

Reimbursement or payment of committee bills:

### **Notes:**

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

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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.

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## **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 to a person who is known to have engaged in sexual abuse or harassment.

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

### **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.

## **Rotary District 5080 Policy Manual**

- 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.

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## **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.

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# Rotary District 5080 Policy Manual

## **Board Compliance Disclosure:**

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

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## **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.