



DISTRICT LEADERSHIP PLAN AND POLICIES MANUAL

FEBRUARY 19, 2021

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SECTION 1

INTRODUCTION

1. INTRODUCTION

1.1 Purpose

The District Leadership Plan and Policies Manual (DLPP) is established to provide District 5240 an orderly and useful system of maintaining records of district actions and resolutions. The DLPP, along with the District 5240 Bylaws, constitute the District 5240 Governing Documents.

1.2 Scope

The DLPP provides the ability to:

- Record policy decisions made by district leadership so that the district may operate efficiently and effectively.
- Allow the District Governor to delegate more effectively, reducing the time required to serve as governor.
- Serve as a single source of information on district operations for use by the District Governor Line and the District 5240-member clubs.
- Provide transparency in all district matters to the Rotarians of District 5240

1.3 Definitions

As used in this District Leadership Plan and Policy Manual, unless the context clearly indicates otherwise, the words in the articles shall have the following meanings:

- 1.3.1 AG – District 5240 Assistant Governor
- 1.3.2 Board - The District 5240 Board of Directors
- 1.3.3 Club – Any Rotary or Rotaract Club which is a member of Rotary International
- 1.3.4 DB – Rotary District 5240 Bylaws
- 1.3.5 DCF – District Charitable Foundation
- 1.3.6 DG – District 5240 Governor who is also the District's Chief Executive Officer and Chairman of the District's Board of Directors
- 1.3.7 DGD – District 5240 Governor Designate
- 1.3.8 DGE – District 5240 Governor Elect
- 1.3.9 DGN – District 5240 Governor Nominee
- 1.3.10 Director - A member of the District 5240 Board of Directors
- 1.3.11 District – District 5240 of Rotary International
- 1.3.12 District Governing Documents – the District 5240 Bylaws and the District 5240 District Leadership Plan and Policy Manual
- 1.3.13 DLPP – Rotary District 5240 District Leadership Plan and Policy Manual

- 1.3.14 DP – District 5240 Parliamentarian
- 1.3.15 DRFCC – District Rotary Foundation Committee Chair
- 1.3.16 DS – District 5240 Secretary
- 1.3.17 DT – District 5240 Treasurer
- 1.3.18 EAG – District 5240 Executive Assistant Governor
- 1.3.19 Group – An organization of clubs that are within the Regions of the District
- 1.3.20 IPDG – District 5240 Immediate Past District Governor
- 1.3.21 Member – A Rotarian or Rotaractor who is an active Club member
- 1.3.22 Member Club – A Rotary or Rotaract, located in District 5240
- 1.3.23 MOP – Rotary International Manual of Procedure
- 1.3.24 PDG – District 5240 Past District Governor
- 1.3.25 PE – Club President Elect
- 1.3.26 RCP – Current Version of the Rotary Code of Policies
- 1.3.27 RFCP -- Current Version of the Rotary Foundation Code of Policies
- 1.3.28 Region – Areas within the District as defined by the District Board of Directors
- 1.3.29 RI – Rotary International
- 1.3.30 RIB – Current Version of the Rotary International Bylaws
- 1.3.31 RIC – Current Version of the Rotary International Constitution
- 1.3.32 TRF – The Rotary Foundation
- 1.3.33 Year – Fiscal year
- 1.4 **District Name and Description**
 - 1.4.1 The authority of Rotary International to create and change the boundaries of a Rotary District are specified in the 2019 Rotary Bylaws Article 15 Districts.
 - 1.4.2 The District Name is Rotary District 5240
 - 1.4.3 The current boundaries of Rotary District 5240 are Ventura County, Santa Barbara County, San Luis Obispo County and Kern Country, California USA
- 1.5 **Authority of District Leadership Plan of Procedures & Policy Manual (DLPP)**
 - 1.5.1 All districts are required to develop and adopt a District Leadership Plan (DLP) in conformity with the Rotary Code of Policies.
 - 1.5.2 The required components of the DLP include:
 - Common terminology such as “assistant governor,” “district trainer,” “district committees,” and “club leadership plan”
 - Defined responsibilities and duties for assistant governors, district trainers, district committee members, and club leadership
 - District committees that ensure continuity of leadership within the district



- A clear statement of the duties and responsibilities that the governor cannot delegate.
- A defined plan for assisting clubs in the implementation of a corresponding club leadership plan.

1.6 Authority, Governance and Hierarchy Governing Documents

1.6.1 Authority: The authority of Rotary District 5240 comes from four documents

1.6.1.1 As a corporation incorporated in the State of California, District 5240 is governed by the Corporations Code of the State of California. The Corporations Code is available from the California Legislative Information website - Corporations Code.

1.6.1.2 The Rotary International Bylaws authorizes the Board of Directors of Rotary International to group clubs into districts and set their boundaries. The current version of the Rotary International Bylaws is 2019 and is accessible from the Rotary International website. A copy of the 2019 Rotary International Bylaws has been posted on the District 5240 website for reference. The requirements and responsibilities of the district are defined in section 15. The requirements, qualifications, and processes for selecting a district governor are defined in Section 16.

1.6.1.3 The Rotary Code of Policies provides a comprehensive document containing the general and permanent policies of Rotary International. The current version of the Rotary Code of Policies is 2020. The Rotary Code of Policies defines the district as a group of clubs within a geographical boundary established by the Board. It further defines the purpose of a district is to strengthen and support clubs. Policies associated with district structure, organization and operation are contained in Chapter III - Districts. The Rotary Code of Policies is available from the Rotary International website. A copy of the 2020 Rotary Code of Policies has been posted on the District 5240 website for reference.

1.6.1.4 The Rotary Foundation Code of Policies places all general and permanent policies of the Trustees of The Rotary Foundation that are currently in effect into an integrated and comprehensive volume with the topics arranged in logical order and with consistent language. The Code of Policies makes it easier for members of the Board of Trustees, and those charged with the responsibility to administer the policies, to be familiar with all general and permanent policies currently in force, regardless of the dates of their adoption. Article 25 addresses District Structure. The current version of the Rotary Foundation Code of Policies is 2020. A copy of the 2020 Rotary Foundation Code of Policies has been posted on the District website for reference.

1.6.2 Governance

1.6.2.1 It is the responsibility of the District Governor, with the support of the Board of Directors, to ensure that the district is being governed in accordance with the most recent versions of the governing documents.

1.6.2.2 It is the responsibility of the District Governor, with the support of the Board of Directors and the Resolutions Committee, to ensure that the District Governance Documents are consistent with the governing documents controlled by the State of California, Rotary International and the Rotary Foundation.

1.6.2.3 The Resolutions Committee will review the governing documents no later than August 1 of the current Rotary Year and at any time as changes are made by the State of California, Rotary International or the Rotary Foundation to any of the governing documents. As needed, the Resolutions Committee will recommend changes to the District Bylaws, District Operations Manual and District Leadership Plan and Policy Manual to ensure consistency with the higher governing documents. Proposed amendments to the District documents will be presented for review and approval in accordance with the procedures for amending the appropriate document.

1.6.2.4 Amendments to the District Bylaws are specified in Article 28 of the 2021 District 5240 Approved Bylaws.

1.6.2.5 Amendments to the District Leadership Plan and Policy Manual are specified in Article 29 of the 2020 District 5240 Approved Bylaws.

1.6.2.6 The Resolutions Committee shall be responsible for informing the Member Clubs in July of the current Rotary Year about the procedures for amending the District Bylaws or District Leadership Plan and Policy Manual. The committee will initiate and manage the processing of any amendments in accordance with Article 28 of the 2020 District 5240 Approved Bylaws

1.6.3 Hierarchy

1.6.3.1 The order of precedence of the governing documents is established in the District Bylaws as follows:

1.6.3.2 Corporations Code of the State of California

1.6.3.3 Rotary International Constitution

1.6.3.4 Rotary International Bylaws

1.6.3.5 Rotary International Code of Policies

1.6.3.6 Rotary Foundation Code of Policies

1.6.3.7 District 5240 Bylaws



1.6.3.8 District 5240 Leadership Plan and Policy Manual

- 1.6.4 The District Governor, with the support of the Board of Directors, is responsible for ensuring that the district is governed in accordance with the most recent versions of the Governing Documents.
- 1.6.5 The District Governor, with the support of the Board of Directors and the Resolutions Committee, is responsible for ensuring the District Governing Documents, as defined in the District Bylaws, are consistent with the governing documents established by the State of California, Rotary International or The Rotary Foundation.
- 1.6.6 As needed, the District Governor will initiate actions to update the District Governing Documents to ensure consistency with the higher governing documents.
- 1.6.7 The most recent versions of the District Governing Documents will be posted on the District 5240 website.

1.7 District Incorporation

- 1.7.1 The district is incorporated as a Nonprofit Mutual Benefit Corporation in the state of California USA. The district was incorporated as Rotary International District 524 on November 18, 1982. The articles of incorporation were last modified in 2002 to change the name of the district to Rotary International District 5240. The Articles of Incorporation are posted on the District website.
- 1.7.2 The purpose of the Corporation is to engage in any lawful act or activity for which a corporation be organized under such law.
- 1.7.3 Changes to the District Articles of Incorporation shall be made in accordance with the State of California Corporation Code. The Corporations Code is available from the California Legislative Information website – Corporations Code.

1.8 District Office

- 1.8.1 The current mailing address for District 5240 is:
Rotary District 5240
C/O Synergy Computing, Inc.
5662 Calle Real #425
Goleta, CA 93117
- 1.8.2 The current email address for District 5240 is info@district5240.org
- 1.8.3 The current phone number for District 5240 is +1-844-999-5240
- 1.8.4 The contact information is provided on the District 5240 web site:
www.rotarydistrict5240.org

- 1.8.5 District contact information may be found at the bottom of the Home page, and most other pages in the web site. Additionally, an email to the District may be sent from the District website by selecting the “Contact Us” menu at the top of any page of the web site, and then selecting the “Contact District 5240” menu item.
- 1.8.6 The mailing address, email address or phone number may be changed by a majority vote of the Board of Directors.
- 1.8.7 The District Governor is responsible for ensuring that all affected people, organizations, and businesses are notified promptly of any change in mailing address, email address, or phone number.
- 1.9 **District Association and Locality**
 - 1.9.1 District 5240 is a member of RI Zone 26. A map of the districts in RI Zone 26 is included as Figure 1-1

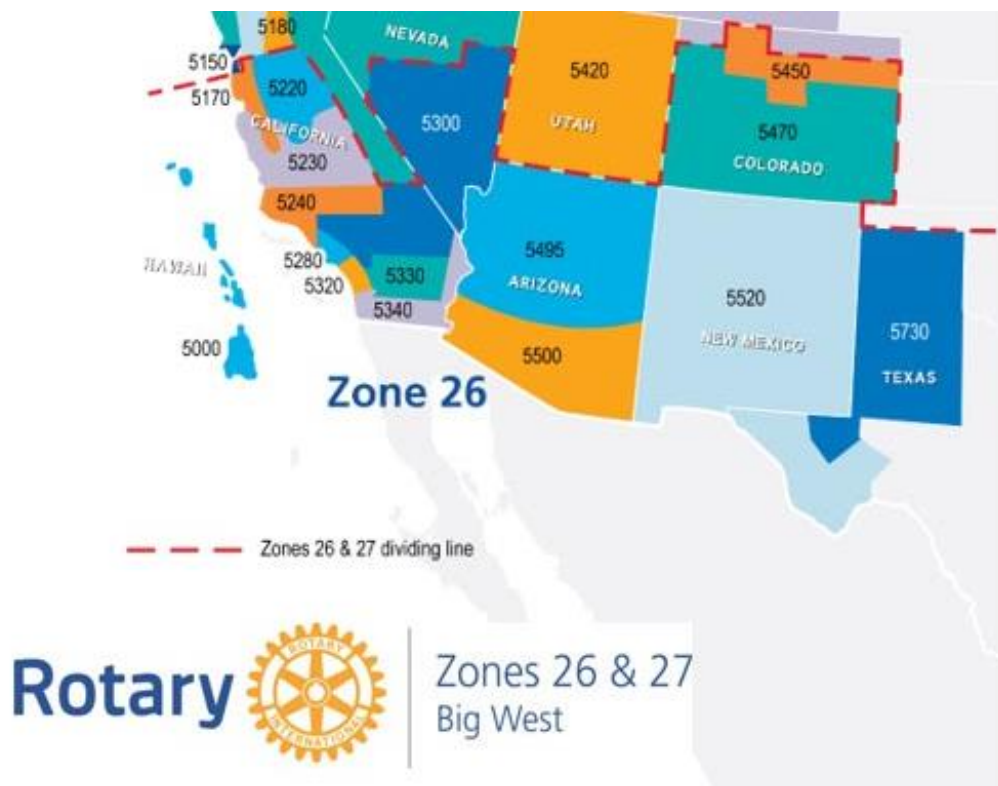


Figure 1.- 1 Map of Rotary International Zone 26

- 1.9.2 The boundaries of District 5240 as set forth by RI are Ventura County, Santa Barbara County, San Luis Obispo County and Kern Country, California USA. A map of boundaries of District 5240 is included as Figure 1-2



Figure 1-2: Map of District 5240

1.10 District Purpose and Responsibilities

- 1.10.1 The Purpose of the district is to strengthen and support clubs (2020 Rotary Code of Policies Section 17)
- 1.10.2 The Object of the District shall be the Object of Rotary – to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:
- First - The development of acquaintance as an opportunity for service.
 - Second - High ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying of each Rotarian's occupation as an opportunity to serve society.
 - Third - The application of the ideal of service in each Rotarian's personal, business, and community life.
 - Fourth - The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.
- (2019 Rotary International Constitution Article 4)
- 1.10.3 The Mission of the District shall be the Mission of Rotary – We provide service to others, promote integrity, and advance world understanding, goodwill, and peace through our fellowship of business, professional, and community leaders. (2020 Rotary Code of Policies Section 26)

1.10.4 The Values of the District shall be the Rotary Four-Way Test:

THE 4-WAY TEST

Of the things we think, say or do

- 1) Is it the TRUTH?
- 2) Is it FAIR to all concerned?
- 3) Will it build GOODWILL and BETTER FRIENDSHIPS?
- 4) Will it be BENEFICIAL to all concerned?

(2020 Rotary Manual of Procedure Part 1 Guiding Principles)

1.10.5 The District Code of Conduct shall be the Rotary Code of Conduct

As a Rotarian, I will

- Act with integrity and high ethical standards in my personal and professional life
- Deal fairly with others and treat them and their occupations with respect.
- Use my professional skills through Rotary to mentor young people, help those with special needs, and improve people's quality of life in my community and in the world.
- Avoid behavior that reflects adversely on Rotary or other Rotarians.
- Help maintain a harassment-free environment in Rotary meetings, events, and activities, report any suspected harassment, and help ensure non-retaliation to those individuals that report harassment.

(2020 Rotary Code of Policies – Section 8)

1.10.6 The Core Values of the District shall be the Core Values of Rotary: Fellowship, Diversity, Integrity, and Leadership

(2020 Rotary Code of Conduct, Section 26)

1.10.7 The District Vision shall be the Rotary Vision.

Together, we see a world where people unite and take action to create lasting change — across the globe, in our communities, and in ourselves. To achieve the Vision of Rotary four priorities have been established that will guide Rotary and Rotarians for the next five years beginning in 2020:

- Increase our impact.
- Expand our reach.
- Enhance participant engagement.
- Increase our ability to adapt.

(Rotary Strategic Plan)

1.10.8 The Specific Responsibilities of the District are as specified in these bylaws and the governing documents.

- Emphasize the importance of membership attraction and engagement.
- Motivate Rotarians to participate in club and district activities and projects through attendance at specific events.
- Encourage participation in Rotary Foundation seminars, the programs of The Rotary Foundation, and financial support of the Foundation through Foundation recognition programs.
- Recognize the work of individual Rotarians, through personal recognition e) plan for the future of the district.
- Address the long-term development of the clubs in the district through the Club Leadership Plan

(2020 Rotary International Code of Policies Section 17.030)

1.11 District Fiscal Year

1.11.1 The District Fiscal Year is the same as the Rotary International Fiscal Year

1.11.2 In accordance with the 2019 Rotary International Bylaws, the District Fiscal Year is from 1 July to 30 June.

SECTION 2

DISTRICT ORGANIZATION

2. DISTRICT ORGANIZATION

2.1 Member Clubs

- 2.1.1 Any Rotary Club or Rotaract Club chartered within the geographic boundaries of the district are Member Clubs of the district. Each Rotary Club or Rotaract Club shall be assigned to a group and a region within the district by the District Governor.
- 2.1.2 The district may be reorganized by Rotary International as specified in the Rotary International Bylaws.

2.2 Regions

- 2.2.1 The district is organized in four regions. Each region may be led by an Executive Assistant Governor appointed by the District Governor Elect and serving as EAG during the year of service as District Governor.
- 2.2.2 The regions are:
 - Region 1 consisting of Groups 1, 2 and 3
 - Region 2 consisting of Groups 4, 5 and 6
 - Region 3 consisting of Groups 7, 8 and 9
 - Region 4 consisting of Groups 10, 11 and 12

2.3 Groups

- 2.3.1 The district is organized into 12 groups. Each group is led by an Assistant Governor. The AG is appointed by the District Governor Elect and serves as AG during the year of service as District Governor.
- 2.3.2 Table 6-1 shows the Rotary Clubs and Rotaract Clubs assigned to each Group.
- 2.3.3 New Rotary or Rotaract clubs in the district are assigned to a group by the District Governor with the concurrence of the Board of Directors.
- 2.3.4 Changes to the allocation of clubs to groups and regions requires a majority vote of the District Board of Directors and takes place at the beginning of the next Rotary Year following approval by the Board.

Group	Clubs
1	China Lake, e-Club of One World, Indian Wells Valley, Kern River Valley, Tehachapi
2	Bakersfield, Bakersfield Breakfast, Bakersfield East, Bakersfield North, Bakersfield Twilight, Bakersfield West; Rotaract Kern County
3	Delano, Shafter, Taft, Wasco
4	Conejo Valley, Thousand Oaks, Westlake Sunrise, Westlake Village, Young Professionals Satellite Club, Rotaract CLU, Rotaract Conejo Valley
5	Moorpark, Moorpark Morning, Simi Sunrise, Simi Sunset, Simi Valley
6	Camarillo, Camarillo Morning, Oxnard, Oxnard Sunrise
7	Fillmore, Ojai, Ojai West, Santa Paula, Ventura, Ventura East, Ventura South Rotaract Ventura
8	Carpinteria, Carpinteria Morning, Carpinteria Sunset, Goleta, Goleta Noontime, Montecito, Santa Barbara; Santa Barbara North, Santa Barbara Sunrise, Rotaract Santa Barbara, Rotaract UCSB
9	Buellton, Lompoc, Solvang, Santa Ynez Valley, Vandenberg Village
10	Arroyo Grande, Grover Beach, Pismo Beach 5 Cities, Five Cities Eco, San Luis Obispo, San Luis Obispo Daybreak, San Luis Obispo de Tolosa Rotaract Cal Poly SLO, Rotaract San Luis Obispo
11	Atascadero, Cambria, Cayucos, Los Osos, Morro Bay, Paso Robles, Paso Robles Sunrise, Passport Club of the Central Coast, Templeton
12	Nipomo, Santa Maria Noon, Santa Maria Breakfast, Santa Maria South, Rotaract Santa Maria Valley

2.4 District Board of Directors

2.4.1 Composition

2.4.1.1 The governing body of the District shall be its Board.

2.4.1.2 The Board shall consist of 5 voting members and 3 non-voting members as follows:

- Voting
 - District Governor. The DG shall serve as the Chairman of the Board and shall be the Chief Executive Officer of the District.
 - Immediate Past District Governor or the most recent Past District Governor who can serve who shall also serve as Vice Chairman of the Board
 - District Governor Elect
 - District Governor Nominee
 - Director at Large who shall be:
 - A Rotarian in good standing in a Member Club in the District
 - A Past President of a Rotary Club. Nominated by the District Governor with whom he/she will serve and elected by majority vote of the other 4 members with the District Governor having two votes in the event of a tie.
- Non-Voting
 - District Governor Designate
 - District Secretary who shall serve as the Secretary of the Board.
 - District Treasurer who shall serve as the Treasurer of the Board.
- Invited Members
 - The District Rotary Foundation Committee Chair shall be invited to all meetings of the Board of Directors and report on the status of Rotary Foundation grants and fundraising activities within the District.
 - The President of the District Charitable Foundation shall be invited to all meetings of the Board of Directors and shall report on the activities and status of the District Charitable Foundation.
 - The District 5240 Parliamentarian is invited to all meetings of the Board of Directors to perform the functions of Parliamentarian during such meetings.
 - The Vice-Governor shall be invited to all meetings of the Board of Directors.

2.5 Responsibilities of the District Board

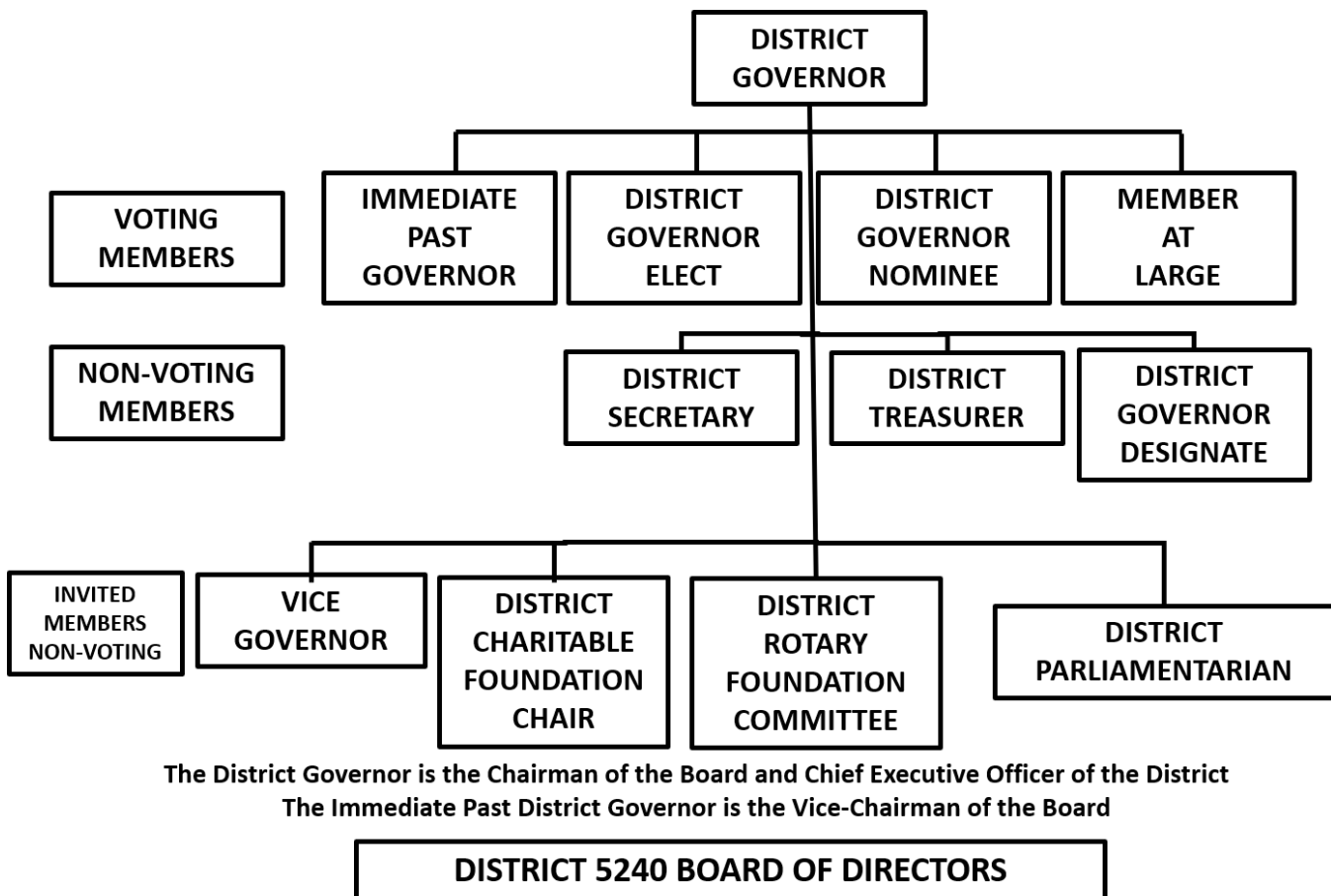
2.5.1 The Board's responsibilities shall be consistent with California Corporate law and include overall fiduciary responsibility for the administration of the District. The Board shall ensure that good stewardship is maintained for all

funds received from Member Clubs and members as well as those received from Rotary International, The Rotary Foundation or any external organization.

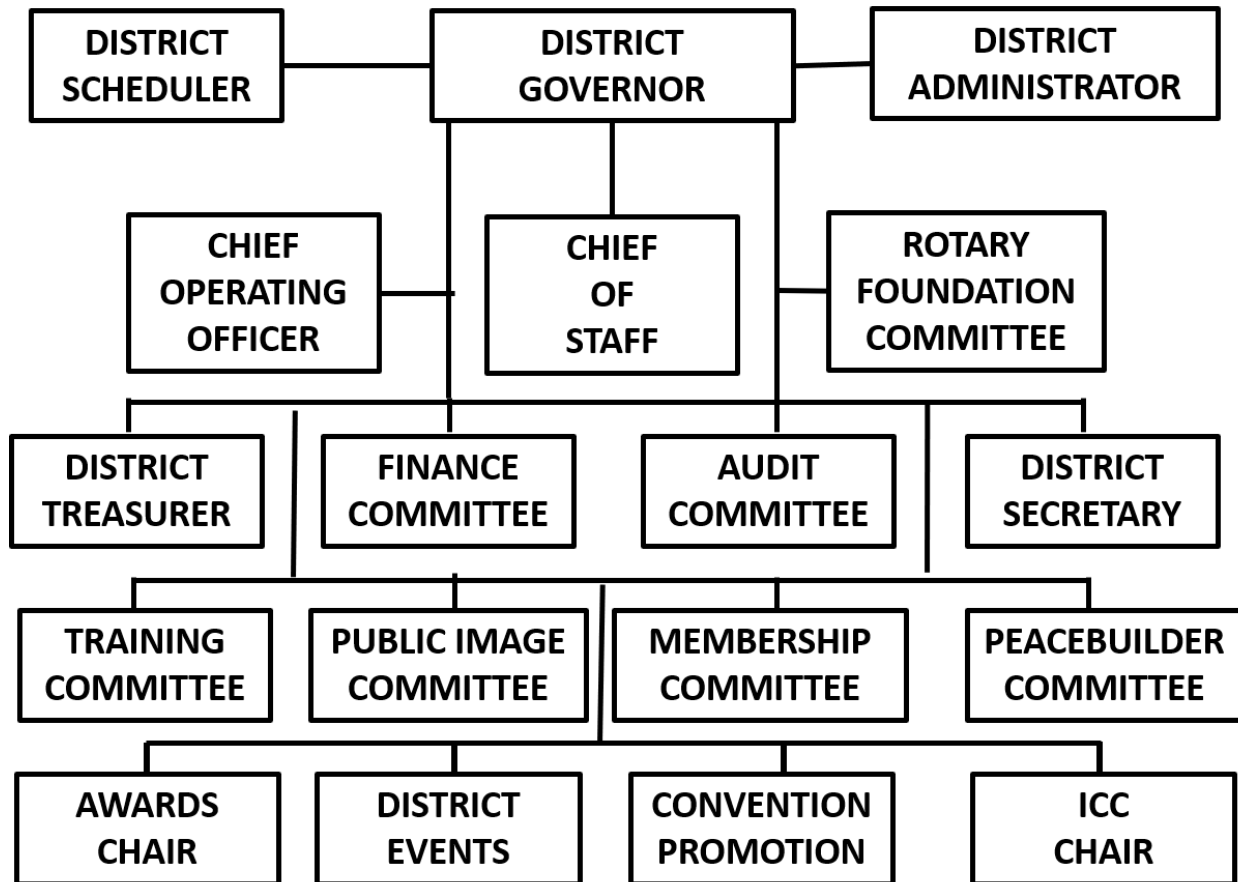
- 2.5.2 The Board shall ensure the Governing Documents are followed and maintained.
- 2.5.3 The most current revision of “Robert’s Rules of Order” shall be used for parliamentary procedure in governing the District Board and District Annual Business (Legislation) Meetings in all cases to which it is applicable and in which it is not inconsistent with California Corporate law or the Rotary Governing Documents.

2.6 District Organization Charts

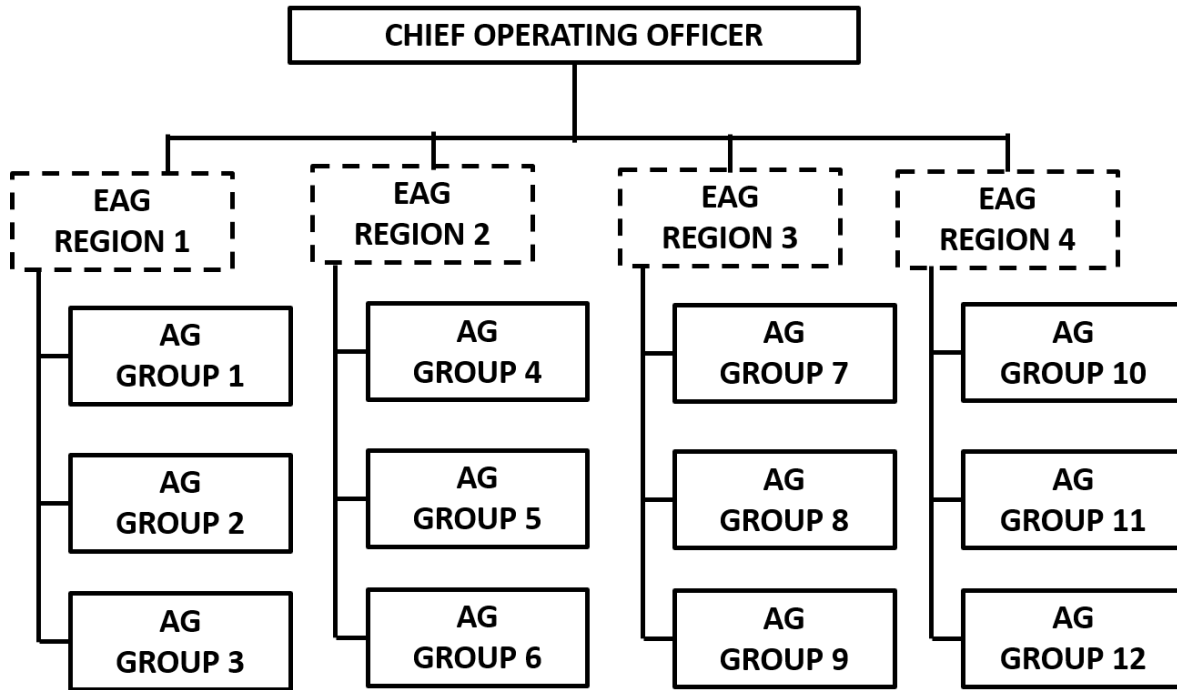
2.6.1 District 5240 Organization



2.6.2 District Governor



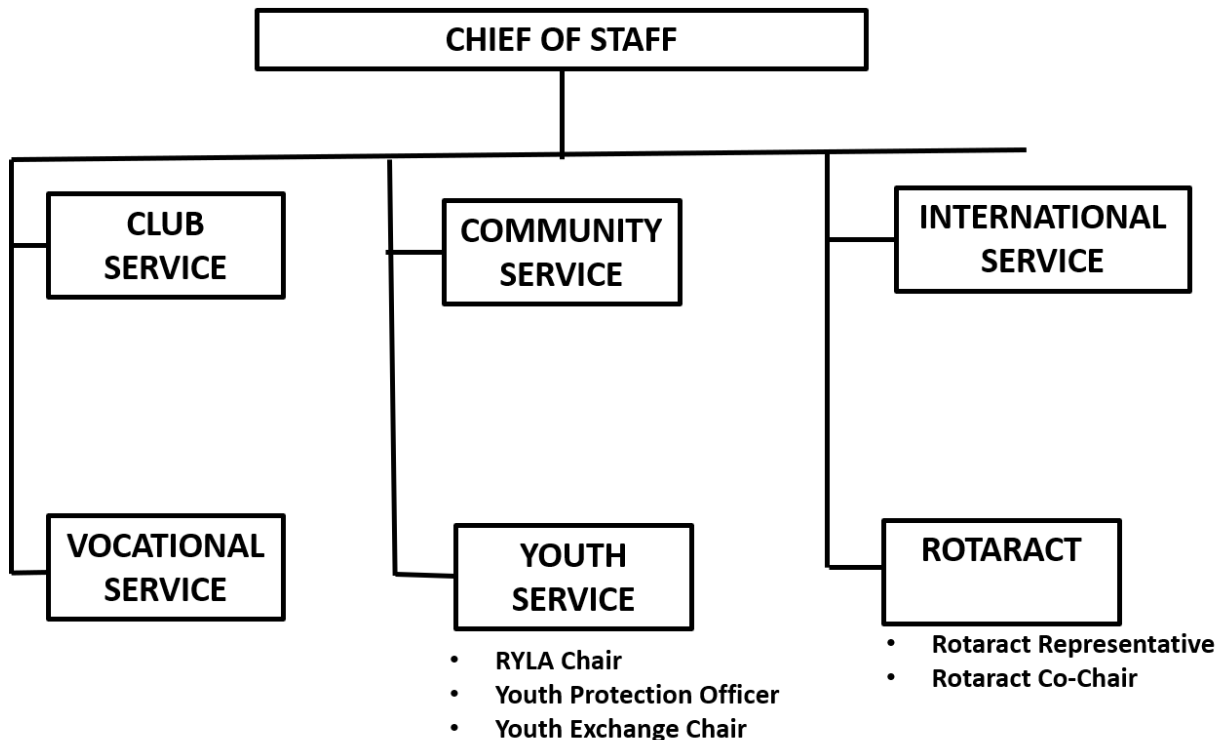
2.6.3 Chief Operating Officer



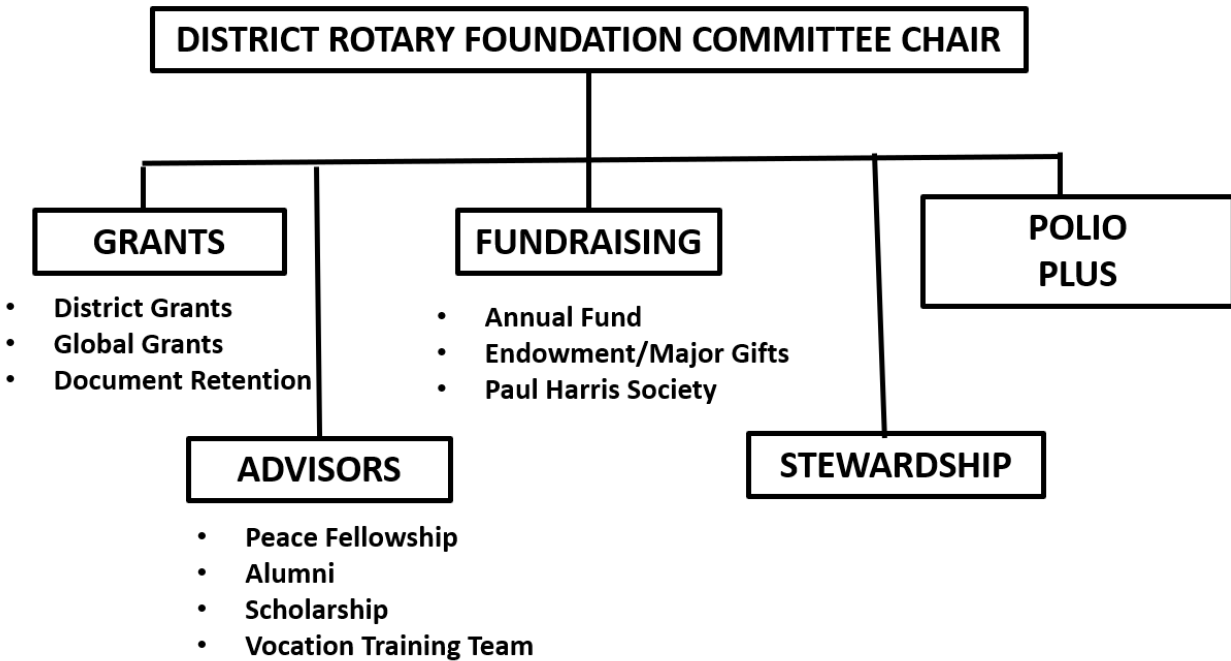
EAG = Executive Assistant Governor

AG = Assistant Governor

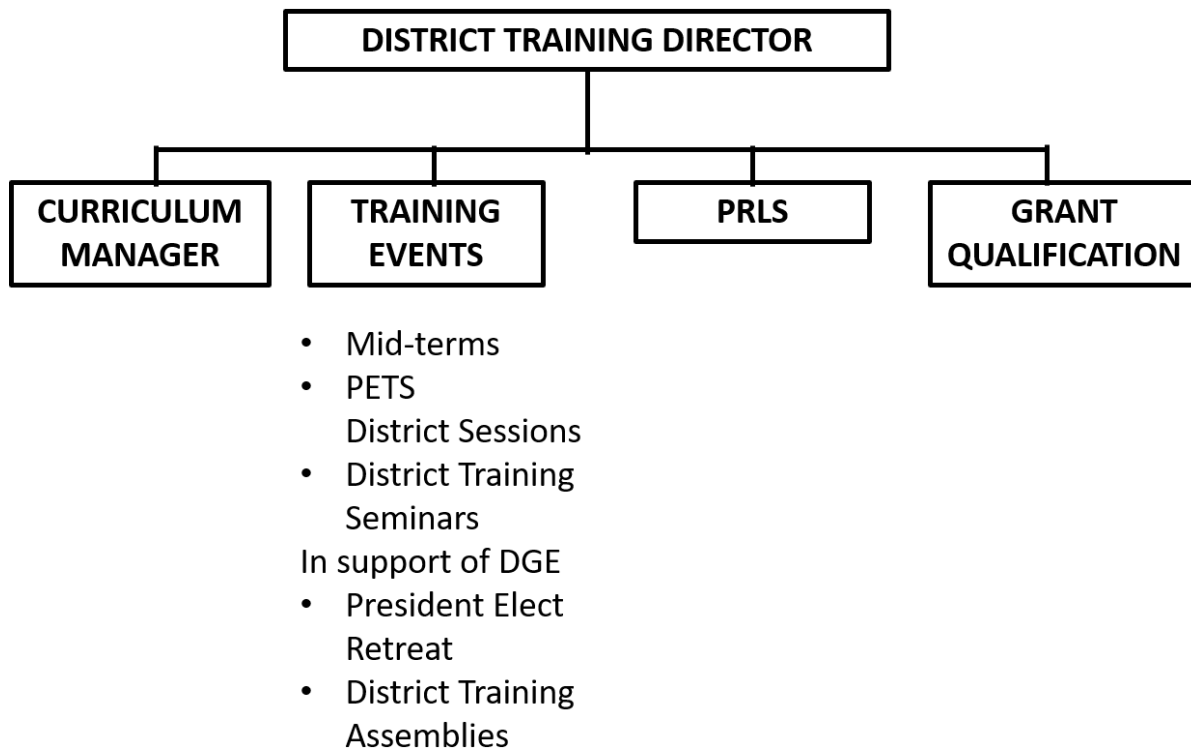
2.6.4 Chief of Staff



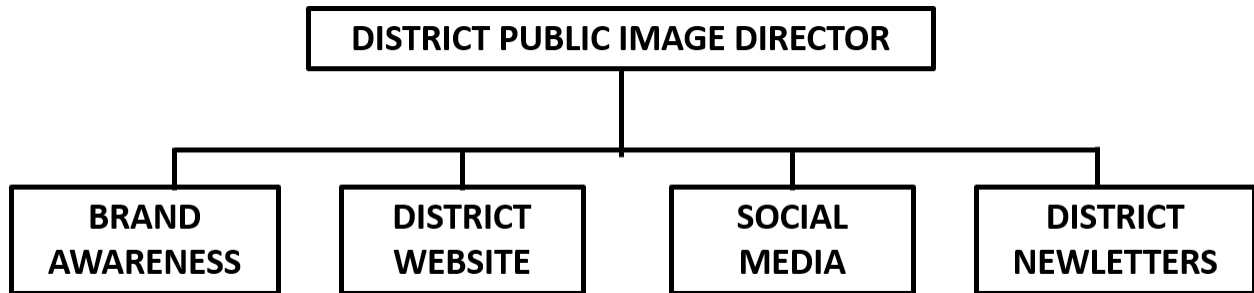
2.6.5 District Rotary Foundation Committee



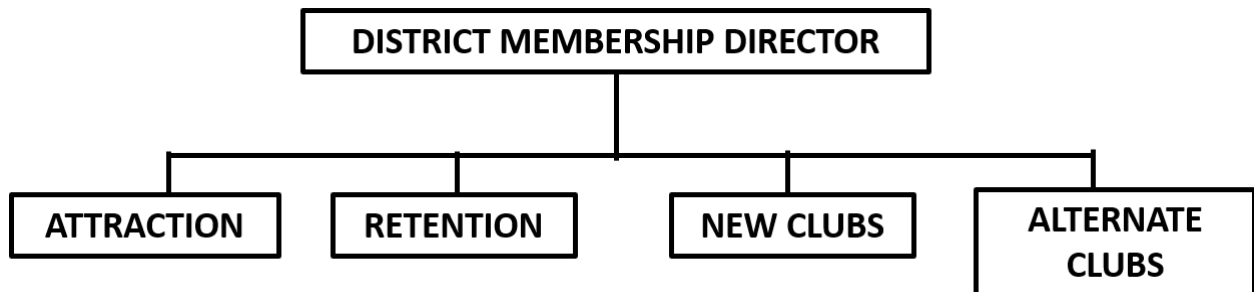
2.6.6 District Training Committee



2.6.7 District Public Image Committee



2.6.8 District Membership Committee



SECTION 3

DISTRICT FINANCES

3. DISTRICT FINANCES

3.1 Fiscal Year

- 3.1.1 The District 5240 fiscal year is July 1 – June 30

3.2 Finance Committee

- 3.2.1 The Finance Committee works with the District Governor and Board of Directors and District Treasurer to ensure proper use of the District funds.
- 3.2.2 The District Finance Committee assists the District Governor-Elect and the District Treasurer to prepare the budget for the coming Rotary Year. Additionally, the District Finance Committee reviews the District financial reports and budget versus actual performance at least quarterly and reports to the District Board of Directors
- 3.2.3 The Finance Committee Chair is nominated by the District Governor-Nominee to serve as Chair during the year that the District Governor-Nominee will serve as District Governor. The chair-nominee is a member of the Finance Committee during that Governor's Nominee and Elect years.
- 3.2.4 Additional information on the District Finance Committee can be found in Section 7-2 District Finance Committee.

3.3 Budget

- 3.3.1 Each Rotary Year the District Board of Directors adopts and the Member Clubs approve a budget for the District for the following fiscal year.
- 3.3.2 The District Governor-Elect, with the assistance of the District Treasurer and District Finance Committee, shall prepare an annual operating budget for financing the administration and development of Rotary within the District for the Rotary Year in which the DGE shall serve as District Governor.
- 3.3.3 The budget's anticipated total expenses shall not exceed total anticipated revenue. The Board may revise the budget at any time.
- 3.3.4 The District budget requires preliminary approval by the District Board of Directors.
- 3.3.5 Final approval of the District budget is by the Member Clubs. The proposed budget shall be forwarded to the Presidents-Elect of the Member Clubs thirty days prior to the President Elect Training Seminar (PETS) and will be presented to and voted on by the Presidents-Elect at PETS. If District time is not available at PETS, the District Governor-Elect shall cause a meeting of the club

Presidents-Elect as soon as feasible after PETS for the purpose of approving the District Budget.

3.3.6 A simple majority of the member clubs – each club having one vote – is required to approve the District budget.

3.3.7 The district budget shall be posted on the District website and is subject to the Document Retention requirements as set forth in Section 15-13 Document Retention Policy in this DLPP.

3.4 **Other Budgets**

The District Governor-Elect, in cooperation with the District Treasurer and the District Rotary Foundation Chair, shall prepare additional budgets as appropriate for use of funds administered by the District, including but not limited to a District Designated Funds budget for funding the administration and development of Rotary grants within the District. This information shall be presented to the Member Club Presidents-Elect at the same time as the District Budget and is subject to the same approval requirements.

3.5 **District Dues**

3.5.1 The District budget shall include the proposed per-capita dues for each Rotary Club member in the district.

3.5.2 Approval of the per capita District dues levy for the next Rotary year, as recommended by the Board, shall take place at the same time and in the same manner as approval of the District Budget. A three-fourths vote of the incoming Club Presidents present and voting is required to approve an increase in per capita dues. If a three-fourths majority is not obtained, the per capita assessment shall remain unchanged from the prior year.

3.6 **Dues Payment**

3.6.1 The annual District per capita assessment shall be paid in two payments by Rotary Clubs in the District based on the number of active members on the first day of July and the first day of January of each year as recorded at Rotary International.

3.6.2 The District Treasurer shall provide invoices to the clubs for each half-yearly assessment.

3.6.3 Dues invoices shall be paid no later than sixty days after receipt.

3.6.4 Upon notification by the DG that a Club has failed for more than six (6) months to pay its per-capita assessment, that Club, by action of the Rotary International Board of Directors, is subject to suspension of Rotary International services and termination of membership in Rotary International.

3.6.5 The current per-capita dues rate is \$47.00 payable in two equal installments as defined above.



DISTRICT LEADERSHIP PLAN AND POLICIES

- 3.6.6 The Board, at its discretion, may return a portion of the dues to the clubs in district.
- 3.6.7 Upon request, the Board may adjust or postpone per capita dues payable by a club whose locality has sustained serious damage from natural or similar disasters.
- 3.7 **Allocation of Expenditures**
 - 3.7.1 The Board, by majority vote, may authorize expenditures in excess of anticipated revenue in an emergency and unforeseen circumstances, provided that no expenditure causes indebtedness that exceeds the net assets of the District.
 - 3.7.2 The Governor shall report full details of the excess expenditure and its circumstances to all District officers and Club Presidents within 60 days.
- 3.8 **District Reserve Fund**
 - 3.8.1 A District Reserve Fund shall be established and maintained by the District sufficient to ensure that the District will continue to meet its financial obligations.
 - 3.8.2 The term "District Reserve Fund" as used herein shall be in addition to any special accounts maintained by the District for such programs as PRLS or RYLA.
 - 3.8.3 The District Reserve Fund shall be managed by the District Treasurer who shall be responsible for annually reviewing the Fund level and recommending adjustments, as appropriate.
 - 3.8.4 The District Governor, with concurrence of the Board, may determine that an emergency exists within the District, or within its operations or activities, that warrants expenditure from the District Reserve Fund.
 - 3.8.5 If at any time the District reserve is greater than the reserve target set by the Board, the Board by a majority vote, may authorize the expenditure of amounts in excess of anticipated revenues, provided that such expenditures would not cause the District reserve to decrease below the District reserve target.
 - 3.8.6 The current District reserve fund minimum is \$30,000.
- 3.9 **End-of-Year Excess Fund Disposition**
 - 3.9.1 At the beginning of a new Rotary year, the Chair of the Finance Committee shall determine the amount of unexpended funds from the prior Rotary Year.
 - 3.9.2 The Finance Committee shall submit a recommendation to the Board as to how the excess unexpended funds are to be allocated.
 - 3.9.3 The Board shall have these options, at a minimum, for the disposition of all or a portion of the excess unexpended funds:



DISTRICT LEADERSHIP PLAN AND POLICIES

- Place the excess in the District Reserve Fund until this fund is at or above its required minimum,
- Designate a portion of the funds to the District Charitable Foundation
- Maintain the excess above the minimum District Reserve Fund requirements
- Retain the funds in the Operating Account to be used to offset expenses in the next Rotary fiscal year.

3.10 Bonding

- 3.10.1 The District Treasurer shall be required to be bonded in an amount approximating not less than the total Funds of the District.
- 3.10.2 The Board of Directors is authorized to acquire the bond for the District Treasurer.

3.11 Banking and Accounts Payable Authorizations:

- 3.11.1 The Board may authorize bank accounts to be established for cash funds to be expended and deposited as required.
- 3.11.2 The District Governor and the District Treasurer shall be included as signors on every District fund.

3.12 Annual Financial Review

- 3.12.1 Rotary International requires an annual review of the district finances to be performed and approved by a majority of the member clubs.
- 3.12.2 The District annual review is conducted by the District Audit Committee
- 3.12.3 The Audit Committee policies and procedures are documented in Section 7.3 Audit Committee of this DLPP.

SECTION 4

DISTRICT GOVERNOR LINE

4. DISTRICT GOVERNOR LINE

4.1 DISTRICT GOVERNOR

4.1.1 Summary

Term: One Year

Reports to: Rotary International Board of Directors

Budgetary Responsibilities: In conjunction with the District Finance Chair and the District Treasurer formulates the District Budget for Governor year of service. Monitors the budget during the year as District Governor to review compliance and understand variances.

Position Summary: The District Governor (DG) is the sole officer of Rotary International (RI) in the district, functioning under the general control and supervision of the RI Board of Directors. The administration of clubs in the district is under the DG direct supervision. The DG is charged with the duty of furthering the Objects of Rotary by providing leadership and supervision of the clubs in the district.

Qualifications: In addition to the qualifications of the DGD, DGN, and DGE, the DG must have completed 7 years of successful membership in one or more Rotary Clubs

4.1.2 Responsibilities:

1. The governor shall inspire and motivate the clubs in the district.
2. The governor shall ensure continuity within the district by working with past, current, and incoming district leaders.
3. The governor organizes, prepares agenda, and attends District Governor continuity meetings.
4. The governor is responsible for:
 - organizing new clubs.
 - strengthening existing clubs.
 - promoting membership growth
 - working with district and club leaders to encourage participation in a district leadership plan as developed by the board.
 - furthering the Object of Rotary by providing leadership and supervision of the clubs in the district.
 - supporting The Rotary Foundation.
5. The governor promotes cordial relations among the clubs and Rotaract clubs and between the clubs, Rotaract clubs, and RI.
6. The governor is responsible for planning for and presiding at the district conference.

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7. The governor assists the governor-elect in planning and preparing for PETS and the district training assembly.
8. The governor conducts an official visit to each club, individually or in multi-club meetings, that maximizes the governor's presence to:
 9. focus attention on important Rotary issues.
 10. provide special attention to weak and struggling clubs.
 11. motivate Rotarians to participate in service activities.
 12. ensure that the club constitution and bylaws comply with the constitutional documents, especially following councils on legislation; and
 13. recognize the outstanding contributions of Rotarians in the district.
14. The governor issues a monthly message in the district newsletter.
15. The governor is responsible for reporting promptly to RI as required by the president or the board.
16. The governor must provide the governor-elect, before the international assembly, full information about the condition of clubs and recommended action to strengthen them.
17. The governor should be inquiring regularly about the activities of Rotarian organizations in the district.
18. The governor ensures that that district nominations and elections comply with the RI Constitution, RI Bylaws, and established RI/District policies.
19. The District Governor is the Chair of the Board of Directors of Rotary International District 5240, responsible for calling meetings, setting meeting agendas, and residing over/chairing meetings of the Board.
20. Other Responsibilities
 - The District Governor is a member of the Rotary Rose Parade Float Committee
 - The District Governor is a member of the Board of Directors of the District Charitable Foundation Selection
 - Keeps track of expenditures and submits to the District Treasurer on a regular basis.
 - Attends the District Training Assembly
 - Reports to the Council of Governors as appropriate and organizes quarterly meetings to discuss updates/issues of the District.
 - Participate in multi-District PETS planning and attends the event.
 - Participates in multi-year planning for the District.
 - Manages membership leads online with District Membership Committee
 - Supports the Rotary Foundation through promoting fundraising and grant activities.
 - Serves as the spokesperson for the District and Rotary when appropriate.

- Routinely connects with the committees of the District.
- Attend as an observer any and all District meetings.

4.1.3 No Delegation

The Rotary International Code of Policies requires that the District Leadership Plan include a list of the functions that the District Governor cannot delegate:

- Representative of Rotary International in the district
- CEO of the corporation Rotary International District 5240, Inc.
- Chair of the District Board of Directors including calling and chairing meetings. The exception is that if the District Governor is unable to chair the meeting, the Immediate Past District Governor, as Vice-Chair of the Board of Directors, may chair the meeting.
- Planning and hosting the District Conference
- Visiting each club at least once either individually or at a multi-club event.
- Planning and participating in monthly District Leadership Continuity Meetings that include as a minimum, the DG, the DGE, the DGN, the DGD when selected and guests as invited by the participants.
- Serving as the initial point of contact for reports of actions by Rotary clubs or their members that may result in liability or adverse publicity of a Rotarian, Rotary club, District 5240 and/or Rotary International.

4.1.4 Selection

The district Governor is nominated by the District as District Governor Designate in accordance with the District 5240 Bylaws and District Governor Designate Job Description – Section 4.4 of this document. The District Governor Designate becomes District Governor Nominee on July 1 two years before taking office as District Governor. The nominee will be elected at the RI convention in the year before the nominee will attend the international assembly.

4.2 DISTRICT GOVERNOR-ELECT

4.2.1 Summary

- **Term:** One Year
- **Reports to:** District Governor and District Board of Directors
- **Budgetary Responsibilities:** Monitors District Governor Elect budget and submits receipts to the District Treasurer in a timely manner. Develops budget for District Governor year in collaboration with the District Treasurer and Finance Chair for Governor year.
- **Position Summary:** The District Governor Elect (DGE) is a voting member on the District Board of Directors. The DGE responsibility is prepare themselves to become District Governor of the succeeding year.

- **Qualifications:** In addition to the qualifications of the DGD and DGN, the DGE must have 6 years of successful membership in one or more Rotary Clubs

4.2.2 **Responsibilities:** In addition to the responsibilities outlined in the DGD and DGN job description the DGE's responsibilities include:

1. Attends Governor Elect Training (GETS) and completes required pre-homework.
2. Attends the Zone 26/27 Institute that follows GETS.
3. Serves on the Southwest Multidistrict PETS Committee
4. Organizes and facilitates with District Training Team all pre-PETS activities.
5. Submits names for PETS facilitator & Sergeant at Arms as requested by the Southwest PETS Committee
6. In collaboration with District Training Committee prepares curriculum for PETS District training, Midterms, and District Training Assembly
7. Participates in the District Leadership continuity meetings.
8. Attends International Assembly
9. Attends Rotary International Convention and hosts District reception at the convention.
10. Completes district staffing for District Governor year in accordance with the job descriptions in this District Leadership Plan and Policy Manual. In selecting staff, the DGE should consider continuity from previous year where possible.
11. Finalizes District Conference agenda and event.
12. Prepares travel plans during DG year with collaboration with the District Scheduler.
13. Reports all required District positions in My Rotary.
14. Submits name for consideration for Vice Governor to District Governor Nominating Committee
15. Updates, implements, and reviews District strategic multi-year plan with District leadership.
16. Promotes strengthening and starting new clubs.
17. Contributes to District newsletter, website and social media sites as appropriate.
18. Supports the Rotary Foundation

4.3 **DISTRICT GOVERNOR NOMINEE**

4.3.1 Summary

- **Term:** One Year

- **Reports to:** The District Governor and District Board of Directors
- **Qualifications:** In addition to the qualifications of a DGD, a DGN must have completed 5 years of membership in one or more Rotary clubs.
- **Budgetary Responsibilities:** Monitors District Governor Nominee Budget and submits expenses in a timely manner to the District Treasurer.
- **Position Summary:** The District Governor Nominee (DGN) is a voting member on the District Board of Directors. The DGN is responsible to ready themselves to become the District Governor Elect in the next Rotary Year and then District Governor in the subsequent Rotary Year.

4.3.2 Responsibilities:

- In addition to the responsibilities defined for the DGD, the DGN:
 1. Attends Governor Nominee Training (GNTS) – complete required pre homework assignments.
 2. Attends Zone 26/27 Institute after GNTS training
 3. Attends Southwest PETS planning meetings.
 4. Attends Southwest PETS
 5. Attends District Finance Committee and Board of Directors meetings
 6. Participates in the District Leadership continuity meetings.
 7. Reviews District Governance documents and reports review to the Board of Directors no later than the third regular meeting of Rotary Year.
 8. Attends RYLA/RYE meetings as scheduled.
 9. Develops District Staff appointments for scheduled DG year promoting continuity as much as possible.
 10. Develops District Conference Staff and meeting plans including signing contract to secure the facility where the District Conference will be held in the year of service as District Governor.
 11. Coordinate duties, as required, with Rotary International.
 12. Contribute, as appropriate, to District calendar, website, social media sites.
 13. Begin outreach to that introduce the DGN to the Rotarians in the District.
 14. Develop positive rapport with Club Presidents-Elect Nominee who will serve as Club Presidents during the District Governor year of service.
 15. Coordinate with training team educational content for Midterms for the Presidents-Elect Nominee

4.4 DISTRICT GOVERNOR DESIGNATE

4.4.1 Summary

- **Term:** Serves until July 1 two years before service as District Governor
- **Reports to:** District Governor and Board of Directors

- **Budgetary Responsibilities:** monitors District Governor Designate budget and turns in expenses in timely manner to District Treasurer.
- **Position Summary:** The District Governor Designate (DGD) is a non-voting position on the Board of Directors. The DGD is selected by the District Nominating Committee in accordance with the select procedures included in the District Bylaws and District Leadership and Policy Manual.

4.4.2 Responsibilities:

1. Attends Zone 26/27 Zone Institute if possible.
2. Participates in the District Leadership continuity meetings.
3. Prepares report and serves as a non-voting member of the District Board of Directors
4. Keeps track of budget approved expenditures and submits to the District Treasurer on a timely basis.
5. Attends all District meetings and trainings as possible.
6. Respond in a timely fashion to District and RI directives and inquiries.
7. In coordination with the District Governor Nominee (DGN) – make appointments for critical staff – District Conference Chair, Finance Chair, Chief for Staff, Chief Operating Officer, Board Member at Large, District Charitable Foundation member at large.

4.4.3 Qualifications

- Be a member in good standing of a Rotary club in District 5240.
- Past President of a Rotary Club
- Have an email address, internet access and basic computer skills.
- Master PRLS preferred
- Paul Harris Fellow and Rotary Foundation Bequest Society member preferred.
- Prior exemplary service in a District 5240 Staff position
- Have at least seven years as a member of a Rotary Club at the time of service as District Governor
- Demonstrate willingness, commitment, and ability, physically and otherwise, to fulfill the duties and responsibilities of the office of Governor as provided in the RI Bylaws “Duties of Governor”.

4.5 District Governor Designee Selection Process

4.5.1 Nominations by Clubs for DGD

4.5.1.1 The DGD nomination procedure shall be in compliance with the current version of the Rotary International Bylaws.

4.5.1.2 The District Governor shall, before July 15 of each year, advise each Club in the District with a notice that sponsoring club certified nominations for

the position of DGD will be accepted through October 1 and that the Application with the Statement of Service Form for DGD applicants (included as attachments to this policy) will be available from the District Governor, the Chair of the Selection Committee, or the District website. The notice shall also advise each Club of the date, time, and location of the DGD Nominating Committee DGD Selection meeting.

4.5.1.3 At the time of their nomination, the nominee from any club shall have meet the qualifications of DGD as set forth above and in the current version of the Rotary International Bylaws.

4.5.1.4 The sponsoring club shall have the responsibility for:

- If by regular surface mail, preparing 15 copies of the Application and Statement of Service Form (see below) which shall include two original 3" x 4" minimum to 5" x 7" maximum color head- and- shoulders photos of the Candidate, then mailing the completed application documents to the Nominating Committee Chair no later than October 1.
- If by e-mail, preparing the Application and Statement of Service Form, which will include a 3" x 4" minimum to 5" x 7" maximum color head-and shoulders digital photo of the Candidate, then emailing the completed application documents to the Nomination Committee Chair no later than October 1.
- Assigning a Club member to be a Presenter to make an oral presentation of the Club's nominated DGD Candidate to the DGD Nominating Committee at the time of the interview. Unless a member of the Candidate's home Club presents the Candidate, he/she will not be eligible to appear before the Committee. If an Elector happens to be from the same Club as a Candidate, that Elector should not be the Presenter.

4.5.2 Policy Against Electioneering

4.5.2.1 It is a fundamental principle in Rotary that the best qualified candidate should be selected for service in Rotary's elective offices. Therefore, any effort to influence the selection process in a positive or negative manner by campaigning, canvassing, electioneering, or otherwise is prohibited under the RI Bylaws.

4.5.2.2 The Rotary International Policy Against Electioneering is included in the current version of the Rotary Code of Policies.

4.5.2.3 All candidates for DGD should review the Prohibition Against Electioneering policy prior to submitting their application.

4.5.3 Selection by DGD Nominating Committee of DGD

4.5.3.1 The DGD selection procedure shall be in compliance with the current version of the Rotary International Bylaws

4.5.4 DGD Nominating Committee Chair Responsibilities

4.5.4.1 Before July 15th of each year, to make and promulgate arrangements for a DGD Nominating Committee selection meeting to be held after October 1 and before October 31 of each year.

4.5.4.2 Ensure that the current version of the Rotary International Governor Nominee Application, District 5240 Statement of Service and Rotary International Policy Against Electioneering are available to clubs and potential candidates by posting on the District website.

4.5.4.3 Perform the following activities prior to the DGD Nominating Committee selection meeting:

- Describe the specific duties of a DG to any interested DGD candidates via an informational meeting with PDGs.
- Clarify the role of DG to Electors before applications of nominated DGD candidates are sent to Electors. This will be accomplished in coordination with the Chair and Vice Chair and approved by the Parliamentarian prior to this information is disseminated to the Electors.
- Send copies of all the received Candidate Applications and Statement of Service Forms to each Elector of the Committee no later than ten days prior to the DGD Nominating Committee selection meeting,
- Verify the original copy of a sponsoring Club's DGD candidate nomination resolution, signed by the Club President and Club Secretary,
- Verify that each DGD Candidate meets the formal requirements for nomination, in accordance with the current version of the Rotary International Bylaws,
- Confirm a Presenter from the sponsoring Club for each DGD candidate will be at the selection meeting.
- Prepare a list of questions agreed to by the DG and DGD Nominating Committee Vice- Chair covering sufficiently the complete breadth of the responsibility of the office of DG to be individually assigned to and asked by the same one Elector of each DGD candidate.

4.5.4.4 Conduct the DGD Selection Committee Meeting

- Document the selection process and distribute to all members of the DGD Selection Committee.
- Brief the Electors on the selection meeting agenda and standardized process before DGD Candidates enter the meeting,
- Allow an overall summary of each DGD Candidate's qualifications to the Electors before the DGD Candidates' interviews,

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- Limit each DGD Candidate's overall maximum time window on the agenda uniformly including their Presenter,
- Introduce each DGD Candidate's Presenter to the DGD Nominating Committee and limit their allowed presentation time,
- Ensure no one besides the DGD Nominating Committee Chair, Electors, the DP, and the Candidate is present during each DGD Candidate's interview,
- Introduce each DGD Candidate to the DGD Nominating Committee,
- Enable each DGD Candidate to reveal his or her intentions and ambitions at the start of their interview,
- Orchestrate Elector standardized questioning of each DGD Candidate and limit the DGD Candidate's overall interview time,
- Enable each DGD Candidate to summarize their key points at the end of their interview and limit their allowed closure time,
- Ensure no one besides the DGD Nominating Committee Chair, Electors, and the District Parliamentarian is permitted to be present during the deliberations of the DGD Nominating Committee leading to the selection of the DGD,
- Open up a summary discussion among the Electors after all DGD Candidates have been interviewed prior to conducting a vote,
- Ensure at all times during the deliberations to select a DGD, the DGD Nominating Committee is precluded from considering and/or discussing or giving any weight in its selection of the DGD to any of the following factors:
 - Whether the DGD Candidate has been such a Candidate in prior years,
 - The location within the District of the Club which nominated the DGD Candidate,
 - The number of Past District Governors or the recentness of service of any Past District (Governor from any of the Clubs that have proposed a DGD Candidate for selection as DGD,
 - The age, sex, religion, race, national origin, sexual preference, or marital status of any Candidate

4.5.5 Supervise the selection of the DGD

- 4.5.5.1 Utilize a secret ballot vote from the Electors.
- 4.5.5.2 Require a majority vote of the Electors assembled to select the DGD and enable the DP to disclose the number of votes for each DGD Candidate to the Electors if a majority is not obtained in the first vote or as necessary,
- 4.5.5.3 Yield to the governing document related advice supplied by the District Parliamentarian and if in disagreement then involve the DG and DGD Nominating Committee Vice-Chair with the DP to arrive at a decision.

4.5.5.4 Advise the DG immediately of the DGD Nominating Committee decision prior to public announcement.

4.5.6 DGD Nominating Committee Inability to Select DGD :

In the event that the DGD Nominating Committee is unable to select a DGD from the Candidates, the procedure for selection shall default to that defined in the current version of the Rotary International Bylaws.

4.5.7 Club Challenge of DGD Selection

In the event that an authorized Club challenges the DGD Nominating Committee's selection of a DGD, the procedure for handling the challenge shall be as defined in the current version of the Rotary International Bylaws.

4.5.8 Club Notification of DGD Selection

After the DGD has been selected by the DGD Nominating Committee and the DGD Nominating Committee Chair has notified the DG, the procedure to be followed is as specified in the current version of the Rotary International Bylaws.

4.6 IMMEDIATE PAST DISTRICT GOVERNOR

4.6.1 Summary

- **Term:** One Year
- **Reports to:** District Governor
- **Budgetary Responsibilities:** Keeps track of budgeted expenses and submits to the District Treasurer on a regular basis.
- **Position Summary:** The Immediate Past District Governor is a voting member of the Board of Directors and a member of the District Charitable Foundation. The Immediate Past District Governor ensures a seamless transition of records and District documents/supplies to the Governor.

4.6.2 Responsibilities:

1. Attends the District Leadership continuity meetings.
2. Attend the Board of Director/finance committee meetings as scheduled.
3. Assists the District Treasurer with preparation of district annual statement of finances and report of District funds required to conduct the financial review by the District Audit Committee required by the Rotary International Bylaws.
4. Supports the review conducted by the District Audit Committee
5. Arranges for club approval of the report of the District Audit Committee
6. Serves as the voting Vice-Chair of the District Governor Designate Nominating Committee

DISTRICT LEADERSHIP PLAN AND POLICIES

7. Serves as Vice-Chair of the District Board of Directors. In the absence of the District Governor, the Immediate Past District Governor shall chair the meetings of the District Board of Directors
8. Serves as a member of the Council of Governors.
9. Provides insight and advice to the District Governor.
10. Serves as a voting member of the Southwest PETS committee
11. Serves as a Sergeant-At-Arms at the Zone 26/27 Institute
12. Performs duties at the request of the Governor line.

SECTION 5

DISTRICT OFFICERS

5. DISTRICT OFFICERS

5.1 DISTRICT SECRETARY

5.1.1 Summary

- **Term:** One year, eligible for reappointment
- **Reports to:** District Governor
- **Budgetary Responsibilities:** : Serves as a member of the District Board of Directors which oversees District budget and fiduciary matters.
- **Position:** The District Secretary performs the duties of Secretary of the District Board of Directors in accordance with the direction provided by Rotary International and the District Governing Documents. The District Secretary also serves as Secretary of the corporation and performs the duties required by the State of California Corporation Code.

5.1.2 Responsibilities:

1. Perform the functions of Secretary for District 5240
2. Serve as a non-voting member of the District 5240 Board of Directors
3. Take minutes and generate a report for all Board of Directors meetings
4. Perform those functions required by the State of California as the Secretary of a Non-Profit organization incorporated in the State of California Corporation Code.
5. Perform those functions required by Rotary International as the Secretary of a Rotary District and further defined in the District Governing Documents
6. Serve as a resource to Club Secretaries to answer questions and provide guidance in their role as secretary.
7. In cooperation with the District Training Committee, serve as an instructor to Club Secretaries at the District Training Assembly
8. Ensure that District records are retained as required by the State of California Corporation Code, the Rotary International Bylaws and Code of Policies and the District Bylaws and District Leadership Plan and Policies Manual
9. Coordinate and cooperate with the successor District Secretary to ensure seamless transitions between Rotary Years.

5.1.3 Qualifications:

- Be a member in good standing of a Rotary club in District 5240.
- Prior service as a Rotary club president
- Prior experience as a secretary in a club or other organization desirable

- Have an email address, internet access and computer capability.
- Have experience with word processing programs.
- Be able to devote the time and resources required to ensure that assigned duties are carried out to the highest possible level of success.
- This is an organization driven by the values of its people. A successful District Leader must believe in the core values of Rotary International and The Rotary Foundation and be driven by their missions.

5.2 DISTRICT TREASURER

5.2.1 Summary

- **Term:** Three years
- **Reports to:** District Governor
- **Budgetary Responsibilities:** : Oversees and manages the District 5240 budget and finances.
- **Position:** The District Treasurer is the Chief Financial Officer for District 5240. The District Treasurer functions as the Treasurer of the corporation and performs the duties required by the State of California Corporation Code.

5.2.2 Responsibilities:

1. Perform the functions of Chief Financial Officer for District 5240 as further described by the RI Manual of Procedure, the State of California Corporation Code, and the District Bylaws
2. Serve as a non-voting member of the District 5240 Board of Directors
3. Serve as a member of the District 5240 Finance Committee
4. In cooperation with the District Finance Committee Chair, prepare the budget for the Rotary Year in which he/she will serve as District Treasurer.
5. Invoice and collect District dues in accordance with the District Bylaws and District Leadership Plan and Policy Manual
6. Approve District expenditures including but not limited to invoices from suppliers and requests for reimbursement from District Rotarians.
7. Provide a Treasurer's report at each meeting of the Finance Committee and Board of Directors in accordance with the District Bylaws and District Leadership Plan and Policy Manual
8. Advise the District Governor of any concerns or discrepancies with District or District committee finances.
9. Serve as a resource to Club Treasurers to answer questions and provide guidance in their role as treasurer.
10. In cooperation with the District Training Committee, serve as an instructor to Club Treasurers at the District Training Assembly

11. Monitor the use of all funds paid in support of district committees and activities including those events that have independent budgets or bank accounts.
12. Support the District Audit committee in discharging its responsibilities as further defined in the Rotary International Bylaws and the District Bylaws and District Leadership Plan and Policies Manual
13. Ensure that District financial records are retained as required by the State of California Corporation Code, the Rotary International Bylaws and Code of Policies and the District Bylaws and District Leadership Plan and Policies Manual
14. Coordinate and cooperate with the successor District Treasurer to ensure seamless transitions between Rotary Years.

5.2.3 Qualifications:

- Be a member in good standing of a Rotary club in District 5240.
- Prior service as a Rotary club president or treasurer
- District Treasurer must be bonded in an amount approximating not less than the total funds of the District.
- Experience in creating and managing budgets and finances in a business or volunteer organization.
- Financial management experience, such as a certified public accountant or financial advisor preferred.
- Knowledge of QuickBooks and other financial management tools.
- Have an email address, internet access and computer capability.
- Be able to devote the time and resources required to ensure that assigned duties are carried out to the highest possible level of success.
- This is an organization driven by the values of its people. A successful District Leader must believe in the core values of Rotary International and The Rotary Foundation and be driven by their missions.

SECTION 6

NON-OFFICER STAFF

6. NON-OFFICER STAFF

6.1 DISTRICT PARLIAMENTARIAN

6.1.1 Summary

- **Term:** One years, unless reappointed
- **Reports to:** District Governor
- **Budgetary Responsibilities:** : Serves as a non-voting member of the District Board of Directors which oversees District budget and fiduciary matters.
- **Position:** The District Parliamentarian is an expert in parliamentary procedures and the formal rules and procedures of the District . The Parliamentarian interprets the District's rules and advises the presiding officer on District processes.

6.1.2 Responsibilities:

1. Serves as a non-voting member of the District Board of Directors
2. Assists the District Governor with procedural issues associated with the running of Board of Directors meetings
3. Provides interpretation of Governing Documents including the State of California Corporation Code, the Rotary International Governing Documents, and the District Governing Documents.
4. Oversees an impartial and unbiased election process for District Governor Designate in accordance with the District Bylaws and this District Leadership Plan and Policies Manual.
5. Assists with procedural elements of annual meetings including certifying a quorum, taking votes, and accepting and cataloguing elector forms.
6. Assists with the procedural elements of ballot by mail in accordance with the District Bylaws and this District Leadership Plan and Policies Manual.
7. Assist with the District procedures for the election process for the counsel on legislation and for district representatives to vote for zone representatives.
8. Advise the District Governor or presiding officer any time that the procedures of a District meeting do not comply with the Governing Documents.

6.1.3 Qualifications:

- Be a member in good standing of a Rotary club in District 5240.
- Prior service as a Rotary club president
- Experience in the use and application of Roberts Rules of Order

- (Desirable) Prior experience as a Parliamentarian in a non-profit organization or business or professional service in the legal profession.
- Have an email address, internet access and computer capability.
- Be willing to devote the time and resources required to ensure that assigned duties are carried out to the highest possible level of success.
- This is an organization driven by the values of its people. Therefore, a successful District Leader must believe in the core values of Rotary International and The Rotary Foundation and be driven by their missions.

6.2 VICE-GOVERNOR

- **Term:** One Year
- **Reports to:** District Governor
- **Budgetary Responsibilities:** None
- **Position Summary:** The role of the Vice Governor is to replace the governor in case of a temporary or permanent inability to perform the governor's duties.

6.2.1 Responsibilities:

1. Attend meetings of the District Board of Directors as an invited guest.
2. Participate in such other district activities as requested by the District Governor.
3. Replace the District Governor in case of a temporary or permanent inability to perform the duties of District Governor.

6.2.2 Selection Process:

The District Governor Designate Selection Committee shall confirm a past district governor, proposed by the governor-elect, to serve as Vice Governor during the year that the governor-elect serves as District Governor.

6.3 CHIEF OPERATING OFFICER

6.3.1 Summary

- **Term:** One Rotary year, unless reappointed
- **Reports to:** District Governor
- **Budgetary Responsibilities:** : Coordinate budgets for Executive Assistant Governors and Assistant Governors
- **Position:** The Chief Operating Officer functions under the general supervision of the District Governor in furthering the Object of Rotary by coordinating and overseeing the District Executive Assistant Governors and Assistant Governors to assist clubs in adopting programs and strategies that will make them more effective. The Chief Operating Officer represents the District Governor in meetings with the District Executive Assistant

Governors and Assistant Governors and ensures that the district team is meeting their commitments to the clubs in District 5240.

6.3.2 Responsibilities:

1. In cooperation with the District Governor, recommend Rotarians to serve as Executive Assistant Governors and Assistant Governors
2. In cooperation with the District Training Committee, oversee training of the District Executive Assistant Governors and Assistant Governors
3. Meet regularly with the District Executive Assistant Governors and Assistant Governors
4. Assist the District Executive Assistant Governors and Assistant Governors in identifying and resolving club problems.
5. Oversee the district budgets for District Executive Assistant Governors and Assistant Governors
6. Monitor club achievement of membership and service hour goals as reported in Rotary Club Central
7. Provide a monthly status report to the District Governor.
8. Represent the district governor at club, group, and regional events as appropriate.
9. Coordinate and cooperate with the successor Chief Operating Officer to ensure seamless transitions between Rotary Years.

6.3.3 Member Qualifications:

- Be a member in good standing of a Rotary club in District 5240.
- Prior service as a club president in District 5240
- Have email address, internet account, and computer capabilities.
- Prior service at the district level, preferable as an Assistant Governor or Executive Assistant Governor
- Understand the Rotary International (RI), and Zone 26-27 concepts and guidelines for Assistant Governors.
- Possess strong leadership skills.
- Be able to devote the time and resources required to ensure that assigned duties are carried out to the highest possible level of success.
- This is an organization driven by the values of its people. A successful District Leader must believe in the core values of Rotary International and The Rotary Foundation and be driven by their missions.

6.4 EXECUTIVE ASSISTANT GOVERNOR

- **Term:** One Rotary year, unless reappointed
- **Reports to:** Chief Operating Officer

- **Budgetary Responsibilities:** : Monitor use of district funds allocated to their assigned Region.
- **Position:** The Executive Assistant Governor (EAG) is the representative of the District Governor to a District 5240 Region. The EAG coordinates and oversees the activities of the Assistant Governors in their assigned Region and helping the clubs in the region to establish and achieve goals set by their members while ensuring that each member of the club has a meaningful Rotary experience.

6.4.1 Responsibilities:

1. In cooperation with the Chief Operating Officer, recommend Rotarians to serve as Assistant Governors.
2. Maintain open, timely and regularly scheduled communications with the Assistant Governors in their assigned Region.
3. Assist the Assistant Governors who are helping clubs establish, record, and achieve goals for membership, TRF giving, service hours, and projects/programs.
4. Be a resource to aid Assistant Governors in facilitating discussion and solutions that address conflict issues within and among the Rotary clubs in their Region.
5. Ensure that district resources are known and made available to the Assistant Governors and to the Rotary Clubs in their Region.
6. Attend, participate in, and promote District training sessions and workshops such as District Training Assemblies, and Foundation and membership District and regional workshops.
7. Attend a meeting or club function (virtual or in-person) of each club or clubs meeting as a Group in their Region at least once each year.
8. Using the Governor's calendar, ensure that the Assistant Governors are prepared for the Governor's club visits in their Group. In the absence of the Assistant Governor, introduce the District Governor at club visits and functions.
9. Review the annual club report for each club in the Region. .
10. Represent the District Governor at club functions, fellowship events or fundraisers.

6.4.2 Qualifications:

- Be a member in good standing of a Rotary club in in the Region which they will serve as Executive Assistant Governor.
- Prior service as a club president in District 5240
- Have an email address, internet account, and computer capabilities.
- Prior service at the district level, preferable as an Assistant Governor

- Understand the Rotary International (RI), and Zone 26-27 concepts and guidelines for Assistant Governors.
- Possess strong leadership skills.
- Be able to devote the time and resources required to ensure that assigned duties are carried out to the highest possible level of success.

6.5 ASSISTANT GOVERNOR

6.5.1 Summary

- **Term:** One Rotary year, unless reappointed
- **Reports to:** Executive Assistant Governor or Chief Operating Officer
- **Budgetary Responsibilities:** None
- **Position:** The Assistant Governor is the representative of the District Governor to a District 5240 Group. The primary focus is to provide training, offer counsel and encourage innovation that will enable Club Presidents to establish and achieve the goals set by their members for their year as president while ensuring that each member of the club has a meaningful Rotary experience.

6.5.2 Responsibilities:

1. Establish a close working relationship with each club president in their assigned Group and demonstrate the importance of continuity of club leadership working with incoming District staff, Presidents-Elect, and Presidents-Elects Nominees.
2. Assist the club presidents and the club members in establishing, recording and achieving goals for membership, The Rotary Foundation giving, service hours, and projects/programs.
3. Be a resource to assist club presidents in facilitating discussion and solutions that address conflict issues within or impacting the club or its members.
4. Hold monthly meetings with the presidents of Rotary Clubs in the group to:
 - Distribute information on and encourage participation in District and Rotary International projects and activities.
 - Obtain at least quarterly status updates on key parameters including but not limited to membership and TRF giving.
 - Provide an environment where Presidents can exchange ideas and discuss challenges.
 - Foster a spirit of collaboration among the clubs in the Group
5. Attend participate in and promote District training sessions and workshops such as District Assemblies, The Rotary Foundation, and membership District and regional workshops.
6. Make district resources or specialists available to support club presidents and their members as requested or required.

7. Attend a meeting or club function (virtual or in-person) of each club in the Group or an event with clubs meeting as a Group at least twice each year, and preferably more frequently.
8. Using the Governor's calendar, ensure each club president is aware of the upcoming visit and that they have submitted any requested materials a minimum of two weeks prior to the visit.
9. Introduce the District Governor at the annual club visit.
10. Complete an annual club report by the end of the Rotary year.
11. Represent the District Governor or Executive Assistant Governor if unavailable at club functions, fellowship events or fundraisers.
12. Serve as a member of the District Governor Designate selection committee.
13. Maintain open, timely and regularly scheduled communications with the Region's Executive Assistant Governor.
14. Work with the club president to achieve recognition for their members based on RI and District Awards criteria.

6.5.3 Qualifications:

- Be a member in good standing of a Rotary club in the Group which they will serve as Assistant Governor.
- Prior service as a club president in District 5240, preferably in the group for which they will be Assistant Governor.
- Have an email address, internet access and computer capability.
- Be willing to devote the time and resources required to ensure that assigned duties are carried out to the highest possible level of success.

6.6 CHIEF OF STAFF

6.6.1 Summary

- **Term:** One Rotary year, unless reappointed
- **Reports to:** District Governor
- **Budgetary Responsibilities:** : Coordinate budgets for District committees reporting to the Chief of Staff.
- **Position:** The Chief of Staff functions under the general supervision of the District Governor in furthering the Object of Rotary by providing coordination and oversight to the District Avenue of Service and District Events chairs to assist clubs in adopting programs and strategies that will create vibrant clubs and grow Rotary. The Chief of Staff represents the District Governor in meetings with the Avenue of Service Directors and the District Events chairs and ensures that the district team is meeting their commitments to the clubs in District 5240.

6.6.2 Responsibilities:

1. In cooperation with the District Governor, recommend Rotarians to serve as Avenue of Service and District Events chairs
2. In cooperation with the District Training Committee, oversee training of the Avenue of Service and District Events chairs including the District Training Assemblies
3. Meet regularly with the District Avenue of Service chairs and District Events chairs
4. Assist the Avenue of Service chairs to create regional representation or subcommittees as needed.
5. Oversee the district budgets for Avenue of Service chairs and District Events chairs.
6. Monitor club achievement of service hour goals as reported in Rotary Club Central
7. Provide a monthly status report to the District Governor.
8. Represent the District Governor at club, group, and regional events as appropriate.
9. Coordinate and cooperate with the successor Chief of Staff to ensure seamless transitions between Rotary Years.

6.6.3 Qualifications:

- Be a member in good standing of a Rotary club in District 5240.
- Have prior service as a club president, Avenue of Service chair or Event chair.
- Prior service at the district level
- Understand the Rotary International (RI), The Rotary Foundation (TRF) and Zone 26-27 concepts and guidelines for Avenues of Service.
- Possess strong leadership skills.
- Be able to devote the time and resources required to ensure that assigned duties are carried out to the highest possible level of success.
- This is an organization driven by the values of its people. A successful District Leader must believe in the core values of Rotary International and The Rotary Foundation and be driven by their missions.

6.7 DISTRICT SCHEDULER

6.7.1 Summary

- **Term:** One years, eligible for reappointment
- **Reports to:** District Governor
- **Budgetary Responsibilities:** : None
- **Position:** The District Scheduler manages the calendar for the District Governor including, but not limited to club visits, club events, district

meetings and events and other organizational responsibilities of the District Governor. The District Scheduler coordinates District Governor club visits with the District member clubs to ensure that the required club information has been provided and that the guidelines for visits by the District Governor have been met.

6.7.2 Responsibilities:

1. Maintains the District Calendar for the District Governor and members of the District Leadership Team
2. In cooperation with the District Governor Elect, creates the District Governor Club Visit schedule. The draft version of the club visit schedule should be distributed to the Presidents-Elect at Southwest PETS and finalized by the beginning of the new Rotary Year.
3. Ensures that the club information required prior to the club visit has been completed and made available to the District Governor.
4. Confirms that the requirements associated with the club visit have been met by the club.
5. Ensures that all District Governor commitments, including but not limited to meetings of the District Board of Directors and the District Charitable Foundation, District Training and District Events are included in the District Calendar.
6. Ensures that commitments of the District Governor outside of the district including, but not limited to, Southwest PETS, the Rotary Rose Parade Float Committee, the RI President's visit, the Zone Institute, are included in the District Governor calendar.
7. Coordinates with club leadership, district leadership and the District Governor when changes to the calendar are needed.
8. Post and maintain the accuracy of the District Calendar on the District Website
9. Ensure that District records are retained as required by the State of California Corporation Code, the Rotary International Bylaws and Code of Policies and the District Bylaws and District Leadership Plan and Policies Manual
10. Coordinate and cooperate with the successor District Scheduler to ensure seamless transitions between Rotary Years.

6.7.3 Qualifications:

- Be a member in good standing of a Rotary club in District 5240.
- Prior service as a Rotary club president preferred.
- Prior experience in calendar and/or project management preferred.

- Have an email address, internet access and computer capability.
- Be willing to devote the time and resources required to ensure that assigned duties are carried out to the highest possible level of success.
- This is an organization driven by the values of its people. Therefore, a successful District Leader must believe in the core values of Rotary International and The Rotary Foundation and be driven by their missions.

6.8 ADMINISTRATIVE ASSISTANT

The District Bylaws provide the option for the Board of Directors to contract with an Administrative Assistant. This job description specifies the responsibilities and qualifications of the District Administrative Assistant should the board decide to exercise this option.

6.8.1 Summary

- Term: The District 5240 Administrative Assistant is an independent contractor who must comply with federal and state regulations regarding self-employment. Term will be dependent on performance and funding.
- Reports To: District Governor
- Budgetary Responsibilities: None
- Position: The District Administrative Assistant provides administrative support to the district staff as determined by the District Governor.

6.8.2 Responsibilities:

The following are representative of responsibilities that can be assigned to the Administrative Assistant.

1. Assist the District Governor in producing reports, filings, and registrations required by District 5240 and Rotary International.
2. Report to the District Governor any issues affecting the clubs or delinquencies in reports or filings.
3. Maintain an accurate list of Rotarians in District 5240.
4. Serve as a member of district event committees.
5. Ensure that district documents are stored in the District 5240 Document Retention System.
6. Assist the DG and District Staff in communicating with Rotarians in District 5240.
7. Provide a monthly report of activities, calls, emails, and letters received at the district office and their disposition, and any problems encountered.
8. Be familiar with the provisions of the Rotary International Governing Documents and the District Governing Documents affect District operations and administration.

9. Assist Member Clubs in preparing reports required by the District or by Rotary International.
10. Help plan and coordinate receptions and meetings when requested by the District Governor.
11. Assist in organizing district staff meetings including taking minutes and monitoring follow up action items.
12. Perform additional support duties as requested by the District Governor.

6.8.3 Qualifications

- Demonstrated proficiency in the Microsoft Office Suite including Word, Excel, and Power Point
- Experience in working with web-based applications such as Clubrunner and Rotary Club Central
- Proven service orientation, strong organization skills and excellent communication skills via phone, email, text and in person
- Ability to work well with District members and provide efficient and effective customer service.
- Provide own office space and equipment required to perform essential job duties.
- Possess an appreciation for and commitment to the objectives and tenets of Rotary International and District 5240

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SECTION 7 GOVERNANCE

7. GOVERNANCE

7.1 RESOLUTIONS COMMITTEE POLICIES AND PROCEDURES

7.1.1 Purpose

The purpose of the Resolutions Committee is to accept and review Club and Board proposals for changes to the District Governing Documents. The Resolutions Committee also develops amendments and/or resolutions for changes to District 5240 Statements of Policy or District Governing Documents.

7.1.2 District Resolutions Committee

- The Resolutions Committee consists of five Rotarians who are active members of Rotary Clubs in District 5240
- The Immediate Past District Governor, District Governor, District Governor Elect and District Governor Nominee shall each appoint one member of the committee.
- In addition, the District Governor shall appoint a Past District Governor who shall serve as the Chair of the Resolutions Committee.
- The term of service on the Resolutions Committee is one year with the opportunity to be reappointed.
- No PDG may serve more than 3 consecutive years on the Resolutions Committee.

7.1.3 Process

- The Resolutions Committee shall meet as required and its Chair shall report any activities of the Resolutions Committee at each District Board meeting.
- The Resolutions Committee will receive proposals for amendments to the District Governing Documents or for District Resolutions from member clubs or the Board of Directors using the form included with this policy.
- The Resolutions Committee will review the proposals and will make recommendations regarding their disposition to the Board of Directors. The recommendations are advisory in nature and are not binding on the Board.
- The Resolutions Committee shall draft amendments or resolutions as requested by the Board of Directors.
- Draft amendments to the Governing Documents and/or draft resolutions shall be published after each Resolutions Committee meeting and supplied to the District Board.

- 7.1.4 The Resolutions Committee Chair shall be an invited guest to all Board of Director meetings where amendments or resolutions reviewed by the committee have been placed on the agenda.
- 7.1.5 The Resolutions Committee Chair shall manage the process of obtaining club approval for amendments to the District Bylaws or for resolutions requiring ratification by the clubs in the District in accordance with the current District Bylaws and processes defined in Section 15 of this District Leadership Plan and Policies Manual.
- 7.1.6 The Resolutions Committee shall review proposals for amendments to the District Leadership Plan and Policies Manual. Such amendments shall be submitted to the Board for discussion and disposition.
- 7.1.7 Reporting
 - All Board actions relating to amendments to the District Governing Documents shall be recorded in the minutes of the Board of Directors.
 - The District Secretary is responsible for ensuring that any and all amendments approved by the Board (and as required by the member clubs) are incorporated into the District Governing Documents.
 - The District Governing Documents shall be posted on the District 5240 website.

7.2 FINANCE COMMITTEE

- 7.2.1 Finance Committee Chair
 - Term: One year unless reappointed
 - Reports to: District Governor
 - Budgetary Responsibilities:
 - In collaboration with the District Treasurer, prepare the budget for the year in which he/she will serve as Finance Committee Chair. Review the district financial reports and budget versus actual performance at least quarterly and report to the District Board of Directors
 - Chair Qualifications
 - o Be a member in good standing of a Rotary Club in District 5240
 - o Have an understanding of basic accounting principles.
 - o Experience using QuickBooks and other financial management tools.
 - o CPA or financial management experience preferred.
- 7.2.2 Committee Responsibilities
 1. In collaboration with the District Treasurer,
 - develop the budget for coming Rotary Year.
 - present the proposed budget to the District Board of Directors for approval

- as requested, assist in the presentation of the proposed budget to the member clubs for approval
- 2. At least quarterly, review the current district financial reports and the actual versus budget.
- 3. Approve and publish a District Profit and Loss Statement and a Balance that includes budget versus actual income and expense for each major area.
- 4. Maintain minutes of each meeting of the Finance Committee and store as required by the District Document Retention Policy.
- 5. Present the results of the review to the District Board of Directors
- 6. At the end of the Rotary fiscal year, compile and provide to the Audit Committee the information required to perform the review of the district finances as required by the RI Governing Documents.

7.2.3 Committee Members

7.2.3.1 Member Qualifications:

- Be a member in good standing of a Rotary club in District 5240.
- Prior service as a club treasurer and/or experience as a CPA or a position of financial management
- Understand the Rotary International requirements for managing and reporting on District finances.
- A strong commitment to Club Service

7.2.3.2 Selection:

- Members of the Finance Committee serve for three years.
- The Finance Committee shall be comprised of the District Treasurer and one member each appointed by the DG, DGE, and DGN.
- The District Rotary Foundation Chair is an ex-officio member of the Finance Committee.
- The DG, DGE, DGN and DGD shall be invited to all meetings of the Finance Committee.

7.2.3.3 The Finance Committee member appointed by the District Governor-Elect shall serve as the chair of the Finance Committee during the year the DGE serves as District Governor.

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7.3 DISTRICT AUDIT COMMITTEE

7.3.1 Requirement from 2019 Rotary International Bylaws Article 15.060.4 Annual Statement and Report of District Finances.

7.3.1.1 Within one year of serving as governor, the immediate past governor must provide each club an **independently reviewed annual statement** and report of district finances. The immediate past governor must provide the statement and report and have it discussed and adopted at a district meeting to which all clubs are entitled to send a representative and for which 30 days' notice has been given. Alternatively, within one year of serving as governor, the immediate past governor may ask the governor to conduct a club ballot for adoption of the statement and report. The statement and report shall be sent at least 30 days before the club ballot. The governor shall start this process within 30 days of receiving the request from the immediate past governor.

7.3.1.2 The review may be conducted by either a qualified accountant or a district audit committee.

- An audit committee must:
- have at least three active members selected in accordance with established district procedures.
- include at least one member who is a past governor or an independent, financially literate person.
- not include any current governor, treasurer, signatory of district bank accounts, or member of the finance committee.

7.3.1.3 The annual statement shall include, but not be limited to, all:

- sources of the district's funds (RI, TRF, district, and club).
- funds received by or on behalf of the district from fundraising activities.
- grants received from TRF or TRF funds designated by the district for use.
- financial transactions of district committees.
- financial transactions of the governor by or on behalf of the district.
- expenditures of district funds.
- funds received by the governor from Rotary International.

7.3.2 District Audit Committee

7.3.2.1 District 5240 has selected the District Audit Committee to meet the requirements of Rotary International Bylaws requirement of an Annual Statement and Report of District Finances.

7.3.2.2 The District Audit Committee shall consist of five people:

- A Past District Governor who is an active member of a Rotary Club in District 5240 and who shall serve as the chair of the committee.

- Four other members who are active members of a Rotary Club in District 5240. At least one of the committee members should be a Certified Public Accountant. Other members of the committee

7.3.2.3 The members of the Audit Committee shall be appointed by the District Governor. Members may be reappointed for subsequent terms at the discretion of the then-current District Governor.

7.3.2.4 The following Rotarians may not serve on the District Audit Committee

- Current voting members of the District 5240 Board of Directors or those who served during the year being audited.
- Current District Treasurer or District Treasurer from the year being audited.
- Current members of the District Finance Committee or members from the year being audited.
- Current signatory of any district bank account or signatory from the year being audited.
- Current members of the District Committees included in the review or who served as such during the year being audited.

7.3.3 Programs/Finances Included in the Review

7.3.3.1 District 5240 Programs/Finances

The corporate and financial records to be provided to the Audit Committee are those records that are reasonably required to conduct the annual financial statement review pursuant to Rotary International Bylaws Article 15.060.4. and included in Section 1 above. The records shall include but are not limited to meeting minutes, budgets, profit & loss statements, income statements, expense statements, statements of financial position, journal entries, ledgers, bank statements and reconciliations, and balance sheets.

7.3.3.2 The financial transactions of district committees shall include at a minimum:

- District Committees that manage their own budgets and/or bank accounts including but not limited to:
- Rotary Youth Leadership Award (RYLA)
- Practical Relevant Leadership Skills (PRLS)
- District Rotary Foundation Committee (DRFC)
- District Events that have their own independent budget and manage their own funds such as the District Conference, District Foundation Gala and District Award/Step Down.

7.3.4 District Charitable Foundation

The IPDG or Finance Committee Chair shall make a request of the District Charitable Foundation to provide copies of financial records to the Audit

Committee within the applicable timeframes provided herein for the sole purpose of reviewing the use and status of funds originating from, or distributed to, Rotarians or Rotary Clubs in District 5240 in accordance with Rotary International Bylaws Article 15.060.4. Such records request shall include, but not be limited to, the following: meeting minutes, budgets, profit & loss statements, income statements, expense statements, statements of financial position, journal entries, ledgers, bank statements and reconciliations, and balance sheets.

7.3.5 Review Process

7.3.5.1 At the beginning of the Rotary Year, the Audit Committee shall be provided copies of the approved budgets for the district and all district committees whose access to or control of district funds will be included in the year-end review.

7.3.5.2 The audit committee shall receive any interim financial reports prepared and published by the district or any district committee including quarterly reports of the District Finance Committee and minutes of the meetings of the Board of Directors.

7.3.5.3 No later than August 1 of the of the new Rotary Year, the IPDG, district treasurer or Finance Committee Chair of the year being audited shall provide an annual statement and report of district finances to the Audit Committee for the Rotary Year just completed.

7.3.5.4 The Annual Statement of District Finances shall include:

- A summary of all enumerated matters and the backup records reasonably required pursuant to Rotary International Bylaws Article 15.060.4 and specified in Section 3 above.
- District use of District Designated Funds, The Rotary Foundation Grants and any other funding sources received from The Rotary Foundation and used by District 5240.
- As appropriate, financial records and information provided by the District Charitable Foundation as requested in accordance with Section 3.3.

7.3.5.5 The District Audit Committee shall review the information to determine reasonableness of income and expenditures and compliance with the laws of the United States or America and the State of California, and the bylaws and other requirements of Rotary International, The Rotary Foundation, and the District.

7.3.5.6 Members of the District Leadership Team shall be made available upon request to answer questions from the District Audit Committee

7.3.5.7 The District Audit Committee shall complete its review and present a report of district finances to the District Board of Directors within sixty days after receipt of the District Financial Statements. The Immediate Past District Governor and the current District Governor shall be notified any time that the District Audit Committee determines that the committee will not be able to complete its report within sixty days and what actions need to be taken by the District Governor to complete the report.

7.3.6 Following the report to the Board of Directors, the Immediate Past District Governor shall plan to present the report at a district meeting to which all clubs are entitled to send a representative and for which 30 days' notice has been given or ask the current District Governor to conduct a club ballot for adoption of the statement and report as required by Rotary International Bylaws Article 15.060.4.

7.3.6.1 If the business meeting is selected and a quorum for voting is not achieved, the Immediate Past District Governor shall request a club ballot.

7.3.6.2 If a ballot is requested, the District Governor start the ballot process within 30 days of receiving the request from the immediate past governor. The ballot may be conducted by email or mail.

7.3.7 Upon approval by the clubs in the district, the Annual Statement and the report of the District Audit Committee shall be sent to Rotary International in accordance with guidelines then in effect.

7.3.8 Should the clubs in the district reject the audited annual statement and report of district finances due to errors or omissions therein, the Board of Directors shall restart this process anew.

7.3.9 The approved Audit Committee Report shall be retained for future reference in the same manner as other district financial reports.

7.4 RISK MANAGEMENT COMMITTEE

7.4.1 Committee Chair

- Term: Three Years preferred (renewable) at the discretion of the standing District Governor
- Reports to: District Governor and District Board of Directors
- Position Summary: Risk Management Director/ District Insurance Representative
- Chair Qualifications
- Be a member in good standing of a Rotary club in District 5240.
- Knowledgeable in risk and liability insurance

- Professional experience in a Risk Management field such as property and casualty broker, commercial

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7.4.2 Committee Responsibilities

1. Be familiar with and direct Rotarians to the resources available to clubs and districts under the U.S. Rotary Club and District Liability Insurance Program
2. Use the District website to post current insurance information.
3. Receive and read email from insurance@rotary.org and communicate same to clubs.
4. Provide risk management education to clubs and club officers annually and at request.
5. Assist clubs in understanding risk and recommending risk reduction or additional insurance as appropriate.

7.5 DISTRICT RI CONVENTION PROMOTION COMMITTEE

7.5.1 Committee Chair

- Term: One Year
- Reports to: District Governor
- Budgetary Responsibilities: Responsible for RI Convention Promotion Budget
- Chair Qualifications:
 - o Member in good standing of a Rotary Club in District 5240
 - o Prior service as a club president preferred.
 - o Attendance at one or more Rotary International conventions highly desirable
 - o Knowledgeable about the city/country of the convention desirable
 - o Have the time required to promote and support the Rotary International Convention

7.5.2 Committee Responsibilities:

1. The District RI Convention Promotion Committee promotes attendance at the annual RI Convention to Rotarians throughout the District.
2. In collaboration with club and district leadership, participate in events to promote the convention.
3. Serve as a local resource for convention materials and information.
4. Communicate with and assist the Zone 26-27 RI Convention promotion committee member assigned to your district.
5. Contact potential registrants.

6. Contribute convention articles and information to district newsletters, publications, and social media.
7. Include a link to convention information on the district website.
8. Organize district group reception, event, and/or tours for the convention (especially for first---time attendees) as requested by the District Governor and/or District Governor Elect.
9. Support marketing campaigns and promotion contests put on by the RI Convention Promotion Committee.
10. Participating in other District activities as requested by the District Governor.

7.5.3 Committee Members

- Member Qualifications: Member in good standing of a Rotary Club in District 5240
- Selection:
 - o The District RI Convention Promotion Chair is selected by the District Governor-Elect.
 - o Members of the District RI Convention Promotion Committee are recommended by the District RI Convention Promotion Chair and appointed by the District Governor-Elect.

7.6 DISTRICT AWARDS COMMITTEE

7.6.1 District Awards Committee Chair

- Term: One Year
- Reports to: District Governor
- Budgetary Responsibilities: None
- Chair Qualifications:
 - Member in good standing of a Rotary Club in District 5240
 - At least one year of service at the District Level – preferably as an AG or EAG
 - Familiarity with the District, Rotary International and The Rotary Foundation recognition criteria
 - Have the time required to create the awards criteria and evaluate the submissions.
 - Prior service as a Club President or Club Awards Chair preferred.

7.6.2 Committee Responsibilities:

The District Awards Committee oversees the creation, publication, evaluation, and recommendation to the District Governor of District Awards.

1. The District Awards Chair is appointed by the District Governor-Elect and serves during the year that the DGE serves as District Governor.

2. The District Awards Chair, in collaboration with the District Governor-Elect, selects the members of the committee.
3. The District Awards Criteria for Clubs is created each year by the District Awards Committee and approved by the District Governor Elect to be the criteria for the year when the DGE serves as District Governor. Factors to be considered in establishing the Awards Criteria include prior District Criteria, the Rotary Vision Statement and Action Plan, the Rotary Theme, the RI Presidential Citation and The Rotary Foundation Recognition.
4. The District Awards Criteria are presented to the Club Presidents-Elect during the President- Elect Training Seminar.
5. The Club Presidents-Elect have thirty days to review the criteria and ask for clarification or request modifications.
6. The District Awards Criteria for the coming Rotary Year shall be finalized and posted on the District Website on April 1.
7. The District Criteria shall include the specific criteria, the recognition levels required by the clubs, and the date and format by which submissions to the District Awards Committee are due.
8. The District Awards Committee shall assist in publicizing the District Awards and encouraging clubs to participate,
9. Following the closing date for awards submission, the District Awards Committee shall meet to review each submission and recommend club awards to the District Governor. Final selection of the award recipients for both club awards and individual awards is made by the District Governor.
10. The District Awards Committee shall assist the District Governor as requested in the recovery of permanent awards such as the bell boxes for best clubs and procurement of recognition materials and banner patches.
11. The District Awards are announced at the District Awards and Step Down and are posted on the District Website.

7.6.3 The District Club Awards include:

1. **District Clubs of Distinction:** Presented to clubs in recognition of their commitment to Service Above Self and to thank them for their accomplishments in the five avenues of service, public image, membership, and foundation giving. Awarded in bronze, silver, and gold.
2. **Peacebuilder Club Awards:** Presented to clubs the met the requirements established by the District Peace Committee to be designated a Peacebuilder Club.

3. **Avenues of Service Awards** (small, medium, large clubs): Presented to a small, medium, and large club in recognition of outstanding achievement in each area of service as established by the District Awards Criteria.
4. **Rotaract Achievement Award**: Presented to Rotaract Clubs in recognition of outstanding performance throughout the year.
5. **Interact Achievement Award**: Presented to Rotaract Clubs in recognition of outstanding performance throughout the year.
6. **Best Club Awards**: Presented to the best small, medium, large, and overall club in the district in recognition of the highest levels of achievement during the past Rotary year.
7. **Regional Awards** may be presented if they are included in the published Awards Criteria.

7.6.4 The District Individual Rotarian Awards include:

1. **District Governor Special Recognition**: Selected by the District Governor to recognize Rotarians who provided outstanding service to the District during the past year.
2. **The John Padilla Humanitarian Service Award**: Presented to a Rotarian who has exemplified the spirit of humanitarian work and giving through service to local or international communities. The award is named for Dr. John Padilla, a plastic surgeon and member of the Santa Barbara Sunrise Club who died in an airplane crash in 2004.
3. **The Robert “Jock” McKenzie Leadership Award**: Presented to a Rotarian who has made outstanding contributions to the development of leaders in District 5240. The award honors Jock MacKenzie who helped create the District’s leadership training program for aspiring club and District leaders. Jock was a member of the Rotary Club of Westlake Village before he passed away in 2010.
4. **The Sam Greene Service Above Self Award**: Presented to a Rotarian who has demonstrated exemplary and continued service to District 5240 and to Rotary. This award honors Samuel L. Greene, past District 5240 Governor in 1990-91, past RI Director 1999-2001, and member of the Westlake Village Rotary Club, who passed away in 2011.
5. **The Heather Frankle Dreamcatcher Award**: Presented to a Rotarian whose vision and creativity has resulted in a unique program or service that has improved the lives of others. This award honors Heather Frankle, a member of the Rotary Club of Simi Sunrise, former first lady of the district and a global humanitarian who dreamed big and changed the lives of thousands and who passed away in 2016.

6. **Rotarian of the Year:** Presented to an individual who has demonstrated exemplary performance in service to Rotary and to District 5240 during the past year.

7.6.5 Rotary International Membership and The Rotary Foundation Recognition Awards

These awards are determined after the close of the Rotary Year. They are sent to the district in the following Rotary Year and are presented to the clubs by the District Governor who served in the year for which the recognition applies.

7.6.6 Committee Members

- Member Qualifications:
- Member in good standing of a Rotary Club in District 5240
- Familiarity with the District, Rotary International and The Rotary Foundation recognition criteria
- Have the time required to create the awards criteria and evaluate the submissions.
- Prior service as a Club President or Club Awards Chair preferred.
- Selection:
- The District Awards Chair is selected by the District Governor-Elect and serves as District Awards Chair during the year that the District Governor-Elect serves as District Governor.
- Members of the District Awards Committee are recommended by the District Awards Chair and appointed by the District Governor-Elect. They serve as committee members during the year that the District Governor-Elect serves as District Governor.

SECTION 8

AVENUES OF SERVICE COMMITTEES

8. AVENUE OF SERVICE COMMITTEES

8.1 CLUB SERVICE

8.1.1 District Club Service Committee Chair

- **Term:** One Year, unless reappointed
- **Reports to:** Chief of Staff
- **Budgetary Responsibilities:** Coordinate District 5240 Club Service budget
- **Position Summary:** The Club Service Director is the primary resource to the club leadership team for Club Service. Club Service involves the actions a member should take within this club to help it function successfully. The Club Service Director will energize, coordinate, and promote Club Service projects within the District and will work with Rotary International and the District Leadership Team to develop and publicize club service projects within the District.
- Chair Qualifications
 - o Be a member in good standing of a Rotary Club in District 5240
 - o Have prior service as a Club Service Chair or Club President
 - o Understand the Rotary International (RI) concepts and guidelines for club service projects.
 - o A strong commitment to Club Service

8.1.2 Responsibilities:

1. Promote, coordinate, and give guidance to Club Service activities and projects.
2. Teach Club Service at the District 5240 Assemblies including but not limited to what is club service; guidelines for successful club service projects; examples of District 5240 Club Service projects; awards criteria; reporting service hours in Rotary Club Central; resource available to the clubs to assist with club service projects.
3. Train club members to perform club needs assessment using Club Health Check and Vibrant Club literature from RI.
4. Instruct clubs on how to report service activities using Rotary Club Central
5. Review information received from RI/TRF for potential ideas and pass the information on to clubs.

6. Be available to speak on Club Service as requested by clubs in District 5240 Maintain a list of District 5240 Club Service projects including objectives, District 5240 lead club; other participating clubs; outcomes.
7. Assist Clubs in developing Family of Rotary Projects
8. Assist clubs in developing programs of interest to their members.
9. Assist clubs as requested in creating impactful meetings including programs of local or general interest.
10. Assist clubs to develop a Club Strategic Plan
11. Assist clubs to develop a Club Leadership Coordination Plan
12. Share successful club service programs with other Club Service Directors
13. Assist clubs in performing club assessments and providing feedback to the members.
14. Ensure that clubs are current on information from RI and TRF that are of interest to club members.
15. At least once a quarter, communicate with the Club Service chairs in the member clubs about projects and information on club service in the District.
16. Support and encourage clubs and groups in the attainment of District Club Service awards
17. Encourage club to submit articles on their club service projects for publication on the District website and in the District Newsletter.
18. Assist clubs in posting their projects on Rotary Showcase.

8.1.3 Committee Members

- Member Qualifications
- Be a member in good standing of a Rotary club in District 5240.
- Prior service as a club president, club service chair or subcommittee chair in the functions supported by Club Service including but not limited to programs, strategic plan, family of Rotary or club evaluation.
- Understand the Rotary International (RI) concepts and guidelines for club service projects.
- A strong commitment to Club Service
- Selection: Appointed by the District Governor Elect to serve in the year the DGE will serve as District Governor
- Subcommittees: The Club Service Director may create subcommittees or appoint regional representatives to support the responsibilities of the Club Service Committee

8.2 COMMUNITY SERVICE

8.2.1 Community Service Director

- **Term:** One Year, unless reappointed
- **Reports to:** Chief of Staff
- **Budgetary Responsibilities:** Coordinate District 5240 Community Service budget
- **Position Summary:** The Community Service Director is the primary resource to the club leadership team for community service. The Community Service Director will stimulate, coordinate, and promote Community Service projects within the district and will work with Rotary International, the District Leadership Team, and the District Rotary Foundation Committee Chair (DRFCC) to develop, fund and publicize community services projects within the district.
- **Chair Qualifications**
- Be a member in good standing of a Rotary club in District 5240.
- Have prior service as a club President or Community Service chair
- Understand the Rotary International (RI) and The Rotary Foundation (TRF) concepts and guidelines for community service projects.
- A strong commitment to community service

8.2.2 Responsibilities:

1. Promote, coordinate, and give guidance to club Community Service activities and projects.
2. Teach Community Service at the District 5240 Assemblies including but not limited to why do community service; needs assessments; guidelines for successful community service projects; examples of District 5240 Community Service projects; awards criteria; reporting service hours; resources available to the clubs to assist with community service projects.
3. Train club members to perform community needs assessments.
4. Instruct clubs on how to report service project hours using Rotary Club Central
5. Review information received from RI/TRF for potential ideas and pass the information on to clubs.
6. Be available to speak on Community Service as requested by clubs in District 5240.
7. Maintain a list of District 5240 Community Service projects including objective, District 5240 lead club; other participating clubs; outcomes.
8. Assist clubs and/or groups to develop Rotarians-At-Work Day projects
9. Assist clubs in building local partnerships for large community service projects.

10. At least once a quarter, communicate with the Community Service chairs in the member clubs about projects and information on community service in the District.
11. Support and encourage clubs and groups in the attainment of District Community Service awards.
12. Help clubs understand how to publicize their community service projects in their local community.
13. Encourage clubs to submit articles on their community service projects for publication on the District website and in the District Newsletter.
14. Assist clubs in posting their projects on Rotary Showcase.

8.2.3 Committee Members

- **Member Qualifications**
 - o Be a member in good standing of a Rotary club in District 5240.
 - o Have prior service as a club President or prior service as the chair or member of a club Community Service committee
 - o Understand the Rotary International (RI) and The Rotary Foundation (TRF) concepts and guidelines for community service projects.
 - o A strong commitment to community service
- **Selection:** Appointed by the District Governor Elect to serve in the year the DGE will serve as District Governor
- **Subcommittees:** The Community Service Director may create subcommittees or appoint regional representatives to support the responsibilities of the Community Service Committee

8.3 INTERNATIONAL SERVICE

8.3.1 International Service Director

- **Term:** One year, unless reappointed
- **Reports to:** Chief of Staff
- **Budgetary Responsibilities:** Coordinate District 5240 International Service budget
- **Job Description:** The International Service Director is the primary resource to the club leadership team for international service. The International Service Director will stimulate, coordinate, and promote International Service projects within the district and will work with Rotary International, the District Leadership Team, and the District Rotary Foundation Committee Chair (DRFCC) to develop and publicize international projects within the district.
- **Chair Qualifications**
- Be a member in good standing of a Rotary club in District 5240.

- Have prior service as a club President or club International Service chair
- Understand the Rotary International (RI) and The Rotary Foundation (TRF) concepts and guidelines for international service projects.
- Prior experience with TRF international grants
- Prior experience building international partnerships.
- A strong commitment to international service

8.3.2 Responsibilities:

1. Promote, coordinate, and give guidance to club International Service activities and projects.
2. Teach International Service at the District 5240 Assemblies including but not limited to why do international service; RI, TRF and District guidelines for successful international service projects; examples of District 5240 International Service projects; awards criteria; resources available to the clubs to assist with international service projects.
3. Review information received from RI/TRF for potential ideas and pass the information on to clubs.
4. Be available to speak on International Service as requested by clubs in District 5240.
5. Maintain a list of District 5240 International Service projects including objective, District 5240 lead club; international lead club; outcomes.
6. Assist clubs in building international partnerships for local or international service projects.
7. Support the District Rotary Foundation Committee to ensure that clubs are qualified for Global Grants.
8. Assist clubs in finding funding sources for international projects.
9. Assist the District Governor as requested in coordinating visits to our district by representatives of sister districts 4140, 3721 and 3722.
10. Support and encourage clubs and groups in the attainment of District International Service awards.
11. At least once a quarter, communicate with the International Service chairs in the member clubs about projects and information on international service in the District.
12. Encourage clubs to submit articles on their international service projects for publication on the District website and in the District Newsletter.
13. Assist clubs in posting their projects on Rotary Showcase.
14. Assist clubs to enter their international projects in the service activities in Rotary Club Central

8.3.3 Committee Members

- Selection: Appointed by the District Governor Elect to serve in the year the DGE will serve as District Governor
- Subcommittees: The International Service Director may create subcommittees or appoint regional representatives to support the responsibilities of the International Service Committee

8.4 VOCATIONAL SERVICE COMMITTEE

8.4.1 Vocational Service Director

- **Term:** One year, unless reappointed
- Reports to: Chief of Staff
- **Budgetary Responsibilities:** Coordinate District 5240 Vocational Service budget
- **Job Description:** The Vocational Service Director is the primary resource to the club leadership team for Vocational service. The Vocational Service Director will stimulate, coordinate, and promote Vocational Service projects within the district and will work with Rotary International, the District Leadership Team, and the District Rotary Foundation Committee Chair (DRFCC) to develop and publicize Vocational services projects locally within the district or through participation in Vocational Training Teams.
- Chair Qualifications:
 - Be a member in good standing of a Rotary club in District 5240.
 - Have prior service as a club Vocational Service chair
 - Understand Rotary International (RI) and The Rotary Foundation (TRF) concepts and guidelines for Vocational service projects including Vocation Training Teams
 - A strong commitment to Vocational service

8.4.2 Responsibilities:

1. Promote, coordinate, and give guidance to club Vocational Service activities and projects.
2. Teach Vocational Service at the District 5240 Assemblies including but not limited to what is Vocational service; guidelines for successful Vocational service projects; examples of District 5240 Vocational Service projects; awards criteria; reporting service hours; resources available to the clubs to assist with Vocational service projects.
3. Encourage clubs to publicize the vocations of their club members.
4. Instruct clubs on how to report service project hours using Rotary Club Central
5. Review information received from RI/TRF for potential ideas and pass the information on to clubs.

6. Be available to speak on Vocational Service as requested by clubs in District 5240.
7. Maintain a list of District 5240 Vocational Service projects including objective, District 5240 lead club; other participating clubs; outcomes.
8. Assist clubs in building partnerships for large Vocational service projects.
9. In cooperation with the District Rotary Foundation Committee, assist clubs interested in Vocational Training Teams
10. Support and encourage clubs and groups in the attainment of District Vocational Service awards.
11. At least once a quarter, communicate with the Vocational Service chairs in the member clubs about projects and information on vocational service in the District.
12. Help clubs understand how to publicize their Vocational service projects in their local media.
13. Encourage clubs to submit articles on their Vocational service projects for publication on the District website and in the District Newsletter.
14. Assist clubs in posting their projects on Rotary Showcase.
15. Help clubs understand how to attract and retain young professionals.
16. Assist clubs in defining vocational projects affecting youth including interviewing, business ethics, and job shadowing.

8.4.3 Committee Members

- **Selection:** Appointed by the District Governor Elect to serve in the year the DGE will serve as District Governor
- **Subcommittees:** The Vocational Service Director may create subcommittees or appoint regional representatives to support the responsibilities of the Vocational Service Committee

8.5 YOUTH SERVICE COMMITTEE

- **Term:** One year, unless reappointed
- **Reports to:** Chief of Staff
- **Budgetary Responsibilities:** Coordinate District 5240 Youth Service budget.
- **Job Description:** The Youth Service Director is the primary resource to the club leadership team for Youth service. The Youth Service Director will stimulate, coordinate, and promote Youth Service projects within the district and will work with Rotary International, the District Leadership Team, and the District Rotary Foundation Committee Chair (DRFCC) to develop and publicize Youth services projects within the district.
- **Chair Qualifications**
- Be a member in good standing of a Rotary club in District 5240.
- Have prior service as a club Youth Service chair

- Meet the criteria for working with youth as specified in the Youth Protection Policy
- Understand the Rotary International (RI) and The Rotary Foundation (TRF) concepts and guidelines for Youth service projects.
- A strong commitment to Youth service

8.5.1 Responsibilities:

1. Promote, coordinate, and give guidance to club Youth Service activities and projects.
2. Teach Youth Service at the District 5240 Assemblies including but not limited to what is Youth service; district Youth Protection Policies, guidelines for successful Youth service projects; examples of District 5240 Youth Service projects; awards criteria; reporting service hours; resources available to the clubs to assist with Youth service projects.
3. Assist clubs in forming new Interact/Rotaract clubs.
4. Provide recommendations to clubs for creating and maintaining successful Interact Clubs or other Youth clubs.
5. Provide guidance and support to the District Youth Protection Officer
6. Support the District RYLA chair in planning, publicizing, and managing District 5240 RYLA.
7. Support the District Rotary Youth Exchange chair in planning, publicizing, and managing information on opportunities for high school students to participate in Rotary Youth Exchange and for Rotary clubs to host students from another country.
8. Assist clubs and groups in developing local Youth Empowerment Seminars (YES)
9. Maintain information on the Interact clubs in the district.
10. Ensure that district Interact clubs have provided their information to the District and to Rotary International
11. Instruct clubs on how to report service project activities using Rotary Club Central
12. Ensure that clubs understand their responsibilities for Youth Protection as set forth by Rotary International, District 5240, and the laws of their local community and the state of California.
13. Coordinate an Annual Interact Conference for members of district Interact Clubs as requested by the District Governor.
14. Review information received from RI/TRF for potential ideas and pass the information on to clubs.

15. Be available to speak on Youth Service as requested by clubs in District 5240.
16. Maintain a list of District 5240 Youth Service projects including objective, District 5240 lead club; other participating clubs; outcomes.
17. At least once a quarter, communicate with the Youth Service chairs in the member clubs about projects and information on youth service in the District.
18. Assist clubs in building partnerships for large Youth/Community service projects.
19. Support and encourage clubs and groups in the attainment of District Youth Service awards.
20. Encourage clubs to submit articles on their Youth service projects for publication on the District website and in the District Newsletter.
21. Assist clubs in posting their projects on Rotary Showcase.

8.5.2 Committee Members

- Selection: Appointed by the District Governor Elect to serve in the year the DGE will serve as District Governor
- Subcommittees

The Youth Service Director may create subcommittees or appoint regional representatives to support the responsibilities of the Youth Service Committee.

The subcommittees for Youth Service shall include.

- Youth Protection Officer
- RYLA
- Rotary Youth Exchange
- Interact

8.5.3 Youth Permission Slip

DISTRICT LEADERSHIP PLAN AND POLICIES

PARENTAL CONSENT FOR

AND MEDICAL AND MEDIA RELEASE AUTHORIZATION

(student name) _____ (Student Name) has my permission to participate in the
_____ in _____, CA On _____

Departure _____ Return: _____ (approx.)

METHOD OF TRANSPORTATION:

_____ School Vehicle _____ Private Auto _____ Other: _____

I agree to direct my child to cooperate and conform with directions and instructions of the Rotary and District personnel in charge of the activity. This field trip/event is made pursuant of the provisions of California State Education Code Sections 35350 and 35330. These sections provide in part that "all persons making the field trip are deemed to have waived all claims against the Rotary District 5240, the Rotary Clubs, volunteers and employees, the Superintendent of Schools and the State of California for injury, accident, illness, or death occurring during or by reason of the field trip."

MEDICAL AUTHORIZATION

HEALTH ISSUES

Are there any health concerns or issues that we should take into consideration? ____ Yes ____ No

If yes, briefly describe Health Concerns _____

Medications student takes (list Rx and OTC) _____

Special Diet or Restrictions _____

HEALTH INSURANCE (if available)

Health Insurance _____ Name of Insured _____

Policy Number _____

Should it be necessary for my child to have medical treatment while participating in this trip, I hereby give the school district personnel permission to use their judgement in obtaining medical service for the child, and I give my permission to the physician selected by the school district personnel to render medical treatment deemed necessary and appropriate by the physician.

Student's Name (first and last) _____ Date: _____
Signature of Parent/Guardian

Address

Home Phone #

Work Phone #

Alternate Emergency Phone # _____

DISTRICT LEADERSHIP PLAN AND POLICIES

Please list any special instructions regarding medical treatment for your student _____

LIABILITY RELEASE

I confirm that my child is in good health and able to attend _____ (add event name and address) . I further agree to release the _____ Rotary Club, Rotary International, and their associated officers, directors, and representatives, from liability for any and all damages or injuries suffered by my child while participating in the Youth Summit, including, without limitation, damages or injuries resulting from acts of negligence on the part of the _____ Rotary Club, Rotary International, and their associated officers, directors, and representatives. On behalf of my child and myself, he/she may be photographed. I agree to allow photo, video, or film likeness to be used for any legitimate purpose by the event holders, producers, sponsors, organizers, and assigns. The accident waiver and release of liability shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

I CERTIFY THAT I HAVE READ THIS DOCUMENT, AND I FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT AND I SIGN IT OF MY OWN FREE WILL. PARENT/ GUARDIAN WAIVER FOR MINORS (Under 18 years old). The undersigned parent and natural guardian does hereby represent that he/she is, in fact, acting in such capacity, has consented to his/her child or ward's participation in the activity or event, and has agreed individually and on behalf of the child or ward, to the terms of the accident waiver and release of liability set forth above.

The undersigned parent or guardian further agrees to save and hold harmless and indemnify each and all of the parties referred to above from all liability, loss, cost, claim, or damage whatsoever which may be imposed upon said parties because of any defect in or lack of such capacity to so act and release said parties on behalf of the minor and the parents or legal guardian.

Parent/Guardian's Name (first and last)

Signature of Parent/Guardian

Date

DECLARATION

I _____ being the APPLICANT, understand that I will be required to adhere to all the requirements and instructions of the director and staff of _____ during my participation in the program and that in the event of my failure to do so in a reasonable manner I may be returned to my home by the first available transport. In accordance with the Privacy Act, I agree to my name and contact information being used on a list of awardees for _____ follow-up and administration.

Student Signature _____ Date _____

ADDITIONAL DECLARATION (REQUIRED FOR APPLICANT UNDER 21 YEARS OF AGE)

I _____ being the parent or legal guardian of the above-named Applicant, approve of the Applicant's participation in _____. I authorize the _____, where it is impractical to communicate with me, or to secure my prior consent, to consent on my behalf to any medical or surgical treatment as may be necessary to the Applicant's well-being and I undertake to meet such cost incurred.

Signature of Parent/Guardian

Date

ADD EVENT INFO AND FLYER HERE (parents appreciate having this graphic with consent for)

8.6 ROTARACT POLICIES

8.6.1 Overview

Rotary International (RI) is an association of member Rotary Clubs and Rotaract Clubs, each of which has a direct relationship and common responsibility to the association with no national or other grouping of clubs intervening in the administration and functioning of the clubs as members of RI. Every member club of RI is expected to comply with the provisions of the constitutional documents which provide for the organizational structure and functioning of the clubs.

8.6.2 Membership in a Rotaract Club

A Rotaract Club is an organization of young adults who take action through community and international service, learn leadership skills, and participate in professional development.

8.6.3 Sponsorship

8.6.3.1 A Rotaract Club is established following the endorsement of the governor and upon certification and recognition by Rotary International. Its existence depends upon continued recognition by Rotary International.

8.6.3.2 A Rotaract Club may be organized, sponsored, and counseled by Rotary Club(s) or Rotaract Club(s) provided that Rotaract Clubs shall be sponsored only by Rotary or Rotaract Clubs within the boundaries of the District in which they are located.

8.6.3.3 A Rotaract Club may be organized and sponsored jointly with up to three Rotary Clubs or Rotaract Clubs with the Governor's approval if, in the governor's considered judgement, be the best interest of the District, the sponsor clubs, and the Rotaract Club concerned would be effectively served. A joint Rotaract committee should be created with representation from each of the sponsor clubs. All sponsor clubs may pay the certification fee for the new Rotaract Club.

8.6.4 Rotaract Club Base

8.6.4.1 A Rotaract Club may be community or university based.

8.6.4.2 Where the Rotaract Club is University based, control and counsel by the sponsor Rotary Club(s) shall be exercised in full cooperation with the university authorities, with the understanding that such clubs are subject to the same regulations and policies established by the university authorities for all student organizations and extracurricular activities of the university (or other institution of higher education).

8.6.5 Standard Rotaract Club Constitution and Recommended Rotaract Club Bylaws

8.6.5.1 Standard Rotaract Club Constitution: There shall be a “Standard Rotaract Club Constitution” prescribed by Rotary International and subject to amendment only by the Board of Directors of Rotary International. As a prerequisite of its organization and certification, each Rotaract Club shall adopt the “Standard Rotaract Club Constitution” and shall automatically adopt all amendments thereto subsequently made.

8.6.5.2 Recommended Rotaract Club Bylaws: Each Rotaract Club shall adopt bylaws not inconsistent with the “Standard Rotaract Club Constitution” and with policy established by Rotary International.

8.6.6 Rotaract Club Suspension and Termination

8.6.6.1 Suspension of Rotaract Clubs

- The RI General Secretary may suspend any club that fails to report club and membership information to RI annually, no later than June 30.
- The RI General Secretary may reinstate any suspended club if such annual reporting is completed by such time as deemed necessary by the General Secretary.

8.6.6.2 Status of Suspended Rotaract Clubs

- The suspension of a Rotaract Club will result in the impositions of the following measures until such time that the club has been reinstated:
 - o Club is not authorized to participate in RI events and activities.
 - o Club is not authorized to receive awards or recognition from RI or TRF or the District
 - o Club will not receive communication from RI.

8.6.7 Termination of Rotaract Clubs: A Rotaract Club may be terminated:

- By Rotary International, with or without consent, approval, or concurrence of the sponsor club(s) for:
 - Failure to function in accordance with its constitution.
 - Initiating, or maintaining, or retaining in its membership an individual who initiates or maintains litigation against a Rotary District, Rotary International, or The Rotary Foundation, including their directors, trustees, officers, and employees; or
- For other causes
- By its sponsor club(s)
- By the District
- By the Rotaract Club itself upon its own determination

8.6.8 Rotaract Marks

Rotaract Club members shall be entitled to use and display the Rotaract name and logo in an appropriate and dignified manner during their period of membership in a Rotaract Club and shall relinquish such entitlement upon termination of membership in a Rotaract Club or upon the termination of the Rotaract Club.

8.6.9 Rotaract Finances

8.6.9.1 Individual Rotaractors shall pay annual membership fees to their Rotaract Club to cover the cost of club administration.

8.6.9.2 Rotaract members/clubs shall pay membership fees to Rotary International as required.

8.6.9.3 Any fees, dues, or assessments on the membership of any Rotaract Club shall be nominal and shall be only for the purpose of covering the cost of administering the club.

8.6.9.4 Funds for activities and projects undertaken by Rotaract Clubs shall be raised by such clubs apart from membership dues, fees, or assessments and shall be placed into a separate account.

8.6.9.5 A thorough audit or financial review by a qualified person shall be made once each year of all the club's financial transactions.

8.6.9.6 It is the responsibility of the Rotaract Club to raise the funds necessary to carry out the programs of the club.

8.6.9.7 Rotaract Clubs should not make general solicitations for financial assistance from Rotary Clubs or from other Rotaract Clubs. Sponsor clubs may provide financial support when mutually agreed upon.

8.6.9.8 No part of the expenses of the meeting of Rotaract Clubs shall be paid by Rotary International.

8.6.9.9 Rotaract Clubs should establish financial guidelines to ensure that all funds are managed in a responsible and transparent manner, including all monies collected to support service projects, consistent with laws and banking regulations in the country, including plans for disbursement of funds should the Rotaract Club disband or be terminated.

8.6.10 Rotaract District Meetings and Activities

8.6.10.1 Rotaract clubs may organize district conferences or other meetings beyond the club level, with the approval of the District Governor, to bring together all Rotaractors and Rotarians in the District to inspire greater collaboration, discuss important topics, or provide leadership training.

8.6.10.2 No meeting of members of Rotaract Clubs beyond the Club level shall have any legislative authority nor shall be so organized as to give the appearance of having such authority.

8.6.10.3 At a district Rotaract meeting, a three fourths majority of the Rotaract Clubs in a District may vote to undertake a district service project. Such a project must be approved by the governor, and specific plans and instructions for the administration of the district project must have the approval of the governor and three-fourths of the Rotaract Clubs in the district.

8.6.11 District Rotaract Finances

8.6.11.1 All District Rotaract activities shall be financed by the Rotaract Clubs in the district unless District funds for such activities are included in the District operating budget.

8.6.11.2 The cost of district Rotaract activities shall be financed by the Rotaract clubs in the district.

8.6.11.3 The cost of Rotaract meetings shall be minimal and with the financial means of the those participating. No expenses of the district Rotaract meetings shall be paid by Rotary International.

8.6.11.4 A District Rotaract service fund may be established to raise funds for a district service project. Contributions to such a fund must be voluntary and cannot be made enforceable upon an individual

- A service fund must be approved by the governor, and specific plans and instructions for use of the fund must also have the approval of the governor and three-fourths of the Rotaract Clubs in the District
- If the District chooses to have a District Service fund, the governor must appoint a district fund committee to be responsible for collecting and administering the district fund, such committee to be composed of a least one Rotaractor and one Rotarian from the District
- The District service fund must be kept in a bank account which clearly indicates that the fund is the property of the District Rotaract organization and not the personal property of any individual Rotaractor or Rotaract Club.

8.6.12 Rotaract Leadership Training

8.6.12.1 Training and support by the sponsor Rotary Club

- An effective Rotaract Club depends on the guidance, support, and active participation of the sponsor Rotary Club(s). Rotarians should be involved in the training of Rotaractors, Rotaract Club officers, directors, and committee chairs. Sponsor Rotary Club(s) should:
- Appoint Rotarian mentors to Rotaractors in their sponsored Rotaract Clubs.

- Promote district, multidistrict, Zone, and international training opportunities for Rotaractors, including the Rotaract Preconvention annually.

8.6.12.2 Training and support by the Rotary District

- An effective Rotaract club also depends on the support of the Rotary District. The District Rotaract representative, in conjunction with the District Rotaract Chair, the District trainer, the District Governor line, shall promote Rotaract training needs during planning for Rotaract training seminars and other District events.
- The District Rotaract representative should organize a Rotaract District Conference annually to promote service, increase international understanding, enhance professional development, and build friendships, and connections.
- The District Rotaract Chair and the District Rotaract Representative should facilitate a one-to-two-day leadership training seminar for all incoming Rotaract officers, directors, and committee chairs.

8.6.13 District Committees

8.6.13.1 District Rotaract Committees

- The District shall maintain a District Rotaract Committee composed of equal numbers of Rotarians and Rotaractors.
- **The minimum recommended qualifications for appointment to a District committee is membership, other than honorary, in good standing in a Rotary or Rotaract club in the District. District governors are strongly encouraged to appoint Rotaractors to every District committee.**
-
- The District Rotaract Chair and the District Rotaract Representative will serve as co-chairs of this committee. The District Rotaract Committee will assist the governor in furthering the activities and membership of Rotaract Clubs within the District.
- The District Rotaract Committee shall convene an annual meeting for representatives from each Rotaract Club in the District during which the clubs will elect a District Rotaract Representative (DRR) for the following Rotary year. The DRR shall meet all minimum qualifications for the position as defined by Rotary International and shall fulfill the DRR responsibilities as defined by Rotary International and the District Governor.

SECTION 9

MEMBERSHIP COMMITTEE

9. MEMBERSHIP COMMITTEE

9.1 Membership Committee Chair

- **Term:** Three Years
- **Reports to:** District Governor
- **Budgetary Responsibilities:** Coordinate District 5240 Membership budget
- **Job Description:** The Membership Director is the primary resource to the club leadership team for Membership. The Membership Director will coordinate and promote Membership growth and retention within the district and will work with Rotary International, the District Leadership Team, and the Zone Membership team to develop and coordinate membership programs and trainings within the district.
- **Chair Qualifications:**
 - Be a member in good standing of a Rotary club in District 5240.
 - Served as a club Membership chair (preferred) or in a club Membership role.
 - Understand the Rotary International (RI) and Zone 26/27 concepts and guidelines for Membership attraction and retention.
 - Demonstrate a strong commitment to Membership growth and retention.

9.2 Membership Committee Members:

- **Term:** Three Years (preferred)
- **Reports To:** District Membership Director
- **Job Description:** Members of the Membership Committee support the Membership Director and the District Governor line to assist the clubs in the district to attract and retain members. Members of the committee also help identify the need and create new Rotary clubs.
- **Committee Member Qualifications**
 - Be a member in good standing of a Rotary club in District 5240.
 - Served on a club Membership committee or other role related to membership attraction and engagement (preferred)

9.3 Membership Committee Responsibilities

1. Promote, coordinate, and provide guidance to clubs regarding membership activities and projects.
2. Provide membership-related training including but not limited to why is membership important; how to attract members; how to retain members;

DISTRICT LEADERSHIP PLAN AND POLICIES

examples of successful membership programs; resources available to the clubs to assist with Membership.

3. Train club members to perform club needs assessments (Club health check and vibrant club material from RI).
4. Instruct clubs on how to report membership goals using Rotary Club Central.
5. Monitor club membership performance against goals and assist clubs not meeting their goals when requested by the club or District Governor.
6. Identify clubs with successful membership programs and publicize to other clubs in the district.
7. Encourage clubs to participate in RI membership recognition programs.
8. Maintain communication with Assistant Governors and other district committees to coordinate activities that will aid membership attraction and engagement efforts.
9. Transmit the Membership Committee roster to clubs and indicate that members of the committee are available to help them.
10. Encourage clubs to develop and implement an effective membership growth plan.
11. Assist club membership chairs and committees in carrying out their responsibilities when requested.
12. Visit clubs when requested to speak about successful membership growth and engagement activities; share information on successful activities.
13. Identify communities in District 5240 without Rotary clubs that have a population capable of meeting the requirements for chartering a new club.
14. Identify communities in District 5240 where additional Rotary clubs could be established without detracting from service provided to the community by existing clubs.
15. Assist in organizing and establishing new clubs.
16. Review membership information received from Rotary International or Zones 26/27 for potential ideas and pass the information on to clubs.
17. Maintain a list of successful District 5240 Membership initiatives
18. Support and encourage clubs and groups in the attainment of District Membership awards.
19. Encourage clubs to submit articles on innovative membership initiatives for publication on the District website and in the District newsletter.

SECTION 10

PUBLIC IMAGE COMMITTEE

10. PUBLIC IMAGE COMMITTEE

10.1 Public Image Committee Chair

- Term: Three years preferred
- Reports to: District Governor
- Budgetary Responsibilities: Coordinates the District 5240 Public Image budgeted expenses.
- Job Description: The Public Image Director is the primary resource for the clubs and the District leadership team for Public Image (PI) related activities and initiatives. The PI Director should promote Rotary and foster understanding, appreciation, and support for the programs of Rotary. The PI Director will oversee all aspects of public image at the District level, including the District website, District social media accounts, and media initiatives, including removing inappropriate postings from social media contributors on District-controlled platforms.
- Chair Qualifications
- Be a member in good standing of a Rotary club in District 5240.
- Understand the Rotary International (RI) and Zones 26/27 Public Image concepts and guidelines.
- Preference should be given to those who have experience as a club Public Image chair and to Rotarians with media, public image, or marketing skills.

10.2 Public Image Committee Members:

- Term: 3 years preferred with option to extend if appointed
- Job Description: The members of the Public Image Committee support the Public Image Director and the District Governor line to promote Rotary and foster understanding, appreciation, and support for the programs of Rotary. The committee should promote awareness among Rotarians that effective publicity, favorable public relations, and a positive image are desirable and essential goals for Rotary.
- Member Qualifications:
- Be a member in good standing of a Rotary club in District 5240.
- Preference should be given to those who have experience as a club public image chair and to Rotarians with media, public image, or marketing skills.

10.3 Public Image Committee Responsibilities:

1. Encourage Rotary Clubs within the district to make public image a priority.

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2. Promote Rotary to the media, community leaders, and beneficiaries of Rotary's programs.
3. Promote Rotary's visual identity and voice.
4. Communicate with the governor line and the chairs of key committees to stay informed about district projects and activities.
5. Collaborate with the Rotary Zone Public Image Coordinators when appropriate.
6. Share RI public image material with clubs.
7. Seek opportunities to speak to individual clubs about the importance of club public image.
8. Review annually all club websites and social media for public image compliance and accepted Rotary branding to help the club update said sites.

SECTION 11

DISTRICT EVENTS

11. DISTRICT EVENTS

District Events are opportunities for Rotarians in the district to come together for information and friendship. The three events included in this section are annual recurring meetings sponsored by District 5240.

11.1 District Conference

- 11.1.1 The common purpose for the district conference is to bring together all Rotarians in the district to inspire Rotarians to greater involvement and understanding of Rotary.
- 11.1.2 The District Conference shall provide the representative of the RI president, if present, with the opportunity to deliver two major addresses, one of which is 20-25 minutes at the session with the maximum attendance; in addition, representatives should be provided an opportunity to make remarks at the conclusion of the conference to demonstrate appreciation to the host district.
- 11.1.3 The District Governor is responsible for the planning, organizing, and conducting of the conference. The District Governor shall
 - develop a comprehensive and well-balanced program within the Board-recommended guidelines.
 - ensure that hospitality and courtesy appropriate to the RI president is given to the representative of the RI president and his/her partners and assign the representative an aide.
 - ensure maximum representation from every club in the district by involving them in conference programs and activities.
 - encourage the involvement of the local community by conducting a well-planned public image effort - that includes media relations - before, during and after the conference.
 - invite representatives of the local community to participate in the program.
 - make a special effort to have the entire membership of all newly organized clubs attend the conference.
- 11.1.4 Sister Districts
 - 11.1.4.1 The District Governor shall invite the District Governor and District Governor-Elect from the Sister Districts and their partners to attend the District Conference.
 - 11.1.4.2 The District Governor shall schedule a meeting of the Sister District representatives during their visit to discuss items of common interest and to plan future projects.

11.1.4.3 The District Governor shall serve as host for the representatives of the Sister Districts and shall assign an aide to assist them during their visit to District 5240.

11.1.4.4 Expenses associated with the Sister District Governor and Governor-Elect and their partners are the responsibility of District 5240.

11.1.4.5 Additional participants from the Sister Districts are welcome to attend the District Conference at their own expense.

11.1.5 District Conference Dates, Duration, Location and Venue

11.1.5.1 The District Conference Dates, Duration, Location and Venue are selected by the District Governor-Nominee for the year that they will serve as District Governor.

11.1.5.2 The District Conference, when possible, should be held within the boundaries of the district.

11.1.5.3 The District Conference is held in the fall – traditionally in early October.

11.1.6 District Annual Business Meeting

11.1.6.1 The District Annual Business Meeting is held in conjunction with the District Conference. The Business Meeting agenda shall include but is not limited to:

- Election of the member of the nominating committee for the RI Board of Directors, as appropriate
- Election of the district's Council representative during the Rotary year two years prior to the Council on Legislation.
- Report of the District Audit Committee
- Approval of District Resolutions initiated by the Board of Directors and/or the District member clubs.
- Other business as required and included in the agenda by the District Governor.

11.1.7 District Conference Activities

11.1.7.1 The agenda for the District Conference is determined by the District Governor-Elect for the year that they will serve as District Governor.

11.1.7.2 The District Conference should include but is not limited to:

- Social Activities
- Educational/Informational Activities
- Introduction of the Sister Districts
- Introduction of the District Rotary Youth Exchange members in District 5240
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11.2 The Rotary Foundation Recognition Event

- 11.2.1 The District shall host an event to inform Rotarians about and recognize donors to The Rotary Foundation.
- 11.2.2 The date, time, venue, and format of the recognition event are established by the District Governor in collaboration with the District Rotary Foundation Chair.
- 11.2.3 The Rotary Foundation recognition event may be included as an activity associated with the District Conference or any other district event.

11.3 District Recognition and Step-Down Event

- 11.3.1.1 The District shall host an event that recognizes the accomplishments of the member clubs and individual Rotarians and transitions the District leadership from the District Governor to the District Governor-Elect.
- 11.3.1.2 The District Recognition and Step-Down Event shall be held in June at a time that does not conflict with the Rotary International Convention
- 11.3.1.3 The date, time, venue, and format of the event is established by the District Governor.
- 11.3.1.4 District Recognition for member clubs and individual Rotarians is described in Section 7-6 District Awards Committee of this DLPP.
- 11.3.1.5 The District Step-Down shall include the introduction of the District Governor line, the exchange of pins denoting position in the District and the transition of the “Home Club of the District Governor” to the club of the District Governor-Elect.

SECTION 12

DISTRICT TRAINING COMMITTEE

12. DISTRICT TRAINING COMMITTEE

12.1 Training Committee Chair

- Term: Three Year
- Reports to: District Governor
- Budgetary Responsibilities: Coordinate District 5240 District Training Budget
- Position Summary: The District Training Director is responsible for overseeing the District training plan and training events for the district. The Director supports and coordinates with the Governor and Governor elect in training club and district leaders.
- Chair Qualifications
- Be a member in good standing of a Rotary Club in District 5240
- Training, education, or facilitation experience preferred.
- MPRLS graduate or RLI (Rotary Leadership Institute) if transfer from out of area (preferred)
- Past service as a Club President, Assistant Governor, PRLS Committee Chair or comparable experience (preferred)
- Past Chair of District Assembly, midterms, or comparable training event (preferred)
- Understand the Rotary International (RI) and Zone 26/27 concepts and guidelines regarding training.
- Have a strong commitment to training.
- Selection: The District Governor, District Governor Elect, and District Governor Nominee will jointly select the District Training Director. In the event an agreement on the appointment cannot be reached, the District Governor shall make the appointment.

12.2 District Training Committee

- Term: 3 years
- Reports to: District Training Director
- Position Summary: Members of the District Training Committee support the District Training Director and the District Governor line to assist the training of the clubs and district leadership and oversee and follow the training plan for the District.
- Committee Qualifications:
- Be a member in good standing in a Rotary Club in District 5240
- MPRLS or RLI (Rotary Leadership Institute) graduate (preferred)

- Preference should be given to Rotarians with training, education, facilitation experience.
- Prior experience at the District level (preferred)

12.3 Training Committee Responsibilities:

1. Under the direction of the District Training Director, assist the Governor line to develop and implement each training event in the district, including Rotary required training.
2. The district training committee is responsible for various duties associated with District training events including but not limited to:
 - Developing program content (in accordance with board approved criteria)
 - Conducting training sessions
 - Identifying presenters, facilitators, and other volunteers
 - Preparing training leaders
 - Program evaluation
 - Logistics
 - Marketing the training events
 - If the District is a part of a multidistrict PETS, work in accordance with the policies and procedures of that multidistrict PETS.

SECTION 13
PEACEBUILDING COMMITTEE

13. PEACEBUILDING COMMITTEE

13.1 Peacebuilder Committee Chair

- Term: Three Years
- Reports to: District Governor
- Budgetary Responsibilities: Coordinate District 5240 Peacebuilder Budget
- Job Description: District 5240 is a Peacebuilder District. A Peacebuilder District supports the Rotary Peace Centers and engages clubs investing in building peace in their local communities and around the world. District 5240 oversees the peacebuilder programs including the Peacebuilder Club recognition program.
- Chair Qualifications
- Be a member in good standing of a Rotary club in District 5240.
 - Prior service as a chair or member of a club Peacebuilder Committee or prior service on the district Peacebuilder Committee (preferred)
 - Understand the Rotary International (RI) and Zone 26/27 concepts and guidelines for building peace including programs such as the Rotary Peace Centers and programs being strengthened by Rotary's partnerships with third party peace building organizations.
 - Membership in the Rotary Action Group for Peace – highly desirable
 - A strong commitment to Rotary's mission to "enable Rotarians to advance world understanding, goodwill, and peace" through the seven areas of focus.

13.2 Peacebuilder Committee Members:

- Term: Three Years preferred
- Reports To: District Peacebuilder Chair
- Job Description: Members of the Peacebuilder Committee support the Peacebuilder Club Chair and the District Governor line to assist the clubs in understanding their roles in Rotary's mission of building peace while earning recognition as Peacebuilder clubs.
- Qualifications
 - Be a member in good standing of a Rotary club in District 5240.
 - Prior service as a chair or member of a club Peacebuilder Committee or prior service on the district Peacebuilder Committee (preferred)
 - Member of the Rotary Action Group for Peace (preferred)
 - A strong commitment to Rotary's mission to "enable Rotarians to advance world understanding, goodwill, and peace" through the seven areas of focus.

13.3 Peacebuilder Committee Responsibilities

1. Promote, coordinate, and give guidance to club Peacebuilding activities and projects by educating Rotarians to the fact that every project in any of The Rotary Foundation seven areas of focus contributes to building a community of peace.
2. Provide clubs with tools and techniques to maximize the community building and peacebuilding impact of every project.
3. Promote training of club members to use on-line resources such as the Rotary Action Group for Peace, Rotary's Peace Academy, Peace Literacy, Institute for Economics and Peace, and other sources.
4. Assist the district training team in the inclusion of Peacebuilding into district training assemblies and meetings.
5. Provide support to the District Governor line and the District training team for incorporation of Peacebuilding into training for current and future club presidents.
6. Introduce District 5240 Rotarians to the Rotary Action Group for Peace and encourage them to join.
7. Advise the District Governor line regarding multiyear planning for Peacebuilder activities as part of the District strategic plan.
8. Inform the member clubs in District 5240 about the Rotary Peace Centers and the opportunities to nominate Peace Fellows.
9. In cooperation with the District Rotary Foundation Committee Peace Fellow subcommittee, review applications, conduct interviews, and make recommendations to the District Governor regarding Peace Fellow applicants.
10. Identify clubs with successful peacebuilding programs and publicize to other clubs in the district.
11. Identify the Peacebuilder Committee members to all clubs and indicate that members of the committee are available to help them.
12. Visit clubs to share information on successful peacebuilding projects, the Rotary Peace Fellow scholarship program and how to nominate a candidate and to provide resources to contact for more information.
13. Update and oversee the District 5240 Peacebuilder Club recognition program.
14. Encourage Clubs to attain District 5240 Peacebuilder Club recognition each Rotary Year.
15. Inform the member clubs in District 5240 about the Rotary Peace Centers and the opportunities to nominate Peace Fellows.

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16. In cooperation with the District Rotary Foundation Committee, review applications, conduct interviews, and make recommendations to the District Governor regarding Peace Fellow applicants.
17. Help clubs understand how to publicize their peacebuilding activities in their local community and communities around the world.
18. Encourage clubs to submit articles on innovative peacebuilding initiatives for publication on the District website and in the District Newsletter.
19. Assist clubs in posting their projects on Rotary Showcase and publishing articles in the Rotary monthly magazine.

SECTION 14
DISTRICT ROTARY FOUNDATION COMMITTEE

14. DISTRICT ROTARY FOUNDATION COMMITTEE

14.1 District Rotary Foundation Committee Chair

- **Term:** Three Years
- **Reports to:** District Governor
- **Budgetary Responsibilities:** Manages the receipt, distribution and management of grants received from TRF or TRF funds designated by the district for use.
- **Position:** The District Rotary Foundation Committee (DRFC) Chair assists in educating, motivating, and inspiring Rotarians to participate in The Rotary Foundation grant and fundraising activities in the district. The subcommittee chairs are members of this committee. The Chair oversees all subcommittees of the District Rotary Foundation Committee.
- **DRFC Chair Qualifications**
 - Be a member in good standing of a Rotary club in District 5240.
 - Have significant knowledge of, commitment to, and experience with The Rotary Foundation activities.
 - Have working knowledge and experience of The Rotary Foundation's programs, areas of focus, and grants.
 - Prior service as a District Governor, District Assistant Governor, or member of the District Rotary Foundation Committee
 - Have working knowledge and experience of the Foundation's programs, areas of focus, and grants.
 - The current District Governor cannot serve as the District Rotary Foundation Committee Chair
- **Selection:**
 - The District Governors for each of the years of the three-year term for the DRFC chair will jointly select the DRFC chair.
 - If the governor scheduled for the third year of the DRFC term has not been elected yet, the other two governors may jointly select the DRFC chair and the third-year governor must accept and abide by this decision.
 - This selection should take place and be reported by the District Governor Elect no later than 31 December before taking office on 1 July of the following calendar year.
 - If neither the second nor the third-year governor has been selected, the DRFC selection must wait until either the second or the third-year governor can jointly agree with the first-year governor on the DRFC selection and the third governor not yet elected must agree to abide by the selection.

- o Districts will not have access to the District Designated Fund until the DRFC Chair is appointed.
- o The District Governor Elect is an ex-officio member of the District Rotary Foundation Committee.

14.2 DRFC Chair Responsibilities:

1. Report to the district governor on all district Foundation activities monthly, including qualification status of clubs and district.
2. Together with the district governor, provide one of the two authorizing signatures for the use of the District Designated Fund to reflect the decisions of the District Rotary Foundation committee.
3. Confirm that global grant applications are completed and confirm that the sponsor clubs are qualified.
4. Serve as the primary contact for district grants.
5. Oversee the District grant qualification process and compliance with the requirements of qualifying, including ensuring that the annual financial assessment of the financial management plan and its implementation is properly distributed to the clubs in the district.
6. Work with the District Governor and District Training Director present TRF and grant information and training at District seminars, the District training assembly, President-elect training seminar, and grant management seminars.
7. Assist the Governor-Elect in obtaining input from Rotarians before establishing district Foundation goals for implementation during his/her term as governor.
8. Ensure Rotary Foundation grant activities are reported at a District meeting to which all clubs are invited or eligible to attend, as required by the terms and conditions of Foundation grants.
9. Provide information required by the District Audit Committee to meet the reporting requirements set forth in the Rotary International bylaws.

14.3 District Rotary Foundation Subcommittees:

- 14.3.1 The following subcommittees are required by The Rotary Foundation Code of Policies:
- Grants
 - Fundraising
 - Polio Plus
 - Rotary Peace Fellows
 - Stewardship

- 14.3.2 The District Governor Elect, in coordination with the District Rotary Foundation Committee Chair, shall appoint members for the open positions of the District Rotary Foundation subcommittees who will begin their first year or service during the District Governor-Elect's year as District Governor.
- 14.3.3 Each subcommittee has its own committee description in this District Leadership Plan.

14.4 District Grants Subcommittee

14.4.1 District Grants Committee Chair

- **Term:** Three Years
- **Reports to:** District Rotary Foundation Committee Chair
- **Budgetary Responsibilities:** Oversees the allocation, management, and reporting of Rotary Foundation Funds to District Grants and Global Grants.
- **Position Summary:** The grants subcommittee is responsible for promoting and encouraging implementation of district grants, global grants, and participation in the Rotary Peace Centers program. To ensure transparency in all grant transactions, the Rotary International General Secretary will copy both the District Rotary Foundation Committee Chair and the District Grants Subcommittee Chair on all standard communication with Rotary clubs in their district that are participating in grants. The District Governor will be copied on key communication with Rotary clubs in the district, including communication regarding approvals and disapprovals.
- **Chair Qualifications**
 - o Be a member in good standing of a Rotary club in District 5240.
 - o Have working knowledge and experience of the Foundation's programs, areas of focus, and grants.
 - o Prior service as a District Governor, District Assistant Governor, member of the District Rotary Foundation Committee or Rotary Club Grants Chair
 - o Preferred: Expertise in the areas of focus, grant preparation, project management, or stewardship

14.4.2 Responsibilities:

1. Serve as district experts and resource on all Rotary Foundation grants.
2. Create and enforce a district policy that outlines the distribution of grant funds for clubs and the district.
3. Provide input on DDF distribution.
4. Abide by, follow, enforce, disseminate, and educate clubs on the terms and conditions of grant awards for district and global grants.
5. Work with the District Rotary Foundation Committee chair to disburse grant funds and to ensure that proper records of grant activity are maintained for reporting purposes.

6. Establish and maintain appropriate grant management recordkeeping systems.
7. Conduct orientation (at the multidistrict level, when possible) for all scholar and vocational training team members before their departure or upon their arrival.
8. Report to the district governor on all district Foundation activities monthly, including qualification status of clubs and district.

14.4.3 Committee Members

- Member Qualifications
 - o Be a member in good standing of a Rotary club in District 5240.
 - o Have working knowledge and experience of the Foundation's programs, areas of focus, and grants.
 - o Experience with Rotary Foundation grants
 - o Preferred: Expertise in the areas of focus, grant preparation, project management, or stewardship.
 - o Selection: The members of the Grants Subcommittee are appointed by the District Governor Elect, in collaboration with the DRFC Chair, for those members who will begin their first year of service during the year when the DGE will serve as DG.

14.4.3.1 Subcommittees:

- Global Grants Subcommittee: A subcommittee shall be established to assist clubs in the district with the training, preparation, submission, performance, and reporting of Rotary Foundation Global Grants
 - o The subcommittee shall review all Global Grant applications for which District Designated Funds have been requested.
 - o The subcommittee shall advise the clubs of the results of the review of their request for District Designated Funds. If the request is approved, the chair of the subcommittee shall notify the District Grants Subcommittee Chair who shall then notify the District Rotary Foundation Chair and the District Governor.
 - o There shall be at least one member of the subcommittee in each Region of the District.
 - o The subcommittee members shall meet the same criteria as specified above for members of the District Grants subcommittee
 - o Members of the subcommittee shall have prior experience with Rotary Foundation Global Grants.
- District Grants Subcommittee: A subcommittee shall be established to assist clubs in the district with the training, preparation, submission, performance, and reporting of Rotary Foundation District Grants

- o The subcommittee shall review all District Grant applications for which District Designated Funds have been requested.
- o The subcommittee shall advise the clubs of the results of the review of their request for District Designated Funds. If the request is approved, the subcommittee chair shall notify the District Grants Subcommittee Chair who shall then notify the District Rotary Foundation Chair and the District Governor.
- o There shall be at least one member of the subcommittee in each Region of the District.
- o The subcommittee members shall meet the same criteria as specified above for members of the District Grants subcommittee
- o Members of the subcommittee shall have prior experience with Rotary Foundation District Grants.

14.4.3.2 The Grants Subcommittee Chair may, with the approval of the District Rotary Foundation Chair and the District Governor Elect, create additional subcommittees or make appointments required to successfully discharge the responsibilities of the District Grants Subcommittee.

14.5 District Rotary Foundation Committee PolioPlus Subcommittee

14.5.1 PolioPlus Subcommittee Chair

- **Term:** Three Years
- **Reports to:** District Rotary Foundation Committee Chair
- **Budgetary Responsibilities:** None
- **Position Summary:** The District Rotary Foundation Committee PolioPlus Subcommittee is responsible for supporting Rotary's commitment to polio eradication and for encouraging participation in PolioPlus activities by all Rotarians in the district.
- **Chair Qualifications**
 - o Be a member in good standing of a Rotary club in District 5240.
 - o Have working knowledge and experience of the Foundation's Polio Plus Program
 - o Desirable: Prior service as a member of the District Rotary Foundation Committee or a member of a club Rotary Foundation Committee
 - o Desirable: Participation in a National Immunization Day or other PolioPlus project.

14.5.2 Responsibilities:

1. Assist the clubs in the district in establishing goals for PolioPlus contributions.
2. Advise the clubs on fundraising activities and progress against goal for PolioPlus.

3. Encourage donations from Rotarians, clubs, the district, and donations of DDF for PolioPlus.
4. Update the clubs in the district on the status of the global polio eradication initiative.
5. Support participation in National Immunization Days
6. Organize at least one PolioPlus district activity during the year.
7. Work with the District Rotary Foundation Committee Chair, District Public Relations Committee, and the District Governor to ensure appropriate recognition of exemplary polio eradication club and district activities.
8. Assist the District Governor and the District Training Team on the presentation of PolioPlus as part of Rotary Foundation training at district meetings.

14.5.3 Committee Members

- **Member Qualifications**
 - o Be a member in good standing of a Rotary club in District 5240.
 - o Have working knowledge and experience of the Foundation's PolioPlus program
 - o Preferred: Expertise in fundraising, sales, marketing, public relations, or a financial field.
- **Selection:** The members of the PolioPlus Subcommittee are appointed by the District Governor Elect who will serve as District Governor during their first year of service.
- **Subcommittees:** The District PolioPlus Subcommittee Chair may, with the approval of the District Rotary Foundation Chair and the District Governor Elect, create additional subcommittees or make appointments required to successfully discharge the responsibilities of the District PolioPlus Subcommittee

14.6 District Rotary Foundation Fundraising Subcommittee

14.6.1 Fundraising Subcommittee Chair

- **Term:** Three Years
- **Reports to:** District Rotary Foundation Committee Chair
- **Budgetary Responsibilities:** None
- **Position Summary:** The fundraising subcommittee is responsible for overseeing the district's fundraising strategy and helping clubs set and achieve their contribution goals for the Annual Fund and the Endowment Fund.
- **Chair Qualifications**
 - o Be a member in good standing of a Rotary club in District 5240.

- o Have working knowledge and experience of the Foundation's programs, areas of focus, grants, giving options, and donor recognition.
- o Prior service as a member of the District Rotary Foundation Committee or a member of a club Rotary Foundation Committee
- o Preferred: professional expertise in fundraising, sales, marketing, public relations, or a financial field.

14.6.2 Responsibilities:

1. Assist and advise clubs on setting fundraising goals and strategies for achieving them.
2. Assist clubs in monitoring the achievement of goals.
3. Motivate, promote, and advise clubs on Rotary Foundation fundraising initiatives.
4. Coordinate donor appreciation events within the district to ensure that donors are given appropriate recognition.
5. Provide input on DDF distribution.

14.6.3 Committee Members

- **Member Qualifications**
 - o Be a member in good standing of a Rotary club in District 5240.
 - o Have working knowledge and experience of the Foundation's programs, giving options and donor recognition.
 - o Preferred: professional expertise in fundraising, sales, marketing, public relations, or a financial field.
 - o **Selection:** The members of the Fundraising Subcommittee are appointed by the District Governor Elect who will serve as District Governor during their first year of service.
- **Subcommittees:** The District Fundraising Subcommittee Chair may, with the approval of the District Rotary Foundation Chair and the District Governor Elect, create additional subcommittees or make appointments required to successfully discharge the responsibilities of the District Fundraising Subcommittee.

14.7 DISTRICT ROTARY FOUNDATION STEWARDSHIP SUBCOMMITTEE

14.7.1 Stewardship Subcommittee Chair

- **Term:** Three Years
- **Reports to:** District Rotary Foundation Committee Chair
- **Budgetary Responsibilities:** Oversight of the management of Rotary Foundation Grant Funds
- **Position Summary:** The district stewardship subcommittee is responsible for ensuring the careful and responsible management of Rotary Foundation

grant funds and educating Rotarians on proper and effective grant management.

- Chair Qualifications
 - o Be a member in good standing of a Rotary club in District 5240.
 - o Have working knowledge and experience of the Foundation's working knowledge and experience of the Foundation's programs, areas of focus, and grants.
 - o Prior service as a member of the District Rotary Foundation Committee or a member of a club Rotary Foundation Committee
 - o Experience with Rotary Foundation grants
 - o Desirable: professional experience in auditing or accounting and those with experience with Rotary Foundation grants.

14.7.2 Responsibilities:

1. Assist in the implementation of the district memorandum of understanding, including the development of the financial management plan.
2. Ensure that the annual financial assessment of the financial management plan and its implementation are conducted in accordance with the district qualification memorandum of understanding.
3. Oversee the qualification of clubs, including assisting with grant management seminars.
4. Monitor and evaluate the implementation of proper stewardship and grant management practices for all club- and district-sponsored grants, including reporting to The Rotary Foundation on all grants.
5. Ensure that all individuals involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest.
6. Create systems to facilitate and resolve any potential misuse or irregularities in grant-related activity, report any potential misuse or irregularities to The Rotary Foundation and conduct initial local investigations into any reports of misuse.
7. Provide support to the District Audit Committee as required to ensure that the district meets the review requirements stated in the Rotary International bylaws.

14.7.3 Committee Members

- Member Qualifications
 - o Be a member in good standing of a Rotary club in District 5240.
 - o Have working knowledge and experience of the Foundation's working knowledge and experience of the Foundation's programs, areas of focus, and grants.
 - o Experience with Rotary Foundation Grants

- o Desirable: professional experience in auditing or accounting
- **Selection:** The members of the Stewardship Subcommittee are appointed by the District Governor Elect, in collaboration with the DRFC Chair, for those members who will begin their first year of service during the year when the DGE will serve as District Governor
- **Subcommittees:** The District Stewardship Subcommittee Chair may, with the approval of the District Rotary Foundation Chair and the District Governor Elect, create additional subcommittees or make appointments required to successfully discharge the responsibilities of the District Stewardship Subcommittee.

14.8 District Rotary Foundation Peace Fellow Subcommittee

14.8.1 Peace Fellow Subcommittee Chair

- **Term:** Three Years
- **Reports to:** District Rotary Foundation Committee Chair
- **Budgetary Responsibilities:** None
- **Position Summary:** The District Rotary Peace Fellowship Subcommittee is responsible for recruiting, supporting, and endorsing candidates for the Rotary Peace Fellowship
- **Chair Qualifications**
 - o Be a member in good standing of a Rotary club in District 5240.
 - o Have working knowledge and experience of the Foundation's Peace Fellow Program
 - o Prior service as a member of the District Rotary Foundation Committee or a member of a club Rotary Foundation Committee
 - o Desirable: Prior experience with nominating or interacting with a Rotary Peace Fellow

14.8.2 Responsibilities

14.8.2.1 Chair Responsibilities

1. Complete all trainings related to this role.
2. Serve as the main point of contact for Rotary Peace Fellowship candidates.
3. Serve as the liaison between the District Rotary Peace Fellowship Subcommittee and Rotary International.
4. Recruit candidates by promoting the Rotary Peace Centers program and highly encouraging club involvement.
5. Support candidates by providing suggestions to enhance application quality.
6. Interview candidates to determine which candidates should be endorsed.
7. Submit endorsement decisions on behalf of the District Rotary Peace Fellowship Subcommittee for all of the district's candidates.

14.8.2.2 Committee Responsibilities

1. Complete all trainings related to this role.
2. Recruit candidates by promoting the Rotary Peace Centers program and highly encouraging club involvement.
3. Support candidates by providing suggestions to enhance application quality.
4. Interview candidates to determine which candidates should be endorsed.
5. Serve as a district expert and resource on all Rotary Peace Fellowships.
6. Work with the district alumni chair to identify peace fellows and involve them in district alumni activities.

14.8.3 Committee Members

- Member Qualifications
 - o Be a member in good standing of a Rotary club in District 5240.
 - o Have working knowledge and experience of the Foundation's Peace Fellow Program
 - o Experience with the Rotary Peace Fellowship and/or professional expertise in the field of peace and development.
 - o Rotary Peace Centers committee members and volunteer readers for the Rotary Peace Fellowship may not serve concurrently as a District Rotary Peace Fellowship Subcommittee Chair or serve on a district Rotary Peace Fellowship Subcommittee in the same application cycle in which they serve as a committee member or a volunteer reader.
- Selection: The members of the Peace Fellow Subcommittee are appointed by the District Governor Elect who will serve as District Governor during their first year of service.
- Subcommittees: The District Peace Fellow Subcommittee Chair may, with the approval of the District Rotary Foundation Chair and the District Governor Elect, create additional subcommittees or make appointments required to successfully discharge the responsibilities of the District Peace Fellow Subcommittee
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SECTION 15
DISTRICT POLICIES

15. DISTRICT POLICIES

15.1 District Service Projects

15.1.1 Service Project Policy

The responsibilities of the district to support club humanitarian service projects and the limitations and restriction on service projects sponsored by the district that use either member dues or funds from The Rotary Foundation are specified in the 2020 District Bylaws Article 20.

15.1.2 Service Project Support to Clubs

15.1.2.1 At the beginning of the Rotary Year the District Governor, in collaboration with the District Committee Chairs shall create and publish to all Member Clubs the process by which District support is requested from the Member Clubs and provided to by the District.

15.1.2.2 The District Avenue of Service Chairs, Membership Chair, and Public Image Chair shall contact their counterparts in the Member Clubs at least once a quarter to update them on district and club activities, determine if they need assistance with club or group projects, and request that stories about club or group project be shared with other clubs by posting on the District website, district social media and Rotary Showcase.

15.1.2.3 As requested by the District Governor or a District Committee Chair, representation from each District region shall be included in the District committee membership. The representative serving on the committee shall provide local support to the Member Clubs in the region.

15.1.3 District Service Projects

15.1.3.1 Each year, the District Rotary Foundation Committee Chair, in collaboration with the District Rotary Foundation Committee and the District Governor shall prepare a budget for allocation of the District Designated Funds (DDF) received from The Rotary Foundation

15.1.3.2 The budget should reflect the amount of DDF that will be allocated to District Grants and how much will be reserved for Global Grants. Additionally, the budget shall identify DDF that has been allocated to projects or donations managed by the District. These projects may include, but are not limited to, DDF reserved for projects with the Sister Districts and continuation of the District's Peacebuilder District designation. The DDF budget shall be presented to the District Presidents-Elect at the same time that the District budget is submitted for

approval. In the absence of any objection, the DDF budget shall be deemed accepted and the District may sponsor the projects as included in the approved DDF budget.

15.2 Statements, Minutes, Reports and Bulletins Policy

15.2.1 Policy

The responsibilities of the district to communicate information and provide transparency in district operations to the member clubs is governed by the District 5240 2020 District Bylaws Article 21.

15.2.2 Financial Information

15.2.2.1 District 5240 is committed to providing financial transparency and timely information to its member clubs.

15.2.2.2 At least once a quarter, the District Treasurer shall prepare a Quarterly District Financial Report for all district-sponsored programs and including district sponsored programs that maintain their own bank accounts such as RYLA and PRLS. The financial Report shall be reviewed by the Finance Committee and presented to the Board of Directors. Any concerns or significant variances from budget shall be identified with an explanation and corrective action if needed. The District Quarterly Financial Report, when accepted by the Board of Directors, shall be made available to the member clubs by posting on the District website. It shall also be retained for future reference in accordance with the District Document Retention Policy specified in Section 15-13 of this DLPP.

15.2.2.3 Rotary International requires an annual review of District finances at the end of each Rotary Year. The policies and procedures governing the review and its presentation to the member clubs is specified in Section 7-4 of this DLPP.

15.2.3 Board Meetings

The District Secretary shall take minutes of each meeting (regular or special) of the District 5240 Board of Directors. The minutes shall be reviewed, modified, and approved at the next regular meeting of the Board of Directors. Approved District Board of Directors meeting minutes shall be posted on the District website. Prior to posting, personal information as defined in the District Privacy Policy may be removed. Approved minutes shall be retained for future reference in accordance with the District Document Retention Policy specified in Section 15-13 of this DLPP.

15.2.4 Rotary International Reports

The District Governor is responsible for ensuring that all reports required by Rotary International or Zone 26-27 are compiled in accordance with the guidance provided and submitted by the required deadline.

15.2.5 Monthly Bulletins

15.2.5.1 The District Governor shall publish a monthly bulletin which is distributed by email to all member clubs in the district and posted on the district website.

15.2.5.2 The monthly District Governor bulletin shall include, but is not limited to, activities of the district, Zone 26-27 or Rotary International that are of interest to or impact the member clubs, district events, stories of projects performed by member clubs or other articles that inform the member clubs on the status of the district.

15.2.5.3 The District Rotary Foundation Chair shall prepare a monthly bulletin which is distributed by email to all member clubs in the district and posted on the district website.

15.2.5.4 The monthly District Rotary Foundation Chair bulletin shall include, but is not limited to, information from The Rotary Foundation, District allocations of District Designated Funds, district performance against goals, stories of member club projects that use funding from The Rotary Foundation or other articles that update the member clubs on The Rotary Foundation

15.2.5.5 The District Rotary Foundation Chair bulletin may be included in the District Governor bulletin. If it is, the information should be clearly identified as information on The Rotary Foundation.

15.3 Harassment and Abuse Policy

15.3.1 Statement of Policy

Rotary District 5240 is committed to an environment free of harassment. Rotary District 5240 does not condone sexual harassment and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin, or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, or local law or ordinance or regulation.

15.3.2 Prohibited Harassment

15.3.2.1 Prohibited harassment includes but is not limited to:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments.
- Bullying, such as the activity of repeated, aggressive behavior intended to hurt another individual physically, mentally, or emotionally.
- Visual displays such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures.

- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race, or any other protected basis.
- Threats and demands to submit to sexual requests as a condition of continued employment or responsibility, or to avoid some other loss, and offers of benefits in return for sexual favors.
- Retaliation for reporting or threatening to report harassment.

15.3.2.2 Rotary District 5240 encourages all members to report any incidents of harassment forbidden by this policy *immediately* to their Club President so that complaints can be quickly and fairly resolved.

15.3.3 Process

15.3.3.1 Any person believing that he, she, or anyone else has been harassed in violation of this policy should submit a written complaint to the Club President soon as possible after the incident.

15.3.3.2 If the club president is the subject of the incident, it should be reported directly to the District Governor.

15.3.3.3 The complaint should include details of the incident or incidents, names of the individuals involved, and names of any witnesses.

15.3.3.4 All harassment complaints submitted to the Club President (or to the District Governor) should immediately be the subject of an effective, thorough, and objective investigation of the harassment allegations by the Club.

15.3.3.5 The District Governor should be notified at the time that the Club begins the investigation.

15.3.3.6 If the investigation determines that harassment has occurred, the Club should take effective remedial action appropriate to the circumstances involved, including, when appropriate, suspension or expulsion of the member as a Rotarian in the Club; provided that any such action shall be taken in conformity with the requirements of the Rotary International Manual of Procedure, the Rotary International Code of Policies and the Club's Constitution, Bylaws and Continuing Resolutions that are in effect at the time of the alleged harassment.

15.3.3.7 Any recommendations by the Club should be reported to the District Governor prior to any adverse action being taken.

15.3.4 Inability to Resolve Allegation of Harassment

15.3.4.1 Should the Club be unable to resolve an allegation of harassment, the Club's Board of Directors shall request the District to intervene.

15.3.4.2 The District Governor may independently determine that it is necessary for the District to intervene in the investigation or its resolution.

15.3.4.3 If assistance from the District is required, the District Governor shall appoint a representative to intervene, investigate, and advise all parties concerned of the results of the investigation.

15.3.4.4 In such cases, the District Governor or the District Governor's representative may take remedial action as appropriate to the circumstances involved, including suspension or expulsion of the Rotarian from the Club or the District, or both, or referral of the matter back to the Club for appropriate disposition in conformity with the requirements of the Rotary International Manual of Procedure, the Rotary Code of Policies and the Club's Constitution, Bylaws, and Continuing Resolutions in effect at the time of the alleged harassment.

15.3.4.5 The District Governor or the District Governor's representative should render a decision in an expeditious manner but in no case longer than 30 working days from the time the allegation of harassment was taken under consideration. Such decision may include referring the matter back to the club board.

15.3.5 No Retaliation

15.3.5.1 Rotary District 5240, the member club and members of the club will not retaliate against any member for filing a complaint and will not tolerate or permit retaliation by the Club or other Rotarians.

15.3.5.2 Strict confidentiality is expected from all parties involved.

15.3.6 Recordkeeping

Records associated with the investigation and its resolution should be maintained in accordance with the Club's Document Retention Policy for confidential information.

15.4 District Conflict of Interest Policy

15.4.1 Purpose

The purpose of this conflict-of-interest policy is to protect this tax-exempt organization's (Organization) interest 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 possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

15.4.2 Definitions

15.4.2.1 Interested Person

Any director, principal officer, 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.

15.4.2.2 Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business investment, or family:

- An ownership or investment interest in any entity with which the Organization has a transaction or arrangement.
- A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

15.4.2.3 Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

15.4.2.4 A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

15.4.3 Procedures

15.4.3.1 Duty to Disclose.

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the 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.

15.4.3.2 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, he/she 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.

CONFLICT OF INTEREST DISCLOSURE FORM

The undersigned, as a director, manager, principal, officer, or member of a committee with governing, board-delegated powers of Rotary District 5240, Inc. (the Corporation) acknowledges that:

1. he or she has received a copy of the Corporation's Conflict of Interest Policy (the "Policy").
2. he or she has read and understands the Policy.
3. he or she has agreed to comply with the Policy.
4. he or she understands the Corporation is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish on or more its tax-exempt purposes and
5. the following on-going relationships and interests may present a conflict of interest. (disclosures should address current affiliations as well as past affiliations for the prior two year and should include any and all of the following:
the undersigned employer, all corporations (non-profit and for-profit) is a board member or officer, and the names of such of the undersigned's family members or business affiliates or any other relationships the undersigned has which the undersigned believes may present a potential conflict.)

Printed Name:

Title:

Signature:

Date:

15.5 District Whistleblower Policy

15.5.1 Whistleblower Policy

Rotary International District 5240 (the “District”) requires its directors, officers, and Rotarians in the Member Clubs to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the District, they must practice honesty and integrity and comply with all applicable laws and regulations in fulfilling their responsibilities.

15.5.2 Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable directors, officers, and Rotarians in the Member Clubs to raise concerns internally so that the District can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, and Rotarians in the Member Clubs to report concerns about violations of the District’s code of ethics or suspected violations of law or regulations that govern the District’s operations.

15.5.3 No Retaliation

It is contrary to the values of the District for anyone to retaliate against anyone who in good faith reports an ethics violation or a suspected violation of law, such as a complaint of discrimination, suspected fraud, or suspected violation of any regulation governing the operations of the District. Any board member, officer or Rotarian in a Member Club who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of membership.

15.5.4 Reporting Procedure

The District has an open-door policy and suggests that board members, officers, and Rotarians in the Member Clubs share their questions, concerns, suggestions, or complaints with the District Governor. If the complainant is not comfortable transmitting their complaint to the District Governor or is not satisfied with the District Governor’s response, the complainant is then encouraged to transmit their complaint to another member of the Board of Directors of the District.

15.5.5 District Governor’s Role

The District Governor is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The District Governor will advise the Board of Directors of all complaints and their resolution and will report at least annually to the Chair of the Finance Committee on compliance activity relating to accounting or alleged financial improprieties.

15.5.6 Accounting and Auditing Matters

The District Governor shall immediately notify the Finance Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

15.5.7 Good Faith Requirement

Any individual submitting a complaint concerning violations or suspected violations must act in good faith and have reasonable grounds for believing the information disclosed indicates violations. Any allegations that prove to have been made maliciously or knowingly to be false will be viewed as a serious offense.

15.5.8 Confidentiality

Violations or suspected violations may be submitted on a confidential basis at the request of the complainant. Such confidentially submitted complaints will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

15.5.9 Confirmation of Receipt

The person receiving the report of violations or suspected violations shall acknowledge receipt of the reported violation or suspected violations to the reporting individual within ten business days.

15.5.10 Action to be Taken

The individual receiving the report of violations or suspected violations, including the District Governor, shall undertake good faith efforts to obtain all relevant information and take such corrective action as he or she deems appropriate, including providing counsel to the alleged violator and providing recommendations to the Board of Directors for corrective action.

15.6 Disputes with District

15.6.1 Disputes.

Any dispute between any current or former member(s) and Rotary International District 5240, district officer, or the board, except a decision of the board, shall, upon a request to the secretary of the District Board of Directors by any disputant, be resolved by either mediation or arbitration.

15.6.2 Date for Mediation or Arbitration.

Within 21 days after receipt of the request, the board shall, in consultation with the disputants, set a date for the mediation or arbitration.

15.6.3 Mediation.

15.6.3.1 The procedure for mediation shall be:

- recognized by an appropriate authority with national or state jurisdiction; or
- recommended by a competent professional body whose recognized expertise covers alternative dispute resolution; or
- recommended in documented guidelines established by the RI board or TRF Trustees.
- Only Rotarians may be mediators.
- The disputant may ask the governor or the governor's representative to appoint a mediator with appropriate mediation skills and experience.

15.6.3.2 Mediation Outcomes.

The outcomes or decisions agreed to by the disputants after mediation shall be recorded and copies given to each party, the mediator or mediators, and the board. A summary statement acceptable to the parties shall be prepared for the information of the district member clubs. Any disputant, through the president or secretary, may call for further mediation if a party has retracted significantly from the mediated position.

15.6.3.3 Unsuccessful Mediation.

If mediation is requested but is unsuccessful, any disputant may request arbitration, as provided in this article.

15.6.4 Arbitration.

15.6.4.1 In the event of a request for arbitration, each disputant shall appoint a Rotarian as an arbitrator and the arbitrators shall appoint a Rotarian as an umpire.

15.6.4.2 Decision of Arbitrators or Umpire. The decision reached by the arbitrators or, if they disagree, by the umpire shall be final and binding on all parties and not be subject to appeal.

15.7 Indemnification Policy

15.7.1 Purpose:

This policy describes the indemnification policy for District officers and directors.

15.7.2 Definitions

15.7.2.1 "Agent" means any person who is or was a director, officer, employee, or other agent of this Corporation, or is or was serving at the request of this Corporation as director, officer employee, or agent of another foreign or domestic corporation, partnership, joint venture, trust, or other enterprise, or was a director, officer, employee, or agent of a foreign or domestic corporation

that was a predecessor corporation of this Corporation or of another enterprise at the request of the predecessor corporation.

15.7.2.2 “Corporation” means Rotary District 5240

15.7.2.3 “Proceeding” means any threatened, pending, or completed action or proceeding, whether civil, criminal, administrative, or investigative; and

15.7.2.4 “Expenses” includes, without limitation, all attorney fees, costs, and any other expenses incurred in the defense of any claims or proceedings against an agent by reason of his position or relationship as agent and all attorneys’ fees, costs, and other expenses incurred in establishing a right to indemnification under this Article.

15.7.3 Successful Defense by Agent

15.7.3.1 To the extent that an agent of this Corporation has been successful on the merits in the defense of any proceeding referred to in this Article, or in the defense of any claim, issue, or matter therein, the agent shall be indemnified against expenses actually and reasonably incurred by the agent in connection with the claim.

15.7.3.2 If an agent either settles any such claim or sustains a judgment rendered against him, then the Board shall determine whether the agent is entitled to indemnification.

15.7.4 Action Brought by or On Behalf of The Corporation

15.7.4.1 Claims settled out of court.

If any agent settles or otherwise disposes of a threatened or pending action brought by or on behalf of this Corporation, with or without Court approval the agent shall receive no indemnification for either amounts paid pursuant to the terms of the settlement or other disposition or for any expenses incurred in defending against the proceeding.

15.7.4.2 Claims and suits awarded against agent. This Corporation shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action brought by or on behalf of this Corporation by reason of the fact that the person is or was an agent of this Corporation, for all expenses actually and reasonably incurred in connection with the defense of that action, provided that both of the following are met:

15.7.4.3 The determination of good faith conduct required by Section 5, below, must be made in the manner provided for in that section; and

15.7.4.4 Upon application, the court in which the action was brought must determine that, in view of all of the circumstances of the case, the agent should be entitled to indemnify for the expenses incurred. If the agent is found to be so

entitled, the Court shall determine the appropriate amount of expenses to be reimbursed.

15.7.5 Determination of Agent's Good Faith Conduct

The indemnification granted to an agent in Sections 3 and 4 above is conditioned on the following:

15.7.5.1 Required standard of conduct. The agents seeking reimbursement must be found, in the manner provided below, that she/he acted in good faith, in a manner she/he believed to be in the best interest of this Corporation, and with such care, including reasonable inquiry, as an ordinary prudent person in a like position would use in similar circumstances. The termination of any proceeding by judgment, order, settlement, conviction, or on a plea of nolo contendere, or its equivalent shall not, of itself, create a presumption that the person did not act in good faith or in a manner which he reasonably believed to be in the best interest of this Corporation or that he had reasonable cause to believe that his conduct was unlawful. In the case of a criminal proceeding, the person must have had no reasonable cause to believe that his conduct was unlawful.

15.7.5.2 Manner of determination of good faith conduct. The determination that the agent did act in a manner complying with Section 5.1 above shall be made by:

- The Board of Directors by a majority vote of a quorum consisting of directors who are not parties to the proceeding.
- The affirmative vote of a majority of the votes represented and voting at a duly held meeting at which a quorum is present (which affirmative votes also constitute a majority of the required quorum).
- The Court in which the proceeding is or was pending. Such determination may be made on application brought by this Corporation or the agent or the attorney or other person rendering a defense to the agent, whether or not this Corporation opposed the application by the agent, attorney, or other person.

15.7.6 Limitations

No indemnification or advance shall be made, except as provided in any circumstance when it appears:

15.7.6.1 That the indemnification or advance would be inconsistent with a provision of the articles, a resolution of the members, or an agreement in effect at the time of the accrual of the alleged cause of action asserted in the proceeding in which the expenses were incurred or other amounts were paid, which prohibits or otherwise limits indemnification; or

15.7.6.2 That the indemnification would be inconsistent with any condition expressly imposed by a Court in approving a settlement.

15.7.7 Advance of Expenses

EXPENSES INCURRED IN DEFENDING ANY PROCEEDING MAY BE ADVANCED BY THE CORPORATION BEFORE THE FINAL DISPOSITION OF THE PROCEEDING ON RECEIPT OF AN UNDERTAKING BY OR ON BEHALF OF THE AGENT TO REPAY THE AMOUNT OF THE ADVANCE UNLESS IT IS DETERMINED ULTIMATELY THAT THE AGENT IS ENTITLED TO BE INDEMNIFIED AS AUTHORIZED IN THIS ARTICLE.

15.7.8 Contractual Rights of Nondirectors And Nonofficers

NOTHING CONTAINED IN THIS ARTICLE SHALL AFFECT ANY RIGHT TO INDEMNIFICATION TO WHICH PERSON OTHER THAN DIRECTORS AND OFFICERS OF THIS CORPORATION, OR ANY SUBSIDIARY HEREOF, MAY BE ENTITLED BY CONTRACT OR OTHERWISE.

15.7.9 Insurance

THE BOARD OF DIRECTORS MAY ADOPT A RESOLUTION AUTHORIZING THE PURCHASE AND MAINTENANCE OF INSURANCE ON BEHALF OF ANY AGENT OF THE CORPORATION AGAINST ANY LIABILITY ASSERTED AGAINST OR INCURRED BY THE AGENT IN SUCH CAPACITY OR ARISING OUT OF THE AGENTS STATUS AS SUCH, WHETHER OR NOT THIS CORPORATION WOULD HAVE THE POWER TO INDEMNIFY THE AGENT AGAINST THAT LIABILITY UNDER THE PROVISIONS OF THIS SECTION.

15.8 District Crisis Communications Policy

15.8.1 Purpose of Guidelines

The crisis management policy is established to manage issues involving a Rotary club or its members that may have significant implications for the club and/or Rotary or may trigger the possibility of insurance claims or litigation. The policy provides guidance to the district and the clubs in the event of such occurrence. The purpose of these guidelines is to:

- Provide a framework for response to a crisis involving the district, any club in the district or members of a club in the district.
- Clarify the role of Rotary International and the District Governor in managing a crisis involving the district or a club or member of a club in the district.
- Provide guidelines for notifications of District staff and other officials.

15.8.2 Issue Identification

The first step in managing a crisis is to identify the nature and magnitude of the issue involved. The following are some questions to assist in determining the type and seriousness of the issue:

- Is the situation something that only affects the internal operation of a club?

Example: Your members are divided over a significant club policy change and several are quitting the club.

- Does the situation involve the commission of a crime?

Example: A sexual assault of a Rotary Youth Exchange student by a Rotarian host

- Has the situation been made public, including the identification of your Rotary Club?

Example: Your club president is arrested for domestic violence and the arrest and his position in your club are publicized in the local paper.

- Does the situation potentially trigger significant liability for your club or for Rotary?

Example: A significant number of attendees at your club's fundraising dinner contract food poisoning and fall ill. Several of them report the incident to the local health department.

15.8.3 Internal Club Situations:

15.8.3.1 If the incident involves only the internal operation of a club, it is not mandatory to contact District staff. The club should attempt to resolve the issue according to Rotary International Manual of Procedure, the Rotary Code of Policies and the Bylaws, operating procedures, and continuing resolutions of the club.

15.8.3.2 If the club leadership determines that it needs assistance or advice in working through the issue, the District Governor is to be notified.

15.8.3.3 If the incident extends outside of the club, including public awareness, negative publicity or district liability, the District Governor is to be notified immediately. The District Governor may select a representative to assist the club in resolving the incident and minimizing any negative impact to Rotary or to the club.

15.8.4 Criminal Situations:

15.8.4.1 If the situation involves a crime, the criminal investigation should take precedence. The club president is to notify the District Governor immediately upon learning of the criminal situation. No information regarding the incident should be released without approval from the investigating agency and coordination with the District Governor. People involved in the situation must ensure that anything that could be considered evidence is not touched or moved.

15.8.4.2 If a Rotarian in a member club is under investigation for a serious crime, the club can take actions that it deems appropriate until the investigation is completed and further action is indicated.

15.8.4.3 If a club is made aware of an arrest or criminal investigation involving one of the club members, the District Governor is to be notified immediately. No communication is to be released without the review and approval of the District Governor.

15.8.4.4 As required by the incident, the District Governor may request assistance from Rotary International leadership or staff.

15.8.5 Situations with High Likelihood of Potential Liability:

15.8.5.1 If a crisis occurs that may have significant community impact or potentially incur liability for a club, the district or Rotary International, District Governor is to be notified immediately. Examples include but are not limited to: Attendees at a club event becoming injured or ill; a member of a Rotary youth group or exchange becomes injured or is victimized; a member of your club is involved in a fatal traffic collision after leaving a Rotary social and is found to be intoxicated.

15.8.5.2 In cases such as these, the District Governor will refer the incident to the appropriate staff member in the District, Zone or Rotary International to work with the club in crafting an appropriate course of action.

15.8.6 Responding to the Media

Crisis situations with significant impact will most likely generate a media response. A Rotary club may be contacted by media representatives asking for a statement or a response to questions. The following are key points to be considered before responding to the media:

15.8.6.1 The Club President should speak for the club. No statement to the media should be made prior to coordination with the District Governor and, as appropriate, district, zone or Rotary International leadership or staff.

15.8.6.2 The Club President should caution all other club members not to speak with the media about the situation and not to post information about the situation on social media.

15.8.6.3 If there is an active criminal investigation being conducted, the club should refer media inquiries to the investigating agency rather than responding directly to the media.

15.8.6.4 If, after consultation with the District Governor, it is determined that the club president or a designated spokesperson should respond to the media, it is important that information be honest, factual, and consistent. Confidential information is never to be released to the media. Avoid assumptions, guesses and opinions. Prepare in advance so that the message is clear. . Avoid saying “no comment”. If the spokesperson does not have the information or does not know

the answer to the question, say so. If the question cannot be answered because of a pending investigation, say so. Comments should be limited to the facts about the incident and the Rotary response. If the incident reflects negatively on Rotary in the community, remind the media of the good that Rotary does.

15.8.7 Club Member Information

15.8.7.1 If the incident involves a member or members of a Rotary Club or takes place at a club-sponsored event, it is important that the members of the club have accurate, timely and consistent information and that they understand what they can and cannot say or do with respect to the incident.

15.8.7.2 The club president should consult with the District Governor or the District Governor's representative to provide both verbal and written information and guidelines for the members of the club.

15.8.7.3 The Club President should provide regular updates to the club members.

15.8.7.4 Club members should be encouraged to report to the club president any inaccurate or volatile information that they receive concerning the club or the club members involved in the incident.

15.8.8 Role of District Governor and RI Staff

15.8.8.1 The District Governor is the representative of Rotary International to the district and the clubs in the district.

15.8.8.2 The District Governor is to be notified any time that a crisis incident involves Rotary clubs or club members.

15.8.8.3 If the situation warrants, the District Governor may elect to notify RI staff and/or the RI insurance carrier for assistance.

15.8.8.4 For crisis situations of significant magnitude, the District Governor may choose to convene a crisis team to assist the club.

15.8.8.5 If the club president is not clear regarding notification to the District Governor err on the side of caution and make the notification. The District Governor may refer the incident back to your club.

15.8.9 Recordkeeping

15.8.9.1 The Rotary club involved in the incident is responsible for keeping documentation on the incident and its resolution.

15.8.9.2 Documentation is to be stored in accordance with club and district document retention policies for confidential information and kept as long as required by law or by the district.

15.8.9.3 An incident resolution report should be provided to the District Governor, summarizing incident, the actions taken, the resolution and any lessons learned or recommendations for future actions.

15.9 District Diversity Policy

15.9.1 Policy

District 5240 reaffirms a top priority of growing and diversifying membership to make sure that the member clubs in the district reflect the communities they serve and are inclusive of all cultures, experiences, and identities. District 5240 has been and continues to be an organization that is open and inclusive, fair to all, builds goodwill, and benefits our communities.

15.9.2 Rotary International Statement on Diversity

As a global network that strives to build a world where people unite and take action to create lasting change, Rotary values diversity and celebrates the contributions of people of all backgrounds, regardless of their age, ethnicity, race, color, abilities, religion, socioeconomic status, culture, sex, sexual orientation, and gender identity. Rotary will cultivate a diverse, equitable, and inclusive culture in which people from underrepresented groups have greater opportunities to participate as members and leaders.

Making diversity, equity, and inclusion a priority is everyone's responsibility — from Rotary members to staff at the Secretariat.

15.9.3 Member Club Activities

The following activities are examples of what District 5240 member clubs can do to support the District 5240 Diversity Policy

15.9.3.1 Talk about diversity with your club members and create a member diversity and inclusion action plan using the [Diversifying Your Club](#) assessment.

15.9.3.2 Invite local diversity, equity, and inclusion experts to speak at your club's next gathering.

15.9.3.3 Connect with local organizations that are supporting diversity, equity, and inclusion efforts and work with them on projects or events.

15.9.3.4 Encourage and support people from underrepresented groups to take on leadership positions in your club and district.

15.9.3.5 Encourage club members to take the [Building a Diverse Club](#) course in the Rotary Learning Center to learn more about diversity, equity, and inclusion.

15.9.3.6 Create a community advisory board and invite diverse members from the community and from your club to take part. The advisory board can help the club identify what is important to the community and discover ways to work together to take action.

15.9.4 District Activities

15.9.4.1 District 5240 will include diversity its training assemblies, president-elect training, mid-terms, and other district-sponsored programs, such as RYLA and PRLS, as appropriate.

15.9.4.2 District 5240 will assist member clubs in holding conversations and programs about diversity, performing outreach to the community, and creating a club that represents the community it serves.

15.9.5 District Governor Responsibilities

The District Governor is responsible for the publicizing the diversity policy to the member clubs of the district.

15.10 District Privacy Policy

15.10.1 Policy

Rotary District 5240 ("District") respects individual privacy and is committed to protecting it by establishing and enforcing this privacy policy. Safeguarding the data entrusted to the district by members of clubs within District 5240, program participants, and others is a district priority. This Privacy describes the practices for collecting, using, protecting, disclosing, and disposing of personal data.

15.10.2 Data Collection

15.10.2.1 The District and/or its member clubs may collect data from individuals or individuals may provide data to the District anytime that they:

- Visit the District website www.rotarydistrict5240.org.
- Join or maintain membership in a Rotary club or Rotaract club in the District.
- Interact with Rotary International, The Rotary Foundation, and partner organizations.
- Register for or attend events hosted by the District.
- Use services provided by the District.
- Participate in District programs and events.

15.10.3 The District collects personal data, including information by which individuals could be personally identified, including but not limited to name, mailing address, email address, telephone number, occupation, date of birth, gender, financial data, and similar sensitive identifying information.

15.10.4 The District collects data from:

- Members of Rotary clubs and Rotaract clubs within the District

- Members of Interact clubs within the District. The Interactors' parents or legal guardian must provide consent to the collection of personal data.
- People who participate in District programs. Children require the consent of parents or legal guardian.
- Donors to the Rotary District 5240 Charitable Foundation
- People who participate in District events
- The District collects personal when an individual joins a Rotary Club, Rotaract Club, or Interact Club in the District

15.10.5 The District requests information from individuals when they:

- Contact the District or a Rotary Club in the District to make an inquiry, including an inquiry about membership.
- Register to participate in a District program or event.
- Use services on the District website including but not limited to donating to the District 5240 Charitable Foundation, complete a membership application, submit applications for District programs such as scholarships or fellowships.

15.10.6 Data may be collected electronically or using paper forms.

15.10.7 The District website uses cookies which may collect information from individuals accessing the website.

15.10.8 Use of Personal Data

The District uses the personal data to:

- Present access to and information from the District Website
- Fulfill the District's obligations to members of Rotary clubs and Rotaract clubs within this Rotary District, program participants, and other individuals and entities including but not limited to:
 - Processing financial transactions
 - Supporting the District 5240 Charitable Foundation
 - Facilitating event planning
 - Communicating key organizational messages through Rotary District publications and other materials
 - Supporting programs of Rotary International, the District, and the District's member clubs
 - Complying with legal requirements

15.10.9 Disclosure of Personal Data

15.10.9.1 The District may disclose aggregated data or data that cannot be used to identify any individual without restriction.

15.10.9.2 The District may disclose the personal data it collects from individuals or is provided to the District by individuals as described above to

- Rotary International to meet District program requirements and other obligations.
- Any Rotary club or Rotaract club in which the individual is a member.
- Other organizations that support the District's mission and which have been disclosed at the time the information is collected or provided.
- If the District believes disclosure is necessary or appropriate to protect the rights, property, or safety of members of Rotary clubs or Rotaract clubs the District, participants in District programs and events, Rotary clubs and Rotaract clubs in this District, Rotary International, or others.
- To comply with a court order, law, or legal process, or respond to a government or regulatory request.

15.10.10 Disposing of Personal Data

The District retains personal identifying data for as long as necessary to meet the obligations and requirements listed above. The District may use personal identifying information to enforce or defend contract claims or as is required by applicable law. Personal data that is no longer needed for any of the specified purposes will be deleted.

15.10.11 Choices About Personal Data

15.10.11.1 The District has methods by which individuals can control the use and disclosure of their personal data.

15.10.11.2 The District Website uses cookies. An individual can set your browser to refuse all or some cookies or to generate an alert when cookies are being sent. Some parts of the website might be inaccessible if cookies have been disabled.

15.10.11.3 Individuals who subscribe to District services such as newsletters have choice to opt out of receiving such information.

15.10.11.4 When requesting personal information, the District will identify the reason for requesting the information. Individuals may elect not to provide the information and as a result may be precluded from participating in District programs or events.

15.10.12 Accessing and Correcting Personal Data

15.10.12.1 Members of Rotary clubs and Rotaract Clubs in the District have the ability to correct the personal information retained on the District website by logging into the website and making the corrections themselves.

15.10.12.2 Individuals who want to correct errors in their personal data or who request that their personal data be deleted can do so by sending an email to administrator@district5240.org.

15.10.12.3 The District may refuse a request to change or delete data if it believes that the change or deletion would violate any law or legal requirement.

15.10.13 Access by Children

The District does not knowingly collect personal data from or about children without parental consent. Data may be collected about children who participate in programs sponsored by the District or its member clubs, including but not limited to Interact, Rotary Youth Exchange, Rotary Youth Leadership Awards and Youth Empowerment Seminar. Children should not use or provide any personal data on the District website, or on or through any of its features, register for events on the District Website, make any purchases through the Website, use any of the interactive or public comment features of the Website, or provide any personal data.

15.10.14 Data Security

15.10.14.1 The District uses best commercial practices to safeguard personal data in its keeping.

15.10.14.2 Individuals will be notified if the District determines that there has been unauthorized access to personal data or that the information may have been altered.

15.10.14.3 Individuals who believe that their personal data is being used incorrectly should report their concern by sending an email to administrator@district5240.org.

15.10.15 District Responsibilities

15.10.15.1 The District shall periodically review its **practices and programs to ensure that they are compliant with the District Privacy Policy**

15.10.15.2 The District shall include training on the Privacy Policy and proper use of personal data during its training assemblies.

15.10.15.3 The District shall notify the leaders of the member clubs regarding the District Privacy Policy and to request that the clubs publish and implement their own Privacy Policies. The District shall assist clubs wanting to implement a Privacy Policy.

15.10.15.4 The District shall conduct an annual review to ensure that the District Privacy Policy is consistent with legal requirements and Rotary International requirements for acquiring, storing, and disposing of personal data.

15.11 District Document Retention Policy

15.11.1 Policy

District 5240 has a requirement to preserve information and documents. Where possible, records should be preserved in electronic format. If electronic format is not available, paper records must be maintained.

15.11.2 Electronic Storage

15.11.2.1 Electronic records should be backed up in a multi-user accessible, cloud-based storage system.

15.11.2.2 District 5240 currently has an enterprise account with box.com to provide document retention storage.

15.11.2.3 Because the box.com account is used to store records required by The Rotary Foundation, the cost of the box.com account is reimbursed to the district from the administrative allocation of District Designated funds.

15.11.3 Responsibility for Compliance

15.11.3.1 It is the responsibility of each District Governor, with the assistance of the District Treasurer, the District Secretary, and the District Administrator to maintain records as indicated on the retention schedule.

15.11.3.2 Compliance includes preserving all District records and assuring that the records are stored in a safe, secure, and accessible manner.

15.11.3.3 The records retention schedule and procedures shall be reviewed annually to ensure that it is compliant with Rotary International policies and requirements and federal and state regulations data retention and protection laws.

15.11.4 Protection of Sensitive Data

15.11.4.1 Records containing personal or financial information shall be protected by limiting user access to the data and by applying technologies such as encryption to minimize the potential impact of unauthorized disclosure.

15.11.4.2 Information deemed to be sensitive and its treatment is further defined in Section 15.10 Privacy Policy of this DLPP.

15.11.5 Record Destruction

15.11.5.1 Electronic records that have reached their destruction date should be destroyed in a manner that makes them unrecoverable by a third party.

15.11.5.2 Paper records that have reached their destruction date should be destroyed by shredding.

15.11.6 Document Retention Schedule

See Table of Document Retention Requirements on the following pages.

DISTRICT LEADERSHIP PLAN AND POLICIES

CATEGORY	Item	Retention Period
Corporate Records	Articles of Incorporation	Permanent
	Bylaws	Permanent
	Board and Committee Meeting Agendas and Minutes	Permanent
	California Corporation Code Reports and Records	Permanent
Finance and Administration	Budgets/Financial Records	Seven Years
	Annual Financial Statements	Permanent
	Audit Committee Reports	Seven Years
	Check Registers/Checks	Seven Years
	Bank Deposits/Statements	Seven Years
	Chart of Accounts	Seven Years
	Contracts and Agreements	Seven Years
	Investment Performance	Seven Years
	Relevant Correspondence	Seven Years
Insurance Records	Policies	Permanent
	Claims	Permanent

DISTRICT LEADERSHIP PLAN AND POLICIES

CATEGORY	ITEM	RETENTION PERIOD
Tax Records	IRS Exemption Determination and Related Correspondence	Permanent
	Federal Tax Returns and Related Correspondence	Seven Years
	California Tax Returns and Related Correspondence	Seven Years
Rotary International/ The Rotary Foundation	Reports filed with Rotary International or TRF	Seven Years
	District Designated Funds Reports and Records	Seven Years
	Rotary Foundation Grants and Related Documentation	Seven Years
	Written Agreements to Which the District is a Party	Seven Years
	Youth Exchange/RYLA and Related Youth Programs	Ten Years
Employees/Contractors	All Related Documents	Seven Years After Employment or Contract Expires
Risk/Litigation	All Related Documents	Seven Years After Final Judgment or Settlement
District Historical Records	District Conference	Permanent
	District Foundation Gala	Permanent
	District Awards/Step Down	Permanent
	Other District Events	Permanent
	Documents Specified by the District Governor	As Specified

15.12 Continuity of Leadership Policy

15.12.1 Policy

Rotary International requires that the district provide for continuity in leadership, including the concept of succession planning to ensure development of future leaders. The District Continuity of Leadership describes the actions that should be addressed by the District Governor Line to ensure continuity at all levels of the district leadership team from one Rotary Year to the next.

15.12.2 District Governor Line

15.12.2.1 The District Governor Line (“DG Line”) includes the Immediate Past District Governor, District Governor, District Governor-Elect, and District Governor-Nominee. The DG Line also includes the District Governor-Designate if selected.

15.12.2.2 The District Governor is responsible for coordinating activities among the members of the DG Line that foster year-to-year continuity.

15.12.2.3 Continuity activities may include but are not limited to:

- Monthly meetings
- Collaboration on District staff assignments to include multi-year terms when possible.
- Formal and informal communication among the DG Line
- Attendance at all District-sponsored meetings and events
- Participation in all District leadership meetings and events
- Establishment and annual review of the District Three-Year Strategic Plan

15.12.2.4 The DG Line should work together on the District appointments that last more than one year and District service projects that last more than one year.

15.12.2.5 At the end of the Rotary Year, the District Governor shall provide a report to the Board of Directors listing the continuity activities that took place during the year and recommendations for future activities that support year-to-year continuity.

15.12.3 Assistant Governors

15.12.3.1 The District Governor-Elect, in collaboration with the DG Line is responsible for filling Assistant Governor vacancies for positions that will serve the District in the year that the DGE serves as District Governor.

15.12.3.2 When feasible, Assistant Governors should be appointed for multiple years to support continuity.

15.12.4 Committee Chairs

15.12.4.1 District committee chairs and members should be select in a manner that provides for continuity of leadership from year to year.

15.12.4.2 The District Governor-Elect, in collaboration with the DG Line is responsible for filling committee chair vacancies for positions that will serve the District in the year that the DGE serves as District Governor.

15.12.4.3 Rotary International recommends that the chairs of the membership, training, public image, and District Rotary Foundation committees be appointed for three years to foster continuity.

15.12.5 Future District Leaders

The DG line should for continuity in leadership by developing a process of succession planning and supporting the development of future District leaders.

15.12.6 Club Leadership Plan

The District should help the member clubs to develop club continuity plans by:

- creating a template for a club continuity plan
- including continuity planning in District training events
- providing access to District staff to assist clubs in developing and implementing club continuity plans and multi-year club strategic plans.

15.13 Council on Legislation/Council on Resolutions

15.13.1 Policy

The Rotary Council on Legislation (COL) meets every three years to review and vote on proposed changes to the legislation Every three that governs Rotary. The COL considers enactments, which change Rotary's governing documents, and position statements by the RI Board. The Council on Resolutions meets online every year to vote on proposed resolutions and urgent enactments. This policy describes how District 5240 selects its representatives to the COL/COR and how Rotarians in the District may submit or review enactments and/or resolutions.

15.13.2 District Representation

15.13.2.1 Requirement

Every three years, each district selects a representative and an alternate to the Council on Legislation/Council on Resolutions. Each district encouraged to select as its representatives to the Councils the best-qualified eligible Rotarian available for such service who is well-informed about current Rotary policies, procedures, and programs.

15.13.3 Qualifications

The qualifications to be a representative to the COL/COR are as specified in the current version of the Rotary International Bylaws.

15.13.4 Term of Representative

The term of a representative begins on 1 July in the year after the year of selection. Each representative shall serve a term of three years or until a successor is selected and certified.

15.13.5 Selection

15.13.5.1 In the Rotary Year when a representative to the Council on Legislation is to be selected, the District Governor shall notify the Rotary Clubs in the district of the selection process.

15.13.5.2 Clubs club may nominate a qualified member of any club in the district who is willing and able to serve. The club president and secretary shall certify the nomination and forward it to the governor. If the nominating club is not the candidate's club, the candidate's club president and secretary shall also certify the nomination for it to be accepted.

15.13.5.3 The representative and alternate shall be selected by the clubs in the District at the annual business meeting that takes place at the District Conference in accordance with procedures specified the in District 5240 bylaws. As conditions warrant, the District Governor may initiate selection by club ballot. The requirements for a club ballot are as specified in the RI Bylaws and the District 5240 bylaws.

15.13.5.4 Each elector may vote for one candidate. The one receiving the most votes shall be declared the representative and the one receiving the second most votes shall be declared the alternate.

15.13.5.5 If there is only one candidate, that candidate shall be declared the representative. Should the representative not be able to serve, the District Governor shall select a qualified member of a club in the district to serve as the district representative for the remainder of the term.

15.13.6 Notification

The District Governor shall report the names of the representative and alternate to the clubs in the district and the Rotary International General Secretary immediately after selection.

15.13.7 Duties of the Representative

A representative shall:

- assist clubs in preparing enactments and resolutions.

- discuss legislation and resolutions at district conferences and other district meetings.
- be knowledgeable about the attitudes of Rotarians within the district.
- carefully consider all legislation and resolutions presented to the councils and effectively communicate their views to the councils.
- act as an objective legislator of Rotary International
- attend the meeting of the council on legislation for its full duration.
- participate in the council on resolutions.
- report on council deliberations to the clubs of the district
- consult with District leadership regarding the position of the District on proposed enactments and resolutions.

15.13.8 Proposing Resolutions

15.13.8.1 The Council Representative, in cooperation with the District Governor and the District Resolutions Director shall provide information to the clubs on their right to submit enactments or resolutions and the schedule of submission.

15.13.8.2 The Council Representative shall assist clubs in preparing and submitting resolutions.

15.13.8.3 Resolutions may be proposed by any club in the district.

15.13.8.4 Club-proposed resolutions must be endorsed by the district at a district conference, a district legislation meeting, or through a club ballot conducted by the governor. A proposed resolution delivered to the General Secretary shall be certified by the governor that it has been endorsed.

15.13.9 Commenting on Resolutions

15.13.9.1 When the list of enactments and resolutions is released, the Council Representative shall notify the clubs and make the draft enactments and resolutions available for review by the clubs.

15.13.9.2 Clubs shall direct their questions and comments to the Council Representative.

15.13.10 Notification of Actions

15.13.10.1 Immediately following the Council on Resolutions or the Council on Legislation, the Council Representative shall make a report to the Board of Directors and to the clubs in the District.

15.13.10.2 Within two months after a council adjourns, the general secretary will send a report to each club about all adopted legislation or resolutions. The report shall be accompanied by a form where a club may record its opposition.

15.13.10.3 A club in the district may submit an opposition to any legislation adopted by the Council on Legislation. Clubs shall have at least two months after

the form is sent to submit their opposition. Opposition forms must be certified by the club president and received by the general secretary by the deadline.

15.13.10.4 The processing of club objections shall be as specified in the Rotary International Bylaws and Code of Policies then in effect.

15.14 Intercountry Committee Policy

15.14.1 Policy

15.14.1.1 The Intercountry Committee (ICC) policy documents the manner in which District 5240 joins, supports, and funds its participation in an ICC.

15.14.1.2 The current Rotary International Guidelines for Intercountry Committees are contained in the 2020 Rotary Code of Policies Section 21.020 Intercountry Committees.

15.14.2 Purpose of an ICC

15.14.2.1 Intercountry committees promote relationships between two or more international districts or two or more countries to increase fellowship and intercultural understanding among the people of various nations, foster stronger ties between members, clubs, and districts from different countries, and establish networks across borders, continents, and oceans.

15.14.2.2 While only districts may form and join intercountry committees, individual Rotarians, their partners, Rotaractors, and Rotary and Rotaract clubs may participate in their activities.

15.14.3 ICC Activities

Intercountry Committee activities include but are not limited to visiting each other's countries and homes, strengthening friendships and projects so formed by encouraging clubs and districts to connect with clubs and districts in other countries, and contributing to world peace.

Intercountry Committees may also:

- exchange best practices for sponsoring new clubs
- develop a sister or twin club relationship between clubs in participating countries
- conduct Friendship Exchanges between the two countries
- initiate or carry out International Service projects
- initiate or carry out Vocational Service projects

15.14.4 District ICC Chair

15.14.4.1 The District Governor, in coordination with the District Governor-Elect and the District Governor-Nominee, shall appoint a District ICC chair

15.14.4.2 **Term:** Three years

15.14.4.3 **Reports to:** District Governor

15.14.4.4 **Budgetary Responsibility:** Oversees any funds authorized by the District to support ICC activities include support of the ICC Executive Council

15.14.4.5 Position Description

- Coordinates the activities of the individual ICC chairs of which the District is a member including an Annual Report of ICC activities
- Assists clubs interested in forming or joining an ICC
- Publicizes the role of ICCs within the district as means of building international service and fellowship
- Provides a quarterly report to the Board of Directors on the ICC activities of the District and clubs and Rotarians within the District.

15.14.4.6 District ICC Chair Qualifications

- Be member is good standing of a Rotary club in District 5240
- International service experience
- Membership in a District ICC or prior experience with an ICC desirable
- Have an email address, internet access and computer capability.
- Be willing to devote the time and resources required to ensure that assigned duties are carried out to the highest possible level of success.
- This is an organization driven by the values of its people. Therefore, a successful District Leader must believe in the core values of Rotary International and The Rotary Foundation and be driven by their mission

15.14.5 District 5240 Participation in an ICC

15.14.5.1 Any club in the district may recommend that the district create an ICC or join an existing ICC

15.14.5.2 The club should submit its recommendation in writing to the District ICC Chair. The club may be requested to provide additional written information or attend a meeting of the board to present their recommendation

15.14.5.3 The Board, by majority vote, will approve or reject the ICC recommendation

15.14.5.4 Formation of a new ICC shall follow the guidance provided in the 2020 Rotary Code of Polices relating to ICC formation.

15.14.6 ICC Organization

15.14.6.1 Each ICC in which the District participates shall have a chair who is responsible for the activities of the ICC.

15.14.6.2 The chair of an ICC shall be recommended by the District ICC Chair and appointed by the District Governor in coordination with the District Governor-Elect and District Governor-Nominee

15.14.6.3 **Term:** Three years

15.14.6.4 **Reports to:** District ICC Chair

15.14.6.5 Budgetary Responsibility: Oversees funds allocated to the ICC by the district or clubs and Rotarians within the District.

15.14.6.6 Position Description

- Forms an ICC committee for the ICC that they chair.
- Coordinate activities within the District in support of the ICC.
- Publicizes the activities of the ICC.
- Provides reports to the District ICC chair on activities and accomplishments of the ICC.
- Advises the District ICC chair of any issues associated with the ICC or the district participation in the ICC.

15.14.6.7 Qualifications

- Be member in good standing of a Rotary club in District 5240.
- International service experience
- Prior experience with an ICC desirable
- Have an email address, internet access and computer capability.
- Be willing to devote the time and resources required to ensure that assigned duties are carried out to the highest possible level of success.
- This is an organization driven by the values of its people. Therefore, a successful District Leader must believe in the core values of Rotary International and The Rotary Foundation and be driven by their mission.

15.14.7 Records Retention

The chair of an ICC is responsible for ensuring that records generated by the ICC are retained in accordance with the District Record Retention Policy.

15.14.8 Dissolution of a District ICC

15.14.8.1 The chair of the ICC may recommend to the District Board of Directors that the district cease its participation in an ICC.

15.14.8.2 The chair of the ICC should review the recommendation with the District ICC Chair and then submit the recommendation to the District Board of Directors

15.14.8.3 The Board of Directors, by majority vote, may suspend or cease the District's activities in an ICC of which it is a member.

SECTION 16

YOUTH PROTECTION POLICES

16. YOUTH PROTECTION POLICY

16.1 Rotary International Statement of Conduct Working with Youth

Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarian's partner, and other volunteers must safeguard the children and young people with whom they come in contact and protect them from physical, sexual, and psychological abuse.

16.2 Definitions

- **(the) District** – Rotary International District 5240
- **Participant** – Anyone who participates in a Rotary Youth program, whether child, young adult, or adult
- **PC Volunteer** – A Program Certified Volunteer is a volunteer who has been certified to participate in a specific youth program by meeting the requirements set forth in Section 16.5.2
- **Rotary Youth Program** – Without limitation, the following programs, and activities: Youth Exchange; RYLA; Interact; Four-Way Test Contest; any other Youth program or activity sponsored, in any manner, by a Rotary Club, the District, or Rotary International (intended in the broadest sense); and any youth program or activity not sponsored by Rotary but in which the District, a Rotary Club, or any Rotarian participate as a representative of Rotary.
- **Volunteer** – Each adult participant, Rotarian, or non-Rotarian, must be certified by the District as a Volunteer, as set forth below in Article 16.5, if he or she will take part in any Rotary youth program and will have direct or indirect, supervised, or unsupervised, contact with youth participants. As used herein, the term “volunteer” includes Club and District Youth Exchange officers and committee members; Rotarian counselors; Rotarians and non-Rotarians and their spouses and partners who work with students during activities or outings or who transport students to events; and host parents and other adult residents of the host home, including host siblings and other family members.
- **Youth Exchange Volunteer** (“YE Volunteer”) – Each volunteer participating in the Rotary Youth Exchange program must be certified by the District as a YE Volunteer, as set forth below in Article 16.5 if she or he will have direct, unsupervised contact with program participants. For Youth Exchange, YE Volunteers include, among others, clubs and District Youth Exchange Officers and committee members; Rotarian counselors; Rotarians and non-Rotarians and their spouses or partners who work with students during activities or outings or who transport students to events; and host parents

and other adult residents of the host home, including host siblings and other family members.

- **Youth Protection Policy** (“YPP”) – The District 5240 Youth Protection Policy as may be amended from time to time.
- **Youth** – Children (minors of any age) and young adults

16.3 **Organization and Liability Insurance**

District 5240 is organized as a 501(c) (4) social welfare organization. This entity has been formed under the laws of the State of California and its status is confirmed from time to time as legally required.

The District carries liability insurance with appropriate coverage and policy limits through Rotary International (RI). The policy protects the organization from third-party claims and lawsuits alleging negligence by the organization, its employees, its clubs, Rotarians, or participants. From time to time, the District may carry additional liability insurance as the District determines to be in the best interests of the District, clubs, Rotarians, and participants.

16.4 **Supervision, Control and Compliance**

The District Governor is responsible for supervision and control of all Rotary youth programs in the District. The District will monitor all clubs and Volunteers participating in all District Rotary Youth Programs to ensure that they comply with the YPP. The District will monitor all participating clubs to ensure that they comply with the Rotary Youth Exchange certification requirements.

The District Governor will appoint a Youth Protection Officer to evaluate and review files, policies, and allegations regularly.

All Clubs that participate in any District Rotary youth program must provide the District with a completed copy of the District 5240 Affidavit of Club Compliance (attached as Appendix A) The District 5240 Affidavit of Club Compliance will be effective only for the Rotary year specified therein.

In addition to the District 5240 Affidavit of Club Compliance and on an annual basis, all clubs that participate in Rotary Youth Exchange must agree to carry out the following:

- A signed compliance statement that the club is operating its program in accordance with District 5240 and RI policies
- Develop a comprehensive system for host family selection and screening that includes announced and unannounced home visit and interviews both before and during the placement.
- Conduct follow-up evaluations of both student and host families.
- Follow the Sexual Abuse and Harassment Reporting Guidelines
- Prohibit direct placement of students outside the District 5240 Youth Exchange program structure and Rotary YES/SCANEX multi-District procedures (so-called backdoor exchanges)

- Set procedures for removal of student from the host family, including establishing criteria for moving a student and locating available back-up temporary housing in advance.
- Develop contingency hosting plans that include prescreened, available back-up families.
- Ensure that all hosting is voluntary. Parents of outbound students and club members must not be required to host students.
- Ensure that long-term exchange students have multiple host families. The period of time with each family may vary according to host's availability.
- All Club materials that advertise the Youth Exchange program, including brochures, applications, policies, and websites must be approved by the District RYE director.

16.5 Volunteer Selection, Screening, and Certification

All volunteers interested in working on a Rotary youth program or with Rotary youth program participants must meet the eligibility requirements of RI and the District. RI and the District prohibit the membership and participation of any person who has admitted to, been convicted of, or otherwise been found to have engaged in sexual abuse or harassment. The district will maintain confidential records of persons prohibited from working with youth in Rotary activities.

If a person is accused of sexual abuse or harassment and the law enforcement investigation is inconclusive, or if law enforcement declines to investigate, additional safeguards are necessary to protect any Rotary youth program participant with whom the accused may have future contact, as well as the accused. A person later cleared of charges may apply to be reinstated as a Rotary Youth program volunteer.

Reinstatement is not a right, and reinstatement to his or her former position is not a guarantee.

The District will certify, as a volunteer, as a PC volunteer, or as a YE volunteer, all adults, whether Rotarian or non-Rotarian, who satisfy the requirements appropriate for that certification, as set forth below in this section.

16.5.1 Volunteer - certification requires the applicant to do the following:

- Complete a District 5240 Youth Program Volunteer Application, including a list of potential references with contact information (attached as Appendix A) and undergo a criminal background check.
- Receive training regarding the YPP.
- Comply with the YPP.
- Comply with any instructions of the PC Volunteers(s) administering each Rotary youth program in which the applicant will serve as a Volunteer.

If Volunteer certification is granted between July 1 and December 31 of any Rotary year, then the Volunteer's certification will remain effective until the end (i.e., June 30) of the first full Rotary year following the Rotary year of certification. If Volunteer certification is granted between January 1 and June 30 of any Rotary year, then the

Volunteer's certification will remain effective until the end (i.e., June 30) of the second full Rotary year following the year of certification.

16.5.2 Program Certified (PC) Volunteer certification requires the applicant to do the following:

- Comply with all of the requirements for Volunteer certification.
- Be interviewed, preferably in person, by the PC volunteer acting as chair of each Rotary youth program in which the applicant will serve as a PC volunteer.
- Receive training regarding the Rotary Youth program(s) the PC volunteer will participate in
- Comply with RI and District guidelines for the Rotary Youth program(s) the PC Volunteer will be participating in

If the PC volunteer certification is granted between July 1 and December 31 of any Rotary year, then the PC Volunteer's certification will remain effective until the end (i.e., June 30) of the Rotary year in which the certification was granted. If PC volunteer's certification is granted between January 1 and June 30 of any Rotary year, then the PC Volunteer's certification will remain effective until the end (i.e., June 30) of the second Rotary year following the year of certification. Even though PC volunteer certification may end as set forth above. Volunteer certification will remain effective for the periods set forth above.

16.5.3 Youth Exchange (YE) Volunteer certification requires the following:

16.5.3.1 Comply with all of the requirements for PC Volunteer certification

16.5.3.2 All Youth Exchange Rotarian and non-Rotarian volunteers that have direct, unsupervised contact with program participants must (if not already done for PC volunteer certification, or in lieu of any contradictory PC Volunteer certification requirement)

- Complete a volunteer agreement form.
- Undergo a criminal background check (subject to local laws and practices)
- Be interviewed, preferably in person.
- Provide a list of personal references with contact information (it is recommended that references include no family members and no more than one Rotarian)
- Comply with RI and District guidelines for the Youth Exchanges Program

16.5.4 Youth exchange host families must also meet these selection and screening requirements:

16.5.4.1 Undergo a comprehensive interview that determines suitability, demonstrating:

- Commitment to the safety and security of the student
- Appropriate motives for hosting a student that are consistent with Rotary ideals of international understanding and cultural exchange.

- Financial ability to provide adequate accommodations (room and board) for the student.
- Ability to provide adequate supervision and parental responsibility that ensures the student's well-being.

16.5.4.2 Complete a Rotary Youth Exchange written application.

16.5.4.3 Undergo a home visit with and without notice, both before and during the placement; home visits must be conducted annually, even for repeat host families.

16.5.4.4 Note: All adult residents of the host home must meet the selection and screening guidelines. This includes adult children of the host family and other members of the extended family or household staff who are full time or part time residents of the home.

16.5.5 Youth exchange students must be appointed a Rotarian counselor who meets the criteria for all Volunteers. Also:

- A counselor must not hold a role of authority over the student's exchange. Examples include being a member of a student's host family, school principal, club president, or district or club Youth Exchange officer.
- Counselors must be able to respond to any problems or concerns that may arise, including instances of physical, sexual, or emotional abuse or harassment.

16.5.6 Certification Duration

If YE certification is granted between July 1 and December 31 of any Rotary year, then the YE Volunteer's certification will remain effective until the end (i.e., June 30) of the authority.

Rotary year in which certification is granted. If YE volunteer certification is granted between January 1 and June 30 of any Rotary year, then the YE certification will remain effective until the end (i.e., June 30) of the first full Rotary year following the year of certification. Even though YE volunteer certification may end as set forth above. . Volunteer certification will remain effective for the periods set forth above.

16.6 **Rotary Youth Exchange Participant Selection and Screening**

All students interested in the District 5240 Youth Exchange Program must meet District guidelines and:

- Complete a written application.
- Be interviewed at the club and District level.
- Attend and participate in all club and District orientation and training sessions.

All parents or legal guardians of Youth Exchange participants must also be interviewed at the club or District level to determine student's suitability for program participation.

The sending district is responsible for ensuring that each student is accepted and hosted by a club in a partner district. Districts are urged to utilize written agreements with their exchange partners to delineate responsibilities to ensure that all

expectations of the exchange relationship are met, such as certifications of exchange partners, logistics, and student selection and orientation. All individuals involved in the exchange, including students and their parents or legal guardians, host family members and Rotarian counselor, must agree in writing to all the requirements of the program as determined by the sending and host clubs or districts. Student itineraries must be agreed upon by the student's parents or legal guardians and the host club or district (*January 2017 Mtg., Bd. Dec. 87*)

16.7 TRAINING

The District and member clubs will provide YPP training. The District Governor will appoint a District youth protection officer to foster safe operations across all Rotary youth programs and to conduct YPP training sessions at the District level. Each club president will appoint a club youth protection officer to foster safe operations across all club youth activities and to conduct YPP training sessions at the club level. The District and member clubs will provide information on Rotary youth programs. The District Governor will appoint a District committee chair for each District youth program to foster safe operation of the District youth program and to conduct program training sessions for Rotarians and other Volunteers at the District level. Each club president will appoint a club committee chair for each Rotary youth program the club participates in who will foster safe operation of the Rotary youth program and to conduct program training sessions for Rotarians and other Volunteers at the club level.

The District 5240 Youth Exchange program must provide youth protection training and information to all students and Volunteers. The District youth protection officer or a designee will conduct the training sessions. Specifically, District 5240 will:

- Adapt Rotary's Youth Protection Guide to reflect District guidelines, information on local customs and culture, and legal requirements.
- Develop a training schedule that specifies who will be trained, how often, and how Conduct specialized training for those involved in Youth Exchange:
 - o District Governor
 - o District Youth Exchange officer and committee members Club Youth Exchange officer and committee members Rotarian counselors
 - o Other Rotarians and non-Rotarians who participate in Youth Exchange activities, such as local tours or District events.
 - o Host families
 - o Students (outbound and inbound)
- Maintain records of participation to ensure compliance.

16.8 Allegation Handling and Follow-through

16.8.1 To uphold the Statement of Conduct for Working with Youth all clubs and districts must ensure the abuse and harassment prevention and reporting requirements are followed as established by the general secretary: Rotary Code of Policies 13 January 2020. RI has zero tolerance policy against abuse and harassment.



- 16.8.2 All district governors-elect must complete youth protection training before the start of their term as governor, as determined by the general secretary.
- 16.8.3 Districts participating in any youth programs may develop and implement youth protection policies according to local customs. Districts participating in Rotary Youth Exchange must develop and implement youth protection policies as outlined in Rotary Code of Policies – Rotary Youth Exchange.
- 16.8.4 Districts participating in any youth program should appoint a youth protection officer. The youth protection officer should advise the clubs and district related to abuse and harassment prevention, assist districts to manage risks and crises that impact the safety of youth, should have professional experience in counseling, social work, law, law enforcement, or child development, and may be a Rotarian or non-Rotarian.
- 16.8.5 All allegations of abuse or harassment must be immediately reported to RI within 72 hours of learning of the incident. Failure to report incidents to RI within 72 hours may result in suspension of the District's Youth Exchange certification. Upon learning that an individual, club, or district knowingly has failed to timely report the allegation, the RI Board may terminate the club.
- 16.8.6 Any allegation of abuse must be immediately reported to the appropriate law enforcement agency, in accordance with RI's zero tolerance policy. All law enforcement reviews must be conducted by legal authorities that are not affiliated with Rotary.
- 16.8.7 In addition to reporting to law enforcement for investigation, an independent and thorough investigation must be made the club and district into any claims of abuse or harassment including a determination for how to prevent a similar situation in the future.
- 16.8.8 Any person involved in Rotary against whom an allegation of sexual abuse or harassment is made must be removed from all contact with youth until the matter is resolved.
- 16.8.9 A club must terminate the membership of an individual who admits to, is convicted of or is otherwise known to have engaged in sexual abuse or harassment of youth or youth program participants. A Rotarian or non-Rotary volunteer who admits to, is convicted of, or is otherwise known to have engaged in sexual abuse or sexual harassment or other act of moral turpitude must be prohibited from 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. (Upon obtaining information that a club has knowingly failed to terminate the membership of such an individual, **the RI Board may terminate the club for failure to comply**).
- 16.8.10 If an investigation into a claim of sexual abuse or harassment is inconclusive, then, for the safety of youth participants and the protection of the accused,

additional safeguards must be put in place to assure the protection of any youth with whom the individual may have future contact. If there are subsequent claims of sexual abuse or harassment, the individual shall be permanently prohibited from working with youth in a Rotary context. Regardless of criminal or civil guilt, the continued presence of the adult could be detrimental to the reputation of the organization and could be harmful to youth. A person who is accused but later cleared of charges, may apply to be reinstated to participate in youth programs. Reinstatement is not a right, and no guarantee is made that any individual will be reinstated to a former position.

- 16.8.11 Districts must track all individuals prohibited from contact with youth and ensure such prohibitions are implemented consistently throughout the district from year to year.
- 16.8.12 Individuals prohibited from working with youth may not serve as District Interact Chair, Interact Club Advisor, District RYLA Chair, District Youth Exchange Chair, District Youth Protection Officer, or in any other locally appointed club or district level role where there may be contact with youth (*October 2019 Mtg. Bd. Dec. 58*)

16.9 Travel by Youth

Recognizing that Rotary Clubs and districts are encouraged to undertake activities that develop youth, club, and district programs or activities that involve minors undertaking travel outside their local community, or that include overnight stays, must develop, maintain, and comply with youth protection policies and written procedures. With the exception of travel and tours operated by or on behalf of host districts, Youth Exchange travel is subject by the policies outlined in the Rotary Code of Policies – Youth Exchange.

The governor has the responsibility for the supervision and control of all programs and activities organized within the district that involve minors traveling outside their local community or involve overnight stays.

Clubs and districts:

1. Shall obtain written permission from the parent or guardian of all youth participants for travel outside the local community or involve overnight stay in advance.
2. Shall provide parents or guardian with specific details about the program, the location the event, travel itineraries, sleeping accommodations, and contact information for program organizers before departure.
3. Should, when traveling 150 miles away from home residence or out of home country, require the parents or legal guardians of each minor to provide travel insurance for the minor, which includes such coverages as medical (when traveling outside home country), emergency medical evacuation,

repatriation of remains, and legal liability, in amounts satisfactory to the club or district organizing the activity or event., with coverage from the time of the minor's departure from home until the return home.

4. Club and district policies and procedures should include:
 - Volunteer applications and screening procedures
 - Outlines of volunteer job descriptions and responsibilities.
 - Supervision standards for ration of adults to minors
 - Crisis management plan including:
 - Handling medical and other emergencies and providing for adult support; procedures for communicating with parents and legal guardians; written guidelines for reporting and follow-through on allegations or incidents consistent with RI policy (*October 2019 Mtg. Bd Dec.58*)

16.10 District 5240 Youth Exchange Administration

The District 5240 Youth Exchange program, in collaboration with participating clubs, must also:

- Confirm that all inbound students have insurance that meets or exceeds what is prescribed in the Rotary Code of Policies. District 5240 requires the following additional insurance: *To be determined, appropriate to the circumstances, by any or all of the following: The District Governor, the District 5240 Youth Exchange Officer, and the District 5240 Insurance Specialist*
- Store participant and Volunteer records securely at the District office, or such other secure location as may be determined by the District Governor, for a period of not less than three years after participation or after the expiration of a Volunteer's youth Certification, whichever is later. Records will be stored in accordance with all applicable privacy laws and the District 5240 Document Retention Policy. All documents containing Social Security Numbers or other personal information will be stored in locked, secured areas. All computer applications and data containing Social Security Numbers and other private information will be maintained on secured, authorized-access computer stations only. Offsite storage or cloud storage must be at a location that is reasonably secure and operated by reputable service providers.
- Provide each student a list of local services (rape and suicide crisis hotlines, alcohol and drug awareness programs, relevant law enforcement agencies, community services, private services, etc.). This list must include the following District and club contacts:
- For inbound students: Rotarian counselor, host club president, host District Youth Exchange chair, and host District Governor
- For outbound students: Rotarian counselor, sponsor club president, sponsor district Youth Exchange chair, sponsor District Governor
- Provide each student with the names and contact information of at least two non-Rotarian resource people — one male and one female, who are not

related to each other and do not have close ties to the host families or Rotarian counselor — who can help the students with any problems.

- Submit inbound program participants' data to RI before or shortly after the exchange begins. Provide a 24-hour emergency contact phone number to students.
- Report all serious incidents (abuse or harassment allegations, accidents, crimes, early returns, death) involving Youth Exchange students to RI Youth Exchange staff within 72 hours.
- Prohibit placement of students outside of the District Youth Exchange program structure ("backdoor" exchanges).
- Establish criteria and procedures for a student's removal from the host family and arrange for contingent, temporary housing in advance.
- Develop contingency hosting plans that include prescreened families.
- Ensure that all hosting is voluntary. Parents of outbound students and club members must not be required to host inbound students.
- Ensure that long-term program participants have multiple host families. It is recommended that long-term program participants be placed with three host families during their exchange.
- Conduct follow-up evaluations of both students and host families.
- Request a monthly report from each inbound and outbound program participant that includes information on current hosts, feelings, concerns, ideas, and suggestions. The District Youth Exchange chair can then review the reports and assist program participants as needed

16.11 District 5240 Affidavit of Club Compliance

The Rotary Club of _____ hereby affirms that:

- This District 5240 Affidavit of Club Compliance is effective for Rotary year 20__ - 20__.
- The Club will follow the policies and procedures of Rotary International and Rotary International District 5240 when working with any Youth Exchange activity, youth program, or youth event.
- This undertaking is a requirement for its participation in the Youth Exchange program or any other Rotary affiliated youth event, activity, or program, whether organized and/or sponsored by Rotary International, District 5240, a Rotary Club, or a non-Rotarian. Should the Rotary Club cease to be in compliance with said policies and procedures, then the permission of District 5240 to participate in all such events, activities, and programs is immediately withdrawn and the Rotary Club will immediately cease all participation.
- Should permission be withdrawn because of non-compliance, any participant or student involved with or being hosted by said Rotary Club will, in the sole discretion of District 5240, either be referred or transferred to another Rotary Club that is in compliance or be sent home with the appropriate notice and explanations to the sponsoring parties, including any sponsoring Rotary District. If there are costs involved with these events that are not normally associated with the relationship, these costs will be borne by the defaulting Rotary Club.

This affidavit is signed at ____, California, on _____, 20__ and is effective for the entire Rotary year designated above, unless revoked in writing prior to the end of the designated Rotary year by either District 5240 or the Rotary Club.

President or President-Elect

Secretary

Club Youth Protection Officer

16.12 District 5240 Youth Program Volunteer Application

Principal Youth Activity(s): ☒ Youth Exchange

☐ Interact ☐ RYLA ☐ LEAD ☐ Rotaract

☐ Model UN ☐ 4-Way Speech Contest

☐ Other: _____

For District 5240 Use Only

☐ Approved ☐ Declined ☐ Rotarian ☐ Non-Rotarian

Certification Approved: ☐ Volunteer ☐ PC Volunteer ☐ YE Volunteer

Date Reviewed: _____ Reviewer Initials: _____

District 5240 strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouses and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, or emotional abuse.

Applicants are asked to obtain their own background checks, as specified by the District, for review by District officials. The information below may be provided to an outside agency that the District has retained to conduct additional checks.

PERSONAL INFORMATION

Full Legal Name(s): _____

Address: _____ City: _____ State: _____ ZIP Code: _____

(If fewer than five years, list previous residence(s) on an attached sheet.)

Home Phone: _____ Work Phone: _____ Mobile Phone: _____

Email: _____ Date of Birth: _____

Rotarian: ☒ No ☒ Yes Club Name: _____ Years in Rotary: _____ Years in District 5240: _____

CONSENT

I certify that all of the statements in this application and any attachments are true and correct to the best of my knowledge and that I have not withheld any information that would affect this application unfavorably. I understand that District 5240 will deny a volunteer position to anyone convicted of a crime of violence, sexual abuse or harassment, or any other crime of a sexual nature and may deny a volunteer position to anyone who has been charged with these crimes.

I give District 5240 permission to verify the information on this application, which may include reviewing the public records that I have provided which are duly certified, or by searching law enforcement and other published records (including driving records and criminal background checks) in addition to contacting my former employers and the references I provided. I understand that this information will be used in part to determine my eligibility for a volunteer position. I also understand that as long as I remain a volunteer, this information may be verified again at any time. I understand that I will have an opportunity to review my criminal history.

WAIVER

In consideration of my acceptance and participation in the Rotary youth program(s), I, to the full extent permitted by law, hereby release, defend, hold harmless, and indemnify participating Rotary clubs, Rotary districts, multidistrict organizations, and their members, officers, directors, committee members, agents, and employees, and Rotary International, its directors, officers, committee members, employees, agents, and representatives ("Indemnitees") from any or all liability for any claim, loss, damages, liabilities, expenses, bodily injury, or death, including any such liability that may arise out of the negligence of any of the Indemnitees or may be suffered or claimed by me as a result of an investigation of, action concerning, or communication of my background in connection with this application.

I further agree to conform to the rules, regulations, and policies of Rotary International, the District 5240 Youth Protection Policy, the District 5240 youth program(s), and their affiliates.

I hereby confirm, represent, and warrant that I have never been convicted of or charged with a violent crime, child abuse or neglect, child pornography, child abduction, kidnapping, rape, or other sexual offense, nor have I ever been ordered by a court to receive psychiatric or psychological treatment in connection therewith.

If any provision of this Application is determined to be illegal or unenforceable, the remaining provisions shall remain in full force and effect. By signing this Application, I acknowledge that I have read this Application, that I fully understand its contents, and that I sign this Application voluntarily.

Signature of applicant _____ Date _____

EMPLOYMENT HISTORY *(for the past five years – attach an additional sheet if necessary)*

Current employer: _____

Address: _____ City: _____ State: _____ ZIP Code: _____

Position: _____ Phone: _____ Email: _____

Dates of employment: _____ Supervisor's name: _____

Previous employer: _____

Address: _____ City: _____ State: _____ ZIP Code: _____

Position: _____ Phone: _____ Email: _____

Dates of employment: _____ Supervisor's name: _____

PERSONAL REFERENCES *(may not be relatives; no more than one may be a former or current Rotarian)*

Name: _____ **Relationship:** _____ **Phone:** _____

Address: _____ **City:** _____ **State:** _____ **ZIP Code:** _____

Name: _____ **Relationship:** _____ **Phone:** _____

Address: _____ **City:** _____ **State:** _____ **ZIP Code:** _____

Name: _____ **Relationship:** _____ **Phone:** _____

Address: _____ **City:** _____ **State:** _____ **ZIP Code:** _____

HISTORY WITH YOUTH *(attach additional sheets if necessary)*

Prior position with district Rotary youth program: ☐ No ☐ Yes Program Name: _____

Role: _____ Years: _____ District: _____

Prior position with club Rotary youth program: ☐ No ☐ Yes Program Name: _____

Role: _____ Years: _____ District: _____

Prior position with non-Rotary youth program: ☐ No ☐ Yes Program Name: _____

Role: _____ Years: _____ Location: _____

QUALIFICATIONS AND TRAINING *(relevant to the volunteer position sought – attach a separate sheet if necessary)*

CRIMINAL HISTORY

1. Have you ever been charged with, been convicted of, or pleaded guilty to any crime(s)? ☐ Yes ☐ No
2. Have you ever been subject to any court order (including an order from a civil, family, military, or criminal court) that involved sexual, physical, psychological, or verbal abuse or harassment, including domestic violence, civil harassment, moral turpitude, injunctive, or protective orders? ☐ Yes ☐ No

If you answered yes to either question, please explain. Indicate the dates of the incidents and the country and province or state in which each occurred *(attach an additional sheet if necessary)*.

16.13 District 5240 Abuse and Harassment Allegation Reporting Guidelines

Rotary International District 5240 is committed to protecting the safety and well-being of all youth program participants and will not tolerate abuse or harassment. All allegations will be taken seriously and must be handled within the following guidelines.

The safety and well-being of program participants must always be priority.

16.13.1 DEFINITIONS

16.13.1.1 Emotional or verbal abuse — Use of fear, humiliation, or verbal assaults to control the behavior of another. Examples include rejecting the person, preventing him or her from developing normal social relationships, and making derogatory statements about his or her race, religion, ability, intellect, tastes, or personal appearance.

16.13.1.2 Physical abuse — Physical contact intended to cause pain, injury, or other physical suffering or harm.

16.13.1.3 Neglect — Failure to provide the food, shelter, or medical care that is necessary to well-being.

16.13.1.4 Sexual abuse — Engaging in or arranging implicit or explicit sexual acts, whether they are performed alone or with another person of any age or gender, through force or coercion or with anyone who is unable to give consent. Any sexual activity between a legal adult and a minor is considered sexual abuse. Sexual abuse can also include non-touching offenses, such as voyeuristic behavior, indecent exposure, or showing a young person sexual or pornographic material.

16.13.1.5 Sexual harassment — Sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature that is unwanted or directed at someone unwilling or unable to provide consent. In some cases, sexual harassment precedes sexual abuse and is used by sexual predators to desensitize or groom their victims. Examples of sexual harassment include:

- Sexual epithets or jokes, written or spoken references to sexual conduct, gossip about one's sex life, and comments about a person's sexual activity, deficiencies, or prowess.
- Verbal abuse of a sexual nature
- Display of sexually suggestive objects or images.
- Sexual leering or whistling
- Inappropriate physical contact, such as brushing against a person.
- Obscene language or gestures, and suggestive or insulting comments

16.13.2 RECEIVING AN ALLEGATION REPORT

Any adult to whom a program participant reports abuse or harassment must do the following.

- Ensure the safety and well-being of the young person by removing him or her from the situation immediately and preventing all contact with the alleged abuser or harasser. Reassure the young person that this is for his or her safety and is not a punishment.

- *If at all possible, have 2 adults present when the report is taken.* This is for the protection of the program participant and the adults taking the report.
- *Listen attentively and stay calm.* Acknowledge that it takes courage to report abuse or harassment. Be encouraging, but remain neutral; do not express shock, horror, or disbelief.
- *Assure privacy but not confidentiality.* Explain that you will have to tell someone about the abuse or harassment to make it stop and ensure that it does not happen to others.
- *Get the facts, but do not interrogate.* Ask questions that establish facts: who, what, when, where, and how. Reassure the young person that he or she did the right thing in telling you. Avoid asking “why” questions, which may be interpreted as questioning the young person’s motives. Remember that your responsibility is to report this information to the proper authorities.
- *Be nonjudgmental and reassure.* Avoid criticizing anything that has happened or anyone who may be involved. It is especially important not to blame or criticize the young person. Emphasize that it was not his or her fault and that it was brave and mature to come to you.
- *Document the allegation.* Record the conversation, including the date and time, as soon after the report as you can. Try to record the young person’s exact words. If possible, complete the District 5240 Incident Report Form at the time the allegation is made. If the Form is not readily available, gather the information in writing and transcribe the information to the Form as soon as practicable.
- District 5240 will cooperate with all law enforcement agencies, child protective services, and legal investigations and will not interfere with official investigations when conducting its own independent review.

16.13.3 ALLEGATION RESPONSE

The following steps must be taken immediately following an allegation of abuse or harassment. Most steps may be performed by any program volunteer, while others should be performed by a District officer, as specified.

16.13.3.1 Protect the young person.

- Continue to ensure the safety and well-being of the young person by removing him or her from the situation immediately and preventing all contact with the alleged abuser or harasser. Reassure the young person that this is for his or her safety and is not a punishment.
- Take immediate action to ensure the young person’s health and well-being by getting get him or her medical or psychological care, if necessary.
- Report the allegations to appropriate authorities.

16.13.3.2 All cases of abuse or harassment must be reported immediately. In an emergency where outside intervention is immediately required to protect the health and welfare of any person, call 911 and summon law enforcement authorities and/or emergency medical services to the scene.

- In most situations where additional harm is not imminent, the first report is to the chair of the Rotary youth program where the incident is alleged to have occurred, and who is responsible for seeking advice from and interacting with appropriate agencies. If the allegation involves the conduct of this Rotarian, the District Governor or the District youth protection officer should be the first Rotary contact.
- Ensure that the Rotary youth program chair or other District officer contacts the appropriate local law enforcement agency for investigation. If this cannot be done immediately, then the volunteer must contact the appropriate local law enforcement agency for investigation, and then notify Rotary youth program and District leaders for follow-through. Interrogations related to allegations of abuse or harassment must be left entirely to law enforcement agencies.
- District 5240 will cooperate with police or legal investigations.

16.13.3.3 District 5240 has researched local, state, and national laws related to youth protection, including reporting allegations, and notes the following legal requirements of which all volunteers must be aware:

- Report alleged child abuse to the California Child Abuse Hotline at 1(800) 344-6000.
- Report all alleged abuse and harassment to law enforcement. The appropriate law enforcement agency will depend upon the location of the alleged abuse or harassment. The correct agency may be the local City Police Department or the County Sheriff's Department. If in doubt, call 911. The allegation should be reported in the jurisdiction where the alleged abuse took place, NOT the location where the student may be at the time of reporting to an adult.
- District 5240 believes the training and implementation of its Youth Protection Policy follows all legal and law enforcement requirements, and that the Youth Protection Policy meets all law enforcement reporting requirements.

16.13.3.4 Remove the accused person from contact with youth.

- District 5240 will remove the alleged offender from all contact with Rotary youth program participants until the matter is resolved.
- Follow established criteria and procedures for removing a Rotary Youth Exchange student from a host family if they report a problem with, or make an allegation against, a host family member. If appropriate, move the student to the temporary housing that was screened in advance.

16.13.3.5 Avoid gossip and blame.

16.13.3.6 Do not tell anyone about the allegation other than those who need to know.

16.13.3.7 Be careful to protect the rights of both the victim and the accused during the investigation.

16.13.4 District 5240 maintains the privacy (as distinct from confidentiality) of any accused person by enforcing the following procedures:

- Rotarians must not tell anyone about the report other than those required by the guidelines.
- Emphasizing in training the conditions of “innocent until proven guilty” and the importance of maintaining the privacy of both the alleged victim and accused
- Limiting to no more than two the Rotarians reviewing the background check information (secured by an outside source)
- Confirming the reliability of the contract services used for background checks to ensure they have privacy policies and procedures in place.
- Keeping records in a secure location with access limited to those with a need to know.

16.13.5 ALLEGATION REPORTING TO ROTARY

The following steps must be taken immediately after receiving an allegation report of abuse or harassment. The steps will be performed by any program volunteer or by a District officer, as specified.

16.13.5.1 Any allegation of abuse or harassment received by a Volunteer must be reported to District 5240 not later than 48 hours after receiving the report as follows.

16.13.5.2 If not already done, the person receiving the report will complete the District 5240 Incident Report Form at the time the allegation is made. If the Form is not readily available, the incident information will be recorded in writing and will be later transcribed to the Form as soon as practicable.

16.13.5.3 The person receiving the allegation must personally ensure the following is done:

- the District 5240 Incident Report Form is scanned to a PDF file.
- the file is emailed to the District youth protection officer at ypo@rotary5240.org.

16.13.5.4 A District officer must inform RI of the allegation within 72 hours and provide ongoing status reports.

16.13.5.5 District 5240 will ensure that the program participant’s parents or legal guardians have been notified and offer the young person an independent, non-Rotarian counselor to represent his or her interests.

16.13.5.6 If law enforcement agencies will not investigate, or if the investigation is inconclusive, the District Governor will appoint a District review committee to coordinate an independent review to ensure that District youth protection policies were followed, confirm that youth safety was the highest priority, and determine any necessary modifications to District procedures. This review is not responsible for determining the validity of any allegations; that can only be done by youth protection agency personnel or trained law enforcement professionals.

16.13.5.7 If law enforcement has found the allegations to be noncriminal, the District Governor is responsible for contacting the alleged offender. The District Governor may delegate this task to a District youth protection officer or the District review committee.

16.13.5.8 District 5240 will document all accusations of inappropriate behavior and the actions taken to resolve the situation, so that patterns of inappropriate behavior are identified and addressed.

16.13.6

District 5240 Incident Report Form begins on the next page.



DISTRICT LEADERSHIP PLAN AND POLICIES

DISTRICT 5240 INCIDENT REPORT FORM

This form **MUST** be received by Rotary International District 5240 within 48 hours of an incident. Scan the form and email to: ypo@district5240.org

(Attach additional Sheets if necessary)

CONTACT INFORMATION

Name: _____

Address: _____

Current Age: _____ Date of Birth _____ Male _____ Female _____

Phone Number: _____ Email: _____

Activity:

_____ Youth Exchange _____ RYLA _____ Interact _____ Other: _____

Name of Parent or Guardian: _____

Address: _____

Primary Phone Number _____ Alternate Phone Number _____

Association with Rotary: _____

INCIDENT DESCRIPTION

Incident: _____ Date(s) _____

Age of alleged victim at time of incident _____

Location where incident took place _____

Circumstances and nature of alleged misconduct



DISTRICT LEADERSHIP PLAN AND POLICIES

Is there other evidence (photos, documents, recordings, witness statements)

CONTACT INFORMATION FOR PERSON WHO ALLEGEDLY COMMITTED THE MISCONDUCT

Name: _____

Address: _____

Current Age: _____ Date of Birth _____ Male _____ Female _____

Phone Number: _____ Email: _____

Association with Rotary; _____

CONTACT INFORMATION OF WITNESSES OR PEOPLE PRESENT DURING THE INCIDENT

Name: _____

Address: _____

Phone Number: _____ Email: _____

Name: _____

Address: _____

Phone Number: _____ Email: _____

CONTACT INFORMATION OF INDIVIDUAL(S) RECEIVING THE INCIDENT REPORT

Name: _____

Address: _____

Phone Number: _____ Email: _____

Association with Rotary: _____

PLEASE SUBMIT ANY OTHER INFORMATION RELATED TO THE INCIDENT

CALIFORNIA CHILD ABUSE HOTLINE (800) 344-6000

SECTION 17
ROTARY YOUTH EXCHANGE CRISIS MANAGEMENT POLICY

17. ROTARY YOUTH EXCHANGE - CRISIS MANAGEMENT POLICIES AND PROCEDURES

17.1 Policy

A crisis involving Youth Exchange may involve international students hosted in D5240 (Inbound Students), or D5240 students hosted in overseas Districts (Outbound Students). The crisis may involve an individual student or a group of students within a region.

The District Governor is ultimately responsible to Rotary International for the District, including the RYE Crisis Management Team.

17.2 District 5240 RYE Crisis Management Team

17.2.1 The following people comprise the crisis management team for the D5240 RYE Crisis Management Team:

- District 5240 District Governor
- D5240 RYE Crisis Management Officer (CMO) – The D5240 RYE Crisis Management Officer is the Youth Protection Officer or designate
- D5240 RYE Chair
- Other volunteers, as appointed

17.2.2 Unless otherwise noted, the CMO will be the point person for contact during the crisis. All inquiries shall be directed to the CMO. The CMO will update the District Governor in a timely manner.

17.2.3 Procedures proposed in this Crisis Management Plan include Rotary International's "Guidelines for Youth Exchange Emergencies", and are included in the section, [Guidelines for RYE Emergencies from RI](#).

17.2.4 A crisis involving a group may not necessarily involve the death of a student; a group crisis could involve a transportation accident, food poisoning, building fire, and many other possibilities. Even if there are no serious injuries or illnesses, the crisis may exist because of public perception, especially when involving the Inbound student's home embassy and the press. If in doubt, notify the CMO and the D5240 RYE Chair.

17.3 Initial Reporting:

- 17.3.1 Contact the District RYE Crisis Management Officer (CMO) or a member of the District Youth Exchange Crisis Management Team if you cannot contact the CMO for assistance. Provide details of the incident. The CMO now takes over management of the crisis. The CMO will immediately advise the District Governor of the situation. In the absence of the District Governor, the CMO will advise the Vice Governor. The CMO will assist the host Club with advice of what needs to be done next and who will be doing these tasks.
- 17.3.2 **Do not speak to the media other than to advise them that an incident has occurred and is under investigation.** Provide the media the name and contact information of the District Governor. The District Governor will be the media contact person or will appoint someone to the task.
- 17.3.3 The Club needs to work with the District Crisis Management Team to make sure that payment for expenses incurred are paid up front. We do not want a tragic situation to become worse and cause further anguish to the student's family over financing that needs to be done in a crisis. The District Governor will approve the expenses to be incurred.

17.4 Crisis Procedure – Rotary Youth Exchange Student(s) in D5240

In the event of death, serious injury, serious illness, or other problem deemed serious by the Host Club, the Host Club President shall contact the District CMO immediately and provide the following detail as a minimum:

- Name of local Rotarian to be contacted in this specific emergency and necessary contact information.
 - Host Club name.
 - Name of student or students involved.
 - Home country of student or students involved.
 - If possible, Sponsor District Number (overseas).
 - As much detail as possible involving the crisis. The CMO will:
- 17.4.1 Immediately contact the District Governor and those on the Crisis Management team, as necessary. The District Governor will make the decision who is best to contact the student's family.
 - 17.4.2 As necessitated by the nature of the crisis, request team members to contact or research information relative to the crisis, using the "[Guidelines for Youth Exchange Emergencies](#)" as a baseline.
 - 17.4.3 Continue to keep all members of the District Crisis Management team informed and advised of the crisis status, as necessary.

17.4.4 The CMO shall notify the respective Embassy/Consulate for the student and their Sponsor District overseas counterpart.

17.4.5 Upon notification of the crisis:

17.4.5.1 The District Governor or designate shall be responsible for contacting and advising Rotary International of crisis nature and status. The District Governor or designate shall be responsible for keeping Rotary International updated throughout the course of the crisis.

17.4.5.2 The CMO or designate shall notify all other members of the D5240 Youth Exchange Committee not affected by the crisis and keep them updated throughout the crisis as needed.

17.4.5.3 The CMO or designate will be responsible for updating the District Governor throughout the crisis.

17.5 **Outbound Crisis Procedure - Student Overseas**

This guideline addresses an emergency involving a D5240 student hosted by an overseas District. If the D5240 Youth Exchange Committee is notified of the death, serious injury, serious illness, or other problem involving a D5240 Outbound Student, the person who receives the information shall contact the CMO immediately and provide the following details as a minimum:

- Name student involved.
- Sponsor Rotary Club.
- Host District number (overseas).
- The nature of the crisis and as much detail as possible involving the crisis.

The CMO will:

17.5.1 Immediately contact the District Governor and members of the District Crisis Management Team, as necessary.

17.5.2 As necessitated by the nature of the crisis, request team members to contact or research information relative to the crisis, using the "[Guidelines for Youth Exchange Emergencies](#)" as a baseline.

17.5.3 Continue to keep the District Governor and all members of the District Crisis Management team informed and advised of the crisis status.

17.5.4 Will continue to keep in contact with the Responsible Officer for the region where the crisis is occurring and work through the Responsible Officer to resolve the crisis.

17.5.5 The CMO shall contact the U.S. Embassy/Consulate in the host country for the student and their Host District overseas counterpart.

17.5.6 Upon notification of the crisis:

- The District Governor or designate shall be responsible for contacting and advising Rotary International of the crisis nature and status. The District Governor or designate shall be responsible for keeping Rotary International updated throughout the course of the crisis.
- The CMO or designate shall notify all RYE Chair and keep them updated throughout the crisis.
- The CMO or designate will be responsible for updating the District Governor throughout the crisis.

17.6 Outbound Crisis Procedure - Region or Country Crisis

This guideline addresses an emergency involving a D5240 student hosted by an overseas District experiencing a regional or country crisis.

In the event a crisis develops in an overseas region or country where a D5240 student is hosted, the Outbound Chair responsible for the country shall contact the CMO immediately and provide the following details as a minimum:

- The name of the student(s) .
 - Host District(s) involved.
 - Host District number(s).
 - The nature of the crisis and as much detail as possible involving the crisis.
- The CMO will:

- 17.6.1 Immediately contact the District Governor with the crisis information.
- 17.6.2 As necessitated by the nature of the crisis, request team members to contact or research information relative to the crisis, using the “[Guidelines for Youth Exchange Emergencies](#)” as a baseline.
- 17.6.3 Continue to keep the District Governor and RYE Chair informed and advised of the crisis status.
- 17.6.4 Will continue to keep in contact with the Responsible Officer for the region where the crisis is occurring and work through the Responsible Officer to resolve the crisis.
- 17.6.5 The CMO shall contact the U.S. Embassy/Consulate in the host country for the student and their Host District overseas counterpart.
- 17.6.6 Upon notification of the crisis:
 - 17.6.6.1 The District Governor or designate shall be responsible for contacting and advising Rotary International of crisis nature and status.
 - 17.6.6.2 The CMO or designate will be responsible for updating the District Governor throughout the crisis.
 - 17.6.6.3
 - 17.6.6.4 The District Governor or designate will be the spokesperson for the media. Please refer the media to the ~~CMO~~ District Governor or designate and

inform the District Governor or designate of the media inquiry with contact information.

17.6.6.5 The District Governor or designate will notify the following:

- Natural Parents/Legal Guardians (In case of death, obtain clear instructions concerning burial, cremation or return of the body. Also ask about memorial service. Consideration must be given to the religion of the deceased.)
- Host family, club counselor, and District Youth Exchange Chair.
- Host District Governor and the Governor of the sponsoring district
- Host Rotary club, for assistance and guidance (if the accident occurs away from the host area, you might want to contact a local Rotary club for assistance and guidance)
- Insurance company (remember to follow up)
- Embassy Officer – to obtain his/her advice.

17.6.7 Reporting

The CMO with the help of the RYE Chair will write a report of the incident for submission to the District Governor.

SECTION 18
EXPECTATIONS OF DISTRICT LEADERSHIP TEAM

18. EXPECTATIONS OF DISTRICT LEADERSHIP TEAM

18.1 Purpose

The purpose of the expectations of the District leadership team is to ensure that Rotarians who accept positions on the District 5240 leadership team have an understanding of what is expected of them in addition to the description of the position in which they will serve.

18.2 Educate Yourself and Your Team About Your Area of Responsibility

- 18.2.1 Attend the District Assembly to support the District Training Committee, get ideas from session attendees, and encourage the attendees to share successful ideas with each other.
- 18.2.2 Get contact information for your club-level counterparts.
- 18.2.3 Ensure that your club-level counterparts have the contact information for you and your team.
- 18.2.4 Establish a means for club-level counterparts to describe their projects to you and your team and to distribute them using websites and social media available from District 5240 and Rotary International.
- 18.2.5 If they have not already done so, encourage your team members to become graduates of PRLS and Master PRLS.
- 18.2.6 Familiarize yourself with resources available from Rotary International (WWW.ROTARY.ORG) and Zone 26-27 (WWW.ZONE2627.ORG)

18.3 Meet with Your Predecessor

- 18.3.1 Prior to the start of the Rotary Year, meet with your predecessor to compare actual results to the goals set at the beginning of the current year.
 - 18.3.1.1 If the goals were met or exceeded, celebrate the successes of your predecessor.
 - 18.3.1.2 If the goals were not met, take an objective look at why they were not met.
 - 18.3.1.3 Receive from your predecessor an explanation for both successes and for failures.
- 18.3.2 Receive copies of all your predecessor's paperwork and organizational plans.
- 18.3.3 Discuss lessons that your predecessor learned and wants to share with you.
- 18.3.4 Discuss and continuing projects that will span both Rotary years and how they can be continued smoothly.

- 18.3.5 Ask questions.
- 18.3.6 Establish a communication plan so that you can reach out to your predecessor during the current Rotary Year.

18.4 Develop Plans and Objectives

- 18.4.1 Review the job description with your District Governor.
- 18.4.2 Develop the goals for your area of responsibility.
- 18.4.3 Develop a plan for achieving your goals.
 - 18.4.3.1 Develop the list of tasks required to attain your goals.
 - 18.4.3.2 Determine when each task needs to be completed to achieve the goals.
 - 18.4.3.3 Assign the tasks to members of your committee.
- 18.4.4 Monitor performance.
- 18.4.5 Take corrective action as needed to ensure that you can meet your goals.
- 18.4.6 Work with the Public Image Team to update information on the District website, District Facebook page and District Newsletters.

18.5 Recruit and Manage Your Team

- 18.5.1 In coordination with the District Personnel Director, invite people to join your committee.
- 18.5.2 Discuss the position description and your expectations with the candidates to confirm that they understand what they are being asked to do.
- 18.5.3 Review the objectives and timelines to ensure that they understand the time and effort that will be required.
- 18.5.4 Do not take rejection personally, just move on to your next candidate. It is better to have someone say “no” than say “yes” and then not be able to do the job.
- 18.5.5 If you are having difficulty filling a position, ask for help.

18.6 Develop Team Commitment

- 18.6.1 Prior to the start of the new Rotary year in July, talk with each team member individually to review objectives, timelines, and budgets.
- 18.6.2 Meet with your entire team to discuss the main objectives and the milestones for your committee.
 - 18.6.2.1 Identify any possible obstacles or problems that have been observed in the past and discuss ways to overcome them.
 - 18.6.2.2 Be open to potential improvements that can be made to the overall program.

- 18.6.2.3 Accept input and be willing to change any of the tasks as long as your main objectives will be accomplished on time.
- 18.6.3 Discuss the importance of the committee objectives to the overall district objectives.
- 18.6.4 Create a vision of a successful year and the sense of accomplishment each team member will feel when the year is over.
- 18.6.5 Ask your team members to consider training possible replacements for coming Rotary Years to ensure continuity.
- 18.7 **Monitor Progress**
 - 18.7.1 Encourage your team members to collaborate on their tasks.
 - 18.7.2 Establish a regular meeting time for your team.
 - 18.7.3 Use the master list of tasks to evaluate projects.
 - 18.7.3.1 Provide guidance to your team members, but do not micromanage them.
 - 18.7.3.2 Remind your team members of major milestones that are approaching.
 - 18.7.3.3 Take corrective action as needed including adding or changing team members and their task assignments.
- 18.8 **Report Progress**
 - 18.8.1 Request monthly status reports from your team members.
 - 18.8.2 Report progress to the District Governor and other interested parties
- 18.9 **Provide Recognition**
 - 18.9.1 Recognition is one of the best motivators of volunteers. Look for opportunities throughout the year to provide recognition to your team members.
 - 18.9.2 Notify the District Governor of team members who are going above and beyond the call of duty. A comment to team members from someone outside your committee will make them feel that their contributions are being recognized and appreciated.
 - 18.9.3 Provide information about accomplishments to the District Governor, include a story in the district newsletter and/or post a story on the District website.
- 18.10 **Close the Year**
 - 18.10.1 Ensure that all documents are maintained for future reference in accordance with the District Document Retention policy

- 18.10.2 Prepare a report of the activities of your committee. Identify activities that worked well and those that need improvement. Include recommendations for changes or additions in the future.
- 18.10.3 Involve your successor in your activities

SECTION 19
DISTRICT RESOLUTIONS POLICY

19. DISTRICT RESOLUTIONS POLICY

19.1 Policy

This policy describes the process for recommending, reviewing, voting, and publishing District 5240 Resolutions.

19.2 Proposals

19.2.1 Proposed resolutions, in the form of motions which allow the District to make official decisions about key matters including but not limited to:

- Approving the Annual District Finance Report
- Approving the Audit Committee report for District finances
- Selecting a member and alternate for the Nominating Committee for the Zone 26RI Director
- Selecting a representative and alternate for the RI Council on Resolutions and for the RI Council on Legislation, shall be submitted.
- Amendments to the District Bylaws or the District Leadership Plan and Policy Manual
- Statements of position on behalf of the District

19.2.2 Resolutions should be submitted by a Club in District 5240 or the District Board of Directors to the District Secretary no less than 30 days prior to the voting deadline.

19.2.3 The District Secretary shall record the proposal, advise the members of the Board of Directors, and forward the proposal to the District Resolutions Committee.

19.2.4 The District Resolutions Committee will meet with the proposing organization to review the objective of the proposal and the wording of the proposal. The Resolutions Committee will also request additional information on aspects of the proposal that may not be clear or supportive of the proposal objective.

19.2.5 The final proposal must be signed by two or more active Rotarians from the submitting Club and certified by the Club President and the Club Secretary. Proposals submitted by the Board of Directors should be certified by the Board Chair and the Board Secretary and returned to the Board Secretary.

19.2.6 The Board Secretary shall record the final version of the proposal and advise the District Governor that a proposal for a resolution has been received.

- 19.2.7 The final signed proposal shall be presented at the next regularly scheduled meeting, or as required at a special meeting, of the Board of Directors. The Board shall vote on whether the members of the Board support or do not support the proposal. If the Board does not support the proposals, the reasons shall be recorded in the minutes of the Board meeting.
- 19.2.8 The proposing Club shall be notified of the decision of the Board.
- 19.2.9 The Resolutions Committee shall manage the presentation of the proposal to the member Clubs for vote.
- 19.2.9.1 The Resolutions Committee shall send a copy of the final version of the proposal and the Board opinion by mail or email to all member clubs in the District.
- 19.2.9.2 In addition to the proposal and the Board opinion, the packet should also include a ballot and a form for certification of the Club Electors.
- 19.2.9.3 The packet should be mailed a minimum of thirty days prior to the voting deadline.

19.3 Electors

- 19.3.1 Each Club shall have at least one Club Elector.
- 19.3.2 Club Electors are to be determined in accordance the guidance contained in the current version of the Rotary International Bylaws.

19.4 Voting

- 19.4.1 Only Club Electors may vote on resolutions.
- 19.4.2 Votes will be submitted on pre-prepared ballots.
- 19.4.3 Voting may be by mail, email, or secret ballot at a meeting to which all clubs have been invited.
- 19.4.4 Club Electors need not be present at an in-person meeting. Mail or e-mail ballot votes shall be counted if they:
- Include a written certification of their selection as a Club Elector signed by their Club President and Club Secretary, on a form provided with the ballot.
 - Include a written and signed ballot indicating an affirmative or negative vote, as appropriate, and signed by the Club Elector.
 - Are received and certified by the District Parliamentarian at least twenty-four (24) hours in advance of the in-person meeting where the voting is scheduled to take place.
- 19.4.5 Proxy voting – a non-club Elector voting on behalf of a Club Elector – is not allowed.

19.5 Approval

- 19.5.1 Approval of resolutions other than Amendments to the District Governing documents requires an affirmative vote by a simple majority of the Club Electors who are entitled to vote.
- 19.5.2 The vote must be in writing and the results shall be announced to all Clubs and the Board by email within 2 weeks following the voting deadline.
- 19.5.3 The minutes of the Board shall record the total number of valid affirmative and negative votes submitted by the Club Electors.

19.6 Publication

- 19.6.1 The District Governor will notify the member clubs regarding the outcome of the vote.
- 19.6.2 The District Secretary shall cause the updated approved resolution to appear in the minutes of the Board of Directors.
- 19.6.3 The District Secretary shall retain all of the documents associated with the proposal in accordance with the District Document Retention Policy.

SECTION 20
BYLAW AMENDMENTS

20. BYLAW AMENDMENTS

20.1 Purpose

This policy describes the process for recommending, reviewing, voting, and publishing amendments to the District 5240 Bylaws.

20.2 Proposals

- 20.2.1 Proposed corporate dissolution or amendment(s) to these Bylaws must be submitted by a Club in District 5240 or the District Board of Directors to the District Secretary no less than 60 days prior to the voting deadline.
- 20.2.2 The District Secretary shall record the proposal, advise the members of the Board of Directors, and forward the proposal to the District Resolutions Committee.
- 20.2.3 The District Resolutions Committee will meet with the proposing organization to review the objective of the proposal and the wording of the proposal. The Resolutions Committee will also request additional information on aspects of the proposal that may not be clear or supportive of the proposal objective.
- 20.2.4 The final proposal must be signed by two or more active Rotarians from the submitting Club and certified by the Club President the Club Secretary. Proposals submitted by the Board of Directors should be certified by the Board Chair and the Board Secretary and returned to the Board Secretary.
- 20.2.5 The Board Secretary shall record the final version of the proposal and advise the District Governor that a proposal for amending the District bylaws or dissolving the District has been received.
- 20.2.6 The final signed proposal shall be presented at the next regularly scheduled meeting of the Board of Directors. The Board shall vote on whether the members of the Board support or do not support the proposal. If the Board does not support the proposals, the reasons shall be recorded in the minutes of the Board meeting.
- 20.2.7 The proposing Club shall be notified of the decision of the Board.
- 20.2.8 The Resolutions Committee shall manage the presentation of the proposal to the member Clubs for vote.
 - 20.2.8.1 The Resolutions Committee shall send a copy of the final version of the board and the Board opinion by mail to all member clubs in the District.
 - 20.2.8.2 In addition to the proposal and the Board opinion, the packet should include a ballot and a form for certification of the Club Electors.

20.2.8.3 The packet shall be mailed a minimum of thirty days prior to the voting deadline.

20.3 Electors

20.3.1 Each Club shall have at least one Club Elector.

20.3.2 Club Electors are to be determined in accordance the guidance contained in the current version of the Rotary International Bylaws.

20.4 Voting

20.4.1 Only Club Electors may vote on corporate dissolution or proposed amendment(s) to the District Bylaws as submitted to the member clubs in the District.

20.4.2 Votes will be submitted on pre-prepared ballots.

20.4.3 Voting may be by mail, email, or secret ballot at a meeting to which all clubs have been invited.

20.4.4 Club Electors need not be present at an in-person meeting. Mail or e-mail ballot votes shall be counted if they:

- Include a written certification of their selection as a Club Elector signed by their Club President and Club Secretary, on a form provided with the ballot.
- Include a written and signed ballot indicating an affirmative or negative vote, as appropriate, and signed by the Club Elector.
- Are received and certified by the District Parliamentarian at least twenty-four (24) hours in advance of the in-person meeting where the voting is scheduled to take place.

20.4.5 Proxy voting – a non-club Elector voting on behalf of a Club Elector – is not allowed.

20.5 Approval

20.5.1 Approval of corporate dissolution or an amendment to District Bylaws requires an affirmative by two-thirds (2/3) of the Club Electors who are entitled to vote.

20.5.2 The vote must be in writing and the results shall be announced to all Clubs and the Board by email within 2 weeks following the voting deadline.

20.5.3 A vote to approve the dissolution or the proposed amendment becomes effective at the end of the two-week period following the vote.

20.5.4 The minutes of the Board shall record the total number of valid affirmative and negative votes submitted by the Club Electors.

20.6 Publication

DISTRICT LEADERSHIP PLAN AND POLICIES

- 20.6.1 The Resolutions Committee shall update the District Bylaws and make the revised version available to the District Secretary within thirty days after approval.
- 20.6.2 The District Secretary shall cause the updated Bylaws to be posted on the District Website.
- 20.6.3 The District Governor will notify the member clubs that the updated Bylaws are on the District Website and how to access them.
- 20.6.4 The District Secretary shall retain all of the documents associated with the proposal as well as the updated Bylaws in accordance with the District Document Retention Policy.

SECTION 21

DISTRICT LEADERSHIP PLAN AND POLICY MANUAL AMENDMENTS AND UPDATES

21. DLPP AMENDMENTS AND UPDATES

21.1 Purpose

This policy describes the process for recommending, reviewing, voting, and publishing amendments to the District Leadership Plan and Policy Manual (DLPP).

21.2 Proposals

- 21.2.1 Proposed amendments or updates to the District Bylaws must be submitted by a Club in District 5240 or the District Board of Directors to the District Secretary no less than 30 days prior to the voting deadline.
- 21.2.2 The District Secretary shall record the proposal, advise the members of the Board of Directors, and forward the proposal to the District Resolutions Committee.
- 21.2.3 The District Resolutions Committee will meet with the proposing organization to review the objective of the proposal and the wording of the proposal. The Resolutions Committee will also request additional information on aspects of the proposal that may not be clear or supportive of the proposal objective.
- 21.2.4 The final proposal must be signed by two or more active Rotarians from the submitting Club and certified by the Club President the Club Secretary. Proposals submitted by the Board of Directors should be certified by the Board Chair and the Board Secretary and returned to the Board Secretary.
- 21.2.5 The Board Secretary shall record the final version of the proposal and advise the District Governor that a proposal for amending the DLPP has been received.
- 21.2.6 The final signed proposal shall be presented at the next regularly scheduled meeting of the Board of Directors. The Board shall vote on whether the members of the Board support or do not support the proposal. If the Board does not support the proposals, the reasons shall be recorded in the minutes of the Board meeting.
- 21.2.7 The proposing Club shall be notified of the decision of the Board.

21.3 Approval

- 21.3.1 Approval of amendments or updates to the DLPP is done by the Board of Directors.
- 21.3.2 A simple majority of the Board of Directors is required to approve an amendment or update to the DLPP.

- 21.3.3 The minutes of the Board shall record the total number of affirmative and negative votes and any abstentions.

21.4 Publication

- 21.4.1 The Resolutions Committee shall update the DLPP and make the revised version available to the District Secretary within thirty days after approval.
- 21.4.2 The District Secretary shall cause the updated DLPP to be posted on the District Website.
- 21.4.3 The District Governor will notify the member clubs that the updated DLPP is on the District Website and how to access them.
- 21.4.4 The District Secretary shall retain all of the documents associated with the proposal as well as the updated DLPP in accordance with the District Document Retention Policy.

SECTION 22

DISTRICT LEADERSHIP PLAN AND POLICY MANUAL CHANGE HISTORY

22. CHANGE HISTORY

22.1 April 10, 2021

Changes made to Section 16 in accordance with email from Lindsay Griswold at Rotary International to comply with the Rotary International Youth Protection Policy and to correct typographical errors.