**Rotary District 5500 Charitable Fund**

**Operational and MOU Guidance**

**Adopted by the Board of Directors July 6, 2017**

**Revised December 6, 2017**

Consistent with its Bylaws and Articles of Incorporation, the District 5500 Charitable Fund shall use the following procedures for receiving and disbursing funds on behalf of constituent Rotary clubs or committees, hereafter referred to as clubs or committees. These guidelines pertain only to constituent clubs or committees and not to individuals making contributions directly to the District 5500 Charitable Fund.

1. Constituent Rotary Club Eligibility.
   1. Only clubs or District committees within District 5500 shall be entitled to use the District 5500 Charitable Fund.
   2. Constituent Rotary clubs must be in Good Standing in accordance with the Bylaws of Rotary District 5500.
   3. Committees must be authorized by the District Governor.
2. Restrictions on the use of the District 5500 Charitable Fund.
   1. The District 5500 Charitable Fund shall only receive funds donated to or given on behalf of a District 5500 Rotary club or committee for legitimately recognized charitable purposes.
   2. All funds held by the District 5500 Charitable Fund shall be disbursed according to the terms of the MOU to a beneficiary authorized under federal and state law and all relevant internal revenue act provisions to receive such funds.
3. Memorandum of Understanding and Deposit Agreement (MOU)
   1. Prior to the use of the District 5500 Charitable Fund, including use of its tax-payer Employer Identification Number (EIN) for the purposes of any activity, a representative authorized by that club or committee shall execute an MOU.
   2. The MOU shall identify:
      1. The expected source of the funds
      2. The proposed beneficiary of the funds
      3. The two persons authorized by the club or committee to direct the disbursement of such funds
   3. Each MOU shall be accompanied by
      1. approved minutes of the club’s Board of Directors authorizing and accepting the terms of the MOU
      2. OR certification by the committee chair that the committee authorizes the deposit and disbursement of funds by the District 5500 Charitable Fund
   4. At the beginning of each new Rotary Year a club MOU will be updated by the club during the month of July.
   5. If an updated club MOU is not provided to the District 5500 Charitable Fund by October 1st of the new Rotary Year, then the funds being held by the District 5500 Charitable Fund will be returned to the club less any fees owed the District 5500 Charitable Fund.
   6. The District 5500 Charitable Fund Board of Directors may waive the renewal requirement for committee MOUs.
4. Funding Accountability
   1. The District 5500 Charitable Fund shall not receive or take possession of any funds from a club without a signed MOU.
   2. All funds received by the District 5500 Charitable Fund shall be separately accounted for in the District 5500 Charitable Fund accounts and reported annually to the club.
   3. Funds shall be held in the District 5500 Charitable Fund accounts until disbursed according to terms of the MOU.
   4. Funds held by the District 5500 Charitable Fund shall be maintained in a federally insured account(s).
   5. All funds disbursed by the District 5500 Charitable Fund shall be disbursed by check.
   6. All disbursements from the District 5500 Charitable Fund shall be authorized in writing by the two authorized representatives of the club as identified in the MOU.