



**Manual of Policies and  
Procedures**  
Adopted April 23, 2025

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## INTRODUCTION

This document was developed during 2024-2025 Rotary year by PDG Kathryn Schubert and DGE Gretchen Bren. Final vote of approval for this Manual of Policy and Procedures (MoPP) was given on April 23, 2025 from the D5650 Board of Directors.

# PART ONE

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## INTRODUCTION

For an organization to run efficiently over the years, it must have continuity and consistency in its policies and procedures and its ensuing actions. In that spirit, the Manual of Policies and Procedures (MoPP) of Rotary District 5650 lays out accepted practices and guidelines for the District regarding District-level committees and policies and others as endorsed by the Board of Directors. For activities not addressed in the MoPP, please refer to the constitutional documents of Rotary International, and the Bylaws of Rotary International District of 5650.

## DISTRICT LEADERSHIP PLAN

District committees and teams are established to support the development, growth and conduct of effective Clubs. The District committees and teams are structured to support Rotary International's required District Leadership Plan. The MoPP functions as our District Leadership Plan. The appointments of committee chairs and team leaders follow the procedures established by the Board of Directors in this MoPP.

District Committees and teams are further established to accomplish the District Strategic Plan and Rotary International Action Plan.

# PART TWO

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This section of the Manual of Policy and Procedure describes the organizational structure for Rotary International District 5650, and participation in District Committees by Rotarians who are members of clubs in the District.

Given actions taken by the 2019 Council on Legislation to amend the constitutional documents of Rotary International to include Rotaract Clubs as a membership type, and subsequent decisions by the Board of Directors of Rotary International, members of Rotaract clubs in Rotary District 5650 shall be eligible to serve as members of the below listed District 5650 Committees within the constraints of each Committee's Composition description as appropriate.

## SUPPORT AND STRENGTHEN CLUBS COMMITTEES

### MEMBERSHIP COMMITTEE

**Purpose:**

The Membership Committee develops and implements the District Plan for Membership through promotion, guidance, and counsel to aid club membership growth and retention.

**Composition:**

The Membership Committee Chairperson is appointed by the person who will be the District Governor (DG) when the term begins. The appointment shall be for a three (3) year term. The Committee shall consist of the Club Membership Chairs and any other ad hoc members who request to join.

**Responsibilities:**

- Establishes annual membership goals consistent with strategic plan and with input from DG, reporting annually;
- Works directly with Club Membership Committees, particularly with those clubs that are showing a decrease or little or no increase in membership;
- Establishes a process to ensure effective handling of membership leads that come to the District;
- Encourages diversity that aligns with Rotary International DEI commitment statement
- Conducts a District Membership seminar each year;
- Works with the Assistant Governor Lead to educate the Assistant Governors on membership resources
- Provides information about District membership development progress at District meetings;
- When invited, provides programs and assistance about membership development or retention at District and club meetings;
- Works with Rotary International Zone resources to undertake other activities appropriate to accomplish the committee's objectives.
- Ensures District Membership content on the District website is current
- On an as-needed basis, the membership committee will work with the District Governor in the extension of Rotary in the District by the formation of new clubs by:

## SUPPORT AND STRENGTHEN CLUBS COMMITTEES

- Assisting in identifying areas in the District that have a population capable of meeting the requirements for chartering a new club, particularly those with no clubs;
- Assisting in completing processes required to submit the application to charter a new club;
- Assisting the sponsoring club in assuring that the new club receives an official review every quarter during the first year of its existence;
- Assisting, as necessary, in guiding the officers of the new club for a period of at least one year, or until the club meets its operational goals.
- Connects Rotarians to existing Rotary International Fellowships and promotes and encourages members to develop new fellowships.
- Promotes District fellowship activities

## DIVERSITY, EQUITY & INCLUSION (DEI) COMMITTEE

### **Purpose:**

To assist our District to grow and diversify our membership. To encourage clubs to reflect the communities we serve and that all clubs and members are inclusive of all cultures, experiences, and identities.

### **Composition:**

The DEI Committee Chairperson is appointed by the person who will be the District Governor (DG) when the term begins. The appointment shall be for three (3) year term. The committee should be comprised of a minimum of 5 Rotarians/Rotaractors, including the chair.

### **Responsibilities:**

- Provide information for members and clubs to understand the unconscious and implicit biases that could be barriers that may be keeping their clubs from embracing diversity, equity and inclusion.
- To ensure Rotary District 5650 complies with Rotary International DEI Code of Conduct

### **Liaison:**

Coordinates regularly with District Membership Committee.

## DISTRICT LEARNING TEAM

### **Purpose:**

The District Facilitator and team supports the District Governor (DG) and the District Governor-Elect (DGE) in training clubs and District leaders and overseeing the overall training plan for the District.

### **Composition:**

The District Learning Facilitator serves as chair of the Learning Team and assigns responsibility for training meetings and other functions as necessary. The Facilitator is appointed by the person who will be the District Governor (DG) when the term begins. The appointment shall be for 18 months commencing in January prior to the time when the appointing DGE will serve as DG with optional renewal determined by the District Governor-Nominee. The Facilitator must be appointed in a timely manner, so that person can attend the Zone Training session prior to the start of his/her training cycle. The Trainer and the DGE shall appoint two or more members/assistant facilitators to the Learning team.

### **Responsibilities:**

The Learning Team is responsible to the convener of each meeting, whether it is for the DGE or the DG. The Grant Management Seminars are managed by the District Foundation Committee. The Club Facilitated Visioning Team manages Club Facilitated Visioning. The Learning Team assists with both as necessary.

- Works with the DGE on training needs in the District for the current Rotary year related to:
  - Assistant Governor Training;
  - PETS Orientation and PETS;
  - District Training Assemblies and Webinars;
  - District Team Training Sessions.
- Works with the District Governor on training needs in the District for the current Rotary year related to:
  - Trainings conducted in the Fall or mid-year;
  - Educational sessions offered at the District Conference;
  - Other training events in the District as appropriate.
- Is responsible for one or more of the following aspects under the direction of the meeting convener:
  - Program content (in accordance with board-recommended curricula);
  - Conducting sessions;

## SUPPORT AND STRENGTHEN CLUBS COMMITTEES

- Identification of speakers and other volunteers;
- Preparing training leaders;
- Program evaluation;
- Logistics, including, but not limited to, facilities negotiations and within training budget line item for event.

## VISIONING TEAM

### **Purpose:**

Club Facilitated Visioning supports club strategic planning and helps clubs develop a vision for the future of the club.

### **Composition:**

The Club Facilitated Visioning team is composed of a Chair, a Coordinator and other team members. The Chair is appointed by the person who will be the District Governor (DG) when the term begins. The appointment shall be for a three (3) year term. The Chair shall be trained and experienced in Club Facilitated Visioning and responsible for the overall process of visioning within the District. The Coordinator of Club Facilitated Visioning is appointed by the Chair and shall be trained and experienced in conducting Club Facilitated Visioning. The Coordinator works directly with clubs in establishing date, place, and time for their visioning session. Additional team members are appointed by the Chair. These team members are Rotarians who have specialized knowledge, skills, and experience in facilitating workshops and focus groups.

### **Responsibilities:**

- Conducts club visioning sessions designed to:
  - Assist clubs to envision where they would like to be in 3-5 years;
  - Result in the creation of more effective clubs;
  - Assures club leadership continuity;
  - Assures a consensus of purpose;
  - Enhance membership growth or at least membership sustainability.
  - Trains facilitators in the Vision Facilitation process.
  - Promotes Club Facilitated Visioning at district meetings and events.

## PUBLIC IMAGE COMMITTEE

### **Purpose:**

The Public Image Committee promotes awareness of Rotary. For external audiences the goal is to foster an understanding, appreciation and support for the work and programs of Rotary, as well as to attract new members. For the internal audience of Rotarians, the goal is to promote awareness that affects external publicity, favorable public relations and builds a positive image of support for the Rotary organization, inspire potential donors, and attract people to membership.

### **Composition:**

The Public Image Committee Chairperson is appointed by the person who will be the District Governor (DG) when the term begins. The appointment shall be for three (3) year term. The Committee shall consist of the Club Public Image Chairs and any other ad hoc members who request to join The Committee. The Chairperson shall seek, when available, Rotarians or Rotaractors who have media, public relations, or marketing experience as a component of their vocation or profession or who have experience as a Club Public Image Chair. The Chair shall attend Zone meetings when public image training is offered.

### **Responsibilities:**

- Maintains contact with DG and key committee chairs to stay informed about District projects and activities that can be promoted, particularly those of interest to the general public;
- Utilizes current Rotary International (RI) public image material and resources;
- Serves as a resource to club and District committees providing overall direction regarding public image initiatives, fostering consistency and clarity of messaging to internal and external audiences;
- Works with the Assistant Governor Lead to educate the Assistant Governors on membership resources;
- Ensures that the Clubs and District use up-to-date RI logo and other branding and messaging materials;
- Encourages clubs to prioritize promotion of Rotary's public image;
- Seeks opportunities to speak to individual clubs or at District events about public image including developing and updating content on websites to appeal to general public;
- Promotes Rotary initiatives such as Polio Plus, grant successes, alumni activity and awards to the District and the Rotary community at events such as trainings, PETS, District Conferences, etc.;

## DISTRICT ROTARY FOUNDATION COMMITTEES

- Ensures District Public Image tab content on the District website is maintained and updated;
- Promotes Rotary to external audiences such as media, community leaders, potential partner organizations, program beneficiaries and the general public;
- Contacts media with newsworthy stories of District projects and events, and shares club and District stories on social media;
- Ensures key club and District stories are highlighted in District level social media;
- Utilize the Regional Rotary Public Image Coordinator for support in carrying out the committee responsibilities

## DISTRICT ROTARY FOUNDATION COMMITTEES

### DISTRICT ROTARY FOUNDATION COMMITTEE (DRFC)

#### **Purpose:**

The District Rotary Foundation Committee (DRFC) functions under the general policies determined by the Trustees of The Rotary Foundation as outlined in the *Rotary Foundation Code of Policies*. Its purpose is to assist the District Governor in educating, motivating, and inspiring Rotarians to participate in Foundation program and fundraising activities in the District. The committee serves as the liaison between The Rotary Foundation and club Rotarians.

#### **Composition:**

The DRFC is composed of the District Rotary Foundation Committee Chair (DRFCC) and the District Governor (DG), who serves as an ex-officio member of the subcommittees. Other members of the DRFC are the chairs of each of the subcommittees, the District Fundraising Chair, and the Rotary Foundation Chairs of each Club in the District. The person who will be the District Governor (DG) when the term begins shall appoint the chairs of the subcommittees and the District Fundraising Chair for his/her District Governor year after consulting with the DRFCC. For further detail and responsibilities of the DRFCC, see Part Three – Job Description for the District Rotary Foundation Committee Chair.

#### **Training Requirements:**

All chairs are expected to attend a regional Rotary Foundation seminar conducted by a Regional Rotary Foundation Coordinator. In addition, all committee members are expected to attend and participate in the district team training seminar and other district training meetings.

## DISTRICT ROTARY FOUNDATION COMMITTEES

### **Responsibilities of the DRFC:**

- Oversee all subcommittees of the DRFC;
- Promote and oversee donations to The Rotary Foundation (TRF) and the utilization of grants from TRF;
- Confirm that global grants are completed and that the sponsor clubs are qualified;
- Organize Annual Grant Management Seminars to be presented by the DRFCC and the District Grant and Global Grant Subcommittee Chairs;
- Ensure adequate and effective communication with the club Foundation committees to convey an awareness and understanding of the Foundation to all clubs in the District;
- Works with the Assistant Governor Lead to educate the Assistant Governors on TRF resources;
- Assist in conducting Foundation sessions at district training assemblies;
- Follow the most recent “Terms and Conditions for Rotary Foundation District Grants and Global Grants”;
- Utilize the Regional Rotary Foundation Coordinator for support in carrying out the committee responsibilities;
- Make recommendations to the DG on allocations in the expenditure of District Designated Funds (DDF) on an annual basis.

**Compliance with TRF Grant Requirements:** The DRFC shall establish, update, and publish (on the District website and elsewhere as appropriate), policies to ensure compliance with the TRF District Memorandum of Understanding, the Terms and Conditions for Rotary Foundation District Grants and Global Grants, and other rules and regulations of TRF. Such conditions or procedures as may be established shall be retained and kept current in an appropriate file at the District Office.

## SUBCOMMITTEES OF THE DRFC:

### **Composition:**

The person who will be the District Governor (DG) when the term begins shall appoint the chairs of the subcommittees and the District Fundraising Chair for his/her District Governor year after consulting with the DRFCC.

## DISTRICT ROTARY FOUNDATION COMMITTEES

### FUNDRAISING CHAIR

Reports to the District Rotary Foundation Committee Chair (DRFCC).

#### **Responsibilities:**

- Reporting to the DRFCC, the Fundraising Chair shall provide oversight and communication with the chairs of the Annual Giving & Paul Harris and Major Gifts subcommittees

### ANNUAL FUND SUBCOMMITTEE

Reports to the Fundraising Chair.

#### **Responsibilities:**

- Assist the DGE and the DRFCC in establishing a challenging yet realistic District Annual Programs Fund goal;
- Promote annual gifts from every Rotarian every year (EREY program);
- Encourage individual and club contributions in support of the District's established goal for the Annual Programs Fund;
- Help organize and stimulate participation in club and District fundraising activities and special events in support of the Foundation;
- Promote special giving opportunities such as corporate matching gifts and corporate and community Foundation support to maximize the potential of Rotarians' gifts;
- Work with the DRFCC to help organize and promote special programs throughout the District during Rotary Foundation Month;
- Answer inquiries from clubs about club contribution reports and their giving records;
- Consult Foundation staff when necessary.

### ENDOWMENT AND MAJOR GIFTS SUBCOMMITTEE

Reports to the Fundraising Chair.

#### **Responsibilities:**

- Work with the DG and the DRFCC to establish District benefactor and Bequest Society goals;
- Inform Rotarians of planned giving opportunities available;
- Work with club presidents to recognize current benefactors and Bequest Society members;

## DISTRICT ROTARY FOUNDATION COMMITTEES

- Identify, cultivate, and solicit potential donors of major outright gifts or planned giving gifts in support of the Foundation;
- Maintain contact with those who have already made commitments or have been recognized as benefactors or major donors;
- Utilize the Regional Rotary Foundation Coordinator in carrying out committee responsibilities.

## DISTRICT GRANTS SUBCOMMITTEE

### **Composition:**

The committee shall be led by the District Grants Subcommittee Chair who reports to the District Rotary Foundation Committee Chair (DRFCC). The committee shall be composed of a minimum of an additional five (5) members, including but not limited to: the DRFCC, the Grants Chair for District Grants, the current DG, DGE, and DGN.

### **Responsibilities:**

- The Chair shall serve as primary contact for District Grants;
- Publicize District Grant availability and assist clubs in making applications for the grants available;
- Plan and facilitate the Grant Management Seminars
- Ensure the application and follow-up procedures are followed by the clubs encouraging the highest levels of stewardship and transparency for the accounting of District funds including timely submission of reports to the District and TRF;
- Review applications for District Grants and make recommendations on awards with support and input from the District Grant Committee;
- Receives and reviews Reports on District Grants for compliance with terms and conditions of District Grants.
- Prepares reports on activities of District Grant Subcommittee.
- Exercise complete transparency complying with the conflict-of-interest policies of the District and TRF.

**Quorum:** A quorum for meetings of the District Grants subcommittee shall be five members.

## INTERNATIONAL SERVICE SUBCOMMITTEE

### **Composition:**

The committee shall be led by the international Service Subcommittee Chair who serves a three (3) year term and reports to the District Rotary Foundation Committee Chair (DRFCC). The committee shall be composed of a minimum of an additional five (5) members.

### **Responsibilities:**

- Be familiar with the Global Grant program's eligibility criteria and application procedures;
- Work with clubs and Districts to develop sustainable humanitarian projects with direct involvement of the benefiting community and the active personal participation of Rotarians;
- Encourage the highest levels of stewardship and transparency for the accounting of all Foundation funds including the timely submission of reports to the Foundation;
- Review applications submitted for Global Grants and make recommendations on awarding of grants;
- Exercise complete transparency complying with the conflict-of-interest policies of the District and TRF;
- Help clubs identify interesting speakers such as recipients of grants.

### **Quorum:**

A quorum for meetings of the International Service Subcommittee shall be five members.

## POLIO PLUS SUBCOMMITTEE

### **Composition:**

The committee shall be led by the Polio Plus Chair who reports to the District Rotary Foundation Committee Chair (DRFCC). The Committee shall consist of the Club Polio Plus Chairs and any other ad hoc members who request to join. The Chair may appoint additional committee members.

### **Responsibilities:**

- Publicize, conduct presentations and use other methods to raise awareness about Rotary's polio eradication and Polio Plus programs;
- Encourage individual and club contributions in support of the District's and TRF's goal for the Polio Plus fund;

## DISTRICT ROTARY FOUNDATION COMMITTEES

- Promote special opportunities and participation in fundraising activities for the Polio Plus fund.

## SCHOLARSHIPS SUBCOMMITTEE

### **Composition:**

The committee shall be led by the Scholarships Subcommittee Chair who reports to the District Rotary Foundation Committee Chair (DRFCC). The committee shall be composed of a minimum of five (5) members.

### **Responsibilities:**

- Promote club and District participation in the Global Scholarship and Rotary World Peace Scholarship programs;
- Encourage and assist clubs in carrying out their responsibilities for sponsorship;
- Select qualified scholar/grant recipients from club-endorsed candidates;
- Conduct orientation for all scholarship/grant recipients before their departure;
- Maintain contact with the recipients during the study term; encourage timely submission of reports to sponsor and host District Governors and TRF;
- Publicize to the media and to Rotarians in the District upon recipient's return;
- Connect recipients with the District Alumni Subcommittee chairperson;
- Encourage Scholars to share their experiences;
- Appoint a sub-committee member to manage Peace Fellowships. That member shall promote peace fellowships throughout the district, manage and assist the application process, facilitate the interview process for peace fellow candidates, and submit endorsements for qualified candidates to the Rotary Foundation.

## VOCATIONAL TRAINING TEAMS (VTT) SUBCOMMITTEE

### **Composition:**

The committee is led by the VTT Chair.

### **Responsibilities:**

- Be familiar with the Vocational Training Team grant eligibility criteria and application procedures;
- Encourage and promote participation in the program;
- Review and approve grant applications for Vocational Training Teams;

## DISTRICT ROTARY FOUNDATION COMMITTEES

- Encourage the highest levels of stewardship and transparency for the accounting of all Foundation funds including the timely submission of reports to the Foundation;
- Should the District choose to send out a Vocational Training Teams (VTT), solicit and select candidates, by competition, who will comprise the Team, including the Team Leader;
- Encourage members of the VTT to make presentations at meetings of clubs following their return to the District.

## STEWARDSHIP SUBCOMMITTEE

### **Composition:**

The committee shall be led by the Stewardship Sub-Committee Chair who reports to the District Rotary Foundation Committee Chair. The committee shall be composed of a minimum of three (3) members.

### **Responsibilities:**

- Assist in the implementation of the district memorandum of understanding, including the development of the financial management plan;
- 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;
- Oversee the qualification of clubs, including assisting with grant management seminars;
- Monitor and evaluate the implementation of proper stewardship and grant management practices for all club- and district-sponsored grants, including reporting to TRF on all grants;
- Ensure that all individuals involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest;
- Create system to facilitate and resolve any potential misuse or irregularities in grant-related activity, report any potential misuse or irregularities to TRF and conduct initial local investigations into any reports of misuse.

# HUMANITARIAN SERVICE COMMITTEES

## COMMUNITY SERVICE

### **Purpose:**

The Community Service Committee shall support community service at the club level.

### **Composition:**

The Community Service Committee Chairperson is appointed by the person who will be the District Governor when the term begins. The appointment shall be for an annual term.

The Community Service Committee Vice-Chairperson is appointed by the person who will be the District Governor Elect when the term begins. The appointment shall be for an annual term. The Chair will work with the Vice-Chair to support the Clubs through a committee comprised of the Club Community Service Chairs.

### **Responsibilities:**

The Community Service committee works with clubs to develop local service projects that address their community's needs. You encourage clubs to follow the [lifecycle of a project](#) and use Rotary's online tools for planning, implementing and evaluating. You also encourage clubs to visit [Rotary Showcase](#) to find project partners and browse for ideas. Other responsibilities include:

- Assist clubs with community service by connecting them to best practices and resources, local organizations, district committees, and other Rotary groups focused on service and helping them [sponsor Rotary Community Corps](#) to formalize their relationships with key community stakeholders.
- Promote vocational service by encouraging club members to use their talents and professional skills to plan and carry out service projects.
- Motivate clubs to provide community service and highlight successful projects.
- Make sure the Clubs are aware they can showcase their projects at the Annual District Conference in the House of Friendship.

Duties specific to the Chair include:

- Interface with the District Grants Sub-Committee Chair, who reports to the District Rotary Foundation Committee Chair (DRFCC) and serves as primary contact for District Grants. Together, the Community Service Chair and the District Grants Subcommittee Chair will publicize District Grant availability and assist clubs in making applications for the grants

## YOUTH SERVICE COMMITTEES

### ROTARY YOUTH LEADERSHIP AWARDS (RYLA)

#### **Purpose:**

The Rotary Youth Leadership Awards Committee is responsible for creating, promoting, and overseeing RYLA activities.

#### **Composition:**

The Rotary Youth Leadership Awards Chairperson is appointed by the person who will be the District Governor (DG) when the term begins. The appointment shall be for a three (3) year term.

Although each Chair can determine its own format and structure, the committee will typically include members who share an enthusiasm for youth leadership development. The committee can include as many members as it needs to accomplish its goals. Committee members can either take on specific roles (e.g., communications director, curriculum director, or program director) or share responsibilities. Committees are strongly encouraged to include RYLA alumni and current youth program participants. Involving them will ensure that young people's ideas are represented

#### **Responsibilities:**

Rotary Youth Leadership Awards (RYLA) is an intensive leadership program for young people ages 14-30. Organized by clubs or districts, RYLA allows participants to learn new skills through civic engagement and personal and professional development opportunities. As a RYLA organizer, you can customize the content and format of your event to target certain age groups or to address specific needs and interests within the community. Your RYLA program might include workshops, interactive activities, or more formal presentations. It could be designed for secondary school students, university students, or even young adults starting their careers. You also determine its length. This flexibility allows you to develop innovative programming that meets participants' unique needs. Assist clubs in organizing Interact clubs in their communities.

The committee shall work with the Youth Protection Officer of the District and the Youth Protection Committee to ensure compliance with RI policies and procedures.

The committee is responsible for working with the District and Club Leaderships to accomplish the following:

1. Secure the sponsor funds from each Club. The Club is responsible for paying for the student to attend RYLA. In many cases, larger Clubs will sponsor more than one student and may have the capacity to sponsor students from another Club in the District.

## YOUTH SERVICE COMMITTEES

2. Recruit Facilitators, including counselors, program leaders, and speakers. Each will be assigned responsibilities based on their skills and interests. All facilitators must be screened and trained prior to the event.
3. Work with the Clubs to recruit participants. This may be accomplished by asking members to recommend a student or by contacting local school guidance counselors and making them aware of the event and who is eligible to attend.

The committee may outsource the RYLA program and recruitment to an appropriate community partner that shares the Rotary values. The committee will still be responsible for content and supervision of the RYLA event.

## INTERACT SUBCOMMITTEE

### **Purpose:**

The Interact Chair is responsible for encouraging Clubs to consider organizing, sponsoring, and supervising an Interact (high school aged) club to provide a vehicle for young people to work together in world fellowship dedicated to both local community and international service and world understanding.

### **Composition:**

The District Interact Chairperson is appointed by the person who will be the District Governor when the term begins. The appointment shall be for a three (3) year term. The chairperson may appoint two or more members to the committee.

### **Responsibilities:**

Assist clubs in organizing Interact clubs in their communities.

- Promote the merits of organizing Interact clubs.
- Work with the Youth Protection Officer of the District and the Youth Protection Committee to ensure compliance with RI policies and procedures.

## ROTARACT

### **Purpose:**

The District Rotaract Chairperson shall promote and support Rotary Clubs in sponsoring Rotaract Clubs in the District. These Rotaract clubs may be college or community based.

### **Composition:**

The District Rotaract Chairperson is a Rotarian appointed by the person who will be the District Governor when the term begins. The appointment shall be for a three (3) year term.

The District Rotaract Representative is a Rotaractor elected by the Rotaract clubs in the district and approved by the District Governor. To be eligible, a Rotaractor must complete one year as a Rotaract club president or member of the district Rotaract committee. For further detail and responsibilities of the DRR, see Part Three – Job Description for the District Rotaract Representative.

The District Rotaract Chair and the District Rotaract Representative serve as co-chairs who lead Rotaract in the district and are reported to Rotary International.

The chairperson may appoint two or more members to the committee. Other committee members could be an Assistant Governor of an area with a Rotaract club, the Rotaract Chair of a sponsoring Rotary Club, or a representative from each Rotaract Clubs in this District as appointed by the president of each of those clubs.

### **Responsibilities:**

- Assist clubs in organizing Rotaract clubs in their communities;
- Promote the merits of organizing Rotaract clubs.
- Partner with district committees focused on Membership and Extension to assist, as needed, in supporting the inclusion of young professionals in activities of Rotary and Rotaract.
- May provide recommendations to appropriate committees and/or the District on creation or adaptation of Rotary clubs in District 5650 to accommodate present and future Young Professionals as Rotarians and leaders of the district.
- Work with the Youth Protection Officer of the District and the Youth Protection Committee to ensure compliance with RI policies and procedures.

## ROTARY YOUTH EXCHANGE (RYE)

### **Composition:**

The District RYE Chair is appointed by the person who will be the District Governor (DG) when the term begins. The appointment shall be for a three (3) year term. In consultation with the DG, the chair appoints the Inbound and Outbound Subcommittee Chairpersons. The sub-chairpersons shall jointly work to facilitate the District's RYE program. The chair may appoint additional members to serve depending upon the size of the District's RYE program.

### **Exchange Programs:**

District 5650 will facilitate opportunities for youth to participate in the following programs:

- Inbound
- Outbound

### **Responsibilities:**

- Develop District RYE program guidelines and rules for students that comply with RI policy.
- Provide information to Rotary clubs on Rotary resources to help strengthen clubs' youth exchange activities.
- Manage the District inbound and outbound activities per RI policy.
- Coordinate youth protection efforts within the Youth Exchange program.
- Implement risk management policies and put a crisis management plan in place.
- Maintain effective lines of communication between all program participants, including students, host families, counselors, and club and district officers.
- Promote the program through District and club Web sites, advertisements, and news stories throughout the District.

## YOUTH PROTECTION OFFICER

The District Youth Protection Officer (YPO) is appointed by the person who will be the District Governor (DG) when the term begins. The appointment shall be for three (3) year term. The YPO is to provide leadership to the Youth Protection Committee and ensures that all mandates of RI regarding the protection of youth are carried out. The YPO ensures that background checks are performed. The YPO is also responsible, along with the DG, for annually certifying Rotary clubs.

## YOUTH PROTECTION COMMITTEE

### **Purpose:**

The Youth Protection Committee implements and administers the District's Youth Protection policies and educates clubs and club members about youth protection. The District is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, spouses or partners of Rotarians and any other volunteers to safeguard to the best of their ability the welfare of and to prevent abuse or neglect of youth with whom they come into contact in Rotary youth activities.

### **Composition:**

The District Youth Protection Officer shall appoint 3-5 members to the Youth Protection Committee. Committee members may include relevant professions/backgrounds such as education, social work, law enforcement, medical or legal.

### **Responsibilities:**

- Meets as often as needed, but at least annually;
- Reviews District Youth Protection Policy, at least annually. (See Part Three- Policies "Youth Protection");
- Acts as alternate District Youth Protection Officer when YPO is unable to do so;
- Convenes quickly to address any concerns or allegations of abuse or neglect in Rotary youth activities;
- Develops policies and procedures for certifying clubs;
- Maintains records of background checks;
- Reports all criminal allegations involving any Rotary youth activity to Rotary International within 72 hours.

## DISTRICT ADMINISTRATION

### COUNCIL OF GOVERNORS

**Purpose:**

The Council Governors (COG) serves as an advisory panel for the District Governor (DG) and provides input on matters concerning the District.

**Composition:**

The COG is composed of all Past District Governors (PDGs) who are members of District Rotary clubs. The Immediate Past District Governor will serve as the Chair. The Chair should call a meeting of the COG at least twice per year to inform PDGs about trends, information, and policy changes presented at the International Assembly. Meetings of the COG may be held as in-person events or by use of electronic means.

**Responsibilities:**

- Provide advice to the current DG;
- Foster continuity and consistency in the District leadership and within the District;
- Provide input on strategic planning to the Board, including any initiatives it deems appropriate;
- Make recommendations of District leadership talent and expertise to facilitate and optimize the annual recruitment and appointment of District leaders.
- Operate as the nominating committee to nominate a qualified delegate and alternate delegate (who would serve if the delegate were unable to serve) to the Rotary International Council on Legislation two years before the year that this Council meets.
- Operate as the nominating committee to nominate a qualified delegate and alternate delegate (who would serve if the delegate were unable to serve) to represent the District on the Zone Nominating Committee for Directors of Rotary International.
- The Past District Governor that preceded the IPDG shall chair a subcommittee in the COG for the purpose of selecting the Cadwallader Award winner for the current year.

The authority and/or responsibility of the District Governor shall in no way be impaired or impeded by the advice or actions of the COG.

## ASSISTANT GOVERNOR LEAD

### **Purpose:**

The Assistant Governor Lead oversees day-to-day communication with, and management of the District Assistant Governors.

### **Composition:**

The Assistant Governor Lead is appointed by the person who will be the District Governor when the term begins. The appointment shall be for a three (3) year term. The Committee Chairperson shall appoint two or more members to this committee.

## ROTARY CONFERENCE

### **Purpose:**

The Duties of the District Governor include planning and presiding at a district conference.

The purpose of the district conference is to engage members at all levels, from the most senior leaders to the newest members. The event should recognize accomplishments of members, clubs and the district to inspire all to become more involved, to give them a vision of Rotary beyond the club level, and to provide a memorable fellowship experience.

The committee exists to support and serve the Governors, Governors-Elect and Governors Nominee of the District in planning and carrying out district conferences.

### **Program:**

A program of plenary and breakout sessions will be developed that is attractive to each participating district and multiple audiences.

### **Composition:**

The District Rotary Conference Chairperson is appointed by the person who will be the District Governor (DG) when the term begins. The appointment shall be for a three (3) year term. The District Governor Nominee whose term will begin the year following the Conference shall be a member of this committee. Other members could include the DG, DGE, DGN, and Other Rotarians and Rotaractors appointed by District. Consideration for committee membership should be given to those who have attended previous district conferences and have experience in areas such as meeting coordination, hospitality industry, past district conference planning, contract review, marketing and financial experience.

## DISTRICT FINANCE COMMITTEE

### **Purpose:**

The District Finance Committee reviews and evaluates the District's financial performance relative to the current District budget. The committee also develops and prepares the District budget for the upcoming Rotary year.

### **Composition:**

The committee consists of the District Treasurer, District Governor, District Governor-Elect, District Governor-Nominee, the immediate Past District Governor, District Secretary, DRFCC and one of the three board members at large. The District Governor shall serve as chairperson. Other members could include Rotarians and Rotaractors appointed by Chair. Consideration for committee membership should be given to those who have accounting/finance as a component of a member's vocation or profession.

### **Responsibilities:**

- Prepare an annual budget of income and expenses of the District to submit to the District Board of Directors for its approval. The fiscal year for this District shall be July 1 – June 30;
- Review and recommend the amount of per capita levy (dues) to be approved as part of the District budget;
- The District Budget is sent to the membership at least 30 days prior to the District's Annual business meeting;
- Assure that proper records of income and expenditures are kept;
- Authorize the District Treasurer to arrange for an annual review or an external audit of the District's Finances, with the recommendation that an audit be conducted every third year and when a new treasurer is appointed.
- All bank accounts shall be in the name of Rotary International District 5650, Inc.;
- Approve any changes of financial institutions of the District;

### **District Committee Expenses:**

- All committees and subcommittees should submit a budget request to the Finance Committee by the announced deadline date to be considered for the next fiscal year's District budget;
- Reasonable expenses incurred by committees and subcommittees in completing their prescribed duties or assignments are reimbursable from District funds when expenses are included in the budget and are substantiated;

## DISTRICT ADMINISTRATION

- Requests for expense reimbursement are to be made using the Expense Reimbursement Form found in the Appendix and on the District website and are to be submitted with the appropriate receipts to the District Treasurer.

## DISTRICT GOVERNANCE COMMITTEE

### **Purpose:**

The Governance Committee assists the Board in periodically updating the District Bylaws, Manual of Policy and Procedure (MoPP), and other [governance/constitutional] documents.

### **Composition:**

The Chairperson is appointed by the person who will be the District Governor (DG) when the term begins. The appointment shall be for a three (3) year term. The Governance Committee is comprised of the IPDG, the DG, the District Governor Elect, and three Directors at-Large and the District Secretary.

### **Responsibilities:**

Monitor and recommend changes to the District Bylaws, MoPP and other constitutional documents to ensure compliance with Rotary International Bylaws and consistency within the Rotary Manual of Procedures, [and The Rotary Foundation policies/procedures], and District procedures.

Draft changes for consideration by the Board and/or the District Annual Business Meeting.

## DISTRICT INSURANCE COMMITTEE

### **Purpose:**

The Insurance Committee assists the Board in ensuring appropriate awareness of risk, management and insurance coverage is in place for District activities.

### **Composition:**

The Insurance Committee Chair is appointed by the person who will be the District Governor (DG) when the term begins. The appointment shall be for a three (3) year term. The chair appoints team members to complete the responsibilities of the committee.

### **Responsibilities:**

Monitors insurance coverage provided by Rotary International and recommend supplemental coverage for District and Club activities as appropriate. Alert the District Governor to concerns related to District activities and insurance alternatives as appropriate. Provides advice on risk and insurance to the District Governor and Board as requested.

## DISTRICT NOMINATING COMMITTEE

### **Purpose:**

The District Nominating Committee shall plan, conduct, or facilitate the processes of selecting the District Governor-Nominee designate.

### **Composition:**

The Nominating Committee shall consist of the Board of Directors of the District. The committee is chaired by the IPDG who is responsible for conducting the nomination process ensuring it meets RI and District requirements.

### **Responsibilities:**

- Communicate the requirements for serving as the District Governor to all past-Presidents of the District
- Solicit applications from qualified candidates
- Schedule the interview date, time, and location

### **DG Selection Process:**

- By November 1, the DG will announce that the district is seeking DGN candidates through publication on the District website, designated social media and other appropriate communication channels;
- Applications are received from time of posting until January 15, using “Governor-Nominee Data Form” (see appendix);
- Applicants will be interviewed by the Nominating Committee;
- Notes must be kept of the meeting; all committee members will provide written signatures on appropriate forms of the committee’s decision;
- Within 2 hours of adjournment of the committee, the Chair shall notify all the DGN candidates and share the results;
- Within 24 hours of adjournment of the committee, the DG shall post notice of the selected DGN candidate in appropriate district communication media;
- The DG shall certify the name of the governor-nominee to the RI General Secretary within 10 days of selection;
- Should a challenging candidate be proposed by a club, procedure in RI Bylaws will be followed.

## DISTRICT OUTREACH COMMITTEES

### ROTARY ALUMNI

**Purpose:**

The Alumni committee addresses matters dealing with individuals who have participated in programs of Rotary International and The Rotary Foundation.

**Composition:**

The District Rotary Alumni Chairperson is appointed by the person who will be the District Governor when the term begins. The appointment shall be for a three (3) year term. Additional committee members may be appointed.

**Responsibilities:**

- Establish and maintain a District alumni association;
- Develop and maintain an updated database of Foundation program participants and alumni sponsored by the District and/or residing in the District. Advise TRF of any changes to this database;
- Encourage alumni to remain involved with Rotary through Rotary club membership, identifying future program participants, or participating in Rotary club community or international projects;
- Organize reunions and activities for alumni residing in the District.

### ROTARY INTERNATIONAL CONVENTION PROMOTION

**Purpose:**

Promote attendance at the annual Rotary International Convention.

**Composition:**

The Rotary International Chairperson is the District Governor Elect whose term will begin the year following this Convention. The Chair should enlist the help of members who have attended a minimum of one previous Rotary International Convention, and have skills in marketing.

**Responsibilities:**

- Serve as a local resource / contact for convention material and information.
- Create content for District Website.
- Identify and target potential registrants by email or other methods.

## AD HOC COMMITTEES

- Attend club and district meetings to promote the convention.

## **AD HOC COMMITTEES**

The District Governor may appoint such other committees as he/she deems appropriate to serve during his or her term. The committee appointment shall be for an annual term.

# PART THREE

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## POLICIES (REQUIRING BOARD APPROVAL)

### CONFLICT OF INTEREST POLICY

**Purpose:**

The Conflict of Interest policy is to protect the District’s interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of one of its officers, directors or other members of the District leadership. This policy is intended to supplement, but not replace any applicable state and federal laws or RI and TRF policies governing conflicts of interest.

**Conflict of Interest Defined:**

For purposes of this policy, a potential conflict of interest is defined as:

- the actual use of one’s position or association with the District to create personal or private gain, or to provide unwarranted preferential treatment to a third party, outside organization or vendor;
- conduct that causes or results in the loss of one’s impartiality or independence, such that the operations, best interests or reputation of the District are adversely impacted; or
- conduct that can cause the District to be legally (or otherwise) vulnerable to criticism, embarrassment, or litigation.

**Covered Individual:**

All Directors, Committee Chairs, and District Rotary Foundation Committee members, District Grant and International Service Subcommittee members, employees, and any other individuals that exert control over the allocation of the District resources are “covered individuals”.

**Responsibilities:**

All covered individuals agree to commit their best efforts to the implementation of the objectives of the District and to conduct consistent with the fiduciary responsibilities that he or she bears. Accordingly, all covered individuals agree to avoid those actions or situations that create an actual conflict of interest or the appearance of a conflict of interest.

All decisions by covered individuals on behalf of the District will be made solely on the basis of a desire to advance the best interests of the District and not for personal, professional, or third-party gain. The integrity of the District must be protected at all times. Because covered

## POLICIES (REQUIRING BOARD APPROVAL)

individuals may be involved in the affairs of other institutions, businesses and organizations, certain relationships and affiliations may raise questions about actual or perceived conflicts of interest. Accordingly, the District requires each covered individual to: (a) be familiar with the terms of this policy; (b) annually disclose to the District on the “Annual Conflicts of Interest Form” any possible personal, familial or business relationships that reasonably might give rise to a conflict involving the District; and (c) acknowledge by his or her signature that he or she is in accordance with the letter and spirit of this policy.

The following definitions are provided to assist covered individuals as to whether a relationship should be listed on the annual disclosure form:

- **Business Relationship:** One in which a covered individual or a member of his or her family, as defined below, serves as an officer, director, employer, partner, or board member, trustee or controlling stockholder of an organization that does substantial business with the District.
- **Family Member:** A spouse, parent, sibling, child, or any other relative if the latter resides in the same household as the covered individual.
- **Substantial Benefit:** When a covered individual, or a member of the covered individual’s family, (a) is the actual or beneficial owner of more than five percent (5%) of the voting stock or controlling interest of an organization that does substantial business with the District; or (b) has other direct or indirect dealings with such an organization from which the covered individual, or a member of their family, benefits directly, indirectly or potentially from cash or property receipts totaling \$10,000 or more annually.

### **Determining Whether a Conflict of Interest Exists:**

After disclosure of the conflict of interest and all material facts, and after any discussion with the covered individual, 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.

### **Procedures for Addressing the Conflict of Interest:**

If the governing board or committee has determined that a conflict of interest exists, the chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

After exercising due diligence, the governing board or committee shall determine whether the District can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee transaction or arrangement is in the District’s best interest, for its own benefit.

## POLICIES (REQUIRING BOARD APPROVAL)

### **Persons with Conflict of Interest:**

Covered individuals who have been found to have a conflict of interest shall refrain from participating in consideration of proposed transactions unless the District Governor requests information or interpretation for special reasons.

### **Educational Training about Conflict of Interest Policy:**

The District needs to provide education to individuals in D5650 leadership roles of what potentials of conflict there are and what impact perception has and the need for transparency. Governance committee would be the responsible body for the education on the Conflict of Interest policy.

### **Recusal:**

Individuals need to recuse themselves from voting when a potential conflict exists. This primarily will be with fiscal matters and decision making. Other conflicts may be identified in the future. Meeting minutes or notes need to reflect that those individuals recused themselves from voting.

### **Distribution and Collection of Forms:**

The distribution of the 'Annual Conflict of Interest Disclosure Form' be done by the District Administrative Assistant starting May 1st. The completed and signed Annual Conflict of Interest Disclosure Form must be returned to the District Administrative Assistant or District Secretary, prior to July 1, of the new Rotary year. The Administrative Assistant must do required follow-up to secure forms, they can request others to assist in the collection process. The Conflict of Interest forms will be reviewed by the District Governance Committee to identify potential conflicts.

Forms are to be placed on file by year.

### **Enforcement of Policy:**

On identification of any potential conflict of interest, the District Governance Committee and District Governor shall both be notified. Keeping the District Governor apprised of their work, the governance committee shall promptly review the potential conflict and make a recommendation to the board of directors for action steps to resolve the conflict.

See the Annual Conflict of Interest Disclosure Form contained in the APPENDIX to this document.

## EMAIL POLICY

The Rotary District 5650 Foundation will maintain a Google Workspace account and will be managed by the District Leadership. The account will be used to provide email accounts for District Officers and Leaders and as shared document storage.

## POLICIES (REQUIRING BOARD APPROVAL)

The District will provides email addresses to District Governors, District Officers, and Committee Chairs. The objectives of this policy are to outline appropriate and inappropriate use of The District's email systems and services to minimize disruptions to services and activities, as well as comply with applicable policies and laws, and to conform to all other elements of established district policy, such as document retention policy.

### **Email Address Groups:**

The district supports email accounts for two groups of District Members – District Governors and district leaders.

### **District Leaders:**

One key benefit of using RID 5650 email addresses is the consistency of contact beyond an individual's term in the role. Most of the positions within The District are one-year terms. When District Member's personal email address is used for district email, it is common that vital communication is delayed or lost when they complete their term. By transferring the ownership of a district leadership email account to the District Member assuming the role, we are able to mitigate this risk.

Beginning on the date of approval of this policy, a District Member may not forward correspondence sent to a district email address to a personal account to keep the full conversation. District business by those holding a district email address shall be conducted solely and exclusively using the individual's district email address.

District leaders' email addresses will be named according to their role, following standards established by the District Technology Committee.

### **District Governors:**

After the Nominating Committee announces the selection of The District Governor Nominee, the District Member is eligible for a personalized email address on The District's email system. This email address enables the District Member to separate Rotary email from their personal and professional lives. Due to the nature of The District Governor's role, they will keep access to their email address for as long as they want.

Excepting the requirement to follow the current district document retention policy, the District Member will use their judgment for document retention and data storage. For content subject to The District's document retention policy, the District Member will retain that content per policy. If their storage needs exceed the email system's basic storage capacity after their term as District Governor, they will have the option to expand the amount of storage capacity at their expense.

District governors' email addresses will be based on the governor's name, following standards established by the District Technology Committee.

### **General Expectations of Users:**

Important official communications are often delivered via email. District Members are expected to check their email in a consistent and timely manner.

## POLICIES (REQUIRING BOARD APPROVAL)

District Members are responsible for mailbox management, including organization and cleaning. If a District Member subscribes to a mailing list, they must be aware of how to remove themselves from the list. They are responsible for informing their successor on how to remove them from a list at the end of their term.

When using the email system, District Members are expected to follow normal standards of professional and personal courtesy and apply the Four-Way Test to their communications.

### **Appropriate Use:**

District Members are encouraged to use email to further the goals and objectives of The District and Rotary International. The types of activities that are encouraged include:

- Communicating with fellow District Members, volunteers, donors, and partners within the context of their assigned responsibilities.
- Acquiring or sharing information necessary or related to the performance of their assigned responsibilities.
- Participating in educational or professional development activities.

### **Inappropriate Use:**

The District's email systems and services are not to be used for purposes that could be reasonably expected to cause excessive strain on systems. Email use will comply with all applicable laws and policies. The following activities are considered inappropriate uses of the email systems and services and are prohibited:

- Use of email for illegal or unlawful purposes, including (but not limited to) copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, soliciting for illegal pyramid schemes, and computer tampering (e.g., spreading of computer viruses).
- Use of email in any way that violates the district's policies, rules, or administrative orders, included in this document.
- Opening email attachments from unknown or unsigned sources. Attachments are the primary source of computer viruses and should be treated with utmost caution.

This policy shall conform to The District's Document Retention Policy.

### **Confidentiality:**

Anyone using district email accounts may have no expectation of privacy concerning the content of emails sent or received on district email systems. The District reserves the right to monitor, access, and disclose the contents of district email accounts, including related metadata, for any lawful purpose at its discretion.

## POLICIES (REQUIRING BOARD APPROVAL)

### **Email Data Security and Access:**

The district technology committee shall ensure that The District's contracted email service provider will implement backup protocols to safeguard stored data and constrain access to that data to only authorized users.

### **Distribution of Members' Contact Data:**

The District prohibits the selling, sharing, distributing, or otherwise providing bulk email addresses of District Members for any purpose. Email addresses provided to District Members, clubs, or district leaders are for Rotary communication and business only.

External requests for broad-based communications to District Members within The District should be conveyed to district leadership for consideration on a case-by-case basis.

For further details see *Rotary Code of Policies 26.080* Rotary Privacy Statement.

### **Actions upon Deactivation of a District Email Account:**

- Content within shall be safeguarded and archived according to The District's document retention policy.
- Password and other access controls shall be changed, in such a manner that district leadership may still access the content.

### **Document Sharing Policy:**

Google Drive (Workspace Edition) will be made available to District Officers, Leaders and Committee Chairs for storing documents that need to be shared between people. (more to come)

## HARASSMENT POLICY

District 5650 has adopted Rotary Code of Policies Harassment-free Environment at Meetings, Events, or Activities.

## PAYMENT CARD INDUSTRY (PCI) COMPLIANCE POLICY

The current version of the Payment Card Industry (PCI) Compliance Policy can be found on the District 5650 website.

## PETS MAKE-UP POLICY

Club Presidents-Elect shall attend the District Presidents-Elect Training Seminar (PETS) unless excused by the District Governor-Elect (DGE). If so excused, the President-Elect shall send a

## POLICIES (REQUIRING BOARD APPROVAL)

designated club representative who shall report back to the President-Elect. If the President-Elect does not attend PETS and has not been excused by the DGE or, if so excused, does not send a designated club representative to such meetings, the President-Elect shall not be able to serve as Club President. In such event, the current President shall continue to serve until a successor who has attended PETS, or training deemed sufficient by the DGE, has been duly elected.

## YOUTH PROTECTION POLICY

The District is responsible for the implementation of policies regarding Youth Protection of all youth engaged in activities of Rotary such as Early-Act, Interact, Rotaract, and the Rotary Youth Exchange (RYE) program.

### **Who**

All Rotarians and other volunteers working one-on-one with youth must complete a volunteer affidavit, have a criminal background check and complete youth protection training. Rotarians who have completed all these requirements may supervise other adults/Rotarians, who have not yet completed the requirements.

### **Information and Forms**

The District Youth Protection Officer (YPO) is responsible for maintaining current and accurate information on the District website. All youth protection forms and information will be posted on the District website.

### **Components of Certification**

Annually, Rotary Clubs must submit the completed “Continuing Support of the District Youth Protection Policy” form, which is given to the Rotary Club President-Elect at PETS Orientation or PETS. This form is due July 1 to the District Office. This is an annual necessity as current club officers cannot obligate future club officers, and it verifies the points listed below:

- Individual Volunteer Affidavits are required for all Rotarians who work with youth in any capacity that puts the volunteer in direct one on one contact with youth;
- Completed and submitted volunteer affidavits should be valid for up to five (5) years, or until a major change occurs (i.e.) change of address, name, phone number, etc.;
- Once volunteer affidavits are on file in the District, a Rotary club must annually send a listing of all Rotarians for background record check along with the appropriate fee;
- All background record checks are valid for up to 1 year (July 1- June 30);
- At least one Rotarian in a participating club must complete the required on-line training to maintain the club’s compliance with the Youth Protection Program every three years. This same training program is used with RYE and clubs working with youth in other activities such as Interact, Early-Act, etc.;

## WEBSITE POLICY: SHARING INFORMATION ABOUT YOUTH, HOST FAMILIES AND THE ROTARY YOUTH EXCHANGE PROGRAM

- The YPO or delegated committee members complete background record checks.

Because of privacy, the District shall not provide copies of background checks to anyone, including other organizations. Each organization must run its own background record checks.

### **Youth Activities and the RYE Program**

RYE / South Central Rotary Youth Exchange, Inc. (SCRYE) is a separate organization governed by its own Board of Directors. The District RYE program operates under the policies and procedures set forth in the SCRYE manual “Policy for Youth Protection and The Prevention of Abuse and Harassment”. Rotary Clubs conducting RYE programs must also follow the policies as outlined in this District policy.

Youth Activities conducted by or sponsored by Rotary clubs such as Interact, etc. must follow the policies as outlined in the District Policy.

### **Record Retention**

All volunteer affidavits shall be kept in the district files currently in the possession of the YPO; no one else is authorized to keep these records. Rotary clubs and Rotarians are assured that these records are not available to anyone other than the YPO, or their successors.

All records shall be retained for 5 years. After 5 years, records are purged, by shredding the documents.

## **WEBSITE POLICY: SHARING INFORMATION ABOUT YOUTH, HOST FAMILIES AND THE ROTARY YOUTH EXCHANGE PROGRAM**

Postings, walls, tweets, websites and social media – it impacts everything we think, say or do in Rotary. Here are the basics in regard to District 5650 policy in working with youth.

Rotary International, South Central Rotary Youth Exchange Program Board, the Department of State and the Council on Standards for International Educational Travel (CSIET) all have restrictions on what might comprise a student’s safety.

District 5650 Website policy – Working with youth.

No club shall promote the exchange program in a way that comprises the privacy, safety or security of the participants, host families and schools.” Specifically:

- Rotary Clubs cannot include personal student data or contact information (including address, phone number or email addresses) on websites or any other promotional information.

## OTHER DOCUMENTS (NOT REQUIRING BOARD APPROVAL)

- Written waivers must be obtained for the use of any individual student photographs/digital image. (Group shots of students are excluded.)
  - If a picture/image of an individual exchange student is on a website, do not use the student's family name, age, or hometown in their home country. Example: It is okay to indicate that Sarah, from Germany. It is NOT okay, Sarah Gephardt from Berlin, Germany, then give her parents' family name.
  - Another example: Do not identify the US host family, using their family name. It is okay to state, "Bill and Sally are hosting Sara from Germany."

This policy applies to all Rotary youth activities not just Rotary Youth Exchange.

### **Why?**

Unfortunately, predators can use this information to befriend an unsuspecting youth. We acknowledge that young people can post a lot more information than is advisable on Facebook or other social media networking sites. We should caution young people about doing so.

Rotary Clubs need to be vigilant in monitoring club activities to be certain that your club is not jeopardizing the safety of any of the youth, the host families or schools associated with any Rotary youth programs.

The District does not want your club to be the source that assisted a predator in taking advantage of someone.

## **OTHER DOCUMENTS (NOT REQUIRING BOARD APPROVAL)**

## **POSITION DESCRIPTIONS**

### **DISTRICT GOVERNOR**

The District Governor (DG) is the sole District administrative officer for Rotary International. The DG shall serve as the President and Chief Executive Officer of the District. The DG is charged with the duty of furthering the Object of Rotary by providing leadership and supervision of the clubs in the district. The DG should work with district and club leaders to encourage participation in a district leadership plan as may be developed by the board. The DG shall provide inspiration and motivation to the clubs in the district. The DG shall also ensure continuity within the district by working with past, current, and incoming district leaders in fostering effective clubs.

## POSITION DESCRIPTIONS

Except as otherwise provided in the District bylaws, the DG shall designate necessary committees and subcommittees, appoint members to those committees, and designate the committee chairs. The DG may delegate to Assistant Governors as well as to the District Governor-Elect, the District Governor-Nominee, and the District Governor Nominee-Designate, and other members of the District Leadership Team, as many duties as deemed to be in the best interests of the orderly conduct of the District, while still retaining overall responsibility.

The term of office begins on July 1 and continues for one year or until a successor has been elected.

The DG is responsible for the following activities in the District:

- Organizing new clubs;
- Strengthening existing clubs;
- Promoting membership growth by working with the district leaders and club presidents to establish realistic membership goals for each club in the district;
- Supporting The Rotary Foundation with respect to program participation and financial contributions;
- Promoting cordial relations among the clubs and between the clubs and RI;
- Planning for and presiding at the district conference;
- Planning for and presiding at all district training event(s);
- Assisting the DGE in the planning and preparation for the Pre-PETS/PETS Orientation and PETS and the District Team Training Seminar(DTTS);
- Providing for an official visit meeting to each club in the district either individually or in multi-club meetings conducted throughout the year to take place at a time that maximizes the DG's presence for the purpose of:
  - focusing attention on important Rotary issues;
  - providing special attention to weak and struggling clubs;
  - motivating Rotarians to participate in service activities;
- Ensuring that the constitution and bylaws of the clubs comply with the constitutional documents, especially following on councils on legislation;
- Personally recognizing the outstanding contributions of Rotarians in the district.
- Issuing a monthly newsletter to each Rotarian in the district;
- Reporting promptly to RI as may be required by the president of the RI board;
- Supplying the governor-elect, as soon as possible following his or her election prior to the international assembly, full information as to the condition of the clubs with recommended action for strengthening clubs;

## POSITION DESCRIPTIONS

- Assuring that district nominations and elections are conducted in accordance with the RI constitution, bylaws, and established policies;
- Transferring continuing district files to the governor-elect;
- Performing such other duties as are inherent as the officer of RI.

## DISTRICT GOVERNOR-ELECT

The District Governor-Elect (DGE) is the person next in line to become District Governor for the ensuing Rotary year. The DG may assign responsibilities to the DGE, which are in addition to those prescribed by the bylaws and policies of RI, District bylaws and MoPP.

The DGE is responsible for the following:

- Attending the Zone Governor-Elect Training Seminar (GETS);
- Attending the RI International Assembly;
- Appointing Assistant Governors for the ensuing year and seeing to their training;
- Appointing or Confirming Committee Chairs and members for the ensuing year;
- Attending all District sponsored meetings;
- Arranging the District Team Training Seminar;
- Arranging the President-Elect Training Seminar (PETS orientation and PETS);
- Serving on the District Board of Directors and Executive Committee;
- Assisting the District Governor as needed.

## DISTRICT GOVERNOR-NOMINEE

The District Governor-Nominee (DGN), selected by the District Nominating Committee, is to become District Governor-Elect in the ensuing Rotary year. The DG may assign responsibilities to the DGN, which are in addition to those prescribed by the bylaws and policies of RI, District bylaws and MoPP.

The DGN is responsible for the following:

- Beginning preparation for the role of Governor;
- Becoming familiar with all aspects of the District Leadership Plan and operations;
- Attending the Zone Governor-Nominee Training Seminar (GNTS);

## POSITION DESCRIPTIONS

- Attending and participating in District meetings whenever possible;
- Attending the District Team Training Seminar;
- Attending the President-Elect Training Seminar (PETS orientation and PETS);
- Serving on the District Board of Directors and Executive Committee;
- Performing such duties as may be recommended by the District Governor or District Governor-Elect.

## DISTRICT GOVERNOR-NOMINEE-DESIGNATE

The District Governor-Nominee-Designate (DGN-D) is to become District Governor-Nominee in the Rotary year following his/her selection by the District Nominating Committee.

Duties of the DGN-D generally involve becoming knowledgeable and active in all aspects of District operations. The DG may assign responsibilities to the DGN-D which are in addition to those prescribed by the bylaws and policies of RI, District bylaws and MoPP. If possible, the DGN-D should attend the District Conference and PETS Council as DGN-D.

## PAST DISTRICT GOVERNOR 1 AND 2

The Past District Governors 1 year removed serves on the District Board of Directors. The Past District Governors 1 and 2 years removed carry out duties as defined in the District Bylaws.

- PDG1 is the Immediate Past District Governor (IPDG) and shall serve on the District Board Executive Committee and Finance committee;
- PDG1 shall Chair the District Nominating Committee;
- PDG2 is the Governor preceding the IPDG and shall chair a subcommittee in the COG for the purpose of selecting the Cadwallader Award winner for the current year.

## ASSISTANT GOVERNOR

Assistant Governors (AGs) support the work of the District Governor by working with and being a resource for the Clubs in their respective area. AGs are selected by the DG for a one-year term, but it is customary to serve for three years. The DG may assign responsibilities to the AGs in addition to those prescribed by RI policies, District bylaws and MoPP.

AGs are responsible for the following:

## POSITION DESCRIPTIONS

- Attending Assistant Governor Training, the Pre-PETS/PETS Orientation, the District Team Training Seminar, the Presidents Elect Training Seminar (PETS), the District Assembly, and others training as directed by the District Governor;
- Attending and actively promoting all District meetings and arranging for any area meetings as directed by the District Governor;
- Assisting assigned clubs with implementation of their Club Leadership Plan;
- Advising the Governor-Elect on District committee assignments;
- Meeting with and assisting the incoming club Presidents and club committee persons in his or her assigned area before the beginning of the Rotary year to discuss and review the club's goals and objectives;
- Assisting assigned clubs with the submission of club goals and providing status on club goals through Rotary Club Central;
- Visiting each club in his or her assigned area at least quarterly and meeting with the club Presidents and club committee persons to review with them the business of the club and the objectives of the District and Rotary International. Including, but not limited to, Membership, Public Image and TRF. The AG's will receive training from these committees to assist them in sharing resources with the Clubs in their area.
- Assisting in the preparation of the District Governors' official visit to the club and attending the visit;
- Monitoring the progress of each assigned club and communicating with the District Governor regarding the progress or problems that may have developed, including progress with the Club's long-range strategic plan, and, if adopted by the club, the club's progress with Rotary's Club Leadership Plan;
- Completing an evaluation of clubs in his/her area after the final visit and submitting online to Rotary International;
- Assisting the DG and clubs in his/her respective area with handling of membership leads from Rotary International;
- Meeting with the District Governor and other Assistant Governors four to six times per year, as requested;
- Performing those additional duties that the District Governor assigns.

### • **District Area Assignments**

To ensure effective club/member support from Assistant District Governors (AG), the District Governor and District Governor-Elect, at least every 3 years, should review the District Area configuration to which AGs are assigned. Consideration should be given to the number of clubs, members, and geography to ensure approximately equal workload. Modifications to the Area should be made accordingly, and AGs appointed to each as necessary.

## DISTRICT SECRETARY

The District Secretary is appointed by the person who will be the District Governor (DG) when the term begins. The appointment shall be for a one-year term. A Rotarian may serve in this office for no more than three consecutive terms. The District Secretary is an officer of the District and member of the District Board and Executive Committee. To be effective he/she should have organizational, communication and IT skills. The District Secretary will be responsible for keeping and maintaining the records of the Annual Meeting and the District Board Meetings. The District Governor may assign additional duties to the District Secretary and such duties will be listed in the District Leadership Plan.

Basic duties of the District Secretary are as stated in the District bylaws and MoPP. In addition, the District Secretary is responsible for the following:

- Recording minutes of all meetings in which he/she is in attendance;
- Serves on the District Finance committee;
- Notifying the District Clubs of the District Annual meeting. Includes notification to the clubs as to the number of voting delegates per club. Works with District leadership on meeting agenda, previous Annual meeting minutes and on other documentation needed at the meeting.

Some duties may be delegated to a District Executive Secretary.

## DISTRICT TREASURER

The District Treasurer is appointed by the person who will be the District Governor (DG) when the term begins. The appointment shall be for a five (5) year term. A Rotarian may serve in this office for no more than two consecutive terms. The District Treasurer is an officer of the District and member of the District Board and Executive Committee and will serve as custodian of all district funds except the funds of The Rotary Foundation – District 5650 Account. All funds, deposits, bonds, and accounts will be designated as:

- “Rotary International District 5650 Inc”; or
- “Rotary International District 5650 Inc Youth Exchange”; or
- “Rotary International District 5650 Inc Youth Exchange – Special Account”; or
- “Rotary International District 5650 Inc The Rotary Foundation”

The District Treasurer is responsible for the billing and collection of the District levy from the Clubs. The District Governor may assign additional duties to the District Treasurer.

Basic duties of the District Treasurer are as stated in the District bylaws and MoPP. In addition, the District Treasurer is responsible for the following:

- Prepare and submit to the Finance Committee monthly financial statements;

## POSITION DESCRIPTIONS

- Prepare annual financial statements for submission to the District Governor;
- Prepare yearly financial report to be presented at the annual meeting of the District;
- Arrange for a review of the annual financial statements of the District;
- Complete any required payroll reports;
- Arrange for any insurance policies that may be required to be carried by the District, including worker's compensation, errors and omissions and theft/embezzlement;
- Preparing, sending, and processing District Dues. Dues statements should go out annually by August 15.
- Obtain external review by a CPA firm with Rotary members, to perform review no later than October 31 of the following fiscal year.
- Finalize the books for the previous Rotary fiscal year for submission for 990 preparation annually by October 15.

A bookkeeper may be obtained to assist the treasurer with the payment of invoices and preparing dues statements and other miscellaneous bookkeeping items. This position will be hired with the consent of the treasurer and District Governor.

As specified in the District bylaws, an Assistant Treasurer may be appointed.

## DIRECTOR-AT-LARGE

The bylaws specify five (5) Director-at-Large positions. Each director is to serve in the next Rotary year.

- Three At-Large positions are based on club size at the beginning of the Rotary year. One per Club size: -small (less than 26 members), medium (26 - 76 members), and large (more than 76 members). These must be Past Club Presidents and are nominated by their Club to serve a one-year term. They are elected at the Annual Meeting of the Membership.
- Two At-large positions are held by Past District Governors. These are appointed by the person who will be District Governor (DG) when the term begins. The term is one year with the option of two additional reappointments by subsequent governors-elect.

### **Duties**

- Be familiar with the Rotary clubs the Director is representing.
- Report to the DG and the full Board in regards to the concerns or questions from the clubs the Director is representing.
- Be prepared to do duties as requested by the District Leadership as a Director.

## DISTRICT ROTARY FOUNDATION COMMITTEE CHAIR

District Rotary Foundation Committee Chair (DRFCC) is responsible for the oversight of all the subcommittees of the District Rotary Foundation Committee (DRFC). To be effective, the DRFC must have continuity of leadership; therefore, the DRFCC shall be appointed for a three-year term, subject to removal for cause.

The District Governors (if selected) scheduled for each of the years of the three-year term for the DRFCC (DGE, DGN and DGN-D) will jointly select the DRFCC. Appointment of a person to serve for a second three-year term as DRFCC is at the discretion of the subsequent G-string line of DGE, DGN and DGN-D who will be DGs during the term of the DRFCC's service. (Reference: Rotary Foundation Code of Policies)

The DRFCC is responsible for the following:

- Reporting to the District Governor on all District Foundation activities quarterly;
- Reporting qualification status of clubs and District to the District Governor, as needed or requested;
- Overseeing and serving as an ex-officio member of all Foundation subcommittees;
- Together with the District Governor, providing one of the two authorizing signatures for the use of the District Designated Fund to reflect the decisions of the District Rotary Foundation Committee;
- Confirming that Global Grant applications are completed and confirm that the sponsor clubs are qualified;
- Working with the District Governor and the DRFC to determine annual allocation for District Grants and other DDF;
- Working with the District Governor and other district committee chairs to ensure Rotary Foundation activities are properly included in such committees;
- Working with the District Governor, district learning facilitator, and the District Learning Team to plan, organize, and promote District seminars, the District Rotary Foundation seminar, the District training assembly, Presidents-Elect Training Seminar, and grant management seminars, focusing on agenda and content;
- Providing support to club Foundation committees;
- Assisting the District Governor-Elect in obtaining input from Rotarians before establishing District Foundation goals for implementation during his/her term as District Governor;
- Assisting the District Governor in nominating qualified recipients for District Rotary Foundation awards;
- Ensuring Rotary Foundation grant activities are reported on at the District Annual Meeting to which all clubs are invited or eligible to attend, as required by the terms and conditions of Foundation grants.

## DISTRICT ROTARACT REPRESENTATIVE

The District Rotaract Representative (DRR) is a Rotaractor elected by the Rotaract clubs in the district. To be eligible, a Rotaractor must complete one year as a Rotaract club president or member of the district Rotaract committee.

### **Duties**

- Represent all Rotaractors in the district;
- Communicate with the Rotary district governor and district Rotaract committee chair;
- Co-chair the district Rotaract committee;
- Bring clubs together for service and fellowship;
- Promote Rotaract to Rotary clubs and to the community;
- The DRR may attend District Board Meetings to represent Rotaract;
- The DRR reports to the District as requested.

## DISTRICT EXECUTIVE SECRETARY

### **Purpose**

To provide secretarial, clerical, and administrative support to District 5650, the District leadership, and District Rotary Clubs under the supervision/direction of the District Governor.

### **Qualifications**

- Proficient in computer skills utilizing a variety of software programs. Including a variety of Social Media tools.
- Excellent problem-solving skills.
- Willingness to work with a variety of individuals.
- Basic Rotary knowledge helpful.
- Has computer hardware and software to do position work.
- Willingness to travel to events and meetings.

### **Roles and Responsibilities**

- Responds promptly to email and telephone inquiries, with appropriate referrals to answer the inquiry;
- Maintains and updates the District website, including the District Calendar, event and site pages and other electronic accounts of the District;
- Maintains and updates the District records;

## POSITION DESCRIPTIONS

- Assists club officers with maintenance of club leadership and membership records;
- Develops and distributes announcements, invitations, flyers, etc., relating to trainings (Spring Training Date, Fall Training Date), social events (Holiday/Thank you, Changing of the Guard), and activities (Foundation Dinner, Grant Management Session) of the District;
- Develops and provides for distribution of a District newsletter, as needed;
- Collects registration / reservation information and compile data of the registrations for district events, as needed. Provides support and attends events, if requested;
- Supports registration process for District Conference, as needed;
- Collects and compiles information to produce a District Directory;
- Attends and reports at District Board meetings;
- Attends training dates and other programs when asked to provide administrative support to the event;
- Serve as a Club Runner educational resource to clubs requesting assistance;
- Collects the Club information to maintain a club officer list for district and RI usage;
- Provides contact information to others when request is approved;
- Other administrative tasks as requested or assigned.

## COMMITTEE CHAIR AND TEAM LEADER LIST

View the Committee Chair and Team Leader listings on the District website.

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**RI District 5650, Inc.**

### ANNUAL CONFLICT OF INTEREST DISCLOSURE FORM

I, \_\_\_\_\_, have read and understand the District Conflict of Interest Policy for covered individuals, and I agree to conduct myself in compliance with the policy, as well as my duties and responsibilities in order to avoid any conflicts or potential conflicts of interest that may relate to my position as Board, District committee chair, District Rotary Foundation Committee member, District Grant and Global Grant sub-committee member or Staff member of the District. In addition, I attest that the information provided below is, to the best of my knowledge, true, accurate and complete.

1. Are you aware of any relationships between the District and yourself, or a member of your family, as defined by the letter or spirit of the Conflict of Interest policy that may represent a conflict of interest?

No  Yes

If “yes,” please list such relationships and the details of annual or potential financial benefit, as best you can estimate them.

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2. During the past twelve (12) months, have you or a member of your family received any gifts or loans from any source from which the District buys goods or services, or otherwise has significant business dealings.

No  Yes

If “yes,” please list them, their source and their approximate value.

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1. Exceptions: **(If there are none, please indicate that fact.)**

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I certify that I have read and understand the District policy on conflict of interest and that the foregoing information is, to the best of my knowledge, true, accurate and complete.

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Name (please print)

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Signature

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Date

## EXPENSE REIMBURSEMENT GUIDELINES AND FORM

It is the policy of District 5650 to provide funding for Rotary expenses in line with Rotary International policies and the District Budget, which will be approved by the Delegates representing the Clubs at the Annual Meeting of the District. Expenses will be budgeted to allow for reasonable operations of District activities. Generally, the District will provide expense reimbursement to Rotary volunteers so that the financial burden of District service will not preclude the participation of any Rotarian in good standing. We are grateful to the many Rotarians who continue to volunteer their time and expenses to the service of Rotary at the District level. Should issues arise concerning expenditures, including expenses exceeding budgeted amounts, they will be resolved by the District Governor, with advice from the District Treasurer or Finance Committee.

**Eligible expenses** are those incurred in the **official capacity** of Rotary District 5650, Inc. and within the approved budget. They include:

- 1 Travel expenses to district seminars, foundation meetings, committee meetings, and Zone meetings. **Officials are expected to use telephone conferencing and email to alleviate the expense of mileage when appropriate.** Mileage is reimbursed at the prevailing rate established by the Federal government for business travel.
- 2 Hotel and meal expenses.
- 3 Printing and copying.
- 4 Postage.
- 5 Office supplies.
- 6 Telephone and fax usage expenses.
- 7 The reimbursement policy for District Governor (DG), District Governor-Elect (DGE), and District Governor-Nominee (DGN) for attendance at Zone meetings and the DGE's International Assembly and Convention shall be as follows:
  - It is the policy that the DG, DGE, and DGN are to attend and participate at Zone meetings; and District Governor-Elect (DGE) will attend the DGE's International Assembly and Convention. Any expenses incurred by the aforementioned positions not covered by the DG Allowance from RI, shall be reimbursed by the District. Full

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reimbursement for travel, lodging, meals, and meeting registration, is based on the best airfare and direct mileage and will be included in the annual budget of the District.

- 8 It is the policy that spouses/partners of the following positions of DG, DGE, and DGN are to be invited to attend and participate at Zone meetings. However, the expenses incurred by the aforementioned positions and their respective spouses/partners shall not be reimbursed by the District.
- 9 The DGE shall be reimbursed for the cost of attendance at Rotary International Conference that is held the Rotary year before the DGE becomes the DG. It is expected that spouses/partners will be invited to attend all required and customary meetings, however the expenses incurred by their respective spouse/partner shall not be reimbursed by the District.
- 10 Attendance at the Zone Institute and other RI or Zone training sessions is also recommended for district leaders requested by RI or the Zone. Travel, lodging, meals, and meeting registration will be reimbursed in a similar manner with full participation in the training events and Zone Institute.

**Ineligible expenses** include the following:

1. Those expenses that are reimbursed directly by Rotary International (RI).
2. Travel expenses outside the District and related hotel and meal costs, except those recognized by RI or approved by the District Governor.
3. Travel expenses to RI Convention and related costs (except for DGE).
4. Automobile repair costs.
5. Dry cleaning costs.
6. Personal grooming or medical expenses.
7. Rental of office space or equipment.
8. Bar bills or entertainment expenses.
9. Non-Rotarian volunteers will not be reimbursed for any expenses unless approved in advance by the District governor.
10. Any other item not included in the budget.

### **Reimbursement Guidelines:**

1. Should questions arise about expense reimbursement, these will be resolved at the discretion of the District Governor after consulting with the Treasurer and Finance Committee.

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2. All Rotarians must pay for individual travel, lodging, or registration expenses. The District will not allow direct or group billing for such expenses.
3. To obtain reimbursement, the individual must complete the District 5650 Expense Reimbursement Form and attach all applicable copies of bills and receipts.
4. Travel, lodging, and registration for 'guests of the District' such as Group Study Exchange teams, RI President's Representatives and partner, or presenters at training events, may be waived with advance approval of the District Governor.
5. All requests for reimbursement of expenses from any given Rotary year ending June 30, must be in the hands of the District Treasurer no later than the last day of the first quarter of the next Rotary year (September 30), or they will not be reimbursed.

### **District 5650 Refund Policy:**

Refunds of registration and meal costs will be made up to five days before the start of an event. No refunds will occur if requested after five days before an event.

### **Form:**

The current version of the District Expense Reimbursement Form can be found on the District 5650 website.

## DISTRICT GOVERNOR CANDIDATE FORM

### **District Governor Application Information – District 5650**

Name: \_\_\_\_\_

Rotary Club: \_\_\_\_\_

Governor Year of Service: \_\_\_\_\_

Please answer the following questions and provide a Rotary Resume that includes positions held, awards received and donor recognition.

Please summarize what impact you can have as District Governor.

Please describe your experience in Rotary outside of your Club.

Describe any other Rotary experience you have that would aid you in being District Governor.

### **By agreeing to be interviewed for the position of District Governor, you acknowledge the following Duties and Responsibilities:**

Each District Governor serves a one-year term, but that individual will fill many roles in the lead-up to year as serving as District Governor so the commitment is four years in District 5650.

The nominee designate (DGND) will be encouraged to attend all district meetings and events, including the District Team Training Seminar (DTTS) on March 1, 2025, and the Presidents Elect Training Seminar (PETS) on March 22, 2025, expanding knowledge of the operation of District 5650 and working with the current governor on the important task of building appreciation, understanding, and support of The Rotary Foundation.

The governor nominee (DGN) joins his or her “class” of nominees from other Rotary districts in Zone 25B & 29 for training and education in the fall of the DGN year seeing, meeting, and learning and making new friends and contacts. Zone training usually takes place in September/October and is Wednesday through Sunday. The District covers the cost of Zone training. The DGN is also responsible for completing the District Leadership team by filling open Officer and Chair positions that will be vacant during their governor year.

The governor elect (DGE) year is one of more learning, but mostly planning and assembling the team of Rotarians that will serve on and lead the various committees that assist the clubs. The governor elect will also attend Zone 25B & 29 for training and education along with their leadership team. This Zone Institute is for the team of Rotarians that will serve on and lead the various committees that will be serving with the DGE during their year as governor. The DGE

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will also attend International Assembly (IA) in January preceding their year as governor. IA is held in Orlando, Florida and is a week-long training and celebration event for all governor elects and partners from around the world.

The governor provides leadership, inspiration, and guidance to Rotary clubs in District 5650. They also work with their team to provide clubs and Rotarians with necessary resources, education, motivation, and inspiration to grow membership and increase their ability to serve others and foster success in their district at the club level.

Once your year as Governor has finished, you are never forgotten. Past District Governors serve a vital role as de facto members of the Council of Governors (COG). The COG is an advisory body that provides mentoring, guidance, and assistance to current leaders. COG members are invited to exclusive meetings and social functions throughout the year.

**When you are interviewed, you will be asked to affirm the following:**

I hereby state that I understand clearly the qualifications, duties, and responsibilities of the office of district governor as set forth in the RI Bylaws and that I am fully qualified for said office and willing and able, physically and otherwise, to assume and fulfill the duties and responsibilities of that office and to perform them faithfully. Further, I have read and agreed to abide by the district governor code of ethics, as detailed in the Rotary Code of Policies. I agree in advance to accept the decision of the RI Board concerning my election to office without recourse to any non-Rotary agency or other dispute resolution system and further accept that any court costs and attorney's fees incurred by RI in enforcing this agreement shall be reimbursed by me in their entirety. I understand that if selected, I must attend, for their full duration, the governors-elect training seminar in my zone and the International Assembly to be held the Rotary year before taking office. I have read this form in its entirety and certify that all the information provided on this form is true and correct.

**I confirm I am the Rotarian named on this form and am a member in good standing of the Rotary club listed.**

**Date:** \_\_\_\_\_

\_\_\_\_\_

**Applicant Signature**

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### **District Governor Candidate Interview Questions**

1. Please summarize why you wish to be District Governor.
  
2. What does Rotary mean to you personally, what are you passionate about?
  
3. What do you understand the responsibilities and duties of the District Governor to be?
  
4. What do you think is the most important role the DG must serve?
  
5. What is the function of the District?
  
6. What has been your most rewarding Rotary experience?
  
7. What is the most significant thing you have accomplished as a leader in Rotary?
  
8. How many other clubs have you visited? What observations do you have about different clubs?
  
9. What experience do you have at the District level? Follow up if the answer is little to none is: What will you do to be prepared to lead at the District level?
  
10. Do you understand the time requirements for being a DG?

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11. Do you see any challenges in balancing the time commitments and responsibilities of the DG position with family and your job?
12. What do you think is the most significant thing that the District needs to address and how will you do so?
13. Are you willing to work as part of a multi-year DG team, supporting long term objectives defined by that team? How do you encourage generosity in others whether that be their ability to contribute financially or with their time
14. What is the greatest challenge in leading a team of volunteers and how do you approach it?
15. Are there any specific new committees or other changes at the District level that you would implement?
16. Rotary is composed of diverse people, who may have disagreements. What is your model for conflict resolution and how do you approach challenging differences?

THIS ENDS OUR INTERVIEW. After all the interviews are complete, the committee will select a nominee to be presented to the District. You will be notified by the end of the day of the committee's decision. Regardless of who is selected, this district needs your help and support to carry out our important work.

## HANDLING OF MEMBERSHIP LEADS FROM ROTARY INTERNATIONAL

### Background

- Persons can inquire about membership in Rotary: <https://www.rotary.org/en/get-involved/join>
- Rotary reviews leads to check authenticity.
- Membership leads are forwarded by: Rotary International Support [donotreplytst@rotarymailings.org](mailto:donotreplytst@rotarymailings.org)
- Leads are sent by RI to the following: DG, District Membership Chair (DMC), District Executive Secretary
- Messages provide the following information on the prospect: Name, City
- Information is available on the lead at: <https://my.rotary.org/en/manage/club-district-administration/district-administration/membership-leads>

### Lead Handling in D5650

Step 1. District Membership Chair (DMC) reviews all leads and refers each to a Member of District Membership Committee.

Step 2. Membership Committee Member contacts the prospect (preferably by voice/phone) to determine his/her needs and interests, and the most appropriate club fit (especially if location of relevant club is ambiguous).

Step 3. Membership Committee Member makes a referral to a club. Membership Committee Member may consult with relevant AG to assist with appropriate club referral – e.g., to determine which club in an area might best suit the membership lead.

- Provides information to the prospect on club(s) meeting his/her interests including contact information for Club Membership Chair, Club President and/or Club Secretary.
- Provides information about the prospect to the Club President, Club Membership Chair and Club Secretary receiving the referral.
- Updates RI Membership Leads website with referral status.
- Informs Membership Chair and AG of referral.

Step 4. Club Membership Chair, Club President or Club Secretary of the club receiving the referral contacts the prospect (Lead) to discuss Rotary, club participation, club membership process and visit to the club. Club officer updates the Membership Leads website.

Step 5. DMC follows up with Club Membership Chair, President or Secretary to ascertain status. Updates Membership Leads website, as appropriate. If prospect joins a Rotary Club, notify RI of membership << [Data@rotary.org](mailto:Data@rotary.org) >> including ID number of prospect / lead and the new Rotary Member ID.