

District 5170 Policy Manual

Revised May 1, 2016

This District 5170 Policy Manual establishes regular District Procedures to provide an orderly and useful system of maintaining records of District actions and resolutions, to protect the financial integrity of the District, and to meet the requirements of state and federal governmental agencies. It shall be followed by District Governors, Officers, Committees, and the Clubs of the District.

A. AMENDMENTS

Amendments to these District policies shall be any resolution adopted at the District Conference or any other meeting duly called by the District Governor to which all District members have been invited and at which Conference or meeting at least a majority of District 5170 Club Presidents (or their respective representatives designated in writing) are in attendance and vote when considering such resolution.

1. Any resolution proposing a District policy may be initiated:
 - (a) By majority vote of members present at any regular club meeting held at least 75 days prior to each Annual Conference;
 - (b) By the District officers-elect at a District Assembly or by the District officers present at a lawfully conducted District meeting;
 - (c) By the District Advisory Committee, or any meeting;
 - (d) By the District Resolutions Committee, or any meeting.
 - (e) All proposed resolutions shall be promptly filed with the District Governor.
2. On or before 60 days prior to the date fixed for the District Conference, or any other meeting duly called by the District Governor to which all District members have been invited, the District Governor shall forward all resolutions received proposing a District policy change to his/her Resolutions Committee.
3. On or before 30 days prior to the date fixed for the District Conference or any other meeting duly called by the District Governor to which all District members have been invited, it shall be the duty of the Resolutions Committee to prepare and distribute copies of the resolutions, proposed pursuant to paragraph 1 above, to the President of each club and to all Past District Governors.
4. At a time and place during the District Conference designated by the District Governor, or any other meeting duly called by the District Governor, to which all District members have been invited, each resolution proposing a District policy received by the Resolutions Committee shall be presented by its chair with its recommendation for Conference action.
5. Voting on such resolutions at the District Conference, or any other meeting duly called by the District Governor to which all District members have been invited, shall be in accordance with Article 15, Section 15.050.2 and 15.050.3, of the By-Laws of Rotary International.

B. ORGANIZATION

1. The District office shall be at such a location as the District Governor shall designate. The official files of the District shall be kept at such office. The District Governor shall pass the official files, together with any District owned properties, to the successor at the close of his/her term of office.

2. To assist in the administration of the District the following committees are expected. Unless stipulated otherwise in this manual, committee appointments for the upcoming year shall be made by the committee chair for that year in consultation with the District Governor Elect.

- Nominating Committee for District Governor
- Resolutions Committee
- Finance Committee
- Rotary Foundation Committee
- Membership Development Committee
- Public Awareness Committee
- Training Committee
- Avenues of Service Committees
 - Club Service
 - Community Service
 - International Service
 - Vocational Service
 - Youth Service
- Rotaract
- District Conference Committee
- Awards Committee
- Focus on the Future Committee
- District Foundation Committee
- District Audit Committee

3. The District Governor Elect may, at his/her discretion, and with respect to Assistant Governors, shall appoint additional individuals, committees, or sub-committees to serve during his/her term as Governor, including:

- Lt Governor(s)
- Assistant Governors
- District Advisory Committee
- Governor's Council
- Special Advisors
- We Care Committee
- Additional ad hoc Committees.

4. A member of one of the District's Rotary Clubs shall be nominated annually as the District Assistant Treasurer by the District Governor Nominee prior to July 1 of the year preceding his/her term as District Governor. During the succeeding year he/she shall serve as the Treasurer of the District. Upon the completion of his/her year as Treasurer of the District, the Treasurer may be eligible for the reappointment to the Finance Committee for an additional year. Following a second term, the Treasurer cannot serve in that position again until at least three years have elapsed. The District Treasurer shall serve as the custodian of all District Funds, maintain the financial records of the District, prepare budget status reports, and such other financial reports as directed by the District Governor.

5. There is established the position of Vice-Governor. The position of Vice-Governor shall be held by the Immediate Past District Governor, or, if that person is unwilling or unable to serve, by the past District Governor most recently in office that is willing and able to serve. The role of the Vice-Governor will be to replace the District Governor in case of temporary or permanent inability to continue in the performance of the District Governor's duties.

C. COMMITTEE DESCRIPTIONS

The expected committees described in paragraph 2 of Article B are as follows:

1. Nominating Committee

The District Nominating Committee shall consist of the five (5) available most recent Past District Governors who are members of clubs in the district; the Past District Governor with the earliest year of service as Governor shall be chair of the Nominating Committee.

- (a) The following actions shall begin in the Rotary year immediately preceding the year in which the District Governor Nominee Designate will begin his/her term as District Governor Nominee. (The candidate will thus serve up to 6 months as Governor Nominee Designate, a full year as Governor Nominee, a full year as Governor-Elect, then a full year as Governor.)
- (b) On or before August 31, the Nominating Committee shall place notification in the District Newsletter, on the District Website, and by email to the club presidents, of the fact that the Nominating Committee is accepting from the clubs nominations for District Governor Nominee Designate, and of the date on which interviews for the position will be conducted. The notification shall provide at least sixty (60) days advance notice of the nomination deadline, and shall include the form of application and a suggested form of biography for candidates to complete.
- (c) On or before October 31, the President of any club wishing to place the name of one of its members in nomination (or propose a member of another club with the latter club's concurrence) for the office of District Governor Nominee Designate shall file, at the address specified by the District

Governor, a resolution of the club adopted at a regular meeting thereof and certified by the club Secretary, naming such candidate and certifying that the candidate meets the qualifications for District Governor as provided in the Rotary International Manual of Procedure.

- (d) The Chair shall call a meeting of the Nominating Committee during the month of November and, within 24 hours after adjournment of the Nominating Committee, shall notify the District Governor in writing of the Nominating Committee's choice of the proposed candidate for District Governor Nominee Designate. The Nominating Committee's consideration of potential candidates shall not be limited to those proposed by the clubs in the District. The name of the proposed candidate, together with a statement of his/her qualifications, shall be announced by email to the club Presidents not later than three (3) days after the Nominating Committee has made its selection.
- (e) On or before the date that is fourteen (14) days after the announcement to the club Presidents of the selection of the governor-nominee, any club wishing to propose a candidate for District Governor Nominee Designate in addition to the candidate proposed by the Nominating Committee shall file with the District Governor a resolution of the club, adopted at a regular meeting, naming such candidates and certifying that the candidate meets the qualifications for District Governor as provided in the Bylaws of Rotary International and the Rotary International Manual of Procedure.
- (f) If by the deadline date specified in subpart (e) above, no additional candidate has been proposed by any club in the District, the District Governor shall declare the candidate of the Nominating Committee to be the District Governor Nominee Designate and shall include announcement thereof in the January District Newsletter and by email to the club presidents, as notification to all clubs in the District.
- (g) If by the deadline date specified in subpart (e) above, any additional proposals of candidates have been received by the District Governor, which proposals meet the requirements of Article 13, Section 13.020.8 of the Bylaws of Rotary International and remain in effect on January 1, the District Governor shall, within seven (7) days, advise each club, through the club President, of the name and qualifications of each candidate. If any challenging candidate is then concurred to by at least five (5) other clubs in accordance with Article 13, Section 13.020.9 of the Bylaws of Rotary International, the District Governor shall have a ballot by mail distributed to the Club Presidents.

2. Resolutions Committee

The Resolutions Committee shall consist of three (3) members of which one shall be a Past District Governor and one shall be a practicing attorney. A chair shall be designated by the District Governor *Elect*. The duties of the Resolution Committee shall be

- (a) To monitor the conformity of District 5170 with the provisions or changes in the Constitution and By-Laws of Rotary International.

- (b) To assist and advise the District Governor in
 - (i) Receiving, publishing and distributing to Rotary clubs of District 5170 any resolution duly proposed pursuant to Section A 1 and 2 above for adoption at the District Conference, other than those of a congratulatory or commendatory nature.
 - (ii) Preparing, publishing and distributing to Rotary clubs of District 5170 any new resolution or proposed amendment to existing resolutions it may deem necessary to maintain the administration of the District in conformity with the District's interests, provided that such resolutions must be in strict conformity with the Constitution and By-Laws of Rotary International and consistent with conditions then existing in District 5170.
- (c) To insure that such distribution of resolutions to the clubs of the District is completed at least 30 days in advance of the District Conference, or any other meeting called by the District Governor to which all district members have been invited.
- (e) To perform such other duties related to District legislation as may appear necessary either to the Committee or to the District Governor.
- (e) To make oral reports to the District Conference as required.
- (f) To forward all current and pending resolutions to the chair of the succeeding Resolutions Committee.

3. Finance Committee

The Finance Committee shall consist of:

- The District Governor,
- The three (3) most recent available Past District Governors,
- Two (2) past presidents of clubs in the District to be appointed to staggered terms of two years each,
- The District Treasurer,
- The District Assistant Treasurer, and
- The Treasurer for District Grants from The Rotary Foundation.

The District Governor Elect shall appoint the Chair of the Finance Committee. The District Governor Elect, District Governor Nominee, and District Governor Nominee Designate shall be special invited guests at each meeting. The District Governor Elect may appoint a Past District Treasurer to act as an advisor and resource person to the Finance Committee, but said person shall not have any voting rights on the committee.

The duties of the Finance Committee shall be:

- (a) The Finance Committee shall meet with the District Governor-Elect no later than September 30 of the preceding year to begin preliminary discussions of

the budget for the fiscal year of the administration of the District Governor-Elect.

- (b) On the basis of available funds from Rotary International, the estimated available District funds at year end, and the size of the membership in the District, the Finance Committee shall, at least four (4) weeks prior to the District Assembly for incoming officers or the District Conference, distribute for study to all clubs within the District a proposed budget and a recommendation of the amount of dollars per capita for each club to levy for District operations during the next fiscal year.
 - (i) The proposed budget shall include an amount for contingencies.
 - (ii) The proposed budget shall include a sum as recommended by the District Finance Committee to be used for the expenses of the District Governor-Elect -and the District Governor Nominee.
- (c) Upon ratification by three-fourths of the incoming Presidents in attendance at a meeting called specifically during the Assembly for the purpose of adopting the per capita contribution recommended by the Finance Committee or by the majority of club electors present at a business meeting during the District Conference, the amount so ratified shall be binding on all clubs with the District.
- (d) The Committee shall consult with the District Governor concerning any unusual financial conditions which arise during the term of his/her administration.
- (e) The Committee shall meet at least once each calendar quarter. At such meetings the Committee shall consult with the District Governor concerning required budget modifications.
- (f) A District Reserve Fund shall be established and maintained separately from the operating (budgeted) funds of the District. The minimum level of funds in all of the District's Reserve funds, calculated annually, would be the greater of the following sums:
 - (i) An amount equal to the amount of the approved, current year District Budget Income less the amount of District Events budgeted income; or,
 - (ii) Subject to paragraph (g) (ii), three hundred thousand dollars (US\$300,000).

The maximum level of funds in all of the District Reserve Fund shall not exceed 125% of the minimum level of funds as determined above. The total of funds in all District Reserve reserves may exceed the allowable maximum as defined herein, if upon approval of the District Budget additional monies are earmarked for a special needs, events or investment. Any excesses in the total of District Reserves above the 125% maximum level will be adjusted in the

following Rotary year's budget and this variance is subject to the standard budget approval process as stated in the District's Bylaws. In addition to the general reserve, a total of One Hundred Thousand Dollars (US \$100,000) shall be designated for the District budgeted deficit over the 2012/13, 2013/14 and 2014/15 Rotary years.

- (g) The Finance Committee shall serve as the custodian of the Reserve Fund. As such it shall:
 - (i) Administer the secure but profitable Investment of Reserve Funds.
 - (ii) Approve any withdrawal of such funds for transfer to the District Governor in situations of unusual financial emergency or need which cannot properly be financed within the approved annual operating budget, or where the Finance Committee has the duty to disburse the excess amount in the Reserve Fund to be used in the operating (budgeted) fund.
- (h) The Committee shall encourage the District Governor and the Treasurer to maintain as few bank accounts as possible. The District Treasurer shall be required to maintain a double entry set of books and a general ledger.
- (i) The Committee shall appoint a certified public accountant to perform a review of the financial statements. The District Treasurer shall prepare the appropriate tax returns for the year end in a timely manner. Promptly at the conclusion of the year, but not later than 120 days after the close of the fiscal year, a copy of these reviewed statements shall be sent to the Finance Committee.
- (j) The Committee shall make available copies of the reviewed financial statement to Advisory Committee members upon request.
- (k) The Committee shall assure that the funds raised by the per capita levy from the Rotary Clubs of the District, and from any other sources are used for the following purposes only.
 - (i) To meet the expenses of the District Governor in the administration of the District for travel and lodging within the District and special activities in Rotary International Zone 25/26, postage, telephone, internet, stationery, printing, secretarial work, and other administrative expenses beyond the monies allocated to the District Governor for such purposes by Rotary International.
 - (ii) To meet the expenses of conducting District affairs such as, but not limited to, District Conference, District Assembly, District Institutes, and special District functions including pre-planned and budgeted activities involving other Rotary Districts.
 - (iii) To pay for the registration and scheduled meals at the District Conference for Past District Governors of District 5170 and their Rotary partners, and partners of deceased Past District Governors.
 - (iv) To pay the expenses of the Governor, - Governor-Elect, Governor Nominee and their Rotary partners for not more than economy class air fare

and basic necessary expenses for attendance at the Zone Institute and Zone training.

- (v) To pay the expenses of the Governor-Elect and his/her Rotary partner for not more than economy class air fare and basic necessary expenses for attendance at the Rotary International Assembly not reimbursed by Rotary International.
 - (vi) To pay the expenses of the Governor, - Governor-Elect and their respective Rotary partners for not more than economy class air fare and basic necessary expenses for actual attendance at the Rotary International Institute and Convention, up to the amount determined by the Finance Committee. This amount shall be included as an item in the budget approved by the club presidents.
 - (vii) To pay budgeted expenses of the District Governor to use at his/her discretion in disbursing District Funds, as may be deemed advisable, for:
 - Providing gifts for visiting dignitaries.
 - Travel to such affairs as Zone meetings, or similar affairs, whereby the District Governor or other District representatives may learn techniques of value to the District.
 - (viii) To pay the expenses in excess of \$25 per person of an annual mid-year report meeting of Past District Governors, -the Governor-Elect, the Governor Nominee, the Governor Nominee Designate, -their Rotary partners, and partners of deceased Past District Governors..
 - (ix) All travel and related expenses for trips outside Zones 25 and 26, if not specifically included in approved budget, must have prior approval of the Finance Committee.
 - (x) In order to defray the expenses of the District Governor Nominee during the months immediately prior to becoming the District Governor Elect, the current District Governor shall make available to the District Governor Nominee, upon request, expense monies up to the amount determined by the Finance Committee.
 - (xi) In order to defray the expense of the District Governor-Elect during the year immediately prior to becoming District Governor, the current District Governor shall make available to the District Governor-Elect upon request, expense monies up to the amount determined by the Finance Committee.
- (l) Insurance
- (i) The insurance policy that covers each individual Rotary Club, Rotaract Club and/or Interact Club, the District, and Club functions is provided by Rotary International.
 - (ii) The District Insurance Committee (the Finance Committee plus one Insurance professional, who will chair this special committee) is responsible to monitor the insurance provided by Rotary International.
- (m) The Chair of the Finance Committee is responsible for keeping a written record of committee proceedings.

4. District Advisory Committee

The District Advisory Committee (DAC) shall consist of all Past District Governors of District 5170. Past District Governors of other districts currently members of the Rotary Clubs within District 5170 who have expressed a desire to take an active part in the affairs of the District shall also be members of the District Advisory Committee.

- (a) The most recent Past District Governor of District 5170, who is a member of a club in the District, shall serve as chair of the DAC.
- (b) The District Governor shall call at least one business meeting each Rotary year. The District Governor or DAC chair shall preside over such meeting.
- (c) The chair shall appoint a committee member to serve as secretary for the purpose of preparing and distributing the minutes of each meeting.
- (d) The chair of the DAC shall call a special business meeting of the committee upon the request of, or upon approval of, a majority of the committee's then current membership.

5. Rotary Foundation Committee

The Rotary Foundation sub-committees shall include a chair and at least five other members, augmented by sub-committees as indicated below. The Rotary Foundation Committee shall encourage, promote and otherwise enhance the participation of the clubs of the District, and their members, and the supportive contributions of such clubs and members, in the programs of the Rotary Foundation as directed by the District Governor following consultation with the committee. The chair of the Rotary Foundation Committee shall provide overall leadership to the committee and sub-committees and is responsible for the coordination and direction of the efforts of sub-committees and their chairs.

(a) Sub-committees shall include:

- (i) Fund-raising
 - Annual Fund
 - Permanent Fund/Major Donors
 - Paul Harris Society
- (ii) Polio Plus
- (iii) Grants
- (iv) Such other sub-committees as required to promote the various programs and fund raising of the Foundation, including the following:
 - Scholars
 - Vocational Training Teams

(b) In making appointments to the Rotary Foundation Committee and its sub-committees the District Governor shall give consideration to the following:

- (i) Experience and continuity are essential to the effective administration of Rotary Foundation programs.
- (ii) Appointment of new members to the committees is necessary to develop experience and to promote continuity.
- (iii) Appointments should be in sufficient numbers to accomplish the requirements of the various Foundation programs and should be broadly based with respect to club membership and geographical representation.

- (c) The Committees and sub-committees shall be guided by, but not limited to, the current Manual of Procedure of Rotary International and other materials issued by The Rotary Foundation.

6. Rotaract Committee

The District Committee shall be composed of 5 to 7 District Rotarians, including the Committee Chair. The Rotaract District Executive Committee, comprised of no less than the Rotaract District Governor, Lieutenant Governor and Secretary, will recommend, to the Rotary District Governor, an individual to serve as Rotaract Committee Chair. This person will act as both the Rotaract Committee Chair and the Rotary District Rotaract Chair. Once selected by the Rotary District Governor and confirmed by the Rotaract District Executive Committee, the Rotaract Committee Chair will be responsible for selecting Rotarians to serve on the Rotaract Committee. The duties of the Rotaract Committee shall be as follows:

- (a) The Committee shall
 - (i) promote the foundation of Rotaract clubs within the territorial limits of the clubs comprising District 5170,
 - (ii) support the development and growth of established Rotaract clubs, and
 - (iii) encourage those Rotary Clubs that sponsor Rotaract Clubs to give those clubs the continual support they need to stay active.
- (b) In order to best guide and advise the Rotaract District Council, the Rotaract District Executive Committee may indicate certain areas, including, but not limited to, marketing, professional development, mentoring, etc., where the District would like additional support and expertise. When indicated, the Rotaract Chair shall select Rotarians for the Rotaract Committee who have special expertise in these areas.
- (c) In order to carry out the duties listed above, the Committee shall be guided by the current Rotary International Manual of Procedure and by instructions from the Rotary District Governor, in addition to the requests and needs of both the Rotaract District Council and the Rotaract District Executive Committee.

7. Focus on the Future Committee

- (a) The Focus on the Future Committee shall be the district's long-range and strategic planning committee. It shall not have the authority to pass binding resolutions, but may recommend such resolutions to any other committee, or propose amendments to this Policy Manual.
- (b) The Chair of the Committee for the upcoming year shall be appointed by the District Governor Elect.

8. Training Committee

- (a) The Training Committee shall assist the District Governor in the training of club and district officers.
- (b) The Chair of the Committee for the upcoming year shall be the District Trainer and appointed by the District Governor Elect.
- (c) Membership on the training committee shall be by appointment of the District Trainer, in consultation with the District Governor Elect.

9. Public Image Committee

- (a) The Public Image Committee shall be responsible for promoting the image of Rotary and the clubs in District 5170 to the general public.
- (b) The Chair of the Committee for the upcoming year shall be appointed by the District Governor Elect. Membership on the Committee shall be by appointment of the Chair in consultation with the District Governor Elect.

10. Avenues of Service Committees

- (a) There shall be a committee for each of the Avenues of Service, as established by Rotary International. Each such committee shall be responsible for assisting the clubs and promoting service and district events within each of their respective Avenues.
- (b) The Chair of each committee for the upcoming year shall be appointed by the District Governor Elect. Membership on each Committee shall be by appointment of the Chair in consultation with the District Governor Elect.

11. Awards Committee

- (a) The Awards Committee shall be an advisory committee to assist the District Governor in his/her selection of persons to receive awards established by the District, or to be nominated for awards by Rotary International or at the Zone level.
- (b) The Awards Committee shall be authorized to create and define new awards, re-define existing awards, and terminate awards.
- (c) The Chair of the Awards Committee shall be the Immediate Past District Governor, or, if that person is unwilling or unable to serve, by a past District Governor selected by the District Governor Elect.

12. Membership Committee

- (a) The Membership Committee shall assist the clubs in the promotion of membership and retention.
- (b) The Membership Committee shall also promote and assist in the organization and promotion of new clubs within the district.
- (c) The Chair of the Membership Committee shall be appointed by the District Governor Elect. Membership on the committee shall be by appointment of the Chair in consultation with the District Governor.

13. District Audit Committee

- (a) The District shall maintain an Audit Committee, which shall be responsible for providing the independent review of the Annual Statement and Report of District Finances required by section 15.060.4 of the bylaws of Rotary International.
- (b) The Audit Committee shall be composed of three (3) members, including the Chair, appointed by the District Governor Elect. The initial appointees shall serve staggered terms, one for two (2) years and two for three (3) years, such terms to commence immediately upon appointment and continuing until June 30, 2018 and June 30, 2019, respectively. Successor appointees shall each serve for a term of three (3) years, renewable. The members must meet the requirements of section 15.060.4 of the bylaws of Rotary International. In case of any resignations or vacancies, the District

Governor shall appoint a replacement to serve out the remainder of the vacated position.

- (c) The financial statement required by the RI bylaws need not be produced by a formal audit, and shall: (a) include all monies received by the District Governor, (b) be sent by the District Governor to each club in the district and to the General Secretary of Rotary International within three (3) months of the completion of the District Governor's year in office, and (c) be in a form designated by the members of the audit committee, provided that it includes all of the information required by said bylaws and this paragraph 13.

14. Should any committee chair become unwilling or unable to serve during his/her term of office, the District Governor shall appoint a replacement.

15. Role of Past District Governors

(a) Past District Governors will be expected to serve on, and where indicated, to chair, the following committees:

First Year After Being Governor:

Awards Committee; Chair
Mid-Year PDG Meeting, Chair
Roast and Toast, Chair
Focus on the Future
District Finance Committee
Nominating Committee

Second Year After Being Governor:

Focus on the Future
Awards Committee
District Finance Committee
Nominating Committee

Third Year After Being Governor:

District Finance Committee
Awards Committee
Focus on the Future
Nominating Committee

Fourth Year After Being Governor:

Resolutions Committee
Awards Committee
Focus on the Future
Nominating Committee

Fifth Year After Being Governor:

Nominating Committee, Chair

Awards Committee
Focus on the Future

(b) The District Governor Elect shall confirm with each Past Governor indicated in subparagraph (a) his/or her willingness to serve as a member, or if so indicated, chair of the listed committee. Should any Past District Governor decline or be unable to Chair a committee, the District Governor Elect shall appoint a Past District Governor to serve as Chair.

D. COMMUNICATION AND PRIVACY POLICY

Information on Club Runner and the District website will not be used for private or commercial use. There will be no individual general announcements regarding specific club events. Club events will be included in the District Newsletter as a matter of general interest, but individual e-mails about club events will not be sent as a general blast to all members.

The purpose of the District Communication and Privacy Policy is to establish specific guidelines and controls for the use of Rotarians' e-mail addresses; e-mail protocols; and eBlast and eGroup use.

1. Privacy Policy

Rotarian e-mail addresses will not be used, by the District or District-level personnel, for personal or commercial purposes. All e-mail addresses will be used only to conduct Rotary business. E-mail addresses will be kept confidential and will not be listed or published without the permission of the owner. The only exception to this policy relates to Rotarians who have accepted District positions that require the publication of their contact information in order to fulfill the requirements of their job. The e-mail addresses of club level officers will be shared with District officers solely for the purpose of communication that supports the purpose of Rotary.

2. eBlast and eGroups

The use of eBlast to communicate to the membership at large will only be used to send out the District Newsletter; invitations to District events (primarily Avenues of Service, District Assembly, and the District Conference); and general interest and emergency announcements. Before any such announcement is sent to the membership it must have the approval of the District Governor.

eGroups will be used as a communication tool to support the purpose of Rotary. Examples of eGroups would be from the District Governor to club presidents, or from the District Foundation Chair to club Foundation chairs. In order to ensure that communication is received and processed, club secretaries can be copied on most communications. All eGroup messages will be sent through the District's Lt. Governor for Administration, unless the District Governor has approved exceptions.

In all cases, Rotarians may opt out from receiving such communication. However, if the Rotarian's position, such as club president, requires the receipt of messages from the District in order to perform the job, then such messages must be accepted.

3. eCommunications Protocol

- (a) The word “Rotary” shall be contained in the subject line to indicate subject matter.
- (b) The e-mail addresses shall be listed in the bcc line in order to protect privacy.
- (c) The use of “Reply All” is to be discouraged unless all recipients have a need to receive replies.
- (d) Language in e-mail must be proper and polite.
- (e) It is highly recommended that e-mail be kept brief and to the point.
- (f) Users are expected to keep antivirus software active on their computers.

4. Violation of the District Communication and Privacy Policy.

Rotarians who violate the policy will be disciplined as follows:

- (a) Use of Rotarian e-mail addresses for commercial purposes will result in membership termination for cause.
- (b) Rotarians who use e-mail addresses for personal purposes will be warned on the first usage. The second inappropriate use will result in termination of the member’s leadership position. Further violations could result in membership termination for cause.

E. ABUSE AND HARASSMENT PREVENTION POLICY

Rotary District 5170 shall maintain an abuse and harassment prevention policy, which shall:

- (a) be set forth in a document separate from the District Policy Manual,
- (b) kept at the District Office,
- (c) be reviewed and subject to change and amendment for the following year by a committee convened by the current Governor and consisting of the current Governor, Governor-elect, Governor-Nominee, and Governor Nominee-designate prior to June 1. No change in wording can be made that is not consistent with Rotary International Policy on Youth Exchange or Youth Protection, or with any Federal or State law or regulation pertaining to Youth Exchange or Youth Protection, and
- (d) Unless and until amended pursuant to subsection c, the Abuse and Harassment Prevention Policy document shall be section E of the 4/1/11 version of the District Policy Manual