AMENDED POLICIES AND PROCEDURES
FOR
ADMINISTERING ROTARY INTERNATIONAL DISTRICT 5520

(Approved by a vote of the Clubs present at the 2025 District Conference - Effective JULY 1, 2025)

SPECIAL NOTE: The District Governor ("DG") is charged with the responsibility of presenting a copy of these Procedures to the District Governor Elect ("DGE"), the District Governor Nominee ("DGN"), and the District Governor Nominee Designate ("DGND") and ensuring that they understand them.

This document should also be shared by the DG with the District Leadership Team and all club presidents.

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DISTRICT GOVERNOR NOMINEE

(under development)

DISTRICT OPERATIONS MANAGER

LIEUTENANT GOVERNORS

ASSISTANT GOVERNORS

COMMITTEE CHAIRS

ROTARY FOUNDATION

COMMITTEE CHAIR

DISTRICT TREASURER

DISTRICT BOOKKEEPER

DISTRICT SECRETARY

DISTRICT LEARNER FACILITATOR

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PREAMBLE

The activities and organization of Rotary International District 5520 (the "District" or "District 5520") shall exist solely to help individual Rotary Clubs advance the Object of Rotary and should not tend to diminish services provided by Rotary Clubs and Rotary members on the local level. The District provides particular assistance with programs that it would be impractical for clubs to implement individually, such as RYLA and Rotary Youth Exchange.

Rotary members in District 5520 embrace the core values of Rotary: Fellowship, integrity, diversity, service, and leadership. Moreover, Rotarians aspire to ensure that our conduct exemplifies these values. All Rotary members and other participants in Rotary programs are expected to be considerate and contribute to a collaborative, positive and healthy environment in which all are respected and valued.

With the exception of committees specifically recommended by and constituted in the manner prescribed by the Board of Rotary International from time to time, no continuing officers, organization, or committees shall be created within the District which may in any way tend to dilute the authority or responsibility of succeeding District Governors.

DGs are encouraged to appoint Rotary members of experience as chairs of District committees. The type and number of District committees should only be as extensive as is necessary to effectively promote the Object of Rotary and ensure the integrity of the District.

The Rotary clubs of District 5520, to ensure continuity and with the expectation of an improved understanding of the District's objectives and operational procedures, have caused this document to be written and by a vote of their members present at the District Conference have adopted, and from time to time revised, the provisions contained therein.

Nothing in this document or in the Bylaws of District 5520 shall be deemed to contradict or supersede the Rotary International Manual of Procedure, Constitution or Bylaws.

ARTICLE 1 – DISTRICT FUNCTIONS

The operational procedures of the District are set forth in the latest edition of Rotary International Manual of Procedure and Bylaws. (https://my.rotary.org/en/learning-reference/about-rotary/governance-documents)

Historically, District 5520 sponsors major projects involving fundraising, fellowship, vocational, community and international service, and youth programs. In addition, traditionally, District 5520 promotes club events throughout the District, as requested.

ARTICLE 2 – DISTRICT ORGANIZATION

2.1 In General

The District Governor (DG) shall have maximum flexibility in developing and establishing the District's organizational structure as is appropriate to best achieve the District's goals and objectives. This may include, but is not limited to, appointments of Lieutenant Governors (LG), Assistant Governors (AG), and District Committee Chairs. The structure suggested by these Procedures is recommended but not mandated.

2.2 Lieutenant Governors (LG)

Each Lieutenant Governor serves as an administrative liaison between the Assistant Governors and the District Governor. The District Governor-Elect may, at his or her option, appoint a Lieutenant Governor for each of the five geographic regions to serve during his or her term as Governor. Lieutenant Governors assist the Governor and the Assistant Governors. Lieutenant Governors are District appointees; they are not officers of Rotary International. The Lieutenant Governors can work through the Assistant Governors or work directly with the individual Clubs in their regions. The Lieutenant Governors must have the same qualifications as the Assistant Governors and it is recommended that each Lieutenant Governor have served as an Assistant Governor for at least one year. The roles and responsibilities of the Lieutenant Governors are defined annually by the District Governor to achieve his or her goals and the goals of Rotary International and The Rotary Foundation.

2.3 Assistant Governors (AG)

The Assistant Governor is the first point of contact between the Club and the District and is responsible for assisting the Governor with the administration of his or her assigned Clubs. Assistant Governors are appointed by the District Governor-Elect to serve during his or her term as Governor and can be reappointed to serve up to three additional years. Assistant Governors are District appointees; they are not officers of Rotary International. The roles and responsibilities of the Assistant Governors are defined annually by the District Governor to achieve his or her goals and the goals of Rotary International and The Rotary Foundation.

Criteria in selecting Assistant Governors include the following.

a. Membership, other than honorary, in good standing in a Rotary Club for at least three years.
b. Service as a Club President for a full term (as of the date when the Assistant Governor takes office) or as a charter President of a club, having served the full term from the date of charter to June 30, provided that this period is at least six months.
c. Willingness and ability to accept the responsibilities of Assistant Governor.
d. Demonstrated outstanding performance at the District level.

More information on roles and responsibilities of the Assistant Governor is available in Assistant Governor Basics, Learning Center, www.rotary.org.

2.4 Club Size Designation: The Club Size Designations of "Small", "Medium", "Large", XL and XXL are designated based on the number of members in the most recent July 1 District Dues Report and determined by allocating to the "XXL" category those clubs with more than 120 members; to the "XL Large" category those clubs with 81-120 members; to the "Large" category, those clubs with 51-80 members; to the "Medium" category those clubs with 25-50 members; and to the "Small" category those clubs with 24 members or fewer. The DG may, at his or her discretion, alter the parameters of these categories for the year in which the DG serves as Governor, provided, however, that these designations are communicated to the clubs prior to July 1 of that Rotary year.

2.5 Five Geographical Areas: The five geographical areas of District 5520 are Central, North, South, Southeast, and East.

2.6 Area Assignments: Although clubs have traditionally been assigned to one particular geographic area, the DG may reassign clubs as needed to accommodate the workloads of individual Assistant Governors. Club assignments will remain in effect from year to year unless specifically reassigned by the DGE and updated in the District's Organization Chart prior to the President Elect Training Seminar (PETS). A current list of club assignments by geographic area is set forth in Appendix 5 to this Manual.

ARTICLE 3 – GENERAL COMMITTEE INFORMATION

3.1 Standing District Committees

The Standing Committees of District 5520 are:

Financial Management and District Contract Administration	District Youth Programs Committee
District Finance Committee (DFC)	RYLA Foundation
Internal Financial Review Committee	Youth Protection Committee
District Governor Nomination Committee	Crisis Management Committee
District Learning Committee	Council of Governors
Strategic Planning and Innovation Cadre	District Conference Committee
Long Range Planning Committee	Policies and Procedures Committee
District Rotary Foundation Committee(DFRC)	Awards and Recognitions
District Membership Committee (DMC)	Club Support / District Resources
District Public Image Committee (DPIC)	Club Engagement Committee
District Community Service Committee	Performance Excellence Committee

The DG, in his or her discretion, may establish additional committees as needed.

3.2 First Appointments: The DGE appoints the chairs of Standing District Committees, *except the chairs for the Nominating/Selection, Finance, and Policy and Procedures Committees and the RYLA Foundation Board*, as soon as is practicable, and in all events prior to the Rotary International Convention immediately preceding the DGE's term as DG.

3.2.1 The DGE appoints the District Trainer and the District Conference Chair for his or her Rotary term as Governor at the earliest practicable time.

3.3 Additional Appointments: The DGE will also appoint a liaison from the District to promote and encourage registration of Rotary members at the Rotary International Convention and Zone-sponsored events at the Convention.

3.4 Terms of Appointments**:** Chairs of Standing District Committees serve at the

pleasure of the appointing DGE in the year in which the DGE is the DG. The period of term of office is normally consistent with that served by the appointing DGE in the year in which they are DG. Each of the Standing District Committees, *other than Finance, Policy and Procedures and the RYLA Foundation Board*, should be composed of members serving a one-year term; however, some of the Standing District Committee's leadership positions may be multi-year commitments, specifically in the areas of Membership, The Rotary Foundation, Youth Programs and Youth Protection. All appointments shall be made only after consent has been obtained from the appointee. Unless otherwise provided under these Policies and Procedures, a Rotarian may serve as a member of a Standing District Committee for an unlimited number of consecutive years, but only at the pleasure of the currently presiding DG.

3.5 Composition: The District encourages as a best practice including representation from each geographic region on each standing committee. Committee size is tailored to the specific mission of the committee. The District Governor and District Governor-Elect are ex-officio members, with full voting rights, of each committee. The District Governor Nominee serves as an ex-officio member without voting rights on all committees except the Nominating Committee and the Finance Committee where the DGN shall be a voting member. The DG, DGE and DGN shall be copied on all committee correspondence.

3.6 Training: Training of committee chairs shall be conducted at the AG/LG training according to the District Training Schedule.

3.7 Meeting Place: In the event "in person" meetings are not possible or advisable, or at the discretion of the Standing District Committee chair, meetings of any Standing District Committee may take place through a digital video platform, by telephone conference call or any other medium by which all members can participate.

3.8 Minutes: The committee chair will see that minutes of all meetings are kept and that copies are provided to the DG, DGE, DGN, and Executive Secretary and filed in the documents section of ClubRunner or other archiving system.

3.9 Website: The committee chair is responsible for that area of the District website that relates to his or her committee, ensuring that the information posted is current, accurate and complete.

3.10 Additional Information: Additional information about the specific purpose, duties and responsibilities, qualifications, and training requirements for these Standing Committees can be found in the Rotary International Manual of Procedure.

ARTICLE 4 – FINANCIAL MANAGEMENT AND DISTRICT CONTRACT ADMINISTRATION

4.1 District Funds

4.1.1 Definition:
District Funds, see District Bylaws Article 4, shall consist of all monies owed or collected for the benefit and operation of District 5520 and its programs.

4.1.2 Permitted Expenditures: Expenditure of these funds may ONLY be made pursuant to the terms of the current approved District Budget. (See 5.1.7 below.) The District Finance Committee (DFC) may reallocate funds between line items of the approved budget with documented cause and at the request of the District Governor, but the Finance Committee may not change the overall total amount of the budget without seeking prior approval of the District Clubs Expenditures not itemized in the budget require the prior approval of the District Governor and, when practicable, the Finance Committee.

4.1.3. Authorized Signers: The District Governor, District Governor-Elect, and any others designated by the District Governor shall be signatories on all committee or program accounts. Those accounts are the property of the District and must be titled in the name of Rotary International District 5520, Inc.

For example: Rotary Int'l District 5520, Inc.
Rotary Youth Leadership Award Committee

4.1.4 Limitations on Travel Reimbursement: District funds may not be used to support travel to the International Convention by any Rotarian, other than the District Governor, District Governor-Elect, and District Governor-Nominee, as provided in the District budget. District funds may not be used for any travel expense outside the District except with prior approval of the DFC.

4.1.5 Past District Governor Pin: District Funds may and should be allocated and paid to cover the cost of District 5520's Past Governor's legacy pin for the outgoing District Governor.

4.2 Rotary International Funds (DG's expenses): Funds from Rotary International to the District or to the DG to reimburse the DG's expenses shall be placed in a bank account separate from the District's monies. At the end of the DG's Rotary Year, it is the responsibility of the DG to complete any and all forms required by Rotary International and to obtain the total of all expense reimbursement due the District or the DG.

4.3 Other Expenses: Reimbursement of expenses incurred by the DG, DGE, DGN and Committee Chairs for District, Zone and International trainings and other events may be made only if (a) they are included in the current District budget, and (b) they are consistent with the allocation guidelines promulgated by Rotary International. Invoices are required for reimbursement of all budgeted items and must be submitted to the District bookkeeper.

4.4 Reviews: The cost of professional assistance in preparing reviews and other financial matters shall be borne by the District.

4.5 District Reserve Funds: The District shall maintain District Reserve Funds in the amount of $75,000.00 or 50% of the annual dues paid to the District from the Clubs, whichever is greater. These funds shall be referred to as the "District Reserve Funds." All remaining surplus at the end of the Rotary Year shall be credited to the District Reserve Funds. Except as provided in Article 4.5.1 below, District Reserve Funds may be used for the following District related items **only**: operations, programs, or capital outlays.

4.5.1 Written Approval for Withdrawal from District Reserve Funds: Funds may not be taken from the District Reserve Funds without the written approval of at least six (6) of the voting members of the Finance Committee. Decisions regarding disposition of excess reserve funds must be made by the Finance Committee within one year from the date on which the funds have been credited.

4.5.2 Form of Written Approval: This written request for approval to withdraw money from the District Reserve Funds must designate the amount of the funds to be withdrawn, the purpose of the funds, the method of repayment, if any, to the District Reserve Funds, and the signatures of all members approving the action. Written approval from the DFC shall be made a permanent part of the District financial records.

4.5.3 District Governor Discretionary Access: The DG shall have discretionary use of the District Reserve Funds, solely for District purposes, subject to the following: The maximum amount of such DG discretionary use per Rotary Year shall be 10% of the amount by which the balance in the District Reserve Funds exceeds the minimum amount required to be maintained by the District as set forth in this section. The DG shall submit such request for discretionary funds directly to the District Treasurer in writing by paper or in electronic form and the amount of funds used by the DG pursuant to this paragraph shall not be included in the District Budget as a line item.

4.6 District Contract Administration

4.6.1 Contracts binding District 5520: No person shall have authority to bind Rotary District 5520 contractually unless permission to do so has been granted by the District Governor and the contract has been reviewed and approved by the District Contract Review Committee.

4.6.2. Contract Fulfillment: Any Rotarian who signs a contractual obligation on behalf of the District shall be accountable for administering and managing the performance of the contract and for ensuring that the terms of the contract are fulfilled.

4.6.3. Contract Review Committee**:** The District Contract Review Committee will review and comment on all contracts and event budgets for District events, including the District Conference, Presidents-Elect Training, District Assemblies, Rotary Youth Leadership Awards, Youth Exchange meetings, training seminars or any other conferences or meetings in District 5520. The purpose of this committee is to ensure the District receives the best possible value by (a) exploring the possibility of multi-year contracts, (b) assuring that reasonable room and food guarantees are established and (c) confirming that equipment and service contracts are realistic. In addition to contract reviews, the committee will also be responsible for collecting and maintaining registration attendance, booking numbers and expense reports to better establish guidelines for appropriate planning. The six members of the Review Committee will be appointed by the DGE.

4.6.4 Contract Record Retention: It is the responsibility of each event chair to provide the District Executive Secretary and the District Bookkeeper with a copy of all executed event contracts before any payments are made. All executed District Contracts will be retained and stored by the District Executive Secretary in a manner that ensures such contracts are readily accessible to District leaders, as needed.

ARTICLE 5 – DISTRICT FINANCE COMMITTEE (DFC)

5.1 Responsibilities: The Finance Committee shall undertake the following duties:

5.1.1 Budget: Receive from the DGE the proposed budget for the next Rotary Year, approve a final, balanced budget and present the proposed final budget to the incoming Club presidents at least four (4) weeks before any scheduled meeting of the incoming Club presidents that is held prior to the beginning of the Rotary Year.

5.1.2 Preliminary Financial Report: Publish an annual preliminary year-end financial report, which must be given to all Club presidents and the District Leadership Team. This should be published as soon as possible and no later than three (3) months after the end of the Rotary Year of the IPDG.

5.1.3 Independent Financial Statement Review: Annually cause the District's financial records and statements to be reviewed by an independent accountant or by the District Financial Review Committee. The prior year's reviewed report, which will include a report of the findings and any recommendations for improvements, shall be provided by the Financial Review Committee to the Club presidents for their information in accordance with the District bylaws.

5.1.4 Long Range Financial Planning: Prepare long-range financial plans and surveys that will be useful to the Finance Committee in establishing income and expense projections.

5.1.5 District Reserve Fund: Review at least annually, or more often if desirable, the amount of money in the District Reserve Fund (See Article 4.5 above). At the end of the Rotary Year, the Finance Committee will allocate to the District Reserve Fund those funds received as income in excess of expenditures for that Rotary Year. The above allocation will be noted, and the financial statement issued by the Finance Committee will affect the balance of the District Reserve Fund.

5.1.6 Monitoring and Oversight: Ensure oversight, and monitor control, of all District financial accounts.

5.1.7 Disbursement of Funds: All requests for funds disbursed from the budget must be prepared on a form approved by the Finance Committee and submitted with receipts to the District Bookkeeper. If the request is properly documented and budgeted funds are available, the District Bookkeeper is authorized to disburse the funds. The District Bookkeeper is not authorized to disburse any District funds that have not been budgeted or which are not available without written minutes from the Finance Committee at which approval of such disbursement was authorized by a majority vote.

5.1.8 Performance Reviews: Receive, review, and approve performance reviews conducted by the District Governor. The District Governor will conduct an annual review of the District's independent contractors, currently the District Executive Secretary and the District Bookkeeper. A written report of such reviews shall be submitted to the District Finance Committee for approval. To the extent practicable, such reviews should be conducted prior to approval of the next Rotary year's budget, to allow for appropriate action or decisions on compensation.

5.1.9 Meetings: The Committee will meet at least semiannually, or more frequently upon request of the DG, the Chair, or the Finance Committee members, to receive a current District 5520 financial report from the Treasurer and Bookkeeper and to conduct such other business and to receive and prepare such other reports as the Finance Committee deems useful in discharging its responsibilities.

5.2 MEMBERSHIP AND APPOINTMENTS:

5.2.1 Chair: The Chair of the Finance Committee is elected by the Committee at the beginning of the current Rotary year. The Chair shall only have a vote in case of a tie or if a vote is necessary for a quorum. When the Chair is temporarily absent, the most senior of the six Rotary members serving a three-year term shall serve as acting Chair.

5.2.2 Eligibility: To be eligible to serve on the Finance Committee, a member must be a member in good standing of a District 5520 Rotary Club.

5.2.3 Composition: The membership of the District Finance Committee shall consist of the District Governor, District Governor-Elect, District Governor-Nominee, the two immediate Past District Governors, the District Treasurer and two at-large members. If either of the two immediate PDGs is unavailable to serve on the committee, the third immediate PDG (and proceeding in rank until the position is filled) will be asked to serve on a one-time basis. Two at-large members, from different areas of the District who have not previously served on the Finance Committee shall be elected for a three-year term at the District Conference preceding their service on the committee. At least one of the at-large members should have financial auditing experience. The first time this paragraph is effective, one of the members will be elected for a two-year term. The District Executive Secretary and District Bookkeeper serve as non-voting ex-officio members of the Committee.

5.3 Duties of the Finance Committee Chair:

5.3.1 Calendar Meetings: Arrange the meeting site, times, manner of meeting (if other than in person, through an acceptable digital media), the agenda for each meeting with the input of the Finance Committee members or the DG and publish the notice of the meeting and its agenda for the Finance Committee members.

5.3.2 Preside at Meetings: The chair shall preside over the meeting and will use previously agreed-upon rules of procedure.

5.3.3 Appoint a Secretary of the Finance Committee: From among the voting and ex officio members of the Finance Committee, the Chair will request that one member accept the appointment as the Secretary of the Committee, who will be responsible for keeping notes of the meetings based upon the written agenda and committee discussions. As well, the Secretary will be present at the District Conference and the business meeting, taking notes and transcribing them into adopted resolutions, if any, to be taken into account by the Finance Committee. Currently, the District Executive Secretary serves as the Secretary to the District Finance Committee.

5.3.4 Form Sub-committees: Designate such sub-committees as the chair or the Finance Committee members deem necessary or useful to pursue the sub-committee's objectives.

5.3.5 Publish Committee Recommendations: Cause recommendations of the Finance Committee to be submitted to the DG, the Club presidents, the Policy and Procedures Committee, the Strategic Planning Committee, and the District assembled as a whole, as appropriate.

5.4 Responsibilities of the Treasurer: The District Treasurer shall undertake the following duties:

5.4.1 Financial Statements: Oversee the preparation of monthly or quarterly financial statements, including any and all accounts receivable and accounts payable, and such other information as may be requested by the DG or the Finance Committee.

5.4.2 Financial Reports: Ensure that a financial report is presented to the Finance Committee, once per quarter or more often than quarterly as may be requested by the DG or the Finance Committee.

5.4.3 Oversight: Oversee all District accounting.

5.4.4 Standing District Committee Budgets: Ensure that a detailed committee budget report and proposed budget for the following year are provided to the District Finance Committee prior to preparation and approval of the annual District budget.

5.4.5 Manage Dues Payments: Oversee the billing of Rotary and Rotaract Clubs in the District and manage the payment of all District dues.

5.4.6 District Major Event Budget Reconciliation: Request from each District Standing Committee, with respect to each major District event, a budget reconciliation report detailing the costs of the event and the event income, which will be completed and presented to the Treasurer within three months of the completion of the major District event for which the budget reconciliation report is prepared and presented.

5.4.7 Corporate Compliance by the District: On an annual basis, for each Rotary Year, assure, with the support of the District Bookkeeper, that the District is in compliance, in all respects, with any and all filings required by any and all federal and state governmental agencies,, as well as the filing of any and all tax returns and the payment, if required, of any taxes or fees relating thereto and arising therefrom from time to time as may be required by federal or state taxing authorities.

5.5 QUORUM: A quorum of the Finance Committee shall consist of a majority of the voting members.

5.6 VOTING: Any action will require a quorum be present at the time to vote and must be passed by a simple majority of those voting.

5.7 INABILITY TO SERVE:

5.7.1 Chair: If the Chair should be unavailable (due to death, illness, or lack of membership in good standing of a District Rotary Club), or declines to serve, and the previous year's chair is unavailable for any reason, the Committee will elect a replacement Chair to complete the term of office left vacant.

5.7.2 Representative Rotarian Member. Should a representative Rotarian be unavailable (due to death, illness, or lack of membership in good standing of a District 5520 Rotary Club), or declines to serve, the replacement representative member shall be appointed by the Chair with the advice and consent of the DG.

ARTICLE 6 – INTERNAL FINANCIAL REVIEW COMMITTEE

The Internal Financial Review Committee (District Audit Committee) conducts the Annual Independent Review of the prior year's District finances and makes its report to the clubs at the following year's PETS or District Conference. The Committee will provide to each club, each sitting governor and each District Committee Chair a written copy of the report at least 30 days prior to the event at which clubs will receive the Audit Committee's oral report.

Composition: The Internal Financial Review Committee shall consist of three active and financially literate Rotary members appointed by the District Governor-Elect during the business meeting at the annual conference. At least one member must be a PDG. No sitting governor, immediate past governor, treasurer, signatory of district bank accounts, or member of the District finance committee may serve on the Financial Review Committee. Members of the Financial Review Committee shall elect the chair of the Committee.

Term: Members are appointed to serve a one-year term and may be appointed for additional terms, provided however, that no member may be appointed to serve for more than three consecutive years.

ARTICLE 7 – DISTRICT GOVERNOR NOMINATION COMMITTEE

7.1 District 5520: uses the Nominating Committee for the selection of the District Governor-Nominee and any other Governor vacancies. The policies, procedures, and timetable for this process have been established by the Board of Directors of Rotary International and are detailed in the Rotary International Manual of Procedure.

7.2 Composition: Pursuant to the District Bylaws, this committee will consist of the District Governor, District Governor-Elect, the District Governor-Nominee, the two immediate Past District Governors, and a Past President from each of the District's geographical regions. It is strongly recommended that the Past Presidents selected have served as Assistant Governors. If either of the two immediate PDGs is unavailable to serve on the committee, the third immediate PDG (and proceeding in rank until the position is filled) will be asked to serve. However, excepting the District Governor, District Governor-Elect, District Governor Nominee and the Immediate Past District Governor, no Club shall be represented on the committee by more than one member.

The Chair may request that the spouses of the PDGs and DGs attend the deliberations and ask questions of the candidate's spouse. The spouses shall have no vote.

7.3 Eligibility: Rotary members who are members of a club which has proposed a candidate for selection to the position of Governor are not eligible to participate on the District Nominating Committee during the period of such candidacy.

7.4 Term: The Past Presidents serving as committee members are appointed to three-year staggered terms. The District Governor appoints any incoming committee members and fills committee vacancies.

7.5 Chair: The first immediate Past District Governor will chair the Nominating Committee and guide the selection process. If the first immediate PDG is unable to serve as Chair, the Chairmanship will pass to the next immediate PDG serving on the committee.

7.6 Meeting: The committee will meet to select the DGN at a time that allows the entire selection process to be completed no later than twenty-four months prior to the date the DGN takes office as Governor and no earlier than three years prior to that date.

7.7 Process: The District Governor and the Nominating Committee will actively seek and recruit the best possible candidates, assuring that the selection process is conducted in the manner prescribed by the policies established by the Board of Directors of Rotary International and detailed in the Rotary International Manual of Procedure, including challenges to the Committee's selection and the notification of Rotary International. A timeline and sample forms for use by the Nominating Committee may be found in Appendix 6.

ARTICLE 8 – DISTRICT LEARNING COMMITTEE

8.1 Composition:

8.1.1 The District Learning Facilitator (DLF) is appointed by the Governor.

8.1.2 The DLF will convene a committee composed of Rotary members with training, experience and knowledge of official Rotary programs and initiatives who represent all geographic areas in the District. The District Learning Committee is accountable for planning and presenting (a) Training for Assistant and Lieutenant Governors, and (b) the Presidents-elect Training Seminar. The Committee is also charged with planning and presenting District Assemblies and other trainings for Rotary members and Club Officers as directed by the District Governor.

8.2 Responsibilities: The committee is responsible to the convener of each training event. The committee should:

8.2.1 Work with the Governor-Elect on training needs in the District for the current Rotary year related to

a. PETS.
b. District Assembly.
c. Assistant Governors/Lieutenant Governors/District Leadership Team training seminar (which includes District Committee Chairs).

8.2.2 Work with the Governor and the committee chair on training needs in the District for the current Rotary year related to

d. District Assembly.
e. District Leadership Training and Planning.
f. Club-level leadership development training.
g. Other training events in the District, as appropriate.

8.2.3 Have secondary responsibility for the District Rotary Foundation seminar and the District Membership seminar. These meetings are the primary responsibility of other District committees; the training committee may consult on training-related issues.

8.2.4 Have responsibility, under the direction of the meeting's convener, for:

a. Program content (in accordance with Board-recommended curricula).
b. Conducting sessions.
c. Identifying speakers and other volunteers.
d. Preparing training leaders.
e. Program evaluation.
f. Logistics.

8.3 Expenses: The District budget provides line items to cover the costs incurred by the District Learning Program. The Learning Committee may require additional funds to supplement the District Learning budget. In cases where additional funds are required, a registration fee may be charged.

8.4 Flexible Schedule: The District-recommended leadership development and training cycle should be flexible and scheduled at the Governor's discretion to encourage maximum participation.

ARTICLE 9 – STRATEGIC PLANNING AND INNOVATION CADRE

Through the Strategic Planning and Innovation Cadre, the District offers the services of qualified Rotary members to assist Rotary clubs with their strategic planning processes. Support for strategic planning may take the form of (a) providing sample templates and written instructions, (b) personal consulting with club leadership in person or by electronic communication, and/or (c) facilitation of the planning process. Management of the District's Strategic Planning and Innovation Cadre is by appointment by the District Governor. This service is provided at no charge to any club requesting assistance. If the requesting club requests an on-site visit, the club is responsible for reimbursing travel, food, and lodging expenses

ARTICLE 10 - LONG RANGE PLANNING COMMITTEE

The District Governor-Elect is responsible for convening District leaders (usually the current Governor line, Committee Chairs and Lieutenant Governors) each year in a "Long Range Planning Session" to review and update the District's Strategic Plan, to ensure that it reflects the current commitments of Rotary members in the District and to confirm that it is aligned with the priorities of Rotary International.

Following the annual Long Range Planning session, the District Executive Secretary and the District Governor-Elect will ensure that the plan is edited, brought up-to-date and posted on the District web site. The updated plan will also be shared by the District Governor-Elect with all Rotary members.

Once the updated plan has been adopted, the DG, DGE, DGN and DGN(D) will work with other members of the District Leadership Team to develop and execute action plans to implement the District's strategic objectives.

ARTICLE 11 – DISTRICT ROTARY FOUNDATION COMMITTEE

11.1 Grants: In District 5520, Rotary Clubs may participate in District Grants, Global Grants, Disaster Response Grants, and nominations for Peace Fellowships. The District Foundation Committee is accountable for educating Rotary members about the processes and requirements for obtaining each of these grants and for ensuring that excellent stewardship is applied to management of all Rotary Foundation funds. The Committee is also charged with ensuring compliance with all directives from The Rotary Foundation.

11.2 Chair: The District Foundation Committee Chair is appointed by the District Governor for a three-year term, subject to removal for cause. The District Governors scheduled to serve each year of the Chair's three-year term will jointly select the Chair pursuant to section 25.010.4 of the Rotary Foundation Code of Policies.

A DRFC Chair may be reappointed for an additional three-year term with the approval of the District Governors serving during that three-year period. The DRFC Chair must have significant knowledge of, commitment to, and experience with TRF activities. This post should be filled, if possible, by a Past District Governor. The District Governor cannot serve as the DRFC chair.

11.3 Committee Composition: The Foundation Chair will nominate the additional members of the District's Foundation Committee and their appointments will be made by the District Governor. The District Rotary Foundation Committee consists of the District Rotary Foundation Chair (DRFC) and the Chairs of the District Rotary Foundation Subcommittees. The Rotary Foundation Subcommittees are defined in the Rotary Foundation Manual. The Subcommittee Chairs may be reappointed for no more than two additional terms.

11.4 Contributions: While there is no requirement that Rotary members contribute to The Rotary Foundation, all Rotary members are encouraged to make an annual donation and past donations will affect the amounts of District grants awarded to clubs in the current Rotary year.

11.5 Reporting:
The District Rotary Foundation Committee will report to:

a. The District Governor as requested.
b. The District Finance Committee as required.
c. The membership of District 5520 annually.

The annual report to the membership of District 5520 will document TRF programs conducted in the District during the year, including the use and allocation of District Designated Funds (DDF), the grants funded, scholarships awarded, exchange(s) conducted, a statement of TRF funds raised and their allocation, and the results of the financial management plan and assessment. This report will be available and sent to each Club no more than 90 days after the close of the fiscal year. The report will also be available on the District website.

11.6 Resources: Detailed information regarding the administration of Foundation Grants, and resources available to Rotary members to apply for and implement grant projects may be found at www.rotary.org and www.rotary5520.org.

ARTICLE 12– DISTRICT MEMBERSHIP COMMITTEE (ACTIVE, HONORARY, ROTARACT)

In accordance with the policies and procedures of Rotary International, Rotary members will be categorized as either Active or Honorary. Rotaract members may also choose to apply for active membership in a Rotary club.

12.1 Qualifications for Membership: To qualify as an Active Rotary member, an individual must:

a. Be 18 years of age or older,
b. Be recognized as a person of integrity,
c. Have a demonstrated commitment to service, and
d. Not currently be a member of another Rotary Club.

12.2 Active Rotary Members:

a. Attend meetings on a regular basis, as far as is practicable
b. Remain current in payment of dues to the club, the District and Rotary International
c. Participate in service and fellowship events, to the extent possible

Rotary members are also asked to make an annual contribution to The Rotary Foundation, if possible. This contribution is NOT a requirement for Rotary membership.

12.3 Termination of Membership: Membership in a club may be terminated by the club if:

a. Dues are not paid in a timely manner
b. the member has demonstrated a lack of interest in participation
c. the member has demonstrated a lack of integrity or has been convicted of a crime.

12.4 Membership Protocols:

12.4.1 Clubs may establish additional requirements for membership such as, for example, requiring guests to attend at least three regular club meetings or activities prior to being proposed for membership.

12.4.2 Members are admitted to a club by means of the following steps:

a. A proposal of the new member by an existing member
b. Approval of the proposal by the Club Board
c. Submission of the proposal to the membership at large with a request that any objections be communicated to the Board within a specified period of time
d. Orientation of the proposed new member
e. Formal induction of the new member at a club meeting

NOTE: It is customary to refrain from announcing incipient membership prior to completion of these steps.

12.5 Membership Committee:
The Chair of the District Membership Committee is appointed by the District Governor. The Committee is accountable for (a) recruiting and training committee members who represent all geographic areas of the District, (b) communicating with Rotary members for purposes of education and empowerment on issues regarding Rotary membership, and (c) creating an environment in the District that promotes membership development and retention and the establishment of new clubs.

12.6 Responsibilities of the District Membership Committee:

The District Membership Committee is charged with;

a. Assisting club membership committees in carrying out their responsibilities to attract new members and to engage existing members,
b. Managing prospective members by following up the membership leads on the My Rotary membership leads page,
c. Assisting in establishing, organizing, and supporting new and different kinds of Rotary clubs in the District, and
d. Communicating progress, challenges and opportunities to the District Governor, Rotary Coordinator and District Rotary members on a regular basis.

For more information, see rotary.org/district_membership_committee_chair_terms_responsibilities_en.pdf

12.7 Honorary Members: Honorary membership may be awarded by clubs in accordance with the guidelines set forth by Rotary International.
Honorary membership is given by election of a Rotary Club to people who have distinguished themselves by meritorious service in the furtherance of Rotary ideals. Honorary members do not pay dues to the District or to Rotary International. Their attendance is not recorded in club reports.

12.8 Rotaract

12.8.1 Eligibility. Rotaract clubs are open to individuals 18 years of age or older. Although there is no upper limit on the age of Rotaract members, it is generally understood that Rotaract is intended for younger men and women who may be students, establishing themselves in a business or profession, and/or busy raising families. A Rotaract club may be community-based or university-based.

12.8.2 Relation to Rotary clubs: Rotaract clubs may be sponsored by regular Rotary clubs and Rotaractors are encouraged to participate with Rotary clubs on service projects when practicable.

Rotary International has determined that Rotaractors may hold simultaneous membership in a Rotary club. Rotary International is currently establishing the guidelines for payment of dues and participation in Rotary Foundation Grants.

12.8.3 District Rotaract Committee: The District Rotaract Chair and District Rotaract Representative are appointed by the District Governor and serve as co-chairs of the District Rotaract Committee. District Rotaract chairs are Rotary members and a District Rotaract Representative (DRR) is a Rotaract member. These co-chairs work with committee members to support Rotaract clubs, ensure that club information is up to date, plan leadership training events, and coordinate district service projects.

For more information, see: www.rotary.org/en/get-involved/rotaract-clubs/details

ARTICLE 13 – DISTRICT PUBLIC IMAGE COMMITTEE

13.1 Purpose and Responsibilities:

The Public Image Committee assists the District and the individual clubs in promoting Rotary and its activities in communities and on the international, district and club level. The Committee will:

13.1.1 Encourage Rotary clubs to make public image a priority ***and*** provide them with materials, professional expertise and advice, thereby enabling them to mount successful public image programs appropriate for their community and the news media.

13.1.2 Promote Rotary and District 5520 to external audiences. This will include contacting the media with newsworthy stories of district projects and events.

13.1.3 Share Rotary International public image materials and advise clubs on the proper use of the Rotary Master Brand.

13.1.4 Advise Rotaract, Interact, Rotary Committees and Rotary clubs about Public Image approaches and opportunities.

13.1.5 Develop a Public Image Plan annually to be presented at the Long-range Planning Conference. The plan will be updated based upon comments and feedback received throughout the year and then presented at AG/LG training and at PETS. The plan should:

a. Address the District Governor's goals and objectives for Public Image.
b. Recognize the Club Public Image Chair as a vital component of any successful plan.
c. Identify or develop resources that can be used at both the Club and District levels, which may include press kits and releases, media lists, and electronic media products.
d. Provide District-wide training.
e. Promote the use of all media resources available including social media.

13.1.6 Accountability and Measurement of Success:

A successful Public Image Plan will use the following measurements for success:

a. Clubs are actively involved in Public Image activities in their communities.
b. Club Public Image displays, and awards will be visible at the District Conference.

c. The AGs will be aware of PI activities in their Clubs and will report progress in their Club Visit reports.
d. Public image articles about success stories or best practices appear in the District Newsletter.

13.2 Committee Composition

The Chair of the Public Image Committee will be appointed each year by the District Governor. The Chair is responsible for forming the rest of the committee, ensuring that each of the five geographic areas in the District are represented. The Public Image Chair should have:

a. Experience as a Club Public Image Chairperson.
b. Media, public image, or marketing skills as a component of their vocation or profession.

13.3 Duration of Service
The terms of members of the District Public Image Committee will normally be of three years' duration; however, the committee members and the District Governor may mutually agree to a different term length.

ARTICLE 14 – DISTRICT COMMUNITY SERVICE COMMITTEE

14.1 Purpose and Responsibilities of the District Service Committee:
This committee promotes programs, activities, and resources related to community service and offers additional support for Rotaract and Interact clubs. The committee will:

a. Assist Clubs in identifying opportunities for community service.
b. Provide assistance to Rotary Clubs in formulating community service activities.
c. Encourage every Club to sponsor at least one community service activity each year and to collaborate with other clubs on service projects where possible
d. Provide Community Service training at PETS, at individual Clubs as requested, and as directed by the District Governor.
e. Work with the District Interact and Rotaract Committees in developing their community service projects and encourage them to use local Rotary Clubs as a resource.
f. Encourage Clubs to publish their Community Service stories in the local media, in the District 5520 newsletter, and on the Rotary International website.
g. Promote Rotary's "Avenues of Service," "The 4-Way Test," and "The Object of Rotary" as guiding documents.

14.2 Composition
The Chair of the District Community Service Committee will be appointed each year by the District Governor. The Chair is responsible for forming the rest of the committee, ensuring that each of the five geographic areas in the District are represented. When possible, the Committee should be composed of individuals with experience in planning and implementing community service projects.

14.3 Duration of Service
The terms of members of the District Community Service Committee will normally be of three years' duration; however, the committee members and the District Governor may mutually agree to a different term length.

ARTICLE 15 – YOUTH PROGRAMS COMMITTEE

The District Governor will appoint a Youth Programs Chair to oversee the District's Youth Programs. The committee should include the Youth Protection Officer, the Chair of each District Youth program and a representative from each geographic region in the District.

15.1 Youth Exchange: In District 5520, the Rotary Youth Exchange Committee manages the recruitment, orientation, placement, and program for both inbound and outbound exchange students. The Committee promotes the program, collects funds from outbound students, and manages communication with and among students, students' parents and host families, Rotary clubs, and District exchange personnel in other countries. The Committee is also responsible for compliance with all Rotary and State Department regulations pertaining to youth exchange. A detailed manual of the program may be found in Appendix 4 to this policy manual.

15.2 Interact: The Rotary Interact Program is offered to students aged 12 to 18. A District Interact Coordinator is appointed by the District Governor. Information on how to start, manage and empower Interact Clubs may be found in RI publication 654-en.

15.3 RYLA: The Rotary Youth Leadership Awards program is conducted in District 5520 through two separate week-long camps in July (one each for boys and for girls). The camp is funded by donations to the District's RYLA Foundation and by contributions to the program from individual sponsoring Rotary Clubs in the District. RYLA participants are selected, interviewed, and approved by their sponsoring Rotary clubs.

The RYLA directors are appointed by the Youth Programs Chair with the advice and approval of the District Governor. RYLA directors, in turn, are accountable for the recruitment and training of counselors and junior counselors, for the development and implementation of the curricula for the camps, and for the safety of all participants.

For more information about RYLA, see RI publication 694-en. See also www.rotary5520.org/youthprograms

15.4 Four-Way Test Essay Contest:

The Four Way Test Essay Contest is conducted annually for students in 8TH grade. The intent of the contest is to introduce students to Rotary's Four-Way Test as a basis for living with integrity and to build relationships between Rotary Clubs and local middle schools for mutual collaboration and support.

15.4.1 Participating Rotary Clubs must:

a. Agree to sponsor the contest.
b. Identify and contact the appropriate school official for the eighth-grade class(es) and distribute 4-Way Test essay contest forms,
c. Review the contest rules in this document and on the District website: www.rotary5520.org.
d. Appoint a committee to evaluate the best essays submitted by the teachers from each school,
e. Select the Club winner(s) and submit the first-place essay(s) to the District Four-Way Test Essay Chair by the date established.
f. Recognize the Club winners, parents and teacher(s) and award certificates and prizes.

15.4.2 District 5520 will:

a. Display rules for the contest on the District website.
b. Provide cash awards for the District winners.
c. Appoint a committee to evaluate the winning essays submitted by the Clubs and select winning essays for awards and recognition.

ARTICLE 16 – RYLA FOUNDATION

The Corporate Bylaws of the District 5520 Rotary Youth Leadership Awards, Inc., Foundation are maintained in the Youth Programs section of the District web site, www.rotary5520.org. The purpose of the Corporation, the composition of the Board of Directors, and the powers and limitations of the Board and the Corporation are set forth in that document.

ARTICLE 17 – YOUTH PROTECTION COMMITTEE

17.1 General Statement: In District 5520, the protection of all youth who participate in District Youth Programs and any other Rotary activities is paramount. The District and all Clubs must create and maintain a safe environment for youth at all times. It is the responsibility of every Rotarian, Rotary members' spouses and partners and other volunteers to safeguard the children and young people they encounter and protect them from physical, sexual, and emotional abuse.

17.2 Applicability: District 5520's Youth Protection Policies cover all young people under the age of 18 who participate in District and Club activities and in Youth Programs (DYP) including Rotary Youth Exchange (RYE), Rotary Youth Leadership Awards (RYLA), Interact and Club-based programs.

17.3 Compliance Required:

17.3.1 When an incident involves a child or young person under the age of 18, compliance with the District Youth Protection Policies is required These policies may be found in Appendix 3 of this document and on the District's home page at www.rotary5520.org.

17.3.2 Young people and Rotary members who participate in District Youth Programs must be fully vaccinated in accordance with state health department requirements.

17.4 Composition: The Committee chair is appointed annually by the District Governor and is responsible for appointing committee members representative of the District who support the District's commitment to youth protection.

17.5 Responsibilities:
This Committee will:

a. Monitor changes in national and local laws related to youth protection, as well as any changes in RI policies, and relate them to the Governor, AGs and District Program chairs
b. Work with the District and Clubs to inform all Rotary members of their youth protection obligations
c. Confirm that appropriate screening measures are conducted for all youth programs, in compliance with Rotary policies and local laws
d. Direct the selection of Rotarian and non-Rotarian volunteers and ensure that volunteer screening is conducted and documented appropriately
e. Ensure that appropriate training is provided to Rotary members, other volunteers, and youth program participants and their parents
f. Guide Rotary members involved in youth programs in handling allegations of abuse or harassment and in responding to crises.
g. Oversee proper handling of allegations and protect the interests of all who are involved
h. Maintain records of all allegations of abuse, harassment, and other crises

ARTICLE 18 – DISTRICT CRISIS MANAGEMENT COMMITTEE

Crisis communication and management in District 5520 is supervised by the District Governor's Crisis Communication and Management Team. The Crisis

Communication Manual and Policy Management are included in Appendix 2, along with the composition of that Team and current team members' contact information. It is the responsibility of all District and Club Rotary members in leadership positions to be aware of the Policy, how to activate it, and how to respond in a Crisis.

ARTICLE 19 – COUNCIL OF GOVERNORS

All Past Governors of District 5520 are members of the Council of Governors. Past Governors who served in other Districts, and surviving spouses of Past Governors, may be invited to be members of the Council. This Council meets one to two times per year, when convened by the current District Governor. When practicable, at least one meeting will be held shortly following the Rotary "International Assembly" to receive a report from the Governor Elect on that event and the programs and policies the Rotary International President Elect intends to implement. The purpose of the Council of Governors is to maintain continuity of governance within the District, to provide advice to the current Governor upon request, and to foster fellowship among its members.

ARTICLE 20 – DISTRICT CONFERENCE COMMITTEE

20.1 Purpose: The RI Manual of Procedure specifies that one of the responsibilities of the District Governor is to plan and preside over a District Conference. The Conference, to be held once during the Rotary year, is to bring together Rotary members from around the District, to acknowledge and celebrate the accomplishments of Rotary during the year, to foster fellowship among Rotary members and to generate opportunities for collaboration. The Conference may also include a District business meeting, particularly if all necessary business has not been conducted at another District-wide meeting, such as PETS.

20.2 Chair: The Conference Chair will be appointed by the District Governor. The Chair will form a committee representing all areas of the District, and the Governor will serve as a de facto member of that committee

20.3 Conference Committee: The Conference Committee is responsible for arranging all aspects of the District Conference, to coordinate with the on-site host committee, and to arrange hotel accommodations for attendees.

The District Conference is self-sustaining and does not receive funding from the District Budget. The District Conference Committee is responsible for establishing a budget that will achieve this goal. However, the District Fund will provide an advance of $3,000 to assist the Conference Committee with start-up expenses. This advance will be available to the Conference Committee at the beginning of the Rotary year prior to the year in which the Conference is to be held. The Conference Committee will return this advance to the District by the end of the Rotary year in which the Conference was held.

The District Finance Committee will establish disposition of any surplus in Conference funds, including identification of an amount to be retained and made available for subsequent conferences.

20.4 Business Meeting: A conference may endorse or propose legislation for the Council on Legislation as described in Article 8 and may also elect its representative to the Council on Legislation. A conference may also, on occasion, elect its representative to the Zone Nominating Committee to select the Zone's next Director.

The District Conference also constitutes the annual meeting of the Corporation during which the business of the Corporation is conducted.

The business meeting will be chaired by the District Treasurer or the Treasurer's designee.

20.5 President's Representative: Requirements, recommendations and Chairman's duties for the District Conference and guidelines regarding the President's Representative are detailed in the version of the Rotary International Manual of Procedure.

20.6 Schedule: The District Conference should be scheduled in such a way as to avoid conflict with other Rotary events and major holidays, to allow for maximum participation.

ARTICLE 21 – POLICIES AND PROCEDURES COMMITTEE

21.1 Purpose: The Policies and Procedures Committee is advisory in nature. The Committee is empowered to discuss, analyze, and recommend changes to existing policies and present new Procedures that reflect changes within Rotary and District 5520 to benefit the long-term operation of District 5520. Its purpose is to provide continuity of planning to the District, examining specific problems and potential changes without the requirement of immediate implementation.

21.2 Composition: The Policies and Procedures Committee consists of a representative cross section of the membership of District 5520. It shall consist of the following individuals: Six Rotary members, preferably past presidents, who are members in good standing of Rotary Clubs within District 5520, and as ex-officio members the immediate Past District Governor ("IPDG"), the DG, the DGE, the DGN, and the DGN(D).

21.3 Selection of Members: Each year, before the end of their DG term, the DG shall appoint three Rotary members to a two-year term on the Committee. These appointments will be made from the geographical areas whose representative's terms are expiring and assure continued balance across the five geographical areas. One representative will occupy an at-large position.

21.4 Resignations (Mid-Term Appointments): If an appointed member resigns mid-term, the Committee will appoint a replacement from the same geographical area. A member added mid-term serves the balance of the term of the person replaced and may be appointed by the next DG to serve a full succeeding term of two years.

21.5 Committee Chair: The IPDG shall serve as Chair. If the Chair should be unavailable (due to death, illness, or lack of membership in good standing of a District 5520 Rotary Club), or declines to serve, and the previous year's Chair is unavailable for any reason, the honor and duty should be passed on to the next most recent PDG who is available and consents to serve.

21.6 Duties of the Chair: The Chair shall:

Calendar Meetings. Call and chair meetings at least semiannually or more frequently upon request of the DG, the Chair, or any two members of the Committee.

Set Meeting Place and Agenda. Arrange the meeting site, times, manner of meeting (if other than in person, through an acceptable medium) and agenda for each meeting with the input of the Committee, the Clubs, and/or the DG, and publish the notice of the meeting and its agenda for the Committee members and the Club presidents at least two weeks prior to the scheduled date.
Preside at Meetings: The Chair shall preside over each meeting, or designate another committee member to do so, and will use agreed-upon procedural rules in settling any questions of procedure.

Appoint a Secretary of the Policies and Procedures Committee: From among the members of the Committee, the Chair will request that one member accept the appointment as the Secretary of the Committee, who will be responsible for keeping notes of the meetings based upon the written agenda and committee discussions. As well, the Secretary will be present at the District Conference and the business meeting, taking notes and transcribing them into adopted resolutions with changes, if any, to be made to these Policies and Procedures. Minutes of meetings of the Committee will be promptly forwarded by the Chair to the District Executive Secretary for filing and retention.

Form Sub-Committees. Designate such sub-committees as the Chair or the Committee deem necessary and useful to pursue the sub-committee's objectives.

Publish Committee Recommendations. Cause recommendations of the Committee to be submitted in writing to the DG, Club presidents, and the District assembled as a whole, in a timely manner.

21.7 Quorum: A quorum shall consist of a majority of the voting members of the Committee.

21.8 Voting: All Committee members, including ex-officio members, except the Chair, shall have a vote. In the event of a tie vote of voting members, the Chair shall vote to break the tie. Any action taken upon motion of the Committee shall require a quorum of members to be present at the time a vote is taken and must be passed by a simple majority of those voting.

21.9 Introduction of Matters to Be Addressed by the Committee: Matters may be referred to the Chair of the Policies and Procedures Committee by members of the Committee, the DG, DGE, DGN, Club Presidents, or Standing Committee Chairs at any scheduled Committee meeting. Once the Committee has received an item for consideration, the process will proceed in a timely manner.

21.10 Amendment of Policies and Procedures. Proposed amendments to this document may be submitted by members of the Policies and Procedures Committee or by any Rotary member. Such proposals shall be delivered to the Chair of the Committee by mail or by electronic means. The Chair, or his or her designee, will maintain a record of such proposals and ensure that they are submitted in a timely manner to the Policies and Procedures Committee for approval or rejection.

Upon Committee approval, the Committee Chair will submit proposed amendments to the District Governor for consideration. The Governor will ensure that any approved amendments are sent to all Clubs in the District for ratification or rejection at the next District Conference. The Governor may also, in his or her discretion, determine that the amendment will be effective on an interim basis prior to action at the District Conference.

The Governor, or his or her designee, will be responsible for notifying all Clubs in the District of the adoption of any and all amendments to this document.

21.11 Conformity with District Bylaws: The Policies and Procedures Committee is responsible for ensuring that the Policies and Procedures Manual and the District Bylaws are mutually consistent at all times. If a conflict is identified, the District Bylaws take precedence.

ARTICLE 22 – AWARDS AND RECOGNITIONS

22.1 Committee Composition: The Recognition and Awards Committee is made up of one Past President (or representative) from each of the five (5) geographical regions of the District. Each member is recommended to serve for a three-year overlapping period with other members of the committee. The Chairperson will be appointed by the District Governor. The committee will plan which awards will be presented at the Conference, publicize those awards, and encourage Rotary members and their Clubs to strive to achieve recognition.

22.2 Presentation: All District awards will be presented at the District Conference. All award recipients must be identified and forwarded to the District Governor no later than 30 days prior to the convening of the District Conference.

22.3 Rotary International Awards: Rotary International offers awards to recognize the efforts and contributions of Rotary members, Rotary Clubs, and non-Rotary members. Eligible nominators may submit nominations according to each award's criteria and guidelines. The guidelines for these awards are outlined in the various sections of the Rotary International Manual of Procedure and on the Rotary International website.
Due to the nature of these awards, the District Governor and the Recognition and Awards Committee must remain cognizant of the special lead-time required for making recommendations to RI.

22.4 District Awards

22.4.1 The Sonny Brown Business of the Year Award was established in 2005, Rotary's Centennial Year, to honor Past Rotary International Vice President and Past District Governor Sonny Brown for his years of service to Rotary International, and to recognize his outstanding leadership skills, the high ethical standards by which he leads his life, and his ongoing support of District 5520. The award is designed to call attention to Rotary International and the high ethical standards that are the founding principles of our organization. The award recognizes non-Rotarian-owned businesses in District 5520 that exemplify "Rotary's 4-Way Test" and "The Object of Rotary" in their daily dealings with their employees and customers, the quality of their product and services, and their community involvement.

Three awards are presented based on the company's number of employees: small business up to 10 employees, medium business 11 to 50 employees, and large business more than 50 employees. District Rotary Clubs may nominate one business in each category and submit their nominations to the District Selection Committee. The awards are presented annually at the District Conference and the sponsoring Clubs are encouraged to host their nominee at the awards presentation.

A fourth award to a Rotarian-owned and operated business will also be made. Businesses eligible for this award may be of any size and must meet the qualifications stated in the first paragraph above.

22.4.2 The Dick Jones/Rick Akins New Generations Award recipient is chosen by the named honorees to recognize a Rotarian in District 5520 that has made a significant contribution to Rotary's "5th Avenue of Service" by encouraging and supporting youth and young adults through leadership development activities, involvement in community and international service projects, and exchange programs that enrich and foster world peace and cultural understanding.

22.4.3 The 4-Way Test Essay Contest - The 4-Way Test is one of the hallmarks of Rotary. Its four brief questions are not based on culture or religion. Instead, they are a simple checklist for ethical behavior. They remind us of our utmost responsibility to speak the truth, to be fair, to build goodwill and better friendships,

and to do our very best in all situations.

The 4-Way Test Essay Contest is open to all eighth-grade students in District 5520. Clubs are encouraged to support a local contest and forward winning essays to the District Contest. A theme, based on the 4-Way Test, is chosen each year and published along with contest guidelines on the District website. The District Finance Committee administers budgeted monetary awards for the top three essays. At the discretion of the District Governor and the District Conference Committee the winner(s) may be asked to read their essay(s) at the District Conference.

22.5 Club Awards: The various awards presented at District Conference are based on the criteria established annually by the Recognition and Awards Committee and the District Governor and published on the District website. The committee, with the concurrence of the District Governor, will determine the number of awards and the criteria to be applied for each, and will post those criteria on the District website.

The following awards have traditionally been presented annually in District 5520 but remain at the discretion of the District Governor. Submission deadlines will be established to allow time for the Recognition and Awards Committee to prepare for the District Conference.

22.5.1 Club of the Year Award - Based on information presented in the Club's submission and recommendations of the District Leadership Team, impressions drawn during the District Governor's visit, and the Club's performance during the year. Some of the possible criteria for this award are:

a. Attendance at District Functions, (e.g. District Assembly, District Conference, district-wide training events, and other meetings and conferences).
b. Membership growth and retention results.
c. Progress toward qualification for the Rotary Citation.
d. Timely payment of Rotary International and District dues.
e. Timely reporting of member changes to the District Executive Secretary.
f. Entry of Club goals in Rotary Club Central.
g. Participation in Rotary Programs including, but not limited to, Rotary Friendship Exchange, Vocational Training Team (VTT), Youth Exchange, Rotary Youth Leadership Award (RYLA), and Alumni events.

22.5.2 Bob Wootten Leadership Award - Presented by the Wootten Family and chosen by the District Recognition and Award Committee, this award is presented annually to the Club that has the most fun.

22.5.3 Special Awards Given by the District Governor: The District Service Above Self Award is presented to a Rotarian who has given outstanding support to the District Governor in achieving his or her other goals for a successful year. The number of these awards shall be at the discretion of the District Governor. The criteria for this award shall be determined by the District Governor.

Rotarian of the Year Award - Presented to the Rotarian who contributed the most to the achievement of the District's goals and objectives as determined by the District

Governor.

22.5.4 Other Awards: The District Governor may choose to present additional special awards and recognitions during his or her District Conference.

22.6 Recognition and Awards Budget: The District Finance Committee designates certain line items to assist in the purchase of recognition and award items; however, any funds required over the budgeted amount are the responsibility of the District Governor and the Awards and Recognition Committee.

ARTICLE 23 – DISTRICT CLUB SUPPORT / DISTRICT RESOURCES

23.1 Technology

23.1.1 Web Site and Clubrunner: The District's Executive Secretary is accountable for maintaining the District web site and the District's Clubrunner Account, as well as all passwords to District accounts. The Executive Secretary will keep all passwords in a safe and accessible place in her office and will also ensure that these passwords are communicated to the current District Governor on or before the commencement of the Governor's taking office.

23.1.2 Record Retention: The District's Executive Secretary and the District Bookkeeper are responsible for maintaining off-site backup copies of the District's data and financial records and for establishing and implementing a data security plan that includes the ability to access these records within 24 hours by designated members of the District's leadership and IT team.

23.1.3 Levels of Access: The District Executive Secretary will support the Governor line (DG, DGE, DGN, LGs and AGs) in acquiring the appropriate level of access to Clubrunner and will manage members' access rights.

23.1.4 Resolving Issues: The District Executive Secretary will also serve as a first resource to Rotary club officers in resolving issues related to technology, communications, and club administration

23.1.5 Changes in Contact Information: As a matter of policy, changes to individual Rotarian's Clubrunner passwords or contact information may ONLY be made by the member him/herself or by the member's Club Secretary at the request of the Rotary member. The District will maintain a single database. Club secretaries and Rotary members will be responsible for updating their club's or the District's data base so that District leadership have the most current contact information for members. Maintenance of separate data bases is strongly discouraged. The District Executive Secretary may change Clubrunner passwords for members of the District Leadership Team upon their specific request.

23.2 Communications

23.2.1 Use of Rotarian contact information: Information maintained by the District in Clubrunner or elsewhere is not to be used by non-Rotary members; nor is it to be used by Rotary members for non-Rotary business.

23.2.2 Broadcast emails: Broadcast emails may have the effect of overwhelming Rotary members or diluting the impact of important messages. Therefore, the District's policy is that broadcast emails will be sent by the District Executive Secretary. Exceptions to this policy may be authorized by the District Governor. Members of the District Leadership Team are encouraged to use this function in Clubrunner judiciously.

23.2.3 Event Promotion: Rotary clubs are invited to promote their special events on the District web site by sending their copy and graphics in jpeg form to the District Executive Secretary and to the District Newsletter Editor. Placement of event announcements on the District web site will be determined based on the judgment of the District Governor and the District Executive Secretary. The District Executive Secretary will manage a calendar for all such events in a manner that is accessible to all Rotary members.

23.2.4 Communications regarding deaths or illnesses: In the event of illness or death of a current or past Governor, spouse of a current or past Governor or member of the District Leadership Team, the District Executive Secretary will:

a. Send a notice to all Rotary members with information on scheduled memorial service(s) and where to send condolences,
b. Send an appropriate remembrance gift (e.g., flowers or donation) to the family on behalf of the District.

Rotary Club members are responsible for notifying interested parties of other illnesses and deaths.

23.3 Shared Communication: All District Leadership Team members have a responsibility to share their communications with all persons whose accountabilities are affected.

23.4 Council of Presidents: All Rotary Club Presidents and Presidents-Elect are encouraged to participate in regional meetings of our District's Councils of Presidents. These meetings are hosted by the area's LG and typically scheduled on a monthly basis. The meetings are designed to provide opportunities to share ideas and current projects, brainstorm solutions to issues of concern, and request support. They also foster fellowship among Club Presidents and their Clubs. Members of the District Leadership Team may also be invited to attend these meetings. A schedule of regional Council of Presidents meetings is maintained on the District web site home page, together with contact information for each meeting's coordinator.

23.5 Newsletter: A District newsletter will usually be published on a monthly basis and may be published more frequently at the discretion of the District Governor. The

District's newsletter editor is appointed by the District Governor and will establish the schedule for submission of content and for publication of the newsletter. All clubs are encouraged to share their ideas and accomplishments with other Rotary members around the District by submitting photos and articles for the newsletter.

23.6 Master Calendar for Club Administration: The District has created a calendar of reminders for club officers ("Master Calendar") on the District web site, under the "Club Resources" banner.

23.7 Rotary Friendship Exchange (RFE)

24.7.1 Rotary Friendship Exchange (RFE) Defined: RFE is an opportunity to meet and engage with Rotary members from another area or country. The program allows District 5520 Rotary members to learn about many aspects of another area and culture, by traveling with or without a spouse: RFE is not simply a way to obtain friendly lodging during a vacation trip. The exchange of Rotary members who are motivated by a sincere desire to learn about others and share fellowship can be an effective tool in promoting better understanding worldwide.

23.7.2 Eligibility: D5520 limits participation to Rotary members and their spouses or significant others, including a friend or adult child. Rotary members who have participated as Friendship Exchange travelers should be willing to serve as hosts if RFE visitors come to their home community.

23.7.3 Locations: An RFE takes place between two districts anywhere in the world. They may be domestic exchanges between districts within a home country.

23.7.4 How to Participate. To participate in an exchange as an outbound traveler, a Rotarian must apply directly to the District RFE Chair after they receive an announcement about an upcoming RFE opportunity. To become a host, a Rotarian should apply directly to the RFE Chair. The local hosting committee determines the schedule of activities in each area to ensure uniformity for all the guests in the incoming group.

23.7.5 When are RFEs available: RFEs may occur any time of the year that is agreeable to the two exchanging districts. Reciprocal visits may occur during the same year or in another year.

23.7.6 Duration: In each case, it is up to the hosting district to determine the nature of the Friendship Exchange, the number of host families involved, and the length of each visit. RFE groups usually visit 2-3 communities in the hosting district, staying a few days with each different family. Domestic RFEs typically last 10 days, and international RFEs usually last 14 days.

23.7.7 Costs: In all cases, guests pay for their travel and basic expenses. Variations from this standard are only at the host club's discretion and should not be expected. Host families provide a bedroom, bath, breakfast, and sometimes other meals. Hosting clubs sometimes decide to cover other expenses in their area, but those decisions are left to the hosting clubs/families.

ARTICLE 24 – CLUB ENGAGEMENT COMMITTEE

The Rotary District 5520 Club Engagement Committee would be the Committee responsible for ensuring that our District is effectively engaging with (e.g., communicating and collaborating) our member Clubs. It would not have the authority to make decisions or to override any Committee Chair or other member of the District Leadership Team. Rather, it would help promote and guide members of the District Leadership team to improve their engagement with our Clubs on behalf of the District Governor. The Committee would use, as two of its cornerstones, District Priority #4 (Foster a Culture of Accessibility, Respect and Collaboration based on the Four-Way Test) and District Priority #6 (Develop and Implement effective communication/information sharing structure and protocols) for gauging our overall District effectiveness. The Club Engagement model that this Committee would develop, pilot, and implement would include an alternative Club visit model for District Governors if the Governor so wishes to use it.

ARTICLE 25 – PERFORMANCE EXCELLLENCE COMMITTEE

The Rotary District 5520 Performance Excellence Committee would be the Committee responsible for ensuring that our District Committees and Leadership Team members are performing at an excellent level. It would not have the authority to make decisions or to override any Committee Chair or other member of the District Leadership Team. Rather, it would help promote and guide members of the District Leadership team and District Committees on behalf of the District Governor to perform at an excellent level as defined by established goals and associated metrics. The Committee would use, as one of its cornerstones, District Priority #8 (Attain/Maintain Excellence with District-Specific Programs). The approach that the Committee will primarily use, working with the Committees and Leadership Team members, involves continually assessing current performance, identifying key gaps and opportunities, and working with the Committees and Leadership Team members on action plans designed to improve performance when implemented.

APPENDICES

(Appendices will be incorporated into these Policies and Procedures as they become available from the responsible committees.)

APPENDIX 1: POSITION DESCRIPTIONS

- DISTRICT GOVERNOR
- DISTRICT GOVERNOR ELECT
- DISTRICT GOVERNOR NOMINEE
- DISTRICT OPERATIONS MANAGER
- LIEUTENANT GOVERNORS
- ASSISTANT GOVERNORS
- COMMITTEE CHAIRS
- DISTRICT TREASURER
- DISTRICT BOOKKEEPER
- DISTRICT SECRETARY
- DISTRICT LEARNING FACILATOR

APPENDIX 2 – YOUTH PROTECTION POLICY

APPENDIX 3 – YOUTH EXCHANGE INFORMATION

APPENDIX 4 – CLUBS BY GEOGRAPHIC AREA

APPENDIX 5 – DISTRICT GOVERNOR NOMINATING COMMITTEE FORMS (under development) AND PROCEDURE

APPENDIX 6 – DISTRICT DOCUMENT AND RECORD RETENTION POLICY (under development)

Log of Amendments to the Policy and Procedures Manual for Administering Rotary International District 5520

The original version of this document was approved by a vote of the Clubs present at the 2023 District Conference in Roswell, NM and became effective JULY 1, 2023.

The first update occurred during the virtual Business Meeting of the 2025 District Conference on April 22, 2025 and becomes effective July 1, 2025.

District Governor

The governor is the officer of RI in the district, functioning under the general control and supervision of the RI Board of Directors. The governor shall inspire and motivate the clubs in the district while ensuring continuity within the district by working with past, current, and incoming district leaders.

The governor is responsible for:

A. organizing new clubs;
B. strengthening existing clubs;
C. promoting membership growth;
D. working with district and club leaders to encourage participation in a district leadership plan as developed by the board;
E. furthering the Object of Rotary by providing leadership and supervision of the clubs in the district;
F. supporting TRF;
G. promoting cordial relations among the clubs and Rotaract clubs, and between the clubs, Rotaract clubs, and RI;
H. planning for and presiding at the district conference,and assisting the governor-elect in planning and preparing the PETS and the district training assembly;
I. conducting an official visit to each club, individually or in multi-club meetings, that maximizes the governor's presence to:
    a. 1. focus attention on important Rotary issues;
    b. 2. provide special attention to weak and struggling clubs;
    c. 3. motivate Rotarians to participate in service activities;
    d. 4. ensure that the club constitution and bylaws comply with the constitutional documents, especially following councils on legislation; and
    e. 5. personally recognize the outstanding contributions of Rotarians in the district;
J. issuing a monthly communication to each club;
K. reporting promptly to RI as required by the president or the board;
L. providing the governor-elect, before the international assembly, full information about the condition of clubs and recommended action to strengthen them;
M. assuring that district nominations and elections comply with the constitutional documents and RI's established policies;
N. inquiring regularly about the activities of Rotarian organizations in the district;
O. transferring district files to the governor-elect; and
P. performing any other duties as are inherent of an RI officer.

POSITION DESCRIPTION: DISTRICT GOVERNOR ELECT

The primary job of the District Governor Elect is to prepare to assume the role of District Governor:

1. Attend and participate fully in all District, Zone and Rotary International Trainings for Governors-Elect, including the International Assembly which is held annually in January.

2. Become familiar with the Clubs and Rotary members in your District and prepare to visit Rotary and Rotaract clubs during your term as DG.

3. Participate as an ex-officio member, with full voting rights, on all District Committees.

4. Appoint the District Team members who will serve during the term in which you are DG.

5. Set District goals in alignment with the District's strategic plan and with Rotary's Action Plan.

6. Train incoming officers by planning and conducting learning opportunities for Assistant and Lieutenant Governors, Presidents Elect, incoming club officers, and incoming committee members.

For more information, visit the Learning Center at www.rotary.org. See, especially, "Get Ready: District Governor Elect" and How to Prepare as Governor-Elect on https://my.rotary.org/en/governor.

Each District Governor selects a District Operations Manager to coordinate their club visits.

The role of the **District Operations Manager** is management of the Governor's schedule and coordinating Club visits.

The Operations Manager's responsibilities vary greatly from year-to-year depending on the level of involvement agreed between the District Governor and the Operations Manager.

Scheduling requires robust two-way communication between the District Operations Manager and both the Governor and the Club Presidents to achieve a meaningful visit for both.

Initial planning of the Governor's schedule should begin shortly after the Governor is selected during the Governor's nominee year and includes, but is not limited to, the following:

- identifying the dates of the Governor's required Zone and International trainings,
- identifying the dates of District Trainings and Conferences scheduled by the current Governor and Governor-elect,
- identifying the dates Clubs traditionally expect the Governor to attend their Club functions,
- identifying any personal dates or events that would prevent the Governor from attending Rotary functions, (i.e., family birthdays and anniversaries, school graduations, etc.)
- assisting the Governor in setting a schedule for District Meetings and Trainings, for which they are responsible, that do not conflict with other District, Zone and International events.

The Governor and Operations Manager will rely heavily on the District Learning Facilitator to establish the training dates.

Once the above dates have been established, the Operations Manager should contact the President of each Club to schedule the Governor's Official visit, a meeting with the Club Board of Directors, and any social activities planned during the visit. The Operations Manager should confirm the visit two weeks prior and use the AGs/LGs to facilitate a successful visit. The Operations Manager should also confirm the club meeting place/location and time.

The District Operations Manager should establish a calendar of all the Governor's events.

The District Operations Manager should work to minimize the miles driven by the Governor and the number of nights on the road.

The Operations Manager tracks the visits and keeps the Governor informed of the scheduling and any potential difficulties the Governor might encounter during their visits. Through conversations with the AGs/LGs, the Operations Manager should make sure the Governor is aware of the Club's projects, activities, and successes and be prepared to assist Clubs with any issue of concern during the visit.

Other duties might include:

being a part of the Governor's advisory council,

marketing the Governor's visit,

assisting the Governor in developing a pool of future leaders.

ROLE AND RESPONSIBILITIES
OF
LIEUTENANT GOVERNOR

ROLE:

Primary role as a Lieutenant Governor is to assist the District Leadership Team with the administration of your Assistant Governors and their assigned clubs by helping all lev-els of the District become more effective.

RESPONSIBILITIES:

District level responsibilities include:

- Assist in developing district goals
- Attend district meetings i.e. LG/AG Training, P.E.T.S, District Conference and participate in scheduled video conferences
- Participate in District events and activities i.e. Rotary Foundation activities and fundraising
- Coordinate the District Governor's visit to clubs under your cognizance
- Communicate club strengths, weaknesses and their progress toward goals
- Help identify and develop future district leaders
- Fulfill other duties and assignments as may be assigned by the District Governor and the District leadership team

Responsibilities to your team of Assistant Governors and to their assigned clubs in-clude:

- Identify and nominate capable Rotarians willing to serve in Rotary leadership roles
- Lead and guide your team of Assistant Governors
- Support the prescribed activities of your Assistant Governors
- Assist your Assistant Governors in their efforts to help clubs develop and achieve effective goals
- Motivate your Assistant Governors to carry out their assigned duties as prescribed by Rotary International and the District 5520 leadership team
- Assure that your Assistant Governors attend meetings of their assigned clubs at least quarterly and keep open lines of communication with their club Presidents

- Promote attendance at District Conferences and meetings
- Arrange with your Assistant Governors to visit their assigned clubs, also it is desired that LG's visit clubs in their assigned areas at least semiannually
- Identify and convey to the District Leadership Team problem areas and suggestions for improvement of District policies and programs
- Serve as a resource for clubs who have concerns about their Assistant Governor.

Assistant Governor Job Description

As assistant governor, you are the connection between your clubs and the district. The relationships you build with club leaders make Rotary stronger.

What you do

- Visit your clubs regularly: Meet with each club at least once a quarter either in person, by phone, or by web conference. Listening to them enables you to discuss their concerns and needs, and provide information, resources, and advice that will allow them to be more successful.
- Promote the best practices recommended in Be a Vibrant Club: Your Club Leadership Plan. Help club leaders implement those practices.
- Keep the governor and lieutenant governor up to date on each club's progress and identify areas that may need attention
- Help club leaders prepare for the governor's official visit
- Support clubs in setting and achieving goals, finding solutions to challenges, resolving conflicts, and meeting membership, financial, and other requirements.
- Encouraging use of and training club members in using the District Website and My Rotary
- Monitor the progress of your clubs toward their goals: After a club visit, report your assessment and feedback.
- Use Rotary Club Central. Use this online tool to make sure your clubs are on track with their goals and achievements in areas such as membership, service initiatives, and giving to The Rotary Foundation.
- Serve as a liaison between clubs and district committees.
- Assess a club's ability to thrive and mentor club leaders on strategies to help their clubs succeed.
- Encourage clubs' involvement in district activities and committees.
- Stay up-to-date on Rotary initiatives.
- Share the status of clubs with your successor.
- Attend AG/LG training and PETS.

How to prepare

- Take courses for assistant governors in the Learning Center
- Help incoming club presidents assess their clubs and develop club goals
- Attend the district team training seminar
- Participate in the presidents-elect training seminar

Tools

- Track each club's goals and progress in Rotary Club Central

- Take a course in the Learning Center

Rotary support

- District governor and other district leaders
- Regional coordinators

District Committee Chairs

The Chair of a District Committee serves for a period of one to three years, as agreed upon with the DG and the Governor line. The duties of the District Committee Chair are:

1. Work with the DG and the Governor line to ensure that the District Committee has a full complement of qualified and dedicated members, preferable including representation from all five regions of the District,
2. With the DG, ensure that the Committee's goals and objectives for the Rotary year are clear, strategic and do-able, (align and are incorporated with the District Strategic Plan).
3. Schedule and conduct committee meetings, in person or on-line, as needed to complete the work of the committee and accomplish the committee's goals and objectives,
4. Follow up on actions identified in meetings and support committee members in completing assignments,
5. Ensure that minutes of committee meetings are kept and that copies are forwarded promptly to the District Executive Secretary for retention,
6. Participate in District Leadership meetings and, if appropriate, in other meetings held at the Rotary Zone and International levels, to maintain supportive relationships and stay current on developments pertaining to the work of the committee, and
7. Communicate regularly with the DG and other District leadership, providing periodic reports of progress, alerts regarding issues to be resolved and requests for assistance, as appropriate.

Rotary District 5520
District Rotary Foundation Committee Chair (DRFCC)
Job Description

Overview and Objectives:

• The District Rotary Foundation Committee Chair leads the Foundation Committee in assisting the DG to educate, motivate, and inspire Rotarians to participate in Foundation program and fundraising activities in the District. The Chair oversees the Annual Fund, District Designated Fund "DDF" and two types of Grants (District Community Grants and the Rotary Foundation Global Grants). The committee serves as the liaison between The Rotary Foundation and the club members using the Rotary International Publication, "The District Rotary Foundation Committee Manual publication as a guideline. Position reports to District Governor.

Term of Appointment: The appointment is a 3-year term, renewable annually, subject to approval of the DG, DGE, DGN and Rotary International.

Responsibilities:
• Works together with Public Image and Membership Committees to promote the Vibrant Club Initiative (see be a vibrant club North America)
• Ensures clubs are aware of Clubrunner Grant module, My Rotary, Grant module and Zone Foundation resources available
• Appoints members to the Foundation Committee on recommendation of and in consultation with the District Governor line;
• Organizes members of the Foundation Committee to serve as Chairs of the following subcommittees:
Annual Fund Fundraising
Endowment Fund/Major Gifts
Scholarships
Vocational Training Teams
Paul Harris Society
Grants: District
Grants: Global
PolioPlus & PolioPlus Society
Stewardship
Treasurer
Compliance
Area Representatives
• Meets regularly with Foundation Committee and works with committee to plan, coordinate, manage and promote all District Foundation activities
• Appoints a Rotarian to promote the Paul Harris Society
• Appoints a Rotarian to make presentations to clubs to promote Foundation giving
• Oversees the District Designated Fund allocation process and signs the SHARE Decision Worksheet submitted to the Rotary Foundation

• Ensures one committee member acts as Treasurer for Rotary Foundation Funds entrusted to the
District
• Ensures an independent review be completed for the District Designated Funds spending per the applicable TRF Grant Terms and Conditions for the year undertaken and these results should be presented to District Council
• Encourages clubs to offer at least two Foundation Programs a year
• Encourages annual and major gifts to the Rotary Foundation
• Oversees distribution of the District Designated Fund (DDF) and authorizes use of funds for grants in consultation with the DG and DGE
• Encourages clubs to set fundraising goals in Rotary Club Central
• Qualifies the district and implement the district Memorandum of Understanding (MOU). Ensure that reports are submitted on time
• Assures the District is eligible for Grants by DREC, DG and DGE completing Foundation training
• Holds grant management seminars to qualify clubs for Rotary Foundation grants (minimum of annually)
• Acts as the primary contact to help with grant resources, application reviews, and project funding approvals.
• Helps choose qualified recipients for Rotary Foundation Fundraising awards
• Presents annually a minimum of three (one to be held at DTA) District Rotary Foundation Seminars
• Assists the District Governor Elect to establish Rotary Foundation fundraising goals for their term
• Liaises with Zone Coordinator on Rotary Foundation matters, as appropriate
• Attends a Rotary Foundation Seminar conducted by Zone leaders when new information is offered by The Rotary Foundation
• Encourages all Rotary Foundation Committee members to attend and participate in DTA and other district training meetings
• Keeps District Council apprised of key issues relating to the Rotary Foundation
• Submits report and attends District Council meetings
• Committee in time to be presented at the District Conference
• Attends DTA/Conference and may be required to give a presentation
• May be required to participate in PETS to educate President-Elects on the Rotary Foundation
• May be required to attend Zone Institute
• Takes measures to include a future successor on the committee and make a recommendation to the DG for a replacement when his/her term is near completion

Qualifications:
• Recommended that the District Rotary Foundation Chair be either a District Governor or a person sufficiently knowledgeable about The Rotary Foundation to manage the programs that fall under its scope

• Competent technology skills
• Experience in obtaining Foundation information and reports from Rotary Club Central
• Well rounded knowledge of, commitment to, and experience with Rotary Foundation activities
• Familiarity with Foundation resources available to District and Clubs
• Effective verbal and written communication skills
• Ability to access and respond to all communications (phone, Zoom, email, etc.) in a timely fashion
• Ability to manage, lead and guide volunteers
• Must be Youth Protection compliant and have taken District Youth Protection training
• Must be a Rotarian in good standing

November 13, 2023

District Treasurer Guide

District 5520 retains a paid bookkeeper to maintain the accounts and conduct the day-to-day business of the District. This makes the job of District Treasurer much easier but requires an effort by the treasurer to stay engaged in the job.

Reports:

- A monthly report to the Governor and the Finance Committee members. The bookkeeper generates this report and the treasurer reviews and approves it prior to publication.
- End-of-Year report of financial review of Governor's allocation and the return of excess funds to RI.
    - This is due NLT July 31st of each year
    - Must be reviewed and approved by the District Finance Committee
- End-of-Year report of financial review of District finances
    - Must be reviewed and approved by the District Finance Committee
    - Will be presented to the membership at the annual meeting normally held in conjunction with the annual District Conference
    - Once approved by the membership at the annual meeting the report is forwarded to RI

Provide assistance to the Governor Elect in developing the budget for the coming fiscal year

- This should occur in the September through December time frame
- Budget must be reviewed and approved by the District Finance Committee
- Budget will be presented to the annual PETS session for approval by clubs

Provide updates to the Governor and Finance Committee on payment of dues by clubs to both RI and the District.

- RI dues are typically paid in two increments while District dues are paid annually
- Current information on the payment of dues can be accessed through My Rotary at https://my.rotary.org/en/manage/club-district-administration/reports
- Coordinate with the Governor in making reminders to clubs to pay delinquent dues

Annual financial review (audit)

- Use of an in-house financial review team is allowed by RI and ensures that members of this team are familiar with Rotar
- The Financial Review Team shall consist of the following
    - At least three active Rotary members up to five tota
    - Include at least one member who is a past district governor or an independent, financially literate person
    - Not include any current governor, treasurer, signatory of district bank accounts, or member of the finance committee

- The Governor will appoint members of the financial review team, but the treasurer needs to facilitate this happening

Work closely with District bookkeeper and also provide an annual performance review to the Finance Committee

District Bookkeeper Job Description

The position of District Bookkeeper (hereinafter “Bookkeeper”) is contracted. This position cannot be changed without an amended agreement between District 5520 and the Bookkeeper.

The Bookkeeper will provide bookkeeping services and maintain financial records and perform other financial duties as detailed in District 5520’s Bookkeeper Job Description as published in the District Bylaws and the Appendices of the current District’s Policies and Procedures Manual. The Bookkeeper shall be responsible to the District 5520 Governor and the District 5520 Finance Committee, and work with the District Leadership Team, District Rotary Clubs and the staff of Rotary International.

Work performance and compensation:

The District Bookkeeper works with the District Treasurer and reports to the District Governor, who is responsible for supervision of the District Bookkeeper. The District Governor conducts a performance review annually which is provided to the District Finance Committee prior to the creation of the District’s Budget for the following year.

The District Finance Committee is responsible for reviewing the performance evaluation, as well as hiring and terminating the District Bookkeeper and setting compensation.

The District 5520 Bookkeeper, as a Bookkeeper, is responsible for payment of all the applicable New Mexico Gross Receipts Tax, any expenses for travel requested by the District 5520 Governor, and postage. The Bookkeeper is responsible for normal office expenses (office, telephone, internet, etc.).

Roles and Responsibilities:

1. Maintain and reconcile District Funds and related bank accounts including but not limited to:
    - (a) District Operating Account
    - (b) Rotary Youth Leadership Award Account
    - (c) Rotary Youth Exchange Account
    - (d) District Grants Account
    - (e) District Money Market Accounts
    - (f) District Governor Allocation Account
    - (g) Any other District Accounts, authorized by the Finance Committee
2. Make timely deposits and handle other banking activity as deemed necessary.
3. Bill the Clubs within the District for annual dues, keep accurate records of payments and follow-up with collection processes on delinquent accounts.

4. Send invoices to Clubs, businesses and individuals who advertise in the District Conference brochure; bill for other District events not covered through ClubRunner.

5. Disburse funds when properly documented with receipts from budgeted funds previously approved and when funds are available.

6. Manage the Sage merchant credit card system including related reconciliations.

7. Prepare the annual “Certificate of Validation” required by the SAGE/PAYA credit card system; used by ClubRunner.

8. Provide the District's bookkeeping in a timely and in a generally accepted format, including recording all transactions in QuickBooks.

9. Attend District Finance Committee meetings and support the District Finance Committee with required reports and information.

10. Assist with the preparation and administration of the annual District budget.

11. Support annual financial reporting for the District, by:

- Completing the RI Funding report for the District Governor’s funds
- Providing all pertinent information to the District Audit Committee to support annual review of the District’s finances
- Sending necessary information to the CPA for completion of the District’s annual tax return, and
- Preparing the annual report required by the NM Secretary of State.

DISTRICT EXECUTIVE SECRETARY

The position of District Executive Secretary (hereinafter “District Secretary” or “Secretary”) is contracted. This position cannot be changed without an amended agreement between District 5520 and the Secretary.

The District Executive Secretary plays a vital role in supporting the District Governor and District members in various administrative and communication-related tasks. Here is an overview of the duties performed by the District Executive Secretary:

1. **Training for Club Secretaries at Assemblies:** The District Secretary provides training and guidance to club secretaries during district assemblies to help them carry out their roles effectively.
2. **Resource for Club Secretaries with Clubrunner:** They assist club secretaries with entering information into Clubrunner, which is a database software used by both the district and Rotary International (RI) to manage club-related data.
3. **Assisting Members with Clubrunner Sign-On Issues:** They help members troubleshoot and resolve any issues they may encounter while trying to sign on to Clubrunner, ensuring smooth access to club-related information.
4. **Clearinghouse for Member Questions:** The District Secretary acts as a central point of contact for members to address any questions or concerns they may have regarding district-related matters.
5. **Distribution of Email to District Members:** They are responsible for disseminating important emails and communications from District Leadership to all district members, ensuring that information reaches its intended recipients.
6. **Setting Up Events and Training on the Website:** The District Secretary manages and updates the district website, including posting information about upcoming events and training sessions.
7. **Setting Up District Governor's Zoom Meetings:** They are responsible for organizing and scheduling Zoom meetings for the District Governor, ensuring that all logistical arrangements are in place.
8. **Taking Minutes at Official Meetings:** The District Secretary records minutes during official meetings of the District and the Finance Committee. These minutes serve as a formal record of discussions, decisions, and actions taken during these meetings.
9. **Making Changes to the District Website:** They have the authority to update and modify the content of the district website, ensuring that information is current and accurate.
10. **Facilitating Meetings Not Conducted by the District Trainer:** In addition to taking minutes, the District Secretary may facilitate certain meetings, particularly when they are not led by the District Trainer.
11. **Answering Phone Calls for the District:** They handle incoming phone calls on behalf of the district, providing information, assistance, or routing calls to the appropriate individuals as needed.

Overall, the District Executive Secretary plays a critical role in ensuring efficient communication, information management, and administrative support within the Rotary District, helping to maintain the smooth operation of the district's activities and services for its members.

District Learning Facilitator

The District Learning Facilitator supports the District Governor and the District Governor-Elect by ensuring that club and district leaders receive the training they need to be effective and by providing continuing education for Rotarians. The District Learning Facilitator also chairs the District Learning Facilitation (formerly District Training) Committee.

Training for incoming club leaders

Training conducted for incoming club leaders are conducted in multiple meetings with flexible time frames and curricula based on the needs of the participants.

- Presidents-elect training seminar (PETS) teaches incoming club presidents about their role.
- District training assembly helps presidents-elect build on the leadership skills they obtained at PETS while incoming club leaders learn their new roles and refine their goals for the year.

Training for club leaders and members

- The Vibrant Club Workshop offers an opportunity for interested Rotarians to learn about how membership, the Foundation, and Public Image work together to help fulfill Rotary's Action Plan.
- Grants management seminars train club members on how to successfully manage Rotary grants.
- Rotaract district leadership training informs emerging Rotaract leaders, Rotarians, and non-Rotarians about the benefits of Rotaract.
- The District Learning Facilitator may also support learning opportunities at the District Conference. The Conference gives Rotarians a chance to network, hear inspirational stories, and discuss important matters for clubs and Rotary International.

Training for district leaders

- The AG/LG Training prepares Assistant Governors and Lieutenant Governors for their roles and provides an opportunity for them to work on their district goals.

Additional training and workshops may be made available as needed, at the request of the District Governor and District Governor Elect.