

**PROPOSED POLICIES AND PROCEDURES
FOR
ADMINISTERING ROTARY INTERNATIONAL
DISTRICT 5520
(Presented at the 2022 District Conference
Effective RY 2022-2023)**

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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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 Rotarians 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.

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 Rotarians 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 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 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.

2.3.1 FIVE GEOGRAPHICAL AREAS: The five geographical areas of District 5520 are Central, North, South, Southeast, and East.

2.3.2 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

ARTICLE 3 – STANDING DISTRICT COMMITTEES

STANDING DISTRICT COMMITTEES: The Standing Committees of District 5520 are:

- Community Service
- Council of Governors
- Crisis Management
- District Conference
- District Contract Review
- District Long-Range Planning
- Finance
- Financial Review
- Membership
- Nominating
- Policy and Procedures
- Public Image
- RYLA Foundation
- Strategic Planning Club Support Cadre
- The Rotary Foundation
- Training
- Youth Programs
- Youth Protection

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

3.1 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 practical, and in all events prior to the Rotary International Convention immediately preceding the DGE's term as DG.

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

3.1.2 ADDITIONAL APPOINTMENTS: The DGE will also appoint a liaison from the District to promote and encourage registration of Rotarians at the Rotary International Convention and Zone-sponsored events at the Convention.

3.2 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 DG.

3.3 STANDING DISTRICT COMMITTEE CHAIRS: All Standing District Committee chairs appointed by the DGE shall act at the direction of and report to the DG in the year(s) in which the chairs serve. A Rotarian may not serve more than three consecutive years as a chair of any single Standing District Committee unless otherwise requested to do so by a DGE for purposes of maintaining continuity.

3.4 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.

ARTICLE 4 – STRATEGIC PLANNING (LONG RANGE PLANNING) COMMITTEE

The current version of the District 5520 Strategic Plan is maintained on the District web site home page, under "District Administration."

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 plan, to ensure that it reflects the current commitments of Rotarians 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 Rotarians.

ARTICLE 5 – POLICIES AND PROCEDURES COMMITTEE

5.1 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.

5.2 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 Rotarians, 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, and the DGN.

5.3 SELECTION OF MEMBERS: Each year, before the end of their DG term, the DG shall appoint three Rotarians 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.

5.4 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 to serve a full succeeding term of two years.

5.5 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.

5.6 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 the 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 two weeks prior to the scheduled date.

Preside at Meetings: The Chair shall preside over the meeting 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 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 and pursuant to the provisions of Article 22.

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

5.8 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.

ARTICLE 6 -- DISTRICT CONTRACTS AND CONTRACT ADMINISTRATION

No person shall have authority to bind Rotary District 5520 contractually unless (a) the contract has been reviewed and approved by the District Contract Review Committee, and (b) such authority has been granted either by the terms of the Bylaws of the District or by determination from the District Finance Committee.

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.

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 7 – FINANCE COMMITTEE

7.1 RESPONSIBILITIES: The Finance Committee shall undertake the following duties:

7.1.1 Budget: Receive from the DGE the proposed budget for the next Rotary Year and ratify the publication of the District budget. The District budget must be approved by the Finance Committee and presented 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.

7.1.2 Financial Review: Prepare and approve an annual District financial review.

7.1.3 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.

7.1.4 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 to the Club presidents for their information at least thirty (30) days before the District Conference.

7.1.5 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.

7.1.6 District Reserve Fund: Review at least annually, or more often if desirable, the amount of money in the District Reserve Fund (See Article 8.4, below). 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.

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

7.1.8 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.

7.2 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.

7.3 MEMBERSHIP AND APPOINTMENTS:

7.3.1 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 Rotarians serving a three-year term shall serve as acting Chair.

7.3.2 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.

7.4 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, and the District Treasurer. 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.

7.5 DUTIES OF THE FINANCE COMMITTEE CHAIR: The chair shall:

7.5.1 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.

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

7.5.3 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.

7.5.4 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.

7.5.5 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.

7.6 RESPONSIBILITIES OF THE TREASURER: The treasurer shall undertake the following duties:

7.6.1 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.

7.6.2 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.

7.6.3 Oversight: Oversee all District accounting.

7.6.4 Standing District Committee Budgets: Ensure that detailed budget reports are prepared by or on behalf of each of the District Standing Committees and, prior to approval of any costs, for each major District event.

7.6.5 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.

7.6.6 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.

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

7.8 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.

7.9 INABILITY TO SERVE:

7.9.1 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.

7.9.2 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 8 – FINANCIAL MANAGEMENT AND FINANCIAL REVIEW COMMITTEE

8.1 DISTRICT FUNDS

District Funds shall consist of all monies owed or collected for the benefit and operation of District 5520 and its programs. Expenditure of these funds may ONLY be made pursuant to the terms of the current approved District Budget. Expenditures not itemized in the budget require the prior approval of the District Governor and, when practicable, the Finance Committee The District Fund is detailed in Article 4 of the District's Bylaws.

8.2 ROTARY INTERNATIONAL FUNDS (DG's expenses): Funds furnished to the District or 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.

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

8.4 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 Articles 8.4.4 and 21.4 below, District Reserve Funds may be used for the following District related items only: operations, programs, or capital outlays. The following Procedures shall apply for use of District Reserve Funds:

8.4.1 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.

8.4.2 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.

8.4.3 Permanent Record. This written approval shall be made a permanent part of the District financial records.

8.4.4 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 of the District Reserve Funds which exceeds the minimum amount required to be maintained by the District as set forth in Section 8.4 above; 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. Except as provided in Article 21.4, the Governor may not use the District Reserve Fund to supplement the District Conference Budget.

ADDITIONAL PROCEDURES FOR THE FINANCIAL MANAGEMENT OF DISTRICT FUNDS:

8.4.5 DG's Expenses. District Funds are used to cover the incumbent DG's expenses for visitation trips within the District. The current amount is determined by Rotary International, allotted to the DGE for use during the DG term, and placed in the budget.

8.5.2 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.

8.5.3 DG's Pin. District Funds may and should be allocated and paid to cover the cost of a Past Governor's pin for the outgoing District Governor.

ARTICLE 9 – RYLA FOUNDATION

The Bylaws of the District 5520 Rotary Youth Leadership Awards, Inc., Corporation 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 10 – NOMINATION AND ELECTION OF DISTRICT GOVERNOR

10.1 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.

10.2 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.

10.3 Eligibility Rotarians 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.

10.4 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.

10.5 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.

10.5 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.

10.6 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.

ARTICLE 11 – DISTRICT TRAINING COMMITTEE

The District Trainer is appointed by the Governor.

The Trainer will convene a committee composed of Rotarians with training, experience and knowledge of official Rotary programs and initiatives who represent all geographic areas in the District. The Training 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 Rotarians and Club Officers as directed by the District Governor.

ARTICLE 12 – MEMBERSHIP (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. Reside in or near the community of the Rotary Club in which he/she is a member (unless the club is an e-club),
- d. Have a demonstrated commitment to service, and
- e. Not currently be a member of another Rotary Club.

12.2 ACTIVE ROTARIANS: Active Rotary members are expected to:

- 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

Rotarians 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 may be terminated 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 committed 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:

- i. A proposal of the new member by an existing member
- ii. Approval of the proposal by the Club Board
- iii. 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
- iv. Orientation of the proposed new member
- v. 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 CHAIR

The Chair of the District Membership Committee is appointed by the District Governor and is accountable for (a) recruiting and training committee members who represent all geographic areas of the District, (b) communicating with Rotarians 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.

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 Rotarians 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 sometimes busy raising families. A Rotaract club may be community-based or university-based.

12.8.2 Relation to Rotary clubs: Rotaract clubs are 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 serve as co-chairs of the district Rotaract committee. District Rotaract chairs are Rotary members appointed by district governors. A district Rotaract representative is a Rotaract member elected by clubs in their district. They 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 – THE ROTARY FOUNDATION / FOUNDATION COMMITTEE

13.1 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 Rotarians 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.

13.2 CHAIR The District Foundation Chair is appointed by The Rotary Foundation for a term of three years. The Foundation Chair will appoint the additional members of the District's Foundation Committee

13.3 CONTRIBUTIONS: While there is no requirement that Rotarians contribute to The Rotary Foundation, all Rotarians 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.

13.4 RESOURCES Detailed information regarding the administration of Foundation Grants, and resources available to Rotarians to apply for and implement grant projects may be found at www.rotary.org and www.rotary5520.org.

ARTICLE 14 – DISTRICT PUBLIC IMAGE COMMITTEE

14.1 Purpose and Responsibilities of the Committee.

The Public Image Committee assists the District and the individual clubs in accessing the media to promote Rotary and its activities on the international, district and club level. The Committee will:

14.1.1 Encourage Rotary clubs to make public image a priority **and** provide them with professional expertise and advice about successfully mounting a public image program appropriate for their community, news media, etc.

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

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

14.1.4 Advise Rotaract, Interact, and District Projects about Public Image approaches and opportunities.

14.2 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.

14.3 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 15 – DISTRICT COMMUNITY SERVICE COMMITTEE

15.1 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. Motivate clubs to work with community members to identify issues they could address through humanitarian projects.
- b. Highlight successful service efforts, Rotary programs, and resources that help strengthen projects.

- c. Promote vocational service by encouraging club members to use their talents and professional skills to plan and carry out service projects.
- d. Help the club community service chairs carry out their responsibilities.
- e. Organize district-level meetings for club community service chairs, coinciding with the district conference, district training assembly, and other gatherings, to provide opportunities to exchange ideas and promote projects.
- f. Identify ways that clubs and local service organizations can cooperate on service projects by sharing information and helping clubs to set goals.
- g. Request regular reports on successful projects from club community service chairs for promotion through the governor's monthly letter and Rotary Showcase and pass them on to RI for possible publication.
- h. Organize exhibits of outstanding community service projects at district and zone meetings.
- i. Coordinate districtwide community service activities.

- j. Promote resources for service and engagement, including Rotary Fellowships and Rotarian Action Groups.
- k. Facilitate district recognition for clubs or individuals who advance the principles of Rotary, including vocational service and empowering and engaging young people.
- l. Promote opportunities for local clubs to partner with Rotary's service and project partners.

15.2 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.

15.3 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 16 – DISTRICT CLUB SUPPORT / DISTRICT RESOURCES

16.1 TECHNOLOGY

16.1 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.

16.2 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.

16.3 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.

16.4 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

16.5 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.

16.6 COMMUNICATIONS

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

16.6.2 Broadcast emails. Broadcast emails may have the effect of overwhelming Rotarians 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.

16.6.3 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 Rotarians.

16.6.4 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 Rotarians 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.

16.7 STRATEGIC PLANNING CLUB SUPPORT CADRE:

Through the Strategic Planning Club Support Cadre, the District offers the services of qualified Rotarians 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 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.

16.8 COUNCILS 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.

16.9 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 Rotarians around the District by submitting photos and articles for the newsletter.

16.10 ROTARY FRIENDSHIP EXCHANGE

Defined: Rotary Friendship Exchange (RFE): RFE is an opportunity to meet and engage with Rotarians from another area or country. The program allows District 5520 Rotarians 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 Rotarians who are motivated by a sincere desire to learn about others and share fellowship can be an effective tool in promoting better understanding worldwide. or friend, to travel outbound or host an inbound visitor(s) during reciprocal visits. Travelers live for a few days in the homes of Rotarians and their families in another district.

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

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

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. Hosts provide a bedroom, bath, and breakfast. The local hosting committee determines the schedule of activities in each area to ensure uniformity for all the guests in the incoming group.

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 the following year.

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.

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 17 – ROTARY DISTRICT 5520 CRISIS PLAN

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 Rotarians in leadership positions to be aware of the Policy, how to activate it, and how to respond in a Crisis.

ARTICLE 18 – YOUTH PROTECTION

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, Rotarians' spouses and partners and other volunteers to safeguard the children and young people they encounter and protect them from physical, sexual, and emotional abuse.

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.

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.

ARTICLE 19 – YOUTH PROGRAMS

19.1 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.

19.2 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.

19.3 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/youth programs

19.4 FOUR-WAY TEST ESSAY CONTEST:

The Four Way Test Essay Contest is conducted for students in grade 8 on an annual basis. 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.

Participating Rotary Clubs must:

- 1) Agree to sponsor the contest.
- 2) Identify and contact the appropriate school official (the lead English teacher, lead Social Studies teacher, Counselor, and/or After School program coordinator) for the eighth-grade class(es) and distribute 4-Way Test essay contest forms,
- 3) Review the contest rules in this document and on the District website: www.rotary5520.org.
- 4) Appoint a committee to evaluate the best essays submitted by the teachers from each school,
- 5) Select the Club winner(s) and submit the first-place essay(s) to the District Four-Way Test Essay Chair by the date established to provide adequate time for District judging,
- 6) Recognize the Club winners, parents and teacher(s) and award certificates and prizes.

District 5520 will:

- 1) Display rules for the contest on the District website.
- 2) Provide cash awards for the District winners.
- 3) Appoint a committee to evaluate the winning essays submitted by the Clubs and select winning essays for awards and recognition.

ARTICLE 20 – 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 21 – DISTRICT CONFERENCE

21.1 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 Rotarians from around the District, to acknowledge and celebrate the accomplishments of Rotary during the year, to foster fellowship among Rotarians 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.

21.2 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.

21.3 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.

21.4 LIMITATION ON USE OF DISTRICT FUNDS: Pursuant to the Bylaws of District 5520, no District funds may be used to defray the costs of the District Conference; however, any surplus in Conference funds will be retained and made available for subsequent Conferences.

ARTICLE 22 – AMENDMENTS TO POLICIES AND PROCEDURES

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.

PROPOSED ACTION TO AMEND POLICIES AND PROCEDURES. The Policies and Procedures Committee may receive or propose amendments to this document. At the discretion of the District Governor, these proposed amendments may take effect on an interim basis until they are formally ratified or rejected at the next District 5520 Conference.

APPROVAL OF PROPOSED AMENDMENTS Not less than 45 days prior to the District 5520 Conference at which changes to the District's Policies and Procedures will be considered the Chair of the Policies and Procedures will provide a list of the Amendments and their text to the Club Presidents. The proposed action to amend these Policies and Procedures must have been submitted to the Policies & Procedures Committee and approved by the Committee for presented at the Conference. Any interim amendments implemented during the year must be ratified at the Conference.

INCORPORATION OF CHANGES. Any amendment set forth and passed at a District Conference business meeting will become a part of these Policies and Procedures. It is the responsibility of the Chair of the Policies and Procedures Committee to assure that the changes are made and incorporated into these Policies and Procedures prior to the end of the Rotary Year.

DISTRICT GOVERNOR DISCRETIONARY CALL FOR PROPOSED ACTION. The DG shall have the discretion, at any time and including in the absence of a District Conference, to put forth amendment(s) to these Policies and Procedures. The DG shall do so by providing reasonable written advance notice and call for a vote, to all Club presidents. As requested by the DG, the Club presidents shall exercise their vote on proposed amendment(s) by mail, email, fax, acceptable digital media, in person when all Club presidents are assembled, or other suitable means.

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 TRAINER

APPENDIX 2 – CRISIS MANAGEMENT PLAN

APPENDIX 3 – YOUTH PROTECTION POLICY

APPENDIX 4 – YOUTH EXCHANGE POLICY

APPENDIX 5 – GEOGRAPHIC AREAS DEFINED