



District  
5180  
GUIDELINES

<u>The purpose of these District Guidelines is to provide for the effective operation of Rotary</u>	
<u>District5180.....</u>	<u>4</u>
<u>Article I. District Officers .....</u>	<u>4</u>
<u>Section 1.01 District Officers .....</u>	<u>4</u>
(a) District Governor .....	4
(b) District Governor-Elect .....	4
(c) District Governor Nominee .....	5
(d) District Governor Nominee Designate .....	5
(e) Vice Governor .....	5
(f) Replacement of DG, DGE, DGN .....	5
(g) Assistant Governor .....	5
(h) District Secretary .....	6
(i) District Treasurer .....	7
Section 1.02 District Advisory/Finance Committee.....	7
Section 1.03 Nominating Committee .....	7
<u>Article II. District Committees .....</u>	<u>10</u>
<u>Section 2.01 General.....</u>	<u>10</u>
(a) Committee Appointments.....	10
(b) Committee Guidelines .....	10
Section 2.02 District Service Committees.....	10
(a) Membership Committee .....	11
(b) District Administration .....	11
(c) Public Relations Committee .....	12
(c) Service Projects .....	12
(d) Foundation Committee.....	14
Section 2.03 Special Committee and Task Forces .....	15
<u>Article III. District Meetings and Training .....</u>	<u>15</u>
Section 3.01 District Conference.....	15
(a) Purpose .....	16
(b) Attendance .....	16
Section 3.02 Leadership Training Assembly.....	16
(a) Attendance .....	16
(b) Requirements .....	16
(c) Fees.....	16
Section 3.03 Presidents-elect Training Seminar (P.E.T.S.).....	16
Section 3.04 Special Assemblies, Workshops, Seminars, Conferences .....	17
Section 3.05 Workshops/Special Training.....	17
<u>Article IV. Budget and Fiscal Policy .....</u>	<u>17</u>
Section 4.01 General.....	17
Section 4.02 Sources, Types, Purposes of District Funds .....	17
(a) Sources of funds .....	17
(b) District Funds .....	17
Section 4.03 Budget Procedures.....	18
(a) Purpose.....	18

(b)	Committee Involvement .....	18
(c)	Budget Preparation .....	18
(d)	Budget Timeline Overview .....	19
Section 4.04	Receipt, Deposit and Expenditure of Funds .....	19
(a)	Receipt and Deposit.....	19
Section 4.05	Budget Review and Reporting.....	20
(a)	Reports.....	20
(b)	Review .....	20
(c)	Independent Financial Statement Internal Review.....	20
(d)	Tax Reporting.....	20
(e)	Reserve Funds.....	20
Section 4.06	Restricted Funds and Accounting.....	21
(a)	General.....	21
(b)	District Conference Fund.....	21
(c)	District Leadership Training Assembly Fund .....	21
Section 4.07	Special Solicitations .....	22
Article V.	District Election / Balloting procedures.....	22
Section 5.01	Elections .....	22
Section 5.02	Election by Electors.....	22
Section 5.03	Electors .....	22
Section 5.04	Council on Legislation.....	22
Article VI.	General Policies .....	23
Section 6.01	Governing Documents.....	23
Section 6.02	Robert’s Rules of Order.....	23
Section 6.03	District Records and District Property.....	23
(a)	District Governor Records.....	23
(b)	Committee Records .....	23
Section 6.04	Recognition.....	23
Article VII.	Harassment and Abuse Protocol.....	23
Section 7.01	Policy.....	23
Section 7.02	Actions.....	24
Article VIII.	Amendments/Revision .....	24
Section 8.01	Changes .....	24
Section 8.02	Action .....	24
Section 8.03	Council on Legislation.....	24
Appendix A –	Organizational Chart .....	25
Appendix B –	District Reimbursement Policy.....	26
Appendix C -	Statement of the Reimbursement Approval Process .....	29
Appendix D –	Harassment and Abuse Protocol .....	30

# **The purpose of these District Guidelines are to provide for the effective operation of Rotary District 5180.**

## ***District Vision***

In keeping with the Object of Rotary, the vision for District 5180 is to have all clubs provide service to their world, their communities, their vocation and their club. Members will feel that being Rotarians furthers their individual needs. Each club will have vitality with all members participating in club projects.

## ***District Mission***

The mission of District 5180 is to:

- Support and assist its member clubs in a proactive manner so they may develop into a strong and active Rotary club and fulfill the Object of Rotary.
- Strengthen and expand Rotary throughout District 5180 to allow others the opportunity to participate and for Rotary to be better able to serve.
- To develop new Rotary leaders that will continue to build District 5180 membership and enhance Rotary programs.

## ***District Objectives***

- Have club leadership well trained by holding District Leadership Training Assemblies.
- Have a backlog of Rotarians desiring to serve at the district level.
- Inspire every Rotarian to understand and support the goals of their club, District, Rotary International and The Rotary Foundation.
- Provide leadership to clubs and assist clubs in establishing club goals
- Facilitate communications between Clubs, District and Rotary International.

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## **Article I. District Officers**

### **Section 1.01 District Officers**

#### **(a) District Governor**

The Principal Officer of District 5180 shall be the duly elected District Governor (DG). The District Governor is the sole officer of Rotary International in the District, nominated by the clubs of District 5180 and elected by the convention of Rotary International. The District Governor shall be responsible for the proper operation of the District and for the accomplishment of District 5180 goals and objectives. The duties and responsibilities of the District Governor are provided in the Rotary International Manual of Procedure, the Code of Policies, and the District Bylaws.

#### **(b) District Governor-Elect**

The District Governor-Elect (DGE) is the next officer in line for District leadership. Having been nominated by District 5180 and elected at the convention of Rotary International, the District Governor-Elect will assume the position as District Governor on July 1<sup>st</sup> of the next Rotary year. The main duty of the District Governor-Elect is to prepare for the next Rotary year. This preparation will require close

coordination with the current District Governor and other District leaders. The District Governor-Elect will organize and conduct the District Leadership Training Assembly for incoming club officers to prepare these officers to assume their duties in club leadership. The DGE is responsible for developing and implementing a training program for the Assistant Governors, District Team Training, Pre-PETS, PETS and District Leadership Seminar (Assembly).

### **(c) District Governor Nominee**

The District Governor Nominee (DGN) is the Rotarian who has been nominated by District 5180 to follow the District Governor-Elect as District Governor. The DGN will coordinate closely with the District Governor and the District Governor-Elect to prepare to assume a position of leadership in the District.

### **(d) District Governor Designate**

The District Governor Designate (DGD) is the Rotarian who has been nominated by District 5180 to follow the District Governor Nominee as District Governor-Elect and then as District Governor. The DGD will coordinate closely with the District Governor, the District Governor-Elect and the District Governor Nominee to prepare to assume a position of leadership in the District. The DGD shall serve as an ex-officio member of the District Advisory/Finance Committee.

### **(e) Vice Governor**

During each nomination of the District Governor Designate a Vice Governor will be designated. That person, in accordance with the Bylaws of Rotary International will be a Past District Governor. District 5180 will nominate the sitting District Governor at the time of the nomination of the District Governor Designate to be District 5180's Vice Governor as that designate.

### **(f) Replacement of DG and Vice Governor**

In the event the District Governor is unable or unwilling to assume their office, the Vice Governor in accordance with the Manual of Procedure will fulfill their responsibility. If the Vice Governor designated for the year of service is unable or unwilling to assume their office, the most recent nominating committee shall then reconvene to fill the vacancy in accordance with the Bylaws of Rotary International.

### **(g) Assistant Governor**

District 5180 is divided into areas, numbered sequentially, consisting of groups of clubs in a local geographic area. An Assistant Governor will be appointed to assist in the administration of each area. The term of office for Assistant Governors will be an eighteen (18) month term, beginning in January to allow the Assistant Governors to develop a closer relationship with club Presidents-Elect as the Presidents-Elect train and prepare for their year in office. The District Governor, after consulting with the District Governor-Elect, will appoint Assistant Governors to a single term. Assistant Governors may be appointed to subsequent terms but normally may not serve for more than three consecutive terms. Assistant Governors are not officers of Rotary International. Each Assistant Governor will be proactive

in the support of the assigned clubs and will take a personal interest / responsibility in the success of every club in their assigned area.

- a) Requirements: The following prerequisites will be met prior to appointment as Assistant Governor:
  - 1) Holds active membership, in good standing, in a club in District 5180 for at least two years
  - 2) Has served as a club president for a full term
  - 3) Is willing and able to accept the responsibilities of Assistant Governor
- b) Duties: The Assistant Governor:
  - 1) Attends the District Assistant Governor's and District Staff Meetings.
  - 2) Assists the District Governor-Elect at Pre-PETS, the President Elect Training Seminar and the District Leadership Training Assembly
  - 3) Works with the District Governor and District Governor-Elect to develop goals for the District and to advise on District committee selections
  - 4) Meets with and assists the incoming presidents of the clubs in their assigned area before the beginning of the Rotary year to discuss the clubs' goals, plans and objectives and to review the completed "Planning Guide for Effective Rotary Clubs", and other related forms. Following the review, copies will be forwarded to the District Governor (for the year covered by the plan/goals)
  - 5) Visits each club and/or club board in their assigned Area regularly with a minimum of one visit each quarter of the Rotary year, keeping the District Governor informed of the status of the assigned clubs and suggesting ways to enhance Rotary development and address problems.
  - 6) Holds regularly scheduled joint meetings (preferably monthly but no less than quarterly) with club presidents to discuss the business of the clubs including resources available to them, and the goals, programs, and objectives of the District and Rotary International.
  - 7) Advises and assists club presidents in preparing for visits of the District Governor and assists the District Governor during visits to the Area clubs.
  - 8) Encourages clubs to follow through on requests and recommendations of the District Governor, monitors each club's performance with respect to service projects, encourages a Public Relations effort at the local club level.
  - 9) Ensures that clubs submit required reports in a timely manner.
  - 10) Attends and actively promotes attendance at the District Conference, the District Leadership Training Assembly, and other District meetings.
  - 11) Participates in Rotary Foundation programs, annual and special giving events, and other special assignments.
  - 12) Encourages, develops and identifies future District leaders.
  - 13) Represents the District Governor if the District Governor is unable to attend any special function and makes special visits as requested.
  - 14) Helps organize intercity/area meetings and assists club executives by serving as a speaker and in other useful ways.
  - 16) Assist club presidents to assure that club assemblies have an element of RI information and/or training

#### **(h) District Secretary**

The District Secretary should be a knowledgeable Rotarian who can assist the District Governor by arranging District meetings, handling correspondence, compiling minutes of District meetings when requested, collecting and reporting membership statistics and keeping records. The District Secretary is appointed on an annual basis, normally serving for no more than three consecutive one-year terms. The

District Secretary must have the understanding of and the capability to communicate via telephone, fax, email and the Internet.

a) Duties: The District Secretary shall:

- 1) Be responsible for collecting and organizing the monthly attendance records and forwarding the required information to Rotary International, to the Editor of the District newsletter and to the District Web Master.
- 2) Take and maintain the minutes of District meetings.
- 3) Be responsible for gathering and organizing resolutions and making the presentation at the District Conference.
- 4) Assist District officers as necessary, but not as a “personal secretary”.
- 5 Collect and maintain district staff and club rosters with contact information.
- 6 Collect and maintain a membership list.

### **(i) District Treasurer**

The Treasurer will administer and account for District funds and maintain the required financial records. The District Treasurer shall be a Rotarian appointed by the District Governor on an annual basis, normally serving for no more than three consecutive one-year terms. The Treasurer must have an understanding of basic accounting principles and the capability to communicate via telephone, fax, email and the Internet.

a) Duties: The District Treasurer shall:

- 1) Maintain District financial records.
- 2) Receive and deposit all funds and make all authorized disbursements.
- 3) Maintain books of accounts on all funds coming under the Treasurer’s jurisdiction. On retirement from office the Treasurer shall deliver to the successor Treasurer all books of accounts and any properties of the District in the possession of the Treasurer.
- 4) Issue financial statements not less than quarterly to the District Governor, the District Governor-Elect and the District Advisory/Finance Committee chair.
- 5) Pay, in a timely manner, requests for payments that have been approved by the appropriate committee chairs or District officers.
- 6) Assist in an annual, independent review of the District financial records.
- 7) File tax returns as required.
- 8) Serve as an ex-officio non-voting member of the Finance Committee in the development of the following year’s budget.

## **Section 1.02 District Advisory/Finance Committee**

The District Advisory/Finance Committee shall be comprised of the District Governor, District Governor Elect, District Governor Nominee and the three most recent Past District Governors. (If one PDG is not available, Section 1.03(d) shall govern.)It is the goal of this committee to provide counsel and guidance to the current DG and preparation of the DGE, DGN and DGND. It is a goal of this committee to ensure the adherence of the District Governor to requirements of his/her office as set forth in the Manual of Procedure, the Code of Policies and the District Bylaws; especially those dealing with District Finances. The Committee shall be responsible for maintaining the District Reserve Fund.

## Section 1.03 Nominating Committee

The Nominating Committee will:

- a) Review Applications and Conduct Interviews. Receive and review all applications by qualified Rotarians for DG and conduct personal interviews with all qualified candidates.
- b) Best Rotarian for the Position. The Nominating Committee for DG shall not be limited in its selection to those names submitted by clubs in the District. The committee shall nominate the best qualified Rotarian who is available to serve as DG.
- c) During the Rotary year, the Nominating Committee, including the DG, shall be responsible for:
  - 1) Search. Seeking out qualified Rotarians in District 5180 for the office of DG through all means available including verbal announcements, the DG's newsletter, direct requests to the clubs in the district, and personal contact.
  - 2) Encouragement. Encouraging qualified Rotarians to submit their applications to the Nominating Committee for the following year.
  - 3) Application Forms. Supplying the required forms to all interested Rotarians.
  - 4) Verification of Applications. Verifying the support of the candidate's club and advising the sponsoring clubs and their presidents of their responsibilities.
- d) The nominating committee will also serve in additional capacities as outlined in Sections 5.04 and 5.05 of these Guidelines.
- e) **COMPOSITION:** The composition of the Nominating Committee shall be the five (5) most immediate PDG's of R. I. District 5180 who are members in good standing of Rotary Clubs in R. I. District 5180, DG, DGE and DGN with these restrictions:
  - 1) Inability to Serve. If a member of the committee should be unavailable due to death, illness, lack of membership in good standing of a Rotary club in R. I. District 5180, declines to serve, or is ineligible due to conflict of interest, the member shall be replaced for the duration of the nominating year by the next most senior of the PDGs of R. I. District 5180. "Next most senior" is defined herein as being the PDG having served immediately prior to the other PDGs on the committee.
  - 2) CHAIR: The Chair of the Nominating Committee will be the "Most Senior" of the PDG's on the committee. "Most Senior" is defined herein as being the PDG with the most time elapsed since service as DG. In the event that the chair is unable to perform any or all of the duties of the job, he or she will only complete those duties able to be performed. The next "Most Senior" PDG of the original five PDG's serving on the committee will become the Chair under these circumstances.



- 3) EX-OFFICIO MEMBERS:- The DG, DGE and DGN shall be an ex-officio members of the committee with voice but without vote.
  - 4) VOTING AND QUORUM: The Nominating Committee cannot act with less than four (4) members present of the active five (5).
  - 5) COMMITTEE OPERATION: The operation of the committee and the election of a DGND shall be in accordance with prescribed procedures set forth by Rotary International and as set forth below.
- f) NOMINATION AND ELECTION OF DISTRICT GOVERNOR

1) NOTIFICATION AND APPLICATION:

a) Nomination Chairman Responsibilities. The Chairman shall be responsible for:

- i) Establishing the deadline for receipt of all completed applications, to be not later than March 15.
  - ii) Notifying committee members of any meetings and providing copies of all applications and the supporting material provided by the candidates to the committee members.
  - iii) Establishing mutually acceptable time(s) and location(s) for the committee to interview all candidates, providing such time is at least 15 days after the deadline for receipt of applications, and is no later than March 30.
- b) Sponsoring Club's Responsibilities. The officers of the club sponsoring a candidate for DG shall take the primary responsibility for verifying the accuracy of the statements contained in a candidate's resume and will attest to the active involvement of the candidate in the activities listed.
- c) Candidate's Responsibilities. The candidate is responsible for providing to the Nominating Committee all the requested forms, properly signed, required photographs and a complete resume of candidate's Rotary activities and professional career.

g) SELECTION OF DISTRICT GOVERNOR

- 1) Interview and Selection of Governor. The Nominating Committee will schedule and conduct interviews with submitted candidates to identify and determine the candidate most qualified to lead the district. The Nominating Committee will establish interview guidelines to carefully assess the qualifications of the candidates, their professional career as a basis for leading the district, leadership skills, and other elements necessary and important to the success of the candidate if selected as District Governor.
- 2) Notification of Selection. The Chair of the Nominating Committee will notify the District Governor and the candidates of the selection of the DGND immediately after conclusion of

the interviews and selection by the committee. The DG will notify the clubs as provided in Article 13 of the Rotary International Bylaws of the name and club of the selected candidate.

- 3) Challenge and Alternative Method of Selection. Any challenge mounted in response to the notification or if an alternative method of selection is required will be conducted as provided in Article 13 of the R.I. Bylaws.

## **Article II. District Committees**

### **Section 2.01 General**

The committees of the District will adhere to the following guidelines:

#### **(a) Committee Appointments**

Annually the District Governor, after consulting with the Advisory Committee will appoint the chair of district committees. Rotarian members shall be in good standing as members of a club in the District. No person should serve as a chair of the same committee for more than three consecutive years.

#### **(b) Committee Guidelines**

Committees will meet the standards set out in the Rotary International Manual of Procedure and the Code of Policies. District Service Committees will be under the direct supervision of the District Governor. Other committees will function under the District Leadership Plan. Committees shall use, as applicable the Rotary International Publication “District Committee Manual” to guide their operations. All expenditures from District funds must be in accordance with the approved district budget and properly approved by the District Governor or their designate. Committee chairs may approve expenditures to the limit of the applicable budget item.

### **Section 2.02 District Service Committees**

The following committees will work directly for the District Governor. (See appendix A – Organizational Chart)

#### **(a) District Membership Committee**

##### **1) Membership/Development/Recruitment**

This committee will identify, market, and implement membership development strategies within the District that are appropriate for the District and will result in membership growth. This committee is the main link between the District Governor, Rotary International and the clubs with respect to membership development issues.

##### **2) Retention**

The District Retention Committee shall assist the clubs with the retention of members to minimize membership losses.

##### **3) Extension**

The District Extension Committee shall develop and implement a plan to organize new Rotary clubs within the District. The committee will coordinate with Interact and Rotaract Committee Chairs for the development of new Interact and Rotaract clubs.

##### **4) Alumni**

The District Alumni Committee will develop and coordinate relationships with alumni of Rotary. They will develop programs with the intention of keeping them interested in Rotary, hoping to integrate them into Rotary clubs.

## **(b) District Administration Committee**

### **1) District Training Committee**

This committee shall be under the direction of the District Trainer shall work with the District Governor, District Governor-Elect, and other appointed committees to plan and promote various District training sessions and make the necessary arrangements to ensure maximum attendance. Guidelines are found in various training guides published by Rotary International, the Manual of Procedure, and later in these Guidelines. This committee shall work with District officers and committees to insure that club officers, directors and members are properly trained in Rotary. Training sessions are, but not limited to, the following:

- a. District Leadership Training Assembly
- b. Pre-PETS
- c. STRS/Super STRS
- d. Assistant Governor Training
- e. Staff and District Team Training

### **2) Awards Committee**

The District Governor shall develop a committee to coordinate District awards. This committee shall work with the District Conference Committee and the awarding committee to insure that annual awards are properly prepared and presented. The committee will establish the rules and judging for any special awards established by the District Governor on an annual basis.

### **3) District Conference Committee**

Under the District Governor, the District Conference Committee Shall plan and promote the District conference and carry out the necessary arrangements to ensure maximum attendance. Guidelines are found in the District Conference Manual published by Rotary International, the Manual of Procedure and later in these Guidelines.

### **4) Rotary Information**

Provide assistance to clubs to provide Rotary information to club members and to provide training and assistance for "Rotary Moments" and bulletin items.

### **5) Mid-Year Retreat**

The current District Governor will determine the location and date(s) of this event.

### **(6) District Property**

This committee is responsible to maintain an inventory of all District equipment including, but not limited to audio/video equipment (ie projectors, screens, sound systems, microphones), computer software and office equipment, banners, flags, signage, and any other such items in a secure location. Each year an update on current custody will be entered into District records.

### **7) District Directory**

The District Governor will appoint an Editor(s) who will assemble a working committee. The objective of the committee will be to produce a continually improving document. The committee will solicit ideas for improvement from Rotarians throughout the District. Content, functionality and organization shall be of particular importance. The District Directory will be published and distributed before the start of the Rotary year. The Editor will:

- a) Assist the District Governor-Elect in reviewing the format, organization and content for the following year. Plan with the DGE the manner of production and prepare a budget request.
- b) Gather and compose the necessary information for the Directory
- c) Publish the Directory on a schedule that will permit distribution during the month of June or sooner.

#### **8) Speakers Bureau**

This committee will preview speakers for inclusion on the District Web Site.

#### **(c) District Public Relations Committee**

The District Governor will appoint a District Public Relations Chair. The chair and members shall include Rotarians experienced in the field. The committees shall:

- Present, explain and promote Rotary to the public in cooperation with local clubs
- Assist clubs of the District in their Public Relations efforts and responsibilities
- Encourage, guide, support and help coordinate club public information and community relations activities
- Train club public relations officers at the District Leadership Training Assembly

##### **1) District Newsletter**

The District Governor will appoint a District Newsletter Editor to coordinate the publication of a monthly District Newsletter. This District Newsletter will be used to meet the Rotary International requirement for a District Governor monthly letter to club leadership. The newsletter will provide attendance statistics, a message from the District Governor and, as directed by the District Governor, information and news on meetings and activities of the District, our clubs and our members.

##### **2) District Web Committee**

The District Governor shall appoint a District Web committee Chair who shall be responsible for the preparation and maintenance of a District Web Site and for keeping the Web Site current.

- a) The Web Committee Chair shall establish a committee of knowledgeable people to assist in the maintenance and update of the District's Web Site(s).
- b) Develop a proactive program to receive information and pictures from District clubs to be placed on the site and actively solicit ideas for improved format, organization and content.
- c) Ensure that the web site is up to date at all times and that it develops a reputation as a valuable resource tool for District Rotarians.

#### **(d) District Service Projects Committee**

##### **1) Club Service**

The District Club Service Committee shall provide assistance to clubs in the Club Service Avenue of Service.

##### **2) Community Service**

The District Community Service Committee will assist clubs in the development of Community Service Programs and Projects. They will develop a proactive program to share ideas throughout the District and

assist in the training of club Community Service chairs and members. The District Governor will be informed on community Service activities in the District.

- a) Rotary Community Corps
- b) Rotarians at Work Day

### **3) International Service**

The District International Service Committee will assist clubs in the development of International Service Programs and projects. They will develop a proactive program to share ideas throughout the District and assist in the training of club International Service committee chairs and members. The District Governor will be informed on International Service activities in the District.

The following committees shall be established under the District International Service Chair to assist clubs in each specific area of service:

- a) The Friendship Exchange Committee shall establish, publicize and coordinate international exchanges between Rotary District involving District 5180 and other District of the Rotary world.
- b) The International Fellowships Committee shall educate clubs of the District on the Rotary International Fellowships and shall publicize these activities to enable all Rotarians to participate.
- c) RI Convention Promotion Committee shall promote attendance at the annual Rotary International Convention to Rotarians throughout the District.

### **4) Vocational Service**

The District Vocational Service Committee will assist clubs in the development of vocational activities. They will develop a proactive program to share ideas throughout the District and assist in the training of club committee chairs and members. The District Governor will be informed on Vocational Service activities in the District.

The following committees, but not limited to, shall be established under the District Vocational Service to assist clubs in each specific area of service:

- a) Speech Contest
- b) Dictionary Project
- c) Literacy

### **5) Youth Service**

The District Youth Services Committee will assist clubs in the development of, but not limited to, the following Youth Service Activities:

- a) Youth Protection Policy
- b) Interact Clubs
- c) Rotaract Clubs
- d) Rotary Youth Leadership Awards
- e) Rotary Youth Exchange

## **(e) District Foundation Committee**

The Rotary District Foundation Committee (DRFC) is a group of experienced and dedicated Rotarians who assist the District Governor in educating, motivating and inspiring Rotarians to participate in Foundation programs and fundraising activities in the District. The committee serves as a liaison between The Rotary Foundation and the club members. The DRFC in its operation will be guided by the Rotary International Publication, “Lead Your District Rotary Foundation Committee 2015-18”. The Committee Manual lists the qualifications, specific duties and responsibilities of the members of the DRFC.

### **(1) Structure**

The District Rotary Foundation Committee will consist of an appointed Chair and such additional members as the chair and the District Governor deem necessary. The DRFC Chair will be appointed for a three year term and this individual should have significant knowledge of, commitment to and experience with Rotary Foundation activities. It is recommended that the DRFC Chair be a Past District Governor. The District Governor, in consultation with the Immediate Past District Governor and the District Governor Elect shall appoint members to the DRFC. The members will serve as chairs of the subcommittees listed below.

### **(2) Duties and Responsibilities of the DRFC Chair**

The complete listing of the duties and responsibilities are listed in the Lead Your District rotary Foundation Committee 2015-18 Manual. Among These duties are:

- With the direct leadership of the District Governor, work with the committee to plan, coordinate and evaluate all District Foundation activities.
- Encourage clubs to offer at least two programs about the Foundation each year, including one in November, Rotary Foundation Month.
- Decide, in consultation with the governor and governor-elect, how to distribute the District Designated Funds (DDF) and authorize the use of funds for grants.
- Help the governor-elect gather input for club-level Rotarians to establish Foundation goals for the upcoming year.
- Ensure that reports on District-Sponsored programs and activities are submitted to the Foundation on time.
- Present annually a District Rotary Foundation Seminar
- Present annually a District Rotary Foundation Dinner
- Qualify the District and it’s clubs to use Rotary Foundation Grants

### **(3) Training**

Members of the DRFC are expected to attend a Regional Rotary Foundation Seminar conducted by a Regional Rotary Foundation Coordinator (RRFC). In addition, all DRFC chairpersons are expected to attend and participate in the District team training seminars and other District training meetings.

### **(4) Subcommittees**

The chairs of the individual subcommittees also serve as members of the District Rotary Foundation Committee. Subcommittees are to be expanded in personnel to meet the needs of the District and clubs.

- a) Grants Subcommittee – The grants subcommittee manages and promotes implementation of Rotary Foundation grants. This subcommittee helps clubs participate in grant-funded educational, vocational, and humanitarian activities. The

responsibilities of this subcommittee are outlined in the Lead Your District, Rotary Foundation Committee 2015-18 Manual. The following committee areas fall under the direction of this subcommittee:

- i) Global Grants
  - ii) District Grants
  - iii) Scholarships
- b) Stewardship Subcommittee – The stewardship subcommittee is responsible for ensuring the careful management of Rotary Foundation grant funds and for educating Rotarians on proper and effective grant management. The responsibilities of this subcommittee are outlined in the Lead Your District, Rotary Foundation Committee 2015-18 Manual.
- c) Polio Plus Subcommittee – The polio plus subcommittee educates Rotarians and the community about the Foundation’s polio eradication efforts and organizes related fundraisers. The responsibilities of this subcommittee are outlined in the Lead Your District, Rotary Foundation Committee 2015-18 Manual. The following committee areas fall under the direction of this subcommittee:
- i) Annual Fund
  - ii) Every Rotarian Every Year
  - iii) Endowment Fund
  - iv) Paul Harris Society
- d) Vocational Training Team Subcommittee – The vocational training team subcommittee works with clubs or District Leaders in developing vocational training programs with partner Districts in Rotary. The responsibilities include:
- Develop and interview members for each vocational training team
  - Identify partner Districts
  - Ensure fulfillment of all program requirements
  - Set local itineraries
  - Coordinate team orientation and language training

### **Section 2.03 Special Committee and Task Forces**

The District Governor may appoint special committees or task forces as necessary to accomplish specific short-term objectives.

## **Article III. District Meetings and Training**

### **Section 3.01 District Conference**

An annual District Conference shall be held at a time and place recommended by the District Governor for the year of the District. Under the direction of the District Governor, the District Conference Committee shall plan and promote the district conference and carry out the necessary arrangements to ensure maximum attendance.

#### **(a) Purpose**

The purpose of the District Conference is to further the program of Rotary through fellowship,

inspirational addresses, and the discussion of matters related to the affairs of the club, the District and Rotary International. The committee will establish a conference program, including a District Business Meeting, in accordance with the guidance and requirements of Rotary International as provided in the District Conference Manual, the Manual of Procedure and other RI governing documents

### **(b) Attendance**

All Rotarians are strongly urged to attend the District Conference. All clubs will strongly support the publicity effort and make registration and program information available to club members. New Rotarians are particularly encouraged to attend the District Conference to increase their knowledge of Rotary programs beyond club level.

## **Section 3.02 Leadership Training Assembly**

A District Leadership Training Assembly is held annually to develop Rotary club leaders who have the necessary skill, knowledge, and motivation to: sustain and/or grow their membership base; implement successful projects that address the needs of their communities and communities in other countries; and support The Rotary Foundation through both program participation and financial contributions. Information will be presented on District activities and resources in order that the incoming club officers, directors and other club leadership will have a greater understanding of their responsibilities and opportunities for service. This exposure will inform them of the resources available at the Area, District and Rotary International levels to assist them to more effectively carry out their duties. A program will be developed to educate Rotarians on the opportunities for service beyond the club level.

### **(a) Attendance**

Those specifically invited shall include the incoming presidents, officers, directors and members assigned to serve in key leadership roles in the upcoming year. The incoming President from each club within the District must participate in the District Leadership Training Assembly. . There is training available for all members of the club leadership team and for the expansion of basic Rotary knowledge for all club members. Emphasis should be given to new members to participate. All Rotarians in the district will benefit from attendance at the District Leadership Training Assembly.

### **(b) Requirements**

As a condition of taking office it should be a club requirement for each club officer, director and committee chair for the next Rotary year to attend the District Leadership Training Assembly held prior to their taking office.

### **(c) Fees**

Registration fees should be budgeted and may be paid for by the clubs and/or the District.

## **Section 3.03 Presidents-elect Training Seminar (P.E.T.S.)**

P.E.T.S. is an informational program planned and conducted to develop club presidents who have the necessary skills, knowledge and motivation to have a highly successful term as club president. It is mandatory that each incoming club president (President-Elect) participates in a district P.E.T.S. as a condition of taking office. Registration fees should be budgeted and paid by each club. The District Governor, District Governor-Elect, District Governor Nominee, and Assistant Governors will participate in P.E.T.S. each year. Registration fees for these designated District officers will be budgeted and funded by the District.



### **Section 3.04 Special Assemblies, Workshops, Seminars, Conferences**

Special Assemblies, Workshops, and Seminars may be called or conducted by the District Governor. There should be sufficient advance announcement to allow each Rotary Club in the District to attend. Clubs are encouraged to budget for and pay registration fees for their members.

### **Section 3.05 Workshops/Special training**

The District Governor-Elect may schedule special training and workshops for club Presidents-Elect.

## **Article IV. Budget and Fiscal Policy**

### **Section 4.01 General**

It shall be the joint responsibility of the District Treasurer and the District Advisory/Finance Committee Chair to administer the ongoing elements of the District Budget and Fiscal Policy, to administer the funds of the district, and to be accountable to the clubs within District 5180 in accordance with the approved Annual Budget. Such accountability to the District clubs includes the responsibility to keep expenditures within the budgeted amount for the year or such supplemental amounts as may be authorized by the District Advisory/Finance Committee.

### **Section 4.02 Sources, Types, Purposes of District Funds**

#### **(a) Sources of funds**

##### a) Dues (annual levy)

Dues from clubs in the District will be a per capita amount approved by the District clubs. Dues will be in US dollar equivalents.

##### b) Surpluses

Any surplus arising from unallocated District funds.

##### c) Investments

Income arising from the investment of funds not required for immediate commitment or expenditure.

##### d) Contributions

Contributions, donations, grants, bequests made by clubs or individuals for designated or general purpose or funds released and allocated by the District Governor from the allowance provided by Rotary International.

#### **(b) District Funds**

District Funds for general or specified purposes may be recommended by the District Advisory/Finance Committee in accordance with the principles and guidelines of the Rotary International Manual of Procedure and the Code of Policies. District Funds include:

##### a) General Fund: The purpose of the General Fund will be to:

- 1) Meet the approved expenses of the operation of the District by providing for such expenditures as shall be authorized in the approved Annual Budget.
- 2) To provide for supplementary expenditures not provided for in the budget but which the District Governor, having first received the approval of the District Advisory/Finance Committee deems essential to the ongoing progress of district activity.
- 3) Meet the expenses of the District Governor and their partner not reimbursed from a budget established and provided by Rotary International
- 4) Provide financial assistance to enable the District Governor and the District Governor-Elect,

with their partners, to attend the International Convention. A partner is an individual who will aid and support the District Governor, District Governor-Elect and District Governor Nominee and when possible participate in the educational opportunities for that role. (See Appendix B, Reimbursement Policy).

- 5) Provide financial assistance to enable the District Governor, District Governor-Elect and the District Governor-Nominee, with their partners, to attend Zone 25/26 Institutes and other training authorized by the District Advisory/Finance Committee. (See Appendix B, Reimbursement Policy).
- 6) Meet approved expenses of the District Conference and the District Leadership Training Assembly if required.

b) Restricted Funds

Restricted Funds may be established by the District Advisory/Finance Committee where funds are raised and budgeted for a specific purpose consistent with Rotary International and/or The Rotary Foundation guidelines. Such as, Youth Exchange Committee Funds

### **Section 4.03 Budget Procedures**

A budget of proposed expenses to be financed by the District Fund for the following Rotary year will be prepared by the District Governor-Elect, with the advice and consent of the District Advisory/Finance Committee. The annual budget will be prepared and approved by the clubs at the District Leadership Assembly to cover the annual period from 1 July to 30 June.

#### **(a) Purpose**

The prime consideration in determining the approved budget shall be setting a proper and adequate amount for the mandatory per capita assessment. It is imperative that all clubs be fully informed as to how the funds are to be expended and that the authorizations be fair and equitable to all contributors and clubs. Assurance must be given that the operations of the district are planned, authorized and conducted with prior advice from the officers and committees involved.

#### **(b) Committee Involvement**

The District Governor-Elect will establish the District goals and objectives. Based on these goals, each committee chair will submit a recommended budget for the activities of that committee to the District Governor-Elect and the District Advisory/Finance Committee.

#### **(c) Budget Preparation**

Based on District officer and committee chair inputs, the District Governor-Elect will prepare a proposed budget.

The annual budget will be approved by the clubs of the district prior to the expenditure of funds.

a) The recommended budget, including any change to the annual levy (dues), will be presented to the Club Presidents and discussed at the Pre-President Elect Training Seminar or the President Elect Training Seminar.

b) Following consideration by the clubs, the proposed budget, including any change to the annual levy (dues) requirement, will be considered at the District Leadership Training Assembly and submitted to a vote of the club Presidents-Elect. A two-thirds majority of the club Presidents-Elect present and voting will be necessary to enact the proposed budget and change to the annual levy (dues) if occurring.

#### **(d) Budget Timeline Overview**

Fiscal and Budget preparation timeline.

September/October

- District Advisory/Finance Committee reviews and audits the previous Rotary year expenditures
- District Governor-Elect articulates the program and objectives for the coming Rotary year to all District officers and committee chairs, requests budget inputs and sets submission deadline.
- District Officers and committee chairs submit budget requests to the District Governor Elect and chair of the District Advisory/Finance Committee with a statement of goals.

November/December

- The District Governor Elect and the District Advisory/Finance Committee formulate a proposed budget based on committee input and goals.

January/February

- The District Governor Elect and the District Advisory/Finance Committee refine the preliminary budget.
- The District Advisory/Finance Committee reviews the reimbursement policy, Appendix B of this document, and sets the rates and changes the list as required.

February/March/April

- Proposed budget is submitted to the clubs at the Pre-President Elect Training Seminar or the President Elect Training Seminar.
- Discussion of the proposed budget by the club Presidents-Elect. The District Governor-Elect assisted by the District Treasurer will lead the discussion.
- Club Presidents-Elect discuss proposed budgets with the club directors
- Proposed budget is submitted to a vote by the club Presidents-elect at the District Leadership Training Assembly.

May/June

- The District Treasurer issues confirmation of budget amounts to the chairs of the funded committees. The chair returns a signed acknowledgement using Appendix C of this document. All committees are expected to operate within their budgeted amounts.

July 1

- Budget takes effect

#### **Section 4.04 Receipt, Deposit and Expenditure of Funds**

##### **(a) Receipt and Deposit**

Monies received by the District Treasurer shall be deposited in accredited financial institutions in such a manner to clearly indicate that the funds are the property of District 5180. Investment of surplus funds available from time to time shall be restricted to government authorized trustee investments registered in the name of District 5180, to which access may be gained only by authorized signing officers.

Management and Expenditures

a) The policy determining acceptable expenditures of District Funds shall be defined by a set of guidelines established by the Advisory/Finance Committee and promulgated in Appendix B to this Policy Manual. These guidelines will be reviewed as needed.

b) All expenditures from District funds must be in accordance with this Article, the District

budget, the District Reimbursement Policy (Appendix B), and properly approved by the District Governor and the appropriate District Committee chair.

c) Individual reimbursements will be processed, approved and paid following the procedures of Appendix B. District checks will be signed by the District Treasurer and the District Governor or their authorized designate. If electronic banking is used instead of the issuing of checks, the signatures of the committee chair and the District Governor on the submitted check reimbursement form will be sufficient instead of dual signatures on a check.

## **Section 4.05 Budget Review and Reporting**

### **(a) Reports**

The District Treasurer will prepare quarterly statements and budget status for the District Governor, Governor-Elect and the District Advisory/Finance Committee Chair.

### **(b) Review**

The status of district funds and the district budget will be reviewed quarterly at a meeting of the District Advisory/Finance Committee and reported semi-annually to club presidents.

### **(c) Independent Financial Statement Internal Review.**

Annually cause the District's financial records and statements are to be reviewed for adherence to internal controls by an independent accountant. The internal review, which will include a report of the findings and any recommendations for improvements, shall be provided to the club presidents for their approval at least 30 days before the District Conference.

The committee should carefully evaluate the necessity and associated cost of a financial review or audit before ordering such review or audit and should be cognizant of the different levels of audit technique associated with the standard of care in the accounting profession that will be required if a full audit is desired.

### **(d) Tax Reporting**

It shall be the responsibility of the District Treasurer to assure submission of annual tax returns to the US government and the State of California as required.

### **(e) Reserve Funds**

Review at least annually, or more often if desirable, the amount of money in the District reserve fund. At the end of the Rotary year, the committee will allocate to the 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 committee will reflect the balance of the reserve fund.

#### *a) Written Approval for Withdrawal of Reserve Funds.*

Funds may not be taken from the reserve fund without approval of a majority of the voting members of the Advisory/Finance Committee. Any checks written on this account or transfers made to the district's general fund will require the aforementioned approval of the Advisory/Finance Committee. The District Governor and District Treasurer shall then expend the funds so authorized.

#### *b) District Reserve Funds Authorized.* The district is authorized to maintain a reserve equivalent to \$1,000.00 per the total of Rotary clubs in Rotary District 5180, subject to annual review.

## **Section 4.06 Restricted Funds and Accounting**

### **(a) General**

When funds are raised or budgeted for a specific purpose a separate fund may be established. A budget of expenditure shall be prepared and submitted to the District Governor, District Governor-Elect and the District Advisory/Finance Committee for approval.

### **(b) District Conference Fund**

A specific line item for the District Conference has been established in the District budget. The fund provides working capital for the District Conference Committee and provides financial support for the District Conference program proposed by the District Governor and implemented by the District Conference Committee.

a) The Chair of the Conference Committee shall submit for the approval of the District Governor and District Advisory/Finance Committee an estimated budget of revenue and expenditure not less than 150 days prior to the District Conference.

b) Within 90 days after the District Conference, the Conference Committee Chair shall submit to the District Governor a complete financial report. Within 120 days after the conclusion of the District Conference, the District Governor shall distribute copies of the Conference financial report to the District Advisory/Finance Committee.

c) A simplified financial summary of the conference, along with the attendance statistics shall be disseminated to the clubs through a regular monthly issue of the District Governor's newsletter or a special letter for that purpose.

### **(c) District Leadership Training Assembly Fund**

A specific line item for the District Leadership Training Assembly has been established in the district budget. The fund provides working capital for the District Leadership Training Assembly Committee and provides financial support for the District Leadership Training Assembly program proposed by the District Governor-Elect and implemented by the District Leadership Training Assembly Committee and the District Trainer.

a) The Chair of the District Leadership Training Assembly Committee shall submit for the approval of the District Governor and District Advisory/Finance Committee an estimated budget of revenue and expenditure not less than 120 days prior to the District Leadership Training Assembly.

b) Within 30 days after the District Leadership Training Assembly, the Leadership Training Assembly Committee Chair shall submit to the District Governor a complete financial report and arrange for a transfer of any residue or loss in the Leadership Training Assembly fund to the General Fund. Within 60 days after the conclusion of the District Leadership Training Assembly, the District Governor shall distribute copies of the Leadership Training Assembly financial report to the District Advisory/Finance Committee.

c) A simplified financial summary of the Leadership Training Assembly, along with the attendance statistics shall be disseminated to the Finance Committee at their next scheduled meeting.

## **Section 4.07 Special Solicitations**

The District Governor is authorized to solicit special project contributions during the Rotary year. Clubs of this District will not be solicited for funds for any purpose without the specific approval of the District Governor.

## **Article V. District Election / Balloting procedures**

### **Section 5.01 Elections**

Except for situations where electors are specifically required (Section 5.02) every member in good standing of a club in the district present at the district conference shall be entitled to vote on all matters submitted to a vote at such conference except for specific issues listed below. However, any elector shall have the right to demand a poll upon any matter presented to the conference. In such cases, voting shall be restricted to electors.

### **Section 5.02 Election by Electors**

In certain elections, participation is limited to only electors as defined below (Section 5.03). These elections are covered by other procedures in this manual and balloting at the district conference is only required to resolve challenges that have been made. These special situations requiring certified electors are:

- Selection of a governor-nominee
- Election of a member of the nominating committee for director of Rotary International
- Election of the representative and alternate to the council on legislation

### **Section 5.03 Electors**

Each club of the District shall select, certify, and send to the annual district conference at least one elector. A club of more than 25 members may send one elector for each additional 25 members or major fraction thereof. Each elector must be present to vote and where required, electors will be certified in advance by the presiding officer. Unless otherwise required, simple majority will carry questions. In the case of selection of the Governor-Nominee, electors from a club with more than one elector shall cast all votes for the same candidate.

### **Section 5.04 Council on Legislation**

Prior to the convening of the Rotary International Council on Legislation, the District will select an official delegate, an alternate delegate and make recommendations on proposed enactments and resolutions that have been submitted. The representative will be selected two years prior to the convening and the motions on recommendations will be the year prior to convening. The delegate and alternate will be selected by nominating committee procedure, but it may be necessary to resolve challenges. If so, the challenge will be resolved by balloting of electors at the District Conference and the candidate receiving the most ballots will be the delegate and the next highest will be the alternate. District recommendations on proposed enactments and resolutions will be by majority vote of the electors present and voting and will be submitted to Rotary International in accordance with accepted procedures.

An official notice will be given to the Rotary Clubs in the District of the nomination of a delegate and alternate delegate to the Council of Legislation 90 days prior to the District Conference where those delegates need to be designated. All nominations for delegates must be received by the District Governor at no later than 60 days before the District Conference. A letter of qualifications of that Rotarian nominated must be received by the District Governor no later than 30 days prior to the District Conference. If the District Governor does not receive of a letter of qualification from a nominated Rotarian, that Rotarian will be deemed ineligible for consideration as a delegate.

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### **Section 5.05 Nomination Committee for Rotary International Director**

Prior to the convening of the Nominating Committee for the Election of a Rotary International Director, the District will select an official committee member and an alternate committee member. The delegate and alternate will be selected by nominating committee procedure, but it may be necessary to resolve challenges. If so, the challenge will be resolved by balloting of electors at the District Conference and the candidate receiving the most ballots will be the delegate and the next highest will be the alternate.

An official notice will be given to the Rotary Clubs in the District of the nomination of a delegate and alternate delegate for the Nominating Committee for Rotary International Director 90 days prior to the District Conference where those delegates need to be designated. All nominations for committee members must be received by the District Governor at no later than 60 days prior to that District Conference. A letter of qualifications of that Rotarian nominated must be received by the District Governor no later than 30 days prior to that District Conference. If the District Governor does not receive a letter of qualification from a nominated Rotarian, that Rotarian will be deemed ineligible for consideration as a delegate.

## **Article VI. General Policies**

### **Section 6.01 Governing Documents**

The Rotary International Manual of Procedure (current edition), and documents contained therein, is an integral part of this District 5180 Guidelines.

### **Section 6.02 Robert's Rules of Order**

Robert's Rule of Order, Newly Revised, shall be the guiding authority and shall apply on all questions of parliamentary procedure and parliamentary law not specified in the Rotary International Manual of Procedure or in the District 5180 Guidelines. A Parliamentarian may be appointed at the District Governor's discretion.

### **Section 6.03 District Records and District Property**

#### **(a) District Governor Records**

The District files shall be maintained by the District Governor for a period of three years following the conclusion of their term.

#### **(b) Committee Records**

When the chair of a committee is maintaining their own record changes, all records and district property will be passed to the successor.

#### **(c) District Property**

The District Property Chair shall be responsible to maintain an inventory of all District equipment including, but not limited to audio/visual equipment, computer software and office equipment. Each year an update on current custody will be entered into District records.

### **Section 6.04 Recognition**

It shall be the continuing policy of the District that the services of each District Governor be recognized, annually at the District Conference. Recognition to be in part, by providing and presenting to the District Governor a suitable Past District Governor's pin/pins, with a gem stone, in

appreciation for the years' service.

## **Article VII. Harassment and Abuse Protocol**

### **Section 7.01 Policy**

In accordance with the intent of related human rights legislation in California and the United States of America, and in light of the objects of Rotary, it is the goal of District 5180 to provide a supportive environment, within which members, and those associated as volunteers or members of specific Rotary programs and activities, are treated with respect and dignity, free from harassment and abuse.

The District Governor, will make every reasonable effort to ensure that no member or associate is subjected to such behavior in the context of Rotary activities and the District will take appropriate action if such behavior occurs.

### **Section 7.02 Actions**

The District harassment policy applies to all members of Rotary clubs in District 5180 as well as those non-Rotarians who are involved in Rotary activities. No form of harassment or abuse by members or non-members participating in Rotary activities will be tolerated. Any reported or suspected incidents will be investigated quickly and thoroughly.

Specific required actions are enumerated in the Harassment and Abuse Protocol, Appendix D, of the Manual.

## **Article VIII. Amendments/Revision**

### **Section 8.01 Changes**

Proposed changes to these guidelines should be submitted in writing to the District Governor and the District Advisory/Finance Committee. District Officers, members of the District Committee Chairs and individual clubs of the District may propose amendments to these guidelines.

### **Section 8.02 Action**

The District Governor, District Governor Elect, District Governor Nominee and the District Advisory/Finance Committee shall schedule a meeting to consider proposed changes. Changes will be approved by a majority vote of those present and voting.

### **Section 8.03 Council on Legislation**

These guidelines shall be reviewed for any required changes following the tri annual report of the Council on Legislation and / or the distribution of the subsequent new version of the Manual of Procedure.



## Appendix A – Organizational Chart

## Appendix B – District Reimbursement Policy

Most Rotarians donate normal or local expenses as part of their contributions to the activities. Other expenses may be reimbursed with prior approval by the District Governor. The Finance Committee will make annual reviews and set rates as appropriate.

Reasonable and proper expenses incurred in the performance of duties are reimbursed upon approval as follows:

1. Travel: Mileage reimbursement:  
(Amount set annually by District Advisory/Finance Committee considering RI set travel rate)
2. Lodging: Reimbursable rate will be based upon standard single room
3. Meals: Reimbursable only on overnight stays
4. Alcoholic beverages No reimbursement allowed
5. Telephone, Fax At cost
6. Postage At cost
7. Printing/Photography At cost
8. Photocopy At cost
9. Other costs as approved by the District Governor.

Partner expenses are not normally reimbursed unless attendance is expected and/or requested by the District Governor. Chairs may request prior approval from the District Governor on an individual case basis.

Participation in club fundraising activities including routine club draws/raffles is an individual choice and is not reimbursable.

Routine attendance at events of the District or Individual clubs is not normally reimbursed. When District Officers, Committee Chairs, and/or Members are official participants at an event representing the district or attending in an official capacity, the expense may be reimbursed. Meal expenses for Assistant Governors making required club visits are incurred by the visited club.

DG's Expenses. District funds are used to cover the incumbent DG's expenses for visitation trips within the District per Budget line item.

President Elect Training Seminar. District funds may be used to cover hotel, meal and registration costs of attending P.E.T.S. session by the DGE, DGN, DG, and Assistant Governors and other special delegates as may be determined appropriate by the DGE but only as may be in the budget.

Zone Institute. District funds may be used to cover air travel by the lowest possible fare on a scheduled airline (or equivalent), registration, official meals and hotel costs of attending the Zone Institute by the DG, and DGE and their partner. If the Governor Nominee Advanced Training Seminar is conducted in conjunction with the institute, the necessary expenses for the DGN and partner will also be covered as provided in these policies.

Governor Elect Training (GETS) and Governor Nominee Advanced Training (GNATS). District funds will be used to cover the DGE and DGN and their partners expenses of attending GETS and GNATS where such expenses are not reimbursed directly by RI.

International Assembly. District funds may not be used to cover costs incurred by the DGE or partner for attending the International Assembly. R. I. covers costs of the DGE and partner. District funds may be used for exchange gifts with other participants, personal cards or transportation of personal items.

International Convention — DG and DGE. District funds shall be used to cover the actual costs incurred by the DGE and partner to attend the International Convention immediately proceeding the DGE's term of office as DG. District funds may be used to pay the expenses of the DG and partner to the International Convention of their year. Such actual costs for the DGE, DG, and their partners may include lowest possible fare on a scheduled airline or equivalent, registration, hotel room (equivalent to the Headquarters location), and official meal functions. The DG expenses will have a \$3,000.00 cap.

Meals and Registrations (District Events Other Than District Conference). Meal, hotel, travel and registration costs may be covered by District funds for the DG and partner at any District sponsored event. The District does not cover Alcoholic beverages.

Meals and Registrations (District Conference). Meal and registration costs of the DG and partner, and the Conference Chair and partner, may be covered by District funds. Complimentary hotel and hospitality rooms should be made available to the DG, the Conference Chair, Aide for the R. I. Representative and their partners. Refreshment costs for the DG's receptions should not be covered by the District budget but should be an expense of the conference. A budget item should be set up to cover the costs of the District conference. Costs chargeable to this item should include hotel and meal costs and registration fees of the R. I. President's personal representative and partner. Included, also, should be room, meal and gift costs to speakers. R. I. discourages the practice of paying stipends to conference speakers from District funds although such expenditures may be covered by conference fees. An override may be added to meal costs. This amount plus registration fees and an item in the DG's budget should cover the conference costs.

Ambassadorial Scholars and GSE Team Members at District Events. Subject to review and approval by the DG and District Conference Chair (if applicable), hotel and scheduled meal costs of incoming and outgoing Ambassadorial Scholars and GSE Team members (visiting and local) attending the District conference shall be part of the conference expense. GSE chair shall submit to TRF for reimbursement.

Gifts. A budget item should be set up to cover costs of gifts to District officers, committee Chairs, and others who have been particularly helpful to the DG. This item should not be covered by the conference budget. The District gift to DG shall have a \$400.00 cap.

DG's Pin. District funds may be used to cover the cost of a Past Governor's pin's for the outgoing Governor. These pins may be (1) ruby pin and (1) diamond pin

District funds should be budgeted for incoming DG, DGE and DGN for expenses as follows:

In July, 24 months before taking office the DGN shall receive \$2500.00. This does not include their reimbursement for the Zone Institute & GNATS.

In July, 12 months before taking office, The DGE shall receive \$5000.00. This does not include their reimbursement for the Zone Institute and GETS.

In January, 6 months before taking office, the DGE shall receive \$2500.00.11/28/2015

Incoming DGE funds are for the purpose of startup costs:

At year end DGE and DGN must provide sitting DG with a full accounting of expenditures and return any remaining monies. (These statements should accompany the sitting DG's closing of books.) Incoming DGE expenditures should also reflect in their Budget as to where items belong.

Budget Line Item Overages. Budget line expenditures that will exceed the Budget line by 10% or more must be approved by the Advisory/Finance Committee.

#### GOVERNOR(S) AND ASSISTANT GOVERNOR(S) EXPENSES

1. Expenses incurred by the Governor(s) and Assistant Governor(s) will not be applied to a committee without the prior approval of the committee chair
2. The Governor(s) and Assistant Governor(s) have their own travel/expense budgets
3. The committee may choose to fund some of the expenses when the Governor(s) and Assistant Governor(s) is/are invited to participate.

#### REIMBURSEMENT PROCEDURE

1. Committee members must send their requests to their committee chair for approval.
2. Committee chair, approves or modifies, and sends to District Treasurer for payment.

IT IS THE RESPONSIBILITY OF EACH COMMITTEE CHAIR TO KEEP EXPENSES WITHIN THE ALLOCATED BUDGET.

## Appendix C - Statement of the Reimbursement Approval Process

To be provided annually to each District Committee Chair

Reimbursement or payment of committee bills:

### **Notes:**

The Treasurer will not release funds unless these steps are followed.

The term "Chair" as used below is meant to imply the Chair of the managing committee. These approval authorities include the Rotary District Foundation Chair, Membership Chair, District Administration Chair, Public Relations Chair, Service Projects Chair and other sub-committees as approved by the District Governor.

Chair pre-approve expenditures

Chair approves bills for payment by signing them "Approved for payment" followed by a personal signature.

Chair sends bills and copies of receipts to Treasurer for payment

Treasurer pays bills if within budget

### **Excess Expenditure Conditions**

There are times when unforeseen events occur that may cause expenditures to exceed budget. As soon as possible Chairs will:

Notify the District Governor and Treasurer

Document situation and make recommendations

The District Governor and the Treasurer will determine what action to take.

If the decision is not to advance the funds:

The committee may not seek it from the clubs without the District Governor's consent.

### **PAYMENTS:**

The Treasurer will make timely payments on pre-approved statements as they are received and co-signed by the District Governor or designee.

### **End of Rotary year procedures**

Statements must be received no later than August 15 following the Rotary year to be eligible for payment.

Requests after this date will not be honored.

## Appendix D – Harassment and Abuse Protocol

### **Policy:**

In accordance with the intent of related human rights legislation in the United States of America, and in light of the objects of Rotary, it is the goal of District 5180 to provide a supportive environment, within which members, and those associated as volunteers or members of specific Rotary programs and activities, are treated with respect and dignity, free from harassment and abuse.

The District Advisory/Finance Committee of District 5180, through the District Governor, will make every reasonable effort to ensure that no member or associate is subjected to such behaviour in the context of Rotary activities and the District will take appropriate action if such behaviour occurs.

### **Actions:**

1. Harassment or abuse by members or those associated with authorized Rotary activities in District 5180 will not be tolerated in any form;
2. This policy applies to all members of Rotary clubs in District 5180 and to those who are involved in activities with Rotary members, Rotary associates or minors involved in Rotary activities;
3. District 5180 is committed to:
  - a) treat all allegations seriously
  - b) make the protection of children, minors and all people at risk a fundamental concern;
  - c) assist with any investigation initiated as a result of any allegation associated with a Rotary activity;
  - d) maintaining the innocence of an individual during a period of investigation until an allegation is proven otherwise.
4. All clubs will promote awareness of Harassment - Abuse Protocol for District 5180;
5. All individuals who will be entrusted with children will follow the protocols as outlined in the ROTARY DISTRICT 5180 YOUTH PROTECTION POLICY HANDBOOK.
6. Provide references with authorization for police checks whether volunteer or employee;
7. Hiring Procedures: All individuals, 18 years of age or older, who will be entrusted with children are required to provide references with authorization for police checks whether as a volunteer or as an employee.
8. In case of temporary housing situations; an application identifying everyone living in the same residence 18 years of age or over is required;
9. References are required for all residents of the same household when housing a minor;
10. Any incidents of alleged harassment or abuse will be reported to the appropriate authorities in accordance with the laws of the state or municipality by the individual receiving the complaint, the club president or a District 5180 leader.