




Manual of Policies and Procedures

Rev 5-15-25



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Part One

Introduction

The purposes of these Policies and Procedures are to further the “Object of Rotary” (Constitution of Rotary International – Article 4), provide continuity in the organization of activities for District 5970 officers and to ensure compliance with the Constitution, Bylaws and Manual of Procedure of Rotary International. These policies and procedures:

- Assist the district governor, past and future district governors, district team chairs, and appointed and elected officers of the district with administrative procedures necessary for the smooth functioning of the clubs and the district.
- Define policies and procedures as mandated by District 5970 in the management of district affairs.
- Act as a codicil for subsequent ideas and revisions of district policy and procedure.

The policies and procedures contained herein are intended to conform to the Constitution, By-Laws and Manual of Procedure of Rotary International and the interpretation of its Board of Directors. They shall in no way conflict with them nor supersede standard club constitutions and bylaws. Amendments approved by Rotary International shall be made as needed to accomplish this purpose.

District Leadership Plan

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

District Teams are further established to accomplish the District Strategic Plan and Rotary International's Strategic Priorities.

Revisions to Policies and Procedures

These policies and procedures should be reviewed after each Council on Legislation by a sub team appointed by the BOD to incorporate new ideas and activities that contribute to the Rotary ideal of "SERVICE ABOVE SELF", and be brought into consistency and agreement with the Rotary International Manual of Procedures (RI MOP).

Part Two

Support and Strengthen Clubs

Membership Development and Retention Team

Purpose:

The Membership Team develops and implements the District Plan for Membership through promotion, guidance and counsel to aid club membership growth and retention as well as has the responsibility for extension of Rotary in the District by the formation of new clubs. They also have responsibility for extension of Rotary in the District by the formation of new clubs. The team identifies, qualifies and facilitates the chartering of new Rotary clubs.

Composition:

The Membership Development and Retention Team Leader is appointed by the person who will be the District Governor (DG) when the term begins. The appointment shall be for a three year term. The Team Leader shall appoint three or more members to this team.

Responsibilities:

- Establishes annual membership goals consistent with strategic plan and with input from DG, reporting annually;
- Works directly with Club Membership Development and Retention Teams, particularly with those clubs that are showing a decrease or little or no increase in membership;
- Encourages diversity by age, gender and ethnicity;
- Conducts a District Membership Development and Retention seminar each year;
- Provides information about District membership development progress at District meetings;
- When invited, provides programs and assistance about membership development or retention at each District Board meeting;
- Assists in identifying areas in the District that have a population capable of meeting the requirements for chartering a new club, particularly those with no clubs;
- Assists in completing processes required to submit the application to charter a new club;
- Assists the sponsoring club in assuring that the new club receives an official review every quarter during the first year of its existence;
- Assists, as necessary, in guiding the officers of the new club for a period of at least one year, or until the club meets its operational goals;

- Works with Rotary International Zone resources to undertake other activities appropriate to accomplish the committee's objectives.

District Trainer and Training Team

Purpose:

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

Composition:

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

Responsibilities:

- The Training Team is responsible to the convener of each meeting, whether it is for the DGE or the DG. The Grant Management Seminars are managed by the District Foundation Team. The Club Facilitated Visioning Team manages Club Facilitated Visioning. The Training Team assists with both as necessary.
- Works with the DGE on training needs in the District for the current Rotary year related to:
 - Assistant Governor Training;
 - PETS Orientation and PETS;
 - District Training Webinars;
 - District Team Training Sessions.
- Works with the District Governor on training needs in the District for the current Rotary year related to:
 - Educational sessions offered at the District Conference;
 - Other training events in the District as appropriate.
- Is responsible for one or more of the following aspects under the direction of the meeting convener:

- Membership / Public Image Seminars when held in the District;
- Quarterly meetings of the Board of Directors;
- Program content (in accordance with board-recommended curricula);
- Conducting sessions;
- Identification of speakers;
- Preparing training leaders;
- Program evaluation;

Public Image Team

Purpose:

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

Composition:

The Public Image Team Leader is appointed by the person who will be the District Governor (DG) when the term begins. The appointment shall be for an annual term. The Team Leader shall appoint one or more members to this team, seeking when available, Rotarians or Rotaractors who have media, public relations or marketing experience as a component of their vocation or profession or who have experience as a Club Public Image Chair. The Chair shall attend Zone meetings when public image training is offered.

Responsibilities:

- Maintains contact with DG and key Team Leader to stay informed about District projects and activities that can be promoted, particularly those of interest to the general public;
- Utilizes current Rotary International (RI) public image material and resources;
- Serves as a resource to club and District teams providing overall direction regarding public image initiatives, fostering consistency and clarity of messaging to internal and external audiences;
- Ensures that the District uses up-to-date RI logo and other branding and messaging materials;
- Encourages clubs to prioritize promotion of Rotary's public image and use of up-to-date RI logo and other branding materials;
- Seeks opportunities to speak to individual clubs or at District events about public image including developing and updating content on websites and social media to appeal to the general public;

- Promotes Rotary initiatives such as Polio Plus, grant successes, alumni activity and awards to the District and the Rotary community at events such as trainings, PETS, District Conferences, etc.;
- Ensures District Public Image tab content on the District website is maintained and updated;
- Promotes Rotary to external audiences in conjunction with the clubs such as media, community leaders, potential partner organizations, program beneficiaries and the general public;
- Contacts media with newsworthy stories of District projects and events, and shares club and District stories on social media with assistance as requested by the DES;
- Ensures key club and District stories are highlighted in District level social media.

Youth Services

Youth Protection Officer

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

Youth Protection Team

Purpose:

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

Composition:

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

Responsibilities:

- Meets as often as needed, but at least annually;

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

Humanitarian Service

District Rotary Foundation Team (DRFC)

Purpose:

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

Composition:

The DRFC is composed of the District Rotary Foundation Team Chair (DRFCC) and the District Governor (DG), who serves as an ex-officio member of the subcommittees. Other members of the DRFC are the chairs of each of the sub-teams. The District Govern shall appoint the chairs of the sub-teams for their District Governor year after consulting with the DRFCC.

Training Requirements:

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

Responsibilities of the DRFC:

- Oversee all sub-teams of the DRFC;
- Promote and oversee donations to The Rotary Foundation (TRF) and the utilization of grants from TRF;
- Confirm that global grants are completed and that the sponsor clubs are qualified;
- Organize Annual Grant Management Seminars to be presented by the DRFCC and the District Grant and Global Grant Sub-team Chairs;

- Ensure adequate and effective communication with the club Foundation teams to convey an awareness and understanding of the Foundation to all clubs in the District;
- Assist in conducting Foundation sessions at district training assemblies;
- Follow the most recent “Terms and Conditions for Rotary Foundation District Grants and Global Grants”;
- Utilize the Regional Rotary Foundation Coordinator for support in carrying out the team responsibilities;
- Make recommendations to the DG on allocations in the expenditure of District Designated Funds (DDF) on an annual basis.

Compliance with TRF Grant Requirements:

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

Sub-teams of the DRFC:

- **Annual Giving and Paul Harris**

Responsibilities:

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

- **District Grants**

Responsibilities:

1. Serve as primary contact for District Grants;
2. Publicize District Grant availability and assist clubs in making applications for the grants available;
3. Ensure the application and follow-up procedures are followed by the clubs encouraging the highest levels of stewardship and transparency for the

accounting of District funds including timely submission of reports to the District and TRF;

4. Review applications for District Grants and make recommendations on awards;
5. Exercise complete transparency complying with the conflict of interest policies of the District and TRF.

Quorum:

A quorum for meetings of the District Grants sub-team shall be five members.

- **Global Grants**

Responsibilities:

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

Quorum:

A quorum for meetings of the Global Grants sub-team shall be five members.

- **Major Gifts, Bequests and Endowment**

Responsibilities:

1. Work with the DG and the DRFCC to establish District benefactor and Bequest Society goals;
2. Inform Rotarians of planned giving opportunities available;
3. Work with club presidents to recognize current benefactors and Bequest Society members;
4. Identify, cultivate and solicit potential donors of major outright gifts or planned giving gifts in support of the Foundation;
5. Maintain contact with those who have already made commitments or have been recognized as benefactors or major donors;
6. Utilize the Regional Rotary Foundation Coordinator in carrying out committee responsibilities.

- **Polio Plus**

Responsibilities:

1. Publicize, conduct presentations and use other methods to raise awareness about the Rotary' polio eradication and its Polio Plus program;
2. Encourage individual and club contributions in support of the District's and TRF's goal for the Polio Plus fund;
3. Promote special opportunities and participation in fund raising activities for the Polio Plus fund.

- **Scholarships**

Responsibilities:

1. Promote club and District participation in the Global Scholarship and Rotary World Peace Scholarship programs;
2. Encourage and assist clubs in carrying out their responsibilities for sponsorship;
3. Select qualified scholar/grant recipients from club-endorsed candidates;
4. Conduct orientation for all scholarship/grant recipients before their departure;
5. Maintain contact with the recipients during the study year; encourage timely submission of reports to sponsor and host District Governors and TRF;
6. Publicize to the media and to Rotarians in the District upon recipient's return;
7. Connect recipients with the District Alumni Subcommittee chairperson;
8. Encourage Scholars to share their experiences.

- **Stewardship**

Responsibilities:

1. Assist in the implementation of the district memorandum of understanding, including the development of the financial management plan;
2. Ensure that the annual financial assessment of the financial management plan and its implementation are conducted in accordance with the district qualification memorandum of understanding;
3. Oversee the qualification of clubs, including assisting with grant management seminars;
4. Monitor and evaluate the implementation of proper stewardship and grant management practices for all club- and district-sponsored grants, including reporting to TRF on all grants;
5. Ensure that all individuals involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest;
6. Create system to facilitate and resolve any potential misuse or irregularities in grant-related activity, report any potential misuse or irregularities to TRF and conduct initial local investigations into any reports of misuse. *(October 2012 Trustees Mtg., Dec. 16, 2012)*

- **Rotary Alumni**

Purpose:

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

Composition:

The District Rotary Alumni Chairperson is appointed by the person who will be the District Governor when the term begins. The appointment shall be for an annual term. Additional team members may be appointed.

Responsibilities:

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

Youth

Interact

Purpose:

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

Composition:

The District Interact Team Leader is appointed by the person who will be the District Governor when the term begins. The appointment shall be for an annual term. The chairperson may appoint two or more members to the committee.

Responsibilities:

- Assist clubs in organizing Interact clubs in their communities.
- Promote the merits of organizing Interact clubs.

Rotaract

Purpose:

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

Composition:

The District Rotaract Team Leader is a Rotarian appointed by the person who will be the District Governor when the term begins. The appointment shall be for an annual term. The chairperson may appoint two or more members to the team including the District Rotaract representative. Other team members could be an Assistant Governor of an area with a Rotaract club, or a representative from each Rotaract Clubs in this District as appointed by the president of each of those clubs.

Responsibilities:

- Assist clubs in organizing Rotaract clubs in their communities;
- Promote the merits of organizing Rotaract clubs.

Rotary Youth Exchange (RYE)

Composition:

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

Exchange Programs:

District 5970 will facilitate opportunities for youth to participate in the following programs:

- Inbound
- Outbound
- Short term

Responsibilities:

- Develop District RYE program guidelines and rules for students that comply with RI policy.
- Provide information to Rotary clubs on Rotary resources to help strengthen clubs' youth exchange activities.
- Ensure that all persons vetted for the Youth Exchange Program are cleared and reported to the DES.

- Manage the District inbound and outbound activities per RI and Central States Rotary Youth Exchange, Inc. (if District a member).
- Coordinate youth protection efforts within the Youth Exchange program.
- Implement risk management policies and put a crisis management plan in place.
- Maintain effective lines of communication between all program participants, including students, host families, counselors, and club and district officers.
- Promote the program through District and club Web sites, advertisements, and news stories throughout the District.

District Relationship to Central States Rotary Youth Exchange, Inc.

Central States Rotary Youth Exchange, Inc. (CSRYE) is a separate organization governed by its own Board of Directors. CSRYE partners with member Districts in placing inbound Rotary Exchange youth in the United States Rotary Districts, as well as assisting with the placement of District outbound Rotary Youth Exchange students to international assignments.

District 5970 is a partner member of CSRYE. The District Governor is a voting member or delegates a voting proxy representative to attend in his/her place. The District Governor or Representative, and the RYE Chairperson and others should attend the annual meeting of this group. The District Governor or representative should attend the Central States Rotary Youth Exchange summer conference held in Michigan.

District Inbound and Outbound Team chairpersons also attend these events of CSRYE, along with the exchange students.

Other

Rotary International Convention Promotion

Purpose:

Promote attendance at the annual Rotary International Convention.

Composition:

This person(s) should have attended a minimum of one previous Rotary International Convention, and have skills in marketing.

Responsibilities:

- Serve as a local resource / contact for convention material and information.
- Create content for District Website.
- Identify and target potential registrants by email or other methods.
- Attend club and district meetings to promote the convention.

Ad Hoc Committees

The District Governor may appoint such other teams as they deem appropriate to serve during their term. The team appointment shall be for an annual term.

District Administration

District Governors Council

Purpose:

The District Governors Council serves as a platform for the District Governor (DG) and provides input on matters concerning the District.

Composition:

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

Responsibilities:

- Provide advice to the current DG;
- Foster continuity and consistency in the District leadership and within the District;
- Provide input on strategic planning to the Board, including any initiatives it deems appropriate;
- Make recommendations of District leadership talent and expertise to facilitate and optimize the annual recruitment and appointment of District leaders.

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

District Conference Team

Purpose:

Under the direction of the District Governor (DG) who will be in office at the time of the conference, the District Conference Committee (DCC) shall plan, promote, and implement the necessary arrangements for a conference that provides opportunities for networking, learning, and discussions of Rotary-related matters. The team shall develop a comprehensive and balanced program that includes innovative, timely, and educational sessions addressing subjects of Rotary and local interest, which conform to RI content guidelines.

Composition:

The DCC should have at least one representative from the home club of the DG hosting the conference. Other members are appointed by the person who will be DG at the time of the conference, in consultation with the Chairperson(s), if they have been named. Consideration for team membership should be given to those who have experience in areas such as meeting coordination, hospitality industry, past district conference planning, contract review, marketing and financial experience. The District Executive Secretary shall serve as the District Conference Treasurer, unless other arrangements are made, or a multi-district conference is convened.

Multiple conference planning teams operating simultaneously may be needed, each focused on a different year's conference. District Conference planning involves a multi-year window - for example, the DGN may be working on selecting a venue and date (year 1, team A), at the same time that the DGE is arranging for keynote speakers, a budget and a preliminary schedule (year 2, team B), at the same time that the DG is making final preparations for the conference (year 3, team C).

Whether offering a single-district conference or a multi-district conference, expanding beyond reliance only on the DG's single club in terms of Rotarian involvement expands the workload and is strongly encouraged.

Responsibilities:

- A Conference Chairperson or Co-Chairpersons may be appointed by the District Governor who will convene the conference. The appointment should be made by the end of the District Governor Nominee year. If appointing a Conference Chair, his/her responsibilities vs. those of the DG should be considered carefully and documented. This person should have extensive experience with event/conference planning and meeting coordination;

- Select the District Conference venue, negotiate venue fees, and coordinate logistical arrangements with the venue;
- Plan the Conference to be affordable to ensure maximum attendance;
- Present a balanced District Conference budget including income and expenses to district board of directors;
- Utilize electronic registration for the conference;
- Promote Conference attendance to new Rotarians, members of newly organized clubs, and Rotarians from every club. This committee should also consider promotion to Rotaractors, Interactors, and/or Alumni;
- Promote the District Conference to external audiences, such as the media, community leaders and beneficiaries of Rotary’s programs.

Timeline Suggested

It is recommended that planning for the District Conference begin by the time of District Governor-Nominee training at RI Zone. Key major events to be considered include:

<u>Activity</u>	<u>Suggested Timing</u>
Venue Selected	DGN Year
Date(s) Selected	DGN Year
Venue Contracted	DGN Year
Keynote Speaker(s) Arranged	1 st Half, DGE Year
Budget Reviewed by District	1 st Half, DGE Year
Registration Sub-Committee Convened	3 rd Quarter, DGE Year
Registration Available/Open	July, DG Year
Sub-Committees Convened	1 st Quarter, DG Year
Conference Held	4 th Quarter, DG Year

Sub-Team Considerations

Consideration should be given to convening Sub-Teams, such as the following, to which planning and implementation of details in areas can be delegated:

- Keynote Speakers
- Breakout sessions (content, speakers, session scheduling)
- Registration. May be combined with website
- Budget / Finance Team
- Exhibits / House of Friendship
- Youth Exchange / Interact
- Speaker Aides
- Young Professionals / Rotaract
- Venue Arrangements / Facilities (unless these are handled by the Coordinating Team)
- PR / Communication / Sponsorships
- Environmental Friendliness (optional)
- Service Project (optional)

- Etc.

District Finance Team

Purpose:

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

Composition:

The team consists of the District Treasurer, District Governor, District Governor-Elect, District Governor-Nominee, the immediate Past District Governor, District Secretary and a Rotarian CPA. The current District Governor shall serve as chairperson. Preference should be given to accounting/finance as a component of a member's vocation or profession.

Responsibilities:

- Prepare an annual budget of income and expenses of the District to submit to the District Board of Directors for its approval. The fiscal year for this district shall be July 1 – June 30;
- Review and recommend the amount of per capita levy (dues) to be approved as part of the District budget;
- The District Budget is sent to the Club Presidents at least 30 days prior to the District's Annual business meeting;
- Assure that proper records of income and expenditures are kept;
- Prepare a yearly financial report to be presented at the annual meeting of the Corporation;
- Authorize the District Treasurer to arrange for an external review of the District's Finances;
- All bank accounts shall be in the name of Rotary International District 5970;
- Approve any changes of financial institutions of the District;
- For expenditures in excess of \$500.00, two signatures shall be required. (Currently, District Treasurer and District Secretary names and signatures are on file with the District's financial institution.)

District Team Expenses:

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

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

District Governor Changing of the Guard Team

Purpose:

The District Changing of the Guard (COTG) Team shall plan the District Governor (DG) installation which is held during the last part of June each year to install the incoming District Governor and ensure proper recognition of the outgoing DG. The COTG may be combined with the incoming District Governor’s home club COTG with the understanding that primary purpose of the District COTG is to install and recognize District officials. It may also be conducted at the District Conference.

Composition:

The incoming DG appoints either a person (preferably from the DGE’s home club) or a team to plan, conduct and oversee the event.

Responsibilities:

- Promotes, organizes, determines venue and oversees the COTG;
- Arranges for the out-going DG or other designated PDG to conduct installation ceremony;
- Ensures that District Governor “Oath of Office” as recommended by RI is available;
- Ensures that recognition items are ordered, on-hand, and/or updated and presented at the ceremony. *

- * PDG pin with a diamond to be presented to out-going DG;
DG pin, passed from DG to DG each year;

District Nominating Team

Purpose:

The District Nominating Team shall plan, conduct or facilitate the processes of selecting: the District Governor-Nominee (RI Bylaws Article 14 and District Bylaws Article Seven); the Council of Resolution and Council of Legislation (the “Councils”) Representative and alternate (District Bylaws Article 9.05 and RI Bylaws Article 9.060); and the District Representative to the Zone Nominating Team for RI Director (RI Bylaws Article 13.020-13.020.21).

Composition:

Composition. The Nominating team shall consist of available past District Governors, the present District Governor, a past Club President selected by the Board of Directors, and the Foundation Team Chairperson. The immediate past District Governor shall serve as chairperson. Upon knowledge of the DGN-D candidates any club member who belongs to the home club of a candidate shall disqualify himself/herself from further committee deliberations and be replaced by an alternate.

Responsibilities for DG-Nominee Designate Selection:

- PDG2 will identify the representatives from the district clubs to serve on the nominating committee, schedule the interview date, time and location;
- [District Administrator will assist as necessary with necessary notifications and other communications to district membership.]
- Orientation of team members:
 - Orientation of team members will be held prior to the day of interviewing DG candidates, to include the selection process for DGs, the interview process itself, confidentiality requirements, etc.

DG Selection Process:

- By January 1 the DG will announce that the district is seeking DGN candidates will be made to District club presidents through publication on the District website, designated social media and other appropriate communication channels;
- Applications are received from time of posting until March 15th using “Governor-Nominee Data Form” (see appendix);
- Applicants will be interviewed by the Nominating Team;
- Notes must be kept of the meeting; all team members will provide written signatures on appropriate forms of the team’s decision;
- Within 24 hours of adjournment of the team PDG2 shall notify the current DG of the candidate selected, who will call all the DGN candidates and share the results;
- Within 72 hours of being notified of the governor-nominee designate, the DG shall post notice of the selected DGN candidate in appropriate district communication media;
- This process should be concluded by December 1;
- The DGE shall certify the name of the governor-nominee designate to the RI General Secretary on July 1;
- Should a challenging candidate be proposed by a club, procedure in RI Bylaws 14.020.8 – 14.020.12 will be followed.

Other Selections:

Responsibilities for Selection for the “Councils” Representative and Alternate:

[Every 3 years]

Reference Articles 9, and 12 of RI Bylaws Version July 2019

Responsibilities for District Representative to the Zone Nominating Committee for RI Director:

[Every 4 years.]

See RI Bylaws 13.020 Version July 2019

District Strategic Plan

Purpose:

To fulfil the objectives of Article Two of the District Bylaws the Board shall prepare and adopt a 3-5-year strategic plan based upon the RI strategic plan with relevant District goals.

Composition:

The District Strategic Plan shall be developed by a District Strategic Planning Tea, of 5 to 9 members and approved by the District Board of Directors. Members of the Team should include representation from Assistant Governors, Committee Chairpersons, the Board, and appointed members from a cross section of District Rotary clubs. Input for the plan should be gathered from all sectors of the district, including clubs and the district leadership team. The current District Governor shall serve as Chairperson.

Responsibilities:

- Conduct a strategic planning review process every 3-5 years ensuring input from clubs and Rotarians from around the district;
- At least every six months the Board will review strategic plan to monitor progress toward goals, and update and revise as necessary;
- The District Governor shall annually review the strategic plan at the Annual Business Meeting per District Bylaws, Article 3.04.

Part Three

Policies (Requiring Board Approval)

Conflict of Interest Policy

Purpose:

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

Conflict of Interest Defined:

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

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

Covered Individual:

All Directors, Committee Chairs, and District Rotary Foundation Committee members, District Grant and Global Grant sub-committee members, employees, and any other individuals that exert control over the allocation of the District resources are "covered individuals".

Responsibilities:

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

All decisions by covered individuals on behalf of the District will be made solely on the basis of a desire to advance the best interests of the District and not for personal, professional or

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

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

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

Determining Whether a Conflict of Interest Exists:

After disclosure of the conflict of interest and all material facts, and after any discussion with the covered individual, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

Procedures for Addressing the Conflict of Interest:

- a) If the governing board or committee has determined that a conflict of interest exists, the chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- b) After exercising due diligence, the governing board or committee shall determine whether the District can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- c) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee

shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the District's best interest, for its own benefit.

Persons with Conflict of Interest:

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

RI District 5970, Inc.
ANNUAL CONFLICT OF INTEREST DISCLOSURE FORM

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

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

No Yes

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

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

No Yes

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

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

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

Name (please print)

Signature

PELS Make-up Policy

Club Presidents-Elect shall attend the District Presidents-Elect Learning Seminar (PELS) and the District training assembly unless excused by the District Governor-Elect (DGE). If excused, the president-elect shall send a club representative. If the president-elect does not attend the presidents-elect learning seminar and the training assembly and has not been excused by the governor-elect or, if excused, does not send a club representative to these meetings, the president-elect shall not serve as club president. The current president then shall continue to serve until the election of a successor who has attended a presidents-elect training seminar and training assembly or training deemed sufficient by the governor-elect.

(See RI 2019 Manual of Procedure, Club Constitution Art 11, Sec 5, (c))

Club Presidents-Elect are also expected to attend PETS Orientation that is conducted by District 5970.

District 5970 participates as a member of the 5-district North Central PETS Council which provides PETS training for the District. District 5970 will reimburse the President-Elect for registration cost to attend the training.

Should the President-Elect attend PETS in another district, he/she must provide validation of attendance at the alternate PETS (copy of the conference program and paid registration bill) to the District Governor. The President-Elect can then be reimbursed for the registration expense of the alternate PETS, up to the amount of the registration fee for the North Central PETS.

The DGE may choose to hold an alternative make-up PETS. It is up to the sole discretion of said DGE to determine the feasibility of such a make up the reasonability of the PE request to attend this training.

Youth Protection Policy

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

Who

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

Information and Forms

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

Components of Certification

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

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

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

Youth Activities and the RYE Program

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

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

Record Retention

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

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

Other Documents (Not Requiring Board Approval)

Position Descriptions

District Governor

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

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

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

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

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

- a) Strengthening existing Rotary Clubs; organizing new Clubs; promoting membership growth.
- b) Communicating with Club Presidents and secretaries at least quarterly.
- c) Visiting each Rotary Club in the District, at a club event, meeting, or multi-club gathering.
- d) Organizing a District Conference.
- e) Ensuring the District nominations and elections are conducted in accordance with Rotary International Constitution By-laws and Policies.
- f) Implementing the District budget approved by the Board of Directors for the Rotary Year in which they serve as District Governor.
- g) Any other duties required by Rotary International.

(See RI 2019 Manual of Procedure, Club Constitution Art 16.030)

District Governor-Elect

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

The DGE is responsible for the following:

- a) Performs duties assigned by the District Governor.
- b) Participates on the President Elect Learning Seminar for the Rotary Year in which they serve as District Governor-Elect.
- c) Presents a District budget to the Board of Directors for approval prior to ascension to the office of District Governor and prior to the District Conference. at which time it will be submitted for final approval. In the instance there is not a district assembly or gathering, after board approval the proposed budget is sent via email to the entire district for final approval.
- d) Submits proposed team assignments to the Board of Directors for approval.
- e) The District Governor Elect will complete all in person and on-line education as required by Rotary International.

District Governor-Nominee

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

- a. District Governor Nominee. The District Governor Nominee performs other duties as are assigned by the District Governor-Elect or the District Governor. The District Governor Nominee will complete all in person and on-line education as required by Rotary International.
- b. Performing such duties as may be recommended by the District Governor or District Governor-Elect.

District Governor-Nominee-Designate

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

District Governor Nominee Designate Performs duties assigned by the District Governor-Elect and the District Governor. The District Governor Nominee Designate will complete all in person and on-line education as required by Rotary International.

Past District Governor 1 and 2

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

- PDG1 shall serve on the District Board Executive Committee and Finance committee;
- PDG1 shall serve as Vice-Governor whose role is to replace the District Governor in case of temporary or permanent inability to continue in the performance of the District Governor's duties;
- PDG1 and PDG2 shall serve on the District Nominating Committee;

Assistant Governor

. Assistant Governors are appointed by the District Governor-Elect each year for three-year terms. The Assistant Governors will be assigned to a group of Clubs and will act as a liaison between these Clubs and the District Governor. Assistant Governors are encouraged to visit each of their assigned clubs at least three times each year including the District Governor's annual visit. A primary responsibility of an Assistant Governor is to support their assigned clubs and to identify potential leaders within each Club for District-level office.

AGs are responsible for the following:

- a. Attending Assistant Governor Training, the Pre-PETS/PETS Orientation, the District Team Training Seminar, the Presidents Elect Training Seminar (PETS), the District Assembly, and others training as directed by the District Governor;
- b. Attending and actively promoting all District meetings and arranging for any area meetings as directed by the District Governor;
- c. Assisting assigned clubs with implementation of their Club Leadership Plan;
- d. Advising the Governor-Elect on District committee assignments;
- e. Meeting with and assisting the incoming club Presidents and club committee persons in his or her assigned area before the beginning of the Rotary year to discuss and review the club's goals and objectives;
- f. Assisting assigned clubs with the submission of club goals and providing status on club goals through Rotary Club Central;

- g. Visiting each club in his or her assigned area at least quarterly and meeting with the club Presidents and club committee persons to review with them the business of the club and the objectives of the District and Rotary International;
- h. Assisting in the preparation of the District Governors' official visit to the club and attending the visit;
- i. Monitoring the progress of each assigned club and communicate with the District Governor regarding the progress or problems that may have developed, including progress with the Club's long range strategic plan, and, if adopted by the club, the club's progress with Rotary's Club Leadership Plan;
- j. Completing an evaluation of clubs in his/her area after the final visit and submits online to Rotary International;
- k. Assisting the DG and clubs in his/her respective area with handling of membership leads from Rotary International;
- l. Meeting with the District Governor and other Assistant Governors four to six times per year, as requested;
- m. Performing those additional duties that the District Governor assigns.

- **District Area Assignments**

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

District Executive Secretary

District Executive Secretary. The District Executive Secretary is selected by the Board of Directors upon recommendation of the District Governor-Elect. The District Executive Secretary performance shall be reviewed annually by the past District Governors, the District Governor, the District Governor-Elect, and the District Governor Nominees with a report of the findings to be made to the Board of Directors. The Executive Secretary has general responsibility for all day-to-day operations of the District including supervision of compensated officers. More specifically, the duties of the District Executive Secretary include, but is not be limited to:

- a) Maintaining contact with Club officers to ensure that required dues, payments, and reports are timely filed with the District.
- b) Supervising compensated District officers in performance of their day-to-day District responsibilities and duties.

- c) Performing of all secretarial duties for the District as directed by the District Governor and by Rotary International.
- d) Taking, maintaining, and reporting all minutes of Board meetings.
- e) Giving all notices as required by these By-laws.
- f) Maintaining custody of records and reports and, in particular, maintain the corporate book and a permanent record of all actions taken by the Board of Directors.
- g) Preparing of the agenda for the Board meetings and distribution of the agenda to the Board members prior to each meeting.
- h) Bookkeeping and writing checks for countersignatures, for all expenses over \$500 or checks written to the District Executive Secretary.
- i) Maintaining the District website and post Club and District information on this website in consultation with the District Governor and assist the District Governor and other District officers to communicate effectively with the Clubs and with Club officers. The District Executive Secretary advises the Board of Directors concerning measures necessary to maintain the District website and other means for communicating effectively with Rotarians in the District
- j) Working with the Rotary Foundation Team Chairperson to prepare and disseminate a joint communication concerning Foundation activities.

District Treasurer

District Treasurer. The Board of Directors appoints a District Treasurer upon who manages the District finances. The District Treasurer serves as custodian of all District funds except that a District Conference Treasurer may be appointed to serve as custodian for the funds dedicated to the payment of expenses associated with the District Conference. The District Treasurer (and if appointed, the District Conference Treasurer) will be bonded for purposes of serving as District Treasurer and District Conference Treasurer. The District Governor may assign additional duties to the District Treasurer. Duties include the following:

- a) Reconciliation of bank accounts.
- b) Review of financial statements prior to distribution to the Board of Directors.
- c) Be an authorized signatory on District bank accounts.

District Rotary Foundation Team Chair

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

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

(Reference: Rotary Foundation Code of Policies, Sept. 2017, Sec. 7.010.4)

The DRFCC is responsible for the following:

- a. Reporting to the District Governor on all District Foundation activities quarterly;
- b. Reporting qualification status of clubs and District to the District Governor, as needed or requested;
- c. Overseeing and serving as an ex-officio member of all Foundation sub-teams;
- d. Together with the District Governor, providing one of the two authorizing signatures for the use of the District Designated Fund to reflect the decisions of the District Rotary Foundation ; Team
- e. Confirming that Global Grant applications are completed and confirm that the sponsor clubs are qualified;
- f. Working with the District Governor and the DRFC to determine annual allocation for District Grants and other DDF;
- g. Working with the District Governor and other district team chairs to ensure Rotary Foundation activities are properly included in such teams;
- h. Working with the District Governor, district trainer, and the District training committee to plan, organize, and promote District seminars, the District Rotary Foundation seminar, the District training assembly, Presidents-Learning Seminar, and grant management seminars, focusing on agenda and content;
- i. Providing support to club Foundation teams;
- j. Assisting the District Governor-Elect in obtaining input from Rotarians before establishing District Foundation goals for implementation during his/her term as District Governor;
- k. Assisting the District Governor in nominating qualified recipients for District Rotary Foundation awards;
- l. Ensuring Rotary Foundation grant activities are reported on at the District Annual Meeting to which all clubs are invited or eligible to attend, as required by the terms and conditions of Foundation grants. (*October 2013 Trustees Mtg., Dec 8*)

Source: April 2009 Trustees Mtg., Dec. 102

*Amended by March 2012 Trustees Mtg., Dec. 120; October 2012 Trustees Mtg., Dec. 16;
October
2013 Trustees Mtg.*

Reference: Rotary Foundation Code of Policies, Sept. 2017, Sec. 7.010.4

Roles and Responsibilities

Team Leader List

View the Team Leader listings on the District website at district5970.org .

Appendix

RI District 5970, Inc.

Annual Conflict of Interest Disclosure Form

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

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

No Yes

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

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

No Yes

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

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

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

Name (please print)

Signature

Date

Expense Reimbursement Guidelines and Form

It is the policy of District 5970 to provide funding for Rotary expenses in line with Rotary International policies and the District Budget, which will be approved by the Presidents-Elect of the District. Expenses will be budgeted to allow for reasonable operations of District activities. Generally, the District will provide expense reimbursement to Rotary volunteers so that the financial burden of District service will not preclude the participation of any Rotarian in good standing. We are grateful to the many Rotarians who continue to volunteer their time and expenses to the service of Rotary at the District level. Should issues arise concerning expenditures, including expenses exceeding budgeted amounts, they will be resolved by the District Governor, with advice from the District Treasurer or Finance Committee. If the DG is the cause of the budget issue, the District Board of Directors will serve as the ultimate decision maker.

Eligible expenses are those incurred in the **official capacity** of Rotary District 5970, Inc. and within the approved budget. They include:

1. Travel expenses to District seminars, District foundation meetings, Central States Rotary Youth Exchange, District teams meetings, and Zone Institute meetings. **Officials are expected to use telephone conferencing and email to alleviate the expense of mileage when appropriate.** Mileage is reimbursed at the prevailing rate established by the Federal government for business travel.
2. Hotel and meal expenses.
3. Printing and copying of materials.
4. Postage.
5. Office supplies
6. The reimbursement policy for District Governor (DG), District Governor-Elect (DGE), and District Governor-Nominee (DGN) for attendance at Zone Institute meetings and the DGE's International Convention shall be as follows:
 - It is the policy that spouses/partners of the following positions of DG, DGE, and DGN are to be in attendance and participate at Zone meetings. Therefore, the expenses incurred by the aforementioned positions and their respective spouses/partners shall be reimbursed with full participation in Zone events.
 - The DGE Line shall be reimbursed for the cost of attendance at Rotary International Convention, not to exceed \$10,000 total for the DGN, DGE, and DG year. This shall not include the spouse/partner expense.
 - Full reimbursement is for travel, lodging, meals, and meeting registration, and is based on the best airfare and direct mileage.

7. Attendance at the Zone Institute and training sessions is also recommended for the District Trainer, District Foundation Chair, (District Foundation Chair Elect, if that person exists) Membership Chair, Public Image Chair and Emerging Leaders (if budget allows) if training is provided for these positions. Travel, lodging, meals, and meeting registration will be reimbursed in a similar manner with full participation in the training events and Zone Institute.

Ineligible expenses include the following:

1. Those expenses that are reimbursed directly by Rotary International (RI).
2. Expenses of a spouse/partner when attendance is not expected or when not participating in all Rotary events.
3. Registration fees for District conferences.
4. Purchases of office equipment, telephones, computers, or the repair of such items.
5. Digital cameras, scanners, etc., or the repair of such items.
6. Software or help-desk support costs of such items.
7. High speed internet lines/cable, additional phone lines, or the repair of such items.
8. Travel expenses outside the District and related hotel and meal costs, except those recognized by RI or approved by the District Governor.
9. Travel expenses to RI Convention and related costs (except for DG, DGE, DGN, DGND).
10. Automobile repair costs.
11. Dry cleaning costs.
12. Personal grooming or medical expenses.
13. Rental of office space or equipment.
14. Non-Rotarian volunteers will not be reimbursed for any expenses unless approved in advance by the District governor.
15. Any other item not included in the budget.

Reimbursement Guidelines:

1. Should questions arise about expense reimbursement; these will be resolved at the discretion of the District Governor after consulting with the Treasurer and Finance Committee.
2. All Rotarians must pay for individual travel, lodging, or registration expenses. The District will not allow direct or group billing for such expenses.
3. To obtain reimbursement, the individual must complete the District 5970 Expense Reimbursement Form and attach all applicable copies of bills and receipts.
4. Travel, lodging, and registration for 'guests of the District' such as RI President's Representatives and partner, or presenters at training events, may be waived with advance approval of the District Governor.
5. All requests for reimbursement must be in the hands of the District Executive Secretary by June 30 for each Rotary year or they will not be reimbursed.

Handling of Membership Leads from Rotary International*

Background

- Persons can inquire about membership in Rotary: <https://www.rotary.org/en/get-involved/join>
- Rotary reviews leads to check authenticity.
- Membership leads are forwarded by: Rotary International Support
donotreplytst@rotarymailings.org
- Leads are sent by RI to the following: DG, District Membership Chair, District Administrative Assistant, and all 14 Assistant Governors. (currently, 17 people receive the lead)
- Messages provide the following information on the prospect: Name, City
- Information is available on the lead at:
<https://my.rotary.org/en/manage/club-district-administration/district-administration/membership-leads>

Lead Handling in D5970

Step 1. DG and AGs review lead for appropriate action.

Step 2-a. DG: Contacts the prospect to determine the needs and interests of the prospect and the most appropriate club fit (especially if location of relevant club is ambiguous).

Step 2-B. AG: If the prospect is obviously in an area (e.g., Rockwell City, Garner), the AG may contact the prospect directly, discuss interests.

Step 3-a. DG: Makes a referral to the prospect, providing information on club(s) meeting his/her interests including contact information for Club President and Club Secretary.

- DG also provides information about the prospect to the Club President and Club Secretary receiving the referral
- DG informs AG of referral for information.
- DG updates RI Membership Leads website with referral status.

Step 3-b. AG: May make a referral to a club meeting the needs of the prospect.

- AG provides information on the prospect to the Club.
- AG provides information about the relevant clubs to the prospect.
- AG notes status on the RI Member Leads website and notifies the DG.

Step 4. Club President or Club Secretary of the club receiving the referral contacts the prospect to discuss Rotary, Club participation, club membership process and possible visit.

Step 5. AG follows up with Club President or Secretary to ascertain status.

Step 6. AG updates RI Membership Leads website. Options include: inquiry rejected, determined candidate not interested, etc.

Step 7. AG/DG. If prospect joins a Rotary Club, notify RI of membership << Data@rotary.org >> including ID number of prospect / lead and the new Rotary Member ID.

RI District 5970, Inc.

Policy for Youth Protection and the Prevention of Abuse and Harassment (RYE)

To view the current “Policy for Youth Protection and Prevention of Abuse and Harassment” document, go to District 5970 website or contact the District RYE Chairperson.

[Youth Protection Policy](#)