

Rotary International District 5320, Inc.  
Organization and Administration Manual

Updated as of June 23, 2021 by action of Board of Directors.

**Purpose of the District**

Rotary International District 5320, Inc., hereafter referred to as District 5320 or District, is a corporation that provides communication between Rotary International (RI) to and among the clubs of the District to help them achieve common goals. The District assists clubs to achieve their goals in their own communities as well as to unite the clubs in achieving success in the Avenues of Service. The District is organized to monitor, educate, inspire, and communicate needs between the clubs, the District and to RI.

**Preamble**

In conjunction with Rotary International District 5320, Inc. Bylaws, the Organization and Administration (O&A) Manual is utilized to regulate District procedures, to provide an orderly and useful system of maintaining records of District actions and resolutions, and to provide a consistent District Leadership Plan and seamless transition between Governors in this District 5320 and shall be used as a guide by the District Governor, Advisory Board, staff, Committees and Clubs.

This manual is to be generally consistent with the current edition of the RI Manual of Procedure.

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**BOARD OF DIRECTORS RESOLUTION**

Rotary International District 5320, Inc.

Board of Directors

Regular Meeting, June 23, 2021

At a meeting of the Board of Directors held on the above referenced date, the following motion was made by Marc Aarons, seconded by Cisca Stellhorn and passed by the Board.

It was

RESOLVED, that Rotary International District 5320, Inc.'s Board of Directors agreed to adopt the revised Organization and Administration Manual for the Corporation effective as of this date.

FURTHER RESOLVED, that the Organization and Administration Manual shall remain in force until revoked by the Board of Directors of this corporation.

Certificate

I, Gianna Richards, District Governor certify this Board of Directors Resolution is true and correct per the Board of Directors of Rotary International District 5320, Inc's meeting held on the above referenced date.

  
\_\_\_\_\_  
Gianna Richards, District Governor

  
\_\_\_\_\_  
Date

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**Section 1. Organization of Rotary International District 5320, Inc.**

Rotary International District 5320, Inc. was incorporated in the State of California in 2007. Copies of the Articles of Incorporation and By-laws are available from the District 5320 Office.

The Administration of District shall be at the direction of the District Governor ("DG"), the official officer of Rotary International (RI), who selects, trains, and supervises the key District personnel during the District Governor's year of office. The basic operation of the District shall conform to the guidelines and mandates found in the RI Manual of Procedure and the District 5320 Organization and Administration Manual.

Directors of the corporation are the only persons authorized to sign for the corporation. As stated in Section 3.02 of the corporation by-laws, the Directors of the Corporation shall be the acting District Governor of District 5320 (Chair), the District Governor Elect of District 5320, and the immediate Past District Governor of District 5320.

The District Governor shall administer the office with the following guidelines:

1. Select, train and supervise the key District personnel prior to and during the District Governor's year of office.
2. Emphasize the importance of membership development and retention
3. Motivate Rotarians to participate in club and district activities.
4. Encourage support of and participation in The Rotary Foundation.
5. Recognize the work of individual Rotarians and clubs through recognitions and citations.
6. Monitor the budget with the District Finance Committee to ensure the result of the adopted budget plan
7. Work with the District Governor Elect (OGE), District Governor Nominee (DGN) and District Governor Designate (DGD) for a seamless transition of administrations.
8. File all mandated reports in a timely manner. See [Appendix 1](#).

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**Section 2. Standing Committees, Leadership, Special Positions**

(See Appendix 2 for Subcommittees)

The District Governor shall cause to happen the appointment, for a one-year term of office, the leaders of the following Committees, Leadership and Special positions except where noted elsewhere. Brief descriptions of key positions are shown following the summary. More detailed descriptions are available on the District web-site.

The Governor Line shall encourage District Committee Chairs to include Rotaractors as part of their committee team.

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Special Committees

- Advisory Board
- Finance Committee
- District Nominating Committee

Operational Committees

- Rotary Foundation Committee
- Club Avenue of Service Committee
- Community Avenue of Service Committee
- International Avenue of Service Committee
- Vocational Avenue of Service Committee
- Youth Services Avenue of Service Committee
- Membership Committee

Event Committees

- District Conference Committee
- District Assembly Committee (Note: Selected by OGE)
- Governor's Transition Committee
- RYLA Committee
- Foundation Dinner Committee
- Business Leadership Committee
- Special Events Committee

Special Positions

- District Trainer
- Public Image Chair
- Webmaster
- Rotary Fellowships
- Rose Parade

Executive Officer(s)

The Executive Officer(s) assists the District Governor in liaison with such positions as: Assistant Governors, Club Presidents, Committees and other positions as requested by the District Governor. Also, at designated meetings develops and implements the agenda for the President Meetings and serves as consultant and implementer of policy issues.

Secretary

The District Secretary prepares and distributes the minutes of the Governors' Staff, Advisory Board and Finance Committee meetings. Also, maintains the District club attendance for RI.

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#### Treasurer

The District Treasurer is the Chief Financial Officer for the District, responsible for overseeing the collection of revenues, payments for expenses and preparation of financial reports as required by District policies. The Treasurer shall submit no less than quarterly a financial report of income and expenditures to the District Governor, Advisory Board and, if so requested, the Assistant Governors or any club. The District Treasurer may not be a member of the Finance Committee during their year of service.

#### District Administrator

Support to the District Governor, staff and clubs as outlined below. Support to the District Treasurer, maintains District accounting system, payment of expenses and revenue collection, facilitates communications, responds to inquiries from clubs and Rotarians. General duties and responsibilities of District Administrator are in Appendix 10.

#### Assistant Governors

The District Governor Elect shall cause to happen for their year of service the appointment of Assistant Governors for a one-year term. The number of Assistant Governors (AGs) will be based upon the needs of the District. Each must be in a Rotarian good standing, an active member of a club, and served as president of a club for a full term.

The AGs assist clubs, club officers and members in any manner possible in carrying out their club's service projects and activities. AGs represent the Governor in the promotion of Rotary International and District objectives, plans and activities.

#### District Committees

District Committees are charged with carrying out the goals of the District. Committees shall where possible, consist of a minimum of three members, with the District Governor to appoint at least one Rotarian for a period of one to three years (more than one-year appointment to be agreed upon by the District Governor Elect and District Governor Nominee). Each year the District Governor shall cause to happen the appointment of one member of each committee to serve as the chairperson, except where noted.

### **Section 3. District Advisory Board**

The District Advisory Board is responsible for providing advice and counsel to the DG, OGE, DGN and DGD in all matters regarding the general policies, practices and operation in the administration of Rotary in District 5320 including multi-year planning.

The District Advisory Board, after receiving recommendations from the District Finance Committee, shall provide overview any recommendations of proposed expenditures prior to reviewing and approving the budget that would be presented to the Club Presidents Elect for final approval and adoption.

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The OGE shall present the budget to a meeting of Club Presidents-Elect at the District Assembly for final approval and adoption by three-fourths of those incoming Presidents present, voting (general compliance with the RI Manual).

Modification or addition(s) to the District's "Organization & Administration Manual" may be necessary from time to time. The Advisory Board shall review any such modification or addition(s) and forward a recommendation to the Corporation's Board of Directors. Upon acceptance of the recommendation by the Board of Directors, the modification or addition(s) shall be voted upon by the membership of the Board of Directors and the Advisory Board. Acceptance of the change(s) shall be by a majority vote of a quorum of the Board of Directors and the Advisory Board. Thereafter, the "Organization & Administration Manual" will be changed.

Further, the DG may seek advice of the Board as to all other matters or changes in general District policy as may be required from time to time.

1. Membership and term of office of the members of the Advisory Board shall be as follows:
  - a. Three (3) immediate Past District Governors of District 5320 who are members in good standing of a club in District 5320.
  - b. Two (2) other Past District Governors, regardless of the year of service who are members in good standing of a club in District 5320. They shall be selected by the District Governor Elect prior to assuming the office of DG on July 1.
  - c. The OGE shall, prior to assuming the office of District Governor on July 1, select four (4) additional Rotarians or Rotaractors who shall be appointed to the Advisory Board for one (1) year commencing July 1. All four (4) of these Rotarians or Rotaractors must be members in good standing of Rotary or Rotaract Clubs in District 5320, members of clubs other than the clubs in (b) above, and must have served as President or Secretary of a Rotary or Rotaract Club in District 5320.
  - d. In addition to the said regular members of the said Board, the current DG, OGE, DGN and DGD, Governor's Executive Officer(s), Office Administrator, Finance Committee Chairperson, Treasurer, and the Secretary shall be ex-officio members of the Advisory Board, and while serving in such capacity, shall be entitled to attend all meetings but without the benefit of vote.
  - e. Further, the Chair of the Nominating Committee, and the Chair of the Board of Directors shall all have standing invitations to attend meetings of the District Advisory Board as ex-

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officio members. The Chair of the District Nominating Committee is a PDG member of the District Advisory Board.

- f. The Chair of the District Advisory Board shall be the Past District Governor once removed, and who is a member in good standing of a club in District 5320. The chair of the Advisory Board shall serve for one (1) year.
- g. The term of office for the three (3) immediate Past District Governors of District 5320 shall be determined by the Senior Past District Governor dropping from the Board each year and the new immediate Past District Governor becoming a member of the Board. Each year the Senior Past District Governor shall leave the Board as the new Past District Governor becomes a member.
- h. The term of office of the two (2) Past District Governors so selected in (b) above shall be one (1) year each.
- i. In the event of a vacancy occurring during the year on this Board for any reason, the District Governor and remaining Board members shall select or elect a qualified Rotarian established by the requirements set herein above to fill the said vacancy until June 30 of that Rotary year.

The Advisory Board shall consult with the Finance Committee concerning any unusual financial conditions which might arise within the District during the term of the Governor's administration and assist if necessary, to formulate a workable plan to resolve said conditions.

The Advisory Board shall perform any special duties relating to District finances and operations as requested by the District Governor necessary for the proper administration of the District, including administration of reserves.

The Advisory Board in conjunction with the Governor will, with recommendation of the Finance Committee, determine the expenditure of any excess funds remaining from the previous fiscal year as well as any deposits to and withdrawals from the District reserve account annually in January.

Other non-budgeted expenses of \$2,000 or more, which, in the discretion of the District Governor, are in the best interest of the District, shall be submitted for prior approval to the Finance Committee.

Advisory Board shall meet at least quarterly or as requested by the District Governor.

If so elected by the Advisory Board a special Committee on Organization, Administration and Legislation (COAL) shall be activated to commence a review related to questions or request by

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District and/or club leadership for clarification of issues or interpretation of current and proposed policies affecting the District.

The composition of the committee shall be determined as necessary by the Advisory Board and may consist of Past District Governors and/or District members who have special knowledge related to providing insight in responding to questions.

The Advisory Board can merge a district with fewer than 1,100 members or divide districts with more than 100 clubs by moving clubs into adjacent districts (16-84). Any decision by the Board to eliminate or change district boundaries will not become effective until at least twenty-four (24) months after it is made. (16-86).

The Advisory Board is comprised of members in good standing appointed by the incoming DG for the positions as outlined above in Section 3; 1; a-i.

#### **Section 4. Past District Governors' Council**

The Past District Governor's Council ("PDG Council") consists of all active Past District Governors. The most senior Past District Governor shall serve as the chair. Meetings of the PDG Council shall consist of, but not limited to, the following:

1. **Yearly Meeting:** The PDG Council is responsible for the annual meeting of all Past District Governors in District 5320 and their partners, which should be held as close as practical to the end of the fiscal year on the second weekend of July. All wherever now living, who have served in 5320 and other districts now belonging to a 5320 club are to be invited. The DG, OGE, DGN and DGD and their partners are to be invited. Any widowed partners of Past District Governors are also to be invited.

The purpose of the meeting shall principally be fellowship. Specifically, it will afford the past officers of RI an opportunity to thank the outgoing Governor and partner, if any, for a year of service to the district and welcome them into the Past District Governors' Club. The occasion will also give the incoming Governor a chance to announce their plans and objectives.

2. **Advise:** The PDG Council, upon request by the DG, shall convene a meeting of Past District's Governors to provide comments and advise on a course of action that will impact District policies and procedures.
3. **Review and Recommend Course of Action:** Upon request by any five (5) Past District Governors the PDG Council shall ask all Past District Governors (those who can participate) to attend a special meeting. The purpose will be to provide a course of action to resolve a significant issue such as financial impact(s) to the District, non-performance to District and or RI policies by District leadership, abuse of position by a Rotarian and activities not consistent with Rotary standards.

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Section 5. Finance Committee

1. The Finance Committee shall provide oversight, review and monitoring of District finances.

The Finance Committee shall consist of five (5) voting members and six (6) ex-officio members. The immediate Past District Governor shall serve as a voting member on the committee. The membership and term of office to be as follows:

Three (3) members serving staggered consecutive three (3) year terms, with one (1) to be selected annually by the then serving District Governor. The selected individual is to begin serving their three-year term beginning at the conclusion of the appointing Governor's year. If any member is unable to complete their term or misses two (2) consecutive meetings of the Finance Committee, the appointing District Governor (or, if not able to, next preceding Governor who is able) shall nominate a replacement for the approval of the then serving Advisory Board. Members selected shall have demonstrated financial abilities in their service to Rotary or their professions and have familiarity with the financial management of a business operation, as well as with professional accounting procedures and reports. Further, this member shall not be the Secretary, Treasurer, Executive Officer, Assistant Governor or chair of a major District event such as the District Conference, Training Assembly, RYLA, Foundation dinner or Transition dinner but may serve the District in other leadership positions.

The fourth (4th) member is the District Governor for that year.

The fifth (5th) member is the immediate Past District Governor.

Non-voting members are that year's Treasurer, DGE, DGN, DGD, Secretary and Office Administrator.

2. The Finance Committee shall meet as follows:
  - a. The Finance Committee shall meet with the DGE and their Treasurer at least five (5) weeks prior to the next Advisory Board meeting to set the budget for the fiscal year when the DGE shall become DG. The proposed budget shall be submitted to the Advisory Board at least six (6) weeks prior to the District Assembly for review and suggestion of edits, if any. The proposed budget shall be distributed to all club Presidents Elect at least four (4) weeks prior to the District Assembly (general compliance with RI (RI) Manual).
  - b. During the Rotary year and prior to Events (as noted under Event Committees), the Finance Committee will meet with the District Governor's appointed representatives to review, modify and/or recommend the proposed budgets for major District events such as

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the District Conference, Foundation Dinner, RYLA, District Assembly and the Governor's Demotion event to ensure they are consistent with the District budget.

- c. The Finance Committee will review monthly financial statements, prepared by the Treasurer monthly, prior to being submitted to the Advisory Board.

3. The purposes of the District funds are as follows:

- a. To meet the expenses of the DG and partner for travel, lodging at the lowest possible rate, for the International Convention and Zone Institute, postage, telephone, computer assistance, stationery, printing, administrative work, and other administrative expenses beyond the monies allocated to the District Governor for such purposes by RI, but not to exceed an amount approved in the budget;
- b. To meet the expenses of conducting District affairs such as, but not limited to, District Conference, District Training Assembly, District institutes and special District functions;
- c. To reimburse, at the lowest possible rate to the District Governor Elect and partner for travel, lodging, meals, and registration for the Zone Institutes, Governor Elect Training Seminar (GETS), Presidents-Elect Training Seminar (PETS), International Convention and other special programs attributed to Zone meeting(s) approved by the District Governor.
- d. To reimburse, at the lowest possible rate to the District Governor Nominee and partner for travel, lodging, meals, and registration for the Zone Institute, District Governor Nominee Advanced Training Seminar (GNATS), the President-Elect Training Seminar (PETS) and other special programs attributed to Zone meeting (s) approved by the DG.
- e. To provide for group funding of a District-wide insurance policy.
- f. To permit the DG discretion in disbursing budgeted District funds, as deemed advisable in providing hospitality and recognition for visiting Rotary dignitaries. (See Advisory Board.)
- g. Reserve contingency funds:
  - 1) To maintain a District reserve contingency fund minimum of \$30,000 to be available for cash flow needs and unexpected expenses. Annually, the OGE shall review the minimum reserve base and propose adjustments to the Finance Committee as deemed necessary.
  - 2) Any use of the reserve contingency funds, including a plan for repayment if the reserve amount drops below \$30,000, shall be on a recommendation by the District Treasurer

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and DG with the approval by the Finance Committee and concurrence of the Advisory Board.

- h. Credit Card Points/Miles: The District has a credit card (financial organization as approved by the Finance Committee) to be used whenever possible to charge District expenditures to vendors (examples: Event charges, payment for supplies). Three (3) District representatives are authorized to possess and utilize the credit card, specifically current DG, DGE and District Administrator. The purpose is to make payments and accumulate credit card points that can be utilized to defray air flight costs for the DG, DGE, or DGN when attending International Conventions or the Zone Institute training for the DGE or DGN. The District Treasurer is authorized to have access to the credit card account for their job responsibilities.
4. The Finance Committee shall receive from the Treasurer, year-end financial statements within thirty (30) days after the year-end. The Finance Committee will review the financial statements and submit them to the Advisory Board within 45 days after the close of the fiscal year. The statement and report of finances must be discussed and adopted within three months of the conclusion of the District Conference or at the next district meeting to which all clubs are entitled to send a representative and for which 30 days' notice has been given. If no district meeting is held, the Governor must conduct a ballot by mail within sixty (60) days of the end of that three (3) month period. (16.88).
- a. The finance Committee will arrange to examine the prior year's books of the District by either:
    - 1) Engaging an independent examination by a qualified independent accountant
    - 2) Using an Audit Committee (as generally described in R.I. bylaws 15.060.4)
  - b. The examination shall be completed by the end of the first fiscal quarter
  - c. The use of the District Audit Committee or hiring a qualified independent accountant for the examination of the books is a decision of the Finance Committee with approval of the DG and the Advisory Board
  - d. The Finance Committee, with the approval of the Advisory Board, shall have the right to conduct an examination of the District finances at any time it deems necessary.
  - e. The Finance Committee Chairperson shall be responsible for the selection of a Certified Public Accountant to prepare the District corporate tax returns at the best fee available to the District. The tax return preparer may not be 1) the District Treasurer who served during the year for which the returns are prepared, or 2) a member of the Finance Committee who served during the year for which the returns are prepared. The tax returns are to be

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signed by the then-sitting DG at the time the tax returns are prepared, as an officer of the corporation, in compliance with IRS regulations.

5. The financial institution in which the District's Operating Account and Major Events Account are held shall be selected by the Finance Committee and changed only when deemed as necessary by that Committee. Selection of the financial institution shall be based upon specific criteria such as the existence of numerous branches within the District boundaries, FDIC-insured and bank policies that are specifically favorable to the District's needs.
  - a. Withdrawals from the operating account and special event account are to be signed by two (2) individuals consisting of the DG, Treasurer, Chair of the Finance Committee, or Chair of the Advisory Board. Withdrawals of \$500 or less require one (1) signature. Withdrawals of more than \$500 require two (2) signatures. No person shall sign a check for which they are the payee.
  - b. The District Administrator prepares all disbursement documents with back up material (i.e., receipts, reason for requests) for signature. Thereafter, a monthly summary of all approved documents with back up material shall be delivered to the Treasurer for review and processing.
6. The District Reserve Account shall be held in a financial institution (FDIC insured) recommended by the Finance Committee and approved by the Advisory Board. Any withdrawals from the reserve account shall require the signatures of the District Governor, chairs of the District Advisory Board and District Finance Committee after approval by both committees.
7. The chart of accounts and monthly variance report formats in use each fiscal year shall be the basis of the District's standard chart of accounts, to be changed only with the approval of the Finance Committee and Advisory Board and will be utilized for all financial plans, reports and budgets, as well as for all monthly variance reports made to the District Finance Committee and Advisory Committee.
  - a. The District's accounting is done on an accrual basis to the maximum extent possible, with footnotes to assure clarity of financial reports. At the end of each Rotary year, a formal account closing is performed.
  - b. The District's financial reports are prepared monthly. These shall be in a professional accounting format including a balance sheet and an income/expense report with variances from the budget plan highlighted.
8. The District will provide a fidelity bond for all individuals who have signing authority and make deposits to and withdrawals from the bank accounts. Anyone who fails to follow Rotary's financial requirements, including improperly administering the district fund, is prohibited from holding any Rotary or district office until the irregularities are resolved. (16-89).
9. All contracts, debts and obligations of the District must be approved by the DG. All contracts must be signed under the direction of a member of the Board of Directors. Contracts that are

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not signed under the direction of a member of the Board of Directors shall not be binding upon the District. Except as otherwise provided in this Manual or in the Bylaws, the board of directors by resolution may authorize any officer, officers, agent, or agents to enter into any contract or to execute any instrument in the name of and on behalf of the corporation. This authority may be general or it may be confined to one or more specific matters. No officer, agent, employee, or other person purporting to act on behalf of the corporation shall have any power or authority to bind the corporation in any way, to pledge the corporation's credit, or to render the corporation liable for any purpose or in any amount, unless that person was acting with authority duly granted by the board of directors as provided in this Manual or the Bylaws, or unless an unauthorized act was later ratified by the corporation.

### **Section 6. District Treasurer**

The District Treasurer is the Chief Financial Officer for the District, responsible for overseeing the collection of revenues, payments for expenses, and preparation of financial reports. These reports shall include financial statements comprised of a balance sheet and an income/ expense statement with budget comparisons. Such financial statements shall be submitted to the DG, Advisory Board, and Finance Committee monthly. They shall be made available to any Assistant Governor upon request. The financial statements shall include but are not limited to:

1. All sources of the district's funds (i.e., R.I., The Rotary Foundation, District, and club)
2. All funds received by or on behalf of the District from fundraising activities
3. Grants received from The Rotary Foundation or Rotary Foundation funds designated by the District for use
4. All financial transactions of District committees
5. All financial transactions of the DG by or on behalf of the District
6. All expenditures of the District's funds
7. All funds received by the DG from RI

### **Section 7. Annual Statement and Report of District Finances**

The District Audit Committee shall be composed of three Rotarians from the District as generally described in R.I. Bylaws 15.060.4. The chairperson shall be a PDG who is not a member of the Finance Committee or Advisory Board. Other members will preferably be accountants or persons with extensive accounting background but this is not mandatory. The District Audit Committee is used as described in Section 5 of this document.

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### Section 8. Nominating Committee

The Nominating Committee system shall be the method used for the nomination of the DGND for District 5320. The person nominated shall bear the title of District Governor Nominee

Designate until July 1 of the year of selection, at which time the title of District Governor Nominee will be appropriate.

The procedure followed shall be in accordance with the provisions of the By-Laws of Rotary International and this section, which provides for the selection of a District Governor Nominee or Nominees of a District by means of a Nominating Committee.

1. The duties and responsibilities of the Nominating Committee shall be
  - Those duties and responsibilities as outlined in Article **XII**, Section 7 of the By-Laws of Rotary International.
  - To encourage potential Governor Nominees to apply who have had a range of District experience such as, but not limited to, service on one or more District Avenues of Service Committees, service as an Assistant Governor, attendance at District Conference, Foundation Dinner, etc.
2. Having a Vice Governor is no longer mandatory. The role replaces the Governor in case of that person's inability to perform their duties. The Nominating Committee selects a past Governor proposed by the Governor-Elect. If the Nominating Committee does not receive a nomination, or if a nominating committee was not used, the Governor Elect may choose a past Governor as Vice Governor. The Vice Governor serves in the year following his or her selection (16-74, 16-76, 16-77).
3. To select a Vice Governor prior to July 1<sup>st</sup>, from a slate of interested candidates in accordance with the District's selection practice for District Governor. A Vice Governor cannot serve back-to-back terms and there must be at least a one-year separation in service. The role of the Vice Governor is to replace the Governor in case of temporary or permanent inability to serve (RIB 6.120.1). The Vice Governor shall be knowledgeable of the Governor's vision, budget and leadership team, but will have no authority to direct the District unless called to serve in place of the seated Governor.
4. The composition of said Committee shall be seven (7) members, four (4) Rotarians to be selected in the manner specified in the following paragraphs along with the three (3) immediate Past District Governors of District 5320 currently members of a club in the District.
5. Four (4) members of the Nominating Committee must be, at the time of service, Past Presidents of their clubs and must not have served previously as a Rotary District Governor. One Past President shall be selected to serve on the Nominating Committee from each of four (4) groups of clubs. The four groups shall be determined by the District Governor Elect, taking into account the sizes of the clubs and the geographical area they represent. **See Appendix 3.**

The District Governor Elect, to demonstrate the democratic method of selection, shall request each club President Elect to submit in writing on the appropriate District Nominating Form no later than one (1) week before the date of the scheduled District Assembly meeting the name of a Past President of their club who fulfills the requirements and is willing to serve as a member of the Nominating Committee.

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The District Governor Elect, prior to assuming the office of District Governor on July 1, shall convene at the District Assembly prior to July 1, a meeting of the Presidents Elect. There shall be an individual meeting for each of the four (4) groups. These incoming Presidents having one vote per club shall then select the Nominating Committee member who will serve from their area. A Past President may only serve a total of two (2) times on the Nominating Committee. A Past President must not be in the same club, at the time of their service, as any of the three (3) Past District Governors serving on the Nominating Committee.

If no names are submitted by the incoming Presidents in an individual area, then the District Governor Elect shall submit at least two (2), but not more than four (4) names from their representative areas to the incoming presidents of those areas and the selection then must be made from this list.

Only those names submitted by the Presidents Elect and/or District Governor Elect may be considered for selection to the Nominating Committee.

6. The senior Past District Governor of the three (3) Immediate Past District Governors on the committee in order of year served as District Governor of District 5320 shall serve as Chair of the committee for that year.
7. A majority of the Nominating Committee must be present to interview every candidate whose names have been submitted to the committee by the clubs.
8. The committee is subject to call by the District Governor who shall also serve as an ex-officio member.
9. On July 1 of each Rotary year the District Nominating Committee shall be reconstituted to serve for the ensuing Rotary year.
10. The Nominating Committee shall assume the responsibility of selecting, nominating, or electing Rotarians for other offices as may be required or allowed by the Constitution and By-laws of Rotary International and District 5320.
11. In the event of a vacancy on the Nominating committee the Governor Elect of that year shall appoint a qualified Rotarian as established by the requirements to serve the balance of the term.
12. The District Nominating Committee shall publicize the need for well qualified Nominees with prior service such as being on one or more District Avenues of service Committees, service as an Assistant Governor, etc. for the position of District Governor.

### **Section 9. Strategic Planning Committee**

The Strategic Planning Committee develops the District's vision, in accordance with those RI, with supporting goals that can be regularly measured and adjusted as needed. The District has adopted a five-year long-range planning cycle, with annual review and updates.

The DGN is responsible for convening the Strategic Planning Committee each year to review the plan and to incorporate the specific goals and objectives presented by the OGE to be implemented in the following Rotary year.

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Members of the Strategic Planning Committee include:

1. The sitting DG and all incoming DGs;
2. PDG selected by the sitting and future DGs
3. Past club Presidents and other Rotarian leaders selected by the sitting and future Governors.

The DGE shall present specific goals and objectives to be implemented the following Rotary year as part of the presentation package of the DGE budget to the District Advisory Board each year.

### **Section 10. Representative to RI International Council on Legislation**

The procedure for the nomination of the District Representative and alternate to the RI Council on Legislation shall be in accordance with the By-Laws of RI (Article VIII) whereby the representative and an alternate representative shall be elected at the annual District Conference held in the Rotary year preceding when the Council on Legislation is to meet.

Representatives will serve for three (3) years starting on July 1 of the year following their selection. For example, the 2019 Council representative would take office on July 1, 2017 and serve until June 30, 2020. (16-114).

Any club in the District may nominate, for membership on the council, a qualified member of the club and must certify in writing via the signature of the President and Secretary. The DG shall present the names to the electors of the clubs at the District Conference. Each elector present at the District Conference shall be entitled to cast one vote.

### **Section 11. Electors**

The By-Laws of RI establish the District Conference voting procedures, and all voting procedures and policies of District 5320 shall be in conformity with the RI By-Laws. Where options exist in the RI By-Laws, the following shall be the procedures followed in District 5320:

Voting for the selection of the DGN, the composition and terms of reference of a Nominating Committee for District Governor, and the election of the representative of the clubs of the district on the Council on Legislation shall be restricted to electors (R.I. By-Laws). All other matters submitted to a vote with the sole exception of congratulatory resolutions shall be restricted to electors (District option). Every active member in good standing of a club in a district who is present at the District Conference shall be entitled to vote on all resolutions of a congratulatory nature (District option).

1. Each club in a district shall select, certify, and send to the annual District Conference of its district one (1) elector for every twenty-five (25), or major fraction thereof, of its active members, based upon the number of active members of the club as of the 1st day of the month proceeding the month in which the conference is held. Each club in the district that

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has no outstanding indebtedness to RI or the District for more than six months preceding that in which the conference is held shall be entitled to at least one elector. (R.I. By-Laws)

2. Each elector shall be an active member of the club and if present at the District Conference shall be entitled to cast one vote. Proxies are not allowed. (R.I. By-Laws)

### **Section 12. District Rotary Foundation Committee (DRFC)**

The District Rotary Foundation Committee (DRFC) serves to assist the Governor in educating, motivating, and inspiring Rotarians to participate in Foundation programs and fundraising activities in the district. The DRFC serves as the liaison between The Rotary Foundation and club Rotarians.

The DRFC is responsible for the administration of all District and Global Grants in accordance with the Terms and Conditions for Rotary Foundation District and Global Grants and the Committee's Financial Management Plan (Appendix 13). NOTE: As the plan is modified from year to year, due to changes by the District and/or RI and/or The Rotary Foundation, the most current Plan is found on the District website (if necessary, contact the District Administrator for information relative to accessing the website).

The District will select a District Rotary Foundation Committee Chair (DRFCC) in accordance with guidelines set forth in the Rotary Foundation Code of Policies, section 7.010.3. The DRFCC nominally serves in that position for a three (3) year term. The District Governor, in consultation with the DRFCC, shall appoint such subcommittees as may be required to carry out the responsibilities set forth in the Rotary Foundation Code of Policies. These include, but are not limited to, the following:

- a. Grants
- b. Fundraising
- c. Polio Plus
- d. Stewardship

### **Section 13. Special Functions**

#### **1. Membership and Retention**

The Membership and Retention Committee shall support the District Administration and the clubs through the distribution of supportive information, the development of programs to retain and recruit members, by conducting surveys of membership trends, and by providing information and recommendations relating to all membership matters. The Committee should prepare, and annually update as appropriate, a Committee "Organization and Operating Plan" so as to insure year to year continuity, currency and effectiveness.

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New Club Development Advocate will report to the Membership Chair and District Governor.

The New Club Development Advocate is a 2-to-3-year term. The New Club Advocate will:

- Focus solely on development of new clubs (not Satellite or Rotaract clubs). This direction is part of the District's Membership 5-year plan to charter new clubs.
- Work with the District Membership Chair, the District PR Chair, Rotary Coordinator team and District leadership to focus on new club formation.
- Become familiar with Rotary International Club Chartering materials on New Club formation.
- Identify areas in the District where Rotary is under represented/missing and explore District demographics where a club might thrive.
- Explore options for cause based, passport or other types of clubs that may be more successful in certain areas of the District.
- Will discuss and hopefully secure buy-in of clubs in adjoining areas.
- Work with existing clubs in the area to act as a facilitator or mentor or project partner with the new club to assure the new club's success.
- Will designate an interested Rotarian to act as the Club Advisor for 2 years.

Retention Advocate will report to the Membership Chair and District Governor.

The Retention Advocate is a 2-to3-year term. The Retention Advocate will:

- Focus solely on Club Retention.
- Develop a Club Exit Survey for Clubs to use and share with the Membership Committee.
- Help Clubs to review their Club Culture; assisting in developing skills and insight in the retention of members

## 2. Public Image

The Public Image Committee shall support the District Administration and the clubs through an education program, the distribution of supportive information, the development of programs to assist clubs in promoting their activities, by providing information and recommendations relating to club image and identification programs as well as projects they support. The Committee should prepare, and annually update as appropriate, a Committee "Organization and Operating Plan" so as to ensure year-to-year continuity, currency, and effectiveness.

## 3. Major Events

The DG shall cause to happen the appointment of Major event Committee Chairs. The Chairs, in consultation with the DG Governor shall appoint additional committee members as needed for the specific event.

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- a. Committees will coordinate their event dates with the DG, the District calendar and RI Calendar to avoid conflicts.
- b. Event budgets will be submitted to the Finance Committee prior to the event or any payment to ensure the event budget fits with the District budget.
- c. Shall submit copies of event materials and evaluations to the District Office as permanent records to be share with future committees.

4. District Conference

It is desirable that the District Conference be held at least thirty (30) days prior to the date of the beginning of the International Convention, and the District Conference shall not conflict with the International Convention.

The selection of a District Conference location shall be made by the OGE for their year as DG. If the Conference is to be held outside the District, prior approval must be obtained from RI as required in the R.I. Manual of Procedure.

The Conference budget should recognize that RI pays the traveling expenses of those representing the RI President, but all other expenses should be borne by the district.

The OGE is authorized to sign the necessary contract for the District Conference venue at any time prior to becoming DG in the year of that conference. The selection of place of venue shall conform to the rules and regulations of RI and District 5320. Signed contracts by the OGE shall be binding on District 5320 and in no way bind or obligate RI.

5. District Assembly

The District Assembly Committee organizes and promotes the attendance of incoming club presidents, directors, chairperson and new Rotarians to the annual District Assembly for instruction, information and inspiration.

6. Foundation Dinner

The Foundation Dinner promotes contributions to the Foundation and District. Purpose is to expand awareness of programs, recognizes the District support and good work of the Rotary Foundation, as well as individuals who have made exceptional contributions to both programs and finances.

7. District Governor's Transition

The DG's Transition Committee shall plan an event to recognize the outgoing DG and the District leadership and install the OGE.

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**Section 14. Service Activities and Projects**

District-wide service activities and projects involving two or more clubs in Rotary District 5320 are encouraged subject to the following:

1. To be designated as a "District Service Activity", "District Project" or "District Event", the activity:
  - a. Shall be, in nature and scope, within the capability of the clubs and Rotarians in the district to undertake successfully without interfering with or detracting from the scope and effectiveness of club activities in furthering the program of Rotary at the club level;
  - b. Shall not be undertaken initially unless the governor has agreed to such a joint activity and then, only after approval of one half of the clubs in the district;
  - c. Shall be under the direct supervision of the governor; the custody of all funds contributed or collected for such activity shall be the responsibility of the governor, though a committee of Rotarians from the within the district may be appointed to assist in administering any such activity and related funds;
  - d. Shall involve participation by Rotary clubs and/or individual Rotarians on a voluntary basis, clearly presented as such; the cost of participation by a club or individual Rotarian, if any, should be kept to a minimum, and not implicitly or directly be made an obligation in the form of a per capita assessment or otherwise.
2. Participating clubs do not accept an ongoing obligation to participate in the district activity. Any participating club that seeks to terminate its participation in a district-wide activity may do so upon the vote of the club members and notification to the District Governor or to the designated district activity chair that the club declines to participate.
3. Participating clubs do not accept an ongoing financial obligation to the district activity. However, upon withdrawal or termination of club participation, a club may be assessed the club's share of any non-refundable deposits, fees or costs incurred by the District as a result of the club's withdrawal or termination.
4. The DG and OGE shall provide the opportunity for Rotary clubs in this district to review and decide upon continuing support of district-wide projects or activities at the district conference or by other appropriate means.
5. District-wide activities approved by vote of one half the clubs are subject to the rules and requirements pertaining to "Major Event Committees", as set forth in Section 13.

**Section 15. Modifications or Additions**

Modifications or additions to the District 5320 policies in the Organization & Administration Manual shall be as set forth in the corporation by-laws.

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Resolutions proposing a District Policy or change in existing policy may be initiated by clubs or Rotarians in District 5320 by submitting a written overview of the proposed change, reasons, and wording of the change to the corporate Board. The Board will review the proposed change (i.e., by Board members, special committee(s)) and make a determination within sixty (60) calendar days.

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**APPENDICES SECTION**

Changes in the Appendices may be made by the District Governor with the approval of the Board of Directors for the Corporation as defined in District 5320 Bylaws.

**Appendix 1 - District Governor's Records**

1. It shall be the policy of District 5320 that each DG of this District within forty-five (45) days of the conclusion of their term of office do the following things:
  - a. Bring the records up-to-date for that administration.
  - b. Screen the year's files to remove all nonessential material.
  - c. Provide the successor with records, including the file of the current year, and the files of the preceding five (5) DG.
  - d. Inventory the District-owned equipment and property with the successor.
2. The District records shall include but not be limited to the following items. Copies will be maintained at the District Office or maintained on-line.
  - a. All reports sent to RI.
  - b. The report of the District Conference to RI.
  - c. The report of the District Assembly to RI.
  - d. The District financial report for the Rotary year (including the budget and budget revisions).
  - e. Current District 5320, Inc. corporate by-laws and minutes of its committees
  - f. The Organization and Administration Manual
  - g. Report of new clubs established or clubs terminated.
  - h. All Rotary Foundation Reports, Vocational Training Team, Foundation Awardees, etc.
  - i. Report of any change in District boundaries or adjustment of club territories.
  - j. A set of the DG correspondence to the membership (5 years minimum).
  - k. An inventory of District-owned equipment.

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**Appendix 2 - Standing Committees**

**The following is a typical list of Standing and Sub-committees. The committee structure is not limited to the list and is there to provide continuity to the District**

**1. Special Committees**

- a. Advisory Board
- b. Finance Committee
- c. District Nominating Committee

**2. Operational Committees**

- a. District Rotary Foundation Committee
  - 1) Grants
  - 2) Fundraising
  - 3) Polio Plus
  - 4) Stewardship
- b. Club Avenue of Service Committee
  - 1) Speaker's Bureau
  - 2) Club Awards
- c. Public Image Committee
- d. Community Avenue of Service Committee
- e. International Avenue of Service Committee
- f. Vocational Avenue of Service Committee
  - 1) Business Leadership Award
- g. Youth Service
  - 1) RYLA
  - 2) Interact/Rotaract
  - 3) Youth Exchange (SCANEX)

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h. Membership Committee

- 1) New Member Development
- 2) New Club Development Advocate
- 3) Retention Advocate

i. Event Committees

- 1) District Conference Committee
- 2) District Assembly Committee
- 3) Governor's Transition Committee
- 4) District Awards Committee
- 5) Foundation Dinner

**Appendix 3 - Nominating Committee Elector Groups**

The four (4) groups are composed as follows:

**North West:** Buena Park, Cerritos/Artesia, Cypress, Fountain Valley, Fullerton, Fullerton South, Fullerton Sunrise, La Habra, La Mirada, Lakewood, Los Alamitos/Seal Beach, Santa Fe Springs, Whittier, Whittier Sunrise

**North Central:** Anaheim, Avalon, Garden Grove, Huntington Beach, Long Beach, Santa Ana, Signal Hill, Surf City-Huntington Beach and Orange County Digital.

**South Central:** Anaheim Hills, Brea, E Club of the West, Irvine, Orange, Orange North, Orange Plaza, Placentia, Tustin/Santa Ana, Villa Park and Yorba Linda Sunrise

**South East:** Coto de Caza Rancho Santa Margarita del Sol, Laguna Beach, Laguna Nigel, Mission Viejo, Monarch Beach Sunrise, Newport-Balboa, Newport-Irvine, Newport Beach, Newport Beach Sunrise, San Clemente, San Clemente Sunrise, and San Juan Capistrano.

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**Appendix 4 - District Governor Elect**

The OGE shall work with the DG to learn the District operations and policies.

The OGE shall have the following responsibilities:

1. Attend the RI Zone Institute and Governor Elect Training Seminar (GETS) with partner if applicable.
2. Attend the President Elect Training Seminar with partner, if applicable, the year prior to their year in office.
3. Conduct the District Plenary Sessions at PETS for the Presidents for their year as District Governor.
4. For their year in office, after consultation with the sitting District Governor, shall cause to happen the appointment of Assistant Governors, Standing Committees, Special Committees, etc. as necessary to comply with the organizational requirements.
5. Shall establish the place, time and registration fees for the District Assembly; the location to be convenient to all clubs in District 5320 so as to obtain maximum attendance.
6. Provide training meetings and seminars to inform and instruct each person in their responsibilities as outlined in this manual.
7. In conjunction with the Finance Committee, develop a budget for the Governor's Rotary year, following the required approval steps.
8. Cause to happen a District Directory
9. Review all information regarding RI Presidents programs, R.I. continuing programs, District programs and continuing club programs to be implemented and continued during the Governor's year in office. The Governor Elect will have the responsibility for decision and/or action relevant to the programs.

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**Appendix 5 - District Governor Nominee**

The DGN shall work with the DG and OGE to learn the District operations and policies.

The DGN shall have the following specific responsibilities:

1. Attend the RI Zone Institute and Governor Nominee Advanced Training Seminar (GNATS) with partner, if applicable.
2. Attend PETS with partner, if applicable, the year prior to their year in office.
3. Attend training meetings and seminars held to inform and instruct about RI and The Rotary Foundation.
4. Attend Finance and Advisory Board meetings for the Rotary year as District Governor Nominee.
5. Review all information regarding RI Presidents programs, RI continuing programs, District programs and continuing club programs to be implemented or continued during the DG's year in office.
6. Confer with the District Conference Committee for help/coordination of the selection of the location for the conference.
7. Become aware and informed of the selection process of the then DGE's committees to provide continuity from year to year.
8. Work with the Office Administrator to learn about District administrative policies

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**Appendix 6 - District Governor Designate**

The DGD shall work with the DG, OGE, and DGN to learn the District operations and policies. They shall serve as an ex officio member of the District Advisory Board and Finance Committee.

There are no required duties of the DGD but it is recommended they pursue the following activities to the maximum extent possible as they transition towards their year as DGN:

1. Participate in all District events and as many different club functions as possible
2. Focus on learning about the Annual Giving elements of The Rotary Foundation since 50% of funds contributed during their year as DGD are returned three years later when they are Governor for District funds
3. Serve as Annual Giving Chair if asked by the District Governor or District RFC
4. Endeavor to participate in RI Conventions, Zone Institutes, PETS conferences, and other multi-district activities as possible

**Appendix 7 - Selecting PETS Committee Representatives**

District 5320 maintains active membership on the Southwest Presidents Elect Training Seminar (PETS) Committee. Each year the Immediate PDG serves on the committee as a Director for a one (1) year term. A second (2<sup>nd</sup>) member is selected for a three (3) year Director term by a committee consisting of the OGE, the DGN, and the DGD. The PETS Committee provides guidelines for the selection.

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**Appendix 8 - Honoring the Retiring District Governor and Their Successor**

The following is recommended relative to the timing and procedure relative to honoring the outgoing DG and installing the incoming DG.

1. DG are encouraged to schedule the District Recognition and Awards Dinner as late in the Rotary year as possible.
2. Publicity for the event should emphasize the recognition of the outgoing DG and the installation of the incoming DG. This should be the high point of the evening, be carried out with dignity and should follow the other awards.
3. It is suggested that the immediate Past District Governor acquire and present to the outgoing DG a thoughtful and appropriate gift in appreciation of the year of service to the District. A token of appreciation should also be presented to the Governor's partner.
4. It is further recommended that diamond fine ruby stone be recognized as the official stone for the Past DG pin. The immediate PDG should pin the outgoing DG with the pin and provide a welcome into the Past DG's rank. The outgoing DG may then wish to make a few brief remarks before introducing the incoming DG and presenting the DG's pin.
5. Timing for the entire evening's activities should be carefully planned to assure that the audience is not exhausted at the time of this most important event.
6. Appropriate recognition and installation of incoming presidents might be held prior to the pinning of the incoming Governor.

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## **Appendix 9 - Policy on Conflicts of Interest and Code of Conduct**

### **Section 1. Applicability**

This Policy on Conflicts of Interest and Code of Conduct shall apply to all Rotarians who serve as a District officer or on any District committee, and to any independent contractor of the District.

As used hereafter, the term "Member" or "Members" refers to any such person or persons. The term "District" shall be understood to include the clubs of this District and the individual Rotarians who belong to those clubs.

### **Section 2. Statement of Policy**

1. The Members shall review the Conflicts of Interest policy annually at their first meeting of the year.
2. No member shall use his or her position, or the knowledge gained therefrom, in such a manner that a conflict arises between the member's personal interests and the interests of this District (which term is meant to include its clubs and the Rotarians who belong to those clubs, RI, or The Rotary Foundation).
3. Each Member has a duty to place the interest of the District foremost in any dealings with the organization and has a continuing responsibility to comply with the requirements of this policy.
4. The conduct of personal business between a member and the District is permitted only after full disclosure has been made and other members involved agree that no conflict exists.
5. Loans or indirect extensions of credit by the District to a member are prohibited.
6. If a Member has a financial interest in a proposed transaction with the District, the Member must make full disclosure of such interest to the DG or to the relevant committee chair before any discussion or negotiation of such transaction. If a Member is aware that another Member has an undisclosed potential conflict of interest in a proposed transaction with the District, he or she must inform the DG or to the relevant committee chair as soon as possible.
7. A proposed transaction covered by this conflict of interest policy shall include any proposed decision by the members, which if adopted, could affect the financial interests of a Member or a member of the member's family, or an organization in which the member is a trustee, director, owner, or officer.
8. Any member who is aware of a potential conflict of interest with respect to any matter coming before the District or any of its committees may be excused by the DG or by the relevant Committee chair and, if so excused, shall not be present for any discussion of or vote in connection with the matter. Any Member who is aware of a potential conflict of interest with respect to any matter coming before the District or any of its committees shall

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not cast a vote in connection with the matter. The existence and nature of the potential conflict of interest shall be recorded in the minutes of the meeting.

9. Each member must disclose any family or business relationship that he or she has with another Member or employees of the District. The District shall provide a disclosure form for this purpose and shall make the form available on the District website.

### **Section 3. Code of Conduct**

Membership in Rotary carries certain duties and responsibilities. This code of conduct outlines some of those duties and responsibilities.

1. Confidentiality  
All information acquired by a member concerning another Rotarian's matters, financial matters, legal matters, member status issues, or any other item of rotary business shall not be divulged to anyone, including other Rotarians or any outside party.
2. Rotary Electronic Messaging and Social Network Communications  
The following policy is with regard to Rotary's electronic messaging communications within the District and Social Media.
3. Communications  
Electronic messaging includes but is not limited to email, messages sent through the District and Club Database (DaCdb), and messages sent via third party providers such as Facebook, LinkedIn and other internet based social network services.
  - a. Email pertaining to Rotary should contain "Rotary" in the subject line.
  - b. All Rotary Email should contain a signature block that includes the name of the person sending the Email and the sender's title or committee designation (if any).
  - c. No Rotarian should be added to "e-groups" or other types of bulk mailing lists without that person's permission; excepting mailing lists specifically established by District 5320 for Club Presidents, Club Secretaries, District Committee Chairs, District Committee Members, and the District Leadership. By virtue of having accepted the duties and responsibilities of their positions, Rotarians included in these positions shall

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be presumed to have given permission to receive Email pertaining to their positions from the District Leadership.

- d. No Rotarian should be added to "friends" lists or groups on Facebook, LinkedIn or other similar social networking sites without that person's permission. There are no exceptions to this policy.
- e. All requests by a Rotarian to be removed from a bulk mailing list, group, friends list or other type of list must be honored immediately by the sender.
- f. E-groups and other bulk mailing lists shall not be used for expressing political views or for the distribution of "spam," such as jokes and the like.
- g. All policies and procedures contained in the RI Manual of Procedure pertaining to circularization shall be applicable to all Email communication. Specifically, no Rotarian email address shall be made visible to others in a list of "cc" email addresses contained in an email.
- h. E-mail lists shall not be published in any form that is available to the public. Websites containing mailing lists or individual e-mail addresses (other than the e-mail addresses of the webmasters) should be password protected. Such passwords should not be distributed to non-Rotarians.
- i. All users of e-mail are encouraged to maintain an up-to-date version of virus-checking software on their computers in order to protect themselves as well as all individuals with whom they correspond by email.
- j. Attachments to email should be avoided whenever possible. Instead, copy and paste information into the body of the email message. If the club has its own web site, it is preferable to post the attachment to the club site for download and then link to it from within the email message.
- k. Forwarding of email messages is discouraged unless specific instructions for forwarding have been given.

4. Policy against harassment

Rotary District 5320 does not tolerate harassment of any of its members or youth participants (i.e. Youth exchange, RYLA, Interact, Rotaract, Speech and Vocal contests, etc.). Any form of harassment which violates federal, state or local law, including, but not limited to harassment related to an individual's race, religion, color, sex, sexual orientation, national origin, ancestry, citizenship status, marital status, pregnancy, age, medical condition (cancer related or HIV/aids related), handicap or disability is a violation

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of this policy. For these purposes the term "harassment," includes slurs and any other offensive remarks, jokes, other verbal, graphic, or physical conduct.

In addition to the above listed conduct, "sexual harassment" can also include, but not limited to the following examples of unacceptable behavior:

- Unwanted sexual advances;
- Offering employment benefits in exchange for sexual favors;
- Visual conduct - leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters;
- Suggestive objects or pictures, cartoons or posters;
- Verbal sexual advances or propositions;
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual suggestive or obscene letters, notes or invitations; or
- Physical conduct - touching, assault, impeding or blocking movements.

A District 5320 Rotarian who feels that he or she is being harassed by another member should immediately notify the DG or the President of their Rotary club. If uncomfortable in notifying the above, the Rotarian may inform an AG or a Past DG of District 5320. In the case of youth participants, the Rotarian shall notify the Rotary adult advisor to the program or the District 5320 Youth Protection Officer. A member will not be penalized in any way for reporting a harassment problem.

All complaints of harassment, which are reported, will be treated with as much confidentiality as possible and will be investigated as promptly as possible.

Harassment of Rotary members, in connection with their work, by other Rotary members or outsiders may also be a violation of this policy. Any such harassment should be reported immediately, and appropriate action will be taken.

## 5. Working with Youth

Each District 5320 youth activities program and participating Rotary Clubs will develop a screening and selection process appropriate for the adults working with youth in a specific program.

After selecting the best possible leaders, further protection for children and the adult leaders is structured into the program through policies that guard against abuse and provide security for its youth participants. The following policies have been adopted to provide security for youth; in addition, they serve to protect Rotarians from situations in which they are vulnerable to allegations of abuse.

- Two (2) deep leadership is two (2) Rotarian adult leaders or one (1) Rotarian leader, a teacher or a parent-both of whom are twenty-one (21) years of age or older-are required on all trips and outings. If the activity is coeducational, leaders

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of both sexes must be present. The participating organization is responsible for ensuring that sufficient leadership is provided for all activities.

- No one-on-one contact. One-on-one contact between adults and participants is not permitted.
- Respect of privacy. Adult leaders must respect the privacy of participants in situations such as changing into swimsuits or taking showers at activities and intrude only to the extent that health and safety require. They must also protect their own privacy in similar situations.
- Separate accommodations. When attending overnight events, no youth is permitted to share a room with an adult other than their parents or guardians.
- Proper preparation for high-adventure activities. Activities with elements of risk should never be undertaken without proper preparation, equipment, supervision, and safety measures.
- No secret organizations. There are no secret organizations recognized in Rotary. All aspects of Rotarian programs are open to observation by parents and leaders.
- Constructive discipline. Discipline should be constructive and reflect the program's underlying values. Corporal punishment is never permitted.
- Hazing prohibited. Physical hazing and initiations are prohibited and may not be included as part of any rotary activity.
- Youth leader training and supervision. Adult leaders must monitor and guide the leadership techniques used by youth leaders.
- Adherence to these policies not only enhances the protection of participants but also ensures the values of rotary are preserved. It helps to protect volunteer adult leaders from situations that are deemed at risk by creating barriers to abuse.

6. Violations of code of conduct

Violations of this code of conduct may result in disciplinary action, including the removal of a Rotarian from office or the termination of membership and reporting to the proper authorities.

**Section 4. Whistleblower Policy**

1. This Code of Conduct requires Members to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. All representatives of this District must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations

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2. It is the responsibility of all Members to comply with the Code of Conduct and to report violations or suspected violations in accordance with this Whistleblower Policy.
3. No Member who in good faith reports a violation of the Code shall suffer harassment, retaliation, or adverse appointment or employment consequence. Any Member who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of appointment, employment and/or membership in Rotary. This Whistleblower Policy is intended to encourage and enable Members to raise serious concerns within the District.
4. The Code of Conduct encourages and suggests that Members share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, the District Governor is in the best position to address an area of concern. However, if a Member is not comfortable speaking with the District Governor or if the Member is not satisfied with the District Governor's response, such Member is encouraged to speak with either the Chair of the Advisory Board or the Chair of the Finance Committee.
5. Any Member filing a complaint concerning violations or suspected violations of the Code Ethics must act in good faith and have reasonable grounds for believing the information disclosed indicates violations of the Code. Any allegations that prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.
6. Violations or suspected violations may be submitted on a confidential basis by a Member. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.
7. The person receiving the report of violations or suspected violations shall acknowledge receipt of the reported violation or suspected violations to the reporting Member within ten business days.
8. The person receiving the report of violations or suspected violations, including the District Governor, the Chair of the Advisory Board, or the Chair of the Finance Committee, shall obtain all relevant information and take such corrective action as he or she deems appropriate, including providing counsel to the alleged violator and providing recommendations to the Members for corrective action.

### **Section 5. Implementation**

This Policy on Conflicts of Interest and Code of Conduct shall be distributed to and reviewed by Rotary Clubs of District 5320 at least annually. Each Rotary Club President will annually acknowledge that he or she has read the Policy, understands it, and will comply with it by completing the District 5320 Conflict of Interest Disclosure shown on the next page.

This Policy on Conflicts of Interest and Code of Ethics will be made available to all District Rotarians upon request and will be published on the District web site.

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**Rotary District 5320 Conflict of Interest Disclosure**

Rotary recognizes that the majority of members and leaders are engaged in business activities that may represent a potential conflicting interest. The existence of these conflicts is best dealt with by compliance with the District 5300 Code of Policy regarding Conflicts of Interest and disclosure of any potential conflict of interest.

My signature certifies that I have read the District 5320 Code of Policy regarding Conflicts of Interest. To the best of my knowledge and belief, except the following disclosure, neither I nor any person with whom I have or had a personal or business relationship is engaged in any transaction or activity or has any interest that is a potential conflict with Rotary.

(A) Without exception \_\_\_

(B) I have a discretionary authority with the following organization or enterprise that may be considered as a conflict of interest:

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Business Name / Profession

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Business Address

---

City	State	Zip Code	
Type of Business:	<input type="checkbox"/> Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Other

Do you have a financial interest in the above business?  Yes     No

Description of Outside Business Activity: \_\_\_\_\_

Describe the duties and authority of your position:

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Do you negotiate or determine terms, conditions or prices, on behalf of:

Rotary?             Yes         No            The above business?     Yes         No

What is your Rotary leadership position? \_\_\_\_\_

Date: \_\_\_\_\_

**Signature:** -----

Return form to: Rotary District 5320

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**Appendix 10 - Duties and Responsibilities of the District Administrator**

General Description: Supports the Rotary DG, District staff and Rotary clubs. Manages District receivables and payables and reports to the District Treasurer.

Participates as nonvoting member of the Advisory Board and Finance Committee.

**Essential functions of the position:**

- Handle administrative tasks such as registrations, preparing for meetings and coordinating meeting space.
- Assist with monthly, quarterly and annual reporting requirements.
- Track membership leads received by the District.
- Process District daily incoming and outgoing mail
- Maintain a professional image and attitude in keeping with the objections of Rotary District 5320 Inc.
- Be knowledgeable of and work in all Microsoft Suite programs.
- Learn and become diligent in software systems used by the District, such as DACdb and QuickBooks.
- Any additional duties as assigned by the supervisor(s).

<b>General Office Services</b>	<ul style="list-style-type: none"><li>• Maintain office hours as approved in the budget of the current District Governor; 2019 - 2020 - Monday through Friday from 1 pm - 5 pm.</li><li>• Provide mail, telephone and email support for Rotarian and Club inquiries, responding directly or directing inquiries to appropriate District staff.</li><li>• Receive, open and distribute District mail and email(s).</li><li>• Maintain the District library of Rotary International and District publications.</li><li>• Ensure current event material is to be maintained in the District Office.</li><li>• Ensure the daily automatic software backup is completed for computer files.</li><li>• Monitor and manage use of meeting space available to the District, at the Breezeway Learning Center, ensuring room configuration is appropriate.</li><li>• Arrange for refreshments for meetings, as requested.</li><li>• Purchase office supplies for the District.</li><li>• Maintain and update the District's equipment inventory, on an on-going basis.</li></ul>
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<p><b>Maintenance of District Records</b></p> <p><i>(Governor may designate additional reports)</i></p>	<p>Maintain copies of the following District reports, for the periods indicated below:</p> <ul style="list-style-type: none"> <li>• Reports sent to Rotary International for 5-year period.</li> <li>• Reports of the District Conference to RI for 2-year period.</li> <li>• Reports of the District Assembly to RI for 2-year period.</li> <li>• Financial report for the Rotary year (including the budget and budget revisions) for 7-year period.</li> <li>• By-laws &amp; Organization and Administration Manual each year.</li> <li>• General reports for Rotary Foundation, Peace Scholars and Grants Foundation Awardees for 5-year period.</li> <li>• Hard and soft copy of Governor's monthly newsletters for 2-year period.</li> <li>• Hard and soft copy of the District Directory for current year.</li> <li>• Hard and soft copy of 1, 2, 3 and 5-year District Strategic Plan.</li> <li>• Current District Harassment Prevention Policy and Procedures.</li> <li>• Current Youth Protection Policy and Procedures.</li> <li>• Copy of District Administrator Key Roles and Responsibilities document.</li> </ul>		
<p><b>District Committee Meetings</b></p>	<p>The Administrator will provide DACdb calendar or other registration and location set up support for the following District committee meetings:</p> <ul style="list-style-type: none"> <li>• Advisory Committee</li> <li>• Finance Committee</li> <li>• Nominating Committee</li> </ul>		
<p><b>District Events</b></p> <p><i>*The required Insurance Certificates for these events are to be prepared by the Administrator</i></p>	<p>As requested, the Administrator will provide DACdb calendar or other registration, payment processing and location set up support to the Event Chair. When a raffle is part of an event, Secretary of State notification is required. Otherwise, as required additional support for the following events:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>Angels Game &amp; Chili Cook Off</li> <li>District Conference</li> <li>District Leadership Forums</li> <li>District Training Assembly (OTA)</li> <li>Foundation Gala (RYLA)</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>Governor's Transition Dinner</li> <li>Grants Management Seminars</li> <li>Pre-PETS Seminars</li> <li>Presidents Elect Training Seminar (PETS)</li> <li>Rotary Youth Leadership Awards</li> </ul> </td> </tr> </table>	<ul style="list-style-type: none"> <li>Angels Game &amp; Chili Cook Off</li> <li>District Conference</li> <li>District Leadership Forums</li> <li>District Training Assembly (OTA)</li> <li>Foundation Gala (RYLA)</li> </ul>	<ul style="list-style-type: none"> <li>Governor's Transition Dinner</li> <li>Grants Management Seminars</li> <li>Pre-PETS Seminars</li> <li>Presidents Elect Training Seminar (PETS)</li> <li>Rotary Youth Leadership Awards</li> </ul>
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<p><b>Financial Responsibilities</b></p> <p><i>(Use of Quickbooks is required)</i></p>	<p>Manage the day-to-day bookkeeping, Accounts Receivables and Accounts Payables. Report information in conjunction with the District Treasurer</p> <ul style="list-style-type: none"> <li>• Receive all payments made to the District for Club dues and assessments, District events, etc.</li> <li>• Complete deposits of all funds to the District bank accounts weekly. If funds received exceed \$5,000 deposits those funds to the District bank immediately.</li> <li>• Record all payments and deposits to the bank</li> <li>• Conduct a weekly conference call or in person meeting with District Treasurer to review payables, receivables and deposits.</li> <li>• Receive and review all check requests for District disbursements to ensure completeness, accuracy and signature of event chair.</li> <li>• Checks are to be entered weekly in preparation of completing check runs on the 2nd and 4th Thursday of each month</li> <li>• Once checks have been cut the checks and supporting documentation will be reviewed and approved by the District Governor</li> <li>• All checks require two signatures as outline in the O&amp;A Manual.</li> <li>• Once checks are signed, the Administrator will mail the checks out.</li> <li>• Reconcile the credit card promptly each month to allow the District Treasurer to pay that invoice electronically.</li> <li>• Prepare and distribute semi-annual Rotary International and District invoices by July 5th and January 5th annually.</li> <li>• Process District and Global Grant checks from list provided by the Chair. Once checks are signed give them to the Chair for distribution to the clubs</li> </ul>
<p><b>Annual Corporate filings</b></p>	<p>The following reports must be completed annually:</p> <ul style="list-style-type: none"> <li>• The annual statement of officers yearly with the Secretary of State.</li> <li>• Confirm the filing of the Statement of renewal as a charity and the 990 each year is completed.</li> </ul>
<p><b>District and Club Database Management</b></p> <p><i>DACdb</i></p>	<ul style="list-style-type: none"> <li>• Maintain District events calendar on the District and Club Database (DACdb), entering new events as provided by Governor, event chairs and future Governor teams.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Maintain current and incoming Governor team's information, obtain Club leadership information, create and update DACdb leadership structure and committees</li> <li>• Assist members with use of DACdb system, including general access and event registration.</li> <li>• Assist Clubs with use of DACdb systems, including adding / terminating members, updating leadership information, entering Club events and setting up payment processing for these events.</li> <li>• Process mail-in registrations for District events, entering into registration system and maintaining file for Event Chair.</li> <li>• With the District Secretary, assist Club Secretaries with monthly reporting of attendance and membership changes (preparing reports for Rotary International).</li> </ul>
<p><b>Additional Support</b></p>	<ul style="list-style-type: none"> <li>• Schedule internet conference and video calls (i.e. ZOOM).</li> <li>• Take meeting minutes in the absence of the District Secretary.</li> <li>• Rotarian background checks - update records and forward appropriate information to Youth Protection Team as required.</li> <li>• Assist Governor with handling expenses.</li> <li>• Communicate by phone or in person for a weekly status with District Governor</li> </ul>

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**Appendix 11 - Protocol and Etiquette Recommendations for District Events**

1. An aide should be provided by the DG for the RI President's Representative at the District Conference and for any VIP who is to be a principal part in any district event. The aide and partner should be available at all times to assist the VIP and partner whenever possible,
2. The President's Representative and partner and their aide, should be shown the same courtesies as though they were the President and aide of RI. The President's party, and aide, should be seated at positions of honor at the head table.
3. Order of seating at the head table (if used) is important. It is proper that the master of ceremonies be seated to the immediate right of the podium (facing the audience). The speaker or guest of honor should be seated to the right of the master of ceremonies. The balance of the seating should be in order of importance to the occasion.
4. Place cards of the tent type should be at each place. It is suggested that the name be placed in type of appropriate size and appear on both sides of the card. If more VIP seating is required, this may be accomplished by either a subhead table or special reserved tables located near the head table.
5. VIPs should be recognized in a courteous and respectful manner. Where they may be appearing several times, such as a multi-day function, they should be properly recognized at the most appropriate time to reach the greatest audience.
6. Introduce those "seated at the head table".
7. All possible courtesies should be shown to the RI President's Representative and partner, including flowers and/or fruit in their rooms. A gift or gifts should be presented to the President's Representative and partner at the most appropriate time.
8. Past DG should be recognized at district functions.
9. Name badges should be available at all district functions.
10. The following order of protocol is recommended for introducing, presenting, and seating all current, past, and future officers of R.I. and its Foundation, committee members, and their spouses at all RI meetings, functions, and receiving lines, and for listing in all RI publications:
  - President (or president's representative)
  - Past presidents (in order of seniority)
  - President-elect
  - President-nominee
  - Vice president
  - Treasurer
  - Director Executive Committee Chair

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- Other directors
- Trustee chair
- Trustee chair-elect
- Trustee vice chair
- Other trustees
- General secretary
- Past Directors (in order of seniority)
- Directors-elect
- Past Trustees (in order of seniority)
- Incoming trustees
- Directors-nominee
- Past general secretaries (in order of seniority)
- President, immediate past president, vice president, and honorary treasurer of RIBI
- District governors
- Past district governors (in order of seniority)
- Rotary coordinators, Rotary public image coordinators, and regional Rotary Foundation coordinators and endowments major gift advisors
- District Governor Elect
- District Governor Nominee
- District Governor Designate

At Rotary functions, officers should be addressed according to protocol only once with spouses included at the time of introduction. Individuals holding more than one office or past office, shall be ranked by the highest current or past office held.

After the recommended order of protocol above, the following additional order of protocol is recommended and should be modified to fit local customs and practice:

- Regional and zone-level committee members
- Assistant governors
- District secretaries/treasurers
- District committee members
- Club presidents
- Club presidents-elect
- Club vice presidents
- Club secretaries
- Club treasurers
- Club sergeants-at-arms
- Other club board members
- Club committee chairs
- Past assistant governors
- Rotarians
- Rotary alumni
- Rotarians' families

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Also keep mind:

At district meetings, Rotarians visiting from a foreign country may be placed before local Rotarians of the same rank, as a courtesy.

High-ranking non-Rotarians may be given precedence in ranking according to local custom. Clubs and districts are encouraged to advise guests if protocol places Rotarians before non-Rotarians. (RCP 26.080.)

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## **Appendix 12-Youth Protection**

After selecting and training the best possible leaders, further protection for children and the adult leaders is structured into the program through policies that guard against abuse and provide security for its youth participants. The following policies have been adopted to provide security for youth; in addition, they serve to protect Rotarians from situations in which they are vulnerable to allegations of abuse.

- Two-deep leadership. Two (2) Rotarian adult leaders or one (1) Rotarian leader, a teacher or a parent-both of whom are twenty-one (21) years of age or older-are required on all trips and outings. If the activity is coeducational, leaders of both sexes must be present. The participating organization is responsible for ensuring that sufficient leadership is provided for all activities.
- No one-on-one contact. One-on-one contact between adults and participants is not permitted.
- Respect of privacy. Adult leaders must respect the privacy of participants in situations such as changing into swimsuits or taking showers at activities and intrude only to the extent that health and safety require. They must also protect their own privacy in similar situations.
- Separate accommodations. When attending overnight events, no youth is permitted to share a room with an adult other than their parents or guardians.
- Proper preparation for high-adventure activities. Activities with elements of risk should never be undertaken without proper preparation, equipment, supervision, and safety measures.
- No secret organizations. There are no secret organizations recognized in Rotary. All aspects of Rotarian programs are open to observation by parents and leaders.
- Constructive discipline. Discipline should be constructive and reflect the program's underlying values. Corporal punishment is never permitted.
- Hazing prohibited. Physical hazing and initiations are prohibited and may not be included as part of any Rotary activity.
- Youth leader training and supervision. Adult leaders must monitor and guide the leadership techniques used by youth leaders.

Adherence to these policies not only enhances the protection of participants, but also ensures the values of Rotary are preserved. It helps to protect volunteer adult leaders from situations that are deemed at risk by creating barriers to abuse.

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**Appendix 13 - District Rotary Foundation Financial Management Plan**

In accordance with RI guidelines, the District shall develop and maintain a District Rotary Foundation Financial Management Plan for managing District Rotary Foundation finances in compliance with the District's Memorandum of Understanding (MOU) submitted by RI District 5320 to The Rotary Foundation.

The scope of the plan is limited to those finances pertaining to the District's stewardship over District Designated Funds (DDF) used for District Grants and Global Grants (where applicable) as defined and specified by The Rotary Foundation (TRF) in the MOU and in the "Terms and Conditions for Rotary Foundation District Grants and Global Grants" in effect during the relevant Rotary year.

The key sections of the District Rotary Foundation Financial Management Plan shall include the following main sections:

- Administration of District Grants
- Preparation of the Spending Plan
- Disbursement of District Grants
- Funding Procedure for District Grants
- District Grant Reporting Requirements
- Disbursement of Global Grant Funds from District 5320 Grants Account
- District Reporting, Accounting and Stewardship

Note: As the plan is modified from year to year, due to changes by the District and/or RI and/or The Rotary Foundation, the most current Plan is found on the District website (if necessary, contact the District Administrator for information relative to accessing the website).

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**Appendix 14 - Definition of District Governor Partner**

RI and District 5320 recognizes that some future DG are not married but have a partner who has participated in their growth as a Rotarian who will be assisting them during their term. The partner must be in full support of the Rotarian in the role of DG or training leader.

A DG who does not have a spouse partner meeting the definition above may be eligible to have a second (2<sup>nd</sup>) person with expenses authorized as part of the budgetary process.

The DG Partner is expected to support the DG and District 5320 as needed to ensure the execution of responsibilities results in a successful completion of the DG's year. The expectations are as proposed at GNATS and GETS training.