



POLICY MANUAL
Rotary International District 5230
(Effective July 1, 2020)

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This Policy Manual is established to:

- Supplement the guidance provided in the Rotary International (RI) **Manual of Procedure** as it pertains to the administration of Districts of RI.
- Provide guidance for the administration of the District by the District Governor.

SECTION I. Organization of District 5230 of Rotary International

- A. The **District Office** shall be at such location, as the Governor shall elect. Official files of the District shall be kept and maintained at said office. At the conclusion of the Rotary year, and not later than July 31, the Governor shall deliver such files, records and District owned property to the succeeding Governor.
- B. **District Board of Directors.** There is hereby established a District Board of Directors as set forth in Attachment B to the District Policy Manual and incorporated by reference. The purpose of the District Board of Directors is to assist the District Governor and Governor line with management and operation of the District consistent with Rotary International's governance documents, Rotary's Code of Policies, and District Policy Manual; in conjunction with the District Finance Committee to oversee the finances of the District; to provide continuity of operations, programs, and District leadership from year to year; to inform and train future leaders of the District with respect to the operations and programs within the District; and to propose and update District policies and procedures as necessary or appropriate.
- C. **District Leadership Plan.** Pursuant to the policies and recommendations of Rotary International, and prior to assuming office on July 1, the Governor-elect shall develop and implement a District Leadership Plan for organization of the District. The District Governor-elect is encouraged to seek the advice of the District Governor Nominee in identifying members to staff and chair the District committees. The Governor-elect shall appoint such officers and committees to assist in the operation and administration of the District as he or she determines necessary, appropriate, or desirable and shall prescribe the duties and responsibilities of such officers and committees. Such officers and committees shall include, but not be limited to, the following:
1. A **TREASURER** who shall be a licensed Certified Public Accountant (CPA), and who shall serve on the Finance Committee and maintain the necessary financial records.
 2. A **SECRETARY** who shall perform duties as requested by the Governor, and shall maintain a complete and accurate set of minutes of:
 - a. District Conference
 - b. District Assembly
 - c. Any other meetings designated by the Governor.
 - d. The Secretary shall also perform other duties as requested by the Governor.
 3. **ASSISTANT GOVERNORS** who shall represent and assist the District Governor and club presidents in territories to be designated by the Governor and listed in the District Directory. These Assistant Governors serve as liaison leaders between the Club Presidents and the Governor.
 4. **ADVISORY COMMITTEE.**
 - a. The Governor shall appoint an Advisory Council composed of all Past Governors who are members of Rotary Clubs within the District.
 - b. The Council shall be called at least twice each year:

- 1) As District Governor-Elect, within 30 days following the end of the International Assembly, to inform the current and past Governors about the news of Rotary International and to receive information on the District.
 - 2) As Governor, during the month of January, to discuss the problems of the District.
- c. The authority and/or responsibility of the Governor shall not be impaired or impeded by the advice of the Past Governors.
5. RESOLUTIONS COMMITTEE. The Governor shall name a Resolutions Committee that shall be composed of not less than five members. Two shall be Past Governors and the balance shall be current or past Club Presidents. The Rotarian elected by the Clubs at the District Conference to serve as the District Representative to the Council on Legislation shall serve as Chair of the Resolutions Committee for the Rotary year in which the Council is held. This committee shall be named for the purposes of:
- a. Monitoring the conformity of the District Policy Manual with the provisions of Rotary International's Constitution and Bylaws, the RI Standard Club Constitution, and with current decisions by the RI Board of Directors.
 - b. Proposing, considering, consolidating and presenting resolutions to the District Conference for action.
 - c. Giving critical consideration to proposed enactments and resolutions to be presented to the R. I. Council on Legislation.
 - d. Preparing adopted resolutions in proper form for inclusion in the District Policy Manual immediately following the District Conference.
 - e. The District Policy Manual shall be distributed in any year changes are made to the Policy Manual.
6. MEMBERSHIP COMMITTEE. The Governor shall appoint a Membership Committee composed of not less than a Chair plus three Members and a Membership Representative from each territory in the District. The Chair, the Members and the Membership Representatives shall be past Club Presidents. The Chair may be a Past District Governor. The Governor may optionally appoint a Past District Governor as an Advisor to the Committee.
- a. In cooperation with the District Governor, the Committee shall identify, market, and implement appropriate membership attraction, development, and retention strategies for the District.
 - b. The Committee shall act as a liaison between the District Governor and the Zone Rotary Coordinator, Rotary International, and Clubs in the District.
 - c. The following subcommittees are required. The three Members of the District Membership Committee shall serve as Subcommittee Chairs. The Subcommittee Chairs shall determine the size and make-up of their subcommittee.
 - 1) Development Subcommittee – Develop and implement tactics and strategies to retain and grow membership in the District.
 - 2) Extension Subcommittee – Develop and implement plans to organize new Rotary Clubs within the District.
 - 3) Emerging Rotarians Subcommittee – Develop and implement plans to attract Rotaract Club members, young professionals, and Rotary Foundation Alumni to become members of Rotary Clubs in the District.

7. FINANCE COMMITTEE. The Committee shall consist of the Governor, two Past District Governors appointed by the Governor, the Governor-Elect who shall chair the committee, the Governor-nominee, the Treasurer and the immediate past Treasurer. The Treasurer appointed by the Governor-Elect shall serve in an advisory capacity until July 1 when he/she becomes the District Treasurer.
- a. The Finance Committee shall prepare a budget based on funds available from Rotary International, estimated District funds available at the beginning of the Rotary year, and the estimated number of Rotarians in the Clubs of the District at the beginning of the Rotary year, and shall recommend the amount of a per capita levy for district operations during the next Rotary year.
 - 1) The budget for the district shall not contain budgeted expenses that exceed the total anticipated revenue.
 - 2) The Governor may revise such budget at any time, provided that anticipated total expenses shall not exceed total anticipated revenues.
 - 3) The budget shall contain a “General Reserve” to reduce the risk exposure for District events including, but not limited to, the District Assembly, the District Conference, District supported Rotary Foundation fundraisers, natural disaster losses, uninsured loss exposure, legal, investigative and/or mediation expenses and unbudgeted capital expenditures.
 - a) The District Governor during his or her year may use up to \$5,000 of the General Reserve funds on a cumulative basis for one or more of the purposes set forth above. The expenditure of more than \$5,000 of the General Reserve Fund on a cumulative basis during any Rotary year requires the prior approval of the Finance Committee.
 - b) An expense line item (contribution) shall be made to the General Reserve so that an account balance of at least \$70,000 is maintained which shall carryover to the following year of the District.
 - c) Funds designated for specific purposes or projects such as Camp Royal or Youth Exchange shall not be included in computing the General Reserve.
 - d) All funds designated for a specific purpose or project, (e.g. Camp Royal or Youth Exchange), in the budget shall be considered “restricted” funds for purposed of the District’s financial statement regardless of their treatment for financial statement purposed under generally accepted accounting principles.
 - b. In order to assure continuity of financial operations and comparability of financial reporting from year to year, the Finance Committee shall adopt standard procedures for accounting and reporting.
 - c. The proposed budget shall be distributed to the Governor’s Advisory Council and the Presidents-Elect of the clubs at least four weeks prior to the District Assembly; the assembly to train club leaders. It shall be presented for discussion, amended if necessary and approved by three-fourths of the Presidents-Elect or authorized representatives present at the assembly.
 - d. Upon approval of the District’s budget by the Presidents-Elect, the Governor Elect shall provide the District Treasurer with a copy of the approved District budget against which all expenditures of the District shall be applied. The approved budget shall be printed and distributed to every club in the district by July 1. In the event that the

approved budget is identical to the proposed budget, every club in the District shall be so notified in writing by July 1.

- e. Custody of Funds - The funds of the District shall be deposited in insured, interest bearing accounts in the name of the District. The financial institution shall have offices in each territory of the District. The financial institution shall provide Internet access and various levels of transaction permission.
- f. The District shall maintain a minimum of four (4) separate accounts.
 - 1) An account held as a General Fund of the District for the Governor during his/her year of service.
 - 2) An account held in the name of all restricted funds including the General Reserve Fund.
 - 3) An account held in the name of Camp Royal for all Camp Royal funds.
 - 4) An account held in the name of Youth Exchange for all Youth Exchange funds.
- g. With the exception of the account established for all restricted funds, each of the other District accounts shall be for one Rotary year, the year being the term of each elected Governor.
 - 1) Signature of any one of the following shall be required to withdraw funds from the District's general account and the restricted funds account: Governor, District Treasurer, or District Secretary.
 - 2) Signature of any one of the following shall be required to withdraw funds from the District's Camp Royal Account: Camp Royal Committee Chair, Governor, District Treasurer, or District Secretary.
 - 3) Signature of any one of the following shall be required to withdraw funds from the District's Youth Exchange Account: Committee Treasurer, Governor, District Treasurer, or District Secretary.
 - 4) A fidelity bond shall cover the foregoing officers, and any other signatory of a District account.
- h. Disbursement of Funds. The District Treasurer shall pay only those expenditures approved by the District Governor or in his/her absence, the Finance Committee Chairperson, and contained within the approved budget. Restricted Funds may not be used to support general fund expenditures. Requests for funds in excess of budgeted amounts or for unbudgeted amounts shall be treated as follows:
 - 1) A request by the District Governor for District Funds exceeding budgeted amounts or not included in the budget and totaling more than \$500.00 shall require the approval of the majority vote of the Finance Committee.
 - 2) Any expenditure of funds, budgeted or unbudgeted, in excess of budgeted amounts shall be accompanied by budget adjustments to maintain a balanced budget.
 - 3) Requests for expenditures from the District Fund that are not included in the budget or have not been approved as required shall not be paid and will become the personal expense of the person who initiated the expenditure.
- i. The District Treasurer shall automatically deposit the following amounts to the accounts as indicated:
 - 1) An amount not less than \$4,000.00 to the account of the District Governor-elect no later than July 31 of the year preceding his/her term as Governor. These funds shall be in addition to the reasonable and necessary expenses for

such meetings as the Rotary International Assembly, the Rotary Institute and the Rotary International Convention. These amounts shall be for preparing and conducting the assembly to train district leaders prior to his/her year as serving as Governor, and for other such related budgeted expenses of this office.

- 2) An amount not less than \$750 to the account of the District Governor-Nominee no later than December 31 of the year of his/her selection. These funds shall be used by the DGN to obtain stationery, business cards, postage, etc. required to begin preparation for the year in which he/she will serve.
 - j. The District Governor-elect and the District Governor-nominee shall each provide a beginning budget for his/her year in that office against which appropriate expenses shall be drawn.
 - k. Expenditures by the DGE or the DGN in excess of their allocation amount shall be carried forward as a negative balance and have a negative impact on their next allocation or budget.
 - l. Reporting Requirements - The Governor shall provide the following financial reports:
 - 1) Monthly – A report to the Finance Committee detailing revenue versus expenses.
 - 2) Twice yearly* - A report to the Club Presidents summarizing financial status of the district.

* - One report in February covering the period from July 1 to December 31 and a final report within three months of completion of the Governor’s year of service.
 - 3) Twice yearly** - A report to the Governor’s Advisory Council and the Finance Committee providing comprehensive financial information with sufficient detail to accurately represent the complete financial state of the District as of the date of the report.

** - One report in February covering the period from July 1 to December 31 and a final report – see 4) below.
 - 4) Within three months of completion of the Governor’s year of service - a final financial report covering the Rotary year, reviewed by a Certified Public Accountant or Public Accountant who is a member of one of the clubs in the District (but not a member of the Finance Committee) shall be prepared and distributed to the Governor’s Advisory Committee, and to the General Secretary of Rotary International. The final report shall be sent, upon request, to any Rotarian who is a member of one of the Clubs in the District. The final report shall show income from all sources and expenditures for all purposes according to the adopted budget, and shall include a detailed statement of all accounts held in the name of the District.
 - 5) Within three months following the end of the term of service as District Governor, all remaining funds, except for Restricted Funds, along with the appropriate accounting for all funds, shall be transferred to the General Fund account for the year of the person then serving as Governor.
8. DISTRICT ROTARY FOUNDATION COMMITTEE (DRFC). The District Rotary Foundation Committee shall have the responsibility to encourage participation by all clubs in the District in the programs of The Rotary Foundation of Rotary International.
- a. The Committee shall consist of at least six members.

- 1) Given the critical role in supporting grant activity within the District, the Chair of the DRFC shall have working knowledge and experience of the Foundation's programs, areas of focus, and grants. In order to have continuity of leadership, the Chair shall be appointed for a three-year term, subject to removal for cause.
 - 2) Committee members of the DRFC may be Past District Governors, Past Assistant Governors, effective past District subcommittee members, or experienced Rotarians and should be appointed based on their commitment to The Rotary Foundation as demonstrated through programs participation and financial contributions. Committee members shall chair such subcommittees as are recommended by The Rotary Foundation.
- b. To participate in district, global, and packaged grants, the District shall complete an online qualification process, agreeing to implement the financial and stewardship requirements in the District Qualification Memorandum of Understanding (MOU) prescribed by The Rotary Foundation.
- 1) The District Governor, District Governor Elect, and DRFC Chair shall hold primary responsibility for Club and District qualification, in addition to overseeing the proper implementation of TRF grants.
 - 2) The District is responsible for qualifying its member Clubs. To be qualified, a Club shall agree to the Club Qualification MOU prescribed by The Rotary Foundation and send at least one Club member to the District Rotary Foundation grant management seminar.
 - 3) The District shall have a written financial management plan to provide consistent administration of grant funds. The financial management plan and its implementation shall be assessed annually. A financial assessment is an evaluation of financial controls and compliance. The DRFC, with the concurrence of the District Governor, shall choose either an independent firm or the District Rotary Foundation Financial Assessment Subcommittee to conduct the annual financial assessment.
 - 4) In order to receive grant funds, the District shall have a dedicated, District-controlled bank account that is used solely for receiving and disbursing TRF grant funds.
- c. Prior to donating, designating, or transferring any District Designated Fund (DDF) SHARE funds to The Rotary Foundation, or any of its programs, or to any other Rotary district, the Governor shall first obtain the affirmative concurrence of not less than a majority of club electors, selected and certified pursuant to Sections VI.F and VI.G, voting on the question at the District Business Meeting, at a special meeting called for the purpose by the Governor at which a quorum of clubs is present, or by ballot-by-mail using as near as possible the procedures in Section 13.040 of the RI Bylaws.
- d. The District may, at the discretion of the District Governor, participate in the District Grant Program of The Rotary Foundation of Rotary International up to and including fifty percent (50%) of the DDF. The Grants Subcommittee of the DRFC is responsible for administration of the District Grant Program in accordance with the policies, rules, and guidelines of The Rotary Foundation, and such guidelines and procedures adopted by the DRFC that are consistent therewith.

9. NOMINATING COMMITTEE. A Nominating Committee shall be named by September 15th of each Rotary year for the express purpose of nominating a Rotarian from among the Clubs of District 5230 to serve as Governor the second Rotary year following.
- a. The Nominating Committee shall consist of:
 - 1) The Immediate Past Governor who shall serve as Chair.
 - 2) Two Past District Governors who are members of clubs in the District and who served two years prior and three years prior to the Rotary year in which the Nominating Committee meets.
 - 3) And other Rotarians who are either a current or Past President (but who is not a Past District Governor) of a Club within District 5230 representing each of the current territories listed in the directory. They, together with an alternate, will be selected by each territory's group of serving Presidents at one of their regular monthly meetings prior to September 15th of each year. No person shall serve as a committee member for more than three years. Nominating Committee members and alternates are ineligible to be proposed as District Governor Designee while serving on the committee.
 - b. Member of the Nominating Committee shall:
 - 1) Be advised when selected as a member of the Nominating Committee that committee members and alternates are ineligible to be proposed as District Governor Designate. If after selection a committee member considers being proposed as District Governor that member should inform the committee chair that he/she is resigning from the committee so that an alternate can be selected in accordance with Subsection c.
 - 2) Meet (in person or via conference) at least once during the three month period prior to the meeting to interview District Governor candidates to discuss and plan for the interview process and to make it explicitly clear that all committee members have an equal right to participate fully, ask questions, express opinions and vote.
 - 3) Convene informational sessions around the District about the role and responsibilities and positive benefits of being a District Governor.
 - 4) Formally and actively seek to identify qualified candidates for District Governor and encourage Clubs to nominate same.
 - c. In the event that a Committee member who is a Past District Governor or a current or past club president is ineligible or is unable to serve, an alternate will be selected as follows:
 - 1) The District Governor, the Nominating Committee Chair, and the Governor Elect shall collaborate to select an alternate from the same territory who is a current Club President or Past Club President.
 - 2) An alternate for a Past District Governor member shall be a Past District Governor.
 - d. The Chair of the Nominating Committee shall have the following responsibilities:
 - 1) Select a location and date for the Committee meeting to be held during the month of December immediately preceding the year in which the candidate selected will assume the office of District Governor Nominee. The meeting of the Nominating Committee shall be held at a convenient location within the District and on a date on which no other District meeting or activity is scheduled to occur.

- 2) Notify each member of the Committee and each candidate of the time, date and location of the meeting and the specific time the candidate is to appear.
 - 3) Send copies of all candidates' nomination papers and biographical data to each member of the Committee at least one week prior to the meeting.
 - 4) Advise the Governor immediately of the Committee's decision.
- e. No one shall be permitted to be present during the deliberations of the Nominating Committee other than the members of the Committee, or in their absence, their alternates, and one representative of each club sponsoring a candidate. Such a representative, who shall not be a Past Governor, shall be present only when presenting qualifications of a candidate to the Committee.
 - f. The Nominating Committee shall be charged with the duty to select the best available candidate for Governor-nominee, and shall verify that each proposed candidate meets all qualifications as outlined in the R. I. Manual of Procedure, plus provide each candidate the opportunity to demonstrate his/her knowledge of the qualifications, duties, and responsibilities of Governor.
 - g. In making its selection, the Nominating Committee for the Governor-nominee shall not be limited to those whose names have been submitted by the clubs of the District.
 - h. The chair of the Nominating Committee shall notify the Governor in writing of the candidate selected within 24 hours of the adjournment of the Nominating Committee. The Governor shall then publish to the Clubs of the District the name and Club of the Nominee within 72 hours from receipt of the notice from the chair of the Nominating Committee. Publication of the announcement consists of a written notice by the Governor by letter, e-mail, or facsimile to the Clubs in the District. Thereafter, the provisions of Sections 13.020.8 through 13.020.13, inclusive, of the Rotary International Bylaws relating to challenging candidates, concurrence to challenges, absence of challenging candidates, challenging nominations, lack of valid challenging nominations, and balloting at the District Conference for election of the Governor Nominee shall apply.
 - i. The Nominating Committee for Governor will, as provided herein below, select one available Past District Governor to be named Vice Governor. The role of the Vice Governor will be to replace the Governor in case of temporary or permanent inability to continue in the performance of the Governor's duties.
 - 1) The Chair of the Nominating Committee shall, during the nomination period established in subsection b. above, contact the next year's immediate Past District Governor in writing to determine whether the next year's immediate Past District Governor is available to serve as Vice Governor during the next Rotary Year.
 - a) If the next year's immediate Past District Governor indicates to the Chair that he or she is available to serve during the next Rotary Year as Vice Governor, the Chair shall so inform the Nominating Committee and the Nominating Committee shall select the next year's immediate Past District Governor to serve as Vice Governor during the next Rotary Year.
 - b) If the next year's immediate Past District Governor is unavailable to serve or indicates to the Chair that he or she is not available to serve during the next Rotary Year as Vice Governor, the Chair shall contact in writing the Past District Governors in the reverse order of seniority until the Chair determines that a Past District Governor is available to serve as Vice Governor during the next Rotary Year. The Chair shall so inform the Nominating Committee and the Nominating Committee shall select the identified available Past District Governor to serve as Vice Governor during the next Rotary Year.

- c) In the event that no Past District Governor is available to serve as Vice Governor, the Governor shall so inform the Board of Directors, President, and General Secretary of Rotary International and the position shall be filled as provided in Section 6.120 of the Rotary International Bylaws.

10. YOUTH PROGRAMS

- a. **CAMP ROYAL:** The Governor shall appoint a Camp Royal Committee Chair and Committee to oversee the operation and administration of the District's RYLA Program (Camp Royal) as set forth in SECTION V, A below.
- a. **YOUTH EXCHANGE.** The Governor shall appoint a Youth Exchange Officer and Committee to oversee the operation and administration of the District's Youth Exchange Program as set forth in SECTION V, B below.
- b. **INTERACT.** The Governor shall appoint an Interact Committee Chair and Committee to administer, publicize and promote the District's Interact Program and offer assistance to Rotary clubs sponsoring Interact Clubs.
- c. **ROTARACT.** The Governor shall appoint a Rotaract Committee Chair and Committee to administer, publicize and promote the District's Rotaract Program and offer assistance to Rotary clubs sponsoring Rotaract Clubs.
- d. **ABUSE PREVENTION.** The Governor shall appoint an Abuse Prevention Coordinator to oversee background checks and conduct investigations of alleged abuse in accordance with RI and the District's Sexual Abuse and Harassment Allegation Policy. The Abuse Prevention Coordinator reports to the Governor only.

11. **OTHER COMMITTEES.** The Governor may create other committees as deemed advisable, appropriate, or as requested by Rotary International. The Governor is authorized to make any changes on the various committees deemed necessary, and to fill vacancies that may occur. The Governor shall be an ex-officio member of all committees of the District with the exception of the Nominating Committee. As an ex-officio member, the Governor shall have all privileges of membership thereon.

12. The Chair of each District Committee and sub-committee shall be responsible for maintaining all files and records pertaining to the activities of said Committee or sub-committee. At the conclusion of the term the Chair shall deliver such files and records to the incoming Governor or the successor Chair.

SECTION II. Per Capita Contributions.

The District shall levy upon Clubs in the District an annual per capita contribution that has been calculated from the budget approved by the Presidents-Elect at the District Assembly.

District 5230 of Rotary International has established, by resolution of the District Conference, a fund called "The District Fund" for the financing of District sponsored projects and the administration and development of Rotary in the District.

- A. Financing for the District Fund shall be provided by all Clubs in the District by means of a per capita levy on all members, excepting honorary members, of those Clubs.
 1. The amount of the per capita levy will be determined by the budget as adopted.
 2. The per capita levy is due and payable semi-annually on July 1st and January 1st based on the number of members (except honorary members) of the Clubs on said dates.
 3. The per capita levy shall be invoiced twice each year at least thirty (30) days prior to its due dates.
 4. All levies will be due and payable within thirty days following the end of the period in which membership commences.
 5. Of the per capita levy, \$20.00 shall be designated and set aside for the exclusive purpose of financing the Camp Royal projects, and \$0.50 shall be designated and set aside for the exclusive purpose of financing Rotary International's entry in the Tournament of Roses Parade.
 6. Payment of the per capita levy is mandatory on all Clubs within the District. Upon Certification by the Governor that a Club has failed for more than ninety (90) days from the due date to pay such levy, the Board of Directors of RI will terminate the Club's charter at 180 days from such due date unless they have satisfied their obligation to RI and will charge such fees as are established by RI for reinstatement.
 7. A sponsor's fee of \$90.00 for each Camp Royal camper sponsored by a District club shall be paid by such club to the District for the Camp Royal fund. The foregoing shall *not* constitute a per capita levy. The sponsor's fee shall be paid to the District at the time each Rotary Club notifies the Camp Royal Committee of the names of the campers they have sponsored.
 8. During the term of office, the District Governor shall be responsible for all District funds, and shall turn all funds over to the succeeding Governor at the completion of the Rotary year.
 9. The final audited financial report of the Governor shall be presented, discussed (if need be) and formally adopted by the following District Conference.
 10. District funds are intended for the use for the following purposes:
 - a. To meet the expenses of the Governor and partner for travel and administrative expenses beyond the funds allocated to the District by Rotary International, but not to exceed the amount set forth in the budget.
 - b. To meet the expenses of conducting the District affairs such as, but not limited to, the Rotary Institute, the District Conference, the District Assembly, Presidents-Elect Training Session and any other special District functions.
 - c. To pay for necessary expenses for the Governor and the Governor-elect and their partner to attend the International Convention. The Financial Committee shall determine the amount of money allocated for such purposes.
 - d. To cover expenses exceeding the Rotary International appropriation for sending the partner of the Governor-elect to the International Assembly.
 - e. To provide the Governor's partner with an appropriate gift at the end of the Governor's term of office. Selection and presentation of this gift and a Past Governor's pin for the Governor is the responsibility of the immediate Past Governor.

SECTION III. Official District Meetings

- A. DISTRICT CONFERENCE. The time and place for a Conference shall be determined by the Governor-elect and announced at the District Assembly held prior to taking office as Governor. Both time and place must be approved by a majority of the Presidents-Elect present at said Assembly.
- B. DISTRICT ANNUAL MEETING. The date, time, and place for an Annual Meeting shall be determined by the Governor-Elect and announced at the District Assembly held prior to taking office as Governor. The date, time, and place of the Annual Meeting shall be approved by a majority of the Presidents-Elect present and voting at said Assembly.
- C. DISTRICT ASSEMBLY. The Governor-nominee with the cooperation of the District Governor shall schedule and conduct the District Assembly not later than May 31 prior to the beginning of the ensuing Rotary year. The Governor shall announce in the monthly newsletter the time and place set for the District Assembly. Incoming Presidents, to be eligible for service, shall attend the District Assembly as provided in Article VIII of the Standard Club Constitution unless excused by the incoming Governor. If so excused, the President-Elect shall send a designated representative from the Club whose duty it shall be to report back to the President-Elect. Attendance at the Assembly is expected of Club Secretaries, member of the Club's Boards of Directors, and the committee chairs as suggested by Rotary International.
- D. PRESIDENTS-ELECT TRAINING SEMINAR. Each Club President-Elect shall attend the Presidents-Elect Training Seminar (PETS), unless excused by the incoming Governor. If so excused, the President-Elect shall send a designated representative whose duty it shall be to report back to him. It is recommended that each club adopt a policy of paying the President-Elect's expenses for said meeting. The President-Elect shall be notified in writing of this policy by the current President or Club Secretary prior to or at the time of his acceptance of office.

SECTION IV. Council On Legislation.

In compliance with the Constitution and By-Laws of Rotary International, a representative and an alternate to the Council on Legislation shall be elected at the District Conference in the Rotary year two years preceding each Council on Legislation. The representative and the alternate must be or have been an officer of Rotary International. Any Rotary Club may nominate a qualified candidate to represent the District. The candidate receiving the highest number of votes shall be declared to be the representative, and the candidate receiving the second highest number of votes shall be declared the alternate representative.

The District shall budget and accumulate \$600.00 per year for the purpose of defraying actual and reasonable expenses, not to exceed \$1,800 of the representative's partner in attending the Council on Legislation.

SECTION V. Youth Programs

- A. Rotary Youth Leadership Awards (RYLA) – Camp Royal
 - 1. ADMINISTRATION. The Governor, with concurrence from the Governor-Elect and the Governor-Nominee, shall appoint a RYLA Chair who shall serve for a term of three years. The RYLA Chair shall work closely with the Governor-Elect and the Governor-Nominee to recommend and train a successor. No RYLA Chair shall serve more than two consecutive three-year terms.
 - 2. FINANCES. Prior to each Rotary Year, the RYLA Chair shall prepare and submit an annual budget for approval to the Governor-Elect within a timeline consistent with development of the District Budget and based on:
 - a. Revenue from the District's per capita levy and Club sponsor fees.
 - b. Other sources of funding.

- c. The District Governor shall be responsible for ensuring that the RYLA Program has the necessary funding to implement the budget and to satisfy the RI Certification Requirements.
3. PURPOSES OBJECTIVES AND GOALS OF CAMP ROYAL
- a. Purposes and Objectives
 - 1) To reward, improve, and further train High School Students who have completed the 11th grade and have previously demonstrated leadership ability;
 - 2) To improve the leadership abilities of Camp attendees in preparation for their final year of High School and for the years thereafter;
 - 3) To expose High School leaders to important opportunities and challenges in the world of tomorrow;
 - 4) To encourage High School leaders to think through and resolve conflicts of value; and
 - 5) To create a Leadership Lab in an environment where individual attendees can apply leadership concepts and thus learn by doing.
 - b. Goals
 - 1) To provide an enriching experience to all attendees;
 - 2) To make it financially accessible for all applicants;
 - 3) To achieve a high degree of Rotarian involvement;
 - 4) To maintain a separate Boys' Camp and a separate Girls' Camp;
 - 5) To have a cohesive District project that unifies Rotary clubs throughout the District;
 - 6) To maintain a follow-up activity with graduates of the Camp;
 - 7) To create an atmosphere at the camp that is one of learning and creativity; and
 - 8) To establish a rigorous selection process.
4. DEMONSTRATED LEADERSHIP. The primary selection criteria for selecting attendees at Camp Royal shall be "demonstrated leadership." There are two aspects of this determination to be made by the interviewing Rotarians. The first is objective and the second is subjective.
- a. Objective examples of demonstrated leadership must be documented through the application and attached letters of reference, which describe or demonstrate specific leadership roles such as:
 - 1) A leadership role in school organizations: e.g. student government, music, sports, etc.
 - 2) Serving as an officer of one or more school clubs or organizations e.g. Interact club
 - 3) Involvement in a school's formal leadership program or class
 - 4) Chairperson or another leadership role in one or more special events, such as a school dance, rally or fund raising event, or a community service project.
 - 5) Leadership role in non-school work activities
 - 6) Leadership outside of the school, including such things as 4H, Church or a volunteer in a community facility (e.g., candy striper), provided that there are letters from people connected with such activities indicating that the student took a leadership role in those activities.
 - 7) Leadership can also be demonstrated by participation in certain school courses, which intrinsically have elements of leadership, such as forensics, or as a soloist in the music program, etc.
 - 8) Leadership may also be demonstrated by taking a responsible role in mentoring, tutoring, or teaching Sunday school.

- b. Rotarians shall determine the presence of at least five or more of the following subjective characteristics through the interview process:
 - 1) Excellent communicator and able to express ideas
 - 2) Goal-Oriented
 - 3) Strong people skills
 - 4) Family Values and/or other clearly articulated values
 - 5) High Energy/enthusiasm
 - 6) Motivational Skills
 - 7) Sense of Responsibility
 - 8) Respectful
 - 9) Effective at direction of others
 - 10) Creative thinker
 - 11) Overall an achiever
 - 12) Potential Candidate for Boy's or Girl's State
 - 13) Potential Future Rotarian

5. RIGOROUS SELECTION PROCESS - Establishing standards for selecting attendees under Section V.B of this Policy Manual is meaningless if Rotarians do not review the applications and letters of reference and then conduct in-depth interviews. Placing the selection process in the hands of school officials without Rotary participation will not be permitted. The following are the requirements for the application and interview process. No student can attend Camp Royal unless (1) all of the application requirements are met; and (2) the applicant has been interviewed by at least two Rotarians pursuant to this Section and any guidelines furnished by the Camp Royal Committee from time to time.
 - a. The Application Process and Form
 - 1) The Rotary Club, through its Rotary members, must make personal contact at their chosen school or schools, with administrators and should conduct a pre-application meeting with students who are interested in attending.
 - 2) The Camp Royal Committee shall provide to each participating Rotary Club a clear and concise application form together with information about Camp Royal and instructions for completing the application and the required content of the letters of reference.
 - 3) The Rotary Club should advertise the program through the use of posters and bulletin boards at the School.
 - 4) The Rotary Club is responsible for distribution of application packages either to the school administrators or preferably to the students at a pre-application meeting.
 - 5) The application should include and require written responses from the applicant, as opposed to merely requiring boxes to be checked.
 - 6) The application should solicit information regarding past performance of leadership responsibilities and the instructions should contain sufficient examples so that the requirements of the application are clear to the applicant.
 - 7) Grade point average should also be included in the application.
 - 8) The application must be accompanied by at least two (2) letters of reference relating to "demonstrated leadership" and the subjective characteristics included in Section 2 of this Manual.

b. The Interview Form and Process

- 1) The Camp Royal Committee shall provide a written interview form with specific questions for the applicants, and the Rotarians shall fill out the interview forms, using a narrative form, in order to capture the personality and potential of the applicant.
- 2) The interview form should be accompanied by detailed instructions from the Camp Royal Committee, explaining their use and providing examples of demonstrative leadership.
- 3) At least two Rotarians from the sponsoring club should be involved in the interview process and both Rotarians shall be involved jointly in the interview of the finalists.
- 4) Interviewers should probe for specificity.
- 5) Interviewers should review letters of reference or recommendation with the potential attendee to verify the information.
- 6) Interviewers may agree to either rotate the asking of questions or may agree that one interviewer ask the questions and the other fills out the interview form.
- 7) The interview process should include questions related to the student's knowledge of the commitment that they are making, if chosen, and whether their parents are aware of the commitment and prepared to sign off if they are selected as an attendee to Camp Royal.
- 8) The interview process should be completed within the time guidelines provided by the Camp Royal Committee, and completed interview forms, together with the application and all letters of reference for all selected attendees and their alternates, should be forwarded to the Camp Royal Committee within the deadline set.
- 9) If applications and interview forms are incomplete or not signed, or not submitted in a timely manner, the Committee may reject the selected attendee and instead select an alternate from the same school or from a different school.
- 10) The Camp Royal Committee shall review the applications, reference letters and interview forms for each recommended attendee and shall approve or reject each recommended attendee in writing on their respective interview forms. The rejection of a recommended attendee by the Camp Royal Committee shall be based on a failure of the attendee or the sponsoring Rotary Club to meet or comply with the standards and/or requirements of this Section V. of the District Policy Manual. The District Governor shall, upon the request of the sponsoring club, review any rejection.

B. Youth Exchange

1. STRUCTURED PROGRAM. Youth Exchange is a structured program (i.e., an organized activity recommended by the RI Board of Directors for Clubs and Districts that include a recommended framework and guidelines) of Rotary International to provide young people with the opportunity to meet individuals from other countries, experience new cultures, and to learn first-hand about all aspects of life in another country. Host clubs, host families, and entire communities are enriched by extended, friendly contact with someone from a different culture. One of the purposes of the program is to instill in young people the concept of international understanding and goodwill.
2. DISTRICT GOVERNOR AUTHORITY.
 - a. The District Governor is responsible for the supervision and control of the Youth Exchange program within the District. The District Youth Exchange Officer and Youth Exchange Committee are under the supervision of and shall report to the District Governor.
 - b. The Governor shall use the period between his or her nomination and assuming office to learn as much as possible about the Youth Exchange program in the District and the qualifications and skills of those who administer it.

- c. The Governor Nominee shall be an active member of the District's Youth Exchange Committee and shall participate, insofar as possible, in Youth Exchange orientations, outings, interviews, activities, and Committee meetings.
3. YOUTH EXCHANGE OFFICER AND COMMITTEE.
- a. To promote Youth Exchange as an opportunity for the development of international understanding, the Governor shall appoint a Youth Exchange Officer and Youth Exchange Committee to oversee the operation and administration of the District's Youth Exchange Program. The Youth Exchange Officer, working with the Youth Exchange Committee, shall have full responsibility and authority to implement the Youth Exchange Program including, but not limited to, compliance with the Rotary International Manual of Procedure, Constitution, Bylaws, and Code of Policies, with the laws, rules, and regulations of the United States Department of State and such other federal and state governmental entities as may be applicable, and with best practices as recommended by Rotary International. The Youth Exchange Officer shall report directly to the Governor and to such other District officers and directors as the Governor directs.
 - b. In recognition of the special technical knowledge and experience required by the Youth Exchange Officer and members of the Youth Exchange Committee, the Governor shall not, absent extraordinary circumstances, change more than 50 percent of the Youth Exchange Committee at any time in order to ensure the continuity of the Program.
4. RI CERTIFICATION PROGRAM. In order to participate in the Youth Exchange Program, the District must be certified by the RI General Secretary. The District's Youth Exchange Program shall fully comply with all requirements of the RI General Secretary in order to be certified annually.
5. REPORTS.
- a. The District Youth Exchange Officer shall periodically report to Rotary International and to the Department of State as required.
 - b. In addition, Club and District officers shall immediately notify the District Youth Exchange Officer of all serious incidents involving a Rotary Youth Exchange student in the District, including but not limited to, accidents, death, early returns, and crimes, and any allegations of abuse or harassment. The District Youth Exchange Officer shall, within the timelines specified by Rotary International and the US Department of State, report such serious incidents or allegations of abuse or harassment to Rotary International and to the Department of State.
6. DISTRICT YOUTH EXCHANGE FINANCES.
- a. Prior to each Rotary Year, the Youth Exchange Officer shall prepare and submit a proposed annual budget for approval to the Governor-Elect within a timeline consistent with development of the District Budget. The proposed budget shall be balanced and shall be fully self-funded by the following fees and potential funding sources:
 - 1) Club fees, which shall be charged to individual Clubs that participate in the Youth Exchange Program by hosting and/or sponsoring individual students for expenses such as, but not limited to, criminal background checks, volunteer and other in-service training, inbound and outbound student activities and outings, fees for WESSEX, Committee administrative expenses, and youth exchange conferences and meetings.
 - 2) Comprehensive program fees paid by or on behalf of students and their parents or legal guardians that shall be used to fund student expenses such as, but not limited to, round-trip transportation, health and travel insurance, language camps if applicable, interviews, orientations, student activities and outings, and Youth Exchange clothing and supplies, such as

Youth Exchange blazers and patches, Youth Exchange shirts and backpacks, name badges, luggage tags, trading pins, business cards, and thank-you cards.

- 3) Other sources of funding including, but not limited to, gifts and grants.
 - 4) The foregoing fees shall be determined annually by the District Youth Exchange Officer, with the advice of the District Youth Exchange Committee, subject to approval of the Governor. The Governor shall be responsible for ensuring that the Youth Exchange Program has the necessary funding to implement the budget and to satisfy the RI Certification Requirements.
- b. The District shall maintain a separate bank account for District Rotary Youth Exchange activities and shall have the District Youth Exchange Officer and a member of the District Finance Committee, or their proxies, as signatories.
 - c. The District Youth Exchange Committee and District Treasurer shall prepare and distribute a financial report on Youth Exchange to the District Governor on a semi-annual basis as of December 31st and June 30th of each Rotary Year.

SECTION VI. Amendments

Modifications or additions to the District Policy Manual shall be by resolution adopted at the Annual Meeting of the District. Resolutions proposing a District policy change may be initiated only as follows:

- A. On or before a date fixed by the Governor, and being at least 90 days prior to the Annual Meeting, the District Resolutions Committee, Governor, Governor-elect, District Board of Directors, any Past Governor who resides within the District, or the Board of Directors of any club may propose a resolution in writing and direct it to the Governor.
- B. Upon receipt of each proposed resolution, the Governor shall review the proposed resolution with the District Board of Directors and shall recommend such other changes or amendments as may be necessary or appropriate to conform the proposed resolution to Rotary International's governance documents and Rotary's Code of Policies. Upon such review and no later than 60 days prior to the Annual Meeting, the Governor shall forward all resolutions, which propose a change or modification in the Policy Manual and initiated according to this Manual, to the Resolutions Committee.
- C. On or before 30 days prior to the date fixed for the Annual Meeting, the District Resolutions Committee shall prepare and distribute copies of all resolutions which are to be presented at the Annual Meeting to the Governor, Governor-elect, Governor-nominee, District Board of Directors, Assistant Governors, each club President, President- Elect, and each Past Governor who resides in District 5230.
- D. During the Annual Meeting, each resolution proposing a policy change or modification shall be presented by the Chair of the Resolutions Committee for discussion and recommendation for action.
- E. Votes shall be cast on such resolutions at the Annual Meeting in accordance with the By-Laws of Rotary International. Voting for the members of the Nominating Committee for Governor and the election of the District Representative to the Council on Legislation shall be restricted to electors. Each elector present at the Annual Meeting shall be entitled to cast one vote on the matters limited to vote by electors.
- F. Each club in the District shall select, certify, and send to the Annual Meeting one elector for every twenty-five (25), or major fraction thereof, of its members, honorary members excepted, based upon the number of members of the club as of the last day of the month preceding the month in which the Annual Meeting is held, provided that each club in the District shall be entitled to at least one elector.
- G. Each elector shall be an active member of the Club.

- H. Every active member in good standing of a club in the District who is present at the Annual Meeting shall be entitled to vote on all other matters submitted to a vote at such Annual Meeting except that any elector shall have the right to demand a poll upon any matter presented to the Annual Meeting in which event the voting shall be restricted to electors.

- I. Action at the Annual Meeting on each proposed resolution shall become effective on the first day of July next following the Annual Meeting.

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ATTACHMENT A
DISTRICT 5230 YOUTH ABUSE AND HARASSMENT PREVENTION POLICY STATEMENT

Rotary clubs place great emphasis on their work with people in the community, including young people, through its many programs including Rotary Youth Exchange, RYLA and volunteering programs. These volunteer efforts are vital to the quality of life in our communities and to the good reputation of Rotary and Rotarians. For these good works to continue it is extremely important that our Rotary clubs protect the interests of everyone involved, and create and maintain a safe and respectful environment for all participants in Rotary activities. It shall be the duty of all Rotarians, their spouses or partners, and all other volunteers to safeguard, to the best of their ability, the welfare of every person with whom they come into contact with and especially young people. It shall further be the duty of all Rotarians, their spouses or partners, and all other volunteers to prevent, to the best of their abilities, all forms of physical, sexual or emotional abuse to those who may be vulnerable. Fulfilling this duty safeguards the interests of Rotary clubs and Rotarians by minimizing their risk of liability, including legal liability, should any participant in a Rotary activity become a victim of abuse.

Rotary District 5230 Policy Statement

It shall be the responsibility of every Rotarian to safeguard the welfare of every person with whom they come into contact during their activities as a Rotarian. Special attention shall be given to the protection of young people. This responsibility shall include the prevention of physical, sexual or emotional abuse, and all forms of harassment or neglect.

Rotary District 5230 Position Statement on the Prevention of Abuse or Harassment

Rotary District 5230 will, insofar as is possible:

1. In accordance with its legal obligation, ensure the young people who are involved with Rotary District 5230 programs, activities or events, are protected from abuse, harassment or neglect.
2. Ensure that Rotary District 5230 programs are provided to young people in a safe and caring environment.
3. Prevent contact by persons who are prohibited by law, or are considered by Rotary District 5230 to be inappropriate persons, from working with young people.
4. Establish, encourage and facilitate a program for the timely reporting of incidents where young people are at risk of harm.
5. Adopt a program that will ensure the prompt notification of any allegations of abuse, harassment or neglect to young people where such allegations involve a Rotarian or persons associated with Rotary programs.
6. Report any allegations of abuse pursuant to appropriate State laws.

Rotary District 5230 Position Statement on the prevention of Harassment and Sexual Harassment

Rotary District 5230 will, insofar as is possible:

1. Ensure that individuals involved in Rotary District 5230 programs are not subject to *harassment*, which includes conduct that erodes the dignity of the victim, particularly based on the victim's color, race, national origin, religious persuasion, ethnic origin, age, sex, gender, physical characteristics, sexual orientation, or physical or mental disability. Types of prohibited behavior that constitute harassment include unwelcome remarks and jokes; displaying or distributing racist, pornographic or other offensive

material; practical jokes based on race, sex or other prohibited grounds; verbal abuse or threats; inappropriate gestures, touching, or physical assault.

2. In accordance with its legal obligation, ensure that individuals who are involved in Rotary District 5230 activities are protected from *sexual harassment*. Sexual harassment includes making sexist jokes; leering; displaying sexually offensive material; using sexually degrading words to describe a person; making sexually suggestive or obscene comments or gestures; making unwelcome inquiries or comments about a person's sex life; making unwelcome sexual flirtations, advances or propositions for sexual favors; unwanted touching; verbal abuse or making threatening reprisals after a negative response to sexual advances; and sexual assault.
3. Ensure that no private or "backdoor" exchanges are approved between Rotarians and/or individual clubs. Such exchanges include the following:
 - a. Requests from family members of District 5230 Rotarians or non-Rotarians to allow foreign relatives to participate in the program with 5230 and/or a specific Rotary Club.
 - b. Requests from foreign districts to place a specific student with a specific Rotary Club in District 5230.
 - c. Requests from a District 5230 Rotary Club requesting a direct exchange with a foreign Rotary club and bypassing the approved District 5230 Youth Exchange Program training, policies and procedures in place at the time.

Rotary District 5230 will NOT:

1. Allow a known "prohibited person" to participate in any rotary program related to young people.
2. Permit any person to become a Youth Exchange Officer (YEO) or Counselor, a volunteer, or to host a Youth Exchange student, whether as a Host Parent or as an adult living in the same home as the Youth Exchange student, without a prior determination of the suitability of that person through the District's screening process.

Prohibited Person

For the purpose of this Policy, a "Prohibited Person" is anyone who:

1. Has been convicted of any offense which resulted in harm to an individual, including, but not limited to, assault, sexual harassment or neglect.
2. Has been convicted of any offense, which in the opinion of the District Abuse Prevention Coordinator, suggests an unacceptable risk of harm to a person in the care of that individual.
3. Is a person subject to a court order or decree prohibiting that person from being in contact with another individual or being at a specific location.

Scope of Policies

These policies and procedures shall apply to all District 5230 Rotarians and Volunteers who wish to become Club YEO or Counselor, volunteers, or Host Families in club-sponsored programs. These policies shall also apply to all adults over the age of 18 who reside in the home of the Host Family.

Volunteer Selection and Screening

District 5230 will maintain in perpetuity all records of criminal background checks, waivers, and screening for adults working with minors, including Host Family Applications. Depending on the records, they will be held in either the WESSEX Data Base, by the District Compliance Officer, or by the individual Club YEO's.

All volunteers interested in participating in the District 5230 Youth Exchange program must meet the following

requirements:

- Complete the Youth Volunteer Affidavit form and authorize the district to conduct a criminal background check. Subsequent to the pre-screening, all Club YEO's and Counselors must submit to a Security Clearance (Background Check) that has been duly processed by an agency approved by the California Department of Justice. The Security Clearance results shall be submitted directly to the District Abuse Prevention Coordinator for his or her assessment.
- A copy of the Volunteer Assessment Form is then provided to the District Abuse Prevention Coordinator (DAPC). If the pre-screening is acceptable, then the applicant must complete a Background Check application, with the results being provided directly to the DAPC. The Background Check form and instructions are available on the District Youth Exchange website. The DAPC then reviews the Volunteer Assessment Form and the Security Assessment information and advises the YEO and Counselor as to whether the applicant(s) is/are deemed to be acceptable as Volunteers or as a Host Family for a young person participating in the Rotary Youth Exchange Program.
- Undergo personal interviews.
- Provide a list of references for the district to check
- Meet RI and district eligibility requirements for working with students. RI policy prohibits any volunteer who has admitted to, been convicted of, or otherwise been found to have engaged in sexual abuse or harassment from working with youth in a Rotary context. If an individual is accused of sexual abuse or harassment and the investigation into the claim is inconclusive, additional safeguards must be put in place to ensure the protection of any youth with whom the individual may have future contact as well as for the protection of the accused. A person later cleared of charges may apply to be reinstated to participate in youth programs. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position.
- Understand and comply with RI and district guidelines for the Youth Exchange program.

Host families must meet the following selection and screening requirements, in addition to those listed above:

- Host families must undergo a comprehensive interview that determines their suitability for hosting exchange students. Host families must demonstrate:
 - Commitment to the safety and security of students
 - Motivation for hosting a student consistent with Rotary ideals of international understanding and cultural exchange. Hosting **MUST** be voluntary.
 - Financial ability to provide adequate accommodations (room and board) for the student
 - Ability to provide appropriate supervision and parental responsibility that ensures the student's well-being
- Host families must complete a written application, including references.
- Home visits must be conducted for each family and should include announced and unannounced visits, both before and during the placement. Home visits must be conducted annually, even for repeat host families.
- All adult residents of the host home must meet the selection and screening guidelines. This includes adult children of the host family and other members of the extended family who are permanent or part-time residents in the home.

Rotarian counselors must meet the criteria for all volunteers, as well as the following:

- Counselors must not be a member of the student's host family.
- Counselors must be trained in responding to any problems or concerns that may arise during the exchange, including instances of physical, sexual, or emotional abuse or harassment.

Student Selection and Screening

All students interested in participating in the District 5230 Youth Exchange program must meet these requirements

- Complete a written application and be interviewed to determine suitability for participation in the

program.

- All Inbound and Outbound students must attend and participate in all district orientation and training sessions.
- All students, both Inbound and Outbound, must have adequate Travel and Medical Insurance.

All parents or legal guardians of students interested in participating in the District 5230 Youth Exchange program must be interviewed to determine the student's suitability for participation in the program.

District Abuse Prevention Coordinator

The District Governor shall appoint a District Abuse Prevention Coordinator (DAPC) who will be responsible for the implementation and enforcement of this policy. The DAPC shall have experience working with people at risk such as young people, the elderly and people with disabilities, either in their professional capacity or as an experienced Rotary Volunteer. At his or her discretion, the District Governor may also appoint an Assistant District Abuse Prevention Coordinator, who will act as the ADAPC, in his or her absence. The ADAPC will have the same duties and responsibilities of the DAPC when acting in that capacity.

1. The appointment of the DAPC will be made annually, however, it is expected that the DAPC will hold that office for at least three years and no longer than six years in accordance with District 5230's leadership organization procedures as stated in the District 5230 bylaws.
2. The DAPC must be familiar with the Rotary International Child Protection System, other relevant Rotary International policies, and relevant State and Federal legislation.
3. The DAPC shall review and maintain an archive of Security Clearance forms and District 5230 Screening forms submitted in accordance with the requirements of this policy and in compliance with the rules of the California Department of Justice.
4. The DAPC shall maintain strict confidentiality of such forms in compliance with State and Federal legislation and with this policy.
5. In the event that the DAPC determines that an individual is not acceptable as a Club YEO or Counselor, volunteer or as a Host Parent due to the background information submitted, he or she shall advise the applicant that he or she is not acceptable, but shall not disclose any details of the reason(s) behind the decision.
6. The DAPC shall be the first point of contact should any Club YEO, Counselor or other Rotarian receive a complaint of abuse or harassment, and shall be responsible to ensure that such complaint(s) are dealt with according to applicable laws and that the interest of the affected person are protected to every extent possible.
7. The DAPC will work with District Clubs to inform each Rotarian of their obligations under this policy; of all relevant legislation; and, to ensure that appropriate prevention training is available to each Club.
8. The District Youth Exchange Officer, in conjunction with the DAPC shall be responsible to facilitate an annual training seminar for all Club YEO's, Counselors and Host Families and set standards and guidelines to ensure that each of them is familiar with all of the District policies and the scope of these Policies.

Training Programs

District 5230 will provide abuse and harassment prevention training to all Youth Exchange program participants in addition to all other aspects of the Youth Exchange Program. The District Youth Exchange Officer and selected, trained District Committee members will conduct the training sessions.

Club YEO's and Counselors

Every person acting in the capacity of Club YEO or Counselor will be required to participate in a District Training session, which will include, but not be limited to the counseling of youth and their Host Families, the reporting of incidents of abuse and determining situations where removal of the youth is imperative. In addition, each Club YEO and Counselor shall be familiar with these District Policies and those of Rotary International with regard to abuse and harassment.

Prior to any Youth Exchange placement, each Club YEO or Counselor will be responsible to hold an orientation/training session for each host family OR ensured that the Host Family attended one of the District-conducted training sessions. That session will involve, among other things, the review of the Rotary International Policy on abuse and harassment, the review of these District Policies and a familiarization with the District YE Handbook.

Specifically, District 5230 will

1. Adapt the *Abuse and Harassment Prevention Training Manual and Leader's Guide* to incorporate specific district guidelines, information on local customs and cultural issues, and legal requirements
2. Develop a training calendar that defines the participants, frequency of training required for each volunteer position, and training methods to be used, plus keep records of who has received the District Training programs.
3. Conduct specialized training sessions for the following Youth Exchange program participants:
 - a. District Youth Exchange Officer (must receive specialized training at NAYEN Conferences, RI Pre-Convention Conference for YEO's or other specialized training sessions as might become available)
 - b. District governor (to be trained by District YEO or attend specialized Conference)
 - c. District Youth Exchange committee members (by District YEO or same as DYEO)
 - d. Club Youth Exchange Officers and committee members (Trained by DYEO or selected, trained District Committee members)
 - e. Club Host Family members and Club Rotarian counselors (Trained by DYEO, District Committee members, or fully trained Club YEO)
 - f. Other Rotarians and non-Rotarians who participate in Youth Exchange activities, such as local tours or district events (District YEO or Committee, or fully trained Club YEO)
 - g. All Inbound students and Outbound students (District YEO or Committee)
 - h. Parents and legal guardians of Outbound students (District YEO or Committee, or fully trained Club YEO)

District 5230 will maintain records of participation to ensure compliance

Other District 5230 Responsibilities

- Establish procedures for reporting, investigating, and handling noncriminal offenses or historical cases that law enforcement chooses not to investigate.
- Provide each student with a list of local services in the district (rape and suicide crisis hot lines, alcohol and drug awareness programs for teenagers, relevant law enforcement agencies, community services, private services, etc.).
- Provide a 24-hour emergency contact phone number to Youth Exchange students.
- Follow RI guidelines for Youth Exchange Web sites.
- Appoint an independent lawyer, therapist, or counselor to represent any alleged victim in cases of sexual abuse and harassment.

- Report all criminal allegations to RI within 72 hours.
- **Report all serious incidents (accidents, crimes, early returns, death) involving Youth Exchange students to RI** within 72 hours.
- Evaluate and review this policy and accompanying procedures regularly.

Club Compliance

District 5230 will monitor all participating clubs within the district and ensure that they comply with RI guidelines for abuse and harassment prevention. All clubs that wish to apply to the district for certification must provide the district with a signed copy of the Club Compliance Certification Document.

Participating clubs must agree to carry out the following:

- Develop a comprehensive system for host family selection and screening that includes announced and unannounced home visits and interviews both before and during the placement.
- Conduct follow-up evaluations of both students and host families.
- Follow the Sexual Abuse and Harassment Reporting Guidelines.
- Prohibit direct placement of students outside of the District 5230 Youth Exchange program structure (so-called backdoor exchanges).
- Set procedures for removal of a student from the host family, including establishing criteria for moving a student and locating available back-up temporary housing in advance.
- Develop contingency hosting plans that include prescreened, available back-up families.
- Ensure that all hosting is voluntary. Parents of outbound students and club members must not be required to host students.
- Ensure that long-term exchange students have multiple host families.
- Provide each student with a comprehensive local services list, including information for dentists, doctors, places of worship, counselors, suicide and rape crisis hotlines, etc.
- Ensure that the host counselor for each student is not a member of the student's host family.
- Ensure that the host counselor is trained in responding to any problems or concerns that may arise during the exchange, including the prevention of physical, sexual, and emotional abuse or harassment.
- Provide mandatory training on sexual abuse and harassment prevention for host families, outbound students, inbound students, and their parents or legal guardians.
- Report all serious incidents (accidents, crimes, early returns, deaths) involving Youth Exchange students to the district immediately.
- Conduct interviews of all applicants and applicants' parents or legal guardians.

Additional Recommendations for Rotary Clubs:

- Delegate responsibility for the protection of persons at risk to the Club Counselor. Identify a Counselor responsible for dealing with allegations or disclosure. Members and volunteers should know how to contact this individual quickly, including a named alternate. This person and his or her team is responsible for raising awareness and training all members of the club for the procedures they should follow when concerned with the personal security of others.
- Plan club activities so as to minimize situations where abuse may occur. Access to and from venues should be planned so that people at risk are not required to use a route to and from an event or venue that is unsupervised, lonely, dark or otherwise potentially open to danger. Avoid situations where on child is supervised by one adult. For example, Rotarians providing transportation to one child may be accompanied by another adult.

- Introduce a process where children can talk in confidence and safely with an independent person. It is known that adults who abuse may exploit their role or situation to gain the submission and/or silence of the child. This is particularly true in residential situations, such as hosting an exchange student. Clubs should identify someone suitable who has demonstrated trustworthiness to be available for children wanting to report abuse. This person should have available clear written guidelines explaining what action must be taken when abuse is disclosed.

In non-residential situations it may be more appropriate to ensure that children are aware they have the right to talk privately to someone responsible for their overall safety and welfare. It is important that children know who this person is and how to contact the individual.

- Event supervision as a means of protecting children. Rotary event supervisors are responsible for protecting children and others from abuse, and should receive and should be expected to understand the material contained in this document. Supervisors should remain alert and monitor and assess a volunteer's relationships with children, looking for signs that a particular child is receiving exceptionally harsh or favorable treatment. Supervisors suspecting that abuse may be occurring are expected to intervene as required and report their concerns to the individual responsible for the overall conduct of the club and its members and volunteers.
- Prepare Rotarians and volunteers to work effectively with all vulnerable persons. Clear club policies, effective procedures for various events programs, and regular proactive education programs for all Rotarians will provide a healthy, prevention-oriented approach for this serious responsibility we all share.
- Issue guidelines on how to deal with the disclosure or discovery of abuse.
 - a. Rotarians and volunteers should know they have a responsibility to report anything that concerns them about the personal security of others.
 - b. YEO's, Counselors and Host Families should be trained to be sensitive to changes in behavior or signs of physical injury that might indicate something is wrong.
 - c. Clubs should promote an attitude that reporting suspicions and/or taking action is the right thing to do. It should be clear that anyone doing so will not be discriminated against in the future.
 - d. Rotarians should not attempt to deal with a problem alone. All complaints, allegations or suspicions should be reported to the DAPC who will be responsible for deciding at what stage and in what circumstances the authorities will be informed.
 - e. Debriefing sessions following a reported incident are excellent for improving procedures and identifying new training requirements.
 - f. Rotarians and volunteers often are required to drive their personal vehicle in the delivery of service. Procedures should be established to ensure driver's licenses are valid and insurance adequate for the proposed activity.

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ATTACHMENT B

BYLAWS FOR ROTARY INTERNATIONAL DISTRICT 5230 BOARD OF DIRECTORS

PURPOSE

ORGANIZATION

ARTICLE 1 – Election and Duties of Officers

ARTICLE 2 – Election and Duties of Directors

ARTICLE 3 – Duties of the Board

ARTICLE 4 – Meetings and Voting

ARTICLE 5 – Supporting Documents

PURPOSE - The Board of Directors, hereinafter referred to as the “Board”, oversees the business and finances of the District and is responsible for establishing and updating District policies consistent with Rotary International’s governance documents, Rotary Code of Policies, and District 5230 Policy Manual.

ORGANIZATION – The Board of District 5230 consists of 13 voting members and 2 non-voting members:

Voting Members:

Officers

1. Current District Governor, who shall serve as Board Chair
2. District Governor Elect
3. District Governor Nominee
4. Immediate Past District Governor

Directors

5. Fresno County Clubs
6. Fresno County Clubs
7. Fresno County Clubs
8. Tulare County & Kings County Clubs
9. Tulare County & Kings County Clubs
10. Tulare County & Kings County Clubs
11. Monterey County Clubs
12. Monterey County Clubs
13. Monterey County Clubs

Non-Voting Members:

1. District Secretary
2. District Treasurer

Members of the Board shall not be compensated for their duties as Board members, except for their reasonable and substantiated expenses incurred on behalf of the District. Board Members are ineligible to provide paid services or products to the District.

No member of the Board may obligate District funds unless specifically approved by the Board.

ARTICLE 1 - ELECTION AND DUTIES OF OFFICERS

Officers serve a four year term starting as District Governor-Nominee and finishing as Immediate Past District Governor.

- 1.01 District Governor.** The District Governor serves a one-year term during his or her year of service as District Governor, commencing on July 1st and ending on June 30th of the following year. The District Governor's duties and committees include, but are not limited to:

Duties

- a. The RI Officer for the District
- b. Chair of all official functions of the Board, including Board meetings.
- c. Promote the Object and Values of Rotary membership
 1. Promote externally to attract new members
 2. Inspire internally to retain members
- d. Determine and announce the date, time, and location for the Annual Meeting to occur in the final six months of the current Rotary year.
- e. Other duties as identified by Rotary International and in the District 5230 Policy Manual

Committees

- a. Member of all District committees

- 1.02 District Governor Elect.** The District Governor Elect serves a one-year term during his or her year of service as District Governor Elect, commencing on July 1st and ending on June 30th of the following year. The District Governor Elect's duties and committee assignments include, but are not limited to:

Duties

- a. Serves as Chair of the Board in the absence of the District Governor.
- b. Develops goals for the ensuing year which align with the District Strategic Plan and Rotary's Strategic Plan
- c. Attend Zone DGE Training (GETS)
- d. Attend Rotary Institute
- e. Attend Rotary International Assembly
- f. Determine and announce time and place for the District Conference to occur in the following Rotary year
- g. Conduct Presidents-Elect Training Seminar (PETS) in coordination with the PETS Committee.
- h. Schedule and conduct the District's Club Training Assembly
- i. Other duties as identified by Rotary International and in the District 5230 Policy Manual

Committees

- a. Chair of the Finance Committee
- b. Member of other committees as assigned by the District Governor

- 1.03 District Governor Nominee.** The District Governor Nominee serves a one-year term during his or her year of service as District Governor Nominee, commencing on July 1st and ending on June 30th of the following year. The District Governor Nominee's duties and committee assignments include, but are not limited to:

Duties

- a. Expand knowledge of District challenges and opportunities
- b. Attend Zone DGN Training (GNATS)
- c. Attend Rotary Institute
- d. Attend regional training events (i.e. PETS)
- e. Other duties as identified by Rotary International and in the District 5230 Policy Manual

Committees

- a. Member of the Finance Committee
- b. Member of other committees as assigned by the District Governor.

1.04 Immediate Past District Governor. The Immediate Past District Governor serves a one-year term commencing on July 1st and ending on June 30th of the year, immediately following the year he or she serves as District Governor. The Immediate Past District Governor’s duties and committee assignments include, but are not limited to:

Duties

- a. Replace the District Governor in case of his/her temporary or permanent inability to continue in the performance of Governor duties
- b. Other duties as identified by Rotary International and in the District 5230 Policy Manual

Committees

- a. Chair of the Nominating Committee
- b. Member of other committees as assigned by the District Governor

1.05 Directors. Directors serve to represent the best interests of the clubs in their defined geographical area. Three representatives from each of the defined areas serve as Board members with full voting rights. The Directors’ duties include, but are not limited to:

Duties

- a. Represent the best interests of the Rotarians and clubs in their defined geographic area
- b. Serve as non-voting Board Representatives on District Committees as assigned by the Board
- c. Other duties as assigned by the Board

1.06 Secretary (non-voting). The Board Secretary is appointed to the Board by the District Governor and serves a one-year term during the District Governor’s year of service commencing on July 1st and ending on June 30th of the following year. The Secretary duties include, but are not limited to:

Duties

- a. Prepare and distribute the agenda and minutes for the Board meetings two weeks prior to the Board meeting
- b. Make meeting arrangements and communicate with Board members
- c. Record and maintain historical documents of Board activity
- d. Other duties as assigned by the District Governor

1.07 Treasurer (non-voting). The Board Treasurer is appointed to the Board by the District Governor and serves a one-year term during the District Governor’s year of service commencing on July 1st and ending on June 30th of the following year. The Treasurer’s duties include, but are not limited to:

- a. Member of the Finance Committee.

- b. Coordinate and manage all financial transactions of the District.
- c. Prepare and distribute financial reports two weeks prior to the Board meeting.
- d. Assist with the development and administration of the annual budget.
- e. Prepare and maintain all financial records and submit the State and Federal tax returns.
- f. Other duties as set forth in the District Policy Manual and as assigned by the District Governor.

ARTICLE 2 - ELECTION AND DUTIES OF DIRECTORS

2.01 Terms of Office. Directors serve a two-year term of office commencing on July 1. The terms of office for approximately one-half of the Directors shall expire each Rotary year. No Director may serve more than four consecutive years on the Board without leaving the Board for a minimum of one year, upon which time they shall become eligible for re-election to the Board.

In order to stagger terms of office and to provide continuity of Board operations, the initial selection of Directors shall be for terms of either two years or three years to balance the end of the initial terms of office. Initially five Directors are elected to serve 2-year terms and four Directors are elected to serve 3-year terms. Determination of which Directors shall serve 2-year terms and which Directors shall serve 3-year terms shall be by lot as determined by the Board

2.02 Election of Directors. On or about the first week of November of each year, nominations shall be called for Directors whose terms expire on June 30 of the following year. The District Governor Elect shall call for nominations through the Assistant Governors for Director Candidates to serve on the Board. Written nominations shall be submitted to the Board within thirty days of the call for nominations.

Candidate requirements:

- a. Served a full term as Club President (or will have served a full term before serving on the Board) or
- b. Served a full term in a District level position
- c. Must be a member in good standing in their club and
- d. Must be nominated by their club. Clubs may nominate more than one candidate.

Selection to fill the Director positions will be made by a majority vote of Board Members present and voting from those candidates nominated by clubs.

2.03 Appointment of Directors and Successor Directors

Should a Director leave office during his or her term of office with less than one year to serve, the District Governor with approval of the Board, shall appoint a replacement from the same geographical area as the vacating Director. Should a Director leave office during his or her term of office with one year or more to serve, a new director shall be nominated from the same geographical area as the vacating Director and elected by the Board. If the Board is unsuccessful in acquiring nominations from clubs, the District Governor may appoint a replacement Director from the same geographical area as the vacating Director upon approval of the Board.

2.04 Removal from the Board

Any Director may be removed from the Board by a 2/3 vote of the entire membership of the Board, with or without cause.

Any Director missing three consecutive meetings is deemed to have resigned.

2.05 Committees

Director shall be assigned to one or more District committees to serve as facilitators to help ensure the District committees remain active and productive. The Directors shall regularly report progress to the Board.

ARTICLE 3 – DUTIES OF THE BOARD

3.01 Strategic Plan

The Board shall develop a Strategic Plan for the District and shall review the Plan annually. The Board shall report on its review of the Strategic Plan during the Annual Meeting.

3.02 Fiduciary Responsibility

The Finance Committee shall prepare a proposed District Annual Budget and submit it to the Board, which shall be responsible for review prior to its submission for approval by a majority vote of the club Presidents-Elect present and voting during the Annual Meeting.

At each regular Board meeting, the Board shall receive and review current financial statements, as submitted by the Treasurer.

3.03 Rules of Procedure and Practice

The Board is authorized to adopt rules of procedure and practice relating to the efficient operation and administration of Board meetings and activities. Such rules shall be posted on the District’s website upon adoption or amendment.

ARTICLE 4 – BOARD MEETINGS AND VOTING

4.01 Time and Place

Meetings of the Board may be held from time to time, but not less than quarterly during the Rotary Year. Board meetings shall be held at locations determined from time to time by the Chair of the Board. Board meetings shall be open to all Rotarians in good standing of a Rotary Club, Satellite Rotary Club, or Provisional Rotary Club within the District.

4.02 Participation in Meetings

Any meeting of the Board may be conducted in person, by electronic means, or any combination thereof as long as during the meeting all Board members may interact with each other, have full access to all documents presented, and simultaneously hear others. All Board meetings are subject to Section 4.03 and the quorum requirements contained in Section 4.05. Participation in a meeting by these means constitutes presence at the meeting.

4.03 Notice of Meetings

The Secretary shall provide written or electronic notice to all members of the Board of the date, time, and place of each regular meeting at least fourteen (14) days in advance of the meeting. Such notice shall also be posted on the District’s website at the same time that the notice is provided to members of the Board.

The District Governor as Chair or any three Officers or Directors may call a special Board meeting by giving at least seven (7) days’ written or electronic notice to all Board Members of the date, time, and place of the special meeting. The notice will state the purpose of the meeting. A copy of such notice

shall also be posted on the District’s website at the same time that the notice is provided to members of the Board.

4.04 Quorum for the Transaction of Business

A majority of the membership of the entire Board shall constitute a quorum for the transaction of business.

4.05 Voting

Except as provided in these Bylaws, each Officer and Director shall have one (1) vote. Approval is by a majority vote of Officers and Directors present and voting.

ARTICLE 5 – SUPPORTING DOCUMENTS

6.01 District Policies

These Bylaws are intended to be consistent with the District Policy Manual. If any conflict arises between the two documents, the Board shall take the necessary action to reconcile the documents.

These Bylaws, together with any amendments subsequently adopted, the Constitution of Rotary International, the Bylaws of Rotary International, the most recent Rotary Code of Policies, and the District Policy Manual shall constitute the governance documents for the operation and administration of District 5230.