



ROTARY INTERNATIONAL DISTRICT 5150

POLICY MANUAL

This Policy Manual is established for the following purposes:

- 1) *To provide guidance for the administration of the District by the Governor under the control and supervision of the Board of Directors of Rotary International and pursuant to the current Manual of Procedure of Rotary International;*
- 2) *To set forth rules and procedures, subject to the Manual of Procedure of Rotary International and the Rotary Code of Policies to regulate the affairs of the District.*

ARTICLE I ORGANIZATION OF DISTRICT 5150 OF ROTARY INTERNATIONAL

- A) The District records shall be maintained electronically. Paper records shall be archived in the offices of the Rotary Club of Novato. Each Governor is charged with maintaining and augmenting said files.
- B) Before assuming office in July, the Governor Elect shall appoint the following officers and committees to assist in the administration of the District.

1) **DISTRICT TREASURER.** The District Treasurer shall be the custodian of all district funds, collect the District per capita contributions from the clubs and disburse funds to pay district expenses.

The District Treasurer shall be an ex-officio member of the District Finance Committee.

The District Governor must approve all reimbursement claims before payment by the District Treasurer. All disbursement checks shall be signed by the Treasurer and the District Governor, if both are available. If not, the second signature may be provided by a Rotarian appointed by the Governor as an authorized signer..

The District Treasurer shall be bonded to the extent of the District funds in the Treasurer's care at any one time at the discretion of the Finance Committee. Expenses of the bond shall be borne by the District.

2) **DISTRICT SECRETARY.** The District Secretary shall maintain a complete and accurate set of minutes for the business meetings of the District Conference and any other meeting designated by the Governor.

Obtain attendance reports from each club in the district on a monthly basis and provide the Governor with a monthly report.

The Secretary shall serve as a resource for club secretaries and shall perform other duties as requested by the Governor.

3) **HISTORIAN.** The Governor may appoint a Historian to record a history of the District and its activities for the Rotary year.

4) **ASSISTANT GOVERNORS.** The Governor Elect shall appoint at least six (6) Assistant Governors, who shall assist the District Governor with respect to administration of designated clubs. At least two Assistant Governors shall be selected for each of the following areas: Marin County, San Francisco and San Mateo County. No Assistant Governor shall serve more than three (3) consecutive years. No past District Governor shall sit as an Assistant Governor.

Minimum criteria in selecting Assistant Governors include:

- ◆ Membership, other than honorary, in good standing in a club in the district for at least three (3) years,
- ◆ Service as a club president for a full term,
- ◆ Willingness and ability to accept the responsibilities of Assistant Governor,
- ◆ Demonstrated outstanding performance at the club and/or district level, and
- ◆ Potential for future leadership in the district.

Like district committee chairs, Assistant Governors are district appointees selected by the Governor Elect. They are not officers of Rotary International. Assistant Governors are to be appointed on an annual basis, but may be appointed for a two year term with the concurrence of the Governor Elect.

Duties of Assistant Governors include:

- ◆ Attend the Assistant Governors' training session for the district.
 - ◆ Attend P.E.T.S. and the district assembly.
 - ◆ Work with the Governor to develop goals for the district.
 - ◆ Advise the incoming District Governor on committee selections.
 - ◆ Meet with and assist the incoming presidents of the clubs in his/her assigned areas before the beginning of the Rotary year to to promote, implement, or review annually the Club Leadership Plan, discuss the clubs' goals and to prepare the club for District Governor's visit.
 - ◆ Visit each club in his/her assigned area regularly with a minimum of one visit each quarter of the Rotary year.
 - ◆ Schedule and plan for the visit of the Governor to the area.
 - ◆ Accompany the Governor on his/her club visit.
 - ◆ Update the Governor on progress with the assigned clubs and suggest ways to enhance Rotary development and address problems.
 - ◆ Encourage clubs to follow through on requests and recommendations of the Governor.
 - ◆ Attend and actively promote attendance at the district conference and other district meetings.
 - ◆ Hold regularly scheduled meetings with the club presidents to discuss the business of the clubs and resources available to the clubs, along with goals, programs, and objectives of the district and RI.
 - ◆ Facilitate communication between district committees and clubs with a focus on utilizing district resources for the benefit of all clubs and Rotarians.
 - ◆ Attend all area president council meetings.
 - ◆ Participate in Rotary Foundation programs, annual and special giving events, and other special assignments as necessary.
 - ◆ Monitor each club's performance with respect to service projects.
 - ◆ Develop future district leaders.
- 5) **GOVERNORS GROUP.** The Governor shall appoint an advisory committee, to be referred to as the "Governors Group," to provide counsel during the Governor's term of office. The Committee should consist of at least two (2) Past Governors who reside within the boundaries of the District. The Governor Elect, Governor Nominee and District Governor Nominee Designate shall be invited and encouraged to attend and participate in meetings of the Committee.

The purposes of the Committee are to advise the Governor on policy matters affecting the District, to assist the Governor and to encourage the continuity and sustainability of District programs.

6) **DISTRICT RULES AND PROCEDURES COMMITTEE.** This committee shall advise and assist governors on nominations and elections and other matters involving RI's constitutional documents. The committee shall consist of three (3) members, each serving a staggered three year term with the possibility of reappointment. Appointments to the committee are made by the governor at the conclusion of his or her year in office. Members should be knowledgeable about RI's constitutional documents and election procedures. At least one member shall be a Past District Governor, and at least one member shall be an attorney-at-law. The District Chief of Protocol shall be an ex-officio member of the Rules and Procedures Committee. Vacancies on said Committee shall be filled by appointment by the District Governor and shall serve for the unexpired term of the member who created the vacancy.

7) **FINANCE COMMITTEE.** The District Finance Committee shall safeguard the assets of the District fund by reviewing and studying the amount of the per capita levy and necessary expenses of District administration and shall prepare an annual report on the status of the District's finances for presentation at the annual meeting of the District at the District Conference. The Committee shall consist of five (5) Rotarians who are active members of clubs in this District, appointed as follows: The Treasurer in office at any given time shall be one of the members of the Committee. Each sitting District Governor shall appoint a member of the Committee to serve for a three (3) year term, commencing on July 1st immediately following that Governor's term in office. The identity of the appointee, with the permission of the appointee, shall be announced by the District Governor at the District Conference. Each District Governor Elect shall appoint a member of the Committee to serve for a one (1) year term beginning July 1st, to coincide with the District Governor Elect's term of service as District Governor. In accordance with Rotary Code of Policies, Section 17.030.2C, in considering prospective Committee appointees, preference should be given to those with previous service as a Club Treasurer and to those with accounting or finance as a component of their vocation or profession. However, in the event there is no Past District Governor on the Committee, the one (1) year appointment shall be filled with a Past District Governor.

A vacancy on the Committee in the case of a three (3) year appointee shall be filled by a majority vote of the Committee in consultation with the District Governor. A vacancy in the case of a one (1) year appointee shall be filled by the District Governor Elect or District Governor who appointed the one (1) year appointee. A vacancy in the case of the District Treasurer shall be filled by the successor District Treasurer.

The Committee, in consultation with the District Governor Elect, shall prepare a budget of proposed District expenditures for the next fiscal year which shall be submitted to the clubs at least four (4) weeks prior to the District Assembly. It shall be presented for discussion, amended if necessary and approved by three-fourths of the Presidents Elect or authorized representatives present.

The approved budget shall be electronically 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.

In order to assure continuity of financial operations from year to year, the Committee shall adopt a standard reporting procedure.

The Committee shall establish a reserve account with an estimated 50% of one year's District expenditures. The reserve account balance and excess funds from any unspent budget amount of a District Governor at the end of any Rotary year will be taken into consideration by the Committee when developing the District's budget and the resultant recommended per capita contribution for the fiscal year.

The Committee may allocate funds from the reserve account for emergencies or other appropriate district activities.

The reserve account shall be available to the District Governor Elect to fund expenses included in the Governor Elect's approved budget which require payment prior to the Governor Elect's term of office. Any such advance shall be approved by the Committee and allocated to the budget and expenditures for that Governor.

The District Governor shall be responsible for securing and completing a year end audit of the financial transactions of District 5150 within ninety (90) days after the end of the fiscal year, as required by Rotary International.

8) **DISTRICT GRANTS COMMITTEE.** This District is charged with allocating and giving away very substantial sums of money for worthwhile charitable and educational purposes in conjunction with the Rotary Foundation in the form of District Designated Funds (DDF) to be used for Global Grants and District Grants. It is the policy of the District that such funds be allocated among the Clubs in the fairest manner possible to assure the greatest possible participation by all Rotarians in the District in Rotary Foundation unrestricted giving and the realization that the more funds the members of a Club give or raise, the more those funds can be enhanced through Global Grants or otherwise available funds through the District, thereby encouraging higher contributions.

The District Grants Committee shall award the DDF for Rotary Global Grants and District Grants. The Committee shall consist of six (6) Rotarians who are active members of Clubs in this District, appointed as follows:

The Chair of the Committee, District International Service Chair and the Program Coordinator for the District Grants Program shall be appointed by the sitting District Governor and shall be members of the Committee while in office. Each sitting District Governor shall appoint a member of the Committee to serve for a three (3) year term commencing on July 1st immediately following that Governor's term of office. The identity of the appointee, with the permission of the appointee, shall be announced by the District Governor at the District Conference. In considering prospective Committee appointees, preference should be given to those with experience in working with international projects or community service projects and familiarity with the Global Grant and District Grant processes.

A vacancy on the Committee in the case of a three (3) year appointee shall be filled a majority vote of the Committee in consultation with the District Governor. A vacancy in the case of the Chair of the Committee, District International Service Committee Chair or the Program Coordinator for the District Grants Program shall be filled by the successor appointed by the District Governor to such position.

In addition to those six (6) committee members, the Chair of the Committee, in consultation with the District Governor, may appoint non-voting member to the Committee to assist with various committee functions.

The Committee, in consultation with the District Governor, shall determine the allocation of available funds for Global Grants and District Grants. In discharging its duties, the Committee shall take into consideration the relative importance, value and cost effectiveness of proposed projects and the Rotary Foundation unrestricted giving contributions made by a Club proposing a project over the preceding three (3) years as well as the number and dollar value of Global Grants and District Grants awarded to projects proposed by such Clubs during the current year and the preceding Rotary year. The Committee is charged with reaching out to Clubs whose members have made significant contributions to the Rotary Foundation but have not made applications in proportion to their giving for Global Grants or District Grants. It is the policy of this District to encourage all Rotarians to contribute in unrestricted giving to the Rotary Foundation and to encourage Clubs to avail themselves of DDF in the hope that Rotarians in those Clubs will see their contributions exponentially increased and thereby be encouraged to continue contributing to the Rotary Foundation.

9) **NOMINATING COMMITTEE.** The committee shall consist of the last five (5) past District Governors of District 5150 who hold membership in a Rotary Club within District 5150 and confirm their willingness to serve. The Chairperson of said committee shall be the senior Past District Governor of that group, notwithstanding a subsequent change in the composition of the committee.

In order to ensure fairness in the interview and selection process, a quorum of the committee shall be five (5) members. In the event one of the members of the committee cannot be available for candidate interviews, the Chairperson of the committee shall endeavor to reschedule the interviews to a mutually convenient date, provided that can be done within the time constraints under which the committee is operating. If not, the Past District Governor who cannot attend shall be excused from attendance and

replaced on the committee with the Past District Governor who would be on the committee if such committee member were not among the last five Past District Governors. However, such replacement shall not effect a change in the Chairperson of the committee.

The Committee shall notify the District Governor of the appropriate time to call for nominations for the office of District Governor. The Committee shall follow the procedures as set forth within the Constitution and Bylaws of Rotary International.

The Committee shall personally interview candidates suggested by the clubs and shall nominate a candidate as District Governor Nominee Designate to serve as District Governor for the second succeeding Rotary year. As provided by RI Bylaws Section 14.020.5, the Committee shall not be limited in its selection to those names submitted by clubs in the district. The Committee shall nominate the best qualified Rotarian who is available to serve as governor.

In choosing a District Governor Nominee Designate the Committee shall take into consideration a candidate's prior involvement with District wide activities, District Committees chaired, and District offices held.

The Committee shall receive the names of suggested Nominees by a date set by the Committee, no earlier than October 1st in each year, up to a date set by the Committee and announced by the Committee to the District Governor, Assistant Governors and Club Presidents as the deadline date for submission of names. The Committee shall complete its deliberations and report its selection to the District Governor no later than 45 days before the opening day of the District Conference in that year. Thereupon such selection shall be promptly published by the District Governor to the clubs. Article 14 of the Rotary International Bylaws titled "Nominations and Elections for Governors" shall apply. If no further nominations are submitted, the selection of the Committee shall become the District Governor Nominee Designate of the District and shall be so declared by the District Governor on or after the date which is 30 days after the publication of the name of the Nominee by the District Governor to the clubs.

No member of the Committee shall in any way discuss or report the deliberations or conclusions of the Committee with any person other than members of the Committee except as follows:

- a) The Chairperson of the Committee shall report the conclusions of the Committee to the District Governor, who shall communicate with the successful candidate.
- b) The District Governor shall then notify the unsuccessful candidates and their clubs of the said nomination, also advising them that no publication of the nomination be made until the District Governor closes nominations.
- c) The District Governor shall notify the members clubs of the district of the nomination of the candidate, and shall announce the date after which further proposals may no longer be made.

10) **OTHER DISTRICT 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.

The Chair of each regularly established committee and sub-committee shall be responsible for the maintenance of all files and records pertaining to the activities of said committee or sub-committee. At the conclusion of the term, the chair shall forward said files and records to the successor Chair. .

Each Committee shall consist of a Chairperson, at least one Assistant Chairperson, and as many members as needed. A member shall serve no more than four (4) consecutive years on said committee.

The following additional standing committees shall be considered and established. The purpose of the standing committees is to assist, advise and coordinate with clubs and to provide education and training in their respective avenues of service and areas of responsibility.

Membership Attraction and Engagement Committee – Responsibilities shall include, but not be limited to, education and training in the areas of membership development and retention.

Public Relations/Public Image Committee – Responsibilities shall include, but not be limited to, providing education and training for the clubs in public relations and promotion of Rotary's public image in the community.

International Service Committee – This Committee shall also be known as the World Community Service Committee

Vocational Service Committee

The Rotary Foundation Committee

Community Service Committee

District Programs Committee

New Club Development Committee

District Learning and Development Committee

District Conference Committee

Youth Service Committee – This Committee shall assist the Governor in oversight of activities and programs involving youth in the District and in developing, implementing and maintaining an effective district youth protection program. It shall assist in the drafting of a written District Youth Protection Policy, utilizing The Rotary Youth Protection Guide as a resource.

Amounts allocated to the committees in the budget are not to be considered automatic approval for expenditures. All expenditures must receive the District Governor's approval.

All committees will confine expenditures to their respective budgets. Any emergency expenditures (unbudgeted) must be approved in advance by the District Governor by transfer of funds within the approved budget or alternatively by the District Finance Committee.

It is recognized that a District Committee will occasionally, with the District Governor's approval, receive funds from other than the District Treasurer. Any District Committee relying on monies from sources other than the District's General Fund shall submit a budget to the District Treasurer with an accounting of those funds for the Rotary year prior to August 31st following the end of each Rotary year. More frequent accounting may be required by the District Governor.

An Organizational Chart listing District officers and committee chairs shall be posted on the District Website at the beginning of each Rotary year.

ARTICLE II DISTRICT FINANCES

The District funds are to assist the District Governor in meeting District expenses beyond the allocation of Rotary International but are not to exceed the amount approved in the Annual District Budget. Transfer of funds within the budget is permissible.

- 1) The Annual District Budget shall include reasonable expense allowance for:
 - a) Travel and entertainment expenses not reimbursed by Rotary International to the following events: Zone Institute; International Convention; District Conference; for the District Governor and partner, and District Governor Elect and partner.
 - b) Registration fee, lodging and meals not otherwise provided at the President Elect Training Seminar for the District Governor, District Governor Elect and the District Governor Nominee.
 - c) Expenses for the District Governor Elect as the District Governor Elect prepares for the next Rotary year. The District Governor Nominee, in consultation with the Finance Committee, shall submit a budget for these expenses prior to becoming District Governor Elect.
 - d) Funds shall be sufficient to provide for other expenses the District Governor may, at the District Governor's discretion, feel are in the best interest of the District.
 - e) Expenses of the DGE and DGN shall be tracked on the accrual basis and allocated to their respective terms of office.
- 2) Out of District Rotarians invited by the District Governor to appear as a program participant at the District Training Sessions, District Assembly, or the Annual District Conference shall have reasonable expenses paid from District funds.
- 3) There shall not be any sales, solicitations for funds, sales of lotteries, or fund-raising projects by any individuals or individual clubs of Rotary at any District function unless it has received prior approval from the District Governor.
- 4) The District Governor shall, at least quarterly, report to the Finance Committee on budget progress to include all disbursements to date made by the District Governor.

ARTICLE III DISTRICT LEARNING AND DEVELOPMENT ASSEMBLY

The Governor Elect, with the cooperation of the District Governor and assistance of the District Learning and Development Chair, shall schedule and conduct the District Learning and Development Assembly not later than May 31 prior to the beginning of the ensuing Rotary Year. The Governor shall inform the Clubs of the time and place set by the Governor Elect for the District Learning and Development Assembly. Incoming Presidents, to be eligible to serve, are expected to attend the District Learning

and Development Assembly as provided in Article 13, Section 5(c) of the Standard Club Constitution. If, for good reason, one cannot attend, a designated replacement must be sent. Attendance at the Assembly is expected of incoming Club officers, directors and committee chairs, as recommended by Rotary International.

ARTICLE IV PRESIDENTS-ELECT TRAINING SEMINAR

Each Club President-Elect shall attend the Presidents-Elect Training Seminar.

ARTICLE V COUNCIL ON LEGISLATION

In accordance with the provisions of Article 9 of the Bylaws 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 that during which the Council is to meet pursuant to Rotary Code of Policies Section 9.070.1.

The representative and the alternate must each have served a full term as an officer of Rotary International, such as District Governor or Director, etc.

ARTICLE VI AMENDMENTS

Modifications or additions to the district policies in this manual shall be by resolution adopted at the annual district conference.

1) Resolution proposing a district policy change may only be initiated as follows:

On or before a date fixed by the Governor, and being at least 60 days prior to the annual District Conference, any Rotarian in the district may propose, through their club, a resolution, in writing, and direct it to the Resolutions Committee

2) On or before 30 days prior to the date fixed for the district conference, the District Resolutions Committee shall prepare and distribute copies of all resolutions to be presented to the conference to each Club President.

3) During the district conference, at a time and place designated by the Governor, each resolution proposing a policy change or modification shall be presented by the Chairman for discussion and recommendation for conference action.

4) Votes shall be cast on such resolutions at the conference following the procedures for Club Voting described in Section 14.040.1 of the Bylaws of Rotary International, which reads, in part: "Each Club shall be entitled to at least one vote. Any Club with a membership of more than 25 shall be entitled to one additional vote for each additional 25, or major fraction thereof, of its members."

The number of members shall be the same number as reported to Rotary International on the December 31st or June 30th most recently preceding the date of the vote. Voting for 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.

Each elector present at the conference shall be entitled to cast one vote on matters limited to vote by electors. There shall be no proxy elector voting. Every active member in good standing of a club in the district who is present at the district conference shall be entitled to vote on all other matters submitted to a vote at such conference, except that any elector shall have the right to demand a poll upon any matter presented to the conference, in which event the voting shall be restricted to electors.

Adopted by unanimous vote of the clubs after presentation at the District Conference May 6, 2017