

ROTARY INTERNATIONAL - DISTRICT 5220
POLICIES AND PROCEDURES
EFFECTIVE JULY 1, 2019

In order to regulate District 5220 procedures and activities and to provide an orderly and useful system of maintaining records of District resolutions, these policies and procedures have been established and shall be used as a guide for the District Governor (DG), District Governor Elect (DGE), District Governor Nominee (DGN), Assistant Governors (AG), and committees of the District. Policies are intended to conform to the most current Manual of Procedure (MOP) and other governing documents of Rotary International (RI) as established from time to time by Rotary International.

The following are established under the provisions set forth by Rotary International for Districts to establish policies appropriate for their geographical area. Any policy, rule, procedure, etc., established by the District that is contrary to Rotary International policies, rules, procedures, etc., will be invalid. The District is automatically subject to all policies, rules, procedures, etc., of Rotary International.

The DG is authorized to direct revisions to be made to this policy manual to update references to RI documents to the extent that those documents are changed by RI. All such changes shall be presented at the subsequent District Conference for ratification.

I. HOW ESTABLISHED

A. Rotary International groups clubs into “Districts” to provide support and guidance to the clubs within each District. The District Governor is an officer of Rotary International and is responsible for providing this support and guidance. Each District may form policies, committees, etc. under the direction of the District Governor to provide support to him/her in carrying out the District Governor’s duties.

- 1) As stated by Rotary International: “A district is a geographical area in which Rotary clubs are combined for RI administrative purposes. The activities and organization of a Rotary district shall exist solely to help the individual Rotary club advance the Object of Rotary and should not diminish services provided by Rotary clubs and individual Rotarians on the local level.”
- 2) The Rotary International Code of Policies (January 2016) states: “All districts are required to develop and adopt a District Leadership Plan (DLP) in conformity with sections 17030-17030.3 of the Rotary Code of Policies.

II. OFFICE AND RECORDS

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. The Governor shall pass such files, records, and any District owned properties to his/her successor at the close of his/her term of office.

III. DISTRICT CONFERENCE

A. The RI MOP requires that each District hold a District Conference annually and sets forth requirements for date, location, etc.

B. BUDGET -The DG shall appoint, as a part of the District Conference committee, a Conference Budget committee composed of not more than five (5) persons, two of whom shall have been a past District Governor (one of whom shall be a member of the Budget and Finance Committee) for the purpose of establishing a Conference budget. The goal of the Conference budget committee shall be to establish a budget with sufficient source of funds and fund planning as to ensure a program that will not entail a deficit to the District Funds.

C. CONFERENCE VOTING

1) *Electors*

Each club in a district shall select, certify, and send to its annual district conference at least one elector. Any club with a membership of more than 25 shall be entitled to one additional elector for each additional 25, or major fraction thereof, of its members. That is, a club with a membership of up to 37 members is entitled to one elector, a club with 38-62 members is entitled to two electors, and a club with 63-87 members is entitled to three electors and so on. Such membership shall be determined by the number of members in the club as of the date of the most recent semiannual payment proceeding the date on which the vote is to be held. However, any club whose membership in RI has been suspended by the board shall not be entitled to any electors. Each elector shall be a member of the club. An elector must be present at the district conference to vote.

2) *Conference and District Resolutions Meeting Voting Procedures*

Every member in good standing of a club in a district present at the district conference or a district resolutions meeting shall be entitled to vote on all matters submitted to a vote at such conference or district resolutions meeting except for

- the selection of a governor- nominee,
- election of a member and alternate member of the nominating committee for director,
- composition and terms of reference of the nominating committee for governor,
- election of the representative and alternate representative of the district to the council on legislation, and
- the decision as to the amount of the per capita levy.

However, any elector shall have the right to demand a poll upon any matter presented to the conference or district resolutions meeting. In such cases, voting shall be restricted to electors.

When voting on the selection of

- the governor-nominee,
- election of a member and alternate member of the nominating committee for director, and
- terms of reference of the nominating committee for governor, or
- election of the representative and alternate representative of the district to the council on legislation.

All votes from a club with more than one vote shall be cast for the same candidate or proposition. For votes requiring or utilizing a single transferable ballot with three or more candidates, all votes from a club with more than one vote shall be cast for the same ordered choices of candidates.

At the time of selection, the nominee will be called governor-nominee-designate and will assume the title of governor-nominee on 1 July two years before serving as governor.

3) *Proxies*

A club may designate a proxy for its absent elector(s) when the club is located in a country other than that in which its district conference is held. Such club must obtain the consent of the governor for such proxy. The proxy may include a member of its own club or a member of any club in the district in which the club is located. The proxy designation must be certified by the president and elector(s) represented, in addition to any other vote the proxy may have.

4) *Selection of Representative to Council on Legislation*

- a. In the Rotary year two years before each Council on Legislation, the clubs in each district will select a Rotarian to represent them at the Council. This election will take place at the Business Meeting held at the District Conference during the designated year.
- b. Qualifications for Council on Legislation representative: Representatives must have served a full term as an officer of Rotary International and be a member of a Rotary club in the district represented at the time of their election. A candidate must understand clearly the qualifications, duties, and responsibilities of a representative; be qualified, willing, and able to assume and faithfully perform those duties and responsibilities; and attend the Council for its full duration. No Rotarian shall attend more than three Councils on Legislation as a representative.
- c. During the year of an election for the representative to the Council, the District Governor shall announce the position to qualified candidates at least two months prior to the District Conference Business Meeting. Candidates will be asked to submit a resolution from their club approving them as a qualified candidate (with signatures from the club president and club secretary) and a one-page resume stating their interest and requirements for the position.
- d. At the Business Meeting, candidates will be asked to leave the Business Meeting and then each candidate one at a time will be allowed to introduce himself/herself for a period no longer than two minutes to the voting delegates.
- e. At the conclusion of the presentations, the District Governor will conduct a secret ballot. When there is one candidate, no ballot shall be required. When there are two candidates, the candidate receiving the majority of votes will be the representative and the second candidate will be the alternate. When there are three or more candidates, the single transferable ballot system will be used until one candidate receives a majority (as detailed in the RI Manual of Procedures).

5) *Selection of Representative to Nominating Committee for RI Director*

- a. Districts in Zone 26 are entitled to send one voting delegate to be part on the Nominating Committee for RI Director. This process takes place once every four years and the election for the delegate will take place at the Business Meeting of the District Conference preceding the election.

- b. Qualifications for Representative to Nominating Committee: Each representative shall be a past governor at the time they are to serve and a member of a club in the relevant Zone. Such representative shall also have attended at least two Rotary Institutes of the Zone from which the Director is being nominated and one convention in the three years prior to serving on the committee. A representative shall be elected for a term of one year. The president, president-elect, any past president, director, or any past director shall not be eligible for membership on the nominating committee. No Rotarian who has served twice as a member of such a committee shall be eligible for service again. (RI 12.020.3)
- c. During the year of an election for the representative to the Nominating Committee, the District Governor shall announce the position to qualified candidates at least two months prior to the District Conference Business Meeting. Candidates will be asked to submit a resolution from their club approving them as a qualified candidate (with signatures from the club president and club secretary) and a one-page resume stating their interest and requirements for the position.
- d. At the Business Meeting, candidates will be asked to leave the Business Meeting and then each candidate one at a time will be allowed to introduce himself/herself for a period no longer than two minutes to the voting delegates.
- e. At the conclusion of the presentations, the District Governor will conduct a secret ballot. When there is one candidate, no ballot shall be required. When there are two candidates, the candidate receiving the majority of votes will be the representative and the second candidate will be the alternate. When there are three or more candidates, the single transferable ballot system will be used until one candidate receives a majority (as detailed in the RI Manual of Procedures).

IV. LEADERSHIP PLAN

A. Prior to assuming office on July 1, the incoming Governor, (DGE), shall appoint the following committees to assist him/her in the administration of the District. The committees may be formed as sub-committees as necessary for administrative efficiency. The Administrative committee, the AGs, all committee chairs and anyone else designated by the DG will make up the District Leadership Council and shall meet quarterly as directed by the DG for the purpose of reporting on the activities within the District and to discuss items of concern to the District.

Administrative

Treasurer: Every third year, the District Governor Elect, in collaboration with the Budget and Finance Committee, chooses a qualified person to be the Treasurer who will serve a three (3) year term.

Attendance Secretary

Aide

Assistant Governors

Assistant Governor areas are defined from time to time by action at the District Conference. New clubs will be assigned to an area according to the area map in effect at the time of the club's chartering and shall be added to the Policy Manual under direction of the District Governor without requiring action at a District Conference.

- Area 1: Galt Lodi, Lodi Sunrise, Lodi Tokay
- Area 2: Central Stockton, North Stockton, Stockton, Stockton Pacific, Stockton Sunrise
- Area 3: Angels-Murphys, Arnold, San Andreas, West Calaveras
- Area 4: Lathrop Sunrise, Manteca, Manteca Morning, Mountain House, Tracy, Tracy Sunrise
- Area 5: Gustine, Los Banos, Newman, Patterson
- Area 6: Modesto, Modesto Gateway, Modesto Metro, Modesto Sunrise
- Area 7: Escalon Sunrise, Oakdale, Oakdale Sunrise, Ripon, Salida
- Area 8: Atwater, Livingston, Merced, Merced Sunrise, Winton-Nuevo Latino
- Area 9: Mariposa Yosemite, Oakhurst Sierra, Oakhurst Sunrise
- Area 10: Chowchilla, Madera, Madera Sunrise
- Area 11: Groveland, Sonora, Sonora 49er, Sonora Sunrise, Twain Harte
- Area 12: Ceres, ModestoFLEX, Modesto Maharlika, Turlock, Turlock Sunrise

B. The DGE may appoint other District committees as he/she may deem advisable or appropriate, or as required or requested by RI.

C. The DGE/Governor is authorized to make any changes on the various committees, which will serve during his/her year in office, that are deemed necessary and to fill any vacancies that may occur.

D. A term limit of three (3) consecutive years shall be applied to the District Treasurer, all District Committee Chairpersons, and to all members of the Budget & Finance committee. In order to adjust to conditions present in any given DG year, this may be modified with the advice and consent of the Advisory Council.

E. In order to assist the District Governor and District Governor-Elect in their duties and responsibilities, the District may seek an Independent Contractor to carry out the following responsibilities:

- 1.) Assist DG with the administration and smooth operation of the District as requested.
- 2.) Maintain/distribute the DG's calendar, the District calendar, and act as the primary contact for all District Information.
- 3.) Serve as a "clearinghouse" for information for District Members by facilitating communication, support, and information sharing with District Leaders, Club Leaders, and District Members.
- 4.) Maintain District records, procedures, and job descriptions.
- 5.) Respond to DG line, Event Chairs, District Leaders, Club Officers, and Club Members as needed and in a timely manner.
- 6.) Assist District and Club leadership with RI and District deadlines, insuring compliance to Rotary International for required reports, reimbursements, and documentation.
- 7.) When necessary, and/or requested, attend meetings for coordination of District functions and activities.

- 8.) Utilize Email, Pmail, GoToMeeting (or comparable methods), appropriate technology, and website revisions.
- 9.) Act as a liaison between the District Webmaster and District on all website updates, hacking issues, upgrades, software updates/purchases, and other advances
- 10.) Update the District DaCdb database as needed.
- 11.) Serve as Purchasing Agent for the District.
- 12.) Maintain inventory and record of District properties.
- 13.) Serve as Registrar for all District events, including, but not limited to Assemblies, Seminars, PrePETS, Conference, Foundation Dinner, Presidents' Social, PDG Luncheon and other events/activities. Keep Event Chair and Organizer apprised of the number of registrants on a regular basis and in a timely manner.
- 14.) Follow-up with Clubs to insure they have made timely payment of semi-annual dues to Rotary International and District 5220.
- 15.) Receive and review bank statements for District accounts, and then deliver them to appropriate individuals in a timely manner.

Compensation for this position will be determined by the Budget and Finance Committee and be a part of the District Governor's Annual Budget.

V. DISTRICT FINANCES

A. **BANK ACCOUNTS** - The District shall establish a bank account (or accounts as determined necessary by the Budget and Finance Committee) to be called "The District Fund" for financing District-sponsored projects and the administration and development of Rotary in the District. The District Fund shall be established by the District Treasurer as authorized by the Budget and Finance Committee.

B. BUDGET AND FINANCE COMMITTEE

- 1) A Budget and Finance Committee shall be named by the District Governor-Elect (DGE) to assist him/her in preparing a budget based on anticipated revenues and expenditures for his/her year as District Governor (DG). This committee will also provide oversight with respect to all financial matters for the District.
- 2) A District Governor is expected and encouraged to serve as Chair of the Budget and Finance Committee two (2) years after serving as governor. If he/she declines to perform this duty, then the District Governor Elect will choose a Past District Governor to:
 - a. Serve as Chair of the Budget and Finance Committee, and
 - b. Serve two (2) years later as Chair of the Financial Review Committee.
- 3) The District Budget and Finance Committee shall consist of eight (8) voting Rotarians from clubs in the District, not more than three (3) members shall be past District Governors (including the immediate past District Governor) plus the District Governor Elect, the District Governor Nominee (DGN), the District Treasurer, and two (2) members-at-large. The District Governor Nominee shall serve as secretary for the committee.
- 4) The Budget and Finance Review Committee, consisting of three members serving one-year terms, will be governed by the provisions of Section 15.0604 of the Rotary International By-laws. Annually, the Committee will be chaired by the Past District Governor two years after

he/she has served as Budget and Finance Committee Chair. The Review Committee Chair will select two additional members of the committee, one of which must be a Certified Public Accountant and the other a Rotary Club Past President. In addition, the Immediate Past Budget and Finance Committee Chair will serve as an observer on the Review Committee.

C. BUDGET PREPARATION

- 1) The DGE shall meet with the committee, the DG and the DGN before the District Assembly and propose a budget for the coming year. The budget shall be established for the District in a manner consistent with the way the budget is established for Rotary International. The proposed budget for the District shall not contain budgeted expenses that exceed total anticipated revenue unless prior surplus funds are allocated. The DG, with the approval of the Budget and Finance Committee, may revise the budget for his/her year at any time, provided that anticipated total expenses shall not exceed total anticipated revenue and surplus allocations.
- 2) The DGE and the DGN shall each provide a proposed budget for his/her year in office to be included in the District budget.
 - a. The District budget shall include amounts to provide for necessary expenses of the DGE. These budget items shall provide for stationary and other expenses necessary to prepare for his/her year as DG in addition to the reasonable and necessary expenses of attending such meetings as the Rotary International Assembly, the Rotary Zone Institute and the Rotary International Convention, and shall be for preparing and conducting the District Assembly prior to his/her year as serving as DG.
 - b. The District budget shall include amounts to provide for necessary expenses of the DGN. These budget items shall provide for stationery, business cards, postage, etc. and to begin preparation for the year in which he/she will serve.
- 3) APPROVAL OF BUDGET -The DGE's proposed budget, as approved by the Budget & Finance Committee shall be printed and distributed to the presidents-elect of the clubs at least 30 days prior to the District Assembly. The proposed budget shall be presented for discussion and approval by a majority vote at a meeting of the presidents-elect at the District Assembly. Once approved by the Presidents-Elect, the budget shall be considered adopted and shall become the official budget for the ensuing Rotary year.

D. STATEMENT OF DISTRICT FINANCES

- 1) The governor must provide an annual statement of the District finances in accordance with RI guidelines.
- 2) A financial report including financial statements prepared in accordance with generally accepted accounting principles and comparing actual results to budgeted amounts shall be presented to the Budget and Finance Committee at its regular meetings. A financial report shall be made on the same basis no less than quarterly to the District Leadership Council,

preferably at District Leadership Council meetings. The DG, along with the Budget and Finance Committee and District Treasurer shall submit financial statements to all members of the Cabinet, relating the financial State of the District to the budget within sixty (60) days following the end of the DG's term of office. The Budget and Finance Committee shall submit financial statements to each club within ninety (90) days following the close of the Rotary year.

E. EXPENDITURE OF DISTRICT FUNDS

- 1) Upon approval of the District's budget by the presidents-elect and the Budget and Finance Committee, the DGE shall provide the District Treasurer with a copy of the approved District budget.
- 2) The Budget and Finance Committee, in conjunction with the DG and District Treasurer, shall develop an expense reimbursement request form upon which requests for expenditures shall be submitted. Approval by the appropriate committee chairman is required unless the DG approves the expenditure in place of the committee chairman. The requests for approval of expenditures should be submitted to the DG, District Treasurer, or Chairman of the Budget and Finance Committee and receive concurrent approval of at least two members of this group.

Expenditures are required to be submitted within 60 days of when the expense is incurred up until March 31; within 30 days between April 1 to May 31; and within 15 days from June 1 to June 30.

Following this timeline will provide payment to vendors and individuals in a timely manner, allow the Budget and Finance Committee to meet its oversight responsibilities, and allow the District Treasurer to complete all financial transactions and end-of-the-year accounting in a timely manner.

Note -The longer time earlier in the year helps a DG deal with those expenses while he/she is doing visits and conducting most of the district events.

- 3) The District Treasurer shall pay only those expenditures approved by the DG or in his/her absence, the Budget and Finance Committee Chairman.
- 4) Expenditure of District funds shall require documentation and/or notations:
 - a. An invoice or similar document to support the expense to be paid.
 - b. Budget allocation to be charged.
 - c. Number of check used for invoice payment.
 - d. Date of invoice payment.
 - e. Approvals as required by District policy
- 5) Requests for previously unbudgeted funds (including amounts in excess of budgeted amounts) shall be submitted to the District Governor or Budget and Finance Committee Chairman. Such requests must be submitted prior to June 30 in the Rotary Year. A majority

of the Budget and Finance Committee must approve disbursement of such funds. Approval shall only be made upon completion of any necessary adjustments by the Budget and Finance Committee to insure a balanced budget and the adequacy of District funds. Should the recipient of any unbudgeted funds be a member of the Budget and Finance Committee or have approval authority for such unbudgeted funds, he/she shall refrain from voting or offering approval of such unbudgeted request.

- 6) Expenditures that are not included in the budget or have not been approved as outlined in these sections or do not meet the submission requirements outlined in (2) above shall not be paid and will become the personal expense of the person who initiated the expenditure.
- 7) District expenditures for the purpose of travel to the District Conference, Zone Institute, International Convention, and International Assembly, PETS or any other such meeting of Rotary by the DG, the DGE or the DGN shall be limited to those funds allocated in the District Budget for such purposes. (The amount budgeted should be designed to cover major expenses but the amount finally budgeted is the maximum that can be expended without approval of the Budget and Finance Committee as specified above). The payment of unbudgeted funds for travel by the designated District officers may be made only if prior approval has been received from the District Budget and Finance Committee and the necessary adjustments to the budget to cover such expenses have been made.

F. CUSTODY OF FUNDS

- 1) Rotary District 5220 has three separate accounts into which funds are deposited. Each fund has a separate bank account, separate officers providing oversight, review, and established procedures. These accounts are:
 - a. Rotary District 5220 for District administration and activities.
 - b. Rotary District 5220 for grant funds received from The Rotary Foundation.
 - c. Rotary District 5220 Disaster Relief Fund.
- 2) All disbursements of Rotary District funds shall be made by check or electronic transfer from the appropriate Rotary District 5220 account. Wire transfers are to be authorized by the signatures of two people who are authorized to sign checks on the account unless the transfer is to another District 5220 account in which case no signature is required. Any person(s) authorized to make electronic transfers between accounts shall be designated by the Budget and Finance Committee.
- 3) All District accounts shall be under the control of the District Treasurer.
- 4) The District shall maintain a Designated Reserve of not less than \$75,000 which is intended to be an emergency reserve. The determination of what constitutes an emergency will be made by the Budget and Finance Committee under the guideline that it involves properly authorized expenditures for which anticipated revenues are not realized through circumstances beyond the District's control. Any reserves accumulated from annual revenues exceeding annual expenses may be budgeted or used for unbudgeted expenses by an affirmative vote of at least five members of the Budget and Finance Committee.

- 5) Rotary District 5220 accounts shall require two signatures. The persons authorized to sign on District bank accounts shall be the District Governor, the District Treasurer, the District Budget and Finance Committee Chairman and the immediate Past District Governor.
- 6) All funds received by the DG from Rotary International shall become a part of the District budget from which the budgeted expenses of the District Governor shall be paid. Funds derived from any source of revenue whose purpose is to support the programs of the District shall become a part of the District budget and appropriately recorded in the accounting of the District.
- 7) Checks made out directly to the Rotary Foundation or other agencies are not considered a part of the District general fund and do not come under the provision of this section on the District Budget. Amounts received in other forms but intended for the Rotary Foundation or other agencies shall be promptly remitted to the intended recipient and, similarly, will not become part of the District Budget.
- 8) Restricted funds may not be used to support general fund expenditures. Designated funds may not be used for any purpose not necessary for maintaining those items. Any cumulative positive balance may be used to offset a current year deficit at the discretion of the Budget and Finance Committee. Cumulative deficits in these funds may be offset by allocations from general funds or by projected surpluses at the discretion of the Budget and Finance Committee.

VI. PER CAPITA CONTRIBUTIONS

A. In accordance with Rotary International Bylaws, mandatory per capita dues shall be collected from the members of each club other than honorary members. Such dues shall be used to fund the operation of the District as established by the DG and the Budget and Finance Committee. All expenditures of the District shall adhere to the requirements set forth in the District 5220 Policy Manual.

B. ROTARY INTERNATIONAL PAYMENT OF DUES - As of the first day of July and on the first day of January of each year, each club in the District will be billed six months advance dues by Rotary International based on the total number of members listed in the RI database Semi-Annual Report (SAR) as of that date multiplied by the per capita dues rate established by RI. Additionally, RI will bill for prorated back dues for any members who joined since the prior Semi-Annual Report. All membership reporting (adding and deleting of members) will need to be done electronically in the RI database prior to the cutoff date as set by RI. Once billed, no adjustments may be made to the Semi-Annual Report or to the amounts billed.

C. DISTRICT PAYMENT OF DUES - On the first day of July and on the first day of January of each year, dues shall be due and payable from each club of the District based on the total number of members listed on the Rotary International database Semi-Annual Report as of that date multiplied by the per-capita amount established by District policy. For new members added after July 1 or January 1, dues will be prorated based on Rotary International Procedures, that is paid for each full month until the next semi-annual reporting period (e.g., for an individual inducted on August 2, the club will pay dues for four months, September through December; the amount owed for the new member would then appear as part of the January club dues statement from the District.) District dues shall be due and payable at the

same time as the Rotary International dues. Once billed, no adjustments may be made to the Semi-Annual Report or to the amounts billed.

D. PER CAPITA DUES

1) Annual per capita contribution is \$60.00 per member and shall be paid by each club in the District. The funds shall be modified and distributed as follows:

- a. 32% of the funds shall be designated and set aside for use by the RYLA Program.
- b. 13% of the funds shall be designated for use in funding the District Conference.
- c. The remainder of the funds shall be designated to the general fund of the District for purposes that include, but are not limited to:
- d.
 - i. Paying the expenses of the DGs stationery, printing and other administrative expenses beyond the monies allocated to the District for such expenses by Rotary International, but not to exceed the amount set forth in the budget. Paying additional expenses for travel of the DG and spouse/domestic partner and the DGE and spouse/domestic partner to certain events to the extent that these expenses are not reimbursed by Rotary International. Such events shall include the District Assembly, the District Conference, Northern California PETS, the Zone Institute, the International Assembly and the International Convention.
 - ii. Paying the expenses of conducting District affairs such as, but not limited to the District Conference, the District Assembly, any other District functions, and general District operating expenses.

VII. STANDING COMMITTEES

A. RESOLUTIONS

1) The DGE shall name a Resolutions Committee, which shall be composed of at least five members, of which two (2) shall be past Governors of District 5220, and the balance shall be past or present club Presidents. This committee shall be named for the purpose of:

- a. Reviewing all proposed resolutions.
- b. Altering or consolidating resolutions as felt necessary by the committee. Changes may only be made by a majority vote of the full committee. Without such vote, the committee may only refer the resolution back to the author with a revision request.
- c. Recommending all resolutions approved by the committee to the District Conference for approval or rejection.

2) The Governor shall schedule a place on the agenda of the District Conference for the chairman of the Resolutions committee to present each resolution proposing a policy change or modification for discussion and recommendation for Conference action.

B. ROTARY INTERNATIONAL FOUNDATION

1) The DGE shall name a Rotary Foundation committee whose responsibility it will be to encourage participation by all clubs in the District in the work of the foundation.

2) The Chairman of the committee will be a past Governor who resides in the District, or a Rotarian experienced in the work of the Foundation.

3) The committee shall be divided into subcommittees in accordance with the current Rotary International Manual of Procedure. Each sub-committee shall have a chairman and no less than two additional members to be appointed by the DGE.

C. SELECTION PROCESSES FOR DISTRICT GOVERNOR

1A) The District shall select a nominee for governor not more than 36 months, but not less than 24 months, prior to the day of taking office. The Rotary International board shall have authority to extend the date under this section for good and sufficient reason. The nominee will be elected at the RI Convention held immediately preceding the year in which such nominee is to be trained at the International Assembly. Nominees so elected shall serve a one-year term as governor-elect and assume office on 1 July in the calendar year following election.

1B) The nominating committee for governor will select one available past 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.

2) District Nominating Committee

a. The District Nominating committee shall be appointed each year by the District Governor. The committee shall be composed of eight (8) past Club Presidents and four (4) Past District Governors (PDG), one of whom is the immediate PDG. In addition, the District Governor shall select two (2) at large alternate committee members to serve in the absence of a member of the committee.

i. The immediate Past District Governor shall be appointed Chairman of the Nominating committee.

ii. The District Governor-elect will be invited to be a non-voting guest.

iii. A Majority of the committee members shall be present to cast a ballot for Governor Nomination.

b. There shall not be more than one (1) committee member from each area within the District as designated from time to time.

i. Committee members shall be appointed to serve for one (1) Rotary year. No Rotarian shall serve two (2) consecutive years on the committee.

ii. Committee members shall be active Rotarians having served as club President and served on club and/or District committees the previous two (2) years.

iii. A committee member cannot belong to the club of a candidate presenting himself or herself for District Governor. When this situation occurs (at the closing of the application process), an alternate will be designated to replace the individual belonging to the same club as the candidate.

iv. Alternate at-large members shall consist of one (1) Past District Governor and one (1) Past President. At-large members may be selected from any "area" within the District but not from the same club as one of the original appointees to the committee. There shall not be more than two (2) alternate Rotarian and committee members appointed during a Rotary year from the same "area".

3) The Chairman of the Nominating Committee, with the concurrence of the District Governor, shall set a date and location prior to March 30 for the Committee to meet to select a Governor Nominee Designate.

4) At last two months prior to the Nomination Committee Meeting date, the Chairman of the Nominating Committee shall advertise in district communications the meeting date, application requirements, application deadline, and the challenge process schedule.

5) Application Requirements – Applications are to be sent or delivered to the Chairman of the Nominating Committee.

a. In accordance with Section 14.020.4 of the RI Bylaws, a candidate shall be suggested for nomination by their own Club. The suggestions shall be submitted in the form of a resolution adopted at a regular meeting of the club naming the suggested candidate. The resolution shall be certified by the club secretary. A club may suggest only one of its members as a candidate.

b. The candidate must meet these requirements (and provide a statement indicating that he or she has met all of these requirements):

i. The Rotarian must be a member in good standing of a functioning club in the district;

ii. The Rotarian must have full qualifications for such membership in the strict application of the provisions therefore, and the integrity of the Rotarian's classification must be without question;

iii. The Rotarian must have served as president of a club for a full term or be a charter president of a club having served the full term from the date of charter to 30 June, provided that this period is at least six months;

iv. The Rotarian must demonstrate willingness, commitment, and ability physically and otherwise, to fulfill the duties and responsibilities of the office of governor;

v. The Rotarian must demonstrate knowledge of the qualifications, duties, and responsibilities of governor as prescribed in the RI Bylaws; and

vi. The Rotarian shall have been a member of one or more Rotary clubs for at least five years in order that when governor-nominee assumes the office of governor he/she has been a Rotarian for at least seven years.

c. Any Rotarian who engages in campaigning or canvassing for the office may be subject to disqualification.

d. It is the intention of the District to seek out and nominate the best-qualified person for the office of governor.

e. Candidates shall submit 3 copies of their application, including the official RI application form and a resume.

f. Biographical data that should be included in the resume:

i. Name of candidate, name and location of club, number of years a Rotarian, classification, name of firm or former firm, position in firm or former firm, significant Rotary meetings attended in the last five years, current position(s) or assignments(s) in Rotary, former position(s) or assignments(s) in Rotary;

ii. Special Rotary services or particular Rotary activities in which the candidate has been engaged (i.e., what the candidate has done to advance Rotary activities);

iii. Most significant honors or achievements in business and professional activities; and

iv. Most significant honors or achievements in civic and public service activities.

6) The applications submitted by the candidates for District Governor will be copied and sent out to the members of the Nominating Committee prior to the meeting to select the nominee. All such materials will be deemed to be confidential and only for the use of the Committee.

7) Nominating Committee Procedures:

- a. The Chair of the Nominating Committee will review all procedures with each candidate immediately after the filing deadline.
- b. Each candidate should select a spokesperson to introduce him/her before the Nominating Committee on the day the Committee selects a governor-nominee. The spokesperson will meet with the Committee immediately before the Committee interviews the candidate and for a period not longer than five minutes.
- c. The nominee will be asked a series of questions by the Nominating Committee related to his or her experiences in Rotary and the job responsibilities associated with being a District Governor. A list of the questions will be determined by a committee made up of the Chair of the Nominating Committee, the District Governor, and the District Governor-elect. The questions will be reviewed by the Nominating Committee on the day of the interviews; members of the Nominating Committee will be provided the opportunity to suggest additional questions to be considered by the Committee prior to meeting with the candidates.
- d. All members of the committee will be involved in asking the designated questions of the candidates. The questions will be asked in the same manner to all candidates. Follow-up questions may be asked of individual candidates for the purpose of clarification.
- e. There will be no discussion of candidates until all candidates have been interviewed. At the conclusion of interviews, the Chairman of the Committee will allow for discussion of candidates and all members of the Committee will be encouraged to participate.
- f. At the conclusion of the discussion, the Chairman will conduct a secret ballot and make the vote known to all members of the committee. The Chair of the Nomination Committee will only vote in case of a tie.
- g. In case of one candidate, a majority of the committee will need to approve the candidate as being qualified to serve as District Governor. If the committee determines that the single candidate is not qualified, the Chairman of the Nominating Committee will reopen the process to be completed in its entirety by June 30 of the Rotary year. In the case of two candidates, the candidate receiving a majority of the votes of the Committee shall be the nominee. In the case of three or more candidates, if one candidate does not receive a majority of the votes, the candidate with the fewest number of votes will be dropped, and a vote will take place with the remaining candidates. This process will continue until one candidate gets a majority of the votes. At the time of selection, the nominee will be called Governor-Nominee Designate and will assume the title of Governor-Nominee on July 1, two years before serving as District Governor.
- h. All documents and notes related to the work of the committee will be turned over to the Committee Chair who will dispose of them after they are no longer needed.
- i. Immediately after the Governor Nominee Designate (DGND) had been selected, the Chairman of the Committee shall announce the decision of the committee to the candidates. The Chairman of the Committee will notify the District Governor of the

candidate selected within 24 hours of the adjournment of the nominating committee. The District Governor will then follow the challenge process outlined in Rotary International By-laws 14.020.8, including a ballot-by-mail if necessary. Prior to the meeting of the Nominating Committee, the District Governor will have developed a schedule with timelines for the challenge process and that schedule will have been made available as part of the information provided to candidates.

- 8) a. A committee consisting of the District Governor, District Governor Elect and Immediate Past District Governor will meet in advance of the meeting of the nominating committee to develop a list of suggested candidates(s) for Vice Governor. This committee will confirm the availability of all suggested candidates to serve. The final list of available suggested candidate(s) will be submitted by the District Governor to the Nominating Committee chairman. All available suggested candidate(s), having previously served a full term as District Governor, will be deemed qualified to serve.
- b. The Nominating Committee Chairman will present the candidate(s) to the full committee for final selection.
- c. Immediately after the Vice Governor has been selected, the Chairman of the Committee will announce the decision of the committee to the candidates. The District Governor will then announce the decision through district communications, including the district website, the Rotary Times, and the District Governor's weekly message.

D. RESOURCES

- 1) The District Resource Committee shall be appointed by the DGE and may consist of one or more Rotarians who reside in the District.
- 2) The District Resource Committee shall administer and house all District equipment and materials, acquire new equipment and materials, and replace dated video/film, printed materials, flags and banners.

E. RYLA – OVERSIGHT

- 1) District 5220 is strongly supportive of the rotary Youth Leadership Awards Program (RYLA) and is committed to fund and sponsor the program.
 - a. The RYLA (Rotary Youth Leadership Awards) – Camp Royal Oversight Committee is charged with the responsibility to plan, promote and conduct a quality leadership training camp for boys and girls, who have completed their junior year, from each of the high schools within the District. The Committee shall consist of at least (9) Rotarians, including the District Governor, the District Governor-Elect, and two (2) Past District Governors. The Chairman will be selected by the District Governor-Elect.

F. DISTRICT ADVISORY COUNCIL

- 1) The composition of the District Advisory Council is a Past District Governor as Council Chair, District Governor, District Governor-Elect, District Governor Nominee, a maximum of three (3) additional Past District Governors and a minimum of three (3) Past Club Presidents representing different areas and club sizes in the District.
 - a. Each appointment shall be for a period of three (3) years
 - b. Due to staggered terms, the DGE, in consultation with the DG, will appoint one PDG and one Club Past President to serve during their DG year.
 - c. The Chair will cast a vote only in case of a tie.

G. DISTRICT CONFERENCE SITE SELECTION

- 1) The Governor-Elect in consultation with the Governor and immediate Past District Governor shall appoint members to the District Conference Site Selection Planning Committee consisting of a Chairman, a minimum of two (2) Past District Governors and three (3) Rotarians all with experience servicing on a Conference Committee.
 - a. Each appointment shall be for a period of three (3) years, except, the first year appointments shall be stagger to provide continuity.
 - b. The District Governor, the District Governor Elect, the District Governor Nominee, District Secretary, and District Treasurer shall serve during their term of office on the District Conference Site Selection Committee.

H. ADVISORY (PDG)

- 1) The DGE shall appoint an Advisory Committee to aid him/her during his/her year in office. The committee shall consist of a minimum of five (5) past Governors of District 5220 who reside within the boundaries of the district.
 - a. The purpose of the committee is to advise the Governor on policy matters affecting the District and to assist the Governor in any way possible when called upon to do so.
 - b. The DG shall serve as presiding officer at all the meetings of this committee.
 - c. The DG may invite the District Administrative Secretary to all the meetings of this committee. The Governor may instruct the District Administrative Secretary to record, and keep in a safe place, all actions of the committee.
 - d. All past District Governors not selected by the Governor to serve on the committee shall be deemed to be "Honorary" members of the committee and shall be invited to attend the annual meeting of the committee which shall be held on a date and at a location selected by the District Governor. "Suggestions to District Governor" shall at this time be given to the DGE.

VIII. POLICY ON CONFLICTS OF INTEREST AND CODE OF ETHICS

A. APPLICABILITY

This policy on Conflicts of Interest and Code of Ethics shall apply to all Rotarians who serve as a District Officer, as a member of the Budget and Finance committee, and as a member of the District Leadership Council, and to any individual providing independent contractor services to the district. As used hereinafter, the term “Member” or “Members” refers to any such person or persons. The term “District” shall be understood to include the clubs of this District and the individual Rotarians who belong to those clubs.

B. STATEMENT OF POLICY

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

potential conflict of interest with respect to any matter coming before the District or any of its committees shall not cast a vote in connection with the matter. The existence and nature of the potential conflict of interest shall be recorded in the minutes of the meeting.

9. Each member must disclose any family or business relationship that he or she has with another member or employees of the District.

C. CODE OF ETHICS

1. Member will adhere to applicable laws and regulations in the conduct of the District as well as in their personal lives. The Members should adhere to applicable law in order to protect the assets and mission of the District. In addition, in conducting their private lives, Members should adhere to applicable laws in order to preserve and protect the positive image of Rotary.
2. Members shall adhere to the policies established by the District as stated in the District Policy Manual and Bylaws. Such policies and procedures were adopted to further the aims of the district and to protect its mission. Many of these provisions are designed to assure good governance and promote an ethical image. Adhering to these policies demonstrates a commitment to these ideals while protecting the District.
3. Members will serve for the benefit of the District and its charitable purposes, as well as supporting the Object of Rotary. Members will follow the requirements of the Policy on conflicts of Interest. Members have a duty of loyalty to the District, putting its interest first. The Conflicts of Interest Policy is designed to preclude even the appearance of any impropriety as to Member action, thus assuring continued confidence by Rotarians.
4. Members will not utilize their office for personal prestige and/or benefit. With the authority inherent in an office of importance comes access to special privileges not available to other Rotarians. Taking advantage of such privilege distracts from critical responsibilities and calls into question the commitment to the Object of Rotary.
5. Members will exercise due care in the diligent performance of their obligations to the District. Members should perform their responsibilities with such care, including reasonable inquiry, as ordinarily prudent persons in like positions would use under similar circumstances.
6. Members will take actions based on essential fairness to all concerned. To maintain the confidence of Rotarians that Members act fairly and in the best interests of the District, Members, in a manner consistent with the 4-Way Test, should weigh the potential impact of their decisions and treat equally all persons who will be affected.
7. Members will promote transparency of financial information. Members are the stewards of the District fund, acting on behalf of Rotary clubs and Rotarians. Rotarians have a right of access to accurate information regarding the financial condition of the District. Transparency in financial operations encourages ethical behavior.

8. Members will prohibit and restrict the disclosure, communication, and utilization of confidential information. As part of their duty of loyalty, Members should utilize this information only for intended purposes, never for personal ones, and take precautions against accidental disclosure.
9. Members will comply with expense reimbursement policies. Following these procedures ensures compliance with applicable laws and avoids the appearance of impropriety.
10. Members will interact with other Members and all Rotarians in a professional and respectful manner. Members shall understand and abide by Rotary International's non-harassment policy.
11. Members will adhere to this Code of Ethics, encourage other Members to do so as well, and report any suspected or potential violations to an appropriate Member. The efficacy of this Code of Ethics is dependent on compliance of the Members. By self-monitoring and encouraging other Members to comply with the Policy, the Members can assure that the goals of the Policy will be accomplished.

D. WHISTLEBLOWER POLICY

1. This Code of Ethics requires Members to observe high standards of business and person ethics in the conduct of their duties and responsibilities. All representatives of this District must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.
2. It is the responsibility of all Members to comply with the code of Ethics and to report violations or suspected violations in accordance with this Whistleblower Policy.
3. No Member who in good faith reports a violation of the code shall suffer harassment, retaliation, or adverse appointment or employment consequence. Any Member who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of appointment or employment. This Whistleblower Policy is intended to encourage and enable Members to raise serious concerns within the District.
4. The Code of Ethics encourages and suggests that Members share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, the District Governor is in the best position to address an area of concern. However, if a Member is not comfortable speaking with the District Governor or if the Member is not satisfied with the District Governor's response, such Member is encouraged to speak with either the Chair of the Budget and Finance Committee or the immediate Past District Governor.
5. Any Member filing a complaint concerning violations or suspected violations of the code of Ethics must act in good faith and have reasonable grounds for believing the information disclosed indicated violations of the code. Any allegations that prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

6. Violations or suspected violations may be submitted on a confidential basis by a Member. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.
7. The person receiving the report of violations or suspected violations shall acknowledge receipt of the reported violation or suspected violations to the reporting Member within ten (10) business days.
8. The person receiving the report of violations or suspected violations, including the District Governor, the Chair of the Budget and Finance Committee, or the immediate Past District Governor, shall obtain all relevant information and take such corrective action as he or she deems appropriate, including providing counsel to the alleged violator and providing recommendations to the Members for corrective action.

E. STEWARDSHIP OF DISTRICT FUNDS

The District hereby adopts the following specific policies regarding stewardship of District funds.

1. Members recognize that the funds received from clubs and Rotarians reflect their hard work and dedicated support. These Rotarians have entrusted such funds to the Members with the faith and understanding that they will be used effectively and for the purposes for which they were given.
2. Therefore, the Members, acting in their capacity as stewards of these funds, stress the importance of proper fiscal management in any activities using such funds.
3. Members shall conduct all financial transactions with at least the level of standard business practice and always in consonance with the "Declaration of Rotarians in Business and Professions," in the full spirit of the Four Way Test, and with full adherence to the policies of the district Budget and Finance Committee.
4. Members shall demonstrate transparency in business transactions related to District funds by operating in a manner that avoids any actual or perceived conflict of interest.
5. District Governors shall create district fund budgets and district conference budgets following the principles of the 4-Way Test, meaning such budgets shall reflect the best estimates of revenues and expenses.
6. District Governors shall plan district conferences with budgets that have revenues equal to or greater than expenses. Such budgeting shall be conservative, meaning that revenues shall not include monies whose collection is not reasonable assured and expenses shall not exclude reasonable expected expenses.

F. CONFLICT OF INTEREST POLICY FOR ROTARY FOUNDATION PROGRAM PARTICIPANTS

The following policies are adapted from Section 7.030 of the Rotary Foundation Code of Policies, and are hereby adopted as guidelines for this district.

GENERAL STATEMENT POLICY

All individuals involved in a program grant and/or award shall conduct their activities in a way that avoids any actual or perceived conflict of interest. A conflict of interest is a relationship among individuals through which an individual involved in a program grant or award causes benefit, or could be perceived to cause benefit, for such individual or such individual's family, personal acquaintances, business colleagues, business interests, or an organization in which such individual is a trustee, director or officer. This conflict of interest policy shall be applies in the following circumstances as specifically set forth below. The application of this conflict of interest policy shall not be limited to these circumstances.

AWARD RECIPIENT ELIGIBILITY

1. Ineligible Persons, as defined below, shall not be candidates or award recipients or beneficiaries of any The Rotary Foundation (TRF) program, except for membership on a Vocational Training Team as team leader or team member.
2. Ineligible Persons shall include Rotarians; honorary Rotarians; employees of clubs, districts, or other Rotary Entities (as defined in the Rotary Code of Policies) or of Rotary International (RI); Spouses, Lineal descendants (Children or grandchildren by blood, legal adoption, or marriage without adoption), spouses of lineal descendants, or ancestors (parents or grandparents by blood) of persons in the foregoing categories; or employees of agencies, organizations, or institutions partnering with TRF or RI; and any other individuals identified in TRF bylaws.
3. Former Rotarians and honorary Rotarians shall continue to be ineligible Persons for a period of 36 months after termination of their membership. Persons who were ineligible Persons based in their familial relationship to a former Rotarian or honorary Rotarian shall continue to be ineligible Persons for a period of 36 months after termination of their family member's membership.

IMPARTIALITY OF SELECTION COMMITTEES

1. Rotarians who serve on a club or district-level selection committee for a TRF program are expected to exercise complete transparency in their familial, personal, or business relationships with an applicant and must notify the committee chair in advance of the selection of any actual or potential perceived conflict of interest due to the committee member's association with TRF program award candidate, for example, employees of the same firm or organization, members of the same Rotary club, or a member of the same club sponsoring an application, familial relationship, etc.
2. The selection committee chair will decide how and if that committee member should participate in the selection process for that one or all candidates with whom there is an actual or perceived conflict of interest. If the selection committee chair is the individual with an actual or perceived conflict of interest, the club board or the District Rotary Foundation Committee Chair, as appropriate, will decide how and is such chair should

participate in the selection process for that one or all candidates with whom there is an actual or perceived conflict of interest.

BUSINESS TRANSACTIONS WITH VENDORS

1. Before TRF, a Rotary District, a Rotary Club, or a Rotarian conducts business transactions related to a TRF program award in which the vendor receives payment from a Rotary Entity, a fair, open and thorough request for proposals or bidding process must be conducted to ensure that the best services are secured at a reasonable cost, despite any connection between a vendor and a Rotary Entity. Possible conflicts of interest may arise when a Rotary Entity is considering business in which funds will be paid to a Rotarian; a goods and/or services provider owned or managed by a Rotarian, Honorary Rotarian, employee of a club, district, or other Rotary Entity or of Rotary International, Rotarian's Spouse, lineal descendants (child or grandchild by blood, legal adoption, or marriage without adoption), spouses of lineal descendants, and ancestors (parent of grandparent by blood), or employees of agencies, organizations, or institutions partnering with TRF.
2. Examples of business relationships that may require further review to confirm that a Rotarian conflict of interest does not exist include business transactions with a partner nongovernmental organization, goods or services provider, insurance company, travel agency, shipping agency, study institution, language skills testing firm, etc.
3. Business transactions with individuals or entities with whom there is an actual or perceived conflict of interest can be completed upon approval of the District Governor if such transaction provides the best product or service at fair market value, as evidenced by a sales quote or offer obtained through a fair, open and thorough request for proposals or bidding process.
4. Any unresolved conflict of interest involving a program grant or awards must be reported by a Rotarian or Rotary Entity involved to the District Governor, who is required to decide if a conflict of interest may exist for a particular case. If, upon review of the situation, the District Governor concludes that there is or has been a conflict of interest in the execution of a TRF program grant or award, the District Governor shall fashion an appropriate remedy.

G. YOUTH EXCHANGE ABUSE AND HARASSMENT PREVENTION POLICY

1. Statement of Conduct for Working with Youth

District 5220 is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, partners, and any other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.

2. Definitions

Volunteer. Any adult involved with Rotary Youth Exchange activities who has direct interactions, either supervised or unsupervised, with students. Volunteers include, among others: club and district Youth Exchange officers and committee members; Rotarian counselors; Rotarians and non-Rotarians and their spouses and partners who host students for activities or outings or who might

drive students to events or functions; and host parents and other adult residents of the host home, including siblings and other family members.

Student. Any individual who is participating in a Rotary Youth Exchange, regardless of whether he or she is of legal age of majority.

Sexual abuse. Engaging in implicit or explicit sexual acts with a young person or forcing or encouraging a young person to engage in implicit or explicit sexual acts alone or with another person of any age, of the same or opposite sex. This includes non-touching offenses, such as indecent exposure or showing a young person sexual or pornographic material.

Sexual harassment. Sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse and is used by sexual predators to desensitize or groom their victims.

Some examples of sexual harassment include:

- ! Sexual epithets, jokes, written or spoken references to sexual conduct, talking about one's sex life in the presence of a young person, and comments about an individual's sexual activity, deficiencies, or prowess
- ! Verbal abuse of a sexual nature
- ! Display of sexually suggestive objects, pictures, or drawings
- ! Sexual leering or whistling, any inappropriate physical contact such as brushing or touching, obscene language or gestures, and suggestive or insulting comments

3. Incorporation of District Youth Exchange Program and Liability Insurance

Rotary District 5220 Youth Exchange program is a member of the WESSEX multidistrict, and meets the requirement of incorporation through its membership with WESSEX. If, at any time, Rotary District 5220 Youth Exchange ends its membership with WESSEX, it shall incorporate under the laws of the state of California.

Rotary District 5220 Youth Exchange program is covered by the RI insurance policy.

4. Volunteer Selection and Screening

District 5220 will maintain in perpetuity all records of criminal background checks, waivers, and screening for adults working with minors.

All volunteers interested in participating in the District 5220 Youth Exchange program must meet the following requirements:

- ! Complete the Youth Volunteer Affidavit form and authorize the district to conduct a criminal background check (subject to local laws and practices).
- ! 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
 - 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.
 - ! 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.

5. Student Selection and Screening

All students interested in participating in the District 5220 Youth Exchange program must meet these requirements

- ! Complete a written application and be interviewed to determine suitability for participation in the program.
- ! Attend and participate in all district orientation and training sessions.

All parents or legal guardians of students interested in participating in the District 5220 Youth Exchange program must be interviewed to determine the student’s suitability for participation in the program.

6. Training

District will provide abuse and harassment prevention training to all Youth Exchange program participants. The Youth Exchange Chair or the District Youth Protection Officer will conduct the training sessions. Specifically, District will:

- ! 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
- ! Develop a training calendar that defines the participants, frequency of training required for each volunteer position, and training methods to be used
- ! Conduct specialized training sessions for the following Youth Exchange program participants:
 - District governor

- District Youth Exchange committee members
 - Club Youth Exchange committee members
 - Rotarian counselors
 - Other Rotarians and non-Rotarians who participate in Youth Exchange activities, such as local tours or district events
 - Host families
 - Students (outbound and inbound)
 - Parents and legal guardians of students
- ! Establish guidelines to ensure that all participants have received the requisite training
 - ! Maintain records of participation to ensure compliance

7. Allegation Reporting Guidelines

District 5220 is committed to protecting the safety and well-being of Youth Exchange students and will not tolerate abuse or harassment. All allegations of abuse or harassment will be taken seriously and must be handled in accordance with the Sexual Abuse and Harassment Allegation Reporting Guidelines.

8. Follow-through and Review Guidelines

District 5220 takes all allegations of abuse or harassment seriously and will ensure that each allegation is investigated thoroughly. The district will cooperate with all law enforcement agencies, child protective services, and legal investigations and will not interfere with other investigations when conducting its own independent reviews.

9. Other District 5220 Responsibilities

- ! Establish procedures for reporting, investigating, and handling noncriminal offenses or historical cases that law enforcement chooses not to investigate.
- ! Recommend that all inbound Youth Exchange students maintain insurance at the following levels: District 5220 will require that all exchange students from the District obtain CISI Bolduc Insurance.
- ! 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 each student with a list of Rotary emergency contacts, including: sending club counselor, host and sending club presidents, host and sending district governors, host and sending district chairs, and two non-Rotarian resource people (both male and female).
- ! Complete a student data request form for all participating Youth Exchange students and return it to RI one month before the exchange begins.
- ! 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.

10. Club Compliance

District 5220 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 copy of the following for review and approval:

- ! All materials produced in the club to promote and support the Youth Exchange program, including promotional materials and brochures, applications, policies, Web site links, etc.
- ! List of services in the area (rape and suicide crisis hotlines, alcohol and drug awareness programs for teenagers, relevant law enforcement agencies, community services, private services, etc.)
- ! Club abuse and harassment prevention training program materials

Participating clubs must agree to carry out the following:

- ! Complete and return a signed compliance statement that the club is operating its program in accordance with District 5220 and RI policies.
- ! If not coordinated by the district, conduct criminal background checks and reference checks for all volunteers involved with the program, including, but not limited to, adult residents of host home, counselor, club chair, and all Rotarians and their spouses or partners with direct unsupervised contact with youth. All volunteers must complete and sign the Youth Volunteer Affidavit.
- ! 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 5220 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.
- ! Provide the names and contact information of at least three people — both males and females who are not related to each other and do not have close ties to the host families or club counselor — who can help the students with any issues or problems.
- ! Follow RI guidelines for Youth Exchange Web sites.
- ! 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.

Statement of Conduct for Working with Youth

Rotary International is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, partners, and other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.

Adopted by the RI Board of Directors, November 2002

H. IMPLEMENTATION

This policy on Conflicts of Interest and Code of Ethics shall be distributed to and reviewed by Members at least annually. Each Member will annually acknowledge that he or she has read the Policy, understands it, and will comply with it (see Implementation Form below).

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

Annual Implementation Form

I have read and understood the Policy on Conflicts of Interest and Code of Ethics, and I agree to comply with it in my duties and responsibilities with District 5220.

Signature of Rotarian

Rotary Club

Date

IX. MODIFICATIONS OR ADDITIONS TO DISTRICT POLICIES

A. Modifications or additions to District Policies shall be made by resolutions only, adopted at the Annual District Conference. Resolutions proposing a District policy change may only be initiated as detailed in this section.

1. On or before a date fixed by the Governor, and being at least seventy-five (75) days prior to the annual District Conference, the Governor, or Governor-Elect, any past Governor of District 5220 who resides within the District, any president or club secretary, may propose a resolution, in writing, and direct it to the Governor.
2. On or before forty-five (45) days prior to the annual District Conference, the Governor shall forward all resolutions which propose a change or modification in the policy manual, and initiated according to the manual, to the District Resolutions Committee.

3. On or before thirty (30) days prior to the date fixed for the District Conference, the District Resolution Committee shall prepare and distribute copies of all the resolutions, to be presented to the Conference, to each club President, President-Elect, Governor, Governor-Elect, Governor-Nominee, and each past Governor of District 5220 who resides therein.
4. At a time and place during the District Conference, 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.

B. All decisions and elections that these policies specify occur at the District conference or the Assembly may be made by the clubs of the District with a ballot-by-mail. Such ballot-by-mail shall follow as nearly as possible by the procedures for voting at a District Conference.

C. Resolutions presented to the DG, in writing, at any time prior to the opening of the business meeting of the District Conference, with the consent of the DG may be presented from the floor. Such resolutions require a two thirds vote for passage (rather than a simple majority).