

ROTARY INTERNATIONAL DISTRICT 5160 POLICY MANUAL

In order to standardize District procedures and to provide an orderly and useful system of maintaining records of District actions and resolutions, this District 5160 Policy Manual shall be used as a guide for District Governors, District Committees, and Clubs of the District.

SECTION I AMENDMENTS TO DISTRICT POLICY MANUAL

Modifications or additions to the District policies in this manual shall be by resolution adopted by a majority of the ELECTORS* at the Annual District Conference.

1. Resolutions proposing a District policy may be initiated as follows:
 - a. On or before a date fixed by the District Governor as being two and one-half months prior to the Annual District Conference, the President of any Club may file with the District Governor a resolution of the Club, adopted at a regular meeting thereof, proposing a District policy.
 - b. The officers-elect present at a District Assembly or the officers present at the District Workshop may adopt a resolution or propose a District policy.
 - c. The District Advisory Committee, at any regular meeting of the group, may adopt a resolution proposing a District policy.
2. On or before 45 days prior to the date of the Annual Conference the District Governor shall forward all resolutions proposing a change in District policy, initiated according to the current District policy, to the Legislation-Resolutions Committee.
3. On or before 30 days prior to the date of the Annual Conference, it shall be the duty of the Legislation-Resolutions Committee to prepare and distribute copies of all resolutions which will be presented at the Conference for approval to the President of each club, the District Governor, the District Governor-Elect, the District Governor-Nominee and to all Past District Governors.
4. At a time and place during the Annual Conference designated by the District Governor, each resolution proposing a District policy received by the Legislation-Resolutions Committee shall be presented by its chair with its recommendation for Conference action.

*ELECTORS-One ELECTOR for every 25 members (or major fraction thereof) duly certified by the President of the club and issued the proper validation.

5. Votes shall be cast at the Annual Conference in accordance with Article XV, Section 15.050, of the Bylaws of Rotary International except that the ELECTORS from a club present at the Annual Conference may vote on behalf of any absent ELECTORS from the

respective club without need for a formal proxy. A simple majority vote shall prevail on all issues unless otherwise required by District Policy or Legislative document.

SECTION II NOMINATING COMMITTEE FOR DISTRICT GOVERNOR-NOMINEE

1. The Nominating Committee of District 5160 shall consist of eleven members, including the three most recent Past District Governors who are available and are members in good standing of clubs in District 5160, Rotary International, and who still reside within the boundaries of the District, or a District, adjacent hereto, the current Governor, Governor-Elect, Governor-Nominee and five elected members, one from each of the five areas of the District who are available and members in good standing of the appropriate clubs as follows:

Area 1 - Assistant Governor Area 1 - Mountain and Area 2 - Redding
Area 2 - Assistant Governor Area 3 - North Valley and Area 4 - Mid Valley
Area 3 - Assistant Governor Area 5 - Solano and Area 7 - Delta/Antioch
Area 4 - Assistant Governor Area 8 - I-80 and Area 9 - Lamorinda
Area 5 - Assistant Governor Area 6 - Diablo Valley and Area 10 - 680 Corridor

Revised November 2010

2. If a regrouping of the clubs is deemed desirable, a change may be made by submitting a resolution indicating the desired changes at the next Annual Conference. *Revised November 2010*
3. Elected members shall serve for a term of two years. Those from Areas 1, 3, and 5 being elected in the even-numbered years, and those from Areas 2 and 4 being elected in the odd-numbered years. *Revised November 2010*
4. Members shall have served as a club president and Past District Governor's shall not be eligible to serve as an elected member.
5. The Senior Past District Governor on the Committee shall serve as chair.
6. Clubs in an area entitled to nominate a member shall submit to the District Governor nominations in writing not later than February 1. The District Governor, in his February Monthly Letter will indicate the names of all nominees. In the absence of a nomination from an eligible area prior to February 1, nominations from the floor will be solicited at the District Assembly from the ELECTORS present representing clubs in the eligible area. At the District Assembly, clubs in each area entitled to elect a member of the committee will ballot on nominees from that area.
7. The election of a member to the Nominating Committee shall be conducted in accordance with Article XV, 15.050 of the Bylaws of Rotary International.
8. In the event of a vacancy of the elected members of this Committee, the District Governor shall appoint a replacement to serve for the un-expired term. Any appointee

shall satisfy the requirements of the position to which appointed and be a member of a club in the Area in which the vacancy occurred.

9. It is the responsibility of the Nominating Committee for District Governor-Nominee to actively concern itself in arousing club interest to sponsor outstanding, properly qualified candidates for the office of District Governor-Nominee. To effectively accomplish this, the Committee should also concern itself with the composition of the Committee by circularizing the clubs in the various geographical areas to nominate well qualified candidates for election to the Nominating Committee. *Revised November 2010*

SECTION III DISTRICT GOVERNOR-NOMINEE, NOMINATION AND ELECTION PROCEDURE

1. The Procedure in this section is intended to result in the designation of a Governor-Nominee Designee (DGND) who shall, after proper certification by Rotary International, serve as Governor. *Revised November 2010*
2. On or before November 30, all materials must be received from the president of any club wishing to place the name of one of its members in nomination for District Governor Nominee. The club president shall file the original nomination form, a resolution of the club, adopted at the regular meeting thereof, naming such candidate, and certifying that the candidate meets the qualifications for District Governor as provided in Article XV, 15.070 of the Rotary International Bylaws in the 1998 Manual of Procedure. This and all other pertinent materials are to be received by the Chair of the District Governor Nominating Committee (referred to as 'Nominating Committee'), who will send copies to all the committee members. In addition to the resolution, background information on the DGND candidate should also be submitted. *Revised November 2010*
3. On or before January 1, the Chairman shall call a meeting of the Nominating Committee, to interview all candidates and select a recommended DGND. The ten committee members each have one vote and the Chair abstains except in the event of a tie. On or before January 30 the Chair of the Nominating Committee shall notify the District Governor in writing of the Nominating Committee's choice of a proposed candidate for District Governor Nominee Designee. In making its selection, the Nominating Committee shall not be limited in its selection to those names submitted by Clubs in the District. *Revised November 2010*
4. Should there be a tie in voting for the District Governor-Nominee Designee, the Nominating Committee Chair shall cast the deciding vote. *Revised November 2010*
5. On or before February 5, the District Governor shall notify all clubs in the District (either in the February monthly letter, by separate mail or by other suitable means) the name and qualifications of the candidate for District Governor-Nominee Designee proposed by the Nominating Committee. *Revised November 2010*
6. On or before February 21, notwithstanding any nomination made by the Nominating Committee, any club in the District may propose a candidate for District Governor-

Nominee Designee (who has been previously interviewed by the Nominating Committee) by filing with the District Governor a resolution of the club, adopted at a regular meeting thereof, naming such candidate. *Revised November 2010*

7. If by February 22 no additional candidate has been proposed by any club in the District, the District Governor shall declare the candidate of the Nominating Committee to be the District Governor Nominee Designee and shall include such announcement in the April Governor's Monthly Letter, by separate mail or by other suitable means, as notification to all clubs in the District, and shall declare the candidate to be the District Governor-Nominee Designee at the Annual Assembly. *Revised November 2010*
8. If by February 22 any additional proposals of candidates have been received by the District Governor, the District Governor shall indicate in the March Governor's Monthly Letter, by separate mail or by other suitable means, the name and qualifications of each such candidate and shall announce that all candidates for District Governor-Nominee Designee will be balloted upon at the District Assembly at a place and time designated at the opening Session. The District Governor may have the matter decided by a Ballot by mail if the Governor believes such a Ballot would be in the best interest of the District. *Revised November 2010*

SECTION IV DISTRICT GOVERNOR QUALIFICATIONS

At time of selection, a governor-nominee must:

1. Be a member in good standing of a functioning club in the district;
2. Have full qualifications for membership in the strict application of club membership provisions, and the integrity of Rotarian's classification must be without question;
3. Have served as president of a club for a full term or be a charter president of a club having served a full term from the date of charter to June 30, provided that this period is for at least six months;
4. Demonstrate willingness, commitment, and ability, physically and otherwise, to fulfill the duties and responsibilities of the office of governor as provided in RI Bylaws section 15.090.
5. Demonstrate knowledge of the qualifications, duties, and responsibilities of governor as prescribed in the RI Bylaws, and be prepared to submit to RI, through its general secretary, a signed statement acknowledging a clear understanding of them. This statement shall also confirm that the Rotarian is qualified for the office of governor and willing and able to assume the duties and responsibilities of the office and to perform them faithfully.

Desired qualities that the District Governor Nominating Committee will be considered in candidates for the District Governor position include:

- a. active in his/her community beyond Rotary;

- b. served at the D5160 level as Assistant Governor, Director, or major leadership position;
- c. completed the District 5160 Leadership Academy;
- d. effective leader and motivator;
- e. experienced in managing budgets, non-profit budget experience is a plus;
- f. healthy and energetic;
- g. has demonstrated leadership/management skills with significant accomplishments at the District level and in his/her club;
- h. is able to attend all District meetings and events;
- i. understands that the position includes responsibilities for a period of 6 years and has a clear vision of what he/she wants to accomplish as District Governor.

Revised November 2010

SECTION V DISTRICT TRAINING SESSIONS

1. For the purpose of orientation and training of Rotary Club Presidents-Elect in the District in a manner to be determined by the R.I. Board from time to time, a seminar shall be held annually, within one month after the International Assembly, but in any case prior to April 15. The seminar shall be scheduled and conducted by the District Governor-Elect in cooperation with the District Governor, and shall be held at a time different from that of the District Assembly. The District budget will provide for the expense of the District Governor, District Governor-Elect and District Governor-Nominee attending the seminar. The District will pay the predetermined registration fee. Each club in the District will individually sponsor and pay the expenses of its President-Elect in attending the Seminar. Where feasible, the club Presidents-Elect training seminars may be conducted on a multi-District basis.
2. For a better understanding of the duties and responsibilities of club president, the President-Elect should, and is expected to, attend the District Presidents-Elect Training Seminar (PETS) and the District Assembly. If for good reason the President-Elect cannot attend the District Assembly, the President-Elect must send a designated representative from the club whose duty it will be to report back to the President-Elect.
3. The District Governor-Elect shall schedule and conduct the District Assembly no later than May 31 prior to the beginning of the ensuing Rotary year, with the cooperation of the District Governor. The District Assembly is held to provide motivation, inspiration, Rotary knowledge and instruction in administrative duties in order that the incoming Presidents, Secretaries and other club leaders will develop a more thorough understanding of their responsibilities for service. A special training session for Club Secretaries should be provided for at the District Assembly. Secretaries should be required by their respective clubs to pledge themselves to attend the District Assembly.

4. The District Governor and Governor-Elect should strongly promote participation in the District Assembly, which should be an informative and inspiring event. Expenses should be kept at a low level and clubs encouraged to reimburse their attendees for their travel and luncheon costs.

SECTION VI DISTRICT FINANCE COMMITTEE

1. The purpose of the Finance Committee is to provide the first level of review and approval for the District Governor-Elect's upcoming budget. The second level of review and approval rests with the President-Elect at PETS. Once the Presidents-Elect approve the upcoming budget it will be the Committee's responsibility to oversee the administration of the District's funds.
2. The District Finance Committee shall consist of the three most recent Past District Governors of District 5160, who are in this District, the District Governor, and the District Governor-Elect. The District Governor-Nominee shall be a non-voting member of the committee. The senior past District Governor shall be the Chair of this committee. In the event of a vacancy on this committee, the District Governor shall appoint a member to serve for the un-expired term.
3. As soon as practical after May 1, prior to the Rotary year in which the committee is to serve, the District Governor-Elect shall appoint a District Treasurer, who shall be a member of this committee, if not selected from the membership of the committee as constituted. The District Treasurer is Treasurer of all District funds, including those of the District Conference and other District Committees. The District Treasurer must approve all procedures relative to the control of those funds, including the designated required signatures on the accounts with financial institutions. All accounts under control of committees shall be received and distributed by the District Treasurer or by an Assistant District Treasurer or by an Assistant District Treasurer appointed by the Treasurer with the approval of the District Governor. Any number of Assistant District Treasurers may be so appointed. The effect is that all financial transactions, procedures and authorized signatures shall be under direct control of the District Treasurer. The District Treasurer, all Assistant District Treasurers and the District Governor shall be covered by an appropriate fidelity bond secured and paid for by the District. All persons handling District Funds, including funds from other than District Treasurer sources and funds of District Committees, shall be bonded through a District Bonding policy prior to their taking office, or their appointment, on July 1 of the new Rotary Year. Any person who cannot be bonded shall be replaced by the DGE prior to the issue of the bonding policy for the following Rotary Year. *Revised October 2011*
4. The District Treasurer shall be the custodian of District funds, collect the District per capita contributions from clubs and disburse funds to pay District expenses. The District Governor must approve all reimbursement claims before payment by the District Treasurer. The Treasurer's signature on disbursement checks is sufficient, provided the

District Governor's written approval is secured in advanced of each disbursement, and that said written approval becomes a part of the financial records.

- a. The District Governor-Elect shall prepare a District Budget for the ensuing year, together with a statement of actual income and expenses for the three previous completed years. The District Finance Committee may review and make suggestions regarding the proposed budget. The District Governor-Elect shall distribute such proposed budget and statement (either in the District Governor's Monthly Letter, by separate mail or by other suitable means) to the incoming Presidents of all clubs in the District three weeks prior to the Presidents-Elect Training Seminar or similar assembly.
- b. The financing for the District fund shall be provided by all the clubs in the District by way of a per capita levy on the members of those clubs. The annual budget and the resulting per capita levy shall be decided at the Presidents-Elect Training Seminar or other similar assembly only after the approval of 3/4ths of incoming club presidents present. Thus, the District budget is approved by the Presidents-Elect, who as Presidents will serve the District Governor-Elect, who by then will be the District Governor. If the President-Elect of a club is unavailable, either the President-Elect's successor or predecessor may cast a ballot on behalf of the club. If none of the three is available, the club would not be able to vote on the budget.
- c. The per capita levy shall be based on the membership reported on the July Semiannual Report (SAR) to Rotary International. Clubs shall submit a copy of their July SAR along with payment to the District no later than July 31 each year. *Revised April 2011*
- d. No later than June 15 of each year the District Treasurer shall send a notice and procedure for paying the per capita levy to each club president-elect and secretary. *October 2013*
- e. Beginning August 1, and monthly thereafter, the District Treasurer will notify clubs that have not paid their per capita levy for that year that the payment is past due. This procedure will continue monthly until the dues are paid. *October 2013*
- f. On September 1 of each year, the Treasurer shall cause an invoice to be prepared for each club that has not paid their District Dues. This invoice will be based on the Clubs prior years ending membership number, as reported on the RI membership report, times the amount of the per capita dues. *October 2013*
- g. Clubs that pay their per capita levy after October 1 shall be charged an additional 2.5% of the per capita levy due to compensate for additional expenses of the District. *October 2013*

- h. The District Treasurer will provide a monthly report of clubs not current on payments to the District and what action has been taken to collect the amounts outstanding to the District Governor and Finance Committee Chair. *October 2013*
5. The District Governor's budget will be published in the District Directory. *Revised October 2011*
 6. The District Finance Committee should establish a ceiling for reserves of an estimated 100% of one year's expenditures and a floor of 50% of one year's expenditures. These limits should be utilized by the District Governor-Elect and the Committee when developing and reviewing the District's proposed budget and the resultant recommended mandatory per capita contribution for the fiscal year.
 7. Amounts allocated to Committees in the budget are not to be considered automatic approval for expenditure. All expenditures must receive the District Governor's approval in advance.
 8. All committees will confine expenditures to their respective budgets. Any emergency expenditures (unbudgeted) must be approved by the District Finance Committee in advance. Any budget line reclassification or modification must be approved by the District Governor, and may be reviewed by the Finance Committee.
 9. 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 and District Governor in advance of committing any financial obligation on behalf of the committee. Any committees receiving funds from other than the District Treasurer shall do so through an Assistant District Treasurer and shall provide the District Treasurer with an accounting of those funds for the Rotary year prior to August 1st following the end of each Rotary year. More frequent countings may be required. The District Treasurer may establish due dates prior to August 1st for the accounting of all funds under the control of District committees.
 10. The District Treasurer, after each year of service, and prior to August 31st, shall prepare or have prepared a comparative statement of the budgeted and the actual income and expenses for the year. The District Governor shall distribute copies of the same (either with the Monthly Letter, by separate mail or by other suitable means) to all clubs in the District prior to September 30. Such statements shall incorporate receipts and expenditures by committees referred to in Section VI(10) above and the results of the audit referred to in Section VI (12) below.
 11. The District Finance Committee shall be responsible for completing an audit of the financial transactions of District 5160's funds for each fiscal year prior to October 1st following the fiscal year, or more frequently if determined to be necessary by the Finance Committee or District Governor. The results of each audit shall be published in

the District Governor's Monthly Letter for the month following the completion of each audit, or by separate mail or by other suitable means.

SECTION VII DISTRICT FINANCES

1. The Annual District Budget shall include reasonable expense allowances for:
 - a. The District Governor, District Governor-Elect, District Governor-Nominee and partners to attend the International Convention. *Revised October 2011*
 - b. The District Governor, District Governor-Elect, District Governor-Nominee, and partners to attend the Annual Zone Institute. *Revised October 2011*
 - c. The District Representative on the Council on Legislation to attend the tri-annual meeting of the Council.
2. The cost of registration fee, hotel rooms, and meals at the President-Elect Training Seminar shall be paid from District funds for the District Governor, District Governor-Elect, and the District Governor-Nominee.
3. The cost of hotel rooms and meals at the Annual District Conference shall be paid from District Funds for the District Governor, the District Governor-Elect, and immediate Past District Governor, and their partners, for the duration of the conference.
4. 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.
5. There shall not be any sales, solicitations for funds, sales of lotteries, or fund raising projects by any individuals or individual clubs or group of clubs of Rotary at any District function unless it has received prior approval from the District Governor, and then only for the purpose of funding for a District Project.
6. The District Conference Committee including the Host Club Committee, may receive funds for Annual District Conference activities from the District Treasurer, registration fees, meal overrides, and other sources. All such funds are considered District funds and any surplus remaining after the payment of all Conference expenses shall be transferred to the custody of the District Treasurer.
7. The District financial records for five years should be in a single depository that is with the current Balloting records of the 5160 District Conference.
8. The District Governor or responsible district officer shall recover the maximum available funds from Rotary International, The Rotary Foundation, or other sources and deposit the funds in the general fund of the district. When the funds are a reimbursement, the funds shall be returned to the fund from which the original payment was made.
October 2013

Section VIII Accounting Policies and Procedures

1. Authorized Checking Accounts

District 5160 will maintain seven (7) checking accounts at an institution selected by the Board of Directors. Each account has a separate function. The accounts and authorized signers are:

A. Rotary District 5160 Grants

The purpose of this account is to hold Rotary Foundation donations that have reverted to the District and for disbursement of District Grants to District 5160 clubs.

Authorized Signers

District Governor
Grants Committee Chairman
Foundation Chairman
Treasurer

All disbursements from the Rotary District 5160 Grants Account will require two signatures.

B. Rotary District 5160 General Fund

This checking account is used to pay general expenses of the District.

Authorized Signers

District Governor
Finance Committee Chairman
Treasurer

C. Rotary District 5160 Foundation

The District 5160 Foundation account facilitates the receipt of tax deductible donations for national and international disaster relief and other causes as may be determined by the Board of Directors.

Authorized Signers

District Governor
Finance Committee Chairman
Treasurer

D. Rotary District 5160 Camp Royal

The purpose of this account is to facilitate the receipt of registration fees for attendees to Camp Royal and for the payment of the camp expenses.

Authorized Signers

District Governor
Finance Committee Chairman
Treasurer
Camp Royal Committee Chairman

E. Rotary District 5160 Camp Venture

The purpose of this account is to facilitate the payment of registration fees for the attendees to Camp Venture and for the payment of the camp expenses.

Authorized Signers

District Governor
Finance Committee Chairman
Treasurer
Camp Venture Committee Chairman

F. Rotary District 5160 Interact/Rotoract

The purpose of this account is for Interact and Rotoract district programs.

Authorized Signers

District Governor
Finance Committee Chairman
Treasurer
Interact/Rotoract Committee Chairman

G. Rotary District 5160 Youth Exchange

The purpose of this account is for Youth Exchange programs.

Authorized Signers

District Governor
Finance Committee Chairman
Treasurer
Youth Exchange Committee Chairman

Other accounts may be authorized by the Board of Directors for placement of savings and time deposits. The Finance Committee is responsible for ensuring adequate liquid funds for paying expenses of the District while ensuring adequate reserves are maintained for future cash flow needs.

2. Bank Reconcilements

Prudent financial management dictates that there is a separation of duties so that no one individual has sole and complete control over financial assets. An integral part of

internal control can be accomplished by having bank reconciliations prepared by someone who does not have primary control over an account.

Bank reconciliations will be prepared by an individual who does not have primary responsibility for the account.

The Rotary District 5160 Grants account and the Rotary District 5160 General Fund will be reconciled by an individual who is not a member of the Finance Committee.

The Treasurer will reconcile all other accounts.

All bank statements will be given to the reconciler unopened. As an alternative, the individual reconciling the accounts can have access to on-line statements. Accounting records will be provided to the reconciler to facilitate the reconciliation process.

Reconcilements will be prepared no later than 45 days after the bank statement date and will be available to the Finance Committee for review. The individual having primary responsibility for each account will research and resolve any outstanding item on the reconciliation that is older than 180 days.

3. Authorization of Expenses

The District Governor will approve all expense vouchers for activities under the control of the Finance Committee. Expenses for activities which are outside the Finance Committee's direct control will be approved by the Committee Chair for each area. Approved expense vouchers will be forwarded to the Treasurer for payment.

The Finance Committee chairman will approve expense reimbursements for the District Governor.

All requests for reimbursement will be submitted on District approved forms and will be in line with customary and normal expenditures for the nature of the event. Mileage expenses will be computed at the standard IRS rate. All expenses exceeding \$50.00, except mileage, must be substantiated by receipts or other documentation to support the request for reimbursement.

Other invoices must be approved by the District Governor, The Finance Committee Chairman or other individual authorized by the Finance Committee. Specific items approved by the Board of Directors in the annual budget are deemed approved.

4. Cash Receipts Policy

Program chairmen will be responsible for cash receipts relative to their function. The treasurer is responsible for all other receipts.

Cash and Check Deposits

The district will provide receipts for all cash received and maintain a copy of the receipt for recordkeeping purposes. All checks will be copied or scanned. Checks processed through “remote capture” will be kept in the original form until the deposit is reconciled on banking records. Cash and Checks will be deposited no later than 7 days after being received.

ACH (Automated Clearing House)

Generally, the District will have advance knowledge of incoming ACH deposits. As result, the deposit will be recorded upon receipt. In the event of an unknown ACH deposit, the originator will be identified on the bank statement. Investigation of all unknown deposits will be conducted concurrent with the bank reconciliations. After investigation the treasurer will record the deposit.

Credit Card Receipts

Careful and timely reconciliation of credit card receipts will be effected to ensure that all credits are posted to the District’s accounts. Discrepancies, if any, will be reported to the credit card processor no later than 30 days after the date of the transaction.

The treasurer is responsible for reconciling credit card receipts.

5. Cash Disbursements Policy

All disbursements will be approved by an authorized person prior to payment. Generally, the individual responsible for approving a disbursement will be different than the individual disbursing the funds. Exceptions will be reported to the Finance Committee.

All paid invoices will be stamped or marked “paid” with the paid date, check number, and account that will be charged. Paid invoices will be available for review by district assigned individuals who have financial responsibility.

Invoices will be paid prior to the due date to avoid late fees.

All payments will be recorded in the recordkeeping program as soon as payment is made, but no later than 7 days after disbursement.

6. Financial Reporting

The District Treasurer will be responsible for preparing bi-monthly financial statements for distribution to the Finance Committee. The following reports will be prepared as a part of the financial reporting package:

- Statement of Financial Condition (Balance Sheet)
- Income Statement summarized by program function
- Budget to Actual Income/Expense Comparison

The year-end financial statements will be reviewed by an individual not related to the financial recording or reporting process. The review report will be submitted to the Finance Committee Chairman. The Finance Committee Chairman will make the report available to the Finance Committee and to the Board of Directors.

7. Record Retention

- a. A back up of the system accounting system will be made no less than monthly and will be stored at a location different from where the accounting records are stored. This back up can be accomplished with a data CD or other storage device or with a backup file e-mailed to a different person/location.
- b. Bank Statements will be kept for five years in paper format if e-statements are not available. Such e-statements should be maintained at a location different than the location of the reconciler or Treasurer.
- c. Original Checks should be kept through the reconciliation period. Copies of deposited checks will be kept for five years.
- d. Expense receipts will be kept for five years.
- e. Bi-monthly financial statements will be kept for five years.
- f. Annual year-end financial statements will be kept permanently.
- g. Any information tax records will become permanent records.

8. Future Vision Grant Program

A number of special provisions apply to the Rotary Foundation grant program. The District Foundation Chair, together with the Grants Committee has responsibility for adhering to the requirements for all grants as published and amended from time to time by the Rotary Foundation.

Each club that applies for a grant must be a qualified club as determined by the District criteria. Prior to awarding any grant to a club, the Grants Committee will ensure the recipient club is qualified.

The District will appoint an audit committee for the Future Vision program comprised of one district officer, a past district governor and another Rotarian from the District. Each of these individuals should be independent and financially literate.

The audit committee chairman will be appointed by the District Governor and be approved by the clubs in the district. The chairman will be responsible for directing the work of the audit committee and for submitting reports to the Foundation Chairman. This annual assessment will satisfy the requirements of Section IV of the Memorandum of Understanding.

The audit committee will establish a scope of audit procedures and carry out the duties necessary to adhere to the Rotary Foundation requirements. Included in the review:

- a. Review of club qualification
- b. Examine a sample of club disbursements with reconciliation to supporting documentation
- c. Review of bank reconciliations, ensuring that the club keep a separate account for grant funds.
- d. Review a sample of community projects to ensure that requested funds are spent according to the grant application.
- e. Prepare an annual report of findings to the district's clubs within three months after the end of the Rotary year.

Note: Section added November 2010

SECTION IX DISTRICT ADVISORY COMMITTEE

1. The Committee shall be composed of all Past District Governors of District 5160 or former District 157, who are members of clubs of the District.
2. The purpose of the committee is to advise the District Governor on policy matters affecting the District and to assist the Governor when called upon to do so.
3. The District Governor shall serve as the presiding officer at all meetings of this committee. The District Governor shall appoint a Past District Governor at each meeting to serve as secretary.
4. The annual meeting of this committee shall be held during the Annual District Conference and the time of this meeting shall be scheduled on the agenda.
5. The District Governor shall call a meeting of this committee as soon as convenient after the Governor's attendance at the International Convention immediately preceding the Governor's term, or at a time deemed appropriate by the District Governor. The purpose of this meeting is for the Governor to explain to the committee new information and policies coming out of the International Assembly and Convention and the program of the new International President so that the committee members will be better prepared to assist the Governor whenever asked to do so. The time and location of the meeting shall be left to the Governor's discretion.

SECTION X PROCEDURE FOR ADOPTION OF A DISTRICT PROJECT

1. All proposed District projects shall require the recommendation of the District Governor.
2. Any proposed District project, recommended as set forth in (1) above, which will not be completed during the current Rotary year shall require the concurrence of the District Governor-Elect.

3. If District funds are to be utilized and/or monies are to be solicited from the District's clubs and/or Rotarians, such use or solicitation shall require the approval of 75% of the District's Club Presidents serving under the District Governor recommending the project.

SECTION XI TERM OF COMMITTEE MEMBERS

1. Occasionally, the R.I. Board of Directors or the Rotary Foundation Board of Trustees will recommend that a District Governor appoint a committee or a committee chair to a term extending beyond the term of that District Governor. Only those appointments prescribed by the District policy shall be required of the District Governor as to term. All other extended term appointments shall be considered as "recommendations" to a successor District Governor who shall have the authority and responsibility to select the committee members and chairs to serve during that successor District Governor's respective term in office.

SECTION XII RULES OF PROCEDURE

1. In all Rotary meetings, assemblies, workshops, committee meetings, conferences, matters of procedure not specifically covered by the Constitution of Rotary International, the Bylaws of Rotary International, special rules of procedure adopted by R.I. or by this District Policy, shall be decided by the chair upon consideration of basic fairness, subject to the right of appeal to such assembly.
2. Any questions regarding the interpretation of application of this Policy Manual may be referred to the District's Legislation-Resolutions Committee, or other committee established to review such questions. The Committee may make recommendations to the District Governor. The District Governor's decision shall be final unless reversed by the District's Electors at the next District Conference.

SECTION XIII ABUSE AND HARASSMENT PREVENTION POLICY

Rotary clubs place great emphasis on their work with people in the community, including young people, through its many programs including Rotary Youth Exchange, Interact, Camp Royal, Camp Venture, and all youth serving programs. These volunteer efforts are vital to the quality of life in our communities and to the good reputation of Rotary and Rotarians. For these good works to continue it is extremely important that our Rotary clubs protect the interests of everyone involved, and create and maintain a safe and respectful environment for all participants in Rotary activities.

It shall be the duty of all Rotarians, their spouses or partners, and all other volunteers to safeguard, to the best of their ability, the welfare of every person with whom they come in contact and especially young people. It shall further be the duty of all Rotarians, their spouses or partners, and all other volunteers to prevent, to the best of their abilities, all forms of physical, sexual or emotional abuse to those who may be vulnerable. Fulfilling this duty safeguards the interests of Rotary Clubs and Rotarians by minimizing their risk of liability,

including legal liability, should any participant in a Rotary activity become a victim of abuse. And to also safeguard the Rotarians from unfounded charges against them.

Rotary District 5160 Policy Statement

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

Rotary District 5160 Position Statement on the Prevention of Abuse or Harassment

Rotary District 5160 will, insofar as possible:

1. Ensure the young people who are involved with Rotary District 5160 programs, activities or events, are protected from abuse, harassment or neglect.
2. Ensure that Rotary District 5160 programs are provided to young people in a safe and caring environment.
3. Prevent contact by persons who are prohibited by law, or who are considered by Rotary District 5160 to be inappropriate persons, from working with young people.
4. Establish, encourage and facilitate a program for the timely reporting of incidents where young people are at risk of harm.
5. Adopt a program that will ensure the prompt notification of any allegations of abuse, harassment or neglect to young people where such allegations involve a Rotarian or staff or volunteers associated with Rotary programs.
6. Report any allegations of abuse pursuant to appropriate State laws.
7. Provide an effective method for Rotarians falsely charged to be promptly reinstated consistent with the Four Way Test.

Rotary District 5160 Position Statement on the Prevention of Harassment and Sexual Harassment

Rotary District 5160 will, insofar as is possible:

1. Ensure that individuals involved in Rotary District 5160 programs are not subject to harassment, which includes conduct that erodes the dignity of the victim, particularly based on the victim's color, race, national origin, religious persuasion, ethnic origin, age, sex, gender, physical characteristics, sexual orientation, or physical or mental disability. Types of prohibited behavior that constitute harassment include unwelcome remarks and jokes; displaying or distributing racist, pornographic or other offensive material; practical jokes based on race, sex or other prohibited grounds; verbal abuse or threats; inappropriate gestures, touching, or physical assault.

2. In accordance with its legal obligation ensure that individuals who are involved in Rotary District 5160 activities are protected from sexual harassment. Sexual harassment includes making sexist jokes; leering; displaying sexually offensive material; using sexually degrading words to describe a person; making sexually suggestive or obscene comments or gestures; making unwelcome inquiries or comments about a person's sex life; making unwelcome sexual flirtations, advances or propositions for sexual favors; unwanted touching; verbal abuse or making threatening reprisals after a negative response to sexual advances; and sexual assault.
3. Provide a prompt review process for persons accused of inappropriate conduct to insure reinstatement if the disqualification is not justified

Rotary District 5160 will NOT:

1. Allow a known "prohibited person" to participate in any Rotary program related to young people.
2. Permit any person to become a counselor, a mentor, or to host a Youth Exchange student, volunteer or staff at Camp Royal, Camp Venture or Interact, whether as a home-stay parent or as an adult living in the same home as the Youth Exchange student, without a prior determination of the suitability of that person through the District's screening process.
3. Independently investigate any allegations of possibly criminal behavior but will instead defer to law enforcement agencies as appropriate.

Prohibited Person

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

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

Scope of Policies

These policies and procedures shall apply to all District 5160 Rotarians and Volunteers who wish to become Club counselors, Camp Royal or Camp Venture counselors or staff, Interact Advisors, or host families in club—sponsored programs. These policies shall also apply to all adults over the age of 18 who reside in the home of the host family.

Screening Program

For Club Counselors and/or Youth Exchange Officers at Club level

Each Rotary Club that participates in the Rotary Youth Exchange Program will have a designated Club Counselor. Each Club Counselor will be required to sign and complete the District 5160 Youth Volunteer Affidavit, a copy of which is attached to these policies. The completed forms are to be submitted to the District Abuse Prevention Coordinator for pre-screening.

Subsequent to the Pre screening, all Club Counselors must submit to a Security Clearance (Live Scan) that has been duly processed by an agency approved by the California Department of Justice. The Security Clearance results shall be submitted directly to the District Abuse Prevention Coordinator for his or her assessment.

For Mentors, Camp personnel, Interact Advisors and Host families and volunteers who will be in contact with youth participants

Each person who is a mentor, Camp Royal or Camp Venture volunteer or staff, Interact Advisor and host family member or will be in contact with any participant in any of our youth programs, will be required to sign and complete the District 5160 Youth Volunteer Affidavit, a copy of which is attached to these policies. Once the Volunteer Assessment form has been completed and given to the Club Counselor, that person will in turn determine, based on interviews and information provided, whether the applicant and/or the applicant's family is/are suitable people to be a mentor and/or a host family. That information and recommendation will then be forwarded to the DAPC for review and approval.

Once deemed suitable, the Rotarian or volunteer or staff and each person over the age of 18 living in the family home must submit to a Security Clearance (Live Scan) that has been duly processed by an agency approved by the California Department of Justice. Screening must be done not less frequently than once every three (3) years. The Security Clearance results shall be submitted directly to the District Abuse Prevention Coordinator for his or her assessment.

No Rotarian or other volunteer or staff shall act as a mentor or host family until the District Youth Volunteer Affidavit and the Security Clearance results have been completed and accepted by the District Abuse Prevention Coordinator.

Club Counselors, Camp Directors, etc.

Every person acting in the capacity of Club Counselor or Camp Director or Interact Advisor will be required to participate in a Training session, which will include, but not be limited to the counseling of youth and their host families, the reporting of incidents of abuse and determining situations where removal of the youth is imperative. Each Counselor, Director and Advisor shall read and be familiar with the Rotary Youth Exchange publication "A Primer for Host Families", a copy of which is attached to these policies. In addition, each Counselor, Camp Director and

Interact Advisor shall be familiar with these District Policies and those of Rotary International with regard to abuse and harassment.

Prior to any Youth Exchange placement, each Club Counselor or Camp Director or Interact Advisor will be responsible to hold an orientation/training session for each Rotarian and host family where applicable. That session will involve, among other things, the review of the Rotary International Policy on abuse and harassment, the review of these District Policies and a familiarization with the publication, "A Primer for Host Families".

District Abuse Prevention Coordinator

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

1. The appointment of the DAPC will be made annually; however, it is expected that the DAPC will hold that office for at least two years and no longer than three years.
2. The DAPC must be familiar with the Rotary International Child Protection System, other relevant Rotary International policies, and relevant State and Federal legislation.
3. The DAPC shall review and maintain an archive of Security Clearance forms and District 5160 Screening forms submitted in accordance with the requirements of this policy and in compliance with the rules of the California Department of Justice.
4. The DAPC shall maintain strict confidentiality of such forms in compliance with State and Federal legislation and with this policy.
5. In the event that the DAPC determines that an individual is not acceptable as a Club Counselor, Camp counselor or volunteer or staff, Interact Advisor or mentor or as a host due to the background information submitted, he or she shall first advise the District Governor and then advise the applicant in writing that he or she is not acceptable. If asked the DAPC will state briefly in writing the reason for the disqualification. The individual may seek appellate review as of that decision as set forth below in paragraph 10.
6. The DAPC shall be the first point of contact should any Club Counselor or other Rotarian or volunteer receive a complaint of abuse or harassment, and shall be responsible to ensure that such complaint(s) are dealt with according to applicable laws and that the interests of the affected person are protected to every extent possible.
7. The DAPC will work with District Clubs to inform each Rotarian of his/her obligations under this policy; of all relevant legislation, and insure that appropriate prevention training is available to each Club.

8. The DAPC shall annually review the credentials of each Club Counselor to ensure that the goals and requirements of this policy are complied with.
9. The DAPC shall be responsible to facilitate an annual training seminar for Club Counselors, Camp staff and volunteers and Interact advisors and set implement these policies and guidelines to insure that each host family is familiar with "A Primer for Host Families" and the scope of these District Policies.
10. Appeal/Review. Any person who wishes to appeal to any decision of the DAPC, must do so in writing within thirty (30) days of receipt of the notification set forth in paragraph 5 above. The District Governor will set a reasonable time line by which any information is to be submitted by the appellant and the DAPC for consideration as a new matter hearing. S/he may choose or not to have a hearing before determining the appeal. The decision of the District Governor will be final and binding.

Screening Process

Once the Volunteer Assessment Form has been completed and given to the Counselor, Camp Director or Interact Advisor, s/he must determine whether the applicant and the applicant's family are suitable people to be a host family and/or work with youth, based on the information provided.

A copy of the Volunteer Assessment Form is then provided to the District Abuse Prevention Coordinator (DAPC).

If the pre-screening is acceptable, then the applicant must complete a Live Scan application, with the results being provided directly to the DPAC.

The Live Scan form and instructions will be available on the [District website](#)

The DPAC then reviews the Volunteer Assessment Form and the Security Assessment information and advises the Counselor as to whether the applicant(s) is/are deemed to be acceptable as a Club Counselor, mentor, or host family for a young person participating in the Rotary Youth Exchange Program.

APPLICANT STATUS	REQUIREMENT	ACTION
All Applicants	Volunteer Assessment Form	Submitted to Club Counselor
	LiveScan Request Form	Results submitted to District Abuse Prevention Coordinator
	Personal Interview	Conducted by Counselor

	Home Visit (for host families)	Conducted by Counselor
	List of 2 Personal References	Contacted by Counselor (This step is at the discretion of the Counselor for individuals who have been a member of the club for more than 2 years)

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.

SECTION XIV UNEXPECTED VACANCY IN THE OFFICE OF GOVERNOR

In the event that the District Governor is unable to continue to serve as governor, either permanently or temporarily, the following actions should be taken by the Governor:

1. Notify your Advisory Council of Past District Governors in writing of your resignation or request for a temporary replacement
2. Contact your RI Director;
3. Advise your Club and District Support representative in writing of your resignation or request for temporary replacement;
4. Convene the Advisory Council of Past District Governors to select a qualified Rotarian to replace you;
5. Follow-up with your RI Director, providing him or her with the name of the proposed replacement.*

If the District Governor is incapacitated to the point that he or she cannot perform the above five items, the Advisory Council of Past District Governors would be convened to designate one of their members to perform the above five items.

*If the vacancy occurs after the Governor-elect has completed the International Assembly Training, the Governor-elect would assume the role of District Governor for the remainder of the year or until the return of the District Governor from a temporary vacancy.

*If the vacancy occurs prior to the International Assembly, the Advisory Council of Past District Governors would be convened to select a qualified Rotarian to fill the position of Governor. The selected Rotarian would serve until the end of the Rotary year.

Adopted by the RI Board of Directors, November 2002

Notes:

a. District Policy Manual revised in March 2008; subsequent revisions indicated in the section revised.

b. Section numbers revised in November 2010 to accommodate additional sections