

Rotary District 5160 Policy Manual

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 or on any occasion that the District Governor conducts a ballot-by-mail.

Each year the District Governor shall appoint a Legislative and Resolutions Committee consisting of a Chair, who is a Past District Governor and additional members as deemed necessary by the District Governor and committee chair.

1. Resolutions proposing a District policy may be initiated as follows:
 - a. On or before a date fixed by the District Governor as being at least 60-days prior to the Annual District Conference or ballot-by-mail the District Governor will notify Club Presidents, Club Secretaries, Past District Governors, Assistant Governors and the District Leadership Team.
 - b. 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.
 - c. 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.
 - d. A District Committee, at any regular meeting of the group, may adopt a resolution proposing a District policy.
2. On or before 30 days prior to the date of the Annual Conference or ballot-by-mail the District Governor shall forward all resolutions proposing a change in District policy, initiated according to the current District policy, to the Legislation and Resolutions Committee.
3. On or before 15 days prior to the date of the Annual Conference, it shall be the duty of the Legislation and Resolutions Committee to prepare and distribute copies of all resolutions which will be presented at the Conference or ballot-by-mail for approval to the President and Secretary 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, or of a ballot-by-mail, all resolutions received by the Legislation and Resolutions Committee shall be presented by its chair with its recommendation for Conference action. In the case of a ballot-by-mail the District Governor shall allow 15 days from the mail date to return ballots.

*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 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. For purposes of this policy when conducting a ballot-by-mail the ballots submitted by the Club Secretary on behalf of the club will be the official vote of the club, no other votes will be recorded.
6. As an alternative to the ballot at the District Conference procedure outlined in Sections 2 through 5 of this policy, the District may amend District policies through a ballot-by-mail procedure. Such ballot-by-mail procedure shall follow as near as possible the procedures in the Bylaws of Rotary International.
7. E-mail sent to the e-mail address listed in the District Database for the Club President and Secretary will be considered sufficient for the purposes of this policy

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 groups in the District who are available and members in good standing of the appropriate clubs as follows:

Group 1 - Mountain, Redding and Red Bluff

Group 2 - North Valley and Mid Valley

Group 3 - Solano and Delta/Antioch

Group 4 - I-80 and Lamorinda

Group 5 - Diablo Valley and 680 Corridor

2. If regrouping the clubs is desired, a change may be proposed by submitting a resolution outlining the desired changes at the next Annual Conference or to the District Governor for a ballot-by-mail.
3. Elected members shall serve for a term of two years. Those from Groups 1, 3, and 5, being elected in the even-numbered years, and those from Groups 2 and 4 being elected in the odd-numbered years.
4. Members shall have served as a club president in District 5160. Past District Governors 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 a group entitled to nominate a member shall submit to the Nominating Committee Chair in writing not later than January 31 of each year. The Nominating Committee Chair will notify the eligible clubs of the names of the recommended candidates and initiate a vote by email ballot to be concluded by the last day of February of that year. Each eligible club is entitled to at least one vote. Any club with membership of more than 25 is entitled to one additional vote for each additional 25 members or major fraction thereof, in accordance with RI Bylaws. If the club is entitled to more than one vote, all votes shall be cast for the same candidate. In the absence of nominations from an eligible group, the Nominating Committee Chair will solicit nominations.
7. In the event of a vacancy of the elected members of this Committee, the Nominating Committee Chair shall appoint a replacement to serve for the unexpired term. The appointee shall satisfy the requirements of the position to which appointed and be a member of a club in the Group in which the vacancy occurred.
8. It is the responsibility of the Nominating Committee to generate interest and solicit properly qualified candidates for the office of District Governor.

SECTION III DISTRICT GOVERNOR-NOMINEE, NOMINATION AND ELECTION PROCEDURE

The Procedure in this section is intended to result in the designation of a district governor-nominee-designate. (DGND) who shall, after proper certification by Rotary International, serve as Governor.

1. On or before August 15 each year, all materials must be received from the president of any club wishing to nominate one of its members for District Governor. The club president shall submit the original nomination form and a resolution of the club, certifying that the candidate meets the qualifications for District Governor as provided in the RI Bylaws. This and all other pertinent materials are to be received by the Nominating Committee Chair, who will send copies to all the committee members.
2. On or before October 1 of each year the Nominating Committee shall meet to interview all candidates and select a recommended District Governor Nominee-Designate. The ten members have one vote each and the Chair may vote in the event of a tie.
3. Within 72 hours after the District Governor Nominee-Designate has been selected by the Nominating Committee, the District Governor shall notify all clubs in the district of the recommendation. Any eligible club with objection to the selection shall have 14 days to indicate the cause for objection in writing to the District Governor. If no objection is received within the time period allowed, the selection of the Nominating Committee will be considered final. The District Governor shall then declare the candidate to be District Governor Nominee Designee.
4. Any challenge to the candidate selected by the Nominating Committee will be subject to the procedures described in RI Bylaws.

SECTION IV DISTRICT GOVERNOR QUALIFICATIONS

At time of selection, a Governor Nominee-Designate must:

1. Be a member in good standing of a Rotary club in the district;
2. 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;
3. Demonstrate willingness, commitment, and ability, physically and otherwise, to fulfill the duties and responsibilities of the office of governor as provided in RI Bylaws.
4. 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.

5. Desired qualities that the District Governor Nominating Committee will be considered in candidates for the District Governor position include:
 - a. Be active in his/her community beyond Rotary;
 - b. Have served at the D5160 level as Assistant Governor, Director, or major leadership position;
 - c. Have completed the District 5160 Leadership Academy;
 - d. Be effective leader and motivator;
 - e. Be experienced in managing budgets with non-profit budget experience is a plus;
 - f. Be 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.

SECTION V DISTRICT TRAINING SESSIONS

Each year the District will conduct a series of training and motivational events that are designed to educate Rotarians at various levels about their responsibilities and opportunities. Trainings and events should include:

1. AG Retreat - in late summer or early fall the District Governor-Elect will conduct an Assistant Governor Retreat for the purpose of team building and orientation for the Assistant Governors.
2. AG Area Socials - after the AG Retreat, each Assistant Governor will arrange a social event for the Club Presidents-Elect and their partners. During this social the Governor-Elect will provide an initial orientation for the upcoming Rotary year and outline the Presidents' responsibilities.
3. District Leadership Team Training - within one month of returning from the International Assembly the District Governor-elect will conduct a District Leadership event to present a plan to implement Rotary goals for the upcoming year.

4. Pre-PETS - prior to President-Elect Training Seminar (PETS) the District Governor-Elect will conduct a training session for all incoming Club Presidents. The purpose of this session is to prepare Club Presidents for PETS and to share information specific to District 5160.
5. PETS - District 5160 participates in a multi-District PETS conducted each year in early March. Each incoming Club President is required to attend PETS prior to their year of service. Presidents-Elect who are unable to attend FarWest PETS must make arrangements with the District Governor-Elect for an alternate PETS program.
6. District Assembly – The District Governor-Elect shall be responsible for the planning and delivery of one or more District Training Assemblies to be held annually in the spring to develop club leaders’ skills and enhance members’ understanding of current Rotary issues and initiatives.
7. Awards and Installation Dinner - Each year the outgoing District Governor and the incoming District Governor will conduct an event to celebrate successes of the prior year and install the Club Presidents and District Leaders for the current year. All District Rotarians are invited to attend.
8. Foundation and Membership Seminar - The District Governor in conjunction with the District Rotary Foundation Committee Chair and the District Membership Chair will plan and deliver Foundation and Membership Seminars.
9. District Conference - The District Governor will convene a District Conference in accordance with RI Bylaws.

SECTION VI DISTRICT FINANCE COMMITTEE

The purpose of the District Finance Committee is to provide the first level of review and approval for the District Governor-Elect's budget. The second level of review and approval rests with the Presidents-Elect at PETS.

1. Once the Presidents-Elect approve the budget it will be the Finance Committee's responsibility to oversee the administration of district funds.
2. The District Finance Committee shall consist of the three most recent Past District Governors of District 5160, who are members in good standing of District 5160, and who reside within the boundaries of the District, the District Governor, the District Governor-Elect, and the District Governor-Nominee. The District Treasurer is a non-voting member of the Finance 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. Other

members may be appointed in a non-voting, advisory capacity at the discretion of the District Governor.

3. Prior to the Rotary year in which the District Treasurer is to serve, the District Governor-Elect shall appoint a District Treasurer. The District Treasurer is responsible for all District funds, including the District Conference and other District Committees. The District Treasurer, in concert with the Board of Directors of the Corporation, must approve all procedures relative to the control of those funds, including the designated signatures on the accounts with financial institutions. All funds managed by committees shall be received and distributed by the District Treasurer or by an Assistant District Treasurer. Any number of Assistant District Treasurers may be appointed as needed. The effect is that all financial transactions, procedures and authorized signatures shall be under direct control of the District Treasurer.
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 requests 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.
5. 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 Newsletter, 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.
6. The financing for the District fund shall be provided by all the clubs in the District by way of per capita dues .The annual budget and the per capita dues shall be approved at the Presidents-Elect Training Seminar by a minimum 75% affirmative vote of Presidents-Elect present. The per capita dues shall be based on the membership as shown by RI on July 1. No later than July 25 or within one week of the RI Billable member report, whichever is later, the District Treasurer shall send an invoice to each Club. Clubs shall make payment by August 31. The District Treasurer will send past due notices on September 1. This procedure will continue monthly until the dues are paid.

Clubs that pay dues after October 1 shall be charged a late fee of \$1.00 per member. The District Treasurer will report to the District Governor and Finance Committee Chair on a regular basis with the status of clubs in arrears and the steps taken to collect.

7. The District Budget will be published on the District website.
8. The Restricted Reserves balance should be maintained at level sufficient to fund an estimated one-year district operating expenditures. The Finance Committee shall review the balance annually.
9. Amounts allocated to Committees in the budget are not to be considered automatically approved for expenditure. All operating expenditures must receive the District Governor's approval in advance. Youth Program expenditures must receive Program Chair approval.
10. Committees shall manage expenditures within their respective budgets. The District Finance Committee must approve any unbudgeted expenditure in advance. Any budget line reclassification or modification must be approved by the District Governor and may also be reviewed by the Finance Committee.
11. 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 other sources shall submit a budget to the District Treasurer and District Governor in advance of committing any financial obligation on behalf of the committee. All committees must report receipts and expenses to the District Treasurer by July 15 following the end of the fiscal year. More frequent accountings may be required.
12. By August 1st the District Treasurer shall prepare or have prepared a comparative statement of the budgeted and the actual income and expenses for the previous year. The District Governor shall distribute copies to all clubs in the District prior to September 30.
13. The District Audit Committee shall be responsible for completing a review of the financial transactions of District 5160's funds for each fiscal year prior to January 31 following the fiscal year, or more frequently if determined to be necessary by the Finance Committee or District Governor. The financial review results shall be communicated to the District membership in a timely manner.

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.
 - b. The District Governor, District Governor-Elect, District Governor-Nominee, District Governor-Nominee Designee, Immediate Past District Governor and partners to attend the Annual Zone Institute.
 - c. The District Representative on the Council on Legislation to attend the triennial meeting of the Council and training as may be required.
2. All costs to attend the President-Elect Training Seminar shall be paid from District funds for the District Governor, District Governor-Elect, District Governor-Nominee, and other District Leadership Team members deemed necessary by the District Governor-Elect.
3. The cost of hotel rooms and meals at the District Conference shall be paid from District Funds for the District Governor, the District Governor-Elect, District Governor-Nominee, the District Governor Nominee Designate, 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 District Conference shall have reasonable expenses paid from District funds.
5. There shall not be any sales, solicitations for funds, sales of lotteries, or fundraising 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.
6. The District financial records for five years should be in a single depository that is with the current Balloting records of District 5160.
7. 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.

Section VIII Accounting Policies and Procedures

1. District 5160 will maintain bank accounts at an institution selected by the Board of Directors. Each account has a separate function and designated signers. There

may be more than one General Fund account as approved by the Governing Board.

a. Rotary District 5160 General Fund

- 1) The purpose of this account is to pay general expenses of the District
- 2) Authorized signers
 - a) District Governor
 - b) Finance Committee Chair
 - c) Treasurer

b. Rotary District 5160 Grants

- 1) The purpose of this account is to hold Rotary Foundation donations that have reverted to the District, and for the disbursement of District Grant funds to District 5160 Clubs.
- 2) All disbursements from the Rotary District 5160 Grants Account will require two signatures.
- 3) Authorized signers
 - a) District Governor
 - b) Grants Committee Chair
 - c) Foundation Chair
 - d) Treasurer

c. Rotary District 5160 Camp Royal

- 1) The purpose of this account is to facilitate the receipt of registration fees for attendees to Camp Royal and for the payment of camp expenses.
- 2) Authorized signers
 - a) District Governor
 - b) Finance Committee Chair
 - c) Treasurer

d. Rotary District 5160 Camp Venture

- 1) The purpose of this account is to facilitate the receipt of registration fees for attendees to Camp Venture and for the payment of camp expenses.
- 2) Authorized signers
 - a) District Governor
 - b) Finance Committee Chair
 - c) Treasurer

e. Rotary District 5160 Interact

- 1) The purpose of this account is to facilitate the receipt of any income and payments required for District Interact programs.
- 2) Authorized signers
 - a) District Governor
 - b) Finance Committee Chair
 - c) Treasurer

f. Rotary District 5160 Youth Exchange

- 1) The purpose of this account is to facilitate the receipt of any income and payments required for Youth Exchange programs.
- 2) Authorized signers
 - a) District Governor
 - b) Finance Committee Chair
 - c) Treasurer

- g.** The Board of Directors may authorize **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. Grant Program

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

3. Audit Committee

- a. The District will appoint an Audit Committee for district finances and the TRF Grants program. The committee shall be comprised of three members including, at least one Past District Governor and two other Rotarians from the District. Each of these individuals should be independent and financially literate.
- b. The District Governor will appoint the Audit Committee Chairman. The Chairman will be responsible for directing the work of the Audit Committee and for submitting reports to the District Finance Committee and to the

Foundation Committee. This annual assessment will satisfy the requirements of the Memorandum of Understanding.

- c. 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:

- 1) Review of club qualifications
- 2) Examine a sample of club disbursements with reconciliation to supporting documentation
- 3) Review of bank reconciliations, ensuring that the club keep a separate account for grant funds
- 4) Review a sample of community projects to ensure that requested funds are spent according to the grant application
- 5) Prepare an annual report of findings to the district's clubs within three months after the end of the Rotary year

SECTION IX DISTRICT ADVISORY COMMITTEE

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.

1. The Committee shall be composed of all Past District Governors of District 5160 or the former 516, who are members of clubs within the District.
2. 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.
3. A meeting of this committee shall be called at least annually by the District Governor or at the request of at least 3 of the Past District Governors.
4. Summary reports of significant meetings, including but not limited to, the International Assembly and Executive Committee Meetings, shall be prepared in a timely manner by the District Governor Elect, and delivered to all Past District Governors.

SECTION X PROCEDURE FOR ADOPTION OF A DISTRICT PROJECT

1. All proposed District projects 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.
4. Grant projects of the District that use District Designated Funds (DDF) from The Rotary Foundation may be approved with 60% of the District's Club Presidents approving.

SECTION XI TERM OF COMMITTEE MEMBERS

1. Occasionally, the Rotary International 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 RI 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.

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. 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.

1. Programs shall include but not be limited to: Rotary Youth Exchange, Interact, Camp Royal, Camp Venture, and all programs serving youth.
2. 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.
3. 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 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.

SECTION XIV UNEXPECTED VACANCY IN THE OFFICE OF GOVERNOR

In the event that the District Governor is unable to continue to serve as governor, whether permanently or temporarily, the following guidance from Rotary International shall be followed.

1. The Nominating Committee may select one available Past District Governor, proposed by the Governor-Elect, to be named Vice-Governor who shall serve during the year following selection. 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. If no selection has been made by the Nominating Committee, the Governor-Elect may select a Past District Governor to serve as Vice-Governor.
2. The Vice-Governor shall notify the District Advisory Committee, the RI Zone Director, District Support Representative, and other Rotary International and District leaders as appropriate.
3. The Vice-Governor shall comply with the most recent guidance from Rotary International with respect to replacement of the District Governor.

Section XV District Policy Committee

This section authorizes the District Policy Committee and establishes its membership and responsibilities.

1. The District Policy Committee members include:
 - a. District Governor, who is the Chair
 - b. District Governor-Elect
 - c. District Governor Nominee, who is the Secretary
 - d. The two Immediate Past District Governors
 - e. The District Governor Designee as a non-voting member
 - f. The District Governor may invite additional non-voting participants
2. The District Policy Committee shall meet at least quarterly, with at least one meeting being an in-person meeting.
3. The District Policy Committee will serve as the primary advisory body to the District Governor and his/her successors. While each Governor has the authority to make a final determination about how to conduct District operations leading up to and during their year as Governor, it is necessary to review plans in advance to avoid conflicts or miss necessary activities.
4. The District Policy Committee shall be consulted before commitments are made or plans finalized for:

- a. Appointment of District Committee Chairs
- b. District Conferences
- c. District Assemblies
- d. Leadership Training
- e. Foundation and Membership Seminars
- f. Review proposed schedules for Assistant Governor Retreat and other major gatherings.