



DISTRICT 5160

# **POLICY MANUAL**

**MAY 1, 2026**

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## 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 Governor, 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 the 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 a possible the procedures in the Bylaws of Rotary International.
7. Email sent to the email 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-DESIGNATE

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, 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 – Areas 1, 2, 3

Group 2 – Areas 4, 5

Group 3 – Areas 6, 7, 9

Group 4 – Areas 10,11

Group 5 – Areas 8, 12

Refer to Section XX – Definitions for the Area assignments

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 of 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 even numbered years, and those from Groups 2 and 4 being elected in the odd numbered years. Elected members within each Group will rotate by area. For example, if an elected member was selected from Group 1, Area 1, at the end of their term, they would be replaced by a member elected from Group 1, Area 2.
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. Members who have served previously shall not be eligible to serve again, unless there are no other candidates willing to serve in the designated Area.
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. In the absence of nominations from an eligible group, the Nominating Committee Chair will solicit nominations.
7. If there is more than one candidate for any designated Area, the Nominating Committee Chair will submit to the continuing members of the Nominating Committee the names of the recommended candidates and their statement of interest to serve. A vote by email ballot will be taken to select the new member. The Nominating Committee Chair will only vote in the event of a tie. Once selected, the Chair will notify candidates and eligible clubs of the names of the new members selected to serve on the Nominating Committee for the next two years.
8. 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 in the Group in which the vacancy occurred.
9. 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-DESIGNATE, NOMINATION AND ELECTION PROCEDURE

The Procedure in this section is intended to result in the designation of a District Governor-Designate (DGD) who shall, after proper certification by Rotary International, serve as Governor.

1. On or before April 30 each year, the Nominating Committee Chair, coordinating with the District Governor, will send information out to all club presidents about the upcoming cycle and process for nominating and selecting the next District Governor Designate.
2. 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 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.
3. On or before October 1 of each year the Nominating Committee shall meet to interview all candidates and select a recommended District Governor-Designate. The ten members have one vote each and the Chair may vote in the event of a tie.
4. Within 72 hours after the District Governor-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-Designate.
5. 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 the time of selection, a District Governor-Designate must:

1. Be a member in good standing of a Rotary Club in the district;
2. Have served as president of 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 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. Has served at the D5160 level as Assistant Governor, Director or major leadership position;
  - c. Has 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. Has a preliminary vision of what he/she wants to accomplish as District Governor;
  - i. Is able to attend all District meetings and events;
  - j. Understands that the position includes responsibilities for a period of 6 years. Refer to Section XX – Definitions for an overview of these responsibilities.

## SECTION V – DISTRICT LEARNING & TRAINING SESSIONS

Each year the District will conduct a series of learning, 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 of 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 Update – 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-PETSS – 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 Learning 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 clubs in District 5160, the District Governor, 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 chair of this committee. In the event of a vacancy of this committee, the District Governor shall appoint a member to serve for the unexpired 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. Reimbursement requests payable to the District Governor must be approved by the Finance Committee Chair before payment by the District Treasurer. The Treasurer's signature on disbursement checks is sufficient, provided the District Governor's or Finance Committee Chair's, written approval is secured in advance 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 shown by RI on July 1. No later than July 25 or within one week of the RI Billable members report, whichever is later, the District Treasurer shall send an invoice to each Club. Club 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. 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.
9. 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.
10. 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.
11. By August 1 the District Treasurer shall prepare or have prepared a comparative statement of the budgeted and the actual income and expenses for the previous year. Prior to September 30<sup>th</sup>, the District Governor shall notify all clubs that the report has been completed and posted on the District website.
12. The District Financial Review/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 reviewed financials must be approved by the clubs in the district and the report sent to RI by June 30<sup>th</sup> of the following fiscal year.

## SECTION VII – DISTRICT FINANCES

1. The annual District Budget shall include reasonable expense allowances for:
  - a. The District Governor, District Governor-Elect, and partners to attend the International Convention.
  - b. The District Governor, District Governor-Elect, District Governor-Designate, 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 Learning 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-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 learning and training sessions, District Assembly, or the District Conference shall have reasonable expenses paid from District funds.
5. Rotarians invited by the Zone, FarWest PETS, or RI leadership to appear as a program participant at Zone events, FarWest PETS or other Rotary International sponsored events may have reasonable expenses not covered by the event paid from District funds with the approval of the District Governor.
6. 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.
7. The District financial records for five years should be in a single depository that is with the current Balloting records of District 5160.
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.

## 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 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 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 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. Financial Review/Audit Committee**

- a. The District will appoint a Financial Review/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 Financial Review/Audit Committee Chair. The Chair will be responsible for directing the work of the Financial Review/Audit Committee and for submitting reports to the District Finance Committee and to the Foundation Committee. The work of the Financial Review/Audit Committee will satisfy the requirements of RI with respect to the review of district finances and the TRF Grants program.
- c. With respect to the TRF Grants Program, the Financial Review/Audit Committee will establish a scope of 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

#### 4. Reserves

##### a. District Financial Reserves

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.

##### b. Youth Program Financial Reserves

All Youth Programs must maintain financial reserves equivalent to specified percentage of the average of the program's annual budget for the previous three (3) years.

- i. Specified percentages are:
  - a) Camp Royal, Camp Venture and Interact – 20%
  - b) Youth Exchange – 40%

### 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. Summaries of significant meetings, including but not limited to, the International Assembly and Executive Committee Meetings, shall be provided 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 – TERMS 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 (e.g. Foundation Chair, Membership Chair, DEI Chair and International Service Chair, 3-year term). Appointments of these positions will be made in consultation with members of the DG Line during whose term as District Governor the committee or committee chair will serve, and consistent with guidelines provided by RI and TRF. Only those appointments prescribed by the RI, TRF and 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 - ROLE AND SELECTION OF DISTRICT'S REPRESENTATIVE AND ALTERNATE ON ROTARY'S COUNCIL ON LEGISLATION (COL)

1. Representatives are the voting members of the Council on Legislation and Council on Resolutions. Each district elects one representative as provided in Sections 9.050., 9.060., and 9.070 of Rotary International Bylaws. Representatives must have served a full-term as District Governor. If there are no candidates to serve as representative at the time of election, the governor may request permission from the Rotary International President for either the governor, governor-elect, or a Rotarian who has served less than a full-term as governor to be named as the Council representative. Permission must be granted before the election takes place.
2. Representatives serve for three years, starting on July 1 of the year that the COL meets. Representatives must have served a full term as a District Governor at the time of the selection. However, if the District Governor certifies, and the RI President concurs, that no past District Governor is available in the District, a Rotarian who served less than a full term as Governor or Governor Elect, may be selected.
3. Representative shall assist clubs in preparing enactments and resolutions; discuss legislation and resolutions at district conferences and other district meetings; be

knowledgeable about the attitudes of Rotarians within the district; consider carefully all legislation and resolutions presented to the councils and effectively communicate their views to the councils; act as an objective legislator of RI; attend the meeting of the council on legislation for its full duration; participate in the council on resolutions; and report on council deliberations to the clubs of the district.

4. The selection of a Representative and an Alternate shall be by a selection committee composed of all past governors who are members of a club in the District, and who are willing and able to serve. Candidates for Representative shall not serve on the selection committee. Selections shall be made by June 30th of the year when the Council of Legislation meets.

5. The District Governor shall solicit candidates from all eligible members within the District. Qualified candidates will be forwarded to the selection committee. If there is only one candidate for Representative, the District Governor shall notify members of the selection committee, make the appointment for Representative, and appoint a qualified member of the District to serve as Alternate.

6. The District Governor shall notify Rotary's General Secretary of the District's new Representative and Alternate by June 30 th . Refer to Section 9 of Rotary International Bylaws for all information pertaining to the Council on Legislation.

### **SECTION XIII – 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 XIV – PRIVACY POLICY

District 5160 shall comply with the requirements of Rotary International’s Privacy Policy (Click [HERE](#) for RI’s current policy)

## SECTION XV – 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 XVI – 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 will 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 selection of the Vice Governor should occur at the same time that the District Governor Designate is selected. The role of the Vice-Governor will be to assume the responsibilities of the Governor in case of temporary or permanent inability to continue in the performance of the Governor's duties.
2. If the Vice Governor is unable to serve, and the current District Governor is unable to perform their duties, the Governor-Elect will propose a Past District Governor to serve as Vice Governor with the approval of the Nominating Committee.
3. The Vice Governor shall notify the District Advisory Committee, the RI Board Member representing the Zone, District Support Representative, and other Rotary International and District leaders as appropriate.

## SECTION XVII – 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
  - b. District Governor-Elect
  - c. District Governor-Nominee, who is the Secretary
  - d. The three most recent Past District Governors. The Immediate Past District Governor will serve as the Chair.
  - e. The District Governor Designate 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.
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 ensure that the following are conducted in accordance with these policies.
  - 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.

## SECTION XVIII – CONFLICT OF INTEREST POLICY

1. No member of the governing board or district committee shall use his or her position, or the knowledge gained therefrom, in such a manner that a conflict between the interest of District 5160 and his or her personal interest arises.
2. Each person has a duty to place the interest of District 5160 foremost in any dealings with the organization and has a continuing responsibility to comply with the requirements of this policy.
3. District 5160 may purchase products or services from a member of the governing board or a committee member at a cost not to exceed normal market rates.
4. If a person has an interest in a proposed transaction with District 5160 in the form of any personal financial interest in the transaction or in any organization involved in the transaction, or holds a position of officer in any such organization, he or she must make a full disclosure of such interest to the District Governor (or in the case of the District Governor, to the chair of the Finance Committee) before any discussion or negotiation of such transaction. If a person is aware that another individual has an undisclosed potential conflict of interest in a proposed transaction with the District, he or she must inform the District Governor (or Finance Committee chair) as soon as possible.
5. Any member of the Board or of a committee who is aware that he or she has a potential conflict of interest with respect to any matter shall not be present for any discussion of or 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.

## SECTION XIX – WHISTLE BLOWER POLICY

### 1. General

Rotary International District 5160 (District 5160) is committed to lawful and ethical behavior in all of its activities and requires all volunteers and employees to act in accordance with applicable laws, regulations and policies and to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. All representatives of District 5160 must practice honesty and integrity in fulfilling their responsibilities.

### 2. Reporting

District 5160 encourages its volunteers and employees to share their questions, concerns, suggestions, or complaints with someone who can address them properly. Anyone who reasonably believes that some policy, practice, or activity of District 5160 is in violation of law or policy should file a complaint with the District Governor. If the wrongful conduct implicates the District Governor, or if the reporting individual is not comfortable speaking with the District Governor the issue may be reported to the Chair of the Finance Committee or any past District Governor. Violations or suspected violations may be

submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

### **3. No Retaliation**

No individual who makes a good faith report under this Whistleblower Policy or who cooperates in inquiries or investigations shall suffer harassment, retaliation, or adverse consequences. Anyone who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment or removal from position. This Whistleblower Policy is intended to encourage and enable employees and volunteers to raise serious concerns within District 5160 prior to seeking resolution outside the Organization.

Anyone who believes that they have been subjected to any form of retaliation as a result of making a good faith report under this Whistleblower Policy should immediately report the retaliation to the District Governor or any past District Governor.

### **4. Investigation**

The District Governor (or past District Governor) will notify the sender and acknowledge receipt of the reported violation or suspected violation with five (5) business days. All reports will be promptly investigated in a manner intended to protect confidentiality, consistent with a full and fair investigation, and appropriate corrective action will be taken if warranted by the investigation. A summary of the investigation shall be presented to the Board of Directors.

### **5. Accounting and Audit Matters**

The Board of Directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls, or auditing. The President or Chair of the Board of Directors shall immediately notify the Board of Directors of any such complaint and work with the Board until the matter is resolved.

### **6. Acting in Good Faith**

Anyone making a complaint concerning a violation or suspected violation of some policy, practice or activity of the Organization must be acting in good faith and have reasonable grounds for believing the information disclosed indicated a violation of a policy, practice, or activity of the Organization. Any allegations that prove not to be substantiated and which prove to have been maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

## SECTION XX – YOUTH PROTECTION POLICY

The shaded sections reflect Rotary's requirements for Rotary Youth Exchange.

### 1. Statement of Conduct for Working with Youth

The district strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouses and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, and psychological abuse.

### 2. Definitions

**Volunteer** – Any adult involved with Rotary youth activities who interacts directly with youth, whether supervised or unsupervised.

Rotary volunteers include:

- Club and district youth program officers and committee members
- Rotary member and nonmember counselors
- Members and nonmembers and their spouses or partners who work with students during activities or outings or who transport students to events
- Youth Exchange host parents and other adult residents of the host home, including host siblings and other family members

**Casual Contact** – Persons having **casual contact** (incidental contact and **infrequent group contact**) are persons not directly responsible for the youth but who may provide incidental transportation or invite a youth to an event such as dinner, movie, sports event, weekend activity, or travel approved by the Host Family and YEO if youth is Rotary Youth Exchange Student. Once again, casual contact must be infrequent and incidental so that a regular pattern is not developed. Further, casual contact must take place in a group setting with not reasonably foreseeable risk of one-on-one contact.

**Continued Contact** – Persons having **continued contact** (**significant contact, overnight contact and/or unsupervised one-on-one contact**) are persons assigned to support Rotary functions such as a Youth Exchange Officer, Counselor, and Host Families, persons assigned to transport students to and from Rotary meetings and events on a continuing basis; or where youth will have contact with an individual on a **regularly occurring basis**.

**Youth program participant** – Anyone who participates in a Rotary youth program, regardless of age.

### 3. Legal Entity and Liability Insurance

**The District is a part of a legal entity known as Rotary International District 5160, a California nonprofit public benefit corporation.** This entity has been formed under the laws of the state of California on April 5, 2006, and as Amended on June 18, 2009, and is valid at this time.

The District carries liability insurance with appropriate coverage and policy limits. This policy protects the organization from third-party claims and lawsuits alleging negligence by the organization, its employees, or its volunteers.

#### 4. Club Compliance

The district governor is responsible for supervising and controlling all youth activities in the district, including those associated with Rotary Youth Exchange. The district will monitor all participating clubs and ensure that they comply with youth protection and Rotary Youth Exchange certification requirements.

All clubs that participate in Rotary Youth Exchange must provide the district with a copy of the following for review and approval:

- A signed compliance statement that the club is operating its program in accordance with district and RI policies
- Confirmation that volunteers will be prohibited from contact with program participants until a written application, interview, reference check, and criminal background check have been conducted and clearance for unsupervised contact with program participants has been issued
- All club materials that advertise the Youth Exchange program, including brochures, applications, policies and websites
- Any club youth protection training materials

#### 5. Volunteer Selection and Screening

RI will not tolerate any form of abuse or harassment.

All Rotary member and nonmember volunteers who are interested in working with youth program participants must meet RI and district eligibility requirements. RI prohibits the membership and participation of any Rotarian or non-Rotary volunteer who has admitted to, been convicted of, or otherwise been known to have engaged in sexual abuse or sexual harassment or other act that violates the accepted standard of behavior in the community.

Districts will maintain confidential records of individuals prohibited from contact with youth and make sure that these prohibitions are implemented consistently throughout the district from year to year.

People who are prohibited from working with youth also may not serve as District Interact chair, Interact Club Advisor, District Camp Royal Chair, District Camp Venture Chair,

District Youth Exchange Chair, District Youth Protection Officer, or in any other locally appointed club or district role in which they might have contact with youth.

If a person is accused of sexual abuse or harassment and law enforcement's investigation is inconclusive, or if law enforcement declines to investigate, additional safeguards are necessary to protect any youth program participants with whom the accused might have future contact as well as the accused. A person who has been cleared of charges may apply to continue as a youth program volunteer. Such reinstatement is not a right, and reinstatement to a former position is not guaranteed.

All Rotary and Rotaract members and nonmember volunteers who are 18 years of age or older and who have continued contact with program participants, as defined in Section 2, must:

- Complete a volunteer application form
- Undergo a criminal background check (subject to local laws and practices)
- Be interviewed by a designated District representative, preferably in person or via Zoom (or equivalent)
- Provide a list of personal references and their contact information (references may not include family members and no more than one Rotary member)
- Comply with RI and District guidelines for all youth programs

Club Youth Protection Officers are strongly encouraged to complete the compliance/vetting process.

Volunteers must undergo a background check annually. Rotarians and non-member volunteers shall pay the fee for the annual background check. Rotaractors will pay the fee upfront but may submit a reimbursement request to the district with the concurrence of the chair of Youth Services.

All steps in this clearance/vetting, except for the background check which is required annually, must be renewed every 5 years.

The person(s) responsible for administration of the clearance/vetting process shall provide the District Governor, District Youth Protection Officer, District Youth Services Chair and Rotary Youth Exchange Chair with a list of volunteers who have completed the clearance/vetting process, the date that the next background check should be conducted and the date that the clearance/vetting expires. This should happen at least twice a year, on or around July 15<sup>th</sup> and January 15<sup>th</sup>.

The person who is responsible for maintaining the list of Red Flagged individuals (those who may not have contact with youth) shall provide said list to the District Governor, District Youth Protection Officer, District Youth Services Chair, Rotary Youth Exchange Chair and the person(s) who administer the clearance/vetting process by July 15<sup>th</sup> of each year. Any additions to the Red Flag list will be reported to these same people as soon as possible but no more than 15 days after the addition is made.

Rotary Youth Exchange program guidelines will reflect compliance with RI and District guidelines as well as US Department of State regulations for youth exchange.

All Rotary member and nonmember Youth Exchange volunteers who have direct, unsupervised contact with program participants must:

- Complete a volunteer application form
- Undergo a criminal background check (subject to local laws and practices)
- Be interviewed, preferably in person
- Provide a list of personal references and their contact information (references may not include family members and no more than one Rotary member)
- Comply with RI and District guidelines for the Youth Exchange program

All steps in this clearance/vetting, except for the background check which is required annually, must be renewed every 5 years.

For Youth Exchange host families, the interview determines suitability. It should demonstrate:

- Commitment to the safety and security of students
- Appropriate motives for hosting a student consistent with Rotary's 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
- Youth Exchange host families must also undergo announced and unannounced home visits both before and during the placement; home visits must be conducted during each year the family participates, even for repeat host families.

Note: All adult residents of the host home must meet all selection and screening guidelines. This includes adult children of the host family and other members of the extended family or household staff who are full-time or part-time residents of the home.

Youth Exchange students must be appointed a Rotary counselor who meets the criteria for all volunteers. In addition:

- A counselor must not hold a role of authority over the student's exchange (for example, a member of a student's host family, school principal, club president, or district or club Youth Exchange officer)
- Counselors must be able to respond to any problems or concerns that may arise, including instances of physical, sexual, or psychological abuse or harassment.

## 6. Youth Exchange Participant Selection and Screening

All students who are interested in the district Youth Exchange program must meet district guidelines and:

- Complete a written application
- Be interviewed by the sending club and/or district
- Attend and participate in all club and district orientation and training sessions

All parents or legal guardians of Youth Exchange participants must also be interviewed at the club or district level to determine the student's suitability to participate in the program.

## 7. Training

The district and its clubs will provide youth protection training and information on youth programs.

The district Youth Exchange program must provide youth protection training and information to all students involved.

The district will:

- Adapt Rotary's Youth Protection Guide to reflect guidelines, information on local customs and culture, and legal requirements
- Develop a schedule that specifies who will be trained, how often, and in what formats
- Conduct specialized training for those involved in Youth Exchange:
  - District Governor
  - District Youth Exchange Officer and committee members
  - Club Youth Exchange officer and committee members
  - Rotary counselors
    - Other Rotary members and nonmembers who participate in Youth Exchange activities, such as local tours or district events
  - Host families

- Students (outbound and inbound)
- Maintain records of participation

## 8. Responding to Allegations

The district takes all allegations of abuse or harassment seriously and will handle them in accordance with the district's Abuse and Harassment Allegation Reporting Guidelines (appendix B).

The district will cooperate with all law enforcement agencies, child protective services, and legal investigations.

The district should appoint a youth protection officer to advise it and clubs on abuse and harassment prevention and to help manage risks and any crises that affect the safety of youth. The youth protection officer should have professional experience in counseling, social work, law, law enforcement, or child development, and may or may not be a Rotary member.

The district should develop a crisis management plan as outlined in Rotary's Youth Protection Guide.

## 9. Travel by Youth

Youth travel outside of the community must comply with RI and district youth protection policies.

For all youth travel sponsored by the district or its clubs, before departure, the host district must:

- Obtain written permission from the parents or legal guardians of all youth program participants
- Give parents or legal guardians details about the travel, including locations, accommodations, itineraries, and the organizer's contact information
- Recommended but not required: when traveling more than 150 miles, or 240 kilometers, from the home residence or out of the home country, verify that program participants have adequate insurance, including benefits for medical service, emergency medical evacuation, repatriation of remains, and legal liability in amounts satisfactory to the club or district that is organizing the activity or event, with coverage from the participants' departure until their return
- Travel outside of students' host community or that is not customarily a part of the exchange program, with the host families or to attend Rotary events, requires approval from the Host Family, Counselor, Natural Parents and the express written consent of the District 5160 Youth Exchange Committee.

## 10. District Youth Exchange Administration

The district Youth Exchange program, in collaboration with participating clubs, must also:

- Confirm that all inbound students have at least the minimum insurance that is required by the Rotary Code of Policies (Because the host district must be able to arrange immediate and emergency medical attention when it is needed, it must be satisfied that the student's coverage is adequate)
- Store participant and volunteer records securely in accordance with all applicable privacy laws
- Provide each student with a list of local services (rape and suicide crisis hotlines; alcohol and drug awareness programs; relevant law enforcement agencies; Lesbian, Gay, Bisexual, Transgender, Queer services; etc.) This list must also include the following contacts:
  - For inbound students: host Rotary counselor, host club president, host district Youth Exchange chair, host district governor, and at least two nonmember resource people (one male and one female) who are not related to each other and do not have close ties to the host families or the Rotary counselor and who can help the students with any problems
  - For outbound students: sending Rotary counselor, sending club president, sending district Youth Exchange chair, sending district governor
- Complete an annual survey reporting on program activity for RI
- Provide a 24-hour emergency contact phone number to students
- Report all incidents (including abuse or harassment allegations, accidents, crimes, early returns, and death that involve Youth Exchange students to RI staff ([youthprotection@rotary.org](mailto:youthprotection@rotary.org)) within 72 hours of learning of the incident
- Prohibit any unauthorized exchange activity, such as sending a student on exchange outside of the Rotary Youth Exchange program or outside of the district certification structure
- Develop contingency hosting plans that list prescreened families. Establish the criteria and procedures for removing a student from the host family. Arrange for temporary contingent housing in advance.
- Ensure that all hosting is voluntary. Parents of outbound students and club members must not be required to host inbound students as a condition of sending students on an exchange.
- Have a long-term program participants stay with multiple host families, if possible. It is recommended that they be placed with three host families during their exchange. At least one backup host family must be available.
- Request a monthly report from each inbound and outbound program participant that includes information on their current hosts, feelings, concerns, ideas and suggestions. The district Youth Exchange committee can review the reports and assist program participants as needed.

## SECTION XX1 – DEFINITIONS

For the purposes of these policies, the following definitions shall apply:

**Areas:** For organizational purposes, the District shall be divided into the following areas:

**Area 1:** Burney-Fall River, Dunsmuir, Mt. Shasta, Weed

**Area 2:** Anderson, Hayfork, Redding, Redding East, Redding Sunrise, Redding West, Redding Riverview Sunset, Weaverville

**Area 3:** Corning, Orland, Red Bluff, Red Bluff Sunrise, Willows

**Area 4:** Chico, Chico Sunrise, Colusa, Durham, Paradise

**Area 5:** Davis, Davis Sunrise, Davis Sunset, Winters, Woodland, Woodland Sunrise, Woodland Luna-Vista

**Area 6:** Benicia, Cordelia, Fairfield-Suisun, Fairfield-Suisun Twilight, Solano Sunset, Vallejo

**Area 7:** Dixon, Rio Vista, Vacaville, Vacaville Sunrise

**Area 8:** Clayton Valley/Concord Sunrise, Concord, Concord-Diablo, Diablo View Rotary of Walnut Creek, Martinez, Pleasant Hill, Walnut Creek, Walnut Creek Sunrise

**Area 9:** Antioch, Brentwood, Delta (Antioch), Oakley, Pittsburg

**Area 10:** Albany, Berkeley, El Cerrito, Hercules Rodeo Crockett, Pinole, Richmond, San Pablo-El Sobrante

**Area 11:** Lafayette, Lamorinda Sunrise, Moraga, Orinda, Rossmoor (Walnut Creek)

**Area 12:** Alamo, Danville San Ramon, Dougherty Valley/San Ramon, San Ramon Valley

**District's Legislation-Resolution Committee:** The members are the Immediate Past District Governor, District Governor, District Governor Elect, District Governor Nominee and District Governor Designate (non-voting).

**Electors:** A club with more than 25 members has one additional elector for each additional 25 members or major fraction thereof. That is, a club with a membership of up to 37 members is entitled to one elector, a club with 38 to 62 members is entitled to two electors, a club with 63 to 87 members is entitled to three electors and so on. Membership is determined by the number of members in the latest club invoice before the vote, except that a suspended club has no vote.

To participate in any voting by electors at the district conference, a club shall have paid the required district levy for the Rotary year in which the voting is taking place and shall not be indebted to the district. The financial status of the club is determined by the governor.

**Eligible Club:** For the purposes of challenging the selection of a District Governor Designate, an Eligible Club is a club which submitted a nomination in accordance with Section III of these policies.

**Partner:** One of a couple of the same or opposite sex, with legally married or civil union status or in a mutually recognized relationship.

Responsibilities of District Governor: Six Year Commitment: Key roles and responsibilities include:

- District Governor Nominee (DGN): Attend Governor Nominee Learning Seminar (GNLS). Serve as a member of the Policy, Legislation-Resolution, Finance and Nominating Committees. Begin planning for leadership of the district. Participate in DG Line meetings and other events as requested by the DG.
- District Governor Elect (DGE): Attend Governor Elect Learning Seminar (GELS) and International Assembly. Serve as a member of the Policy, Legislation-Resolution, Finance and Nominating Committees. Finalize Leadership Team members and plans for significant events to occur during the year of district leadership. Facilitate district member training as required by RI. Participate in DG Line meetings and other events as requested by the DG.
- District Governor (DG): Serve as the representative to and from RI to the District. Support all clubs and members in the district through multiple channels and various communications methods. Serve as a member of the Policy, Legislation-Resolutions, Finance and Nominating Committees. Facilitate DG Line meetings and other events necessary for successful operation of the District.
- Immediate Past District Governor (iPDG): Serve as Chair of the Policy Committee and Legislation-Resolution Committee. Serve as a member of the Nominating and Finance Committees. Participate in DG line meetings and events at the invitation of, and to support, the current DG Line members.
- Past District Governor 2 (PDG+2): Serve as Chair of the Nominating Committee beginning in January and continuing through the designation and approval of the new DGD. Serve as a member of the Nominating, Finance and Policy Committees.
- Past District Governor 3 (PDG+3): Serve as the Chair of the Finance Committee. Serve as Chair of the Nominating Committee. The work of the Nominating Committee begins in January of the prior Rotary year. Serve as a member of the Policy Committee.