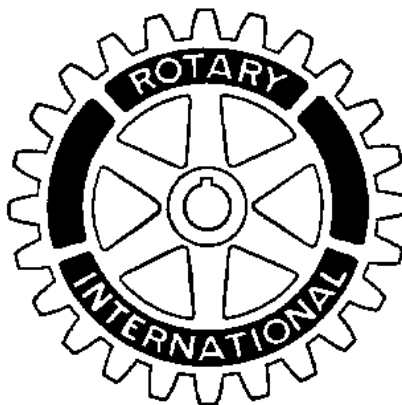


**District 5300, Rotary International**

**CODE OF POLICIES AND MANUAL OF PROCEDURE**



**Containing Decisions through May 8, 2010**

1 **District 5300, Rotary International**

2

3 **Code of Policies and Manual of Procedure**

4

5 **Article 1 The Code of Policies and Manual of Procedure**

6

7 These are the policies and procedures of District 5300, Rotary International.

8 They are a compendium of the decisions of past and present District governors

9 and include current operating structure and processes. The purpose of this

10 document is to place the policies and procedures of the District, which are

11 currently in effect, into an integrated and comprehensive volume with the topics

12 arranged in logical order and with consistent language. The existence of such a

13 document will make it easier for the District governor and those charged with the

14 responsibility to administer the policies or implement the procedures to be

15 familiar with those currently in force, regardless of the dates of their adoption.

16

17 Modifications or additions to the District policies and procedures in this manual

18 shall be by declaration of the District governor. The District governor may

19 propose the declaration to the Board of Governors for its review and input prior to

20 making the final modification or addition to the District policies. Procedures may

21 be changed at any time upon the direction or approval of the District governor.

22

23 **A. Definition of Policy**

24 Policies are a course of action decided upon by a group of individuals.

25 Typically these guide future decision making until such time as policy is

26 amended or repealed. Policies are those decisions meant to be long-

27 lasting and act as guidelines for making future decisions that are

28 predictable and consistent with past decisions. Policies are of four types:

- 29
- 30 1) Defining of Expectations: Policies that define desired results.
  - 31 2) Defining of Authorizations: Policies that establish the authorizations
  - 32 and powers for committees and members for their activities and
  - 33 methods.
  - 34 3) Defining of Limitations: Policies that establish the limitations on
  - 35 committees and members for their activities and methods.
  - 36 4) Defining of Relationships: Policies that define how committees and
  - 37 members relate to the governor, members and other committees.

38

39 **B. Rules of Construction**

40 All general provisions, terms, phrases and expressions contained in this

41 *Code of Policies and Manual of Procedure* (herein referred to as the

42 *Code*) are to be construed in a manner that allows for the implementation

43 of policies. Words and phrases are to be taken in their plain or usual

44 sense, but technical words and phrases having a particular or appropriate

45 meaning in law or in the constitutional documents are to be understood

1 according to their technical import. As used in this *Code*, the words “shall,”  
2 “is,” and “are” are mandatory, and the words “may” and “should” are  
3 permissive.  
4

5 C. Relationship to the Constitutional Documents

6 This *Code* is supplemental to the *Rotary International Code of Policy* and  
7 the *Rotary International Manual of Procedure*, and should be construed in  
8 harmony with them and consistent with District 5300’s *Bylaws*. In the  
9 event of a conflict between the provisions of the constitutional documents  
10 and the provisions of this *Code*, the RI constitutional documents take  
11 precedence and thereby require modifications of the conflicting provisions  
12 of the *Code*.  
13

14 D. Amendments

15 Modifications or additions to the District policies in this *Code* shall be by  
16 declaration of the District governor. The District governor may seek the  
17 input of the District Board of Governors prior to making modifications or  
18 additions to the *Code*.  
19

20 **Article 2 District Administration**

21  
22 A. Mission Statement

- 23 1) The mission statement of District 5300, Rotary International is:  
24 “District 5300 exists to support the clubs with activities that help them  
25 become more effective - encouraging membership growth, conducting  
26 relevant service projects, developing leaders and supporting the  
27 Rotary Foundation.”  
28 2) The mission statement shall be reviewed annually by the District  
29 governor.  
30

31 B. Strategic Plan

- 32 1) District 5300 shall create and have in place an annual strategic plan  
33 developed by the governor-elect, in consultation with his/her key  
34 leadership that is presented to the Board of Governors in advance of  
35 the start of the Rotary year for review and input.  
36 2) The strategic plan shall include District goals for the coming Rotary  
37 year that are specific, measurable, and attainable. Such goals will be  
38 presented to the presidents-elect at PETS or at the District Assembly,  
39 and posted on the District website.  
40

41 **Article 3 District Leadership Plan**

42  
43 District 5300 shall have a District Leadership Plan which conforms to with  
44 requirements of RI. The District Leadership Plan at a minimum shall have the  
45 following elements:  
46

1 A. Organizational Structure

2 The District's organizational structure uses:

- 3
- 4 1) Common terminology such as titles of assistant governor, district
  - 5 trainer, district committees;
  - 6 2) Defined responsibilities and duties for each; and a
  - 7 3) District committee structure that ensures a continuity of leadership.

8

9 B. Reflection of RI Club Leadership Plan

10 This organization structure shall reflect the RI Club Leadership Plan's five

11 areas of emphasis:

- 12
- 13 1) Administration
  - 14 2) Membership
  - 15 3) Public Relations
  - 16 4) Service Projects
  - 17 5) The Rotary Foundation

18

19 **Article 4 District Appointments**

20

21 The District governor-elect should have in place appointments to serve terms of

22 varying length by February of the year prior to his/her Rotary year as District

23 governor, to allow for training, a smooth transition process, and continuity of

24 District operations.

25

26 Each governor may as he/she sees fit add or delete any number of positions to

27 the District leadership and administration for the efficient operation of the

28 organization, or change titles or job responsibilities and authorities. Those District

29 committees as recommended by RI should remain in place from year to year.

30

31 A. District Leadership Appointments

32 Current operations of the District, reflected in the District Leadership Plan

33 have the following key positions to be filled

- 34
- 35 1) District Governor-elect
  - 36 2) District Governor-nominee
  - 37 3) Executive Aide
  - 38 4) Executive Assistant Governors
  - 39 5) Assistant Governors
  - 40 6) District Trainer
  - 41 7) District Rotary Foundation Chair
  - 42 8) District Membership Chair
  - 43 9) District Public Relations Chair
  - 44 10) District Administration Committee Chair
  - 45 11) District Service Projects Chair
- 46

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**B. District Standing Committee Appointments**

The District governor shall appoint a chair to the following standing committees, and ensure a committee structure is in place as appropriate for training and continuity of leadership, as well as District geographic and other representation.

- 1) Board of Governors Member-at-Large
- 2) Strategic Planning Committee
- 3) Executive Council
- 4) Budget and Finance Committee
- 5) District Governor Nominating Committee
- 6) Resolutions Committee
- 7) District 5300 Charitable Foundation Board of Directors
- 8) Club Extension Committee
- 9) Presidents' Advance Committee
- 10) Awards Committee
- 11) District Assembly Committee
- 12) District Conference Committee
- 13) Rotary Foundation Annual Program Fund Giving Committee
- 14) Rotary Foundation Permanent Fund Giving Committee
- 15) Paul Harris Society Committee
- 16) Group Study Exchange Committee
- 17) Ambassadorial Scholar Committee
- 18) World Peace Scholars Committee
- 19) International Matching Grants Committee
- 20) District Simplified Grants Committee
- 21) Youth Exchange Committee
- 22) District Vision Facilitation Committee
- 23) RYLA Committee
- 24) Interact Symposium Committee
- 25) Teen Leadership Camp Committee
- 26) Rotaract Committee
- 27) Interact, Junior Interact, Kideract Committee
- 28) Four-Way Speech Contest Committee
- 29) Dan Stover Memorial Music Scholarship Competition Committee
- 30) Hensel Ethics Essay Contest Committee
- 31) Youth Protection Compliance Committee
- 32) Law Enforcement Officer
- 33) Family of Rotary Committee
- 34) PolioPlus Committee
- 35) Home Building in Mexico Committee
- 36) Rotarians-at-Work Committee
- 37) Peace Conference Committee
- 38) PRLS Committee
- 39) BODTS Committee

- 1 40)Happy Feet Committee
- 2 41)Water Projects Committee
- 3 42)Health and Hunger Committee
- 4 43)Literacy Committee
- 5 44)Youth Entrepreneurship Education Committee
- 6 45)Rotary Alumni Committee
- 7 46)Rotary Action Groups Committee
- 8 47)Micro-credit Village Banking Committee
- 9 48)Rotary International Fellowships Committee

10  
11 **C. Additional Appointments**

12 In addition, appointments to these individual positions are made by the  
13 District governor:

- 14
- 15 1) Quartermaster
- 16 2) District Governor’s Newsletter Publisher
- 17 3) District Directory Publisher
- 18 4) District Secretary/Attendance Secretary
- 19 5) District Treasurer
- 20 6) District Webmaster
- 21 7) District Registrar
- 22 8) District Trainer
- 23 9) District Representative to the Rose Parade Float Committee
- 24 10)District Protocol Officer
- 25 11)PDG Advisors
- 26 12)District Legal Advisor
- 27

28 **Article 6 Executive Council**

29  
30 **A. Role**

31 The role of the Executive Council is to assist in the implementation of the  
32 year’s goals and strategies as numerated in the Strategic Plan. Mid-year it  
33 shall review the status of the goals and plan course corrections as  
34 necessary.

35  
36 **B. Composition**

37 The District 5300 Executive Council is made up of District leaders as  
38 follows:

- 39
- 40 1) District Governor (serves as the Chair)
- 41 2) District Governor-elect
- 42 3) District Governor-nominee
- 43 4) District Governor-nominee-designate
- 44 5) Immediate Past District Governor
- 45 6) Executive Aide to the Governor
- 46 7) Executive Assistant Governors

- 1 8) Public Relations Chair
- 2 9) Membership Chair
- 3 10) District Foundation Chair
- 4 11) Administration Chair
- 5 12) Communications Chair
- 6 13) Service Projects Chair
- 7 14) District Treasurer

8  
9 The District Governor has the authority to add or delete spots from the  
10 make-up of the Executive Council as he/she sees fit.

11  
12 C. Duties

13 The Executive Council meets twice a year: once in the early months of the  
14 year prior to service for planning and training purposes, and once mid-  
15 year to report to the District governor.

16  
17 **Article 7 Board of Governors**

18  
19 A. Role

20 The Board of Governors serves in an advisory capacity to the seated  
21 District governor and, as set forth in the District *Bylaws*, conducts the long  
22 and short-range strategic planning for the District.

23  
24 B. Composition

25 The Committee is made of seven persons:

- 26
- 27 1) District Governor
- 28 2) District Governor-elect
- 29 3) District Governor-nominee
- 30 4) The three most recent Past District Governors
- 31 5) A Past District Governor Member-at-Large (in a non voting capacity)

32  
33 Once a District governor-nominee-designate has been selected, he/she  
34 joins the Committee. The most senior voting past District governor serves  
35 as the chairperson for a full Rotary year. He/she is responsible for chairing  
36 the meetings; setting the date, time and place of the meetings; and  
37 preparing the meeting agendas with input from the members.

38  
39 C. Duties

40 The Board of Governors shall meet no less than quarterly but as often as  
41 needed. At each meeting there shall be a printed agenda and minutes  
42 taken. Sets of agendas and meeting minutes are kept as District  
43 documents at the District office for a period of three years plus the current  
44 year. The District governor-nominee shall serve as the secretary.

1 **Article 8 District Budget and Finance Committee**

2  
3 A. Role

4 The role of the District Budget and Finance Committee is to offer input  
5 during the development of the District's proposed budget, review financial  
6 reports of income and expenditures, and advise the governor and  
7 governor-elect concerning finances of the District.

8  
9 B. Composition

10 The District Budget and Finance Committee shall consist of nine members  
11 as follows:

- 12
- 13 1) Three Past District Governors of District 5300, Rotary International,  
14 who are active members of clubs in District 5300
- 15 2) The District Governor
- 16 3) District Governor-elect
- 17 4) District Governor-nominee
- 18 5) The District Governor-nominee-designate
- 19 6) District Treasurers appointed by the District Governor and the District  
20 Governor-elect.

21  
22 Past District governors are appointed by the District's governors-elect and  
23 serve three year terms on a staggered basis. The District governor-elect  
24 shall appoint one of the past district governors as chair of the committee  
25 for a one year term. This term may be extended by the invitation of  
26 subsequent governors-elect for a term of not more than three years.

27  
28 B. Duties

- 29 1) The District Budget and Finance Committee shall meet quarterly or at  
30 the request of the District governor.
- 31 2) The Committee will offer input to the budget development process.
- 32 3) The proposed District budget of estimated incomes and expenses shall  
33 be distributed to all clubs at least one month prior to PETS or the  
34 District's Assembly.
- 35 4) The District governor-elect shall present the proposed District budget  
36 to a meeting of the club presidents-elect at PETS or the District  
37 Assembly for final approval of three-quarters (3/4) of those incoming  
38 presidents present and voting.
- 39 5) On the basis of the proposed budget, the District Budget and Finance  
40 Committee shall recommend the amount of the per capita levy of the  
41 clubs of District 5300.
- 42 6) The District treasurer shall submit a quarterly financial report of income  
43 and expenditures against the adopted budget to the Budget and  
44 Finance Committee and to any club requesting a copy of the report.
- 45 7) The District bookkeeper shall report to the District treasurer who has  
46 the responsibility of review of the work conducted by the bookkeeper

1 for accuracy. Monthly reports from the bookkeeper shall be submitted  
2 with his/her invoicing for services. A copy of these reports, or a  
3 compiled quarterly report, shall be presented to the Budget and  
4 Finance Committee.

- 5 8) The District Budget and Finance Committee shall work from a written  
6 agenda, and minutes of each regular meeting shall be taken and  
7 approved. A copy of all agendas, minutes, and reports shall be kept in  
8 the District office for three years plus the current year.
- 9 9) The District governor shall consult with the Budget and Finance  
10 Committee concerning any unusual financial conditions which might  
11 arise during the term of his District governor's administration, and if  
12 necessary, amend the approved budget.
- 13 10) The District Budget and Finance Committee shall perform any special  
14 duties relating to District finances which the District governor may find  
15 necessary for the proper administration of the District, including the  
16 administration of reserves.
- 17 11) Other non-budgeted expenses which the District governor may, at  
18 his/her discretion, feel are in the best interest of the District, should be  
19 presented to the Budget and Finance Committee for discussion and  
20 advice.

21  
22 **C. Reserves**

- 23 1) It shall be the policy of the District to keep funds in an interest bearing  
24 account, as well as in sound investments.
- 25 2) At no time shall the District reserves, defined as unallocated,  
26 unexpended amount in savings, be at an amount greater than 1/3 of  
27 the adopted budget on July 1. Should such an amount be greater than  
28 1/3 of the adopted budget, the District governor, in consultation with  
29 the Budget and Finance Committee, shall determine how best to  
30 expend or invest said overage.
- 31 3) A request for use of reserve funds by the District governor shall be  
32 reviewed and approved by the Budget and Finance Committee.

33  
34 **Article 9 Extension of Rotary and New Clubs**

35  
36 District 5300 shall in all circumstances meet the requirements as defined in the  
37 RI *Manual of Procedure* in regards to the extension of Rotary to new Rotary  
38 clubs. To further the growth of Rotary, the governor-elect shall appoint a Club  
39 Extension Committee.

40  
41 **Article 10 Governor's Duties and Responsibilities**

42  
43 The status, qualifications, and duties of the District governor are outlined in the  
44 Rotary International *Manual of Procedures*.

45

1 The “Code of Ethics” under which District governors preside is clearly defined in  
2 the RI *Manual of Procedure*.

3 A. Governor’s Expenses

4 The purpose of the District funds raised by the per capita dues levy are as  
5 follows:  
6

- 7 1) District funds shall be available to meet the expenses of the District  
8 governor for travel, postage, lodging, telephone, telegraph, stationery,  
9 printing, and other administrative expenses beyond the moneys  
10 allocated to the District governor for such purposes by Rotary  
11 International, but not to exceed an amount approved in the budget.
- 12 2) The amount shall be determined as a line item in the approved budget  
13 as recommended by the Budget and Finance Committee, and voted on  
14 by the presidents of the Rotary clubs in the District at the District  
15 Assembly, and shall be paid on a reimbursement basis, once the  
16 reimbursement form is submitted with appropriate back-up materials.  
17

18 B. Expenses of the District Governor-Elect and the District Governor-  
19 Nominee

- 20 1) The District governor-elect will develop in the budget line items to help  
21 defray the expenses for the District governor-elect and District  
22 governor-nominee as recommended by the Budget and Finance  
23 Committee. Expenses shall be paid on a reimbursement basis, once  
24 the reimbursement form is submitted with appropriate back-up  
25 materials.
- 26 2) In no case shall the amount set aside to subsidize the out-of-pocket  
27 expenses of the DGE or the DGN be greater than that of the District  
28 governor.  
29

30 C. Programs, Activities and Meetings

- 31 1) District funds shall be available to meet the expenses of conducting  
32 District affairs such as, but not limited to the District Conference,  
33 District Assembly, District training workshops, academies, institutes,  
34 symposiums, and special District programs, functions and activities as  
35 determined each year in the approved budget.
- 36 2) The date, time, location, content and format, and cost of any District  
37 program, activity or meeting shall be determined by the District  
38 governor with input from the District officer, leadership or committee  
39 chair.
- 40 3) Those programs, activities and meetings of which District funds are  
41 allocated shall be: a) required by Rotary International or b) are  
42 determined to be in the best interest of the Rotary clubs in District 5300  
43 and in keeping with the District mission statement, strategic plan, or  
44 goals and objectives.  
45

1  
2 **D. Zone and International Meetings**

- 3 1) District funds shall be available to pay for registration, transportation,  
4 meals and lodging for the District governor, District governor-elect, and  
5 District governor-nominee to attend Zone and Rotary International  
6 training meetings: such as GNATS, GETS, the Governors' Seminar,  
7 the Zone Institute, Zone Membership Seminar, Zone Foundation  
8 Seminar, the International Assembly, and International Conventions.  
9 2) It is the policy of the District to pay partners' appropriate expenses  
10 associated with the attendance at the above meetings.  
11 3) Such meetings shall be indicated as line items in the approved budget.  
12 4) At no time can the District governor or governor-elect be reimbursed  
13 for expenses associated with attendance at Zone or international  
14 events if they have already been, or expect to be, reimbursed by  
15 Rotary International as an allowable expense. These funds are  
16 intended to subsidize the costs associated with the position of District  
17 governor, governor-elect, governor-nominee so the most qualified and  
18 interested Rotarians are not discouraged from becoming District  
19 leaders because of financial burden.  
20

21 **E. Travel and Mileage Reimbursement**

22 A budget line item shall exist to reimburse executive assistant governors  
23 and assistant governors for actual and necessary mileage expense to  
24 attend District meetings or trainings whenever said travel exceeds 100  
25 miles round trip at the request of and pre-approved by the District  
26 governor.  
27

28 ***Article 11 District Records and Files***

29  
30 The District governor will develop and maintain District files and documents. At  
31 the conclusion of the District governor's term of office, he/she shall transfer all  
32 pertinent files, not held in the District Office, to the incoming District governor as  
33 per the District *Bylaws*.  
34

35 ***Article 12 Governor-elect***

36  
37 The RI *Manual of Procedure* defines the qualifications, responsibilities and  
38 assignments of the Governor-elect. It indicates that he/she must attend the  
39 Governor Elect Training Seminar (GETS) and the International Assembly as  
40 necessary preparation for the office of governor. In addition it defines additional  
41 preparation as may be determined by the District governor to include: specific  
42 responsibilities with committee assignments or District organization;  
43 consideration for assignment to the District Conference Committee; and  
44 invitations to District functions, meetings, and trainings.  
45

1 In District 5300 the Governor-elect participates as a member of the Board of  
2 Governors, the Executive Council, and the Budget and Finance Committee.

3  
4 **Article 13 Governor-Nominee**

5  
6 The RI *Manual of Procedure* defines the qualifications, responsibilities and  
7 assignments of the Governor-nominee. He/she should attend the Governor  
8 Nominee Training Seminar (GNATS.) Additional preparation may be determined  
9 by the District governor and District governor-elect to include: specific  
10 responsibilities with committee assignments or District organization; and  
11 invitations to District functions, meetings, and trainings.

12  
13 In District 5300 the Governor-elect participates as a member of the Board of  
14 Governors, the Executive Council, and the Budget and Finance Committee.

15  
16  
17  
18 **Article 14 Assistant Governors**

19  
20 As a part of the District Leadership Plan, a District governor shall appoint  
21 qualified, responsible, knowledgeable Rotarians to serve as assistant governors  
22 for the purpose of assisting the governor with administration, communication, and  
23 the support of District Rotary clubs. Such Rotarians shall have completed a year  
24 as president of a Rotary club.

25  
26 The criteria for selection of assistant governors and their role and responsibilities  
27 is outlined in the RI *Manual of Procedure*.

28  
29 In District 5300, we additionally have executive assistant governors, to whom a  
30 number of assistant governors report.

31  
32 Annually, assistant governor training is provided, and may be done in conjunction  
33 with the District Team Training Seminar for incoming officers, committee chairs  
34 and leaders of the District.

35  
36 **Article 15 Advisory Council of Past District Governors**

37  
38 A. Role

39 To inform past District leadership of District and Rotary International goals  
40 and activities, and progress made toward their accomplishment. This  
41 council as requested serves as an advisory forum to the governor and  
42 governor-elect.

43  
44 B. Composition

45 The Advisory Council of Past District Governors (also known as “The  
46 Tarnished Brass”) shall consist of the District governor, the District

1 governor-elect, the District governor-nominee, the District governor-  
2 nominee-designate, and past District governors. Past District governors  
3 include those who held office in District 5300. Widows, widowers,  
4 spouses, and significant others of the Advisory Council of Past District  
5 Governors are invited to meetings at the discretion of the sitting governor.  
6 Expenses are generally borne by the participants.  
7

8 **C. Duties**

9 The District governor may call a Council meeting of all past District  
10 governors at any time he/she feels it is appropriate. The chair will be the  
11 past District governor who is two years out of office. The time and location  
12 of the meetings shall be left to the governor's discretion. Traditionally there  
13 are two council meetings each year, one of which follows the International  
14 Assembly.  
15

16 **Article 16 District Resolutions Committee**

17  
18 **A. Role**

19 The District Resolutions Committee oversees the preparation, publishing,  
20 distribution, and balloting of resolutions which may come before the clubs  
21 in the District.  
22

23 **B. Composition**

24 The District Resolutions Committee shall consist of a chair appointed by  
25 the District governor. When a resolution or district voting situation arises,  
26 the chair shall select two past District governors (with the approval of the  
27 District governor) to serve on the committee. Members of the committee  
28 must be active members in good standing of Rotary clubs in District 5300.  
29

30 **C. Duties**

- 31 1) The Resolutions Committee shall assure that the resolutions of District  
32 5300 are in conformity with the *Constitution* and *Bylaws* of Rotary  
33 International.
- 34 2) At least 45 days prior to the District Conference the Committee shall  
35 distribute to all clubs of District 5300 all proposed resolutions other  
36 than those of congratulatory or commendatory nature.
- 37 3) It shall conduct such balloting at the District Conference business  
38 meeting as may be required.
- 39 4) It shall maintain two copies of District resolutions in their currently  
40 effective form; one such copy to be retained by the chair of the  
41 Committee and one in the files of the District Office.  
42

43 **Article 17 District Trainer and District Training Committee**

44  
45 The RI *Manual of Procedure* indicates the governor shall appoint a District trainer  
46 annually to have responsibility for the District Training Committee and its

1 activities. The qualifications, duties and responsibilities are defined in the RI  
2 *Manual of Procedure*.

3  
4 The District governor as he/she sees fit may expand the duties and  
5 responsibilities of the Committee to the benefit of the District.  
6

7 A. Role

8 The District trainer has a role in organizing, marketing and implementing  
9 the following activities as described in the RI “Cycle of Leadership  
10 Training” that are held at the District level:  
11

- 12 1) PETS – President Elect Training Seminar
  - 13 2) District Team Training Seminar
  - 14 3) District Assembly
  - 15 4) District Leadership Seminar
  - 16 5) District Membership Seminar –assisting the Membership Chair(s)
  - 17 6) District Foundation Seminar – assisting the Rotary Foundation Chair
  - 18 7) Assistant Governor Training
  - 19 8) PRLS – Potential Rotary Leadership Seminars
  - 20 9) Club-level leadership training
  - 21 10) Club Visioning Facilitation
- 22

23 B. Scheduling

24 The scheduling of the seminars and training meetings should be  
25 consistent with RI recommendations and made in consultation with the  
26 District governor and/or the District governor-elect.

27 **Article 18 District Training**

28  
29 A. Presidents-Elect Training Seminars (PETS)

30 The District will participate with the other 6 Rotary districts in southern  
31 California and Nevada in planning and implementing the Southern  
32 California-Nevada Presidents-elect Training Seminar for the purposes  
33 described in the RI *Manual of Procedure*.  
34

35 The immediate past District governor automatically assumes the role of  
36 Board member on the Southern California-Nevada PETS, Inc. Board of  
37 Directors and will have a particular assignment made by the chair. The  
38 chairpersonship of the board rotates among the seven southern  
39 California/Nevada Districts.  
40

41 The District trainer may or may not have a role in training incoming club  
42 president as determined by the governor-elect. As indicated in the  
43 standard *Rotary Club Constitution*, Article X, Section 5(c), “the presidents-  
44 elect shall attend PETS and the District Assembly prior to assuming  
45 office.”

1  
2 This multi-District PETS is held generally in late February after the  
3 Governor-elect training at the International Assembly.  
4

5 **B. District Team Training Seminar**

6 The purpose of the District Team Training Seminar is to prepare incoming  
7 executive assistant governors, assistant governors, committee chairs and  
8 those in key leadership positions for their role in the upcoming Rotary  
9 year, and to give the governor-elect the opportunity to motivate and build  
10 his/her District leadership team in support of the clubs.  
11

12 The District trainer shall plan and implement the District Team Training  
13 Seminar in consultation with the governor-elect with the assistance of the  
14 District Training Committee members.  
15

16 District Team Training Seminar is generally held in March after PETS.  
17

18 **C. District Assembly**

19 The District governor-elect shall convene a District Assembly for the  
20 purpose of training incoming club presidents and club leaders for their  
21 roles.  
22

23 The date, time, location, content, format, topics, and costs shall be  
24 determined by the governor-elect and the District Assembly chair. The  
25 District trainer shall assist in the planning and implementation of the  
26 District Assembly.  
27

28 As indicated in the standard *Rotary Club Constitution*, Article X, Section  
29 5(c), “the presidents-elect shall attend the District Assembly and PETS  
30 prior to assuming office.”  
31

32 This one day seminar is generally held in April.  
33

34 **D. District Leadership Seminar**

35 The purpose of the District Leadership Seminar is to develop leaders  
36 within the District who have the knowledge, skills, abilities, and motivation  
37 to serve beyond the club level.  
38

39 The RI *Manual of Procedure* indicates the District Leadership Seminar will  
40 be held immediately prior to or following the District Conference.  
41

42 Participation is open to club Presidents and others who have served in  
43 leadership roles in their clubs for three years.  
44

45 The date, time, location, content, format, topics, and costs shall be  
46 determined by the District governor and the District trainer.

1  
2 The District Leadership Seminar is generally held in May or June in  
3 conjunction with the District Conference, and is planned and implemented  
4 by the District Training Committee.

5  
6 E. District Membership Seminar

7 The purpose of this half or one day seminar, according to the RI *Manual of*  
8 *Procedure*, is to develop club and District leaders who have the necessary  
9 knowledge, skills and motivation to support the clubs in sustaining and  
10 increasing the membership base.

11  
12 The District Membership Chair(s) shall have the responsibility of planning  
13 and implementing such a seminar.

14  
15 The District trainer and the District Training Committee shall assist  
16 the District Membership Chair in the planning, implementation, and  
17 evaluation of the seminar. This assistance may include but not be  
18 limited to: use of technology, site logistics, and marketing.

19  
20 A minimal cost per person shall be charged, with said cost being  
21 determined to cover expenses.

22  
23 The Membership Seminar may be held in two locations, early in the  
24 Rotary year.

25  
26 F. District Rotary Foundation Seminar

27 The purpose of this half or one day seminar, according to the RI  
28 *Manual of Procedure*, is to educate Rotarians about the Rotary  
29 Foundation's (TRF) programs, and to motivate them to participate in  
30 and be strong advocates for the Foundation. This seminar is the  
31 primary means of increasing awareness and educating club members  
32 to workings of the Rotary Foundation.

33  
34 The District Foundation Chair shall have the responsibility of planning  
35 and implementing such a seminar.

36  
37 The District trainer and the District Training Committee shall assist  
38 the District Foundation Chair in the planning, implementation, and  
39 evaluation of the seminar. This assistance may include but not be  
40 limited to: use of technology, site logistics, and marketing.

41  
42 A minimal cost per person shall be charged, with said cost being  
43 determined to cover expenses.

44  
45 The Rotary Foundation Seminar may be held in two locations, early in  
46 the Rotary year.

1 G. District Public Relations Seminar

2 The District Public Relations Chair will hold a District Public Relations  
3 Seminar for the purpose of educating club members to the  
4 importance and methods of enhancing public relations and  
5 community awareness of Rotary programs and activities.

6  
7 The District Public Relations Chair shall have the responsibility of  
8 planning and implementing such a seminar.

9  
10 The District trainer and the District Training Committee shall assist  
11 the District Public Relations Chair in the planning, implementation,  
12 and evaluation of the seminar. This assistance may include but not  
13 be limited to: use of technology, site logistics, and marketing.

14  
15 A minimal cost per person shall be charged, with said cost being  
16 determined to cover expenses.

17  
18 Public Relations Seminar may be held in two locations early in the  
19 Rotary year.

20  
21 H. PRLS – Potential Rotary Leadership Seminar

22 The purpose of the Potential Rotary Leadership Seminar (PRLS) is to  
23 provide a training session(s) wherein current and future Rotary  
24 leaders learn to become more effective in their leadership roles. The  
25 instruction is carefully designed to improve individual leadership skills  
26 that are broad-based and not just Rotary-specific.

27  
28 The District PRLS Chair shall have the responsibility of planning and  
29 implementing such a seminar.

30  
31 The District trainer and the District Training Committee shall assist  
32 the PRLS Chair in the planning, implementation, and evaluation of  
33 the seminar. This assistance may include but not be limited to: use of  
34 technology, site logistics, and marketing.

35  
36 A minimal cost per person shall be charged, with said cost being  
37 determined to cover expenses.

38  
39 PRLS Seminar may be held in two locations.

40  
41 I. Leadership Academies

42 The District Leadership Academies are an extension of the Potential  
43 Rotary Leadership Seminar (PRLS). Whereas the purpose of PRLS is to  
44 create more effective *club leaders*, the District Leadership Academies are  
45 intended to develop more effective *district leaders*.

1 The District 5300 Leadership Academies consists of various topic-specific  
2 trainings determined by the District governor designed to meet the needs  
3 of the district and include transferable skills to the Rotarians' professional  
4 lives. They may include, but are not limited to the following:

- 5 • Public Speaking
- 6 • Vision Facilitation
- 7 • Stewardship
- 8 • Mediation
- 9 • Team Building
- 10 • Training Skills
- 11 • Multi-Media Presentations
- 12 • Project Management

13  
14 The District Leadership Academy Chair shall have the responsibility of  
15 planning and implementing such academies. With input from the governor,  
16 the District Training Committee will identify the number, length of time, and  
17 locations of academies for the year. All Academies will be posted on the  
18 District 5300 website.

19  
20 The District trainer and the District Training Committee shall assist  
21 the Leadership Academy Chair in the planning, implementation, and  
22 evaluation of each academy. This assistance may include but not be  
23 limited to: use of technology, site logistics, and marketing.

24  
25 A minimal cost per person shall be charged, with said cost being  
26 determined to cover expenses.

27  
28 J. Board of Directors Training Seminar (BODTS)

29 The purpose of the Board of Directors Training Seminar (BODTS) is to  
30 train members of Rotary clubs' board of directors in their roles and  
31 responsibilities in club governance.

32  
33 With support from Rotary International and District 5300, it is the  
34 responsibility of the Rotary club president to ensure the proper training of  
35 his/her board of directors. The support/training provided by the District  
36 shall be consistent with the Rotary International leadership development  
37 training cycle.

38  
39 The seminar will include such topics as:

- 40 • Who are the stakeholders that the Rotary board of directors represent
- 41 • The difference between policy governance and personality governance
- 42 • An appreciation of strategic long-term planning versus year-to-year  
43 program-oriented short-term thinking
- 44 • An understanding of *Roberts Rules of Order* and how they are utilized  
45 to manage board of directors' meetings

- 1 • A knowledge of the defining documents (club charter, club constitution,  
2 club bylaws, club code of policies, club procedure manual)
- 3 • The inherent conflict of interest created by a board of directors  
4 composed of a committee-of-committee chairs
- 5 • Budget creation as a key policy making activity of the board of  
6 directors

7  
8 The District BODTS Chair shall have the responsibility of planning  
9 and implementing these seminars.

10  
11 The District trainer and the District Training Committee shall assist  
12 the BODTS Chair in the planning, implementation, and evaluation of  
13 the seminars. This assistance may include but not be limited to: use  
14 of technology, site logistics, and marketing.

15  
16 A minimal cost per person shall be charged, with said cost being  
17 determined to cover expenses.

18  
19 BODTS will be held in two locations each year.

20  
21 **K. Additional District Leadership Training**

22 The District trainer may hold additional District leadership training  
23 seminars or meetings at the direction of the District governor.

24  
25 **Article 19 District Vision Facilitation Committee**

26  
27 **A. Role**

28 The District shall have a Vision Facilitation Committee whose role it is to  
29 work with Rotary clubs facilitating a 'visioning' process, as a part of club  
30 strategic planning.

31  
32 **B. Composition**

33 The Vision Facilitation Committee Chair shall be appointed by the District  
34 governor and serve for one year. The chair works as the coordinator,  
35 selecting vision facilitators from a team of trained, experienced and skilled  
36 Rotarians, and communicates with the clubs, on all arrangements for  
37 facility, equipment, materials. The Committee shall consist of not less than  
38 12 facilitators/team members and the chair. The Committee should be  
39 representative of each of the geographic regions

40  
41 **C. Duties**

42 The Vision Facilitation Committee is a resource for Rotary clubs,  
43 conducting aspects of strategic planning, guiding clubs to greater  
44 effectiveness. The Committee conducts the vision facilitation process by  
45 invitation of the clubs. It follows the guidelines, mission, vision, and  
46 philosophy of the Rotary International Vision Facilitation Committee.

1  
2 **Article 20 District Conferences**

3  
4 The RI *Manual of Procedure* states that the governor must annually convene a  
5 District conference at a time and place agreeable to the club presidents.  
6 Requirements and recommendations for a conference are listed in the RI *Manual*  
7 *of Procedure*.

8  
9 A. Purpose

10 The purpose of a District conference is to further the *Objects of Rotary*  
11 through fellowship, inspirational addresses, and the discussion of matters  
12 rated to the affairs of the clubs and the District. The conference should  
13 showcase successful club and District programs, encouraging interaction  
14 and dialogue.

15  
16 B. District Conference Committee

17 A District Conference Committee of not less than six persons shall meet  
18 regularly in the year preceding the District conference. The chairperson of  
19 the District Conference Committee shall be appointed by the District  
20 governor.

21  
22 C. Scheduling, Location, and Program

23 The location, date, format, program, and activities of the District  
24 Conference are determined each year by the District Conference  
25 Committee under the direction of the District governor.

26  
27 **Article 21 Membership Development Committee**

28  
29 A. Role

30 To assist clubs with increasing and retaining membership.

31  
32 B. Composition

33 The Membership Development Committee shall consist of at least three  
34 members. Each member shall be appointed for a term of three years on a  
35 staggered basis to permit a new appointment each year. The District  
36 governor-elect shall appoint a single or joint Membership Committee Chair  
37 to meet the needs of the clubs.

38  
39 C. Duties

- 40 1) Under the leadership of the District Membership Chair(s), the  
41 Membership Development Committee shall plan and implement the  
42 membership seminar, present a workshop at the District assembly, and  
43 if called upon preside at the membership plenary session at the District  
44 conference.  
45 2) The Committee shall serve as a resource to clubs in the District to  
46 assist them with recruitment and retention of members.

1           3) The Committee shall follow-up on RI referrals.  
2

3     **Article 22     District Public Relations Committee**  
4

5     A. Role

6           To assist clubs and the District in public relations efforts to bring about  
7           Rotary community awareness.  
8

9     B. Composition

10           The Public Relations Committee shall consist of at least three members.  
11           Each member shall be appointed for a term of three years on a staggered  
12           basis to permit a new appointment each year. The District governor-elect  
13           shall appoint a Public Relations Committee Chair.  
14

15     C. Duties

- 16           1) Under the leadership of the Public Relations Chair, the Public  
17           Relations Committee shall plan and implement the public relations  
18           seminar, present a workshop at the District assembly, and if called  
19           upon preside at the public relations plenary session at the District  
20           conference.  
21           2) The Committee shall serve as a resource to the District governor to  
22           assist him/her with District-wide public relations efforts.  
23           3) The Committee shall serve as a resource to Rotary clubs in the District  
24           to assist them with marketing strategies of club activities to their  
25           community.  
26           4) The Committee shall research and assist clubs in applying for grants  
27           and accessing local resources.  
28

29     **Article 23     District Rotary Foundation Committee**  
30

31     A. Role:

32           District Rotary Foundation Committee is a group of experienced and  
33           dedicated Rotarians who assist the Governor in educating and motivating  
34           Rotarians to participate in the programs of The Rotary Foundation and in  
35           the fund-raising efforts of the District. The Committee serves as the  
36           liaison between the Rotary Foundation and the clubs. The District  
37           Governor serves as an ex-officio member of the committee.  
38

39     B. Purpose

- 40           The duties and responsibilities of the District Rotary Foundation  
41           Committee are those stated in the RI District Rotary Foundation  
42           Committee Manual including but not limited to:  
43           1) Conducting and participation in a District Rotary Foundation Seminar.  
44           2) Assist the District Rotary Foundation Chair when conducting training at  
45           PETS and District Assembly.

- 1           3) Participate in the decision-making process for allocation of District  
2           Designated Funds (DDF).  
3

4       C. Composition: DRFC Members and Sub-Committees

5           1) District Rotary Foundation Chair is appointed for a three-year term to  
6           ensure continuity of leadership. The DRFC must have significant  
7           knowledge of, commitment to, and experience with Rotary Foundation  
8           activities and if possible, should be filled by a Past District Governor.  
9           Under the leadership of the Governor, the DRFC works with sub-  
10          committees to plan, coordinate and implement all the District TRF  
11          activity as outlined in the *District Rotary Foundation Committee*  
12          *Manual*.

13          2) At a minimum, the following sub-committees are recommended, with  
14          committee chairs appointed by the District governor for a one-year  
15          term:

- 16            Ambassadorial Scholarships
- 17            Rotary World Peace Fellowships
- 18            Group Study Exchange
- 19            Matching Grants
- 20            District Simplified Grants
- 21            Rotary Foundation Alumni
- 22            Polio Plus
- 23            Annual Program Fund Giving
- 24            Permanent Fund Giving

25  
26          3) In addition the district has District 5300 has established a Paul Harris  
27          Society, with a Committee Chair or Coordinator appointed to  
28          encourage the pledge of multi-year giving of \$1000 annually to the  
29          TRF Annual Fund.

30          4) The District Governor may at his/her discretion add such additional  
31          sub-committees as appropriate in support of the educational or  
32          humanitarian programs of the Rotary Foundation or as recommended  
33          by The Rotary Foundation.  
34

35       **Article 24    District Governor Nominating Committee**

36  
37       A. Role

38           The Nominating Committee shall select a nominee for governor in  
39           accordance with Article 13 of the *Bylaws* of Rotary International.  
40

41       B. Composition

42          1) The District's Nominating Committee shall consist of twelve members,  
43          each of whom is a current member in good standing of a Rotary club in  
44          District 5300. The members shall be appointed by the governor-elect  
45          and shall consist of three past District governors (one of whom serves  
46          as chair), three past club presidents, three past assistant governors or

1 executive assistant governors, and three current club presidents. In  
2 addition, the governor-elect shall appoint four alternates, one in each  
3 of the four categories in the case that one or more of the original  
4 appointments are unable to serve.

- 5 2) The chair of the Committee shall be appointed by the governor-elect  
6 and shall be one of the three (3) past district governors.  
7 3) The Committee shall reflect the make-up of the Rotary clubs in District  
8 5300 to ensure equitable participation by small and large clubs,  
9 established and new clubs, California and Nevada clubs, and other  
10 factors as may be considered worthy.

11  
12 **C. Duties**

- 13 1) The Nominating Committee shall have the task of seeking qualified  
14 candidates and asking clubs to submit nominations of qualified  
15 Rotarians.  
16 2) In-person interviews shall be scheduled by the chair in the month of  
17 January.  
18 3) The Committee shall select a nominee for governor.  
19

20 ***Article 25 Structured Programs – Rotary International***

21 District 5300 sponsors several structured programs of Rotary International .

22 **A. Interact Clubs**

23  
24 Interact is Rotary International's service club for students ages 12 to 18.  
25 Interact clubs are sponsored by individual Rotary clubs, which provide  
26 support and guidance, but they are self-governing and self-supporting.  
27

28 Club membership varies greatly. Clubs can be single gender or mixed,  
29 large or small. They can draw from the student body of a single school or  
30 from two or more schools in the same community.  
31

32 Each year, Interact clubs complete at least two community service  
33 projects, one of which furthers international understanding and goodwill.  
34 Through these efforts, Interactors develop a network of friendships with  
35 local and overseas clubs and learn the importance of:  
36

- 37 (1) Developing leadership skills and personal integrity  
38 (2) Demonstrating helpfulness and respect for others  
39 (3) Understanding the value of individual responsibility and hard work  
40 (4) Advancing international understanding and goodwill  
41

42 It is the responsibility of the sponsoring Rotary club to establish the proper  
43 chartering with Rotary International and District 5300 and to annually  
44 report officers to Rotary International. This ensures club activities will be

1 covered by Rotary International's insurance policy for the United States  
2 (international activities are not covered by this policy).

3  
4 The District should maintain and update annually a listing of all chartered  
5 and operating Interact clubs within District 5300 and their sponsoring  
6 Rotary clubs.

7  
8 B. Rotaract

9  
10 District 5300 shall encourage individual Rotary clubs to sponsor Rotaract  
11 clubs throughout the District. Rotaract clubs are either community based  
12 or university based. This Rotary-sponsored service club for young men  
13 and women ages 18 to 30 are self-governing and self-supporting.  
14 Rotaract clubs shall follow the guidelines set forth by Rotary International.

15  
16 C. Rotary Youth Leadership Awards (RYLA)

17 District 5300 will conduct a RYLA Program every Rotary year. The RYLA  
18 Chairman and Committee members will follow the guidelines of the *RYLA*  
19 *Leaders' Manual* in the implementation of this program. Additions or  
20 enhancements will be included in the annual updating of the manual by  
21 the chairman and approved by the District governor.

22  
23 RYLA will present a proposed budget to the District governor for review  
24 and approval prior to the adoption of a budget at the District assembly.  
25 RYLA expenses will be fully covered by the participation fees charged the  
26 clubs.

27  
28 D. Youth Exchange

29 The District International Youth Exchange Committee shall consist of at  
30 least three (3) members. Three members of this committee shall be  
31 appointed for a term of three (3) years, staggered in the first year to permit  
32 one new appointment each year. District 5300 will participate in youth  
33 exchange through the multi-district exchange program called Rotary YES  
34 (Youth Exchange Services).

35  
36 The District Governor shall appoint a Youth Exchange Officer, who serves  
37 as the chairperson of the committee, represents the District to YES, and  
38 may serve no more than three (3) consecutive years in that position.

39  
40 The District shall follow the recommended guidelines outlined in the RI  
41 *Youth Exchange Crisis Management Media Plan*.

42  
43 The District shall abide by the requirements and conditions of a *Youth*  
44 *Sexual Harassment Protection Policy* as outlined in Article 33.

1  
2 **Article 26    Structured Programs – District 5300**

3  
4 In addition to the structured programs of Rotary International that District 5300  
5 plans and implements, the District has some unique programs offered to the  
6 clubs for multi-club participation.

7  
8     A. Teen Leadership Camp (TLC)

9  
10       The Teen Leadership Camp (TLC) is a spin-off program from the Rotary  
11 Youth Leadership Program (RYLA) and designed for 8<sup>th</sup> grade students.  
12 Approximately 30 Rotarians directly participate in the planning and  
13 implementation of the TLC program, and an additional 50 Rotarians are  
14 involved in the offsite activities related to the program.

15  
16       Policies regarding the eligibility and selection of student participants  
17 continue to evolve. Among those policies are that participants must be 8<sup>th</sup>  
18 grade students, no older than 14-years-old and no younger than 12-years-  
19 old. The TLC Committee allocates participants' slots on the basis of half  
20 male and half female. The committee encourages the participation of  
21 current and former Rotary Youth Exchange students and former RYLA  
22 student leaders as 'counselors and mentors'.

23  
24       The District governor annually selects a chairperson, who then selects  
25 members of a working committee. The Committee, working with the  
26 District governor and/or his appointed leadership, selects a venue, plans  
27 the activities in support of the program goals and objectives, promotes  
28 participation in the program at the club level, and conducts such other  
29 activities as necessary.

30  
31       The program is self-supporting, and fees are determined each year and  
32 included in the District budget with balanced income and expenditure.  
33 Clubs wishing to send students submit their application forms with a fee  
34 for each student

35  
36       Goals of Teen Leadership Camp:

- 37       1) Develop an understanding of Rotary among the young participants  
38       while utilizing Rotarians as role models.  
39       2) Rotarians facilitate the teaching of the ideals and programs of Rotary  
40       while sharing their Rotary moments.  
41       3) Recognize participants' efforts, accomplishments, skills, and potential  
42       leadership qualities.  
43       4) Develop leadership skills of young participants with emphasis on:  
44       Self- confidence and self-esteem  
45       Personal responsibility as a basis of leading others  
46       Ethics of positive leadership



1 liaisons, and others designated by the District governor. It is hosted by  
2 participating seven Southern California/Nevada Rotary Districts. The  
3 District governor each year selects a chairperson that represents District  
4 5300 on the multi-District committee.

5  
6 The program is self-supporting. A budget is submitted to the District  
7 governor of the host district with a recommendation of cost per student.  
8 Rotary clubs sponsor participants and submit applications with established  
9 fees.

10  
11 The purpose of Interact Symposium is to provide participating Interact club  
12 leaders, club faculty advisors, Rotary liaisons and other Rotary club  
13 members with valuable information and training that will enable them to  
14 build and maintain successful Interact and other Rotary youth clubs. To  
15 achieve this purpose, the Symposium is organized around three primary  
16 components: speakers, workshops, and fellowship.

17  
18 Keynote speakers from Rotary International, the private sector, and/or the  
19 participating Rotary districts will address the symposium participants on  
20 topics of interest to high school students. The speaker's topics will reflect  
21 the international nature of the programs of Rotary.

22  
23 Symposium participants will attend workshops that address the following  
24 key points:

- 25 1) Membership development and retention
- 26 2) Meeting management skills and the board of directors responsibilities
- 27 3) Team building
- 28 4) Service projects and fundraising

29  
30 The plenary sessions and workshops are primarily designed to assist  
31 officers and directors of Interact clubs to be more effective and successful.  
32 They are intended to be both inspirational and practical. Each workshop  
33 and/or plenary session may, if appropriate to its topic, present Rotary  
34 projects as examples of service. Each workshop will present techniques,  
35 ideas, and specific examples of successful Interact club activities that  
36 participants can put into action in their own Interact clubs.

37  
38 Interact Symposium participants will take part in various planned  
39 fellowship activities. In addition to simply being fun, these activities will  
40 develop leadership skills, foster cooperation, and encourage the  
41 establishment of lasting friendships.

#### 42 43 D. Dan Stover Memorial Music Scholarship Competition

##### 44 1) Role

45 This competition was designed to support high school student  
46 performing arts, by offering the opportunity for individual music

1 performance competition. Rotary clubs sponsor high school senior  
2 students who attend school within District 5300, who have expressed  
3 an interest in continuing their music education at the university level. It  
4 is named after long-time Rotarian Dan Stover (Alhambra) and created  
5 in his honor in 1988.

6 2) Composition

7 The District Governor selects a chairperson, who works with a  
8 committee of 3 or 4 regional coordinators who encourage club  
9 participation and arrange regional-level competitions. The 'winners' of  
10 the four regional competitions perform at the District conference for  
11 college scholarships funds.

12 3) Cost

13 The program is self-supporting. Funds for the scholarship come from  
14 club contributions per each sponsored contestant.

15 4) Duties:

16 Clubs seek qualified contestants who meet the criteria for participation  
17 and hold club competitions to select a single candidate. Group level  
18 competitions may or may not be held in advance of regional  
19 competitions leading to the selection of four finalists representing each  
20 of the four geographic areas of the District. Judging is done by  
21 experienced music professionals at the final competition level.  
22

23 E. Hensel Ethics Essay Contest

24 1. Role: The Hensel Ethics Essay Contest is designed to challenge high  
25 school students to analyze ethical issues confronting them in today's  
26 complex world. The contest is named after George R. Hensel, a long-  
27 time Rotarian, businessman and philanthropist in District 5300. The  
28 goal of the program is that this competition promotes the importance of  
29 ethics, creates a venue for students to express their views, gives  
30 recognition to outstanding students for their writing skills, promotes  
31 Rotary's commitment to youth, and creates opportunities to make  
32 Rotary visible in the community.

33 2. Composition: The District governor selects a chairperson from the  
34 Rotary Club of Montebello, George Hensel's home club. The  
35 chairperson encourages club participation and assists in club and  
36 district level competition. The clubs select their own judges for their  
37 local competition and the chairperson selects the judges for the District  
38 contest. Students submit their essays to their local Rotary club. The  
39 club-level winner advances to the District level.

40 3. Cost: At this time, the prize monies are funded by George Hensel, and  
41 clubs do not pay an entry fee for their students.

42 4. Duties: Clubs work with local high public and private high schools  
43 seeking candidates to submit written ethics essays to their clubs.  
44 Judges within the local club select one winner to advance to the  
45 District level. Judges are selected for the District competition, and 4  
46 winners are chosen: 3 runners up and 1 grand prize winner. The

1 winning essay will be read at the District conference either by the  
2 student or by a reader.

3  
4 **F. The Four-Way Speech Contest**

- 5 1) **Role:** This annual competition benefits high school age students by  
6 acquainting a large number of youth to the Rotary Four-Way Test  
7 demonstrating Rotary's commitment to youth, by heightening  
8 awareness of Rotary among youth, parents, schools and community  
9 and recognizes and rewards accomplishment in the writing and giving  
10 of a speech that incorporates *The Four-Way Test* and the annual RI  
11 president's theme. Rotary clubs sponsor a high school students who  
12 attends schools within District 5300. *The Four-Way Test* was created  
13 in 1932 by Rotarian Herbert J. Taylor, and was adopted by Rotary in  
14 1943.
- 15 2) **Composition:** The District Governor selects a chairperson who  
16 encourages club participation and assists in arranging the club, group,  
17 regional and District-level competition. Four regional winners compete  
18 for the top cash award at the annual District conference.
- 19 3) **Cost:** The program is self-supporting. The monetary awards presented  
20 at the District conference come from club contributions per each  
21 sponsored contestant; therefore, the prizes depend on the number of  
22 clubs that participate.
- 23 4) **Duties:** Clubs seek qualified contestants who meet the criteria of  
24 participation and hold club-level competitions to select a single  
25 candidate. Each club is assigned to one of 13 groups, and a group  
26 level competition is held. The winner of each group proceeds to the  
27 regional level, and the winners of the 4 regional competitions proceed  
28 to the final competition.

29  
30 **G. Tournament of Roses Rotary Float**

31 District 5300 is the host of the largest single Rotary public relations  
32 project: the Tournament of Roses Rotary Float.

- 33 1) **Per Capita Levy**  
34 The amount of the per capita levy shall be determined in advance of  
35 the presentation of the District budget, and shall be included as an  
36 expense line item. The levy shall be collected and billed as part of the  
37 District dues determined each year.
- 38 2) **Payment to the Rotary Rose Float Committee**  
39 The District will pay to the Rotary Rose Float Committee the amount to  
40 be collected as a forward payment as soon as possible after July 1 of  
41 each Rotary year upon receipt of an invoice.

42  
43 **Article 27 Privacy Statement**

44  
45 The RI Board has adopted the *RI Privacy Statement*. The District governor  
46 shall abide by that statement in all District affairs and activities.

1        Collection and Use of Personal Membership Data

2        As part of its effort to assist clubs and facilitate communication with Rotarians,  
3        District 5300 may collect personal information about Rotary club members to  
4        be used solely for the purpose of conducting the following core business  
5        activities:

6        A. Billing

7        B. Supporting The Rotary Foundation

8        C. Identifying prospective candidates for presidential and Foundation  
9        appointments to conferences, RI and The Rotary Foundation  
10       committees, task forces, and other assignments

11       D. Tracking membership trends, developing membership characteristics,  
12       producing demographic analysis, and supporting membership retention

13       E. Identifying Rotarians who have specific language and/or professional skills

14       F. Providing information and updates to District chairs and others involved in  
15       programs and service projects

16       G. Providing guidance to clubs and the District in their public relations efforts

17       H. Facilitating the District conference and other event planning

18  
19       **Article 28    District Directory**

20  
21       The District shall have a District directory published each year.

22  
23       A. Contents

24       At a minimum it will include:

25       1) Rotary International Information

26       Paul Harris/Founder, RI President and President-elect, club and  
27       District support resources

28       2) District 5300 Information

29       District Governor, District office, District Leadership Plan, District map,  
30       goals of the Rotary year, information on the DGE, DGN, listing of past  
31       District governors, District officers and committees

32       3) Individual Club Information Pages

33       4) Roster of Rotarians' Contact Information

34  
35       B. Cost and Availability

36       The cost of the District directory shall be included in budget.

37       The District Directory may be printed or available online on the District  
38       website. If printed, the District directory is distributed at the District  
39       assembly to incoming club presidents and District and club leadership.

40  
41       C. Privacy

42       The District directory cannot be used as a commercial mailing list, and  
43       Rotary club members should take care to make sure it is not possible for  
44       anyone else to use it for this purpose.

1  
2 **Article 29 Mediation and Arbitration Guidelines**

3  
4 The District operates in compliance with RI Bylaws Article 24.

5  
6 A. Conflicts of Interest

7 If a member of a Rotary club in District 5300 has an interest in a  
8 proposed transaction with District 5300 in the form of any personal  
9 financial interest in the transaction or in any organization involved in  
10 the transaction, or holds a position of trustee, director, or officer in  
11 any such organization, he or she must make full disclosure on the  
12 *Potential Conflict of Interest Statement* of such interest to the District  
13 governor as soon as possible.

14  
15 Rotary does not seek, nor shall it accept, any preferential treatment  
16 that is not consistent with the terms, conditions or prices available to  
17 other organizations or enterprises.

18  
19 B. Contracts and Agreements

20 The District governor has the authority to bind the District to legal  
21 contracts and agreements as may be necessary and appropriate in  
22 conducting the administration or business of the District. Such agreements  
23 shall come before the Board of Governors in advance for review and input.

24  
25 All agreements that bind the District shall be reviewed annually.

26  
27 **Article 30 District Staff**

28  
29 The District shall have no employees.

30 **Article 31 District Office**

31  
32 A. Location

33 The central office of the District shall be known as the District Office. The  
34 location of the District Office shall be within the boundaries of District  
35 5300.

36  
37 B. Administrative Services

38 The District currently contracts for two services under agreement: a part-  
39 time District administrator and part-time District bookkeeper. Both shall be  
40 considered independent contractors and not employees of the District.  
41 Under the terms of the agreement, the performance of said professional  
42 services are reviewed annually in the spring by a committee of three that  
43 shall include the District governor and District governor-elect. Pending  
44 satisfactory performance, the agreement may be extended for a period of  
45 one year. Changes to the agreement – scope of work, hourly pay rate as

1 examples – must be made in writing and agreed upon by both parties.

2  
3 The District administrator reports directly to the District governor. The  
4 bookkeeper reports directly to the District treasurer.

5  
6 **Article 32 Youth Protection Policy**

7  
8 A. Youth Protection Policy

9 District 5300 has a comprehensive *Youth Protection Policy*, certified by  
10 Rotary International in 2007.

11  
12 B. Statement of Conduct for Working with Youth

13 Rotary International strives to create and maintain a safe environment for  
14 all youth who participate in Rotary activities. To the best of their abilities,  
15 Rotarians, Rotarians' partners, and other volunteers must safeguard the  
16 young people they come into contact with and protect them from physical,  
17 sexual, and emotional abuse. Any Rotarian or volunteer under the  
18 auspices of the District who accompanies youth on overnight activities or  
19 houses youth as part of the Rotary Youth Exchange Program must  
20 successfully complete on an annual basis the District's Youth Protection  
21 Training Program and provide necessary information for a background  
22 check.

23  
24 C. Sexual Abuse and Harassment Prevention

25 All Rotarians, volunteers, clubs and districts should follow the *Statement*  
26 *of Conduct for Working with Youth* and RI guidelines for abuse and  
27 harassment prevention established by the General Secretary. The District  
28 5300 accepts certification of training and background compliance checks  
29 from other districts.

30  
31 D. The District governor shall appoint a Youth Protection Compliance Officer  
32 who shall oversee the implementation of these policies.

33  
34 **Article 33 Publications and Electronic Communications**

35  
36 A. District Newsletter

37 A Governor's newsletter shall be published on line for the benefit of  
38 District Rotarians and others. It shall be posted on or before the first week  
39 of each month.

40  
41 According to RI Manual of Procedure the Governor must supervise all  
42 aspects of publication to ensure the publications' editorial content is in  
43 harmony with RI policy.

44  
45 In addition to District and club news, the District newsletter shall contain  
46 information about RI, The Rotary Foundation and material, if requested, by  
47 the RI President.

1  
2 **B. Internet and Electronic Communications**

3 The District shall maintain a website as the primary electronic means of  
4 direct communication with the Rotarians in District 5300. The District  
5 website is: www.district5300.org.  
6

7 The District's webmaster shall have responsibility for the regular updating  
8 of material on the website and for the accuracy of the material presented.  
9

10 The District website at a minimum shall include:

- 11 1) Governor's Monthly Newsletter
- 12 2) Past Issues of the Governor's Newsletter
- 13 3) District Calendar
- 14 4) Forms for Download
- 15 5) Promotion of Upcoming District Events and Activities
- 16 6) Registration for District Events and Activities
- 17 7) Links to Rotary International and other Rotary Websites as Appropriate
- 18 8) Annual Strategic Plan – Governor's District Goals
- 19 9) Information on The Rotary Foundation
- 20 10) Resources for Clubs

21  
22 **Article 34 General Finance Provisions**

23  
24 **A. Financial Responsibility**

25 The primary responsibility of leadership is to ensure the organization is  
26 accountable for its programs and finances to its members, contributors,  
27 the public and government regulators.  
28

29 The District Treasurer shall be responsible to the District Governor for  
30 maintaining all financial records of the District.  
31

32 The District Bookkeeper shall be responsible to the District Treasurer.  
33

34 No single person shall be responsible for receiving, recording and  
35 depositing funds.  
36

37 No single person shall be permitted request, authorize, verify and record  
38 expenditures.  
39

40 **B. Financial Statements**

41 The Treasurer is to provide quarterly financial statements for the Budget  
42 and Finance Committee on a cash basis with a comparison to budget.  
43

44 The Treasurer prepares monthly financial statements for the DG, DGE,  
45 DGN, and the Budget and Finance Committee to review.  
46

1 All financial statements will be on an accrual basis and in compliance with  
2 GAAP (Generally Accepted Accounting Procedures.)

3

4 The District treasurer shall be responsible for all required government tax  
5 filings in a timely manner.

6

7 Recordkeeping of all financial statements, reports and tax returns, and  
8 critical correspondence shall be kept in accordance with state and federal  
9 laws.

10 C. Audits and Budgets

11 1) District Reviewed Financial Statements and Tax Return

12 The Rotary District 5300 treasurer annually prepares financial  
13 statements on accrual accounting basis in accordance with Generally  
14 Accepted Accounting Principles in the United States of America.

15

16 2) Authority to Exceed Budget

17

18 3) Capital Expenditures

19 All fixed asset additions must be approved by the Budget and Finance  
20 Committee either in the original fiscal year budget, or subsequently by  
21 Budget and Finance Committee as an amendment to the budget. A  
22 capital expenditure shall be defined as any equipment, vehicle, or  
23 other purchase in excess of \$500.

24

25 4) Internal Audit System: The Appointment and Evaluation of the  
26 Independent Reviewer

27 A review is performed by the treasurer of the district governor-nominee  
28 by October of the year completed which is then presented at the  
29 District conference the following spring. The District reviewer is the  
30 treasurer who will take office 2 years in the future.

31 D. Expense and Reimbursement Process

32 1) The person requesting a check prepares the *Check Request Form* and  
33 sends it to his immediate supervisor, which is usually a committee  
34 chair or someone on the Executive Council.

35 2) Check requests are sent to the District governor for approval.

36 3) The governor faxes the *Check Request Form* (numbered in sequential  
37 order for control purposes) and the back-up to the bookkeeper to  
38 prepare the check and record it in the financial software system.

39 4) The check and relevant backup is mailed to the treasurer for review  
40 and signature and mailing.

41 5) Checks in excess of \$2500 are sent to the District governor for his/hers  
42 and a second signature.

43 6) The chairperson of the Budget and Finance Committee shall also be a  
44 check signer in an emergency or when the governor is not available.

1 E. Investments - General Operating Account

2 All District moneys shall be deposited in one or more bank accounts in the  
3 name of District 5300, Rotary International.

4  
5 1. Investment Policy Statement – District General Operating Account.

6 The Budget and Finance Committee shall establish a *District general*  
7 *operation account.*

- 8 a. The investment objective shall be both safety of principal and  
9 liquidity.  
10 b. Acceptable investments will include FDIC-insured accounts and  
11 bank-quality instruments that do not exceed 90 days.  
12 c. The District’s operating account balance is not to exceed one-half  
13 of the current annual approved budget.

14  
15 2) Investment Policy Statement -- District General Reserve Fund

16 The District Budget and Finance Committee shall establish a *District*  
17 *general reserve fund.*

- 18 a. The investment objective shall be both safety of principal,  
19 liquidity and current Income  
20 b. Acceptable investments will include FDIC-insured accounts  
21 and bank-quality instruments with maturities that do not  
22 exceed 18 months.  
23 c. The District’s general reserve fund balance is not to exceed  
24 one-third of the current annual approved budget.

25  
26 F. Revenues

27 1) Per Capita Dues

28 On the basis of the proposed budget, the District Budget and Finance  
29 Committee shall recommend the amount of the per capita levy of the  
30 clubs of District 5300. The Governor-elect shall present the budget to a  
31 meeting of incoming Club Presidents at the District Assembly for final  
32 approval by  $\frac{3}{4}$  of those incoming presidents present and voting.

33  
34 The District administrator bills all the clubs semi-annually for dues  
35 using a billing invoice. The billing dates are July 1 and January 1  
36 based on the number of members contained on the latest RI Semi-  
37 Annual Report (SAR). A “past due notice” of the balance due is sent  
38 30 days after the original invoice to those clubs that have not yet paid.

39  
40 2) Program Fees, Contest Fees, Training Fees, Registrations Fees

41 Fees for contests, camps, competitions, meetings, training and any  
42 other activity of the District shall be set in advance by the committee  
43 chair in consultation with the District governor-elect in advance of  
44 budget preparation for the upcoming Rotary year. The annual budget is  
45 based on revenue and expenditures from said activities.

1 Certain programs shall make every effort to be self-sufficient – such  
2 that the revenue derived from the activity in fees or registration, meet  
3 or exceed anticipated expenditures.

4 **Article 35 Risk Management and Insurance**

5  
6 General comprehensive liability insurance for Districts and clubs is provided by  
7 Rotary International (RI Manual of Procedure).

8  
9 In addition, District 5300 carries directors and officers liability insurance,  
10 renewable each calendar year on January 1.

11  
12 Special event insurance shall be required and secured for those special activities  
13 of the District that are not covered under the RI umbrella policy to minimize risk  
14 and exposure.

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