

ROTARY INTERNATIONAL - DISTRICT 5220
POLICIES AND PROCEDURES
EFFECTIVE JULY 1, 2006

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

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

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

I. HOW ESTABLISHED

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

1) The Rotary International 2004 Manual of Procedures states:

“A district is a geographical area in which Rotary clubs are combined for RI administrative purposes. The activities and organization of a Rotary district shall exist solely to help the individual Rotary club advance the Object of Rotary and should not diminish services provided by Rotary clubs and individual Rotarians on the local level.”

2) The Rotary International Code of Policies (February 2005) states:

“All districts are required to develop and adopt a District Leadership Plan (DLP) in conformity with sections 17.020.1.-17.020.6 of the Rotary Code of Policies.

II. OFFICE AND RECORDS

A. The District office shall be at such location as the Governor shall elect. Official files of the District shall be kept and maintained at said office. The Governor shall pass such files, records, and any District owned properties to his/her successor at the close of his/her term of office.

III. DISTRICT CONFERENCE

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

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

C. CONFERENCE VOTING - Votes shall be cast on any resolutions presented at the Conference in accordance with guidelines set forth in the RI MOP. Procedures for presenting resolutions for action at the District Conference for District 5220 are set forth in this policy manual.

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IV. LEADERSHIP PLAN

A. Prior to assuming office on July 1st, the incoming Governor, (DGE), shall appoint the following committees to assist him/her in the administration of the District. The committees may be formed as sub-committees as necessary for administrative efficiency. ADG areas are defined from time to time by action at the District Conference. New clubs will be assigned to an area according to the area map in effect at the time of the club's chartering and shall be added to the Policy Manual under direction of the District Governor without requiring action at a District Conference. The Administrative committee, the ADGs, all committee chairs and anyone else designated by the DG will make up the District Cabinet and shall meet quarterly as directed by the DG for the purpose of reporting on the activities within the District and to discuss items of concern to the District.

Administrative

Secretary

District Conference Secretary

Attendance Secretary

Treasurer

Aide

Assistant District Governors

Area 1 – Galt, Lodi

Area 2 – Stockton

Area 3 – Angels Murphy,
Angels Camp, Arnold, West

Calaveras

Area 4 – Lathrop Sunrise,

Manteca, Ripon, Tracy

Area 5 – Dos Palos, Gustine,

Los Banos, Newman, Patterson

Area 6 – Modesto

Area 7 – Escalon Sunrise,
Oakdale, Riverbank, Salida

Area 8 – Atwater, Livingston,
Merced

Area 9 – Mariposa, Oakhurst,
Yosemite

Area 10 – Chowchilla, Madera

Area 11 – Groveland, Sonora,
Twain Harte

Area 12 – Ceres, Turlock

Advisory (PDGs)

Resolutions

Budget and Finance

Rotary International Foundation

Nominating (for District Governor)

Resources

Advance Group Study Exchange
Committee (GSE)

RYLA - Camp Royal Oversight

Long Range Planning

District Conference Site Selection

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

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

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

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V. DISTRICT FINANCES

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

B. BUDGET AND FINANCE COMMITTEE

1) A Budget and Finance Committee shall be named by the District Governor-Elect (DGE) to assist him/her in preparing a budget based on anticipated revenues and expenditures for his/her year as District Governor (DG). This committee will also provide oversight with respect to all financial matters for the District. The DGE shall select from among its members one member to serve as District Treasurer and one member to serve as chairman.

2) The District Budget and Finance Committee shall consist of eight (8) voting Rotarians from clubs in the District, not more than three (3) members shall be past District Governors (including the immediate past District Governor) plus the District Governor Elect, the District Governor Nominee (DGN), the District Treasurer, and two (2) members-at-large. The District Governor Nominee shall serve as secretary for the committee.

C. BUDGET PREPARATION

1) The DGE shall meet with the committee, the DG and the DGN before the District Assembly and propose a budget for the coming year. The budget shall be established for the District in a manner consistent with the way the budget is established for Rotary International. The proposed budget for the District shall not contain budgeted expenses that exceed total anticipated revenue unless prior surplus funds are allocated. The DG, with the approval of the Budget and Finance Committee, may revise the budget for his/her year at any time, provided that anticipated total expenses shall not exceed total anticipated revenue and surplus allocations.

2) The DGE and the DGN shall each provide a proposed budget for his/her year in office to be included in the District budget.

a. The District budget shall include amounts to provide for necessary expenses of the DGE. These budget items shall provide for stationary and other expenses necessary to prepare for his/her year as DG in addition to the reasonable and necessary expenses of attending such meetings as the Rotary International Assembly, the Rotary Zone Institute and the Rotary International Convention, and shall be for preparing and conducting the District Assembly prior to his/her year as serving as DG.

b. The District budget shall include amounts to provide for necessary expenses of the DGN. These budget items shall provide for stationery, business cards, postage, etc. and to begin preparation for the year in which he/she will serve.

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3) APPROVAL OF BUDGET - The DGE's proposed budget, as approved by the Budget & Finance Committee shall be printed and distributed to the presidents-elect of the clubs at least 30 days prior to the District Assembly. The proposed budget shall be presented for discussion and approval by a majority vote at a meeting of the presidents-elect at the District Assembly. Once approved by the Presidents-Elect, the budget shall be considered adopted and shall become the official budget for the ensuing Rotary year.

D. STATEMENT OF DISTRICT FINANCES

1) The governor must provide an annual statement of the District finances in accordance with RI guidelines.

2) A financial report including financial statements prepared in accordance with generally accepted accounting principles and comparing actual results to budgeted amounts shall be presented to the Budget and Finance Committee at its regular meetings. A financial report shall be made on the same basis no less than quarterly to the District Cabinet, preferably at District Cabinet meetings. The DG, along with the Budget and Finance Committee and District Treasurer shall submit financial statements to all members of the Cabinet, relating the financial State of the District to the budget within sixty (60) days following the end of the DGs term of office. The Budget and Finance Committee shall submit financial statements to each club within ninety (90) days following the close of the Rotary year.

E. EXPENDITURE OF DISTRICT FUNDS

1) Upon approval of the District's budget by the presidents-elect and the Budget and Finance Committee, the DGE shall provide the District Treasurer with a copy of the approved District budget.

2) The Budget and Finance Committee, in conjunction with the DG and District Treasurer, shall develop an expense reimbursement request form upon which requests for expenditures other than bills received directly by the Treasurer from vendors shall be submitted. Approval by the appropriate committee chairman is required unless the DG approves the expenditure in place of the committee chairman. The requests for approval of expenditures should be submitted to the DG, District Treasurer, or Chairman of the Budget and Finance Committee and receive concurrent approval of at least two members of this group.

3) The District Treasurer shall pay only those expenditures approved by the DG or in his/her absence, the Budget and Finance Committee Chairman.

4) Expenditure of District funds shall require documentation and/or notations:

- a. An invoice or similar document to support the expense to be paid.
- b. Budget allocation to be charged.
- c. Number of check used for invoice payment.
- d. Date of invoice payment.
- e. Approvals as required by District policy

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- 5) Requests for previously unbudgeted funds (including amounts in excess of budgeted amounts) shall be submitted to the District Governor or Budget and Finance Committee Chairman. A majority of the Budget and Finance Committee must approve disbursement of such funds. Approval shall only be made upon completion of any necessary adjustments by the Budget and Finance Committee to insure a balanced budget and the adequacy of District funds. Should the recipient of any unbudgeted funds be a member of the Budget and Finance Committee or have approval authority for such unbudgeted funds, he/she shall refrain from voting or offering approval of such unbudgeted request.
- 6) Expenditures that are not included in the budget or have not been approved as outlined in these sections shall not be paid and will become the personal expense of the person who initiated the expenditure
- 7) District expenditures for the purpose of travel to the District Conference, Zone Institute, International Convention, International Assembly, PETS or any other such meeting of Rotary by the DG, the DGE or the DGN shall be limited to those funds allocated in the District Budget for such purposes. (The amount budgeted should be designed to cover major expenses but the amount finally budgeted is the maximum that can be expended without approval of the Budget and Finance Committee as specified above). The payment of unbudgeted funds for travel by the designated District officers may be made only if prior approval has been received from the District Budget and Finance Committee and the necessary adjustments to the budget to cover such expenses have been made.

F. CUSTODY OF FUNDS

- 1) All receipts related to Rotary District 5220 activities are to be deposited in a Rotary District 5220 account.
- 2) All disbursements of Rotary District funds shall be made by check or electronic transfer from the appropriate Rotary District 5220 account. Wire transfers are to be authorized by the signatures of two people who are authorized to sign checks on the account unless the transfer is to another District 5220 account in which case no signature is required. Any person(s) authorized to make electronic transfers between accounts shall be designated by the Budget and Finance Committee.
- 3) All District accounts shall be under the control of the District Treasurer.
- 4) The District shall maintain an Unrestricted Reserve of not less than \$25,000. This is intended to be an emergency reserve. The determination of what constitutes an emergency will be made by the Budget and Finance Committee under the guideline that it involves properly authorized expenditures for which anticipated revenues are not realized through circumstances beyond the District's control. Any reserves accumulated from annual revenues exceeding annual expenses may be budgeted or used for unbudgeted expenses by an affirmative vote of at least five members of the Budget and Finance Committee.
- 5) Rotary District 5220 accounts shall require two signatures. The persons authorized to sign on District bank accounts shall be the DG, the District Treasurer, the District Budget and Finance Committee Chairman and the District Secretary.

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6) All funds received by the DG from Rotary International shall become a part of the District budget from which the budgeted expenses of the District Governor shall be paid. Funds derived from any source of revenue whose purpose is to support the programs of the District shall become a part of the District budget and appropriately recorded in the accounting of the District

7) Checks made out directly to the Rotary Foundation or other agencies are not considered a part of the District general fund and do not come under the provision of this section on the District Budget. Amounts received in other forms but intended for the Rotary Foundation or other agencies, shall be promptly remitted to the intended recipient and, similarly will not become part of the District Budget.

8) Restricted funds may not be used to support general fund expenditures. Designated funds (e.g. dues received, net of applicable expenses, in current and prior years for Camp Royal) may not be used for any purpose not necessary for maintaining those items. Any cumulative positive balance may be used to offset a current year deficit at the discretion of the Budget and Finance Committee. Cumulative deficits in these funds may be offset by allocations from general funds or by projected surpluses at the discretion of the Budget and Finance Committee.

VI. PER CAPITA CONTRIBUTIONS

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

B. REPORTING - As of the first day of July and the first day of January of each year, each club in the District shall certify to the DG, the District Treasurer and the District Attendance Secretary the total number of members subject to per capita dues on such date. This certification shall be executed by transmitting to the DG, the District Treasurer and Attendance Secretary a copy of the semi-annual report as transmitted to Rotary International for the same period.

C. PAYMENT - On the first day of July and on the first day of January of each calendar year, dues shall be due and payable from each club of the District, the amount being established by District policy.

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D. PER CAPITA DUES

1) An annual per capita contribution of \$50.00 per member shall be paid by each club in the District. The funds shall be distributed in the budget as follows:

- a. \$17.00 shall be designated and set aside for the use of Camp Royal (RYLA).
- b. \$ 2.00 shall be designated and set aside for the purchase of district-wide insurance. In the event that the insurance premium is in excess of the \$2.00, the clubs of District 5220 agree to pay an additional premium as properly invoiced by the District.
- c. \$ 4.00 shall be designated and set aside for use in publishing a newsletter and in providing for other forms of communications of District information.
- d. \$ 6.00 shall be designated and set aside for the use in funding the District Conference programs, in lieu of a registration fee.
- e. \$21.00 shall be designated to the general fund of the District for purposes that include, but are not limited to:

- i Paying the expenses of the DGs stationery, printing and other administrative expenses beyond the monies allocated to the District for such expenses by Rotary International, but not to exceed the amount set forth in the budget. Paying additional expenses for travel of the DG and spouse/domestic partner and the DGE and spouse/domestic partner to certain events to the extent that these expenses are not reimbursed by Rotary International. Such events shall include the District Assembly, the District Conference, Northern California PETS, the Safari, the Zone Institute, the International Assembly and the International Convention.

- ii Paying the expenses of conducting District affairs such as, but not limited to the District Conference, the District Assembly any other District functions and general District operating expenses.

VII. STANDING COMMITTEES

A. RESOLUTIONS

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

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

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

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B. ROTARY INTERNATIONAL FOUNDATION

- 1) The DGE shall name a Rotary Foundation committee whose responsibility it will be to encourage participation by all clubs in the District in the work of the Foundation.
- 2) The Chairman of the committee will be a past Governor who resides in the District, or a Rotarian experienced in the work of the Foundation.
- 3) The committee shall be divided into subcommittees in accordance with the current Rotary International Manual of Procedure. Each sub-committee shall have a chairman and no less than two additional members to be appointed by the DGE.

C. NOMINATING (for DISTRICT GOVERNOR)

- 1) The District Nominating committee shall be appointed each year by the District Governor. The committee shall be composed of eight (8) past Club Presidents and four (4) Past District Governors one of whom is the immediate PDG. In addition, the District Governor shall select two (2) at large alternate committee members to serve in the absence of a member of the committee.
 - a) The immediate Past District Governor shall be appointed Chairman of the Nominating Committee.
 - b) The District Governor elect will be invited to be a non-voting guest.
 - c) A quorum of the committee members shall be present to cast a ballot for Governor nomination.
- 2) There shall not be more than one (1) committee member from each area within the District as designated from time to time.
 - a. Committee members shall be appointed to serve for one (1) Rotary year. No Rotarians shall serve two (2) consecutive years on the committee.
 - b. Committee members shall be active Rotarians having served as club president and served on club and/or District committees the previous two (2) years.
 - c. Alternate at large members shall consist of one (1) Past District Governor and One (1) Past President. At large members may be selected from any "area" within the District. There shall not be more than two (2) alternate Rotarian and committee members appointed during a Rotary year from the same "area".
- 3) Voting of the committee shall be by secret ballot.
- 4) When the committee has selected the Governor Nominee Designate the procedure thereafter shall be as prescribed in the RI Manual of Procedure.

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5) Selection of Governor-Nominee - The District shall select a nominee for governor not more than 30 months, but not less than 24 months, prior to the day of taking office. The board shall have authority to extend the date under this section for good and sufficient reason. The nominee will be elected at the RI Convention held immediately preceding the year in which such nominee is to be trained at the International Assembly. Nominees so elected shall serve a one-year term as governor-elect and assume office on 1 July in the calendar year following election.

6) The DGE shall set the second Saturday in May in his/her year of service as the date not less than 24 months, prior to the date under paragraph 5, above, on which the District Nominating Committee shall meet to select the District Governor Nominee. The DGE shall select a place in the center of the District for the meeting to be held.

D. RESOURCES

1) The District Resource Committee shall be appointed by the DGE and may consist of one or more Rotarians who reside in the District.

2) The District Resource Committee shall administer and house all District equipment and materials, acquire new equipment and materials, and replace dated video/film, printed materials, flags and banners.

E. ADVANCE GROUP STUDENT EXCHANGE

1) An Advance District Group Study Exchange Committee shall be named by the Governor to select a Rotary International District, in another country, to receive our District GSE Team and to send their GSE Team to our District at the same time and place set by the Governor for the District Conference.

a. The Advance Group Study Exchange Committee shall consist of three (3) past District Governors who reside in the District, the District Foundation Chairman, the DGN and the current Group Study Exchange Sub-Committee Chairman. A past District Governor shall serve as chairman of the committee.

b. The District Advance Group Study Exchange Committee shall select a Rotary International District three (3) years in advance of the current Rotary year.

F. RYLA - CAMP ROYAL OVERSIGHT

1) District 5220 is strongly supportive of the Rotary Youth Leadership Awards Program (RYLA) and is committed to fund and sponsor the program (known as Camp Royal in District 5220).

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

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G. LONG RANGE PLANNING

1) The DGE in consultation with the DG shall appoint a maximum of three (3) Past District Governors and a minimum of three (3) immediate or Past Club Presidents representing different areas and club sizes in the District.

a. Each appointment shall be for a period of three (3) years, except, the first year appointments shall be staggered to provide continuity.

b. The District Governor, the District Governor Elect, the District Governor nominee, District Secretary, and District Treasurer shall serve during their term of office on the District Long Range Planning Committee.

H. DISTRICT CONFERENCE SITE SELECTION

1) The Governor Elect in consultation with the Governor and immediate Past District Governor shall appoint members to the District Conference Site Selection Planning Committee consisting of a Chairman, a minimum of two (2) past District Governors and three (3) Rotarians all with experience serving on a Conference Committee.

a. Each appointment shall be for a period of three (3) years except, the first year appointments shall be staggered to provide continuity.

b. The District Governor, the District Governor Elect, the District Governor Nominee shall serve during their term of office on the District Conference site Selection Committee.

I. ADVISORY (PDG)

1) The DGE shall appoint an Advisory Committee to aid him/her during his/her year in office. The committee shall consist of a minimum of five (5) past Governors of District 5220 who reside within the boundaries of the district.

a. The purpose of the committee is to advise the Governor on policy matters affecting the District and to assist the Governor in any way possible when called upon to do so.

b. The DG shall serve as presiding officer at all the meetings of this committee.

c. The DG may invite the District Secretary to all the meetings of this committee. The Governor may instruct the District Secretary to record, and keep in a safe place, all actions of the committee.

d. All Past District Governors not selected by the Governor to serve on the committee shall be deemed to be "Honorary" members of the committee and shall be invited to attend the annual meeting of the committee which shall be held at the District Conference. "Suggestions to District Governor" shall at this time be given to the DGE.

VIII. MODIFICATIONS OR ADDITIONS TO DISTRICT POLICIES

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

1) On or before a date fixed by the Governor, and being at least seventy-five (75) days prior to the annual District Conference, the Governor, or Governor-Elect, any past Governor of District 5220 who resides within the District, any president or club secretary, may propose a resolution, in writing, and direct it to the Governor.

2) On or before forty five (45) days prior to the annual District Conference, the Governor shall forward all resolutions which propose a change or modification in the policy manual, and initiated according to the manual, to the District Resolutions Committee.

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

4) At a time and place during the District Conference, designated by the Governor, each resolution proposing a policy change or modification shall be presented by the Chairman for discussion and recommendation for Conference action.

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

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