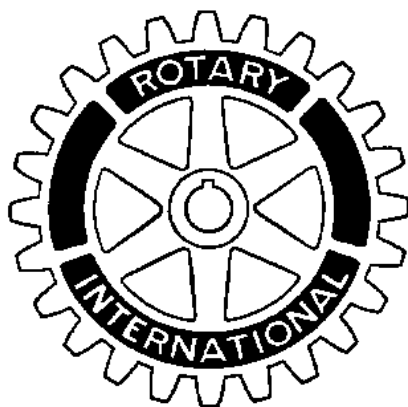


District 5300, Rotary International

CODE OF POLICIES AND MANUAL OF PROCEDURE



Containing Decisions through August 26, 2016

1 **District 5300, Rotary International**

2

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

4

5

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

7

8 These are the policies and procedures of District 5300, Rotary International. They are a compendium
9 of the decisions of past and present district governors and include current operating structure and
10 processes. The purpose of this document is to place the policies and procedures of the district, which
11 are currently in effect, into an integrated and comprehensive volume with the topics arranged in
12 logical order and with consistent language. The existence of such a document will make it easier for
13 the district governor and those charged with the responsibility to administer the policies or implement
14 the procedures to be familiar with those currently in force, regardless of the dates of their adoption.

15

16 Modifications or additions to the policies and procedures in this manual shall be by declaration of the
17 district governor. The district governor may propose the declaration to the board of directors for its
18 review and input prior to making the final modification or addition to the district policies. Procedures
19 may be changed at any time upon the direction or approval of the district governor.

20

21 **A. Definition of Policy**

22 Policies are a course of action decided upon by a group of individuals. Typically these guide
23 future decision making until such time as policy is amended or repealed. Policies are those
24 decisions meant to be long-lasting and act as guidelines for making future decisions that are
25 predictable and consistent with past decisions. Policies are of four types:

26

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

35 **B. Rules of Construction**

36 All general provisions, terms, phrases and expressions contained in this *Code of Policies and*
37 *Manual of Procedure* (herein referred to as the *Code*) are to be construed in a manner that
38 allows for the implementation of policies. Words and phrases are to be taken in their plain or
39 usual sense, but technical words and phrases having a particular or appropriate meaning in
40 law or in the constitutional documents are to be understood according to their technical import.
41 As used in this *Code*, the words “shall,” “is,” and “are” are mandatory, and the words “may” and
42 “should” are permissive.

43

44 **C. Relationship to the Constitutional Documents**

1 This *Code* is supplemental to the *Rotary International Code of Policy* and the Rotary
2 International *Manual of Procedure*, and should be construed in harmony with them and
3 consistent with District 5300's *Bylaws*. In the event of a conflict between the provisions of the
4 constitutional documents and the provisions of this *Code*, the RI constitutional documents take
5 precedence and thereby require modifications of the conflicting provisions of the *Code*.
6

7 D. Amendments

8 Modifications or additions to the policies in this *Code* shall be by declaration of the district
9 governor. The district governor may seek the input of the district board of directors prior to
10 making modifications or additions to the *Code*.
11

12
13 **Article 2 District Administration**

14
15 A. Mission Statement

- 16 1) The mission statement of District 5300, Rotary International is:
17 "District 5300 exists to support the clubs with activities that help them become more
18 effective - encouraging membership growth, conducting relevant service projects,
19 developing leaders and supporting the Rotary Foundation."
20 2) The mission statement shall be reviewed annually by the district governor.
21

22 B. Strategic Plan

- 23 1) District 5300 shall create and have in place an annual District Strategic Plan developed by
24 the governor-elect, in consultation with his/her key leadership that is presented to the board
25 of directors for review and input in advance of the start of the Rotary year.
26 2) The plan shall include for the coming Rotary year district goals that are specific,
27 measurable, and attainable. Such goals will be presented to the presidents-elect at PETS
28 or at the district training assembly, and posted on the district website.
29
30

31 **Article 3 District Leadership Plan**

32
33 District 5300 shall have a District Leadership Plan which conforms to with requirements of RI. The
34 District Leadership Plan at a minimum shall have the following elements:
35

36 A. Organizational Structure

- 37 The district's organizational structure uses:
38 1) Common terminology such as titles of assistant governor, district trainer, district
39 committees;
40 2) Defined responsibilities and duties for each; and a
41 3) District committee structure that ensures a continuity of leadership.
42

43 B. Reflection of RI Club Leadership Plan

44 This organization structure shall reflect the RI Club Leadership Plan's five areas of emphasis:

- 45 1) Administration
46 2) Membership

- 1 3) Public Relations
- 2 4) Service Projects
- 3 5) The Rotary Foundation
- 4
- 5

6 **Article 4 District Appointments**

7

8 The governor-elect should have in place appointments to serve terms of varying length by February
9 of the year prior to his/her Rotary year as district governor, to allow for training, a smooth transition
10 process, and continuity of district operations.

11
12 Each governor may as he/she sees fit add or delete for the efficient operation of the organization any
13 number of positions to the district leadership and administration, or change titles or job responsibilities
14 and authorities. Those district committees as recommended by RI should remain in place from year to
15 year.

16
17 A. District Leadership Appointments

18 Current operations of the district, reflected in the District Leadership Plan have the following
19 key positions to be filled:

- 20
- 21 1) District Governor-elect
- 22 2) District Governor-nominee
- 23 3) Executive Aide
- 24 4) Executive Assistant Governors
- 25 5) Assistant Governors
- 26 6) District Trainer
- 27 7) District Rotary Foundation Chair
- 28 8) District Membership Chair
- 29 9) District Public Relations Chair
- 30 10) District Administration Committee Chair
- 31 11) District Service Projects Chair
- 32 12) Youth Services
- 33 13) International Service
- 34 14) Community Service
- 35

36 B. District Standing Committee Appointments

37 The district governor-elect shall appoint a chair to the following standing committees if active,
38 and ensure a committee structure is in place as appropriate for training and continuity of
39 leadership, as well as district geographic and other representation.

- 40
- 41 1) Board of Director Member-at-Large
- 42 2) Strategic Planning Committee
- 43 3) Executive Council
- 44 4) Budget and Finance Committee
- 45 5) District Governor Nominating Committee
- 46 6) Resolutions Committee

- 1 7) District 5300 Charitable Foundation Board of Directors
- 2 8) Club Extension Committee
- 3 9) Presidents' Advance Committee
- 4 10) Awards Committee
- 5 11) District Training Assembly Committee
- 6 12) District Conference Committee
- 7 13) Rotary Foundation Annual Program Fund Giving Committee
- 8 14) Rotary Foundation Permanent Fund Giving Committee
- 9 15) Paul Harris Society Committee
- 10 16) Vocational Training Teams (Group Study Exchange) Committee
- 11 17) Global Scholar Committee
- 12 18) World Peace Scholars Committee
- 13 19) Global Grants Committee
- 14 20) District Grants Committee
- 15 21) District Scholarship Committee
- 16 22) Youth Exchange Committee
- 17 23) District Vision Facilitation Committee
- 18 24) RYLA Committee
- 19 25) Interact Symposium Committee
- 20 26) Teen Leadership Camp Committee
- 21 27) Rotaract Committee
- 22 28) Interact, Kideract Committee
- 23 29) Four-Way Speech Contest Committee
- 24 30) Dan Stover Memorial Music Scholarship Competition Committee
- 25 31) Hensel Ethics Essay Contest Committee
- 26 32) Youth Protection Compliance Committee
- 27 33) Law Enforcement Officer
- 28 34) Family of Rotary Committee
- 29 35) PolioPlus Committee
- 30 36) Home Building in Mexico (SuperBuild) Committee
- 31 37) Rotarians-at-Work Committee
- 32 38) Peace Conference Committee
- 33 39) District Training Committee
- 34 40) PRLS Committee
- 35 41) BODTS Committee
- 36 42) Water Projects Committee
- 37 43) Literacy Committee
- 38 44) Youth Entrepreneurship Education Committee
- 39 45) Rotary Alumni Committee
- 40 46) Open World Committee

41

42 **C. Additional Appointments**

43 In addition, appointments to these individual positions are made by the district governor-elect:

- 44
- 45 1) Quartermaster
- 46 2) District Governor's Newsletter Publisher

- 3) District Directory Publisher
- 4) District Secretary/Attendance Secretary
- 5) District Treasurer
- 6) District Webmaster
- 7) District Registrar
- 8) District Trainer
- 9) District Representative to the Rose Parade Float Committee
- 10) District Protocol Officer
- 11) PDG Advisors
- 12) District Legal Advisor
- 13) Press Information Officer

Article 5 Executive Council

A. Role

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

B. Composition

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

- 1) District Governor (serves as the Chair)
- 2) District Governor-elect
- 3) District Governor-nominee
- 4) District Governor-nominee-designate
- 5) Immediate Past District Governor
- 6) Executive Aide to the Governor
- 7) Executive Assistant Governors
- 8) Public Relations Chair
- 9) Membership Chair
- 10) District Foundation Chair
- 11) Administration Chair
- 12) Communications Chair
- 13) Service Projects Chair
- 14) District Treasurer

The district governor has the authority to add or delete spots from the make-up of the Executive Council as he/she sees fit.

C. Duties

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

1 **Article 6 Board of Directors**

2
3 A. Role

4 The Board of Directors serves in an advisory capacity to the seated district governor and, as
5 set forth in the district *Bylaws*, conducts the long and short-range strategic planning for the
6 district.
7

8 B. Composition

9 The Board is composed of seven persons:

- 10
11 1) District Governor
12 2) District Governor-elect
13 3) District Governor-nominee
14 4) The three most recent Past District Governors
15 5) A Past District Governor Member-at-Large (in a non-voting capacity)
16

17 Once a district governor-nominee-designate has been selected, he/she joins the Board. The
18 most senior voting past district governor serves as the chairperson for a full Rotary year.
19 He/she is responsible for chairing the meetings; setting the date, time and place of the
20 meetings; and preparing the meeting agendas with input from the members.
21

22 C. Duties

23 The Board of Directors shall meet no less than quarterly but as often as needed. At each
24 meeting there shall be a printed agenda and minutes taken. Sets of agendas and meeting
25 minutes are kept for a period of three years plus the current year.as district documents at the
26 district office. The district governor-nominee shall serve as the secretary.
27
28

29 **Article 7 District Budget and Finance Committee**

30
31 B. Role

32 The role of the District Budget and Finance Committee is to offer input during the development
33 of the district's proposed budget, review financial reports of income and expenditures, and
34 advise the governor and governor-elect concerning finances of the district.
35

36 C. Composition

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

- 38
39 1) Three Past District Governors of District 5300 who are active members of clubs in District
40 5300
41 2) The District Governor
42 3) District Governor-elect
43 4) District Governor-nominee
44 5) The District Governor-nominee-designate
45 6) District Treasurers appointed by the District Governor and the District Governor-elect
46

1 Past district governors are appointed by the district's governor-elect and serve three year
2 terms on a staggered basis. The district governor-elect shall appoint one of the past district
3 governors as chair of the committee for a one year term. This term may be extended by the
4 invitation of subsequent governors-elect for a term of not more than three years.
5

6 **B. Duties**

- 7 1) The District Budget and Finance Committee shall meet quarterly or at the request of the
8 district governor.
- 9 2) The Committee will offer input to the budget development process.
- 10 3) The proposed district budget of estimated incomes and expenses shall be distributed to all
11 clubs at least one month prior to PETS or the district training assembly.
- 12 4) The district governor-elect shall present the proposed district budget to a meeting of the
13 club presidents-elect at PETS or the District training assembly for final approval of three-
14 quarters (3/4) of those incoming presidents present and voting. As an alternate the budget
15 may be approved at the district conference by a majority of the electors present and voting.
- 16 5) On the basis of the proposed budget, the District Budget and Finance Committee shall
17 recommend the amount of the per capita levy of the clubs of District 5300.
- 18 6) The district treasurer shall submit a quarterly financial report of income and expenditures
19 against the adopted budget to the Budget and Finance Committee and to any club
20 requesting a copy of the report.
- 21 7) The district bookkeeper shall report to the district treasurer who has the responsibility of
22 review of the work conducted by the bookkeeper for accuracy. Monthly reports from the
23 bookkeeper shall be submitted with his/her invoicing for services. A copy of these reports,
24 or a complied quarterly report, shall be presented to the Budget and Finance Committee.
- 25 8) The District Budget and Finance Committee shall work from a written agenda, and minutes
26 of each regular meeting shall be taken and approved. A copy of all agendas, minutes, and
27 reports shall be kept in the district office for three years plus the current year.
- 28 9) The district governor shall consult with the Budget and Finance Committee concerning any
29 unusual financial conditions which might arise during the term of his district governor's
30 administration, and if necessary, amend the approved budget.
- 31 10) The District Budget and Finance Committee shall perform any special duties relating to
32 district finances which the district governor may find necessary for the proper administration
33 of the district, including the administration of reserves.
- 34 11) Other non-budgeted expenses which the district governor may, at his/her discretion, feel
35 are in the best interest of the district, should be presented to the Budget and Finance
36 Committee for discussion and advice.

37
38 **C. Reserves**

- 39 1) It shall be the policy of the district to keep funds in an interest bearing account, as well as in
40 sound investments.
- 41 2) At no time shall the district reserves, defined as unallocated, unexpended amount in
42 savings, be at an amount greater than 1/3 of the adopted budget on July 1. Should such an
43 amount be greater than 1/3 of the adopted budget, the district governor, in consultation with
44 the Budget and Finance Committee, shall determine how best to expend or invest said
45 overage.

- 1 3) A request for use of reserve funds by the district governor shall be reviewed and approved
2 by the Budget and Finance Committee.
3
4

5 **Article 8 Extension of Rotary and New Clubs**
6

7 District 5300 shall in all circumstances follow the requirements as defined in the *RI Manual of*
8 *Procedure* in regards to the extension of Rotary to new Rotary clubs. To further the growth of Rotary,
9 the governor-elect shall appoint a Club Extension Committee.
10

11 The governor should also follow the procedural protocols and best practices established by RI for the
12 organizing new clubs as detailed in the document *Organizing New Clubs, A Guide for District*
13 *Governors and Special Representative*.
14

15 Before approving any request to form a new club in any area of the district, the district governor
16 should work with the extension committee:

- 17 • to determine a new club’s viability and its impact on neighboring clubs,
- 18 • in the appointment of the special representative,
- 19 • to conduct the *New Club Survey*, and
- 20 • in the selection of sponsor club(s).
21

22
23 **Article 9 Governor’s Duties and Responsibilities**
24

25 The status, qualifications, responsibilities, selection, and duties of the district governor, district
26 governor-elect and district governor-nominee are outlined in the *RI Manual of Procedures*.
27

28 The “Code of Ethics” under which district governors preside is clearly defined in the *RI Manual of*
29 *Procedure*.
30

31 **A. Governor’s Expenses**

32 As enumerated in the *RI Manual of Procedure*, RI provides each governor with an allocation to
33 reimburse him/her for reasonable and necessary expenses associated with carrying out the
34 governor’s duties and responsibilities within the district including those mandated duties
35 performed as governor-elect. In addition to expenses that may be covered by RI, districts are
36 urged to financially support the governor and governor-elect in the performance of the
37 responsibilities of their offices as required by RI.
38

39 District funds therefore shall be allocated with the intention of subsidizing the costs
40 associated with the position of district governor, governor-elect, governor-nominee, and
41 governor-nominee-designee so the most qualified and interested Rotarians are not,
42 because of financial burden, discouraged from becoming district leaders.
43

- 44 1) District funds therefore shall be available to meet the expenses of the district governor in
45 accordance with the “DG Expense Guide” in the *RI District Governor’s Manual*. Such
46 expenses include: travel, hotel, mileage meals, postage, lodging, telephone, FAX, internet

1 access, mobile phone account, stationery, printing, and other administrative expenses
2 beyond the moneys allocated to the district governor for such purposes by Rotary
3 International, but not to exceed an amount approved in the budget.

- 4 2) The amount shall be determined as a line item in the approved budget as recommended by
5 the Budget and Finance Committee, and voted on by the presidents-elect of the Rotary
6 clubs in the district at the district training assembly or PETS or the electors at the district
7 conference; and shall be paid on a reimbursement basis, once the reimbursement form is
8 submitted with appropriate back-up materials.

9
10 B. Expenses of the District Governor-Elect, the District Governor-Nominee, and District Governor-
11 Nominee-Designee

- 12 1) Because it is in the best interest of the district that incoming governors be familiar with the
13 clubs and leaders of the district, it is the practice of the district to reimburse the DGE, DGN,
14 and DGND for expenses related to their positions such that they are able to visit and
15 communicate with clubs and district Rotarians, and attend various district, zone, and RI
16 meetings, programs and activities. The district governor-elect will develop three line items
17 in the budget to help defray the expenses for the DGE, DGN, and DGND as recommended
18 by the Budget and Finance Committee. Such expenses shall mirror "DG Expense Guide" in
19 the RI *District Governor's Manual* and be reasonable in the preparation for the role of
20 governor. Once the reimbursement form is submitted with appropriate back-up materials,
21 expenses shall be paid on a reimbursement basis, and must not represent those
22 reimbursed by Rotary International.
- 23 2) The currently budgeted amounts are \$7,500 for DGEs and \$5,000 for DGNs, and \$2,000
24 for DGNDs.
- 25 3) In no case shall the amount set aside to subsidize the out-of-pocket expenses of the DGE
26 or the DGN or the DGNDs be greater than that of the district governor.

27
28 C. Programs, Activities and Meetings

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

41
42 D. Zone and International Meetings

- 43 1) Separate from DG, DGE, DGN, and DGND expense accounts, district funds shall be
44 budgeted to offset the costs for registration, transportation, meals and lodging for the
45 district governor, governor-elect, and governor-nominee to attend zone and Rotary
46 International training meetings such as GNATS, GETS, the Governors' Seminar, the Rotary

1 Zone Institute, zone seminars and the Rotary International Convention. The district shall
2 reimburse expenses beyond those covered by RI for the governor-elect to attend the
3 International Assembly.

- 4 2) Such zone and international meetings shall be indicated as line items in the approved
5 budget.
- 6 3) At no time can the district governor or governor-elect be reimbursed for expenses
7 associated with attendance at Zone or international events if they have already been, or
8 expect to be, reimbursed by Rotary International as an allowable expense.
- 9 4) The district shall not reimburse expenses related to international travel for items such as
10 participation in fellowship exchanges, National Immunization Day programs, Rotaplast
11 missions, International RI Peace conferences, or other highly worthy but activities non-
12 essential to the role of governor.

13 14 E. Travel and Mileage Reimbursement

- 15 1) The district will apply the same RI reimbursement rate for mileage costs for DG, DGE,
16 DGN, and DGND. Such travel expenses will be documented in accordance with RI
17 acceptable procedures.
- 18 2) A budget line item shall exist to reimburse executive assistant governors and assistant
19 governors for actual and necessary mileage expense to attend district meetings or trainings
20 whenever said travel exceeds 100 miles round trip at the request of and pre-approved by
21 the district governor.

22 23 F. Partner Expenses

24 The district believes in the significant value of the support of district leaders' partners. It is the
25 policy of the district therefore to pay DG's, DGE's, DGN's and DGND's partners' appropriate
26 expenses associated with the attendance at the meetings, functions and events enumerated in
27 this article.

28 29 G. PDG Expenses

30 In the development of the District Budget, an account shall be established; the sole purpose of
31 which shall be to pay expenses of past district governors incurred in the attendance at
32 mandatory meetings such as PETS, the Board of Directors, or such committees as are part of
33 their required responsibility as a past district governor. Such expenses will be covered include
34 reasonable travel and/or lodging reimbursement and shall be reimbursed as per district
35 procedures.

36 37 38 **Article 10 District Records and Files**

39
40 The district governor will develop and maintain district files and documents. As per the district *Bylaws*
41 at the conclusion of the district governor's term of office, he/she shall transfer either all pertinent files,
42 not held in the district office, to the incoming district governor. Such documents include:

- 43
44 • Copies of relevant reports and correspondence the district governor made to Rotary
45 International and The Rotary Foundation (e.g. Share Fund Report, notifications of
46 boundary changes, etc.)

- District financial reports
- Copies of the district directory
- Monthly newsletters
- Major contracts and agreements (e.g. conference, training assembly, advance, and training venues, youth camp venues.)
- The agendas and minutes of Board of Directors' meetings
- The agendas and minutes of Budget and Finance Committee meetings
- The agenda and minutes of the District 5300 Foundation meetings
- Annual financial report of the District 5300 Foundation
- Articles of Incorporation
- Current copy of the District's *Code of Policies and Manual of Procedures*
- Current copy of the *District By-laws*
- Minutes of the Annual Meeting
- Current copy of the *Youth Protection Policy*
- Current copy of the *Handbook of Protocol*
- Insurance policies
- Parent permission forms for youth overnight district programs (RYLA, TLC, etc.) until minors reach the age of 18.
- Adopted District resolutions other than those of congratulatory or commendatory nature.

Article 11 Governor-elect

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

In District 5300 the governor-elect participates as a member of the Board of Directors, the Executive Council, and the Budget and Finance Committee.

Article 12 Governor-Nominee

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

In District 5300 the Governor-nominee participates as a member of the Board of Directors, the Executive Council, and the Budget and Finance Committee. Once selected, the district governor-

1 nominee-designate shall be invited as a voting member of these committees.
2
3

4 **Article 13 Vice-Governor**

5
6 A vice-governor shall be selected by the Nominating Committee to replace the governor in case of
7 temporary or permanent inability to continue in the performance of the governor’s duties. It is
8 recommended that this individual be selected from the recent past district governors who have served
9 within the last five years. The position carries no responsibilities and receives no remuneration. The
10 vice-governor may attend meetings but has no vote unless serving as an actual committee member.
11
12

13 **Article 14 Assistant Governors**

14
15 As a part of the District Leadership Plan, a district governor shall appoint qualified, responsible,
16 knowledgeable Rotarians to serve as assistant governors for the purpose of assisting the governor
17 with administration, communication, and the support of District Rotary clubs. Such Rotarians shall
18 have completed a year as president of a Rotary club.
19

20 The criteria for selection of assistant governors and their role and responsibilities are outlined in the
21 *RI Manual of Procedure*.
22

23 In District 5300, we additionally have executive assistant governors, to whom a number of assistant
24 governors report. These individuals will have previously served as assistant governors.
25

26 Annually, assistant governor training is provided, and may be done in conjunction with the District
27 Team Training Seminar for incoming officers, committee chairs and leaders of the district.
28
29

30 **Article 15 Advisory Council of Past District Governors**

31
32 A. Role

33 To inform past district leadership of district and Rotary International goals and activities, and
34 progress made toward their accomplishment. This council as requested serves as an advisory
35 forum to the governor and governor-elect.
36

37 B. Composition

38 The Advisory Council of Past District Governors (informally known as “The Tarnished Brass”)
39 shall consist of the district governor, the district governor-elect, the district governor-nominee,
40 the district governor-nominee-designate, and past district governors. Past district governors
41 include those who held office in District 5300 or who now reside within the district. Widows,
42 widowers, spouses, and significant others of the Advisory Council of Past District Governors
43 are invited to meetings at the discretion of the sitting governor. Expenses are generally borne
44 by the participants.
45

46 C. Duties

1 The district governor may call a Council meeting of all past District governors at any time
2 he/she feels it is appropriate. The chair will be the past district governor who is three years out
3 of office. The time and location of the meetings shall be left to the governor's discretion.
4 Traditionally there are two council meetings each year, one of which follows the International
5 Assembly.
6
7

8 **Article 16 District Resolutions Committee**

9
10 A. Role

11 The District Resolutions Committee oversees the preparation, publishing, distribution, and
12 balloting of resolutions which may come before the clubs in the district.
13

14 B. Composition

15 The District Resolutions Committee shall consist of a chair appointed by the district
16 governor. When a resolution or district voting situation arises, the chair shall select two past
17 district governors (with the approval of the district governor) to serve on the
18 committee. Members of the committee must be active members in good standing of Rotary
19 clubs in District 5300.
20

21 C. Duties

- 22 1) The Resolutions Committee shall assure that the resolutions of District 5300 are in
23 conformity with the *Constitution* and *Bylaws* of Rotary International.
- 24 2) At least 45 days prior to the District Conference the Committee shall distribute to all clubs
25 of District 5300 all proposed resolutions other than those of congratulatory or
26 commendatory nature.
- 27 3) It shall conduct such balloting at the District Conference business meeting as may be
28 required.
- 29 4) It shall maintain two copies of district resolutions in their currently effective form; one such
30 copy to be retained by the chair of the committee and one in the files of the district office.
31
32

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

34
35 The RI *Manual of Procedure* indicates the governor shall appoint a district trainer annually to have
36 responsibility for the District Training Committee and its activities. The qualifications, duties and
37 responsibilities are defined in the RI *Manual of Procedure*.
38

39 The district governor as he/she sees fit may expand the duties and responsibilities of the Committee
40 to the benefit of the district.
41

42 A. Role

43 The district trainer has a role in organizing, marketing and implementing the following activities
44 as described in the RI "Cycle of Leadership Training" that are held at the district level:
45

- 46 1) PETS – President Elect Training Seminar

- 2) District Team Training Seminar
- 3) District Training Assembly
- 4) District Leadership Seminar
- 5) District Membership Seminar –assisting the Membership Chair(s)
- 6) District Foundation Seminar – assisting the Rotary Foundation Chair
- 7) Assistant Governor Training
- 8) PRLS – Potential Rotary Leadership Seminars
- 9) Club-level leadership training
- 10) Club Visioning Facilitation

B. Scheduling

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

Article 18 District Training

A. Presidents-Elect Training Seminars (PETS)

District 5300 participates with the other five Rotary districts in southern California and Nevada in planning and implementing the Southern California-Nevada Presidents-elect Training Seminar for the purposes described in the RI *Manual of Procedure*.

The immediate past district governor automatically assumes the role of board member on the Southern California-Nevada PETS, Inc. Board of Directors and will have a particular assignment made by the chair. In addition, the district governor shall nominate a past district governor for a three year term on the PETS' Board.

The district governor-elect shall oversee the implementation of all pre-PETS training activities including those presented by the PETS Committee: PREP (President's Readiness Education Program.) He/she is also encouraged to hold Pre-PETS meetings with his incoming club presidents.

The district trainer may or may not have a role in training incoming club president as determined by the governor-elect.

As indicated in the standard *Rotary Club Constitution*, Article 10, Section 5(c), "The presidents-elect shall attend the district presidents-elect training seminar and the district training assembly unless excused by the governor-elect."

This multi-district PETS is held generally in late February after the governor-elect training at the International Assembly.

B. District Team Training Seminar

The purpose of the District Team Training Seminar is to prepare incoming executive assistant governors, assistant governors, committee chairs and those in key leadership positions for

1 their role in the upcoming Rotary year, and to give the governor-elect the opportunity to
2 motivate and build his/her district leadership team in support of the clubs.

3
4 The district trainer shall plan and implement the District Team Training Seminar in consultation
5 with the governor-elect with the assistance of the District Training Committee members.
6

7 District Team Training Seminar is generally held in March after PETS.
8

9 C. District Training Assembly

10 The district governor-elect shall convene a District Training Assembly for the purpose of
11 training incoming club presidents and club leaders for their roles.
12

13 The date, time, location, content, format, topics, and costs shall be determined by the
14 governor-elect and the District Training Assembly chair. The district trainer shall assist in the
15 planning and implementation of the training assembly.
16

17 As indicated in the standard *Rotary Club Constitution*, Article 10, Section 5(c), "The presidents-
18 elect shall attend the district presidents-elect training seminar and the district training assembly
19 unless excused by the governor-elect."
20

21 This one day seminar is typically held in April.
22

23 D. District Leadership Seminar

24 The purpose of the District Leadership Seminar is to develop leaders within the district who
25 have the knowledge, skills, abilities, and motivation to serve beyond the club level.
26

27 The RI *Manual of Procedure* indicates the District Leadership Seminar will be held immediately
28 prior to or following the district conference.
29

30 Participation is open to club presidents and others who have served in leadership roles in their
31 clubs.
32

33 The date, time, location, content, format, topics, and costs shall be determined by the district
34 governor and the district trainer.
35

36 The District Leadership Seminar is generally held in May or June in conjunction with the district
37 conference, and is planned and implemented by the District Training Committee.
38

39 E. District Membership Seminar

40 The purpose of this half or one day seminar, according to the RI *Manual of Procedure*, is to
41 develop club and district leaders who have the necessary knowledge, skills and motivation to
42 support the clubs in sustaining and increasing the membership base.
43

44 The district membership chair(s) shall have the responsibility of planning and implementing
45 such a seminar.
46

1 The district trainer and the District Training Committee shall assist the district membership
2 chair in the planning, implementation, and evaluation of the seminar. This assistance may
3 include but not be limited to: use of technology, site logistics, and marketing.

4
5 A minimal cost per person shall be charged, with said cost being determined to cover
6 expenses.

7
8 The Membership Seminar may be held in two locations, early in the Rotary year.

9
10 F. District Rotary Foundation Seminar

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

16
17 The District Foundation chair shall have the responsibility of planning and implementing
18 such a seminar.

19
20 The district trainer and the District Training Committee shall assist the District Foundation
21 chair in the planning, implementation, and evaluation of the seminar. This assistance may
22 include but not be limited to: use of technology, site logistics, and marketing.

23
24 A minimal cost per person shall be charged, with said cost being determined to cover
25 expenses.

26
27 The Rotary Foundation Seminar may be held in two locations, early in the Rotary year.

28
29 G. District Public Relations Seminar

30 The district public relations chair will hold a District Public Relations Seminar for the
31 purpose of educating club members to the importance and methods of enhancing public
32 relations and community awareness of Rotary programs and activities.

33
34 The district public relations chair shall have the responsibility of planning and
35 implementing such a seminar.

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

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

44
45 Public Relations Seminar may be held in two locations early in the Rotary year.

46
47 H. PRLS – Potential Rotary Leadership Seminar

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

5
6 The district PRLS chair shall have the responsibility of planning and implementing such a
7 seminar.

8
9 The district trainer and the District Training Committee shall assist the PRLS chair in the
10 planning, implementation, and evaluation of the seminar. This assistance may include but
11 not be limited to: use of technology, site logistics, and marketing.

12
13 A minimal cost per person shall be charged, with said cost being determined to cover
14 expenses.

15
16 PRLS may be held in two locations.

17
18 I. Leadership Academies

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

22
23 The District 5300 Leadership Academies consists of various topic-specific trainings determined
24 by the district governor designed to meet the needs of the district and include transferable
25 skills to the Rotarians' professional lives. They may include, but are not limited to the following:

- 26 • Public Speaking
- 27 • Vision Facilitation
- 28 • Stewardship
- 29 • Mediation
- 30 • Team Building
- 31 • Training Skills
- 32 • Multi-Media Presentations
- 33 • Project Management

34
35 The District Leadership Academy chair shall have the responsibility of planning and
36 implementing such academies. With input from the governor, the District Training Committee
37 will identify the number, length of time, and locations of academies for the year. All academies
38 will be posted on the District 5300 website.

39
40 The district trainer and the District Training Committee shall assist the Leadership
41 Academy chair in the planning, implementation, and evaluation of each academy. This
42 assistance may include but not be limited to: use of technology, site logistics, and
43 marketing.

44
45 A minimal cost per person shall be charged, with said cost being determined to cover
46 expenses.

1
2 J. Board of Directors Training Seminar (BODTS)

3 The purpose of the Board of Directors Training Seminar (BODTS) is to train members of
4 Rotary clubs' board of directors in their roles and responsibilities in club governance.
5

6 With support from Rotary International and District 5300, it is the responsibility of the Rotary
7 club president to ensure the proper training of his/her board of directors. The support/training
8 provided by the District shall be consistent with the Rotary International leadership
9 development training cycle.

10
11 The seminar will include such topics as:

- 12 • Who are the stakeholders that the Rotary board of directors represent
- 13 • The difference between policy governance and personality governance
- 14 • An appreciation of strategic long-term planning versus year-to-year program-oriented short-
15 term thinking
- 16 • An understanding of *Roberts Rules of Order* and how they are utilized to manage board of
17 directors' meetings
- 18 • A knowledge of the defining documents (club charter, club constitution, club bylaws, club
19 code of policies, club procedure manual)
- 20 • The inherent conflict of interest created by a board of directors composed of a committee-
21 of-committee chairs
- 22 • Budget creation as a key policy making activity of the board of directors

23
24 The district BODTS chair shall have the responsibility of planning and implementing these
25 seminars.
26

27 The district trainer and the District Training Committee shall assist the BODTS chair in the
28 planning, implementation, and evaluation of the seminars. This assistance may include
29 but not be limited to: use of technology, site logistics, and marketing.
30

31 A minimal cost per person shall be charged, with said cost being determined to cover
32 expenses.
33

34 BODTS will be held in two locations each year.
35

36 K. Additional District Leadership Training

37 The district trainer may hold additional district leadership training seminars or meetings at the
38 direction of the district governor.
39
40

41 **Article 19 District Vision Facilitation Committee**

42
43 A. Role

44 The district shall have a Vision Facilitation Committee whose role it is to work with Rotary clubs
45 facilitating a 'visioning' process, as a part of club strategic planning.
46

1 B. Composition

2 The Vision Facilitation Committee chair shall be appointed by the district governor and serve
3 for one year. The chair works as the coordinator, selecting vision facilitators from a team of
4 trained, experienced and skilled Rotarians, and communicates with the clubs, on all
5 arrangements for facility, equipment, materials. The committee should consist of not less than
6 12 facilitators/team members and the chair. The committee should be representative of each of
7 the geographic regions of the district.
8

9 C. Duties

10 The Vision Facilitation Committee is a resource for Rotary clubs, conducting aspects of
11 strategic planning, guiding clubs to greater effectiveness. The committee conducts the vision
12 facilitation process by invitation of the clubs. It follows the guidelines, mission, vision, and
13 philosophy of the Rotary International Vision Facilitation Committee.
14
15

16 **Article 20 District Conferences**

17
18 The RI *Manual of Procedure* states that the governor must annually convene a district conference at
19 a time and place agreeable to the club presidents.

20 Requirements and recommendations for a conference are listed in the RI *Manual of Procedure*.
21

22 A. Purpose

23 The purpose of a district conference is to further the *Objects of Rotary*
24 through fellowship, inspirational addresses, and the discussion of matters related to the affairs of
25 the clubs and the district. The conference should showcase successful club and district
26 programs, encouraging interaction and dialogue.
27

28 B. District Conference Committee

29 A District Conference Committee of not less than six persons shall meet regularly in the year
30 preceding the district conference. The chairperson of the District Conference Committee shall
31 be appointed by the district governor for the year of the conference.
32

33 C. Scheduling, Location, and Program

34 The location, date, format, program, and activities of the district conference are determined
35 each year by the District Conference Committee under the direction of the district governor.
36
37

38 **Article 21 Membership Development Committee**

39
40 A. Role

41 To assist clubs with increasing and retaining membership.
42

43 B. Composition

44 The Membership Development Committee shall consist of at least three members. Each
45 member shall be appointed for a term of three years on a staggered basis to permit a new

1 appointment each year. The District governor-elect shall appoint a single or joint Membership
2 Committee Chair to meet the needs of the clubs.

3
4 C. Duties

- 5 1) Under the leadership of the district membership chair(s), the Membership Development
6 Committee shall plan and implement the membership seminar, present a workshop at the
7 district training assembly, and if called upon preside at the membership plenary session at
8 the district conference.
9 2) The Committee shall serve as a resource to clubs in the district to assist them with
10 recruitment and retention of members.
11 3) The Committee shall follow-up on RI referrals.

12
13
14 **Article 22 District Public Relations Committee**

15
16 A. Role

17 To assist clubs and the district in public relations efforts to bring about Rotary community
18 awareness.

19
20 B. Composition

21 The Public Relations Committee shall consist of at least three members. Each member shall
22 be appointed for a term of three years on a staggered basis to permit a new appointment each
23 year. The district governor-elect shall appoint a Public Relations Committee Chair.

24
25 C. Duties

- 26 1) Under the leadership of the public relations chair, the Public Relations Committee shall plan
27 and implement the public relations seminar, present a workshop at the district training
28 assembly, and if called upon preside at the public relations plenary session at the district
29 conference.
30 2) The Committee shall serve as a resource to the district governor to assist him/her with
31 district-wide public relations efforts.
32 3) The Committee shall serve as a resource to Rotary clubs in the district to assist them with
33 marketing strategies of club activities to their community.
34 4) The Committee shall research and assist clubs in applying for grants and accessing local
35 resources.

36
37
38 **Article 23 District Rotary Foundation Committee**

39
40 A. Role:

41 District Rotary Foundation Committee is a group of experienced and dedicated Rotarians who
42 assist the governor in educating and motivating Rotarians to participate in the programs of The
43 Rotary Foundation and in the fund-raising efforts of the district. The Committee serves as the
44 liaison between The Rotary Foundation and the clubs. The district governor serves as an ex-
45 officio member of the committee.

1 B. Purpose

2 The duties and responsibilities of the District Rotary Foundation Committee are those stated in
3 the RI District Rotary Foundation Committee Manual including but not limited to:

- 4 1) Conducting and participation in a district Rotary Foundation Seminar.
- 5 2) Assist the district Rotary Foundation chair when conducting training at PETS and the
6 district training assembly.
- 7 3) Participate in the decision-making process for allocation of district designated funds (DDF).

8
9 C. Composition: DRFC Members and Sub-Committees

- 10 1) District Rotary Foundation chair is appointed for a three-year term to ensure continuity of
11 leadership. The DRFC must have significant knowledge of, commitment to, and experience
12 with Rotary Foundation activities and if possible, should be filled by a past district governor.
13 Under the leadership of the governor, the DRFC works with sub-committees to plan,
14 coordinate and implement all the district TRF activities as outlined in the *District Rotary*
15 *Foundation Committee Manual*.
- 16 2) At a minimum, the following sub-committees are recommended, with committee chairs
17 appointed by the district governor-elect for a one-year term:
18 Global Scholars
19 Rotary World Peace Fellowships
20 District Scholars
21 Vocational Training Teams (Group Study Exchange)
22 Global Grants
23 District Grants
24 Rotary Foundation Alumni
25 Polio Plus
26 Annual Program Fund Giving
27 Permanent Fund Giving
28 Audit/Assessment Committee
- 29 3) In addition District 5300 has established a Paul Harris Society, with a committee chair
30 appointed to encourage the pledge of multi-year giving of \$1000 annually to the TRF
31 Annual Fund.
- 32 4) The district governor may at his/her discretion add such additional sub-committees as
33 appropriate in support of the educational or humanitarian programs of The Rotary
34 Foundation or as recommended by The Rotary Foundation.

35
36
37 **Article 24 District Governor Nominating Committee**

38
39 A. Role

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

42
43 B. Composition

- 44 1) The District's Nominating Committee shall consist of twelve members, each of whom
45 is a current member in good standing of a Rotary club in District 5300. The members
46 shall be appointed by the governor-elect and shall consist of three past district

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

- 6 2) The chair of the Nominating Committee shall be appointed by the governor-elect and shall
7 be one of the three (3) past district governors on the committee. The chair must have been
8 a member on an earlier nominating committee. The chair shall be an active voting member
9 of the committee, and should there be an unresolved tie vote, he/she will cast an additional
10 vote to break the tie.
- 11 3) The Committee shall reflect the make-up of the Rotary clubs in District 5300 to ensure
12 equitable participation by small and large clubs, established and new clubs, California and
13 Nevada clubs, and other factors as may be considered worthy.

14
15 C. Duties

- 16 1) The Nominating Committee shall have the task of seeking qualified candidates and asking
17 clubs to submit nominations of qualified Rotarians.
- 18 2) In-person interviews shall be scheduled by the chair in the month of January.
- 19 3) The Committee shall select a nominee for governor.
- 20 4) The Committee shall select a vice-governor from among the available past district
21 governors to replace the governor case of temporary or permanent inability to continue in
22 the performance of the governor's duties.
- 23 5) If requested by the district governor, every three years the Committee may be charged with
24 the responsibility of the selection of the district representative to the Rotary International
25 Council on Legislation

26
27 D. Conduct of Meetings

28 In order to assure fair and impartial selection of the DGND, the following practices should be
29 implemented:

- 30 1) The names of the Committee members and alternates will be anonymous until after the
31 selection.
- 32 2) The names of the candidates will not be publicized.
- 33 3) Only the Committee members and the alternates will be present during the interviews,
34 discussion, and balloting.
- 35 4) A master list of questions will be developed by the Committee prior to the interviews and
36 asked of each candidate. The Committee may ask clarifying questions related to these
37 questions as necessary.
- 38 5) Interviews, discussions, and balloting results are confidential.
- 39 6) Though not required, an effort should be made by the chair to reach final consensus.
- 40 7) No alternate or runner-up will be identified or selected.
- 41 8) The chair will notify each candidate of his/her status as soon as the chair has notified the
42 selected DGND candidate and has received his/her acceptance.
- 43 9) The chair will keep and pass on an official binder of the meeting's proceedings to the next
44 chair. This will include the names of the Committee members and alternates, the names of
45 the candidates, and the questions asked.
- 46

1
2 **Article 25 Structured Programs – Rotary International**

3 District 5300 sponsors several structured programs of Rotary International.

4
5 A. Interact Clubs

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

9
10 Club membership varies greatly. Clubs can be single gender or mixed, large or small. They
11 can draw from the student body of a single school or from two or more schools in the same
12 community.

13
14 Each year, Interact clubs complete at least two community service projects, one of which
15 furthers international understanding and goodwill. Through these efforts, Interactors develop a
16 network of friendships with local and overseas clubs and learn the importance of:

- 17
18 (1) Developing leadership skills and personal integrity
19 (2) Demonstrating helpfulness and respect for others
20 (3) Understanding the value of individual responsibility and hard work
21 (4) Advancing international understanding and goodwill

22
23 It is the responsibility of the sponsoring Rotary club to establish the proper chartering with
24 Rotary International and District 5300 and to annually report officers to Rotary International.
25 This ensures club activities will be covered by Rotary International's insurance policy for the
26 United States (international activities are not covered by this policy).

27
28 The district should maintain and update annually a listing of all chartered and operating
29 Interact clubs within District 5300 and their sponsoring Rotary clubs.

30
31 B. Rotaract

32 District 5300 shall encourage individual Rotary clubs to sponsor Rotaract clubs throughout the
33 district. Rotaract clubs are either community based or university based. This Rotary-
34 sponsored service club for young men and women ages 18 to 30 are self-governing and self-
35 supporting. Rotaract clubs shall follow the guidelines set forth by Rotary International.

36
37 C. Rotary Youth Leadership Awards (RYLA)

38 District 5300 will conduct a RYLA Program every Rotary year. The RYLA chairman and
39 committee members will follow the guidelines of the *RYLA Leaders' Manual* in the
40 implementation of this program. Additions or enhancements will be included in the annual
41 updating of the manual by the chairman and approved by the district governor. Non-qualified
42 children of Rotarian participants are not permitted to participate or be on site without the
43 explicit permission of the district governor.

1 RYLA will present a proposed budget to the district governor-elect for review and approval
2 prior to the adoption of a budget at the District training assembly. RYLA expenses will be fully
3 covered by the participation fees charged the clubs.
4

5 **D. Youth Exchange**

6 The District International Youth Exchange Committee shall consist of at least three (3)
7 members. Three members of this committee shall be appointed for a term of three (3) years,
8 staggered in the first year to permit one new appointment each year. District 5300 will
9 participate in youth exchange through the multi-district exchange program called Rotary YES
10 (Youth Exchange Services).
11

12 The district governor-elect shall appoint a Youth Exchange Officer, who serves as the
13 chairperson of the committee, represents the District to YES, and may serve no more than
14 three (3) consecutive years in that position.
15

16 The district shall follow the recommended guidelines outlined in the RI *Youth Exchange*
17 *Crisis Management Media Plan*.
18

19 The district shall abide by the requirements and conditions of a *Youth Sexual Harassment*
20 *Protection Policy* as outlined in Article 32.
21
22

23 **Article 26 Structured Programs – District 5300**

24
25 In addition to the structured programs of Rotary International that District 5300 plans and implements,
26 the district has some unique programs offered to the clubs for multi-club participation.
27

28 **A. Teen Leadership Camp (TLC)**

29 The Teen Leadership Camp (TLC) is a spin-off program from the Rotary Youth Leadership
30 Program (RYLA) and designed for 8th grade students. Approximately 30 Rotarians directly
31 participate in the planning and implementation of the TLC program, and an additional 50
32 Rotarians are involved in the offsite activities related to the program.
33

34 Policies regarding the eligibility and selection of student participants continue to evolve. Among
35 those policies are that participants must be 8th grade students, no older than 14-years-old and
36 no younger than 12-years-old. The TLC Committee allocates participants' slots on the basis of
37 half male and half female. The facilitators are selected from the previous year's RYLA
38 participants. The Committee encourages the participation of current and former Rotary Youth
39 Exchange students.
40

41 The district governor-elect annually selects a chairperson, who then selects members of a
42 working committee. The Committee, working with the district governor and/or his appointed
43 leadership, selects a venue, plans the activities in support of the program goals and objectives,
44 promotes participation in the program at the club level, and conducts such other activities as
45 necessary. Non-qualified children of Rotarian participants are not permitted to participate or be
46 on site without the explicit permission of the district governor.

1
2 The program is self-supporting, and fees are determined each year and included in the district
3 budget with balanced income and expenditure. Clubs wishing to send students submit their
4 application forms with a fee for each student.
5

6 Goals of Teen Leadership Camp:

- 7 1) Develop an understanding of Rotary among the young participants while utilizing Rotarians
8 as role models.
9 2) Provide an opportunity for RYLA alumni to practice their leadership skills as they serve as
10 small group facilitators.
11 3) Recognize participants' efforts, accomplishments, skills, and potential leadership qualities.
12 4) Develop leadership skills of young participants with emphasis on:
13 Self- confidence and self-esteem
14 Personal responsibility as a basis of leading others
15 Ethics of positive leadership
16 Group dynamics and peer pressure
17

18 B. Earlyact

19 District 5300 established Earlyact clubs patterned after Rotary International's Interact clubs for
20 high school and junior high school-aged students. Earlyact clubs' membership is made up of
21 elementary school-aged children. Clubs meet weekly or bi-weekly on school grounds, as
22 determined by the membership. Clubs are sponsored by Rotary clubs who provide support and
23 guidance. Each club typically has a faculty advisor or school support.
24

25 Goals of Earlyact clubs are similar to Interact clubs but at a more understandable basic level,
26 and may include:

- 27 1) An introduction to and understanding of service and its benefits
28 2) Fundraising for school, local community and international causes
29 3) Fostering a sense of service through development of projects
30 4) Developing knowledge of Rotary
31 5) Developing communication and leadership skills
32 6) Building friendships
33

34 The running of a club meeting may be patterned after a Rotary club meeting including the
35 *Pledge of Allegiance*, singing a patriotic song, and recitation of *The Four-Way Test*. Speakers
36 may be a part of the meeting, and/or plans for projects may be discussed. Officers are
37 selected/elected annually.
38

39 Currently, Earlyact clubs are not official programs of Rotary International, and the activities of
40 the clubs are not covered by insurance, as a Rotary club's or Interact club's might be.
41 Therefore, it is the policy of the district to have all club activities take place on campus, and
42 limit the liability to the school or the sponsoring Rotary club.
43

44 The district should keep a listing of all Earlyact clubs on file as well as sponsoring Rotary
45 clubs, updated annually.
46

1 As of July 1, 2010, because of the Rotary's increasing the age range of Interact clubs to
2 include students to the age of 12, it is recommended that Mideract clubs be changed to
3 Interact clubs and registered as such with the district and Rotary International.
4

5 C. Multi-District Interact Symposium

6 The Interact Symposium is currently a three-day leadership training camp designed for Interact
7 club members, their faculty advisors and Rotary club liaisons, and others designated by the
8 district governor. It is hosted by participating six southern California/Nevada Rotary districts.
9 The district governor each year selects a chairperson that represents District 5300 on the
10 multi-district committee. Non-qualified children of Rotarian participants are not permitted to
11 participate or be on site without the explicit permission of the district governor.
12

13 The program is self-supporting. A budget with a recommendation of cost per student is
14 submitted to the district governor of the host district. Rotary clubs sponsor participants and
15 submit applications with established fees.
16

17 The purpose of Interact Symposium is to provide participating Interact club leaders, club
18 faculty advisors, Rotary liaisons and other Rotary club members with valuable information and
19 training that will enable them to build and maintain successful Interact and other Rotary youth
20 clubs. To achieve this purpose, the Symposium is organized around three primary
21 components: speakers, workshops, and fellowship.
22

23 Keynote speakers from Rotary International, the private sector, and/or the participating Rotary
24 districts will address the symposium participants on topics of interest to high school students.
25 The speaker's topics will reflect the international nature of the programs of Rotary.
26

27 Symposium participants will attend workshops that address the following key points:
28

- 29 1) Membership development and retention
- 30 2) Meeting management skills and the board of directors responsibilities
- 31 3) Team building
- 32 4) Service projects and fundraising
33

34 The plenary sessions and workshops are primarily designed to assist officers and directors of
35 Interact clubs to be more effective and successful. They are intended to be both inspirational
36 and practical. Each workshop and/or plenary session may, if appropriate to its topic, present
37 Rotary projects as examples of service. Each workshop will present techniques, ideas, and
38 specific examples of successful Interact club activities that participants can put into action in
39 their own Interact clubs.
40

41 Interact Symposium participants will take part in various planned fellowship activities. In
42 addition to simply being fun, these activities will develop leadership skills, foster cooperation,
43 and encourage the establishment of lasting friendships.
44

45 D. Dan Stover Memorial Music Scholarship Competition

- 46 1) Role

1 This competition was designed to support high school student performing arts, by offering
2 the opportunity for individual music performance competition. Rotary clubs sponsor high
3 school senior students who live in or attend school within District 5300, who have
4 expressed an interest in continuing their music education at the university level. It is named
5 after long-time Rotarian Dan Stover (Alhambra) and created in his honor in 1988.

6 2) Composition

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

11 3) Cost

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

14 4) Duties:

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

21 E. Hensel Ethics Essay Contest

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

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

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

37 4. Duties: Clubs work with local high public and private high schools seeking candidates to
38 submit written ethics essays to their clubs. Judges within the local club select one winner to
39 advance to the district level. Judges are selected for the district competition, and 4 winners
40 are chosen: 3 runners up and 1 grand prize winner. The winning essay may be read at the
41 district conference either by the student or by a reader.
42

43 F. The Four-Way Speech Contest

44 1) Role: This annual competition benefits high school age students by acquainting a large
45 number of youth to the Rotary Four-Way Test demonstrating Rotary's commitment to
46 youth, by heightening awareness of Rotary among youth, parents, schools and community
47 and recognizes and rewards accomplishment in the writing and giving of a speech that

1 incorporates *The Four-Way Test* and the annual RI president's theme. Rotary clubs
2 sponsor high school students who live in or attend schools within District 5300. *The Four-*
3 *Way Test* was created in 1932 by Rotarian Herbert J. Taylor, and was adopted by Rotary in
4 1943.

- 5 2) Composition: The district governor selects a chairperson who encourages club participation
6 and assists in arranging the club, group, regional and district-level competition. Four
7 regional winners compete for the top cash award at the annual district conference.
- 8 3) Cost: The program is self-supporting. The monetary awards presented at the District
9 conference come from club contributions per each sponsored contestant; therefore, the
10 prizes depend on the number of clubs that participate.
- 11 4) Duties: Clubs seek qualified contestants who meet the criteria of participation and hold
12 club-level competitions to select a single candidate. Individuals then compete at the group
13 level based on the geographical areas covered by each assistant governor. The winner of
14 each group proceeds to the regional level, and the winners of the 4 regional competitions
15 proceed to the final competition.

17 G. Tournament of Roses Rotary Float

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

20 1) Per Capita Levy

21 The amount of the per capita levy shall be determined in advance of the presentation of the
22 district budget, and shall be included as an expense line item. The levy shall be collected
23 and billed as part of the district dues determined each year.

24 2) Payment to the Rotary Rose Float Committee

25 The district will pay to the Rotary Rose Float Committee the amount to be collected as a
26 forward payment as soon as possible after July 1 of each Rotary year upon receipt of an
27 invoice.

30 **Article 27 Privacy Statement**

31
32 The RI Board has adopted the *RI Privacy Statement*. The district governor shall abide by that
33 statement in all district affairs and activities.

35 Collection and Use of Personal Membership Data

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

39 A. Billing

40 B. Supporting The Rotary Foundation

41 C. Identifying prospective candidates for presidential and Foundation appointments to
42 conferences, RI and The Rotary Foundation committees, task forces, and other
43 assignments

44 D. Tracking membership trends, developing membership characteristics, producing demographic
45 analysis, and supporting membership retention

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

- F. Providing information and updates to district committee chairs and others involved in programs and service projects
- G. Providing guidance to clubs and the district in their public relations efforts
- H. Facilitating the district conference and other event planning

Article 28 District Directory

The district shall publish a directory each year.

A. Contents

At a minimum it will include:

- 1) Rotary International Information
Paul Harris/Founder, RI President and President-elect, club and district support resources
- 2) District 5300 Information
District Governor, district office, District Leadership Plan, district map, goals of the Rotary year, information on the DGE, DGN, listing of past district governors, district officers and committees
- 3) Individual Club Information Pages
- 4) Roster of Rotarians' Contact Information

B. Cost and Availability

The cost of the district directory shall be included in budget, and at the discretion of the governor-elect its cost may be defrayed through sales. It has been the practice that complimentary copies be given to past district governors.

The district directory may be printed and available online. The printed district directory is distributed at the district training assembly.

C. Privacy

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

Article 29 Mediation and Arbitration Guidelines

The district operates in compliance with RI Bylaws Article 24.

A. Conflicts of Interest

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

1 Rotary does not seek, nor shall it accept, any preferential treatment that is not consistent
2 with the terms, conditions or prices available to other organizations or enterprises.
3

4 **B. Contracts and Agreements**

5 The district governor has the authority to bind the district to legal contracts and agreements as
6 may be necessary and appropriate in conducting the administration or business of the district.
7 Such agreements shall come before the board of directors in advance for review and input.
8

9 All agreements that bind the District shall be reviewed annually.
10

11
12 **Article 30 District Staff**

13
14 The district shall have no employees.
15

16 **Article 31 District Office**

17
18 **A. Location**

19 The central office of the district shall be known as the District Office. The location of the District
20 Office shall be within the boundaries of District 5300.
21

22 **B. Administrative Services**

23 The district currently contracts for two services under agreement: a part-time district
24 administrator and part-time district bookkeeper. Both shall be considered independent
25 contractors and not employees of the district.

26 Under the terms of the agreement, the performances of said professional services are
27 reviewed annually in the spring by a committee that shall include the district governor and
28 district governor-elect. Pending satisfactory performance, the agreement may be extended for
29 a period of one year. Changes to the agreement – scope of work, hourly pay rate as examples
30 – must be made in writing and agreed upon by both parties.
31

32 The district administrator reports directly to the district governor. The bookkeeper reports
33 directly to the district treasurer.
34

35 The district governor shall be made aware of and approve times when either services are not
36 available due to vacation or other reasons. Notification will be made to district Rotarians as
37 deemed appropriate by the district governor.
38
39

40 **Article 32 Youth Protection Policy**

41
42 **A. Youth Protection Policy**

43 District 5300 has a comprehensive *Youth Protection Policy*, certified by Rotary International in
44 2007.
45

46 **B. Statement of Conduct for Working with Youth**

1 Rotary International strives to create and maintain a safe environment for all youth who
2 participate in Rotary activities. To the best of their abilities, Rotarians, Rotarians' partners, and
3 other volunteers must safeguard the young people they come into contact with and protect
4 them from physical, sexual, and emotional abuse. Any Rotarian or volunteer under the
5 auspices of the district who accompanies youth on overnight activities or houses youth as part
6 of the Rotary Youth Exchange Program must successfully complete on an annual basis the
7 district's youth protection training program and provide necessary information for a background
8 check.

9
10 C. Sexual Abuse and Harassment Prevention

11 All Rotarians, volunteers, clubs and districts should follow the "Statement of Conduct for
12 Working with Youth" as detailed in the *District 5300 Youth Protection Policy* and RI guidelines
13 for abuse and harassment prevention established by the general secretary. The District 5300
14 accepts certification of training and background compliance checks from other districts.

15
16 D. The district governor shall appoint a youth protection compliance officer who shall oversee the
17 implementation of these policies.

18
19 E. Transgender Issues and Rotary (Adopted: November 6, 2013)

20 District 5300 strictly follows Rotary International policies related to non-discrimination on the
21 basis of gender, race, color, creed, national origin, or sexual orientation. The California
22 legislature enacted legislation effective January 1, 2014, for public schools districts related to
23 the need to accommodate transgender students' requests for use of bathroom, locker room,
24 and camp facilities based on their perceived gender.

25
26 Factors for Accommodation. District 5300's does not discriminate when selecting student for its
27 youth programs including RYLA, TLC, etc. Upon a camp applicant's request for
28 accommodation based on his/her perceived gender, the district will consider various factors,
29 including the existing physical layout of the facilities, the number and gender of the students,
30 the feasibility of modifying rented facilities, and decisions which might invite embarrassment or
31 sexual harassment on the part of any participants.

32
33 Liability Violation. District 5300 will make every effort to properly supervise students and
34 adults to prevent acts of sexual harassment.

35
36 F. Insurance

37 The district is covered by Rotary International's insurance policy. In the event of any and all
38 claims including that of a civil rights or liability violation, the district will refer such claims to the
39 Rotary International insurance carrier.

40
41
42 **Article 33 Publications and Electronic Communications**

43
44 A. District Newsletter

45 A governor's newsletter shall be published on line for the benefit of district Rotarians and
46 others. It shall be posted on or before the first week of each month.

1
2 According to *RI Manual of Procedure* the governor must supervise all aspects of publication to
3 ensure the publications' editorial content is in harmony with RI policy.
4

5 In addition to district and club news, the district newsletter shall contain information about RI,
6 The Rotary Foundation and material, if requested, by the RI President.
7

8 **B. Internet and Electronic Communications**

9 The district shall maintain a website and a database with electronic mail capabilities as the
10 primary electronic means of direct communication with the Rotarians in District 5300. The
11 district website is: www.district5300.org.
12

13 The district's webmaster shall have responsibility for the regular updating of material on the
14 website and for the accuracy of the material presented.
15

16 The district website at a minimum shall include:

- 17 1) Governor's Monthly Newsletter
- 18 2) Past Issues of the Governor's Newsletter
- 19 3) District Calendar
- 20 4) Forms for Download
- 21 5) Promotion of Upcoming District Events and Activities
- 22 6) Registration for District Events and Activities
- 23 7) Links to Rotary International and Other Rotary Websites as Appropriate
- 24 8) Annual Strategic Plan – Governor's District Goals
- 25 9) Information on The Rotary Foundation
- 26 10) Resources for Clubs
27
28

29 **Article 34 General Finance Provisions**
30

31 **A. Financial Responsibility**

32 The primary responsibility of leadership is to ensure the organization is accountable for its
33 programs and finances to its members, contributors, the public, and government regulators.
34

35 The district treasurer shall be responsible to the governor for maintaining all financial records
36 of the District.
37

38 The district bookkeeper shall be responsible to the district treasurer.
39

40 No single person shall be responsible for receiving, recording and depositing funds.
41

42 No single person shall be permitted to request, authorize, verify and record expenditures.
43

44 **B. Financial Statements**

45 The treasurer is to provide quarterly financial statements for the Budget and Finance
46 Committee on a cash basis with a comparison to budget.
47

1 The treasurer prepares monthly financial statements for the DG, DGE, DGN, and the Budget
2 and Finance Committee to review.

3
4 All financial statements will be on an accrual basis and in compliance with GAAP (Generally
5 Accepted Accounting Procedures).

6
7 The district treasurer shall be responsible for all required government tax filings in a timely
8 manner.

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

12 C. Audits and Budgets

13 1) District Reviewed Financial Statements and Tax Return

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

17 18 2) Authority to Exceed Budget

19 The governor shall consult with the Budget and Finance Committee concerning any
20 unusual financial conditions which might arise during the term of his district governor's
21 administration, and if necessary, amend the approved budget.

22 23 3) Capital Expenditures

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

28 29 4) Internal Audit System: The Appointment and Evaluation of the Independent Reviewer

30 A review is performed by the treasurer of the district governor-nominee by October of the
31 year completed which is then presented at the district conference business meeting the
32 following spring. The district reviewer is typically the treasurer who will take office 2 years in
33 the future.

34 D. Expense and Reimbursement Process

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

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

39 3) The governor faxes or electronically sends the approved and signed *Check Request Form*
40 (numbered in sequential order for control purposes) and the back-up information to the
41 bookkeeper to prepare the check and record it in the financial software system.

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

- 1 5) Checks in excess of \$2500 are sent to the district governor for his/hers and a second
2 signature.
- 3 6) The chairperson of the Budget and Finance Committee shall also be a check signer in an
4 emergency or when the governor is not available.
- 5 7) At no time may a check to an individual be signed by that individual.

6 E. Investments - General Operating Account

7 All District moneys shall be deposited in one or more bank accounts in the name of District
8 5300, Rotary International.

9
10 1. Investment Policy Statement – District General Operating Account.

11 The Budget and Finance Committee shall establish a district general operation account.

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

17
18 2) Investment Policy Statement -- District General Reserve Fund

19 The District Budget and Finance Committee shall establish a district general reserve fund.

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

26
27 F. Revenues

28 1) Per Capita Dues

29 On the basis of the proposed budget, the District Budget and Finance Committee shall
30 recommend the amount of the per capita levy of the clubs of District 5300. The governor-
31 elect shall present the budget to a meeting of incoming club presidents at the district
32 training assembly for final 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 using a billing invoice.
35 The billing dates are July 1 and January 1 based on the number of members contained on
36 the latest RI Semi-Annual Report (SAR). A "past due notice" of the balance due is sent 30
37 days after the original invoice to those clubs that have not yet paid.

38
39 2) Program Fees, Contest Fees, Training Fees, Registrations Fees

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

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

4 G. Procedures for the Handling of Contributions to Charitable Projects

5 To serve as the custodian for contributions to specific, governor-approved charitable
6 projects/activities of Rotary International District 5300, the following procedures shall be
7 followed. [Examples of such projects/activities include the annual district peace conference, a
8 district-sponsored Rotaplast mission, etc.]
9

- 10 1) The project/activity shall be specified by the governor(s) of the year(s) for which it is to take
11 place.
- 12 2) Any solicitation material for the particular project/activity will be reviewed and approved by
13 the governor and the president and treasurer of the Rotary District 5300 Foundation for
14 appropriate wording related to contributions to a non-profit charitable foundation.
- 15 3) All funds for each specific project/activity whether from individuals, businesses, Rotary
16 clubs, or other organizations and non-profits shall be deposited into the bank account of the
17 Rotary District 5300 Foundation.
- 18 4) Donations to the Rotary District 5300 Foundation will be sent directly to the district
19 administrator who will deposit them into the Rotary District 5300 Foundation's account in a
20 timely fashion according to established protocols. Checks should be made out to the
21 *Rotary District 5300 Foundation* noting on the bottom of the check the name of the specific
22 project/activity. After each deposit the administrator will transmit to the district governor, the
23 district bookkeeper, the district treasurer, the project/activity's chair, and the Rotary District
24 5300 Foundation treasurer, a list of such deposits. Included with such list will be the names
25 and addresses of contributors from sources other than those from district Rotary clubs.
- 26 5) A separate bookkeeping account for each particular project/activity will be set up and
27 maintained by the treasurer of the District 5300 Rotary Foundation.
- 28 6) Funds shall be deposited into an appropriate type of account (e.g. checking, money market,
29 interest bearing, mutual funds, CD's, etc.) as determined by the president and treasurer of
30 the Rotary District 5300 Foundation. In most cases funds will be deposited into a type of
31 account such that upon demand they may easily be withdrawn. Any interest earned from
32 such low risk instruments shall in most cases be credited to the Rotary District 5300
33 Foundation's general fund account and not the project/activity's account.
- 34 7) As required by the IRS, the president or treasurer of the Rotary District 5300 Foundation
35 shall send the appropriate acknowledgement letters to contributors.
- 36 8) Requests for withdrawals from the Rotary District 5300 Foundation to pay for
37 project/activity expenses shall be made to the district governor in keeping with the standard
38 approval protocols established for all withdrawals. Such signed check requests along with
39 appropriate back up information will then be forwarded to the Rotary District 5300
40 Foundation treasurer for processing.
- 41 9) Financial records of the Rotary District 5300 Foundation shall be available to any district
42 Rotarian upon request within a reasonable amount of time that is convenient to the
43 treasurer at a location determined by the treasurer.
- 44 10) A report of Rotary District 5300 Foundation activity shall be made quarterly to the district
45 governor.

- 1 11) A report of the Rotary District 5300 Foundation's previous year's financials shall be
- 2 presented annually at the business meeting of the District 5300 conference.
- 3 12) These operating procedures will be reviewed annually and modified as mutually agreed
- 4 upon by the district treasurer, the president and treasurer of the District 5300 Foundation,
- 5 and the district governor and/or his representative.
- 6

7 **Article 35 Risk Management and Insurance**

8

9 Active U.S. Rotary clubs and districts are provided with general liability ("GL") and directors &

10 officers/employment practices liability ("D&O/EPL") insurance through the U.S. Rotary Club and

11 District Liability Insurance Program ("Program"). The Program is financed by insurance assessments

12 collected from U.S. Rotarians.

13 Note: The Program does NOT provide coverage for bodily injury or property damage sustained by a

14 first-party insured, such as a Rotarian or volunteer.

15

16 Special event insurance shall be required and secured for those special activities of the District or

17 clubs that are not covered under the RI umbrella policy to minimize risk and exposure.

18 **Article 36 District Governor Mentor Program**

19

20 A. Goals

21 It is expected that DGDs, DGNs, DGEs and DGs will participate in the district's mentor

22 program. A district governor mentor shall assist a member of the governors' chain to better

23 serve as a governor for District 5300 by:

24

- 25 1. Acquainting the mentee with district past-practices within their historical contexts.
- 26 2. Familiarizing the mentee with the policies and procedures of the district, RI and TRF.
- 27 3. Serving as an open-minded sounding board.
- 28 4. Recommending potential resources and talents.
- 29 5. Providing confidential counsel.
- 30

31 B. Mentor Selection

- 32
- 33 1. Mentors must be a PDG from within the district.
- 34 2. Mentors serve from the appointment of the DGD through his/her DG year; however, nothing
- 35 is to preclude the mentee from changing district mentors.
- 36 3. Mentors volunteer for this role.
- 37 4. After an individual is selected as a DGD, he/she meets with the current chairman of the
- 38 board of directors to discuss available PDGs who have indicated an interest in serving as a
- 39 mentor.
- 40 5. The chairman of the board of directors contacts the PDG selected by the DGD to serve as
- 41 his/her mentor and then announces the appointment to the board and the rest of the
- 42 Tarnished Brass.

6. Though one mentor is the norm, it is permissible for a mentee to have more than one if so desired.
7. Nothing precludes a mentee from also forming informal mentor-type relationships with other PDGs, PDGs outside of the district, Zone coordinators and Rotary leaders.
8. District mentors are not compensated.

C. Characteristics of an Effective Mentor

1. Willing and able to give time and attention to the role.
2. Act as a resource, providing a variety of options.
3. Does not dwell on how he/she did "it" during his/her year.
4. Does not take over the role of the DGD, DGN, DGE, and/or DG.
5. Does not replace the Zone DGN and DGE and DG trainings but serves as a sounding board for ideas discussed at those and other trainings.
6. Develops a respectful, close, understanding relationship with the mentee.
7. Is confidential.

D. Meetings

The goal of frequent mentor/mentee meetings is to develop a working, trusting relationship in which ideas, issues, volunteer staffing, and programs can be shared, discussed and assessed.

1. Shortly after mentor selection, the mentor and mentee set up an initial face-to-face meeting.
2. Formal meetings are ideally held on a monthly basis. Additional meetings may be held on an as-needs basis.
3. Face-to-face meetings are recommended, however, telecommunicating is acceptable.
4. The mentor and the mentee will log both their formal and informal meetings and record topics covered.
5. The mentee will regularly share with the board of governors at their scheduled meetings, the topics/concepts covered since its previous meeting.

E. Mentorship Topics

As each person proceeds through the various roles leading up to and serving as district governor, one brings with him/her various understandings of the district and knowledge-levels of the specific roles and responsibilities needed when serving in this capacity. The document, *District 5300 DG Mentor Syllabus* (Appendix A), has been developed to identify key topics which should be included at the various stages as one advances towards the governorship. The depth of coverage depends on the mentee's experience and levels of understanding.

The *District 5300 DG Mentor Syllabus* is a guide and should be considered carefully when a mentor and mentee meet. It, however, is by no means exhaustive and should not preempt other topics or areas of interest or concern which are additionally pressing. It is also a document-in-development. The board of directors is encouraged to review it and add, modify, or delete topics as appropriate.

Adopted: August 26, 2016

Appendix A



District 5300 DG Mentor Syllabus

Suggested topics are listed by category and are not exhaustive. Additional ones may be added by the mentor and/or mentee. The row columns to the right are suggested times at which aspects of the topics might be covered.

August 26, 2016

	TOPICS	DGND	DGN	DGE	DG
VISION-GOALS					
1	How and when to establish and publish district goals	X	X	X	
2	Formal and informal district needs-assessment processes		X	X	
3	How to obtain and evaluate input from respected PDGs in <u>and</u> outside of the district		X	X	
4	How to obtain and evaluate input from past district leaders (XAGs, AGs, district chairs, immediate past club presidents, etc.)		X	X	
5	Alignment to RI's goals and the <i>Six Areas of Focus</i>			X	
6	Theme/focal points for your year			X	X
7	The governor's project		X	X	X
8					
9					

SELF-ASSESSMENT

1	What are your strengths?	X	X	X	
2	What are your weaknesses and how will you compensate for them?	X	X	X	
3	Which topics are of prime interest for discussion with your mentor?	X	X	X	X
4	What are areas you do not want to be burdened but know they need to be addressed? How will you address them?	X	X	X	X
5					
6					

APPOINTMENTS

1	Timeline for making appointments	X	X	X	
2	Effective processes to making the best appointments		X	X	
3	Ways to know the leaders for future appointments	X	X		
4	Job descriptions/expectations		X	X	
5	Processes to make collaborative, multi-year appointments in consultation with members of the governors' chain		X	X	X
6	Delegation: When to and when not; levels; best practices; monitoring		X	X	
7	Identifying roles for COO during your year		X	X	X

8	Identifying roles for XAGs and AGs during your year		X	X	X
9	Clarifying duties and expectations of the district administrator in alignment with his/her contractual agreement.			X	X
10	Appointments for lower level positions			X	
11	Training for your district leaders			X	X
12	How to motivate or even replace an ineffective district leader				X
13	Follow-up processes				X
14					
15					

DISTRICT PROGRAMS [RYLA, TLC, Dan Stover, SuperBuild, Youth Exchange, etc.]

1	Evaluation of existing district programs, their strengths and areas that need tweaking		X	X	
2	Establishment of new district programs	X	X	X	X
3	Appointment of chairs		X	X	
4	Continuity of leadership		X	X	X
5	Funding			X	
6	Budgets			X	X
7	Contracts with facilities, speakers and buses, etc.		X	X	X
8	Registration processes			X	X
9	Program handbooks and manuals and materials (familiar, up-to-date, the development of)		X	X	X
10	Program committee meetings -- your involvement/attendance; use of video- and teleconferencing			X	X
11	Use of website, <i>The Highlighter</i> , QuickNotes, district calendar, social media			X	X
12	Youth Protection: committee appointments, district policy, practical processes to assure the safety of our youth		X	X	X
13					
14					

MAJOR DISTRICT EVENTS [District Training Assembly, Presidents' Advance, District Conference, Peace Conference]

1	Goal development for the event/your vision/theme			X	X
2	Innovations			X	X
3	Chairs and key committee member selection			X	
4	Evaluation process of past event			X	
5	Location selection (how to best evaluate the venue)		X	X	
6	Contract negotiations		X	X	X
7	Budget development and funding sources			X	X
8	Timelines and calendar			X	X

9	Program committee meetings -- your involvement/attendance; use of video- and teleconferencing			X	X
10	Involvement of clubs (home club?)			X	X
11	Registration processes			X	X
12	Ancillary activities			X	X
13	Use of website, <i>The Highlighter</i> , QuickNotes, district calendar			X	X
14					
15					

TRAININGS [BODTS, Foundation/Membership/Public Image Seminar, PETS, etc.]

1	Function of the district training officer and committee appointments		X	X	X
2	Your involvement in the planning and implementation of training seminars			X	X
3	Goals for the events and your visions			X	X
4	Location selection in California and Nevada		X	X	X
5	Timelines			X	X
6	Involvement of clubs (home club?)			X	
7	Registration processes			X	X
8	Budget development			X	
9	PETS: its governance, your input to the planning, involvement, district-specific training during PETS	X	X	X	X
10	GNATS and GETS: Budgeting for and selection of district participants, personal preparation, post discussion with mentor		X	X	X
11					
12					

MOTIVATING VOLUNTEERS (both district and club leaders)

1	Communicate "the vision" and establish clear expectations		X	X	X
2	Ways to "bring them on board"			X	X
3	Empowering volunteers			X	X
4	Trainings		X	X	X
5	Following up with volunteers (including one-on-one and the effective use of video- and teleconferencing). How often?			X	X
6	Ways to acknowledge volunteers (in own clubs, peer-groups, district conference, etc.)				X
7	Determining club awards, RI awards, and individual acknowledgements			X	X
8	Providing exposure opportunities				X
9					
10					

CLUB VISITS

1	Visits prior to becoming governor (process, expense reimbursement, value, etc.)	X	X	X	
2	Different official visit models (individually or in groups)			X	
3	Kinds of meetings: with club presidents/president elect/secretary; with the club board; with the general membership			X	
4	Hints for schedule development for official visits			X	
5	Backup documentation for reimbursement and record keeping techniques	X	X	X	X
6	Role of the district administrator, COO, XAG, AG, and partner during visits			X	X
7	Familiarity with official visit protocol (on the website)			X	X
8	Development of your official statement to club officers regarding your official visit			X	
9	Your speech			X	X
10	Follow-up visits				X
11					
12					

COMMUNICATIONS

1	Effective telephone and one-on-one meetings	X	X	X	X
2	Response time	X	X	X	X
3	Hints for effective use of video- and teleconferences		X	X	X
4	District directory (content and development timeline)			X	
5	Calendar development			X	
6	QuickNotes (effective uses and oversight)		X	X	X
7	<i>The Highlighter</i>		X	X	X
8	Use of pMail			X	X
9	Auto messages (e.g. for new members, birthdays, etc.)			X	X
10	Social media (understanding of, and the valuable uses at the district and club level)	X	X	X	X
11	Use of documents and information from RI's <i>My Rotary</i>	X	X	X	X
12	Completion of RI and zone reports (e.g. The Governors Report, the District Conference Report, etc.)				X
13	A well-informed board		X	X	X
14					
15					

DADdb and WEBSITE

1	Understanding their capabilities	X	X	X	X
2	Event registration on DACdb			X	X
3	Event calendaring on DACdb	X	X	X	X

4	DACdb Training -- for self; for club secretaries, president-elects, etc.	X	X	X	X
5	Foundation tracking in DACdb			X	X
6	Input for district directory Information			X	
7	District website (use of and ways to keep each area up-to-date)		x	X	X
8					
9					

MEMBERSHIP

1	The process for establishing your district membership goals for RI - club responsibilities			X	
2	How will <u>you</u> motivate clubs to increase and retain members?			X	X
3	Membership Committee: What is its composition? How large? How will it be organized? How will you select its members? How often will it meet? What are your roles related to it?		X	X	X
4	Activities the Membership Committee will undertake to increase and retain members			X	X
5	The process of starting new clubs (including new generation clubs, language specific clubs, etc.) [Refer to our policies and RI materials.] Who initiates?		X	X	X
6	Expectations for the district extension chairs and how will they be selected?		X	X	
7	How will you develop an effective understanding and working relationships with the members and boards of the larger clubs in the district?			X	X
8	How will you address the needs of small and ineffective clubs?			X	X
9	How do you de-charter a club?				X
10	Membership Committee oversight and encouragement				X
11					
12					

RI FOUNDATION

1	Foundation DDF allocation process		X	X	
2	Foundation committee appointments		X	X	
3	Your role with the District Rotary Foundation Chair			X	X
4	Foundation goals from clubs to RI and your Foundation goals			X	X
5	Understanding Foundation programs and our district current and past participation in them as well as the specific rules, processes, and timelines (e.g. Peace Scholars, Vocation Teams, Global Grants, Global Scholars, District Scholarships, DDF grants, etc.)	X	X	X	X
6	How to publicize RI Foundation grants, scholarships, awards, etc.			X	X
7	Fundraising -- club Level			X	X
8	Fundraising -- district level			X	X

9	Fundraising -- Major Gifts, Bequest Society, etc.			X	X
10	PolioPlus (including NIDS) understanding, current resources, fundraising, etc.	X	X	X	X
11	Foundation events (dinner, tournaments, etc.)			X	X
12	Foundation oversight				X
13	Recognition of specific clubs (EREY, 100% Sustaining Clubs, PHF Clubs) and individuals (Bequest Society members, Major Donors, Paul Harris Society, AKS members)				X
14					
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BOARD OF DIRECTORS

1	Understanding its composition, roles, etc.	X	X		
2	Review and development of district policies and procedures	X	X	X	X
3	Governor's chain and the Tarnished Brass	X	X	X	X
4	Discussion of Board of Directors meetings agendas and actions	X	X	X	X
5	Evaluation of the district administrator and bookkeeper			X	X
6					
7					