

Adopted by Rotary District 5960 Board of Directors on December 7, 2015.



Manual of Policies and Procedures

Version

3/14/16

Adopted by Rotary District 5960 Board of Directors on December 7, 2015

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OTHER DOCUMENTS (NOT REQUIRING BOARD APPROVAL)

- **Chart of Governor, DGE, DGN, DGND, PDG1, PDG2, PDG3 Responsibilities**
- **Committee Chair and Team Leader List**
- **List of Abbreviated Rotary Titles**
- **Memorandum of Understanding with National Park Service**

Note: District Rotary Foundation Committee policies can be found on the District website.

PART ONE. INTRODUCTION

For an organization to run efficiently over the years, it must have continuity and consistency in its policies and procedures and its ensuing actions. In this spirit of continuity and consistency, the Manual of Policies and Procedures (MOPP) of Rotary District 5960 lays out accepted practices and guidelines for the District regarding District-level committees, the District Harassment Policy, the District Youth Protection Policy and others as endorsed by the Board of Directors. For activities not addressed in the MOPP, please refer to the Rotary District Bylaws.

District Leadership Plan and Commitment to the Avenues of Service

District committees and teams are established to support the development and growth of effective Clubs. The District committees and teams help the Clubs set annual goals addressing each of the five Avenues of Service. The District committees and teams are structured to support Rotary International's required District Leadership Plan. The MOPP functions as our District Leadership Plan. The appointments of committee chairs and team leaders follow the procedures established by the Board of Directors in this MOPP.

District Committees and teams are further established to accomplish the goal of Service Above Self. The committees are aligned with the District Strategic Plan and Rotary International's Strategic Priorities.

PART TWO. DISTRICT TEAMS

2.1 Support and Strengthen Clubs

2.1.1 Membership Development and Retention Committee

2.1.1.1 Purpose

The Membership Committee promotes and gives assistance and counsel to membership growth and retention for clubs.

2.1.1.2 Composition

Five or more interested members shall be appointed to serve on this committee. In accordance with RI policy, the chair shall be appointed for a three-year term.

2.1.1.3 Responsibilities

- (a) Works directly with Club membership development committees, particularly with those Clubs that are showing a decrease or little or no increase in membership;
- (b) Encourages diversity by age gender and ethnicity;
- (c) Conducts a District Membership Development Seminar each year;
- (d) Provides information about District membership development progress at all District meetings;
- (e) When invited, provides programs about membership development at District and Club meetings;
- (f) Works with RI Zone 28 resources to undertake other activities appropriate to accomplishing the committee's objectives; and
- (g) Submits a budget request for reasonable expenses for this committee and any subcommittees in accordance with section 2.4.8.

2.1.2 Club Development Committee

2.1.2.1 Purpose

The Club Development committee identifies, qualifies, and facilitates the chartering of new Clubs.

2.1.2.2 Composition

The Chairperson should be a Past District Governor and shall be appointed by the person who will be the District Governor when the term begins. The appointment should be for a three-year term. The Chairperson shall appoint two or more members to this committee.

2.1.2.3 Responsibilities

- (a) Assists the sponsoring Club in assuring that the new Club receives an official review every quarter during the first year of its existence;
- (b) Assists, as necessary, in guiding the officers of the new Club for a period of at least one year; and
- (c) Submit a budget request for reasonable expenses for this committee and any subcommittees in accordance with section 2.4.8.

2.1.3 Alumni Committee

2.1.3.1 Purpose

The Alumni Committee encourages alumni of Rotary International programs to stay connected to Rotary and to become members of a Rotary Club.

2.1.3.2 Composition

The Chairperson shall be an alumnus of programs of Rotary International and shall be appointed by the person who will be the District Governor when the term begins. In addition to the Chairperson, the committee shall consist of at least two other persons, preferably alumni of Rotary programs, as appointed by the Chairperson. Rotary Alumni include those participating in:

- Ambassadorial Scholars
- Grants to University Teachers
- Group Study Exchange
- Interact
- New Generations Service Exchange
- Rotaract
- Rotary Peace Fellows
- Rotary Scholarship Recipients
- Rotary Volunteers
- Rotary Youth Exchange
- RYLA (Rotary Youth Leadership Awards)
- Vocational Training Team

2.1.3.3 Responsibilities

- (a) Maintains a complete, accurate and updated list of present and past Rotary Foundation program leaders and members including TRF Scholars, Group Study Exchange Team members, and Rotary Volunteers, Interact, Rotaract and Youth Exchange;
- (b) Works with the membership committee to encourage alumni to join clubs;
- (c) Hosts social events for alumni from time to time; and
- (d) Submits a budget request for reasonable expenses for this committee and any subcommittees in accordance with section 2.4.8.

2.1.4 Awards and Recognition Committee

2.1.4.1 Purpose

The Awards and Recognition Committee assures the District and RI Awards each year.

2.1.4.2 Composition

The Chairperson shall be appointed by the person who will be the District Governor when the term begins. The appointment should be for a three-year term. The Chairperson shall appoint two or more members to this committee.

2.1.4.3 Responsibilities

- (a) Assures that as many as possible of the annual awards of the District are presented at the District Conference;
- (b) Assures that as many as possible of the annual RI and The Rotary Foundation awards are presented at the District Conference or other time of the year as may be directed by Rotary International;
- (c) Works with the alumni committee to grant appropriate awards to alumni; and
- (d) Submits a budget request for reasonable expenses for this committee and any subcommittees in accordance with section 2.4.8.

2.1.5 Training Team

2.1.5.1 Purpose

The Training Team supports the District Governor and the District Governor-elect in training Club and District leaders and overseeing the overall training plan for the District.

2.1.5.2 Composition

The Training Team Leader shall be appointed by the person who will be the District Governor-elect when the training cycle for that person's governor year begins. The Training Team Leader, in consultation with the person appointing that Team Leader shall appoint members of the Team.

Please refer to Section 4.10 of the Bylaws for further information.

2.1.5.3 Responsibilities

- (a) The Team is responsible to the convener of each meeting, whether it be the District Governor-elect or the District Governor. (The Grant Management Seminars are managed by District Foundation Committee);
- (b) Works with the District Governor-elect on training needs in the District for the current Rotary year related to:
 - Assistant Governor Training
 - PETS I and PETS
 - District Team Training Seminar
 - District Training Assemblies;
- (c) Works with the District Governor on training needs in the District for the current Rotary year related to;
 - Foundation Seminar/Membership/Public Image Seminar, when held in District
 - Mid-Term Seminar
 - District Leadership Academy
 - Rotaract Leadership training, when held in the district
 - Other training events in the District, as appropriate

- (d) Is responsible for one or more of the following aspects under the direction of the meeting convener:
 - Program content (in accordance with board-recommended curricula)
 - Conducting sessions
 - Identification of speakers and other volunteers
 - Preparing training leaders
 - Program evaluation
 - Logistics, including, but not limited to, facilities negotiations and within training budget line item for event; and
- (e) Submits a budget request for reasonable expenses for this team and any subcommittees in accordance with section 2.4.8.

2.1.6 Vision Facilitation Team

2.1.6.1 Purpose

The Vision Facilitation Team supports Club strategic planning and helps Clubs envision where they would like to be in 5 years.

2.1.6.2 Composition

The Team Leader shall be appointed by the person who will be the District Governor when the term begins. The appointment should be for a three-year term. The Team Leader shall appoint five or more members to this committee. The committee is composed of Rotarians who have specialized knowledge, skills and experience in facilitating workshops and focus groups, or who are trained in such skills. Members are appointed by the Team Leader.

2.1.6.3 Responsibilities

- (a) Conducts planning sessions designed to:
 - Result in the creation of more effective Clubs
 - Assure leadership continuity
 - Assure a consensus of purpose
 - Enhance membership growth or at least membership sustainability.
- (b) Trains facilitators yearly in the Vision Facilitation process;
- (c) Promotes Vision Facilitation at district meetings and events;
- (d) Keeps a database of club participation in vision facilitation; and
- (e) Submits a budget request for reasonable expenses for this team and any subcommittees in accordance with section 2.4.8.

2.1.7 Youth Protection Committee

2.1.7.1 Purpose

The purpose of the committee is to implement and administer the District's Youth Protection policies and train the Clubs and the members of the Clubs about youth protection. The District is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, spouses or partners of Rotarians, and any other volunteers to safeguard

to the best of their ability the welfare of and to prevent the abuse of or neglect of youth with whom they come into contact in Rotary Youth activities.

2.1.7.2 Composition

The Chairperson shall be appointed by the person who will be the District Governor when the term begins. The appointment should be for a three-year term. The Chairperson shall appoint at least five members to this committee.

The committee members may include relevant professions such as educators, social workers, law enforcement, medical, and legal.

2.1.7.3 Responsibilities

- (a) Meets as often as needed, but at least annually;
- (b) Reviews District Youth Protection Policy at least annually;
- (c) Acts as alternate District Youth Protection Officers;
- (d) Convenes quickly to address any concerns or allegations of abuse or neglect in Rotary Youth activities;
- (e) Develops policies and procedures for certifying Clubs;
- (f) Maintains records of background checks;
- (g) Reports all criminal allegations involving any Rotary Youth activity to RI within 72 hours; and
- (h) Submits a budget request for reasonable expenses for this committee and any subcommittees in accordance with section 2.4.8.

2.1.8 Assistant Governors

2.1.8.1 Purpose

Assistant Governors support the work of the District Governor by working with and being a resource for the Clubs in their respective area.

2.1.8.2 Composition

Assistant Governors are selected in accordance with section 4.09.01 of the District Bylaws. Please refer to sections 4.08 and 4.09 of the Bylaws for further information.

2.1.8.3 Responsibilities of an Assistant Governor

- (a) Assists the District Governor in developing goals and committee assignments and in other ways as requested by the District Governor;
- (b) Attends the Assistant Governor Training Seminar, the Mid-term Seminar/Pre-PETS, the District Team Training Seminar, the Presidents Elect Training Seminar, the District Assembly, and others as directed by the District Governor;
- (c) Attends and actively promotes all District meetings and arrange for any area meetings as directed by the District Governor;
- (d) Meets with and assists the incoming Club Presidents and Club committee persons in his or her assigned area before the beginning of the Rotary year in order to discuss and review the Club's goals and objectives;

- (e) Visits each Club in his or her assigned area at least quarterly and meet with the Club Presidents and Club committee persons to review with them the business of the Club and the objectives of the District and Rotary International;
- (f) Assists in the preparation of the District Governors' official visit to the Club;
- (g) Monitors the progress of each assigned Club and communicate with the District Governor regarding the progress or problems that may have developed, including progress with the Club's long range strategic plan, and, if adopted by the Club, the Club's progress with Rotary's Club Leadership Plan;
- (h) Completes an evaluation of clubs in his/her area after the final visit and submits online to Rotary International; and
- (i) Performs those additional duties that the District Governor assigns.

2.2 Humanitarian Service

2.2.1 The District Rotary Foundation Committee

2.2.1.1 Purpose

The District Rotary Foundation Committee shall organize and coordinate all District Rotary Foundation activities and programs.

2.2.1.2 Composition of the District Rotary Foundation Committee (DRFC)

In accordance with Rotary Foundation requirements, the District Rotary Foundation Committee Chair ("DRFCC") shall be appointed for a three-year term. The District Governor and the future District Governors scheduled for each of the years of the three-year term of the DRFCC will participate in the selection of the DRFCC. The Chair serves on and is responsible for the oversight of all the subcommittees of the DRFC.

The District Rotary Foundation Committee (DRFC) shall include the DRFCC, District Governor ("DG"), District Governor-elect ("DGE"), the District Governor-nominee ("DGN"), the District Governor-nominee-designate ("DGND"), and the chairs of each of the subcommittees. The District Governor-elect shall appoint the Chairs of the DRFC subcommittees for his or her DG year after consulting with the District Rotary Foundation Committee Chair. All members of the DRFC shall have the right to vote on matters before the committee.

2.2.1.3 Responsibilities

- (a) Promotes and oversees donations to The Rotary Foundation and the utilization of grants from The Rotary Foundation;
- (b) The DRFC determines the allocation of DDF to be used for Global Grants (including Global Scholarships and Vocational Training Teams), District Grants (including Group Study Exchanges), PolioPlus, Peace Centers, and other uses;

- (c) The Chair and the District Governor provide the authorizing signatures for use of District Designated Funds (“DDF”) to reflect the decisions of the DRFC, the Grants Subcommittee, and the Global Scholar Committee;
- (d) Annual Grant Management Seminars shall be organized and presented by the DRFCC, the Grants Subcommittee Chair, and the Foundation Communication and Training Chair, and those persons appointed by them; and
- (e) Submits a budget request for reasonable expenses for this committee and any subcommittees in accordance with section 2.4.8.

2.2.1.4 Quorum for the DRFC

A quorum for meetings of the DRFC shall be five members.

2.2.1.5 Subcommittees

Responsibilities for subcommittees are delineated in *Lead Your District – Rotary Foundation Committee*. The responsibilities in that manual can be reassigned to subcommittees by the DRFC, which may also establish additional responsibilities. The addition or deletion of subcommittees requires authorization by the District Board of Directors.

The subcommittees of the DRFC shall be:

- a) Annual Fund Subcommittee
- b) Communication and Training Subcommittee
- c) Endowment and Major Gifts Subcommittee
- d) Global Scholars Subcommittee
- e) Grants Subcommittee, consisting of the Chair, Mentors, the DG, the DGE, the DGN, and the DGND. This subcommittee shall assist Clubs in making applications for the various grants available from The Rotary Foundation and shall be responsible for determining the use of DDF made available for humanitarian grants by the DRFC. The responsibilities of the Mentors shall be delineated by the Grants Subcommittee and reported to the DRFC.
- f) Paul Harris Society Subcommittee
- g) Peace Fellowships Subcommittee
- h) PolioPlus Subcommittee
- i) Stewardship Subcommittee
- j) Vocational Training Team and Group Study Exchange Subcommittee, for District 5960 sponsored grants, shall:
 - Solicit and select candidates, by competition, who will comprise the District's Group Study Exchange Team, including the Team Leader, which will visit another country as representatives of Rotary District 5960;
 - Encourage members of the Group Study Exchange Team to make presentations at meetings of the Clubs following their return to the District;
 - Solicit and select candidates, by competition, who will comprise the Vocational Training Team, including the Team Leader, which will

visit another country as representatives of Rotary District 5960. Because this TEAM must be of vocational skills complementary to the associated Global Grant, this must be included in the selection criteria; and

- Encourage members of the Vocational Training Team to make presentations at meetings of the Clubs following their return to the District.

2.2.1.6 Quorum for Grants Subcommittee

A quorum for meetings of the Grants Subcommittee shall be five members.

2.2.1.7 Action without an In-Person Meeting

Meetings and votes of the DRFC and any of its subcommittees may be held by mail, email, online meetings, or teleconferences. For circumstances involving the DRFC or the Grants Subcommittee, the respective provisions of 3.2.1.4 and 3.2.1.6, shall apply. Any action taken by such means shall be recorded in the minutes of the acting body.

2.2.1.8 Compliance with TRF Grant Requirements

The DRFC shall establish, update, and publish (on the District website and elsewhere as appropriate), policies to ensure compliance with the TRF District Memorandum of Understanding, the Terms and Conditions for Rotary Foundation District Grants and Global Grants, and other rules and regulations of TRF. Such conditions or procedures as may be established shall be retained and kept current in an appropriate file at the District Office.

2.2.1.9 Annual Foundation Celebration Planning Team

The Annual Foundation Celebration Planning Team promotes, organizes and runs the Foundation Event, which is held annually each late October or in November to celebrate and raise funds for the programs, activities and opportunities provided by The Rotary Foundation. This Planning Team shall be appointed by the DRFCC in consultation with the DG.

2.2.2 Rotary Friendship Exchange Committee

2.2.2.1 Purpose

Each year the Rotary Friendship Exchange Committee shall facilitate and coordinate one or more two-way international fellowship exchanges with Rotarians in another district of the world. These exchanges will be funded by participants and Clubs at no cost to this District.

2.2.2.2 Composition

The Chairperson shall be appointed by the person who will be the District Governor when the term begins. The appointment should be for a three-year term. The Chairperson shall appoint two or more, but no more than 4 other members to this committee.

2.2.3 Fast for Hope Committee

2.2.3.1 Purpose

Fast for Hope is a district-wide program funded by contributions from Clubs and members of Clubs and focused on a project or program determined by the Board of Directors as being worthy of a multi-year District effort.

2.2.3.2 Composition

The committee shall be chaired by a Rotarian appointed for the Rotary year by the District Governor for that year. The Chairperson shall appoint four to eight other Rotarians to serve on the committee.

2.2.3.3 Responsibilities

- (a) Develops the Fast for Hope budget for each fiscal year (July-June) not later than August 15 of that year, and provide that budget to the District Board of Directors within two weeks of its adoption;
- (b) Develops a vision, mission statement, core values, and long term goals for specific one or multi-year District projects to be performed as “Fast for Hope” designated programs;
- (c) Organizes and presents at District meetings and Club meetings informational programs about the activities of the Fast for Hope Committee which identify the goals, objectives, actions taken, and lessons learned;
- (d) Makes a full financial and operations report to the District Board of Directors not later than August 15 for the preceding year: and
- (e) Manages the Fast for Hope Budget. Authorization for payments of \$100 or greater shall be approved by the Chair and the District Governor. Authorization for payments less than \$100 shall be approved by the Chair.

2.2.4 Youth Service and Next Generation Committees

A. Interact Committee

2.2.4.A1 Purpose.

The Interact Committee is responsible for encouraging Clubs to consider organizing, sponsoring and supervising an Interact (high school) club for the purpose of providing a vehicle for young people to work together in a world fellowship dedicated to both local community and international service and world understanding.

2.2.4. A2 Composition.

The Chairperson shall be appointed by the person who will be the District Governor when the term begins. The appointment should be for a three-year term. The Chairperson shall appoint two or more members to this committee.

B. Rotaract Committee

2.2.4. B.1 Purpose.

This Rotaract committee shall promote and support Rotaract Clubs in the District.

2.2.4. B.2 Composition

The Chairperson shall be a Rotarian appointed by the person who will be the District Governor when the term begins. The appointment should be for a three-year term. The Chairperson shall appoint one other member to this committee. Other committee members shall be the Assistant Governor for Rotaract Clubs, and a representative from each Rotaract Clubs in this district, as appointed by the president of each of those clubs.

2.2.4. B.3 Responsibilities

- (a) Assist clubs in organizing Rotaract clubs in their communities;
- (b) Promote the merits of organizing Rotaract clubs; and
- (c) Submit a budget request for reasonable expenses for this committee and any subcommittees in accordance with section 2.4.8.

C. Rotary Youth Exchange

Through the separate legal entity known as the North Star Rotary Youth Exchange Foundation, a Minnesota chartered tax-exempt IRC Section 501(c)(4) corporation, oversight to the District's Rotary youth exchange program will be provided. As presently governed, the chairperson of the North Star Rotary Youth Exchange Foundation's separate board of directors is appointed alternately by the District Governors of the two districts on an annual basis. The North Star Rotary Youth Exchange Foundation Board shall submit budget requests to the District 5960 Finance Committee pursuant to 2.4.8.

D. Rotary Youth Leadership Award ("RYLA") Executive Committee.

2.2.4. D.1 Purpose

The RYLA Executive Committee shall promote, sponsor, and help conduct a leadership training program – Camp RYLA – aimed at developing the leadership qualities of high school students in the District.

2.2.4. D.2 Composition

The Executive Committee shall be composed of the Rotarians who have expertise in developing and implementing training programs, particularly programs focused at youth and knowledge of leadership concepts. The committee shall be chaired by a member of the Rotary Club of St. Paul and a majority of members of the committee shall be from that Rotary club. The DG shall appoint the other members.

The Executive Committee will support the RYLA Program and Operations Subcommittee.

The RYLA Planning and Operations Subcommittee shall consist of members of the Executive Committee, as well as additional volunteer Rotarians from the district and operations volunteers from the community at large. All Rotarians and volunteers that take part in the day to day operations at the camp shall be vetted through the District Youth Protection Policies. The operations volunteers commonly perform adult supervision and mentoring of the participants throughout the camp and may be, former Rotarians, Rotaractors, former RYLarians, and referred people of high moral character. The operations volunteers are adults generally younger than Rotarians (e.g. 20s and 30s) that are treated with the respect of future Rotarians.

2.2.4. D.3 Funding of Camp RYLA

Funding is from the Rotary Club of St. Paul and the District. Participant fees shall be paid by sponsoring Rotary clubs.

2.2.4. D.4 Responsibilities

The Executive Committee

- (a) Develops and conducts an annual youth leadership training program, Camp RYLA
- (b) Provides information about Camp RYLA to clubs in the District in order that the clubs can promote the program to high schools in their communities.
- (c) Identifies points of contact for Club RYLA coordinators
- (d) Identifies potential volunteers for camp planning and operations
- (e) Identifies possible speakers and press publicity for the camp
- (f) Encourages all district Rotarians to participate in the Ethical Discussion and picnic with the RYLarians that takes place at the Camp.
- (g) Submits a budget request for reasonable expenses this this committee and any subcommittees in accordance with section 2.4.8.

The RYLA Planning and Operations Subcommittee

- (a) Develops the program and camp schedule
- (b) Assigns tasks to volunteers in the implementation of the program
- (c) Oversees activities at the camp

2.2.4. D.5 Camp Enterprise

Camp Enterprise is Rotary District 5950's RYLA program and is managed and promoted by that district. Clubs from our district may send students to Camp Enterprise; however, our District and our RYLA Committee has no responsibility with regard to Camp Enterprise.

2.2.4.E. STRIVE (Students Taking Renewed Interest in Value of Education) Committee

This STRIVE Committee promotes the STRIVE program, which is a motivational program available via Rotary Clubs to high school seniors who are at risk of dropping out of school. This committee encourages and supports Clubs in their efforts to establish STRIVE in their Club and local community.

2.2.5. Literacy Committees

2.2.5.1 Purpose

The Literacy Committee promotes literacy projects and provides resources concerning literacy.

2.2.5.2 Composition

The Chairperson shall be appointed by the person who will be the District Governor when the term begins. The appointment should be for a three-year term. The Chairperson shall appoint two or more members to this committee.

2.2.5.3 Responsibilities

- (a) Encourages and promotes literacy projects by Clubs.
- (b) Assists Clubs with developing and carrying out literacy projects.
- (c) Provides networking opportunities for Clubs which desire to get information from other Clubs about literacy projects.
- (d) Provides networking opportunities for Clubs which desire partners for literacy projects.
- (e) Upon request, advises Club sponsors of Rotary Foundation Grants that involve literacy, and
- (f) Submits a budget request for reasonable expenses for this committee and any subcommittees in accordance with section 2.4.8.

2.2.6. Ad Hoc Committees

The District Governor may appoint special committees for humanitarian service for his or her governor year.

2.3 Enhance Public Image and Awareness

2.3.1 Public Image Committee

2.3.1.1 Purpose

The Public Image Committee promotes awareness of Rotary. For external audiences the goal is to foster an understanding, appreciation, and support for the work and programs of Rotary, as well as to attract new members. For the internal audience of Rotarians, the goal is to promote awareness that effective external publicity, favorable public relations and a positive image build support for the organization, inspire potential donors, and attract possible candidates for membership.

2.3.1.2 Composition

The Chairperson shall be appointed by the person who will be the District Governor when the term begins. The appointment should be for a three-year term. The Chairperson shall appoint two or more members to this committee, seeking when available, Rotarians and Rotaractors who have media, public relations or marketing experience as a component of their vocation or profession or who have experience as a Club Public Image Chair.

2.3.1.3 Responsibilities

Maintains contact with District Governor and key committee chairs to stay informed about District projects and activities that can be promoted, particularly those of interest to the general public; and

- (a) Utilizes current Rotary International Public Image material and resources (i.e. Rotary Brand Center, “Effective Public Relations: A Guide for Rotary Clubs”, Rotary News and content updates;
- (b) Encourages clubs to prioritize promotion of Rotary’s Public Image;
- (c) Encourages clubs to make Public Image outreach a priority using both traditional and social media;
- (d) Seeks opportunities to speak to individual clubs about Public Image including developing and updating content on website to appeal to general public;
- (e) Promotes Rotary initiatives such as PolioPlus, grant successes, alumni activity and awards to the District and Rotary community at events such as District Team Training, Midterm, NCPETS and the District Conference;
- (f) Maintains and updates the District Public Image tab content on the District Website;
- (g) Promotes Rotary to external audiences such as media, community leaders, potential partner organizations, program beneficiaries and the general public;
- (h) Contacts media with newsworthy stories of District Projects and events, and shares Club and District stories in social media;
- (i) Ensures key Club and District stories are highlighted in District level social media;
- (j) Serves as a resource to Club and District Committees. Provides overall direction regarding Public Image initiatives using Rotary International branding and messaging material serving as a resource to clubs, fostering consistency and clarity of messaging to internal and external audiences; and
- (k) Submits a budget request for reasonable expenses for this committee and any subcommittees in accordance with section 2.4.8.

2.3.2 Vocational/Ethics Committee

2.3.2.1 Purpose

This Vocational/Ethics Committee fosters and supports the application of service and ethics in all vocations.

2.3.2.2 Composition

The Chairperson shall be appointed by the person who will be the District Governor when the term begins. The appointment should be for a three-year term. The Chairperson shall appoint two or more, but no more than 4 other members to this committee.

2.3.2.3 Responsibilities

- (a) Promotes the ideals of vocational service which include:
 - Adherence to and promotion of the highest ethical standards in all occupations including faithfulness and fidelity to employers, employees and associates and the fair treatment of them and competitors, the public and those with whom one has any business or professional relationships;
 - The worthiness to society of all useful occupations, not just one's own or those which are pursued by Rotarians;
 - One's vocational talent to the problems and need of society;
- (b) Encourages Clubs to implement and encourage these objectives by frequent demonstration, by application of its own actions, by example, and by developing projects that help members of Clubs contribute their vocational talents; and
- (c) Submits a budget request for reasonable expenses for this committee and any subcommittees in accordance with section 2.4.8.

2.3.3 RI Convention Promotion Committee

2.3.3.1 Purpose

The RI Convention Committee promotes attendance at the annual RI Convention.

2.3.3.2 Composition

The Chairperson shall be appointed by the person who will be the District Governor when the term begins. The appointment should be for a one-year term. The Chairperson shall appoint two additional members to this committee. Those appointed should have attended a minimum of one previous Rotary International Convention, and should have skills in marketing.

2.3.3.3 Responsibilities

- (a) Promotes attendance at the annual RI Convention while attending Club and District meetings;
- (b) Serves as a local resource for convention materials and information;
- (c) Creates content for the District website;
- (d) Identifies and targets potential registrants by e-mail, letters, and other methods; and
- (e) Submits a budget request for reasonable expenses for this committee and any subcommittees in accordance with section 2.4.8.

2.4 District Administration

2.4.1 District Governor Installation Committee

2.4.1.1 Purpose

This District Governor Installation Committee shall promote, plan, and present the District Governor Installation which is held during the last part of June each fiscal year for the purpose of installing the new District Governor and thanking the previous District Governor for her or his service.

2.4.1.2 Composition

The members shall come from the home club of the District Governor-elect who is to be installed as the District Governor, and other members as appointed by the District Governor-elect. The District Office Administrator assists this committee in an advisory role, and by electronic communications concerning the installation event.

2.4.1.3 Responsibilities

- (a) Promotes, organizes and runs the District Governor Installation, which is held during the last part of June each fiscal year for the purpose of installing the new District Governor and thanking the previous District Governor for his/her service; and
- (b) The Rotary Club of the District Governor-elect has responsibility for planning, conducting, and financing the District Governor Installation without any cost to the District.

2.4.2 District Conference Committee

2.4.2.1 Purpose

Under the direction of the District Governor, the District Conference Committee shall plan, promote and implement the necessary arrangements to ensure a successful District Conference with maximum attendance. It is recommended that planning for the District Conference begin immediately after the Governor-Nominee Training at RI Zone. The committee shall develop a comprehensive and balanced program that includes innovative, timely, and educational presentations on subjects of Rotary and local interest, all of which must conform to RI content guidelines.

2.4.2.2 Composition

- (a) The Chairperson or Co-Chairpersons shall be appointed by the District Governor who will convene the Conference. The appointment should be made during District Governor Nominee year. The District Governor, in consultation with the Chairperson(s), shall appoint other members of the committee;
- (b) Some members of the committee should have experience in the meeting coordination and/or hospitality industry, and some should have media, public image or marketing skills;

- (c) The District Governor shall appoint a District Conference Treasurer to receive and disburse all funds associated with the District Conference. The District Conference Treasurer shall then be a member of the District Conference committee; and
- (d) The District Office Administrator shall be a member of the committee, and it is recommended that a Past District Governor and a Past Conference Committee Chair be on the committee, or that either or both serve in an advisory capacity.

2.4.2.3 Responsibilities

Under the direction of the District Governor:

- (a) Selects the District Conference venue and coordinate all related logistical arrangements;
- (b) Plans the conference to be affordable for Rotarians and guests to maximize attendance;
- (c) Promotes conference attendance with particular emphasis on:
 - (1) New Rotarians;
 - (2) All members of newly-organized Clubs; and
 - (3) Representation from every Club.
- (d) Promotes the District Conference to external audiences, such as the media, community leaders, and beneficiaries of Rotary's programs;
- (e) Coordinates, in cooperation with the District Training Team Leader and TRF Trainer, any training events that may be held in conjunction with the District Conference, such as a District Leadership Seminar, District Training Assembly, Grant Management Seminar, etc.;
- (f) The District Conference Committee may also wish to consider financial sponsorships; and
- (g) Develops a conference budget considering the District Conference stipend funds available from the District. (See section 2.4.8)

2.4.3 Rules and Legislation Committee

2.4.3.1 Composition

The Chairperson must be a Past District Governor and shall be appointed by the person who will be the District Governor when the term begins. The appointment should be for a three-year term. The committee shall be composed of the Chairperson, the District Governor, at least two Past District Governors appointed by the Chairperson and the immediate past and current Council on Legislation Representative and Alternate.

2.4.3.2 Responsibilities

- (a) Entertains and prepares appropriate resolutions for action by the District at the Annual Meeting. Resolutions, other than those prepared by the committee, must be received by the chairperson and the District Governor at least 30 days before the Annual Meeting.
- (b) Reviews these Bylaws to assure they reflect RI changes and District resolutions and amendments at least once every three years, and especially during the year following the RI Council on Legislation;

- (c) Advises and assists District Governors on nominations and elections and other matters involving RI's constitutional documents;
- (d) Develops and keeps current District policies and procedures for approval by the Board of Directors.
- (e) Advises Clubs of changes of which they should be aware and, in particular, how they may impact the bylaws of individual Clubs; and
- (f) Prepares and periodically updates a Board of Directors (BOD) manual, which shall include but not be limited to a copy of the Bylaws, the Manual of Policy and Procedures (MOPP), and BOD Member Expectations.

2.4.4 Technology Team

2.4.4.1 Purpose

The Technology Team coordinates and provides technology advice and services to the District, and to provide advice to Clubs on general technology matters. Professional services may be contracted within budget constraints.

2.4.4.2 Composition

The Team Leader shall be appointed by the person who will be the District Governor when the term begins. The appointment should be for a three-year term. The Team Leader shall appoint two or more members to this team. The District Office Administrator shall also be a member of this Team.

2.4.4.3 Responsibilities

- (a) Outlines the protocols and standards of operation for our district technology;
- (b) Reviews, recommends, promotes and supports the use of technologies for the District;
- (c) Provides advice to Clubs on technology resources.; and
- (d) Submits a budget request for reasonable expenses for this team in accordance with section 2.4.8.

2.4.5 District Office Committee

2.4.5.1 Purpose

The District Office Committee oversees the functioning of the District Office and shall supervise the paid employee(s) of the District.

2.4.5.2 Composition

The committee shall be composed of the three most recent and available Past District Governors of the District who reside within the District. The committee shall be chaired by the most senior Past District Governor, who is available to serve.

2.4.5.3 Responsibilities

- (a) Attends to all matters related to the District Office ;
- (b) Oversees the paid employee including annual review;
- (c) Establishes and oversees a budget for the District Office (see 2.4.8); and
- (d) Other matters as related to the effective functioning of the District Office.

2.4.5.4 District Office Administrator

The Board shall hire a District Office Administrator who shall maintain an electronic and printed copy of District Office Procedures. The District Office Administrator shall be a non-voting ex-officio member of the Board of Directors. The District Office Administrator shall be a non-voting ex-officio member of the Finance Committee.

The District Office Administrator shall be responsible for safekeeping of the District records and property, and shall arrange for the accounting and the transfer of these to the incoming District Governor. The District Office Administrator shall assist District officers in areas working with Clubs and both District officers and Clubs in areas dealing with RI. The District Office Committee shall negotiate a contract with the District Office Administrator for a term determined to be in the best interests of the District.

2.4.6 Finance Committee

2.4.6.1 Purpose

The Finance Committee assists the District Governor and the Board of Directors in setting the annual budget and periodically reviewing it.

2.4.6.2 Composition

The Finance Committee shall be composed of the District Governor, the District Governor-elect, the District Governor-nominee, the District Treasurer, and the two most recent and available Past District Governors residing in the District. (If the District Treasurer is one of the two Past District Governors, then the third most recent Past District Governor residing in the District shall be the second Past District Governor on the committee.) The District Office Administrator shall serve as a non-voting ex-officio member of this committee. The District Governor shall serve as chairperson of the committee.

2.4.6.3 Responsibilities

- (a) Prepares a budget of income and expenses of the District for the forthcoming year and submit it to the Board of Directors for its approval. Other District Committees should recommend their budget needs to the District Finance Committee prior to February 1 for expenditures during the following Rotary fiscal year;
- (b) Sends a copy of the proposed budget to each Club President-elect and allow a 21 day comment period for the Clubs to provide their comments to the Finance Committee Chair;

- (c) Following the 21 day comment period, submits the proposed budget to the Board of Directors for its action prior to the Annual Meeting, and depending on the dues determination at the Annual Meeting, submits a modified budget to the Board of Directors for its action after the Annual Meeting;
- (d) Depending on the dues determination at the Annual Meeting, submits a modified budget to the Board of Director for action after the Annual Meeting;
- (e) Utilizes and proposes updates to a Chart of Accounts which describes what is included in each line item of the district budget. The Chart of Accounts must be approved by the Board; and
- (f) Carries out such other duties as the District Governor assigns from time to time.

2.4.7 Internal Audit Committee

2.4.7.1 Purpose

The Internal Audit Committee provides an annual review of the book of accounts for the District 5960 Board of Directors.

2.4.7.2 Composition

The Internal Audit Committee shall be composed of a Past District Governor or a person with audit experience and at least two other members. All members of the committee must be active Rotarians. The following persons are not allowed to serve on the audit committee for the year in which they serve in these positions; Governor, Treasurer, Signatories of District bank accounts, and members of the District Finance Committee. As provided in the District Bylaws, the members of the Internal Audit Committee which will review the financial records for a given District Governor's year shall be appointed by the person who will next succeed or has succeeded that District Governor.

2.4.7.3 Responsibilities

- (a) Reviews the books of accounts of the Rotary District Treasurer for the preceding year ending June 30th, in accordance with RI Bylaws 15.060.4;
- (b) For funds coming from The Rotary Foundation, the annual assessment of the District's Financial Management Plan and its implementation in accordance with that plan and procedures required by The Rotary Foundation shall be used by the Internal Audit Committee to account for those funds; and
- (c) Submits the internal audit report to the District Governor by September 10 following the close of the Rotary year. The District Governor shall send a copy of the report along with a copy of the year-end financial statement to each Club President by September 30.

2.4.8 Budget

All committees and teams should submit a budget request to the Finance Committee by February 1 to be considered for the next fiscal year's District budget. The fiscal year for this District shall be July 1 – June 30.

2.4.9 Expenses

Reasonable administrative expenses incurred by committees and subcommittees in completing their prescribed duties or assignments are reimbursable from District funds when the expenses are included in the budget and are substantiated.

PART THREE. OTHER POLICIES

3.1 Cooperative Grants Policy

3.2 Crisis Management Plan

3.3 District Harassment Policy

3.4 PETS Makeup Policy

3.5 Youth Protection Policy

Addendum

A. Chart of Accounts

B. Chart of Governor, DGE, DGN, DGND, PDG1, PDG2, PDG3 Responsibilities

C. Committee Chair and Team Leader List

D. District Strategic Plan (To Be Determined)

E. List of Abbreviated Rotary Titles

F. Memorandum of Understanding with National Park Service

G. Organizational Chart