

**RI District 5240 Policy Manual (PROTECTED VERSION)**  
(Adopted by District Business Meeting October 10, 2008)  
Revised 3-23-09 BMC

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## Section 1. Purpose

1. The District Policy Manual contains existing policies governing the administration of District 5240 (the District). It is a supplement to the Rotary International (RI) Manual of Procedure (RI Publication #305-EN), whose changed provisions are automatically incorporated herein without vote.
2. The Mission of RI District 5240 is to:
  - a. Support Rotary International
  - b. Support its member clubs in fulfilling the Object of Rotary
  - c. Support its member clubs in developing vibrant organizations
  - d. Expand Rotary to communities in the district
  - e. Foster unity among Rotary clubs and the community in general
  - f. Encourage its member clubs to increase their membership base
  - g. Help its member clubs to implement successful projects in their communities and in communities in other countries
  - h. Develop leaders capable of serving in Rotary beyond the club level
  - i. Encourage financial support of The Rotary Foundation

## Section 2. Organization of District 5240 (\*Revised 10-10-08)

1. The District office shall be at such location in the District as the District Governor (DG) shall determine. The official files of the District shall be kept at the District office.
2. The District Governor-Elect (DGE) shall, prior to assuming office on July 1 appoint, at a minimum, the following district staff to serve during his/her term of office:
  - a. Assistant Governors
  - b. Awards Chair
  - c. District Assembly Chair(s)
  - d. District Conference Chair
  - e. District Grants Committee Chair
  - f. \*District Education and Training Chair
  - g. District Historian
  - h. District Parliamentarian
  - i. District Personnel Director
  - j. District Rotary Foundation Chair
  - k. District Secretary
  - m. District Treasurer
  - n. Executive Assistant Governor(s)
  - o. Group Representatives
  - p. The Rotary Foundation Scholarships Committee
3. The DGE shall also, prior to assuming office on July 1, appoint Chairs of the following standing committees to assist in the administration of the District:
  - a h. Finance Committee
  - b Financial Oversight Committee
  - c j. Group Study Exchange Committee
  - d k. Interact Committee
  - e l. New Generations Committee
  - f m. Past Governors' Advisory Committee (Council of Governors), as required
  - g n. \*The Rotary Foundation Scholarship Committee
  - h o. Paul Harris Society Committee
  - i p. Membership Committee
  - j q. Mid-Term Seminars Committee

- k r. Newsletter Committee
- l s. Nominating Committee, as required
- m t. Potential Rotary Leadership Seminar (PRLS) Committee
- n u. Resolutions Committee
- o v. Rotaract Committee
- p w. Rotary Youth Leadership Awards (RYLA) Committee

4. The DGE may create and appoint such other committees as deemed advisable and appropriate or as requested by RI. Such committees are subject to annual review and possible deletion or modification by each succeeding Governor, with due consideration of district requirements for continuity of service.

### Section 3. Duties of Governor

1. The DG is the officer of RI in the district, functioning under the general control and supervision of the RI Board. The DG's status, qualifications and duties are as stated in the RI Manual of Procedure, Chapter 2. Specific additional duties of the DG are as prescribed in the appropriate section of the District Leadership Plan (DLP).

### Section 4. Grouping of Clubs and Appointments of District Leadership Staff.

1. Prior to assuming the office of DG, the DGE shall apportion the clubs in the District into administrative Groups found feasible for the geography of the district. The DGE shall appoint one Rotarian Past Club President from each Group to serve as the Representative to that Group during his/her term of office. Each Group Representative shall act as a liaison between the DG, the Assistant Governor, and the Rotary Clubs of the Group which he/she is appointed to administer. It shall be the Group Representative's responsibility to assist, with friendly counsel as appropriate, the Club Presidents in the administration of their clubs' programs and to help to achieve the goals of the clubs, the District, and RI. The Group Representative shall report to the Assistant Governor and to the DG, as appropriate, the progress and well being of the clubs within the Group. The specific functions and responsibilities of a Group Representative are as delineated in the DLP.

2. The DGE shall, prior to assuming office, apportion the Groups into clusters and select a Rotarian Past Club President from among those past presidents of club(s) in each such cluster still resident in such cluster's geographic area to serve as an Assistant Governor during his/her term of office. The Assistant Governor shall act as a liaison between the DG, Group Representatives, and the Clubs in his/her cluster. The specific functions and responsibilities of an Assistant Governor are as delineated in the District Leadership Plan.

3. Prior to assuming the office of DG, the DGE may select one or more Executive Assistant Governors to serve on his/her personal staff to help him/her with district-level administrative duties. Though the functions and responsibilities of the Executive Assistant Governor(s) are as determined by each successive DG, possible assignments include those delineated in the District Leadership Plan.

### Section 5. Past Governors Advisory Committee

1. The Past Governors Advisory Committee (often referred to as the Council of Governors) shall consist of all Past District Governors of any District who are active members of clubs in District 5240. The DG may, at his/her discretion, appoint ad hoc committees from within this group to assist in matters pertaining to the welfare of the District.

2. The Past Governors Advisory Committee shall meet at least once each year during the District Conference at a time and place designated by the DG.

3. The DG shall solicit discussion items from members of the Committee and from the DGE.

4. At the annual meeting of the Committee the DGE will name one of the members of the Committee to

serve as Chair during the following Rotary year.

5. The PDG named the previous year shall preside over the committee's annual meeting.

#### Section 6. District Assembly (\*Revised 10-10-08)

1. Under the general oversight of the current DG and the District \*Education and Training Committee Director, the DGE shall be responsible for the planning and implementation of the District Assembly(ies) just prior to the DGE's assumption of office.
2. The DGE shall appoint a Chair or Chairs of the annual District Assembly or Assemblies, if more than one is advisable.
3. With the approval of the DG, the DGE shall determine the date(s) and place or places where the District Assembly or Assemblies will be held. In accordance with the RI Manual of Procedure, the date(s) shall not be after May 31 unless RI grants specific permission.
4. The District Assembly Committee will keep a separate set of accounting records for all income and expenses related to the District Assembly. It will submit its accounting report to the District Treasurer no later than the June 30 immediately following the Assembly.

#### Section 7. District Conference

1. Prior to assuming office the DGE shall appoint a Chair of the annual District Conference Committee and such other committee members as necessary.
2. The District Governor-Nominee (DGN) is authorized, anytime following the confirmation of the selection as DGN, to sign a contract to secure facilities to hold the District Conference during his or her term of office.
3. The District Finance Committee shall approve District funds allocated for the financial support of the District Conference in advance. In lieu of District Conference registration fees, \$5.00 of each Rotarian's District dues shall be allocated to defray Conference costs, with \$1.00 of that \$5.00 allocated to the DGE for application to the succeeding year's District Conference.
- 4 The District Conference Committee will keep a separate set of accounting records for all income and expenses related to the District Conference. They will use a chart of accounts provided by the District Finance Committee, and will submit their annual accounting report to the Treasurer within sixty (60) days after the end of the conference.

#### Section 8. District Finances

##### 1. District Treasurer

- a. The DG shall appoint a District Treasurer.
- b. The Treasurer shall be bonded in an amount no less than \$100,000 and his/her duties shall be to:
  - (1) Authorize and keep proper records of District income and expenditures. The District Financial Oversight Committee shall review these records annually no later than October 1<sup>st</sup>.
  - (2) Match income and expenses with District budget line items.
  - (3) Deposit all District funds in a bank which is accessible to the District Treasurer and whenever possible the District Bookkeeper, if applicable. District funds shall be deposited in interest bearing accounts until needed for District expenses.
  - (4) In accordance with paragraph 2.c. (2) of this section, prepare and submit records of District income and expenditure for quarterly review by the District Finance Committee.
  - (5) Serve as a member of the District Finance Committee.
  - (6) At the discretion of the DG, appoint and supervise an appropriately bonded bookkeeping service, which will thereafter report to the District Treasurer.
  - (7) Ensure the completion and filing of the necessary tax returns in a timely manner.

## 2. District Finance Committee

a. The District Finance Committee is established to review, study and approve the budgeted income and expenses of District administration.

b. Membership and voting rights on the Committee will be as follows:

(1) The members of the committee shall consist of the following: DG, the District Treasurer, and three District Rotarians. The three District Rotarians shall serve a maximum three-year term, which shall be staggered so that a new District Rotarian shall be selected each year.

(2) Each succeeding year, the DGN shall appoint one District Rotarian for a maximum period of three (3) years to fill the vacancy created by the staggered terms.

(3) The District Treasurer shall be a member for the appointed year.

(4) The DG shall be a member during his/her year in office, but will have no vote except in settling ties.

(5) For each Rotary year the DGE will appoint the District Finance Committee Chair by the April 1 prior to his/her assumption of office on July 1.

c. The duties of the Committee shall be:

(1) In cooperation with the DGE, prepare and approve a proposed budget of District income and expenditures that shall be submitted to the clubs at least two weeks prior to the earliest Presidents-Elect Training Seminars (PETS). The district budget that is submitted to the presidents-elect for approval shall contain the following legend, "At the end of the Rotary year, the DG shall determine the amount of unexpended funds 45 days after the end of the year. He/she shall then submit a plan to the finance committee as to how the unexpended funds are to be utilized. The finance committee shall meet and approve the plan. If the plan submitted stipulates that the unexpended funds are to be sent to the District's foundation for the benefit of the clubs, then such a plan will be deemed as having been approved by the finance committee without the need for a meeting of such committee." The budget will consist of those considerations and elements as will be found in paragraph 3 of this section.

(2) Within two weeks of the quarterly periods ending September 30, December 31 and March 31, receive from the District Treasurer and review a written statement of the bank balance, income and expenditures for those periods.

(3) Following receipt of financial information from the District Treasurer, conduct, complete, approve and publish to the clubs within five weeks of September 30, December 31 and March 31 of each Rotary year a review of District income and expenditures for those periods.

(a) Compare income and expense figures, and make judgments concerning the adequacy of the budgeting process.

(b) Make findings and recommendations relative to adherence to the original intent of the budgeting process.

(c) Approve any required changes in the aggregate amount in the budget that may result in an increase in the spending approved at the PETS, such funds to come from District Reserves and/or unexpected increased income.

(d) Notify the Presidents of the District clubs of any material changes.

(e) In accordance with paragraph 8321 of the Corporation Code, submit an annual financial report (balance sheet and statement of income) to the clubs within 120 days of every June 30, such report to include a statement relative to any District officer involved in any transaction in excess of \$50,000.

(4) Complete the responsibility with regard to Paragraph 4 (The District Reserve) of this section.

(5) Publish quarterly P & L and Balance Sheet reports to the membership in District Newsletter.

## 3. District Budget. (\*Revised 10-10-08)

a. Preparation.

(1) The budget will conform to the standardized format established for the District and as contained in the District Leadership Plan.

(2) The budget must balance each year.

(3) Specific budget items may be revised during each year in response to unusual, unanticipated requirements, but within the aggregate amount approved at the PETS.

(4) At the end of the Rotary year, the DG shall determine the amount of unexpended funds 45 days after the end of the year. He/she shall then submit a plan to the finance committee as to how the unexpended funds are to be utilized. The finance committee shall meet and approve the plan. If the plan submitted stipulates that the unexpended funds are to be sent to the District's foundation for the benefit of the clubs, then such a plan will be deemed as having been approved by the finance committee without the need for a meeting of such committee.

b. Income. District income each year consists of:

(1) Per-member contributions from clubs as approved at PETS.

(a) The annual per capita dues will be established on July 1 of each year by pro-rating the approved budget among the number of Rotarians in the District on March 31 of the preceding Rotary Year, as reflected in the March Attendance Report submitted to the DG.

(2) The annual R.I. allocation to the DG.

(3) Interest received from interest-bearing accounts, including the District Reserve.

(4) Funds in excess of District events such as District Conferences and Assemblies, etc.

c. Expenses.

(1) All requests for reimbursement must be accompanied by receipts, which reflect the Rotary portion of expenses shown thereon.

(2) In order to aid the current year's review process and subsequent years' budget processes, all disbursements must be matched against the most appropriate budget line number. The use of "miscellaneous" and like terms is not permitted.

(3) Five dollars (\$5) of each District Rotarian's dues shall be allocated to the District Conference to provide funding in lieu of club or personal District Conference registration fees. Appearing in separate line items in budget as: Four dollars (\$4) for sitting DG conference and \$1 for DGE conference.

(4) Three dollars (\$3) of each Rotarian's dues shall be allocated to the District Assembly to provide funding to encourage club leadership participation by offsetting with lower club or member registration fees.

(5) Expenses of the DG, the DGE and the DGN are authorized as follows:

(a) DG. Includes Rotary-oriented expenses (standard room accommodations) for the DG and spouse inside the geographic limits of the District; as well as extra-District events such as PETS, Zone Institutes and International Conventions \*that have Rotary International required attendance and no reimbursement. Invitations by themselves do not constitute a requirement to attend. Expenses other than standard room, food, registration and direct round-trip coach travel are considered personal.

(b) DGE. When required to attend functions, or when requested to attend by the sitting DG, all the Rotary-oriented expenses (standard room accommodations) of the DGE and spouse inside the geographic limits of the District; as well as extra-District events such as PETS, Zone Institutes and International Conventions \*that have Rotary International required attendance and no reimbursement. Invitations by themselves do not constitute a requirement to attend. Expenses other than standard room, food, registration and direct round-trip coach travel are considered personal.

(c) DGN. When required to attend functions, or when requested to attend by the sitting DG, all the Rotary-oriented expenses (standard room accommodation's) of the DGN and spous\*e inside the geographic limits of the District; as well as extra-District events such as PETS, Zone Institutes and International Conventions that have Rotary International required attendance and no reimbursement. Invitations by themselves do not constitute a requirement to attend. Expenses other than standard room, food, registration and direct round-trip coach travel are considered personal.

(d) Special travel outside of the geographic limits of the District must have separate approval by the District Finance Committee. Such as travel to attend a Sister District Conference or other such events by the sitting District 5240 Governor including spouse or the DG's designee. Reciprocal financing arrangements with the sister district to pay for visitors to District 5240 conference or

other such events are not acceptable. Under no circumstance will more than one District 5240 couple including spouses, attend a Sister District event that will be financed by District 5240.

d. The budget will be submitted to the incoming club presidents or their proxies at the PETS for approval by a majority.

e. The DG shall have primary authority for the expenditure of funds in the respective portions of the District budget and within the spending limits established at the District Assembly.

f. The DG shall include in the budget an amount to provide for advance deposits relating to the District's operations in the year following his/her term of office. These amounts may include funds for deposits for District shirts, District Conference hotels, and/or blocks of rooms in hotels for the Rotary International Convention.

#### 4. District Reserve.

a. The Chair of the District Finance Committee shall be responsible for depositing the District Reserve in an interest bearing account in a bank, which is accessible.

b. The District Reserve Account will be maintained at a maximum of \$20,000.

c. Interest income from the District Reserve Account shall be transferred to the District bank account and be reflected as an annual budget item.

d. Funds may be withdrawn from the District Reserve for good and sufficient reason only with the written authorization of the District Finance Committee.

### Section 9. District Nominating Committee - Selection of DGN (\*Revised 10-10-08)

1. The Nominating procedure for DGN shall be as described in the Rotary International Bylaws, the Rotary Code of Policies and as provided herein.

2. Composition of the Nominating Committee.

a. The District Nominating Committee shall include the two (2) most recent available PDGs \*with the most senior PDG serving as the chair. In the event that either cannot serve, the DG will appoint an available PDG as a replacement. Also eligible to serve will be six (6) Assistant Governors (AGs) and six (6) Group Representatives (GRs) who are serving in their offices during the current Rotary Year.

(1) Any AG unable to serve shall not be replaced.

(2) Executive Assistant Governors are not eligible to be members of the District Nominating Committee.

3. During the odd-numbered years the odd-numbered GRs shall serve. (Groups 1,3,5,7,9,11).

4. During the even-numbered years the even-numbered GRs shall serve. (Groups 2,4,6,8,10,12)

5. Any GR unable to serve shall defer to the available partner GR as follows. (1-2, 3-4, 5-6, 7-8, 9-10, 11-12). If neither is available, he/she shall not be replaced.

b. Of the 14 possible electors, a quorum shall consist of a simple majority of 8 members who must be present when the committee convenes.

3. The District Parliamentarian shall be present during all deliberations of the Nominating Committee.

a. The District Parliamentarian shall monitor procedures and practices as the Rotary International Bylaws and the provisions of this Section 9 may prescribe them. In the performance of his/her duties, he/she is authorized and required to terminate Committee deliberations should they, in his/her judgment, prejudice fairness or compliance with appropriate regulations.

b. In the event of such a termination of Committee deliberations, the DG is directed to reconvene the Nominating Committee under the control of the Vice Chair.

4. The DG, or the Chair of the Nominating Committee if so directed, shall before February 1st, advise each club in the District that applications for the position of DGN will be accepted through April 1st and that Statement of Service forms, attached herewith in paragraph 11, will be available from the DG, the Chair, or the District website; and advise each club of the date, time and location of the meeting of the Nominating Committee. Applications received by the DG shall be forwarded to the Chair of the Nominating Committee.

5. The sponsoring club shall have the responsibility for:
  - a. If by regular surface mail, preparing and mailing 15 copies of all application documents which will include two original 3" X 4" minimum to 5" X 7" maximum, black and white, head and shoulders photos of the candidate; and the candidate's completed Statement of Service form. The other photos may be Xerox-type reproductions.
  - b. If by e-mail, preparing the application documents, which will include a 3" X 4" minimum to 5" X 7" maximum, black and white, head and shoulders photo of the candidate; then sending the completed application documents to the DG by April 1<sup>st</sup>.
  - c. Assigning a club member to present the club's candidate orally to the Nominating Committee at the time of the interview. Unless a member of the candidate's home club presents the candidate, he/she will not be eligible to appear before the committee.
6. The Chair of the Nominating Committee shall have the following responsibilities:
  - a. Before February 1st, to make and promulgate arrangements for a Committee meeting to be held after April 1 and before May 31 of each year.
  - b. To send copies of all of the candidate applications and Statement of Service forms to each member of the Nominating Committee no later than ten days prior to the convening of the committee meeting.
  - c. To preside over the meeting so as to:
    - (1) Verify the original copy of a sponsoring club's nomination resolution, signed by the club president and the club secretary.
    - (2) Verify that each candidate meets the formal requirements for nomination, in accordance with paragraphs 15.070 and 15.080 of the RI Bylaws.
    - (3) Clarify the specific duties of a DG.
    - (4) Enable each candidate to reveal his or her intentions and ambitions.
    - (5) Allow an overall summary of each candidate's qualifications and suitability.
    - (6) Conduct the meeting of the Committee in a dignified, responsible manner in harmony with the principles of Rotary.
    - (7) Supervise the election of the-DGN utilizing a secret ballot vote. A majority vote of the members assembled for that purpose is required to elect the DGN.
    - (8) Advise the DG immediately of the Committee decision prior to public announcement.
7. No one besides Committee members and the District Parliamentarian shall be permitted to be present during the deliberations of the Nominating Committee leading to the selection of the DGN.
8. No one besides the Committee members, the District Parliamentarian and the candidate shall be permitted to be present during each candidate's interview by the Committee.
9. At all times during its deliberations to select a DGN, the Nominating Committee is precluded from considering and/or discussing or giving any weight whatsoever in its selection of the DGN to any of the following factors:
  - a. Whether or not the candidate has been such a candidate in prior years.
  - b. The location within the District of the club which nominated the candidate.
  - c. The number of DGs or the recentness of service of any PDG from any of the clubs that have proposed a candidate for selection as DGN.
  - d. The age, sex, religion, race, national origin or marital status of any candidate.
10. After the DGN has been selected and the Chair has notified the DG, the procedure to be followed shall be as prescribed in the Rotary International Bylaws.
11. In accordance with paragraph 4, above, the following Statement of Service is incorporated herein:



**District Governor-Nominee Applicant  
Statement of Service**

In order for the District Nominating Committee to gain more background information on candidates for the position of District 5240 Governor-Nominee, please answer or complete, as appropriate, the following:

\_\_\_\_\_ (Name)

\_\_\_\_\_ (Club)

1. Years in Rotary \_\_\_\_\_ (Minimum seven years of membership at the time of taking office).

2. (Required) I served a full year as President of the Rotary Club of \_\_\_\_\_ in District \_\_\_\_\_ during the year \_\_\_\_\_.

(Note: If you have been President more than once, please name your last such service)

3. In the last three years, I have served in the following club-level positions:

\_\_\_\_\_  
\_\_\_\_\_

4. In the last five years, I have served in the following District-level positions:

\_\_\_\_\_  
\_\_\_\_\_

5. I have received the following Rotary awards and recognition: \_\_\_\_\_

\_\_\_\_\_

6. In the last five years, I have attended the following

a. District Assembly (Years) \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

b. District Conference (Years) \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

c. Mid Term Seminars (Years) \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

d. Rotary Foundation Seminars \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

e. Membership Seminars \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

f. PRLS (Graduate?) \_\_\_\_\_

g. Master PRLS (Graduate?) \_\_\_\_\_

7. I am a Paul Harris Fellow \_\_\_\_\_

8. My spouse/SO is a Paul Harris Fellow \_\_\_\_\_

9. I am a Rotary Foundation Benefactor \_\_\_\_\_

10. I am a Rotary Foundation Major Donor \_\_\_\_\_ (Level \_\_\_\_\_)

11. I am a Bequest Society member \_\_\_\_\_ (Level \_\_\_\_\_)

12. I am a Paul Harris Society Member \_\_\_\_\_

13. My attendance percentage for the last three years is \_\_\_\_\_.

14. I have attended the following International Conventions:

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15. As District 5240 Governor, the three main things on which I would concentrate are:

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(If you need more space, use an attached sheet)

16. Please complete this sentence: "If I am elected District Governor-Nominee, I will have sufficient time and other personal resources to fulfill the requirements as Governor of District 5240 because

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17. In accordance with article 10.060.4 of the RI Bylaws, I certify that I have read, understand, accept, and agree to be bound by the provisions of the RI Bylaws.

District Governor-Nominee Applicant Signature:

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## Section 10. Rotary Foundation Committee

1. By January 1st prior to his becoming DG, the DGE shall appoint a District Rotary Foundation (RF) Council to serve for his/her gubernatorial year. This Council shall consist of a chair (who shall be the District Rotary Foundation Chair) and nine other Rotarians. These ten Rotarians shall comprise the chairs of the TRF sub-committees. The Chairperson shall be a PDG or an experienced Rotarian and the term shall not exceed three (3) years in succession. It shall be his or her responsibility to assist the Committee chairs in their individual programs and to keep the Governor advised of the Foundation program throughout the year. The District RF Council shall consist of the Chairs of the following committees:

- a. The Rotary Foundation Scholarships Committee - Graduate, undergraduate, vocational teachers of the handicapped, and journalism scholarships
- b. Grants to University Teachers to serve in developing countries
- c. Grants Committee
- d. Promotion (Development Committee)
  - (1) Annual giving
  - (2) Planned giving
  - (3) Endowment
- e. Foundation Information Committee
- f. Alumni Committee
- g. Polio Plus Committee
- h. The Permanent Fund Committee
- i. The Peace and Conflict Resolutions Committee

2. The purpose of the Ambassadorial Scholarship program is to contribute to the furtherance of understanding and friendly relations between peoples of different nations by enabling a candidate to study in an educational institution located outside the United States. The Rotary Foundation Scholarship Committee will consist of a chair and eight members. Duties of the chair and committee shall be as follows:

a. The RF Scholarships Committee shall be responsible for soliciting and considering district-wide applications for available scholarships. The Committee shall meet as soon as possible after appointment in order to establish, with approval of the DGE, District timetables and deadlines for application for all Foundation scholarships.

b. A Rotarian who is well versed in Foundation programs in general and TRF Scholarships programs shall chair this committee in particular. The DGE immediately following the Rotary Foundation Scholarships selections shall appoint said Chair for a one-year term. It is recommended that the person selected be:

(1) A Rotarian with past exemplary service on the RF Scholarships Committee

(2) A Rotarian with a past history of strong personal financial commitment to The Rotary Foundation.

c. The duties of the Chair and committee shall be as follows:

(1) The Chair shall request either from the Rotary Foundation directly or from the DG all the application forms and instructions concerning the scholarships and shall send the necessary forms and instructions to each club that has requested them. The Chair shall advise each club requesting the forms and instructions that, in order to give each club an equal opportunity for a scholarship, it is the policy of the District to limit the number of applications that each club may sponsor to a total of not more than four and to just one applicant in each category, i.e. graduate, under-graduate, etc. The Chair shall receive all completed applications from the clubs and shall examine and make certain that each application is complete and accurate. At the closing date, he or she shall cause all applications to be circulated among the other members of the committee.

(2) The Chair shall also be responsible for selecting a meeting place for the oral interviews and shall set up a schedule for the appearance of each candidate. The Chair shall be responsible for attending the oral interviews in their entirety and for taking part in the selection process. The scholarship committee shall be responsible for examining in detail the application forms of each candidate and for making concise notes

about the qualifications of each of them for use during oral interviews and the selection process. At the conclusion of the interview the Chair shall complete the necessary forms to delineate the District recommendations for each of the selected candidates and their alternates and transmit these to the DG for endorsement and transmittal to the Rotary Foundation. Notification of each candidate and sponsoring club is also required. The detailed qualifications and descriptions of the scholarship awards are found in Chapter 17 of the current edition of the Manual of Procedure.

d. The Committee shall consist of the Chairman and eight members, who will be selected as follows:

(1) One member will represent each of five pairings (Groups 1, 2 & 3; 4 & 5; 6 & 7; 8 & 9; 10, 11 & 12).

(a) The term of service for RF Scholarship committee members shall be two years.

(b) One-half of the members' terms shall expire each Rotary year with replacement appointees selected by the DGE immediately following the Rotary Foundation Scholarship selections each year.

(c) Preference in selection should be given to Rotarians with club and/or District experience in the area of RF giving and/or RF programs.

(d) No committee member shall be appointed to more than two (2) successive terms.

(e) It is recommended that Committee members be Rotarians whose past history of personal financial commitment to The Rotary Foundation presumes their commitment to excellence while serving.

(2) The DGE and DGN will serve ex-officio.

(3) The District RF Chair will select one member for a one-year, non-repeating term. Every effort will be made to appoint a Rotarian whose past history of personal financial commitment to The Rotary Foundation is exemplary. Evidence of such a commitment would consist of having been identified as being both a Foundation Benefactor and a Foundation Major Donor.

e. Should any position(s) on the Foundation Scholarships Committee become vacant, the DG shall select the replacement(s) from the same Group(s) as the committee member(s) being replaced. Replacement(s) will serve out the term of the person(s) replaced and will thereafter be eligible for re-selection to a full term at the then-governor's discretion.

f. It is the policy of the District that the travel, meals, lodging and postal expenses of the Scholarship Committee are reimbursable by the District. It is also District custom that a luncheon is provided for the Candidates and their Rotarian sponsors who are scheduled for oral interview at a reasonable time before and after the noon hour.

3. The Group Study Exchange Committee shall consist of a Chair and five committee members who serve for one gubernatorial year. Whenever possible, the Chair should have served as a Rotarian leader of a Group Study Exchange team. The members of the committee shall be selected equitably from different areas of the district to ensure wide district support and cooperation, utilizing experienced members whenever possible.

4. The Grants Committee shall consist of the District Foundation Chairperson, the Grants Committee Chairperson, and three additional Rotarian members. The Grants Committee shall disseminate information about Grants to all clubs. The Rotary Foundation Grant requests, including those not requiring the signatures of District officers, shall be submitted to the Grants Committee for review prior to their submission to the Rotary Foundation. In addition, the Grants Committee shall administer any non-Rotary Foundation Grants programs established by the District.

5. The Promotion (Development) Committee. The committee shall consist of a chair and three (3) other Rotarian members who will serve one (1) gubernatorial year. The committee chair shall devote a major effort towards raising funds for TRF. He or she shall encourage all district clubs to budget annual funds for this program and to endeavor to get their members to become Paul Harris Fellows or Sustaining Members, keeping in mind that all donations to TRF must be voluntary. The Promotion Committee chair shall give a challenging presentation to Rotarians present at the District Conference and District Assembly. He or she will also send, with the DG's newsletter, a quarterly status report of the District and each club's fund-raising efforts.

6. The RF Alumni Committee shall consist of a chair and three (3) members who serve for one (1)

gubernatorial year. Duties of the committee shall be:

- a. To maintain as complete a list as possible of all the names and addresses of all RF scholarship awardees sponsored by the District.
- b. To maintain a list of awardees attending educational institutions in the District. The DG and the DGN should be kept advised at all times of the status of these individuals while they are in the District.
- c. To maintain a list of all the persons who have been members of Group Study Exchange teams sent to other countries by this District.
- d. To develop a speaker's list of Rotary Foundation programs available in the District.

7. The Polio Plus Committee shall be chaired by a Rotarian selected annually by the DG. The Chair shall have these duties:

- a. Research the status of Polio-related Rotary programs and keep the DG current on events touching this program.
- b. At the direction of the DG, serve as the principal fund-raiser for any resurgence in Polio-related requests and demands from whatever source.

8. The Permanent Fund Committee shall be chaired by a Rotarian selected annually by the DG. The Chair shall have these duties:

- a. Initiate and maintain contact with regional and Zone RF Permanent Fund officials, keeping the DG current on events touching this program.
- b. Initiate contact with District Rotarians with an eye toward increasing TRF's Permanent Fund, whether by bequest or through the nature of the RF Benefactor program.
- c. Develop a committee, as necessary, to provide assistance, advice and support to those desirous of donating, by whatever means, to the RF Permanent Fund.

9. The Chair of the Rotary Volunteers Committee will administer that program within the District.

10. The District shall establish a Peace and Conflict Resolution Scholarship Committee. The Committee shall be constituted in the same manner as the Ambassadorial Scholarship Committee.

## Section 11. Resolutions Committee

### 1. Makeup.

a. This committee shall consist of three members, at least one of whom shall be a PDG of District 5240, provided however that no PDG shall serve more than three consecutive years on this Committee. One member shall have served as a Delegate to the Rotary International Council on Legislation. A Rotarian appointed by the DG shall serve in an advisory capacity as Committee Counsel.

b. Prior to assuming office on July 1, each succeeding DGE shall appoint one new member to serve a three-year term.

c. The DG will fill vacancies on the Committee through appointments for the unexpired original term of office.

d. The DGE shall appoint one member of the Committee to be Chair during that Governor's year in office.

### 2. Duties.

a. To solicit, receive, publish and distribute to all clubs in the District, to the DG, to the DGE and to the DGN at least one month prior to the convening of a Business Meeting copies of all resolutions for changes to the District Bylaws or District Policy Manual.

b. To coordinate a presentation to the delegates attending the Business Meeting of all the resolutions for changes to the District Bylaws or District Policy Manual, including explanation of the effects of the resolutions on the affairs of District 5240 or Rotary International.

c. Following the Business Meeting, to prepare all passed resolutions in such a form that the District Bylaws or the District Policy Manual can be amended properly.

## Section 12. Modifications to the District Policy Manual and District Bylaws

1. The District Policy Manual shall incorporate all resolutions, customs, and procedures currently in force in the District.

2. In order to keep these documents current, it is necessary that a procedure be established to modify and add to the material contained therein. The procedure shall be as follows:

a. Conference Business Meeting.

(1) On or before a date which is 60 days prior to the next Business Meeting, any club may file with the DG a resolution of that club, adopted at a regular meeting thereof, proposing changes to the District Bylaws or to the District Policy Manual. Such resolution shall be signed by the Club President and Club Secretary and forwarded to the DG.

(2) The Governor shall forward copies of all resolutions proposing changes to the District Policy Manual or the District Bylaws to the Chair of the Resolutions Committee.

(3) On or before 30 days prior to the District Conference, it shall be the duty of the Resolutions Committee to prepare and distribute copies of all resolutions, which will be presented to the meeting delegates. Copies shall be sent to each Club President, to the DG, the DGE and the DGN.

(4) During the Business Meeting of the District Conference, the Chair of the Resolutions Committee shall present to delegates each resolution proposing a change in the District Policy Manual or District Bylaws submitted by a club.

(5) The method of voting shall be as outlined in the appropriate section of the California Corporations Code and in paragraph 15.050 of Rotary International Bylaws.

b. Special Business Meetings. It is contemplated that, from time to time, exigencies of District operations may require that the DG give priority attention to the changing of provisions of the Bylaws or the Policy Manual. In that event, upon 60-day notice, the DG may convene a Special Business Meeting to consider any matters brought before it in its competency.

c. District Ballots By Mail.

(1) All decisions and elections that the District 5240 Policy Manual or the District Bylaws specify be made at the District Conference or Special Business Meeting may, in addition, be made by the clubs of the district by a ballot by mail following, as near as may be, the procedures of the Rotary Manual of Procedure and the requirements of the appropriate section of the California Corporations Code. It shall only be used in place of a Business Meeting, not as a voting procedure for clubs failing to attend an actual meeting.

(2) Proposed amendments or additions to the District Bylaws and/or the District Policy Manual shall be submitted as follows: The Resolutions Committee and the DG shall establish a date for the ballots to be distributed. The ballots shall be mailed at least 60 days prior to the date that they are due. The actual voting period shall begin 30 days prior to the date when the ballots are due.

### Section 13. Presidents-Elect Training Seminar (PETS) Attendees and Expenses

1. The District shall continue to associate itself with the Southern California Districts of RI for the purpose of conducting the PETS.

2. The District shall pay for the attendance of the DG, the DGE, the DGN, Incoming Assistant Governors, the DGE's EAG(s) and the District Trainer. Each Rotary Club should pay the registration fee for its incoming Club President.

3. Incoming Club Presidents must attend PETS in order to serve their clubs as Presidents.

### Section 14. District Endorsed Projects

From time to time, at the Business Meeting at a District Conference, resolutions may be presented and adopted which create or endorse certain projects, which then become "District 5240 Projects." These District-endorsed projects shall be kept to a minimum in number and shall be made subject to a provision for annual review by the Past District Governors' Advisory Committee and by Business Meeting members

so as to preclude the possibility of projects or programs lasting indefinitely. Those which have been adopted are listed in broad outline in the District Leadership Plan in order that they may maintain their rightful place in District 5240 policies and practices. The DG and The District Committee having jurisdiction will maintain the full text of any resolutions.

#### Section 15. Financial Oversight Committee (\*Revised 10-10-08)

1. The District Financial Oversight Committee shall consist of three (3) qualified members.
2. Each successive DGN shall appoint a qualified member to serve for a maximum term of three (3) years. The DG shall select in-term replacement members. No Committee member shall be appointed to successive terms.
3. The Financial Oversight Committee shall formulate and carry out a plan to conduct a review of the books of the District as required by Section 8, paragraph 1.b. (1) of this Policy Manual.
4. A review report shall be submitted to the DG for the period being reviewed as well as to the Members of the Finance Committee of the District at the time the review is conducted.
5. The review report shall include any suggestions or recommendations.

#### Section 16. Personal District Awards

1. “Samuel L. Greene District 5240 Service Above Self” Award. Each outgoing DG, according to his/her respective standards, shall select the “Samuel L. Greene District 5240 Service Above Self Award” to an individual demonstrating Rotary excellence in service. This award is designed to perpetuate both the achievements and the service of Past District 5240 Governor and Past RI Director Samuel L. Greene, and to recognize outstanding District 5240 Rotarians.
2. “District Rotarian of the Year” Award. Additionally, each outgoing DG, according to his/her respective standards, shall select and present the “District Rotarian(s) of the Year Award” to an individual(s) demonstrating Rotary excellence in service to District 5240.
3. “Dr. John Padilla Humanitarian of the Year” Award. Each outgoing DG, according to his/her respective standards, shall annually select and present the “Dr. John Padilla Humanitarian of the Year” Award to an individual demonstrating outstanding international humanitarian service. This award is designed to perpetuate both the achievements and the unselfish, unheralded service of Dr. John Padilla, a long-time member of the Rotary Club of Santa Barbara Sunrise, and a plastic surgeon whose aid to undernourished children in countries all over the world moved others to tend to the plight of these unfortunate reminders of poverty. The award will recognize with a Paul Harris Fellowship a District Rotarian whose unstinting “Service Above Self” encompasses outstanding humanitarian standards of care and concern for the deprived.

Proposed Amendments to the Policy Manual

1. To make changes in various paragraphs to reflect the following justification:

Justification: The Ambassadorial and the Peace and Conflict Resolutions Committee have essentially identical missions: select nominees for Rotary Foundation Scholarships. For a number of years, the committees and the chairmanships have been identical in composition and in personnel assignment. This change to the title of the committee merely reflects what is already the case.

a. Be it resolved that Section 2, paragraph 2.p. is amended to read “Rotary Foundation Scholarship Committee Chair.”

b. Be it resolved that Section 2, paragraph 3 a. is amended to read “Rotary Foundation Scholarship Committee” and that paragraph 3.n. is deleted, with corresponding re-lettering of the remaining points in the paragraph.