DISTRICT 5050 POLICY MANUAL

(As Amended at the 2004 Legislative Meeting & By DG 2025)

In order to establish District procedures and to provide an orderly system of maintaining the records, actions, and resolutions of the District, this policy is adopted and as from time to time, amended by actions at a Legislative Meeting, shall be used as a guide for District Governors, District Committees, and Rotary Clubs, concerning all matters relating to the District. The policies and procedures of Rotary are set forth in the Constitution and Bylaws of Rotary International.

A. RESOLUTIONS

1. Resolutions proposing to add to, delete, or amend the Policy of District 5050, may be submitted
   a. By any Rotary Club in the District, such resolution having been "adopted" at a general meeting of the Club or by the Board of Directors of the Club at a regular meeting.
   b. By the District Governor.
   c. By a District Committee, including the District Advisory Committee of Past District Governors, such resolution having been adopted by a majority of the members of the committee.
2. a. All resolutions to be considered must be submitted to the District Governor at least 75 days prior to the opening date of the Annual Legislative Meeting.
   b. The District Governor shall refer all resolutions received to the District Resolutions Committee, which shall, not less than 45 days prior to the Annual Legislative Meeting, forward a copy of them to the Secretary of each Club in the District and to the Chairman of each District Committee.
3. a. Resolutions submitted to the District Governor, unless withdrawn by the preparer, must be submitted to the Chairman of the Resolutions Committee for consideration at the Legislative Meeting, together with the Committee's recommendations for Legislative Meeting actions.
   b. Notwithstanding paragraphs 2(a) and (b), a late resolution may be presented for consideration of the Legislative Meeting, provided that it has been presented to the District Governor to be considered, that it has been circulated in advance to the delegates, and that it receives 75 percent affirmative vote for consideration at the time of presentation to the session.
4. Voting on resolutions, including amendments to the Policy Manual, may be cast by a show of hands at the Legislative Meeting. Every Legislative Meeting registrant shall be eligible to vote provided that, should a roll call vote be called by one elector, the provisions of voting
   Article XIII Rotary International Bylaws shall apply.

5. Notwithstanding paragraph 4 above, voting on the Budget at the Legislative Meeting or any District Assembly shall be by only incoming presidents, and the resolution shall require a 75 percent vote to pass.

6. Notwithstanding the provisions of 3(b), any Rotary International legislation proposed by a

Club of this district and submitted to the district for endorsement purposes only, shall be considered by the district and endorsed by it by a majority vote of those present and voting. The provisions of paragraph 4 are applicable.

B. ORGANIZATION OF DISTRICT 5050

1. The district office shall be at such locations as the District Governor shall deem. The official files of the District shall be kept at this office. The District Governor shall pass the official files, together with any district-owned properties to his successor, not later than 25 days after the close of his term of office.
2. a. The District Governor shall, prior to assuming office on July 1, establish standing committees and officers as follows to assist in their administration:
   - Resolutions Committee
   - Nominating Committee
   - Finance Advisory Committee
   - Rotary Foundation Committee
   - District Advisory Committee
   - District Secretary
   - District Treasurer

   b. The District Governor may, at his discretion and in accordance with the District Leadership plan, appoint:
   - Assistant Governors
   - Community Service Committee
   - Vocational Service Committee
   - Club Service Committee
   - Club Bulletin Committee
   - International Service Committee
   - Conference and Assembly Committee
   - Interact, Rotaract, and RYLA Committees
   - Extension Committee

   c. Such other committees as the District Governor may deem advisable or appropriate, or as recommended by Rotary International.
3. The District Advisory Committee shall consist of all past District Governors and District Governors-Nominee resident in the District and members of a Rotary Club in the District. The District Governor shall be chairman.

C. THE DISTRICT NOMINATING COMMITTEE

1. The District Nominating Committee shall consist of the last five District Governors of District 5050 who are active members of Clubs in District 5050 and who still reside within the boundaries of the District.
2. The Chairman of the Nominating Committee shall be the Past District Governor that served as District Governor three years previously, or if not available, his most recent predecessor that served as District Governor.
3. It shall be the responsibilities of the nominating committee to meet and interview each candidate submitted to the Nominating Committee for the office of District Governor-Nominee, before selecting a recommendation. In the event one of the members of the Committee cannot attend this meeting, then it shall be considered that their membership on the Committee be vacant and shall be filled in paragraph 4 following.

4. If for any cause a vacancy occurs on the committee, such vacancy shall be filled by the next preceding Past District Governor available to fill the vacancy.

D. DISTRICT GOVERNOR-NOMINEE, NOMINATIONS AND ELECTION PROCEDURES

The Bylaws of Rotary International provide that a District Governor is nominated by the clubs in the District and elected by the Convention of Rotary International. All District Governors-Nominees are to be officially known by the title "District Governor-Nominee" followed by the Rotary year's designation for their anticipated term of office.

1. a. On or before March 1, of the second year prior to the year in which it is anticipated a District Governor-Nominee shall assume office, the President of any Club wishing to place the name of one of its members in nomination shall file with the Chairman of the Nominating Committee and the District Governor a resolution of the Club, adopted at a regular meeting of the Club naming such candidate and certifying that the candidate meets the qualification for District Governor as provided in the Rotary International manual of procedure.
   b. This resolution shall be accompanied by a current picture of the candidate and a biographical sketch of the candidate's personal and Rotary background. The District Governor, in the Governor's January Monthly letter, will print Section (a) above as an invitation to all Governors-Nominee and will furnish the names and mailing addresses of those listed.
2. On or before May 1, of the same year, the Chairman will call a meeting of the Nominating Committee to choose a proposed candidate for District Governor-Nominee. In making its selection, the Nominating Committee shall not be limited in its selection to those names submitted by Clubs in the District. On or before May 25, the Nominating Committee shall notify the District Governor in writing of the Nominating Committee's choice of the proposed candidate for District Governor-Nominee. The name of the candidate proposed by the Nominating Committee, together with a statement of the candidate's qualifications, shall be announced in the Governor's November monthly letter.
3. a. On or before June 1 of that year, any Club which submitted the name of a candidate other than the Nominating Committee's choice may resubmit to the Chairman of the Nominating Committee the name of their candidate (having received his or her consent to do so) and if he or she continues to qualify [paragraph l(a) above], his or her name shall be placed on a ballot and submitted to the next Legislative Meeting for a vote by the electors assembled at the Legislative Meeting.
   b. Where there are more than two candidates, balloting shall be by the single transferable ballot system.
   c. A candidate receiving a majority vote shall be declared the Governor-Nominee for the second following Rotary year.
4. If by June 1, no additional candidate has been proposed by any Club in the District, the District Governor declares the candidate of the Nominating Committee to be the District Governor-Nominee, and shall include such announcement in the Governor's June monthly letter as notification to all clubs in the District and shall, at the next Legislative Meeting, declare him or her to be the District Governor-Nominee for the second following Rotary year.
5. In the event that a District Governor-Nominee should elect not to allow his or her name to be presented as District Governor-Nominee at the Convention of Rotary International, or if she should cease to meet the qualifications of a District Governor, the current District Governor shall arrange for the nominating of a qualified Rotarian as the District Governor-

Nominee by the Clubs of the District.

6. In case of dispute, a decision shall be rendered within 15 days by the Nominating Committee whose decision, made in accordance with the relevant provision of Rotary International Constitution and Bylaws, Article XIII, shall be final.

E. DISTRICT FUNDS

1. District Funds for general or specified purposes may be set up by resolution of the Legislative Meeting in accordance with the principles and guidelines recorded in the Manual of Procedure as from time to time amended.
2. a. District Funds may include:
   i. General District Fund
   ii. Conference Fund
   iii. Special funds established by Legislative Meeting action, designated to serve specific purposes or projects, and which can be terminated at the discretion of any succeeding Legislative Meeting. Any_ Funds remaining at such termination shall revert to the General District Fund.

   b. All District Funds shall be the responsibility of the District Finance Committee, which shall have authority at its discretion and with the approval of the District Governor, to appoint trustees and/or signing officers for Special Funds.
3. District Finance Committee Members and Treasurer
   a. The District Finance Committee shall consist of the three (3) most recent Past District Governors of District 5050 who agrees to serve, and still resides within the boundaries of the District.
   b. The member of the Committee who is most senior in consecutive days of service on the committee shall be the Chair.
   c. In the event that a member of the Committee becomes unable or unwilling to serve, ceases to be a resident within the boundaries of the District, or is no longer a member in good standing of a Rotary club in District 5050 his/her position on the Committee shall be declared vacant and the District Governor shall appoint a Past District Governor who meets the qualifications.
   d. The District Governor shall appoint a Rotarian from the District, preferably a Certified or Chartered Public Accountant to serve as District Treasurer. The District Treasurer shall be an ex officio member of this Committee.
   e. The District Governor and District Governor Elect shall be ex-officio members of this Committee.
   f. The District Finance Committee shall receive the District Governors end of the year financial report within 90 days (30 September) of the close of the Rotary fiscal year (30 June).
   1. The Committee will review the financial report to ensure that it is in compliance with District 5050 policies and the approved budget for the year, consulting with the immediate past District Finance Committee Chair as necessary.
   g. This examination and review shall constitute the audit as required by Rotary International.
   h. The District Finance Committee shall assure that the District Governor's end of the year financial report includes income and expense statements with a comparison to budget for the following District Funds:

- District General Fund
- District Reserve Fund
- Legislative Meeting Fund
- World Community Service Fund (District Designated Grants)
- Youth Exchange Committee Funds
- Rotary Youth Leadership Awards (RYLA) Committee Funds
- District Activities Fund (GOLFUN)
- Any Special Fund created during the fiscal year.

4. District Treasurer and Signing Officers
   a. The District Governor shall appoint a District Treasurer whose function will be to receive and deposit all funds and to make all authorized disbursements. They shall cause to be kept books of accounts on all Funds coming under their jurisdiction. On their retirement from office, they shall turn over to their successor all books of -accounts, and any other properties of the District in their possession. Effective with the program year ending June 30, 1999, all financial transactions shall be recorded and reported in US dollars. Transactions made in Canadian funds will be recorded in US dollars using an exchange account.
   b. At the expiration of their one-year term of appointment, they shall be eligible for reappointment.
   c. The Treasurer shall make the District Governor and the members of the District Finance Committee quarterly reports on all funds under their jurisdiction.
   d. Signing officers of the General District Fund shall be:
      i. District Governor
      ii. District Treasurer
5. Annual Budgets, Quarterly Reports, Annual Reports
   a. A budget for the General District Funds for the ensuring year shall be prepared by the District Finance Committee, in consultation with the District Governor-Elect, District Treasurer, and chairman of each District Committee related to the budget and circulated to incoming Presidents of each Club not less than 30 days prior to the date of the earliest District Assembly.
      i. The budget shall be recommended for consideration at each District Assembly and as approved (with or without recommendation for amendment) shall be proposed as a resolution to the Legislative Meeting for final determination.
      ii. A favorable vote of 75 percent of incoming Presidents voting at the District Assemblies and the Legislative Meeting is required for approval of the budget, recommended per capita dues, and other financial matters, properly presented for consideration.
   b. A current statement of the Treasurer of the financial condition of all District Funds shall be presented to the District Finance Committee on a quarterly basis.
   c. A current statement by the Treasurer for the proceeding years shall be given as to the financial condition of all District Funds to the District Assembly, the Legislative Meeting, or the District Annual Meeting, should it not be held at either of those two events.
6. Administration of Funds

a. The General District Fund is provided to accomplish the following objectives:

i. To meet such expenditures as shall be authorized in the budget approved by the Legislative Meeting.

ii. To provide for supplementary emergency expenditures, not necessarily provided for in the budget, which the District Governor deemed essential to the ongoing progress of District Activity, having first received approval of the District Finance Committee.

iii. To provide financial assistance to insure the District Governor's attendance at the International Convention.

iv. To assist financially the attendance of the District Governor and the District Governor-Nominee at the multi-district (Zone) meetings.

v. Such other expenditures as may be required by virtue of Rotary International policy, which, on recommendation of the District Governor, have been approved by the District Finance Committee.

vi. The policy determining acceptable expenditures within the budget shall be defined in a set of guidelines to be established as required by the District Finance Committee.

vii. To insure financial stability, an operating fund reserve equal to the prior year's operating fund expenditures should be maintained. The operating fund reserve shall not be less than US$50,000 at the close of the Rotary year. Should misfortune diminish the operating fund below the minimum, an assessment of up to US$IO per year per member will be levied until the operating reserve balance is restored to the required amount.

b. Conference Fund

i To provide working capital for the Legislative Meeting Committee and financial support for the Legislative Meeting program generated by the District Governor and activated by the Conference Committee.

ii. The Chairman of the Conference Committee shall submit for approval of the District Governor an estimated budget of revenue and expenditures not less than 90 days prior to the Conference.

iii. Within 90 days after the Conference, the Conference Committee Chairman shall submit to the District Governor a complete financial report and arrange for a:transfer of any residual in the Conference Fund to the District General Fund.

iv. Within 90 days of the conclusion of the Conference, the District Governor will distribute copies of the financial report to each Club in the District.

e. Special Funds

Proposals for the establishment of a special Fund shall be made to the Legislative Meeting in the form of a Resolution [as provided for under Section A (2) (a)], only the District Governor having first been advised of the intention of the initiator of the proposal.

f. Source of Funds

i. Dues from Clubs in the District, based on a suggested per capita amount recommended each year at the Legislative Meeting or District Assemblies.

ii. Any surplus arising from residual of Conference or Special Funds, or

unallocated surpluses of District Committee Funds.

iii. Income arising from investment of funds not required for immediate commitment or expenditure.

iv. Contributions, donations, grants, bequests made by Clubs or individuals for designated or general purposes.

g. Protection of Funds, Securities, Properties, etc.

i. Monies received by the Treasurer shall be deposited in accredited financial institutions in such manner as clearly indicates that the funds are the property of the District and not the property of any Rotarian.

ii. Disbursement from any fund shall be made by check signed by two authorized signing officers.

iii. Securities or other documents of value shall be deposited in a safety deposit box registered in the name of the District, to which access may be gained only by authorized signing officers.

iv. At the discretion of the District Governor, the District Treasurer may be required to be bonded.

v. Investment of surplus funds available from time to time shall be restricted to government authorized trustee investments.

F. RECORDS

1. a. Each District Committee shall prepare and keep a record of its activities, minutes of meetings, etc., forwarding copies to the District Governor.
   b. Each District Committee shall prepare and present, as required by the District Governor, a written annual report in time for presentation to the Legislative Meeting.
2. The District Secretary shall be responsible for the handling of all reports in such a manner as to provide for a sustained record of District activity, policies, and programs.
3. All essential records in the custody of District Officers, on the occasion of their retirement from office, shall be transferred immediately to the custody of their successors.

G. AMENDMENTS

1. Amendments to the Policy Manual may be submitted by any club in the District, notice being given in accordance with provisions of Article A, Section 1 (a), (b), (c), and Section 2 (a) and (b) only.
2. The District Governor or District Secretary are authorized to amend any section to conform to Rotary International legislation, any such change to be notified to every Club and proposed (for ratification only) at the ensuing Legislative Meeting.

Amended by District Governor Isabelle Martinez Hayer pursuant to G.2 above, to conform to Rotary International legislation in removing the requirement of an annual District Conference and allowing for a Legislative Meeting in its place.

Isabelle Marinez Hayer, District Governor

December 8, 2025
Date