

Rotary



District 5050

Leadership Plan & Policies

Draft Feb. 2026

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Rotary District 5050 Leadership Plan & Policies

Purpose

The purpose of the District Leadership Plan & Policies (DLP) is to provide for the efficient and effective administration of Rotary District 5050, including procedures for appointing and ensuring the continuity of District & committee leadership, conducting District events & meetings, holding District elections & voting, establishing District financial procedures, and assisting in the administration of the clubs.

District Governing Documents

Rotary International District 5050 is a Washington State Non-profit corporation, UBI Number 602 724 256, IRS ID. Number (EIN) 26-0588178. Governing documents include the following:

- Washington State Non-profit Corporations Act-RCW 24.03A
- Articles of Incorporation
- Bylaws of the Corporation
- Constitution of Rotary International
- Bylaws of Rotary International
- Rotary (International) Code of Policies
- District 5050 Leadership Plan & Policies

The articles of incorporation provide that any provisions in the articles not in conformity with the constitution, bylaws, or policies of Rotary International, as amended from time to time, shall be superseded by the RI provisions. (Section 3.2 (b), Article III)

Members of the corporation are the clubs within the District 5050 boundary, pursuant to the bylaws of Rotary International. (Article V)

The number of Directors, their terms, and manner of election or appointment shall be as provided for in the corporation's bylaws.

The officers of the corporation are as set forth in the District bylaws. The District Governor, District Governor Elect, and Immediate Past District Governor shall always be members of the Board of Directors. (Article VII)

For purposes of the State of Washington, the District Governor is considered both the President of the Corporation and Chair of the Board of Directors. The District Governor Elect is the Vice President; the District Secretary and District Treasurer are the Secretary and Treasurer of the corporation. (Article VIII)

District Leadership Team

Before the start of each Rotary year, an orientation session will be held for the District leadership team, consisting of the Board of Directors and the Assistant Governors, to review the District Leadership Plan & Policies. They will be provided with a statement to return to the District Governor before the first meeting of the Board of Directors, acknowledging that they have read and understand the documents in the District



Leadership Plan & Policies, will fulfill their responsibilities, and will conduct themselves in accordance with the Code of Ethics.

Rotary District 5050 Code of Ethics

Rotary District 5050 board members (“members”) will adhere to applicable laws and regulations in the conduct of Rotary business as well as in their personal lives. As a corporate business entity, the District is subject to the laws of the various jurisdictions in which it conducts business. The members should adhere to applicable law to protect the District's assets and mission. In addition, in performing their private lives, members should adhere to applicable law to preserve and protect Rotary's positive image.

Members will adhere to the provisions of Rotary International (RI) and District constitutional documents. Members will adhere to the provisions of the policies established in the Rotary Code of Policies and the District Leadership Plan & Policies. Many of these provisions are designed to assure good governance and promote an ethical image. Adhering to these policies demonstrates a commitment to these ideals. Members will serve for the benefit of Rotarians and the purposes of RI and will act independently of any inappropriate influence in the best interests of Rotarians, RI, and the District. Members will follow the requirements of the Conflicts of Interest policy. They should put the interests of Rotary first. Members must refrain from accepting any offers, gifts, or favors in exchange for influencing or taking a position on an item coming before the board or a committee.

Members will not utilize their position for personal prestige and/or benefit.

Members will exercise due care in the diligent performance of their obligations to the District and to their fellow Rotarians. They should perform their responsibilities with such care, including reasonable inquiry, as ordinarily prudent persons in like positions would use under similar circumstances. Members should inform themselves, prior to making a decision, of all material information reasonably available to them.

Members will take actions based on an essential fairness to all concerned. Members may be faced with decisions that will significantly impact various Rotarian groups and individuals. To maintain the confidence of Rotarians that members act fairly and in the best interests of the association, members, in a manner consistent with the 4-Way Test, should weigh the potential impact of their decisions and treat equally all persons who will be affected.

Members will promote transparency of important financial information. They are the stewards of the association, acting on behalf of Rotary clubs and Rotarians. Rotarians have a right to access accurate information regarding the financial condition of the association. Transparency in financial operations encourages ethical behavior.

Members will prohibit and restrict the disclosure, communication, and utilization of confidential and proprietary information. In fulfilling their responsibilities, they may have access to confidential information. As part of their duty of loyalty, members should utilize this information only for intended purposes, never for personal ones, and take precautions against accidental disclosure.

Members will comply with expense reimbursement policies. The board has adopted a policy on the procedures for reimbursement of Rotary-related expenditures. Following these procedures ensures compliance with applicable laws and precludes the appearance of impropriety.



Members will interact with RI, TRF, and District staff professionally and respectfully, and shall understand and abide by RI's non-harassment policy. The harassment policy guides what constitutes a proper interaction with staff. Members should be familiar with and adhere to the policy so as to avoid even unintentional improper interaction.

Members will adhere to this Code of Ethics, encourage other members to do so as well, and report any suspected or potential violations to the District Governor. The efficacy of this Code of Ethics is dependent on the compliance of the members. By self-monitoring and encouraging other members to comply with the Policy, the goals of the Policy will be accomplished.

Implementation

The Code of Ethics shall be distributed to and reviewed with members elected as part of their orientation session. It will also be provided to all members at least annually. Each member will annually acknowledge that they have read and understand the Code and will comply with their responsibilities hereunder.

Interpretation and Enforcement

When made aware of a potential or alleged violation of the Code of Ethics, the District Governor will provide available details to the G-Team. The G-Team will then obtain all relevant information and take such action as it deems appropriate, including providing counsel to the alleged violator and providing recommendations to the Board for corrective action. Only the Board may take disciplinary action against a member, consistent with RI's constitution and bylaws and the Rotary Code of Policies.

Rotary's Guiding Principles

These principles have been developed over the years to provide Rotarians with a strong, common purpose and direction. They serve as a foundation for our relationships with each other and the actions we take in the world.

Object of Rotary

The Object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:

- **FIRST:** The development of acquaintance as an opportunity for service;
- **SECOND:** High ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying of each Rotarian's occupation as an opportunity to serve society.
- **THIRD:** The application of the ideal of service in each Rotarian's personal, business, and community life;
- **FOURTH:** The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.



The Four-Way Test

The Four-Way Test is a nonpartisan and non-sectarian ethical guide for Rotarians to use for their personal and professional relationships. The test has been translated into more than 100 languages, and Rotarians recite it at club meetings:

Of the things we think, say, or do

- Is it the TRUTH?
- Is it FAIR to all concerned?
- Will it build GOODWILL and BETTER FRIENDSHIPS?
- Will it be BENEFICIAL to all concerned?

Rotarian Code of Conduct

As a Rotarian, I will:

- Act with integrity and high ethical standards in my personal and professional life.
- Deal fairly with others and treat them and their occupations with respect.
- Use my professional skills through Rotary to mentor young people, help those with special needs, and improve people's quality of life in my community and in the world.
- Avoid behavior that reflects adversely on Rotary or other Rotarians.
- Help maintain a harassment-free environment in Rotary meetings, events, and activities; report any suspected harassment; and help ensure non-retaliation to those individuals who report harassment.

Avenues of Service

We channel our commitment to service at home and abroad through five Avenues of Service, which are the foundation of club activity.

- **Club Service** focuses on making clubs strong. Strong relationships and an active membership development plan anchor a thriving club.
- **Vocational Service** calls on every Rotarian to work with integrity and contribute their expertise to the problems and needs of society.
- **Community Service** encourages every Rotarian to find ways to improve the quality of life for people in their communities and to serve the public interest.
- **International Service** exemplifies our global reach in promoting peace and understanding. We support this service avenue by sponsoring or volunteering on international projects, seeking partners abroad, and more.
- **Youth Service** recognizes the importance of empowering youth through leadership development programs such as Interact, Youth Adventures in Leadership (YAIL), Youth Engaged In Service (YES), Rotary Youth Leadership Awards (RYLA), and Rotary Youth Exchange (RYE).



Conflict of Interest Policy

Purpose

To provide a formal set of guidelines intended to help ensure that when actual or potential conflicts of interest arise, District 5050 ("District") has a process in place under which the affected individual will advise the District about all the relevant facts concerning the situation.

Statement of Policy

No member of the District Board of Directors ("board") or any member of a District committee shall use their position, or the knowledge gained therefrom, in such a manner that a conflict between the interest of the District and their personal interest arises.

Each board and committee member has a duty to prioritize the interests of the District in all dealings with the organization and has a continuing responsibility to comply with the requirements of this policy.

The conduct of personal business between a member of the board or a committee and the District is prohibited.

Suppose a board or committee member has an interest in a proposed transaction with the District in the form of any personal financial interest in the transaction or in any organization involved in the transaction, or holds a position of trustee, director, or officer in any such organization. In that case, they must make full disclosure of such interest to the District Governor (or, in the case of the District Governor, to the immediate past District Governor) before any discussion or negotiation of such transaction. Suppose a board or committee member is aware that another director or committee member has an undisclosed potential conflict of interest in a proposed transaction with the District. In that case, they must inform the District Governor (or, if the other director is the District Governor, the immediate past District Governor) as soon as possible.

Any member of the board or a committee who is aware that they have a potential conflict of interest with respect to any matter before the board or a committee shall not participate in any discussion of or vote on the matter. The existence and nature of the potential conflict of interest shall be recorded in the minutes of the meeting.

Each board and committee member must disclose any family or business relationship that they have with another member of the board or committee.

Disclosure

To implement this policy, board and committee members will submit a written statement disclosing all potential conflicts of interest before any relevant board or committee action. These statements will be reviewed by the G-Team, which will attempt to resolve any actual or potential conflicts. If a resolution is not reached, the matter will be referred to the Board of Directors. A potential conflict of interest will be deemed to exist if a majority of the members vote affirmatively. The director or committee member with a potential conflict of interest shall not be present for the vote.



Rotary's Policy on Harassment

Rotary's policy on harassment was approved by the Board of Directors in 2019 and updated in 2020. This can also be found in the [Rotary Code of Policies](#).

Article 26.120. Harassment-Free Environment at Meetings, Events, or Activities

Rotary is committed to maintaining a harassment-free environment. Harassment is broadly defined as any conduct, verbal or physical, that denigrates, insults, or offends a person or group based on any characteristic (age, ethnicity, race, color, abilities, religion, socioeconomic status, culture, sex, sexual orientation, or gender identity).

All members and individuals attending or participating in Rotary meetings, events, or activities should expect an environment free of harassment and shall help maintain an environment that promotes safety, courtesy, dignity, and respect to all. Adults who work with youth are subject to policies outlined in the Rotary Code of Policies 2.120.

All allegations of criminal activity should be referred to the appropriate local law enforcement authorities.

The club board, District, or zone leadership shall promptly address allegations of harassment and shall not retaliate against those who make the allegations.

At the club level, allegations of harassment at Rotary meetings, events, or activities shall be reviewed by the club board and responded to within a reasonable time frame, typically one month. If the alleged offender is a member of the club board, he or she must recuse himself or herself from the discussion. The review and/or investigation shall be dependent on the circumstances, including the severity and pervasiveness of the behavior. Concerns that allegations of harassment were not adequately addressed by the club may be referred with appropriate documentation to the District Governor.

At the District level, allegations of harassment at Rotary events or activities shall be reviewed by the governor or a committee appointed by the governor for this purpose, and responded to within a reasonable time frame, typically one month. Suppose the District Governor is the alleged offender. In that case, the immediate past District Governor (or most recent past governor), directly or by appointment of a committee for this purpose, shall review and respond to the allegation. The general secretary shall be informed within two weeks of any allegations of harassment by District Governors, governors-elect, and governors-nominee. The review and/or investigation shall be dependent on the circumstances, including the severity and pervasiveness of the behavior. Concerns that the District did not adequately address allegations of harassment may be referred, with appropriate documentation, to the RI director.

District leaders, including governors, assistant governors, and committee chairs, are encouraged to work with their clubs to create a harassment-free environment. District leaders should also work with their clubs to establish a code of conduct and policies for how to address and prevent harassment within their clubs, among their members, and with other participants in Rotary.

At the zone level, allegations of harassment at Rotary meetings, events, or activities shall be reviewed by the RI director or a committee appointed by the RI director for this purpose and responded to within a reasonable



time frame, typically one month. If the RI director is the alleged offender, either another current or past RI director appointed by the RI president shall review and respond to the allegation.

The RI president shall be informed within two weeks of any allegations of harassment by RI directors, directors-elect, and directors-nominee. Concerns that the zone did not adequately address claims of harassment may be referred, with appropriate documentation, to the RI president.

As it pertains to Rotary Action Groups and Rotary Fellowships, the Rotary Action Group and Rotary Fellowship leadership shall promptly address allegations of harassment and shall not retaliate against those who make the allegations. Claims of harassment at an action group or fellowship event or activity shall be reviewed by the action group or fellowship, or a committee appointed by the chair of the action group or fellowship for this purpose, and responded to within a reasonable time frame, typically one month. If the chair or other leaders of the action group or fellowships is/are the alleged offender, the immediate past chair (or most recent chair), directly or by appointment of a committee for this purpose, shall review and respond to the allegation. If the alleged offender is a member of the action group or the fellowship's board, he or she is expected to recuse himself or herself from the discussion. The review and/or investigation shall be dependent on the circumstances, including the severity and pervasiveness of the behavior. Concerns that allegations of harassment were not adequately addressed by the action group or the fellowship may be referred, with appropriate documentation, to the RI president.

Club, District, and zone leaders must report severe and pervasive harassment and any resulting membership terminations to the general secretary. If a club or District fails to address findings of harassment adequately, the RI director shall notify the RI Board for appropriate action. Such action may include club termination or other appropriate sanctions.

Personal Data Use Policy

Purpose

To promote a culture of data privacy and comply with local laws and regulations about handling personal data.

District Leadership

- Persons serving in a Rotary leadership role are granted access to Personal Data that Rotary International and/or The Rotary Foundation considers confidential, and they must abide by Rotary's privacy policies, including [Rotary's Privacy Policy](#).
- Personal Data is any information that relates to an individual who is or can be identified from the data, either alone or in conjunction with other information. Examples of Personal Data are:
 - Name and any information listed below
 - Home address
 - Phone number
 - Email address
 - Gender/sex
 - Marital status
 - Spouse's name



○ Occupation

- Personal Data can only be used for Rotary's authorized Core Business Purposes, which include:
 - Fulfilling Rotary's obligation to Rotarians
 - Supporting the Rotary Foundation, including fundraising efforts
 - Facilitating convention and event planning
 - Communicating key organizational messages
 - Supporting the programs and membership of Rotary
- Personal Data can only be used for the authorized purposes and cannot be used or disclosed for any purposes unrelated to the purpose for which it was shared.
- Personal Data cannot be disclosed to a third party.
- Personal Data must be safely stored and transported, and Rotary must be notified immediately if one suspects or discovers any breach (including any unauthorized access or accidental sharing) of Personal Data. Email privacy@rotary.org as well as the District's Rotary staff contact in the event of a potential or confirmed breach.
- Personal Data should be retained only as long as needed for the purposes for which it was provided. Once the purpose has ended, the Personal Data must be securely deleted.
- Compliance is required with Rotary's Privacy Policy with regard to the handling of Personal Data.
- Always keep the following principles in mind:
 - Collect and use Personal Data only for specific Rotary purposes.
 - Collect only the most necessary, relevant personal data.
 - Be clear about how the personal data collected will be used.
 - Securely dispose of personal data when it is no longer needed.

Resource

- Rotary's Privacy Policy

Board of Directors

Purpose

Washington State law provides that all corporate powers shall be exercised by or under the authority of the Board of Directors, and the activities and affairs of the corporation shall be managed by or under the direction, and subject to the oversight, of the Board of Directors. (RCW 24.03A.490) This is confirmed in Part IV of the District bylaws.

Major Functions

Consistent with the above, the functions of the Board of Directors shall include, but not be limited to, the following:

- Set and revise District policies and procedures.
- Recommend an annual budget to the clubs in the District.



- Approve the appointment of the District secretary and District treasurer and assign their duties and responsibilities.
- Approve a District calendar of events, including District learning activities.
- Set a date for an annual general or legislative meeting of member clubs in the District.

Board Members

Here is a list of board members by position as provided for in the corporate bylaws, which the board of directors may amend from time to time.

- District Governor
- District Governor Elect
- District Governor Nominee
- Immediate Past District Governor
- Vice Governor
- Director – Finance
- Director – Learning & Development
- Director – Membership
- Director – Public Image & Communications
- Director – Rotaract
- Director – Rotary Foundation
- Director – Senior Assistant Governor
- Director – Youth Services

Selection/Term

District Governor

The District adopts the nominating committee process specified in Section 12.030 of the RI Bylaws to select a nominee for governor not more than 36 months, but not less than 24 months, before the day of taking office. The nominee shall assume the title of governor nominee designate upon selection and shall assume the title of governor nominee on July 1st, two years before assuming office as governor. The nominee will be elected at the RI convention held immediately preceding the year in which such nominee is to be trained at the international assembly. Nominees so elected shall serve a one-year term as governor-elect and assume office on 1 July in the calendar year following the election.

Directors

Directors for the DG's year of service are appointed by the DG during their DGE year, with ratification by the Board of Directors, to serve for a one-year term. To ensure continuity of leadership, the following directors shall be appointed for a three-year term, with documented approval from those who will serve as DG during the director's three-year term: Foundation, Membership, and Youth Services.

(Rotary Code of Policies Article 17, section 17.030.2 District Committees)



Resources

- Bylaws of Rotary International
- Rotary Code of Policies, Chapter III Districts
- Articles of Incorporation of Rotary International District 5050
- Bylaws of Rotary International District 5050
- District 5050 Leadership Plan & Policies

Board of Directors Policies

Board Meetings

- The Board of Directors shall meet at the call of the District Governor but not less than once every two months.
- Meetings may be held either electronically or in person.
- Each Director shall submit a written activity report in ClubRunner documents or provide to the District secretary a minimum of one week before a board meeting.
- The agenda for the board meetings shall be posted on the District website one week in advance of a meeting.
- The minutes of the board meetings shall be posted on the District website within one week after a meeting.
- At the first meeting of the fiscal year, parliamentary procedures shall be reviewed.

Rotary District 5050 Crisis Management Plan

Purpose

The purpose of this crisis management plan is to provide guidance and support to Rotary leaders in District 5050 in the event of a crisis to ensure that the District is prepared to:

Provide for the immediate care and protection of individuals and property, and

Ensure the communication of accurate, timely, and consistent information to Rotarians and the public in a manner that delivers the highest level of transparency and cooperation consistent with applicable law and government policy.

An effective media crisis plan is based, first and foremost, on the principles of truth, transparency, and sincerity. Nothing in the media crisis plan should compromise, or appear to compromise, these key principles.

Definition of a Crisis

A crisis is described as an unanticipated, unusual event or occurrence arising out of, or closely related to, misconduct by a Rotarian, a Rotary club project, event or program that results in, or is likely to result in, physical or psychological harm, serious injury, or death to a participant; significant financial loss; or that is or can be detrimental to the public image of Rotary.



- Examples include, but are not limited to, an injury or death stemming from natural disasters impacting a Rotarian, Rotary project, event, or program, such as fire, flood, or earthquake; or human-caused, such as accidental or intentional single or mass casualty event.
- A crisis can include suspected illegal activities where the victim or alleged perpetrator is a Rotarian, a Rotary club, or the District; or other event that involves a Rotarian, a Rotary club, or the District that impacts persons or property in a substantial adverse event.
- Events giving rise to a crisis may, but need not, involve youth involved in Rotary functions and activities, such as RYLA, YAIL, and YES participants, Interactors, and Rotary Youth Exchange students. The youth protection plans applicable to these programs take precedence over this plan and must be followed before implementing this plan. However, the crisis must be simultaneously notified to the District Governor. The District Governor will then inform the District and, if necessary, depending on the severity of the situation, will inform and engage with Rotary International.

Media

Media includes, but is not limited to, the following:

- Traditional print media, such as newspapers.
- Broadcast media such as radio, television, and streaming.
- Online sources such as social media and bloggers. This may include an untrained citizen journalist who captures an event through photographs, video, or recordings and posts online visual, audio, and textual content from the site of the crisis.

Role of the District Governor

As the sole officer of Rotary International in the District, the District Governor shall serve as the primary point of contact between the District and Rotary International, as well as between the District and its clubs.

The District Governor shall be solely responsible for crisis management in District 5050. In the absence of the District Governor, or in the event of their inability to act, the following individuals, in the order listed, will be designated and shall hold final responsibility:

- Vice Governor
- District Governor Elect
- Immediate Past District Governor

The District Governor shall annually appoint a Crisis Management Team and publish the names and contact information of the team on the District's website.

Only the District Governor or their designate has the authority to activate the Crisis Management Team or individual team members in the event of a crisis.

Crisis Management Team

The mandatory Crisis Management Team members will be:

- District Governor as chair



- District Governor Elect as assistant to the District Governor
- District Youth Protection Officer from the country in which the crisis occurred
- District Public Image director
- Licensed attorney in active practice who is familiar with the law in the country where the crisis occurred and can give immediate advice regarding confidentiality, potential legal action, and liability

Additional Crisis Management Team members at the discretion of the District Governor:

- Assistant Governor from the area in which the crisis occurred
- President of the Rotary club, which was principally involved in the event or activity giving rise to the crisis
- Chair of the committee responsible for the activity or event giving rise to the crisis
- District insurance representative to advise on any action relating to liability and mitigation
- Others at the request of the District Governor

The District Governor is the spokesperson and shall act as the liaison to the media, unless they delegate that role to another person, such as an expert on the situation. The spokesperson will be supported by a media team composed of members of the public image committee, who are responsible for all District media platforms.

Crisis Management Team Education

All members of the Crisis Management Team should be familiar with the most recent editions of Rotary International's Media Crisis Handbook, 515-EN-(507), and the Rotary Youth Protection Guide, 775-EN-(13).

All members of the Crisis Management Team should be familiar with the relevant District policies, including the Youth Protection Policy.

Documentation

The person reporting an incident shall keep a written record of the incident and send it to the District Governor.

The District Governor shall keep a record of the incident and communication with all parties, including the Crisis Management Team, Rotary International, media, and others who are or may be involved in the incident.

Notification

A Rotary club president who becomes aware of a crisis situation shall immediately contact and consult with the District Governor. Any Rotarian who becomes aware of a crisis situation should immediately contact the District Governor and the president of their club. If the District Governor is not available, those on the list of delegates shall be contacted in order.

Rotarians leading youth programs shall follow the detailed reporting procedures of their individual program before contacting the District Governor, although every effort should be made to simultaneously notify the District Governor.



1 The District Governor will contact Rotary International and the Zone 28/32 Rotary International Director as
2 necessary.

3 The District Governor will confirm that law enforcement has been contacted, if applicable, and not already
4 involved.

5 Where law enforcement or other emergency services are involved, the Crisis Management Team will
6 cooperate with law enforcement in all respects and follow the direction of responsible law enforcement and
7 emergency officials.

8 The District Governor will notify members of the Crisis Management Team that they have chosen to activate
9 the team in response to a crisis.

10 The District Governor will update Rotary International and the Zone 28/32 Rotary International Director with
11 the progress of the crisis. The DG will notify them immediately of any significant changes in the crisis and
12 media involvement.

13 Any Rotarian contacted by the media shall immediately notify the District Governor.

Communications Management

14 The District Governor is the spokesperson for the District; however, they may designate that role to the
15 District public image director or another Rotarian with specific expertise. There shall be only one
16 spokesperson as the voice of the District in an interaction with the media.

17 Contact information for the media team should be provided to anyone reasonably anticipated to be contacted
18 by the media, including electronic and social media. That information should be accompanied by instructions
19 to refer all inquiries to the media team in a cooperative, transparent manner, thereby avoiding a response
20 limited to 'No comment.'

21 Any Rotarian contacted by the media shall refer the inquiring media representative to the District Governor,
22 who will contact the appropriate member of the media team to provide a comment to the press. If time is
23 needed to confirm the contact information for the District Governor or the media team, the media
24 representative should be told that a Rotary representative will respond promptly.

25 The District Governor may communicate with assistant governors, the District board, clubs, and/or individual
26 Rotarians, as required.

27 The District Governor may ask club presidents and assistant governors to communicate appropriate and
28 approved information to affected clubs.

29 The District Governor will instruct all Rotary club members to direct media inquiries to the District Governor.

30 The District Governor will prepare a statement for use with and by the media team in responding to inquiries.
31 The statement should accurately state the facts, express Rotary's position, convey the appropriate tone, and
32 develop key messages to help the District Governor convey Rotary's position accurately and consistently.

- 33 • Before use, the statement should be reviewed by Rotary International Public Image and Media
34 Relations staff.



- The District Governor will ensure that the statement is updated as needed.

Media Monitoring Plan

In the event of a crisis, the Crisis Management Team shall prepare and implement a Media Monitoring Plan, which monitors the accuracy and tone of media coverage to ensure that Rotary is not misrepresented.

Future Crisis Management

Once the crisis has ended, the Crisis Management Team should assess how the situation was handled and recommend changes to procedures to improve future crisis response.

Resources

- RI Media Crisis Handbook, 515-EN-(5078)
- Rotary Youth Protection Guide, 775-EN-(13)

Council on Legislation Committee

Purpose

The primary purpose of the Council on Legislation Committee (COL) is to respond to proposed resolutions and enactments presented to the RI Council on Legislation by clubs, District Legislative Meetings, and the General Council and Conference of Rotary International in Great Britain and Ireland, and the RI Board.

Council Representative

The District Nominating Committee selects a past District Governor (PDG) to represent the District on the Councils on Resolutions and Legislation for a three-year term, or a term modified by RI. At the same time, an alternate representative is selected. The COL representative also serves on the District leadership plan & policies committee.

Committee Members

Members of the committee are based on position. They meet at the chair's call to discuss proposed resolutions and enactments.

- Representative/Chair
- Alternative Representative
- DG Current Year
- DGE Current Year
- DGN Current Year
- PDG Past COL Rep
- PDG Past COL Rep
- PDG Past COL Rep

Each year, the DG rotates off as the DG line changes.



Duties of the Council Representative

- Assist clubs in preparing resolutions and enactments
- Represent the District as a voting member of the council on legislation and the council on resolutions
- Participate in all meetings of the council on resolutions and the meeting of the council on legislation
- Forward proposed resolutions and enactments to the committee members and all members in the District for their information and input
- Meet with the committee to vet the information to make an informed decision on the final vote
- Report on the council's final votes to the members of the District
- District Board Directors/Chairs post their reports on Clubrunner

Learning & Development

My Rotary/Learning & Reference/Policies & Procedures/Council on Legislation

- How to Participate in the Council on Resolutions
- Rules of Procedure – Council on Resolutions
- How to Propose Resolutions
- How to Read Resolutions

Resources

- RI Bylaws
- RI Manual of Procedure

Reference

- **Addendum #4 – How To Select Council Representative**

Council Description

The Council on Resolutions and the Council on Legislation give us a voice in how Rotary International is governed.

Council on Resolutions: The Council on Resolutions meets online annually to vote on proposed resolutions and urgent enactments. Resolutions are requests to the board or trustees to take an action outside the purview of the constitutional documents. Ideally, a resolution should affect the Rotary world, rather than address local or administrative issues. An urgent enactment is a change to the constitutional documents, proposed by the RI Board, that the board has determined cannot wait until the next council on legislation, which is held every three years, or a term modified by RI).

Representatives from all Rotary Districts vote on items proposed by clubs, Districts, the RI Board, and the general council or conference of Rotary International in Great Britain and Ireland (RIBI). Adopted resolutions are then considered by the RI Board or the Rotary Foundation Trustees. Urgent enactments adopted will



1 amend the constitutional documents and take effect one month after the Council on Resolutions report is
2 sent.

3 Council on Legislation: Every three years, or a term modified by RI, Rotarians meet at the Council on
4 Legislation to review and vote on proposed changes to the legislation that governs Rotary. They consider
5 enactments, which change Rotary's governing documents, and position statements by the RI Board.

6 Council Representatives: Each Rotary District chooses a representative for a three-year term, or a term
7 modified by RI. These members represent their Districts at all three meetings of the council on resolutions and
8 at the council on legislation during their term.

9 Proposing Legislation and Resolutions: Clubs, Districts, the RI Board, and the RIBI General Council or
10 Conference may submit legislation and resolutions to the councils. The deadline for submitting resolutions for
11 the council on resolutions is June 30th each year. District Governor Position Description

13 District Governor Position Description

Role

14 The District Governor (DG) is an officer of Rotary International and the chief executive officer of Rotary District
15 5050, responsible for the District's executive management.

Selection/Term

16 The District Nominating Committee selects the DG as the District Governor Nominee Designate and serves
17 one-year terms as the District Governor Nominee and the District Governor Elect before their one-year term
18 as District Governor.

Qualifications

19 In accordance with Article 16, Section 16.070 & 16.080 of the Bylaws of Rotary International, the DG must be a
20 member, other than an honorary member, in good standing of a club in the District and have been a Rotarian
21 for at least seven years at the time of taking office as DG. They must have served as president of a Rotary club
22 and attended the International Assembly during their term as District Governor Elect.

Responsibilities

23 The DG is responsible for planning, coordinating, and operating the District. Official duties are listed in Article
24 16, Section 16.090 of the Bylaws of Rotary International and Article 19.010-19.010.6 of the Rotary Code of
25 Policies. In addition to these duties, the DG shall:

- 26 • Be responsible for the administration of District funds in accordance with the annual budget as
27 approved by the clubs within the District.
- 28 • Designate a Washington State Rotarian as the registered agent for District 5050, charged with filing the
29 Annual Non-Profit Report with the Washington Secretary of State.



- In consultation with the District leadership team, update, develop, promote, and implement District priorities and strategies.
- Chair the District Board of Directors' meetings.
- Facilitate the governor team meetings.
- Conduct an official visit to each club within the District.
- Prepare a monthly communication to each club through the Peace Arch Journal.
- Serve on the District finance committee and the council on legislation committee.
- Finalize plans and host the District Club Learning Seminar.
- Supervise the District secretary and the governor's aide.
- Attend District and major club events.
- Conduct an orientation session with the district leadership team to review DLP and conflicts of interest.
- Appoints and chairs the District Crisis Team.

Learning & Development

- Complete the DG learning center courses.
- The DG (and spouse/partner if available) is required to attend the governor's advanced training seminar.
- The DG (and spouse/partner if available) is required to attend the blue denim seminar in January.
- Attend the Rotary International convention (and spouse/partner if available).

Resources

- Bylaws of Rotary International
- Rotary Code of Policies, Chapter III Districts
- Articles of Incorporation of Rotary International District 5050
- Bylaws of Rotary International District 5050
- District 5050 Leadership Plan
- District 5050 Strategic Plan

Reference

- **Addendum #1 – District Governor Candidate Application Form**

Governor Team

Purpose

The Governor Team (G-Team) is the governing body for the day-to-day operation of District 5050. The members provide input and counsel to the DG in the administration of the District and support continuity in planning and execution of District programs.



Members

The G-Team comprises the DG, DGE, DGN, DGND, and the IPDG.

Responsibilities

The G-Team shall meet at the call of the DG, but not less than once a month, either electronically or in person, to discuss the affairs of the District and to take appropriate action when and where necessary.

Interview candidates proposed for District leadership positions.

The policies and procedures of the G-Team shall always be in accordance with the constitution and bylaws of Rotary International and the District leadership plan.

The District Board of Directors must ratify any additions or changes to the District leadership plan or policies before taking effect.

As per the Rotary International manual of procedure, the final authority in the District rests with the DG.

The DG chairs meetings and may be attended by the governor's aide and/or District directors as appropriate at the discretion of the DG.

The DGN shall record all such meetings until the DGD is selected who takes over this responsibility. The minutes of the meetings are to be distributed to the G-Team members within one week after the meeting.

Minutes are to be included in the DG's report to the Board of Directors.

Resources

- Bylaws of Rotary International
- Rotary Code of Policies, Chapter III Districts
- Articles of Incorporation of Rotary International District 5050
- Bylaws of Rotary International District 5050
- District 5050 Leadership Plan
- District 5050 Strategic Plan

District Conference Committee

Purpose

If a District conference is to be held, the District Conference Committee (DCC) plans, promotes, and implements the necessary arrangements to ensure good programming and maximum attendance.

Chair

The District Governor Nominee Designate selects the chair to coordinate the conference held during their governor year. The chair is responsible for organizing and staging the District conference, if any will be held.



The chair appoints committee chairs, delegates duties and responsibilities to the committees, and calls DCC meetings as required.

Committee Members

Logistics & facilities liaison, treasurer, registrar, secretary, and committee chairs. Preference should be given to those with experience in meeting coordination and/or hospitality, and/or to Rotarians and Rotaractors with media, public relations, or marketing skills.

Responsibilities

- Review and comply with G-Team contract and Finance Committee budget approval requirements. Both the venue contract and the preliminary conference budget shall be forwarded at the same time to the Board of Directors, which shall provide final approval within 30 days of submission (to facilitate the most favorable contract terms possible).

Contracts

The DCC shall not sign any contracts or incur any expenses until they have been approved by the District Board of Directors. All proposed contracts (venue, audio visual support, speakers, entertainment) related to the District conference shall be submitted to the G-Team. The G-Team will review the contracts and may return them to the DCC with recommendations as appropriate. After final review, the G-Team shall forward the contract to the District Board of Directors for approval.

Budget

A preliminary conference budget shall be presented to the Finance Committee based on the template provided. All anticipated revenue and expenses will be identified in the preliminary conference budget and all updated budgets, so the best representative figures are available. The Finance Committee will review the proposed budget and may return it to the DCC with recommendations as appropriate. After final review, the Finance Committee shall forward the preliminary conference budget to the District Board of Directors for approval.

Successive updates of the conference budget shall be presented to the Finance Committee along with actual financial performance to date at one year out, six months out, and three months out or at such additional times as determined by the Finance Committee or by the District Board of Directors.

- Select the District conference venue and coordinate all related logistical arrangements.
- Provide relevant, motivational, and informative programs.
- Promote conference attendance with particular emphasis on new Rotarians and Rotaractors, all members of newly organized clubs in the District, and representation from every club in the District and the family of Rotary.
- Promote the District conference to external audiences, such as the media, community leaders, and beneficiaries of Rotary's programs. .



District Conference Timeline

Planning for the District conference, if any will be held during the DG year, begins as soon as the District Governor Nominee Designate (DGND) is selected. The DGND chooses a conference chair who, under their direction, has overall responsibility for the organization and staging of the District conference. The conference chair appoints committee chairs, delegates duties and responsibilities to the committees, and calls meetings of the conference committee as required.

3 & ½ Years Out

- Review the District conference committee (DCC) purpose and responsibilities, and the Finance Committee budget and G-line contract directives.
- Select a logistics & facilities liaison, treasurer, registrar, and secretary.
- Decide on a venue and determine availability without signing a contract.
- Prepare and submit a preliminary budget to the Finance Committee.
- Before signing a venue or any other contract, it must be presented to the G-team for review along with the preliminary conference budget and approved by the District Board of Directors.

2 & ½ Years Out

- Establish a dedicated bank account to accept sponsorship donations and conference registration fees, as well as the District conference subsidy provided for in the District budget. The District Treasurer shall be informed of the account signing authorities and shall have access to all bank statements. Budgeted expenses may be paid from this account, provided appropriate documentation and oversight are in place.
- Decide on the theme of the conference.
- Start looking for speakers.
- Have you heard a Rotary speaker who particularly impressed you?
- Have you heard of someone who could speak on a topic related to the theme?
- Are break-out sessions being considered?
- Will the candidate speak pro bono and just charge for travel and accommodation?
- Will a speaker's fee fit into the budget?
- Will a speaker's travel expenses fit into the budget?

2 Years Out

- Add committee chairs for marketing & promotion and tours & activities.
- Finalize speakers and ask for bios and photos (see attached template).
- Prepare a marketing video.
- Prepare a theme banner.
- Develop a conference website.
- Book entertainment for the gala dinner after submitting the contract to the G-team for review and approval by the Board of Directors.



1 & ½ Years Out

- Add committee chairs for gala & decorations, house of friendship, opening ceremony & protocol, and youth participation.

1 Year & 3 Months Out

- Promote the conference to the presidents-elect at PNWPELS.
- Present a video or PowerPoint showcasing the conference.
- Display the conference banner.

1 Year Out

- Present an updated budget to the Finance Committee..
- If a District Conference is being held by the current District Governor, set up an early registration desk at the District conference, if any will be held.
- Display the conference banner and offer a small gift for those who register.
- Prepare a 10-minute marketing presentation to be given at that year's conference.

July 1

- Launch the ClubRunner registration system.
- Launch the conference website.
- Promote the conference during DG visits.

6 Months Out

- Present an updated budget to the Finance Committee.
- Arrange for sergeants-at-arms.

3 Months Out

- Present an updated budget to the Finance Committee.
- Select speaker gifts.

2 Months Out

- Prepare the content for the printed conference program.
- Print programs for conference attendees.

1 Month Out

- Work out all the fine details.

Within 45 days following the end of the conference, all financial records relating to the conference shall be submitted to the District Treasurer.



District Conference Committee Positions

District Governor

The District Governor (DG) is responsible for ensuring that the District conference is held in accordance with Rotary International's rules and regulations, if any will be held.

Conference Chair

Under the direction of the DG, the conference chair is responsible for the overall organization and staging of the District conference, if any will be held. The chair appoints committee chairs, delegates duties and responsibilities to the committees, and calls meetings of the conference committee as required.

Logistics & Facilities Liaison

The liaison participates with the DG and the conference chair in the selection of the venue. They coordinate with all other committees to determine what facilities (including rooms, tables, chairs, microphones, sound systems, projectors, etc.) are required for each function during the conference and then arrange for the same either with the venue or outside sources, all in accordance with the conference budget. During the conference, the liaison handles all communications with the venue staff and ensures that all event facilities and meals are set up and ready on time.

Treasurer

The treasurer is responsible for contacting companies, Rotary clubs, and individuals in the District to solicit donations to offset the conference's costs, in accordance with the conference budget.

The treasurer is responsible for establishing and monitoring a dedicated conference bank account to accept sponsorship donations, conference registration fees, any District conference subsidy provided for in the District budget as well as to pay budgeted conference expenses. Both the treasurer and the conference chair shall be signers on the account. The District treasurer shall be informed of the account signing authorities and shall have access to all bank statements. Budgeted expenses may be paid from this account with the approval of the DG provided appropriate documentation and oversight are in place. The treasurer shall review and process expense reports and third-party payment requests approved by the DG after verifying that appropriate receipts are attached and expenses do not exceed the amounts budgeted. The treasurer shall record all revenue and expenses, maintain documentation, and provide financial reports to the conference chair. Within 45 days following the end of a District conference, the conference treasurer shall submit all financial records relating to the conference to the District Treasurer.

Registrar

The registrar works with the DG, conference chair, and treasurer to set the conference registration fees and other matters on an ongoing basis. The registrar designs the registration forms and takes pre-registrations at a discounted price at the preceding conference. The registrar arranges to set up the registration process through the District ClubRunner site at the start of the Rotary year and informs the conference treasurer of registrations received, cancellations, and any refunds. The registrar reviews the hotel lists periodically to see who has hotel rooms but no conference registration or vice versa, and facilitates youth reservations as needed. Before the conference, the registrar ensures that all registrants are properly registered and prepares



name badge inserts, invitations to receptions, bus or event tickets, meal tickets when used, etc. At the conference, the registrar sets up and manages the registration desk, distributes the name badges and welcome packages, and takes final payments as required. The registrar maintains an accurate record of all registrations received, registrants attending the conference, and payments made.

Secretary

The conference secretary takes the minutes of all committee meetings and transmits them to committee members.

Gala & Decorations

-This committee is responsible for organizing and staging the Saturday evening gala, including the theme and entertainment. It also works with the logistics and facilities liaison to provide appropriate decorating and staging for various meetings, meals, events, and functions. It is responsible for the decoration of the general session room.

House of Friendship

This committee is responsible for the organization, staging, and staffing of the house of friendship at the conference. The committee promotes it to all clubs in the District to encourage their participation with club displays.

Marketing & Promotion

This committee is responsible for promoting the conference to maximize awareness and attendance. It designs and distributes conference promotional materials directly to the clubs and provides information and articles for the Peace Arch Journal and the District website. It also involves media outlets in promoting the conference publicly and seeks media exposure for the conference's speakers and events. It is specifically responsible for creating a marketing video, designing the conference banner, and providing appropriate recognition for Rotary, corporate, and individual sponsors before and during the conference.

Opening Ceremony & Protocol

This committee is responsible for all aspects of organizing and staging the opening ceremony of the conference. This includes establishing the format and program, arranging the music and entertainment, obtaining any necessary flags, and enlisting the participation of any others (such as exchange students) as appropriate. The committee is also responsible for advising the conference committee on Rotary protocol for acknowledging dignitaries.

Youth Participation

This committee is responsible for promoting youth involvement in the conference, including Interact and Rotary Youth Exchange students, and encouraging their active participation with conference attendees. It works with other committees as required (such as the opening ceremony committee) to coordinate the exchange students' participation in the overall conference program. It also works with the registrar in connection with student accommodations at the conference.



Tours & Activities

This committee is responsible for all aspects of arranging tours and activities for Rotarians and their guests.

Nominating Committee

Purpose

The primary purpose of the Nominating Committee is to promote, recruit, interview, and select prospective candidates for the office of District Governor. It also selects a past governor, proposed by the governor-elect, to be vice governor, to replace the governor in case of a temporary or permanent inability to perform the governor's duties. Every three years, or such other term as is designated by RI, the committee selects a past District Governor to represent the District on the Councils on Resolutions and Legislation and an alternate.

Chair

- The chair shall be the past District Governor who served as District Governor three years previously, or, if not available, the next previous available past DG shall serve as the chair."

Committee Members

The committee shall consist of the last five District Governors who are active members of clubs in District 5050, who still reside within the District's boundaries, and who are available and willing to serve.

Committee Responsibilities

The committee shall select a candidate to be the governor nominee two years before taking office as governor.

By August 1st each year, the chair of the Nominating Committee shall invite clubs to submit a candidate for the office of District Governor.

No later than October 1st, the president of any club wishing to place the name of one of its members in nomination shall file with the chair a resolution, adopted at a regular meeting of the club, naming the candidate and certified by the club secretary, stating that the candidate meets the qualifications for District Governor as follows:

- is a member in good standing
- has served as club president for a full term or as charter president for at least six months
- demonstrates willingness, commitment, and ability to fulfill the duties and responsibilities of a governor

On or before October 15th, the chair shall call a meeting of the committee to select a governor nominee. The committee may also consider qualified individuals it identifies as being available for the position. Where there are more than two candidates, balloting shall be proportional using a single transferable ballot (ranking) system. Each interview of gubernatorial nominee candidates should satisfy the following minimum needs:



- Verify that each candidate meets the formal requirement for nomination, in accordance with RI Bylaws sections 16.010 and 16.020
- clarify the specific duties of a governor, including the knowledge, experience, time, and fiscal resources required to fulfill them,
- allow an overall summary of each candidate's qualifications and suitability,
- enable each candidate to share their vision and goals (January 2015 Mtg., Bd. Dec. 118)

The chair shall notify the District Governor in writing of the candidate selected within 24 hours of the adjournment of the Nominating Committee. Within three days of the receipt of the notice, the District Governor shall notify all club presidents in the District of the nominee's name, club, and a statement of their qualifications.

If there is no valid challenging candidate, the governor shall declare the candidate of the Nominating Committee to be the District Governor Nominee and notify all clubs in the District within 15 days. The governor shall certify the name of the governor nominee to the Rotary International general secretary within 10 days of declaring the nominee.

Any club in the District may propose a challenging candidate for governor nominee, but only if the candidate has already been proposed to the Nominating Committee. The name of the challenging candidate shall be submitted by a resolution of the club adopted at a regular meeting and filed with the governor by the date set, which shall be within 15 days of notification of the selection as a governor nominee.

The governor shall inform all clubs through a form prescribed by RI of any challenging candidate and ask whether any club concurs with the challenge. To concur, a club must adopt a resolution at a regular meeting and file it with the governor by the date set by the governor. A valid challenge requires concurrences by either: (a) 10 other clubs; or (b) 20 percent of the total number of clubs which have been in existence for at least one year as of the beginning of that year in that District, whichever is higher. A club shall concur with only one challenging candidate. Within 7 days after the deadline, the governor shall notify clubs that a valid challenging candidate exists. The notice shall include the name and qualifications of each challenging candidate, the names of the challenging and concurring clubs, and state that the candidates will be voted on in a club ballot. 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.

Resources

- Bylaws of Rotary International
- Rotary Code of Policies, Chapter III Districts
- Articles of Incorporation of Rotary International District 5050
- Bylaws of Rotary International District 5050
- District 5050 Leadership Plan
- District 5050 Strategic Plan



District Secretary Position Description

Provide administrative support and information to the District Governor and the Board of Directors.

Selection/Term

The secretary is appointed by the District Governor Elect for a one-year term to serve during the District Governor's term.

Qualifications

- Proficient with the use of online resources such as the Rotary International website, ClubRunner, and Rotary Club Central.
- Proficient with word processing, spreadsheets, PowerPoint, and other desktop functions.
- Well-organized.
- Have good writing skills.

Responsibilities

- Take minutes at the Board of Directors' meetings, finance committee meetings, and District leadership plan & policies committee meetings, and disseminate within one week of the meeting.
- Request and disseminate the agenda and reports one week before the meetings.
- Maintain meeting minutes and the District leadership plan & policies on the District website.
- Act as a resource to club secretaries, providing information, support, and training when required.
- Attend the District learning & development assembly and conduct District secretary training sessions.
- Serve on the DLP Review Committee

Learning & Development

- Complete the Secretary learning center courses.

Governor's Aide Position Description

Role

Provide administrative support and information for the DG.

Selection/Term

The DGE selects the Governor's Aide for their DG term.

Qualifications

- Proficient with the use of online resources such as the Rotary International website, Rotary Club Central, and ClubRunner.
- Proficient with word processing, spreadsheets, PowerPoint, and other desktop functions.
- Well-organized.



- Have good writing and communication skills.

Governor's Aide Responsibilities

- Coordinate District Governor club visit schedule and maintain visit checklists.
- Order name badges for the Board of Directors and assistant governors.
- Respond to emails and phone calls from club leadership and members.
- Attend G-Team meetings as requested.
- Assist with registration and collection of payments at physical events.
- Be familiar with Rotary International and District 5050 governing documents.

Other Responsibilities

- Contact clubs to update club and officer information for the official RI directory and Rotary records as required.
- Ensure executives and officers are recorded for each club prior to PrePELS.
- Ensure club and District leaders have proper RI access.
- Ensure necessary reporting to Rotary International is submitted.
- Maintain District leadership contact list and online directory, updating data as changes occur.
- Maintain District organization and historical data charts.

Resources

- Bylaws of Rotary International
- Rotary Code of Policies, Chapter III Districts
- Articles of Incorporation of Rotary International District 5050
- Bylaws of Rotary International District 5050
- District 5050 Leadership Plan
- District 5050 Strategic Plan

District Governor Elect Position Description

Role

The District Governor Elect (DGE) continues the educational process to gain a clearer insight into District operations in preparation for the position of District Governor (DG).

Selection/Term

The District Governor Nominee will be elected at the RI convention held immediately preceding the year in which such nominee is to attend the international assembly. Nominees so elected shall serve a one-year term as governor-elect and assume office as District Governor on 1 July in the calendar year following the election.



Qualifications

In accordance with Article 16, Section 16.070 & 16.080 of the Bylaws of Rotary International, the DGE must be a member, other than an honorary member, in good standing of a club in the District and have been a Rotarian for at least six years at the time of taking office as DGE. They must have served as president of a Rotary club and must be prepared to attend the international assembly for its full duration.

Responsibilities

- Serve on the District Board of Directors, the governor team, the finance committee, the PNWPELS Board of Directors, and the Sandover-Sly Memorial Fund Society's Board of Directors.
- In consultation with the governor team, select or confirm directors, committee chairs, assistant governors, the secretary, and the treasurer to serve during the next Rotary year and notify all candidates after confirmation by the Board of Directors.
- Appoint the governor's aide.
- Prepare, in conjunction with the District Finance Director and Treasurer, the annual District budget for the next fiscal year.
- Coordinate, in conjunction with the District Learning and Development Director, the Club Leadership Learning Seminar, Pre-PELS, and PEELS.i
- Continue planning the District conference if one is to be held in the ensuing year.
- Promote and ensure attendance by each club president-elect at PRE-PELS and PNWPELS learning seminars.
- Hold a reception for presidents-elect and potentially other PNWPELS attendees on Friday and Saturday evenings of the seminar.
- Report to the Advisory Council of Past Governors meeting, to be arranged by the District Vice Governor, after the international assembly.
- Attend District seminars and events.
- If attending the International Convention, it is customary that the DGE coordinate a gathering of those attending the Convention from our District.
- For all events coordinated by the DGE, to ensure that there is a balanced budget with an appointed event treasurer, and to report to the District Finance Director and Treasurer.

Learning & Development

- Complete the DGE learning center courses.
- The DGE (and spouse/partner if available) is required to attend the governor-elect advanced learning seminar (GELS).
- The DGE (and spouse/partner if available) is required to attend the blue denim seminar.
- The DGE (and spouse/partner if available) is required to attend the international assembly.
- Attend the District conference, if any will be held (and spouse/partner if available).
- Attend the Rotary International convention (and spouse/partner if available).



Resources

- Bylaws of Rotary International
- Rotary Code of Policies, Chapter III Districts
- Articles of Incorporation of Rotary International District 5050
- Bylaws of Rotary International District 5050
- District 5050 Leadership Plan
- District 5050 Strategic Plan

District Governor Nominee Position Description

Role

The District Governor Nominee (DGN) begins the formal learning process to prepare for their future roles as District Governor Elect (DGE) and District Governor (DG).

Selection/Term

The District Governor Nominee Designate (DGND) becomes the DGN for a one-year term at the start of the Rotary year on July 1st following their selection as DGND.

Qualifications

In accordance with Article 16, Section 16.070 & 16.080 of the Bylaws of Rotary International, the DGN must be a member, other than an honorary member, in good standing of a club in the District and have been a Rotarian for at least five years at the time of taking office as DGN. They must have served as the president of a Rotary club.

Responsibilities

- Serve on the District Board of Directors and the governor's team.
- Member of the council on legislation committee.
- Observer on the District finance committee and the PMWPELS Board of Directors, until he/she become a member of the PNWPELS Board of Directors.
- Serve as the liaison between District leadership and the District Rotary youth exchange committee.
- Continue to plan the District conference, if any will be held in the year they are DG, as per the timeline set by the Finance Committee and G-Line.

Learning & Development

- Complete the DGN learning center courses.
- The DGN (and spouse/partner if available) is required to attend the governor nominee advanced learning seminar (GNALS).
- The DGN (and spouse/partner if available) is required to attend the blue denim seminar in January.
- Attend the District conference, if held.



- Attend the Rotary International convention, if possible, at their expense.
- The DGN is encouraged to attend as many District seminars and events as possible, including PRE-PELS, PNWPELS, District Assembly, including the Leadership Learning Seminar Assembly.

Resources

- Bylaws of Rotary International
- Rotary Code of Policies, Chapter III Districts
- Articles of Incorporation of Rotary International District 5050
- Bylaws of Rotary International District 5050
- District 5050 Leadership Plan
- District 5050 Strategic Plan

District Governor Nominee Designate Position Description

Role

The primary role of the District Governor Nominee Designate (DGND) is to learn the operations of the District and observe the activities of the DGN, DGE, & DG.

Selection/Term

The District has adopted the Nominating Committee process to select a nominee for District Governor. The nominee shall become the DGND upon selection and the District Governor Nominee on 1 July, two years before taking office as DG.

Qualifications

In accordance with Article 16, Section 16.070 & 16.080 of the Bylaws of Rotary International, the DGND must be a member, other than an honorary member, in good standing of a club in the District and have been a Rotarian for at least four years at the time of taking office as DGND. They must have served as president of a Rotary club. It is also recommended that the DGND selected has served as an assistant governor or in a District-level position.

Responsibilities

- Begin planning the District conference, if any will be held in the year they are DG, as per the timeline set by the Finance Committee and G-Line.
- Serve on the governor's team.
- Observer on the District Board of Directors.
- Attend as many District events and seminars as possible, including the Club Leadership Learning Assembly and the District conference, if any is held.



Learning & Development

- Complete the Learning Center Course: Getting Started with the Learning Center.
- Review the governing documents of Rotary International and District 5050.
- The DGND (and spouse/partner if available) is required to attend the blue denim seminar in January.

Recommended Upon Selection

- Submit a resume and formal headshot for the District website.
- Print business cards indicating the DG year.
- Set up a separate “Rotary” email address.
- Obtain a NEXUS pass for ease in crossing the US/Canada border.
- Develop a system to track expenses.
- Consider obtaining a dedicated credit card for reimbursable expenses.

Resources

- Bylaws of Rotary International
- Rotary Code of Policies, Chapter III Districts
- Articles of Incorporation of Rotary International District 5050
- Bylaws of Rotary International District 5050
- District 5050 Leadership Plan
- District 5050 Strategic Plan

Immediate Past District Governor Position Description

Role

The primary role of the immediate past District Governor (IPDG) is to provide guidance and advice to the District leadership team as requested.

Selection/Term

The District Governor becomes the IPDG at the beginning of the next Rotary year on 1 July for a one-year term.

Responsibilities

- District Leadership Plan & Policies Committee Chair
- District Board of Directors
- G-Team
- District Finance Committee
- District Nominating Committee
- In conjunction with the District Finance Director, prepare and submit a report to RI as to expenditures from the funds received from RI, known as District Governor Funding, during the IPDG’s year.



- In conjunction with the District Foundation Director, ensure that an assessment committee reviews the foundation financials as required by the TRF MOU with the District.
- Sandoval-Sly Memorial Scholarship Society Board of Directors.

Years 2 Through 5

- District Nominating Committee

District Leadership Plan & Policies Committee

Purpose

Make recommendations to the Board of Directors regarding ways to improve the organizational structure, communication flow, and operations of the District.

Chair

Immediate Past District Governor

Committee Members

- Vice Governor
- Council on Legislation Representative
- Senior Assistant Governor
- District Secretary

Committee Responsibilities

- Update the District Leadership Plan (DLP) as changes occur in the District.
- Regularly review and update the DLP to align with changes to the RI governance documents, including the RI bylaws and code of policies.
- Post the DLP and updates on the District website for all District members to access.
- Monitor the implementation of the District strategic plan.

Learning & Development

- Review the governing documents of Rotary International and District 5050.

Resources

- Bylaws of Rotary International
- Rotary Code of Policies, Chapter III Districts
- Articles of Incorporation of Rotary International District 5050
- Bylaws of Rotary International District 5050



- District 5050 Leadership Plan
- District 5050 Strategic Plan

Assistant Governor Position Description

Role

Assistant Governors (AG) serve as the District Governor's official representatives, motivating and supporting the Rotary and Rotaract clubs in their assigned areas to thrive.

Selection/Term

AGs are appointed by and hold office at the pleasure of the District Governor (DG) for a term ending with the term of office of the DG, but are eligible for reappointment by a succeeding DG, up to a maximum of three successive one-year terms. (District Bylaws 6.1)

Qualifications

- Served as a club president.
- Have a My Rotary account and be familiar with the courses offered in the Learning Center.
- Knowledge of Rotary policies and online tools.
- Able to regularly visit clubs.
- Able to attend and support District training events.

Responsibilities

- Develop close working relationships with the club leadership in their assigned area.
- Hold regular meetings of club presidents to foster collaboration.
- Attend monthly group AG meetings.
- Visit each club at least quarterly to provide information about RI and District resources, learning seminars, and events to encourage club member participation.
- Assist clubs as necessary to enter club goals in Rotary Club Central and encourage them to complete the activities that lead to the District Club Excellence Awards.
- Assist clubs with strategic planning and obtaining special assistance from District committees as needed.
- Assist clubs in creating a public presence through social media and press releases.

As a Member of the District Leadership Team

- Advise the DG of club events and activities.
- Assist clubs in planning for the DG's official visit and completing the Governor Visit Checklist.
- Attend, welcome, and introduce the DG on their official visit.
- Attend and assist at PrePELS, PELS, and District Assembly, including the Club Leadership Learning Seminar.
- Identify and promote the development of future District leaders.



- Promptly act and follow up on membership leads from Rotary.org.
- Communicate each club's strengths, weaknesses, and progress toward goals by using the "Club Rating" feature in Rotary Club Central.
- Support the assistant governor elect (AGE) in transition to the role and provide relevant information about the status of area clubs.

Learning & Development

- As AGE, complete assistant governor basics in the RI Learning Center.
- Review the governing documents of Rotary International and District 5050.

Resources

- Bylaws of Rotary International
- Rotary Code of Policies, Chapter III Districts
- Articles of Incorporation of Rotary International District 5050
- Bylaws of Rotary International District 5050
- District 5050 Leadership Plan
- District 5050 Strategic Plan

AG Expense Reimbursement Policies

The District budget identifies funds to cover AG expenses in fulfilling the responsibilities outlined in the AG position description.

- An annual stipend.
- Meal expenses on official club visits are to be covered by the club.
- Attendance at PNWPELS and District learning assembly.
- All reimbursement requests shall be submitted to the District treasurer on the District expense form with appropriate receipts attached within 30 days of the expense being incurred.

Ineligible Expenses

- Club and District fundraising events and activities.
- Bar bills and alcohol.
- Entertainment.
- Laundry, dry cleaning, or personal grooming.
- Medical expenses.
- Automobile repairs.
- Hardware or software, telephones, computers, or associated costs.
- Internet, cable, phone service, or lines.

Exceptions to the above require the prior approval of the DG and the finance chair.



Vice Governor Position Description

Role

The role of the Vice Governor is to replace the District Governor in case of a temporary or permanent inability to perform the governor's duties.

Selection/Term

The District Nominating Committee for governor may select a past governor, proposed by the governor-elect, to be vice governor, who shall serve during the year following selection. If the Nominating Committee makes no selection, the governor-elect may select a past governor as vice governor.

Responsibilities

- Serve on the District Board of Directors.
- Chair of the Advisory Council of Past Governors
- Member of the District leadership plan & policies committee.

Resources

- 2023 Manual of Procedure: 16.060. Vacancy in the Office of the Governor

Advisory Council of Past Governors

Purpose

Provide support for the current District Governor line (G-Team) and act as a sounding board for suggested ideas to test their validity or likely success before they are made public.

Council Members

All past governors who are members of Rotary clubs within the District, regardless of the District Served.

Role

Members of the advisory council have tremendous experience with a wide array of Rotary programs and projects and can help provide continuity and support. The G-Team members are encouraged to consult past governors for information and assistance as needed, such as training incoming governors, promoting the Rotary International convention, or providing direct support to weaker clubs.

The authority and/or the responsibility of the governor shall in no way be impaired or impeded by the advice or actions of the past governors. (January 2015 Mtg. Bd. Dec. 118)



Meetings

The Vice Governor shall chair any meeting of the entire Advisory Council of Past Governors. At least once a year, within the month following the end of the International Assembly, the Vice Governor shall call a meeting for the G-Team to share the 'State of the District' and their plans for the upcoming Rotary year.

Resource

- District 5050 Strategic Plan

Senior Assistant Governor Position Description

Role

The senior assistant governor (SAG) is a liaison between the assistant governors (AGs) and the District leadership team.

Selection/Term

The SAG is appointed by the District Governor Elect for a one-year term.

Qualifications

- Be an active member of a club in the District.
- Shall have served as an AG.
- Demonstrated a thorough understanding of the role of an AG.
- Has the ability and desire to attend regularly scheduled meetings of the District Board of Directors.
- Demonstrated leadership qualities and skills, including listening, communication, motivation, accessibility, integrity, and being proactive.
- Regular participation in District events.

Responsibilities

- Serve on the District Board of Directors and the District leadership & policy committee.
- Act as a communication link between the board and the AGs.
- Work with the DG in establishing direct lines of communication between the DG and AGs.
- Assist the director of learning and development in enhancing the skills of AGs, including attendance at AG-required events like Pre-PELS, PELS, and District Assembly, including the Club Leadership Learning Seminar.
- Hold monthly meetings of all the AGs to provide support and foster collaboration.
- Provide mentoring and counseling to the AGs.
- Assist the DG in monitoring the effectiveness of each AG.
- Assist the District Governor Elect (DGE) in identifying candidates to serve as an AG.
- Provide a safe space (Zoom or in person) to discuss issues that arise for AGs and to emphasize the confidentiality of information shared.
- Such other duties as the DG may assign.



Learning & Development

- Complete the Learning Center Course: Working with your District Team.
- Review the governing documents of Rotary International and District 5050.

Resources

- Bylaws of Rotary International
- Rotary Code of Policies, Chapter III Districts
- Articles of Incorporation of Rotary International District 5050
- Bylaws of Rotary International District 5050
- District 5050 Leadership Plan
- District 5050 Strategic Plan

District Committees

Purpose

District committees are charged with carrying out the goals of the District, as formulated by the governor with the advice of district leaders, and in accordance with the strategic plan.

Committees

The District shall have the following standing committees, chaired by a director:

Finance	Rotaract
Learning & Development	Rotary Foundation
Membership	Youth Services
Public Image & Communications	

Standing Committees, Not Chaired by A Director Include:

Community Service	Youth Engaged in Serv
Conference Review	
Interact	
Leadership Plan & Policies	
Nominating Committee	
Rotary Youth Exchange	
Rotary Youth Leadership Awards	
Youth Adventures in Leadership	



In addition to the above standing committees, the following committees or subcommittees may be appointed: Alumni, Convention Promotion, District Conference if held, International Service, New Generations Service Exchange, Rotary Friendship Exchange, Diversity, Equity, and Inclusion, and such other committees as the DG or board shall elect to appoint.

Selection/Term

The DGE is responsible for appointing committee chairs and conducting planning meetings before the start of their year in office as DG. Their term is for one year, except for the Foundation, Membership, and Youth Services, which have a three-year term.

Responsibilities

- At the beginning of the Rotary year, an annual action plan shall be developed in consideration of the District strategic plan and the goals of the DG that includes committee goals, action steps, milestones, success measures, and recognition.
- Minutes of committee meetings shall be recorded, and copies forwarded to the District Governor and District secretary within one week of a meeting.
- All standing committees shall submit a written activity report to the District secretary a minimum of one week prior to the Board of Directors meeting.
- A written annual report shall be prepared to be presented to the District.

Finance Committee

Purpose

The Finance Committee is a standing committee of the District charged with ensuring all District finances are handled in a proper manner, adhering to the stewardship and fiduciary responsibility placed on the District by its members and Rotary International.

Chair/Finance Director

To be effective, the Finance Committee must have continuity of leadership. Therefore, the Committee Chair shall be appointed for a three-year term, subject to review, with documented agreement of the Governor, Governor Elect, and Governor Nominee at the beginning of their term of service. The Chair shall be a Rotarian with financial accounting experience and shall hold the position of Finance Director as a voting member of the Board of Directors.

Committee Members

The committee shall be composed of up to seven voting members and three non-voting members. A quorum shall consist of a majority of the voting members.

The voting committee members shall be the Finance Director, District Governor, District Governor Elect, Immediate Past District Governor, and three members appointed by the Committee Chair. Preference should be given to those with previous service as a club treasurer and Rotarians who are financially literate. The committee members must be in good standing as members, other than honorary, of a Rotary club in the District.

The District Governor Nominee, District Treasurer, and District Secretary are non-voting members of the committee. The District Secretary shall record and distribute the minutes of committee meetings and post them on the District website within one week after a meeting.

Responsibilities

The chair shall:

- Preside at the committee meetings, setting meeting dates, times, and agendas in consultation with the committee members.
- Oversee and support the District Treasurer, ensuring accurate and timely financial reporting in compliance with accounting standards and regulatory requirements.
- Advise the members of the committee regarding all finance matters discussed by the Board of Directors.
- Ensure the District 5050 Registered Agent appointed by the District Governor has filed the Annual Report with the Washington Secretary of State in May each year.
- Submit a list of the current year's Board of Directors, including their addresses, to Baker Newby LLP in May of each year for filing the Extra Provincial Non-share Corporation Annual Report to British Columbia Registries.
- Work with the District's tax preparer to submit the Return of Organization Exempt from Income Tax form to the Internal Revenue Service.
- Review and approve District Governor expense reimbursement requests.
- Ensure the Rotary International DG Funding Allocation is maintained in a dedicated bank account for which the DG does not have signing authority.
- Prepare the DG Funding Report with the assistance of the DG and submit it to Rotary International Club & District Support no later than August 31st after the end of the District Governor's year.
- Ensure the Annual Statement and Report of District Finances are prepared by the District Treasurer and arrange for an independent review by a qualified accountant or a review committee that consists of at least three active Rotarians, including one member who is a past governor or who has audit experience, except anyone serving as governor, treasurer, bank account signatory, or member of the finance committee for the fiscal year being reviewed. After the Finance Committee reviews, it submits its recommendation to the Board of Directors.
- District Board Directors/Chairs post their reports on Clubrunner



The Committee Shall:

- Adhere to the finance policy rules and guidelines and recommend updates to those policies to the Board of Directors as the committee deems appropriate.
- Ensure sufficient financial controls, including checks and balances, are in place.
- Meet no less than four times each year, or more frequently if requested by the chair or the District Governor, to review reports and financial statements prepared by the District Treasurer, ensure that proper records of revenue and expenses are maintained, and to conduct such other business as the committee deems useful in discharging its responsibilities.
- Review, provide guidance, and make recommendations to the District Governor Elect with respect to the annual district budget for the next Rotary year, including the amount of district dues and other revenue expenses. Transmit the adopted budget to the Board of Directors for approval and forwarding by the District Governor Elect to all Club Presidents Elect for ratification.
- Establish, provide oversight, and monitor control of District bank accounts for general or specific purposes. All accounts must be established according to the guidelines of the Manual of Procedure and Code of Policies of Rotary International.

Learning & Development

- Rotary Learning Center Courses for all committee members:
 - District Committee Basics
 - District Finance Committee Intermediate
 - Minimizing Risk

Resources

- Bylaws of Rotary International
- Rotary Code of Policies, Chapter III Districts
- Articles of Incorporation of Rotary International District 5050
- Bylaws of Rotary International District 5050
- District 5050 Leadership Plan
- District 5050 Strategic Plan

District Finance Policies

District Bank Accounts

The District shall maintain checking and savings accounts in both Canada and the USA. A District committee or official program, such as Rotary Youth Exchange (R.Y.E.), Youth Adventures in Leadership (Y.A.I.L.), Rotary Youth Leadership Awards (R.Y.L.A.), may have a dedicated bank account, having first submitted a request to the Finance Committee for review and forwarding to the Board of Directors for

approval. All District, committee, or program accounts, at any financial institution, except for the District Foundation accounts, shall provide for electronic monitoring by the District Governor, District Finance Director, and the District Treasurer. Electronic monitoring means having access to account information via the internet or other means and does not include any administrative duties regarding the account, including signing authority. The District Youth Services Director may be substituted for the District Governor for all youth program accounts.

The treasurer for all such accounts shall provide a reconciled bank statement to the District Treasurer for March, June, September, and December/January within 30 days of the month end, as well as an annual Profit & Loss Statement, Budget vs. Actual Statement, and reconciled Balance Sheet by 31 July each year. The year-end revenue and expense data shall be included in the Annual Statement and Report of District Finances.

The signing authorities for all District bank accounts shall be verified and updated annually by the District Treasurer.

District Conference Committee

Each district conference committee is authorized to establish a dedicated bank account to accept sponsorship donations and any district conference subsidy provided for in the District budget. The District Treasurer shall be informed of the account signing authorities and shall have access to all bank statements. Budgeted expenses approved by the Finance Committee may be paid from this account provided appropriate documentation and oversight are in place. The DG for the year of the conference shall appoint a conference treasurer to review and process expense reports and third-party payment requests approved by said DG after verifying that appropriate receipts are attached and expenses do not exceed the amounts budgeted.

The conference registrar shall maintain an online conference registration system and communicate the conference registrations, cancellations, and any refunds to the conference committee treasurer. Within 45 days following the end of a district conference, all financial records relating to the conference shall be submitted to the District Treasurer.

District Assembly, including the Club Leadership Learning Seminar

Each Rotary Club shall be required to pay for four attendees, whether or not all four attend. If revenue exceeds expenses, the surplus will be applied to the following year's per-person fee.

Signing Authority

It is the policy of the District to limit the officers and directors who can sign checks and to have certain accounting functions separated to ensure proper monitoring and controls. There shall be at least three signing officers for any District account. With the concurrence in writing of any one of the other signing officers, an authorized signer may withdraw funds to cover budgeted expenses by check or by

electronic funds transfer. To avoid a conflict of interest, the District Governor may not be a signer on the District Governor Funding Account or approve disbursements from that account.

Reserve Account

A Restricted Reserve Fund in the amount of \$100,000 shall be maintained. Withdrawals or transfers require the Board of Directors' approval. Withdrawals or transfers from Unrestricted Net Assets require the approval of the Finance Committee. The District Governor may reallocate budgeted funds not needed for the stated purpose.

District 5050 Endowed Fund E21516

District 5050 has established the District 5050 Endowed Fund with The Rotary Foundation with an initial deposit of \$25,000. The spendable earnings from the Fund flow through the SHARE system. The appropriate split will be made between funds sent to the World Fund and funds directed as District Designated Funds to Rotary District 5050, or its successor district, as determined by the Foundation. Donations may be made to the Fund, which is tax-deductible and is Paul Harris Eligible.

Solicitation of Donations

District-wide solicitation of donations shall have the prior approval of the District Governor. Such donations shall be directed to the District Treasurer for deposit to the District bank account from which disbursements shall be made unless prior approval has been obtained to open a dedicated bank account. Funds raised or collected for a specific purpose shall be used only for the approved purpose.

Canadian Liability Insurance

Unlike liability insurance for USA activities included in RI dues, coverage for Canadian activities must be negotiated and purchased separately. To eliminate the need for each club to purchase separate coverage, District 5050 has joined with several other Rotary Districts to purchase broad liability coverage for all Canadian activities in the district, resulting in a premium reduction of over \$26 per member. District 5050 clubs located in Canada cannot opt out of the district's purchased insurance coverage. The district pays the insurance premium and passes it on to each club, which is reimbursed based on the following computation: The total premium is divided by the total number of Canadian Rotary members in the district to determine the per-member cost. Each club is billed for its share by multiplying the per-member price by the total number of members. To reduce premium costs, the insurance policy requires the district to reimburse the insurer for the first \$5,000 of each occurrence. To account for contingencies, the district shall maintain a contingency account to pay the deductible, funded by adding a per capita share for each club member to the premium billed to the club. If this contingency account is depleted by claims, each Canadian club shall be assessed a per-member cost to replenish it.



Expense Reimbursement Policy

Reimbursement is provided for expenses incurred in the performance of official duties that are included in the annual district budget and approved by the District Governor. Any variances between the expense policy and expenses claimed shall be referred to the Finance Director for adjudication before payment is made. Expenses incurred by the District Governor require Finance Director approval.

All reimbursement requests shall be submitted to the District Treasurer on the District Expense Report and payment requests on the District Third-Party Payment Request with appropriate receipts attached within 30 days of the expense being incurred. After verifying that all receipts or invoices are attached, the District Treasurer shall forward the requests to the District Governor for approval. The District Treasurer shall process payments within 14 days of receipt.

A bank credit card with a \$10,000 limit shall be issued to the District Treasurer to be used on behalf of District leadership for expenses identified in the annual district budget that have been approved in advance by the District Governor. The Finance Director shall have direct access to the monthly credit card statements and will be responsible for reconciling the account.

Reimbursable Expenses

Reimbursable expenses are based exclusively on the annual district budget prepared by the District Governor Elect for the year they will serve as District Governor. Changes occur from year to year based on both funds availability and the goals of the District Governor Elect and District leadership.

It is incumbent on District leadership to adhere to the District expense reimbursement policies with the understanding that there may be expenses incurred for which reimbursement funding is not available.

The District Governor shall consult with the Finance Director if there are variances between the expense policies and expenses claimed.

Travel

- Mileage reimbursed for approved travel based on the current Rotary International rate.
- Flights are reimbursed for economy class and may be booked as soon as the travel requirements are known.
- Lodging reimbursed for a standard room at the hotel where the event is held, and distance traveled requires an overnight stay.
- Meals reimbursed at actual cost with receipts, not to exceed \$90 USD per day.
- Parking, ferry, and bus reimbursed at cost.

Other Expenses

Printing and postage reimbursed at cost within budget.



Ineligible Expenses

- Club and District fundraising events and activities
- Bar bills and alcohol
- Entertainment
- Laundry, dry cleaning, or personal grooming
- Medical expenses
- Automobile repairs
- Hardware or software, telephones, computers, or associated costs
- Internet, cable, phone service, or lines

Exceptions to the above require the prior approval of the District Governor and Finance Director.

Reimbursements for Governor Line

Rotary International provides some funding to help offset expenses that are incurred in carrying out District Governor responsibilities during their DGN, DGE, and DG years. The amount provided varies and does not cover all the expenses for which Rotary International permits its funds to be used. The annual district budget includes additional funding and identifies all reimbursable expenses, not to exceed the budgeted amounts.

District Governor

The District budget identifies reimbursable expenses, not to exceed the budgeted amounts, for performing District Governor duties as well as attendance at the Zone Training Seminar, the Blue Denim Seminar, the Club Leadership Learning Seminar (District Assembly), and the Rotary International Convention (RI Convention reimbursement eliminated as of July 1, 2027), along with expenses for spouse/partner if attending.

District Governor Elect

The District budget identifies reimbursable expenses, not to exceed the budgeted amounts, for preparing for the office of District Governor, as well as attendance at PNWPELS board meetings, the Zone Training Seminar, the Blue Denim Seminar, the International Assembly, PNWPELS, the Club Leadership Learning Seminar (District Assembly), and the Rotary International Convention. Expenses for spouse/partner to attend the Zone Training Seminar, the Blue Denim Seminar, the International Assembly, and the Rotary International Convention are reimbursable.

District Governor Nominee

The District budget identifies reimbursable expenses, not to exceed the budgeted amounts, to attend the PNWPELS board meetings, the Zone Training Seminar, the Blue Denim Seminar, PNWPELS, and



the Club Leadership Learning Seminar (District Assembly). Expenses for spouse/partner to attend the Zone Training Seminar and the Blue Denim Seminar are reimbursable.

District Governor Nominee Designate

The District budget identifies reimbursable expenses, not to exceed the budgeted amounts, to attend the Blue Denim Seminar and the Club Leadership Learning Seminar (District Assembly). Expenses for spouse/partner to attend the Blue Denim Seminar are reimbursable.

District Budget Procedure

- October: District Treasurer provides DGE with the previous year's budget vs. actual data.
- DGE solicits budget requests from the chair of each District committee and prepares a preliminary budget, submitting it to the Finance Committee for review by November 15th.
- November/
December: Finance Committee reviews the preliminary budget submitted by the DGE and makes a recommendation to the Board of Directors.
- January: Board of Directors adopts the proposed budget for submission to the Club Presidents Elect.
- February: The proposed budget is presented to the Club Presidents Elect at PNWPELS.
- March/April: The proposed budget is presented and voted upon by the Presidents Elect at the Club Leadership Learning Seminar (District Assembly). A 75% favorable vote of those in attendance is required for ratification.

District Treasurer Position Description

Role

Prepare or oversee all District financial activities.

The District Governor shall select the District Treasurer in consultation with the District Governor Elect, District Governor Nominee, and the District Finance Committee for a one-year term renewable annually.

Qualifications

Ability to accurately record, classify, and interpret financial transactions independently.

Proficiency in using QuickBooks software for processing financial transactions and reports.

Current or past certification by a professional accounting body is preferred.

Responsibilities

- Maintain written and electronic documentation of all banking and credit card processor information and passwords, including account number, physical and email address, phone number, contact person, and authorized signatures. Provide a copy to the Finance Director.
- Access the District post office box on a weekly basis, depositing checks and forwarding correspondence to the appropriate person.
- Receive check requisitions and expense reimbursement requests, verify appropriate receipts are attached and expenses do not exceed the amount budgeted, obtain the written approval of the District Governor, and process within fourteen (14) days of receipt.
- Prepare and email District dues invoices by 31 July that are due upon receipt. Send a reminder notice to clubs with unpaid dues in 60 days (30 September) with another notice sent in 90 days (31 October). The District Foundation shall be notified of all clubs with unpaid dues after the second notice.
- Post all income and expenses on a timely basis, reconcile the bank accounts, prepare monthly financial statements and reports, and send them to the Finance Director by the 10th of the following month.
- Document, update, and archive all bank and District financial information using accounting software approved by the Finance Committee and create a monthly backup copy on a USB flash drive stored in a secure location. Provide the Finance Director with an identical backup copy each month to update the with District's laptop computer, which they maintain in a secure location.
- Assist the District Governor Elect in the development of the following year's budget.
- Prepare the Rotary International Annual Statement and Report of District Finances based on the previous Rotary year and submit it to the Finance Committee for review at their September meeting.
- Work with the assigned tax accountant and provide all necessary documentation to file the Return of Organization Exempt from Income Tax with the Internal Revenue Service.
- Provide the requested documents and access to financial records and information to the Financial Review Committee.
- Attend all meetings of the Finance Committee.

Remuneration: \$700 USD per month on an independent contractor basis



Learning & Development Committee

Purpose

To develop and deliver learning and educational opportunities for all Rotarians/Rotaractors in the District, believing that:

- An educated and informed Rotarian/Rotaractor is empowered and engaged.
- Investment in learning and development grows Rotarians/Rotaractors professionally and personally.
- Adult learning that occurs at the individual level is participant-centered, experiential, and applicable.
- Continuous learning and development opportunities are provided, WHY, HOW, WHEN, and WHERE Rotarians/Rotaractors need them.
- The content (the WHAT) is tailored to the participant/audience.

Director/Chair

The Director of Learning and Development/chair is appointed by the District Governor Elect for a three-year term, renewable annually, subject to approval by the District Governor, District Governor Nominating Director, and District Governor Nominating Director.

Qualifications

- An active member of a Rotary or Rotaract club in the District who is knowledgeable in Rotary and District programs and policies.
- Demonstrated organizational, leadership, and facilitation skills.
- Competent technology and ClubRunner skills.
- Effective verbal and written communication skills.
- Knowledge of the RI Learning Center courses: when/how they are beneficial.
- Ability to travel to/from Canada/USA.
- Rotarians with adult education and programming experience preferred.

Responsibilities

- Lead the District learning & development committee and organize the roles of the committee members.
- Work with the DGE to establish an annual learning and development plan, schedule, and budget that provides learning opportunities for District assistant governors, District committee chairs, club leadership, and members.



- Ensure implementation of the plan, including administration, promotion, logistical support for learning events, and evaluation.
- Identify training resources inside and outside Rotary.
- District Board Directors/Chairs post their reports on Clubrunner

Committee Members

The composition of the committee will vary depending on the needs of Rotary audiences. The team may include, but is not limited to, members of the membership, foundation, and public image committees; presidents-elect; and assistant governors.

Committee Responsibilities

Assist the convener, usually the governor or governor-elect, of each District learning session. Under the direction of the meeting's convener, the committee is responsible for one or more of the following aspects:

- program content
- identification of speakers and other volunteers
- preparing learning facilitators
- logistics
- marketing to target audiences
- conducting sessions
- program evaluation
- Support club learning facilitators in planning and promoting club teaching events.

Expected Outcomes

- Rotarians/Rotaractors with knowledge and skills who are engaged and empowered to “DO Rotary.”
- Strengths and resiliency are built, professionally and as Rotarians/Rotaractors.
- Rotary/Rotaract club leaders who lead, motivate, support, and inspire club members, thereby strengthening clubs in a changing world.
- Successful community and international service projects that improve lives and make lasting positive change.
- Partnerships with other humanitarian leaders and organizations that leverage the impact and reach of our service.

Learning & Development

- Applicable Learning Center Courses
- Zone Learning Seminar

Resources

- Bylaws of Rotary International
- Rotary Code of Policies, Chapter III Districts
- Articles of Incorporation of Rotary International District 5050
- Bylaws of Rotary International District 5050
- District 5050 Leadership Plan
- District 5050 Strategic Plan

Membership Committee

Purpose

Identify, market, and implement membership development strategies that result in membership growth and the formation and support of new Rotary and Rotaract clubs within the District.

Director/Chair

The Membership Director/chair is appointed by the DGE, with the documented agreement of the DGN and DGND, for a three-year term, subject to review, to ensure continuity of leadership.

Qualifications

- Significant knowledge of, commitment to, and experience with membership attraction, engagement, and retention activities.
- Preference should be given to those who have been successful in inviting new members to join Rotary or Rotaract, implementing membership programs, and who are members of clubs that have diversified membership.

Responsibilities

- Work with DG and club leaders to ensure that the District achieves its membership goals.
- Plan, market, and coordinate District membership seminars in consultation with the DG and the District learning & development facilitator.
- Ensure that a membership learning experience is an important part of the District learning & development assembly.
- Coordinate District-wide membership development activities.
- Ensure that membership leads from RI are promptly distributed to the appropriate District area assistant governors.

- Encourage clubs to participate in RI or presidential membership development recognition programs.
- Maintain communication with other District committees to coordinate activities that will aid membership development efforts.
- Encourage clubs to develop and implement an effective membership recruitment plan.
- Visit clubs to speak about successful membership development activities; share information on successful activities.
- Work with the public image committee on membership brochures, website information regarding membership, and other promotional materials.
- Oversee the management of the Rotary networking plus business directory.
- Study Zone and RI membership growth reports. Help prepare the District membership forecast.
- Create membership minutes for District distribution.
- Identify committee members who can assist in these responsibilities.
- District Board Directors/Chairs post their reports on Clubrunner

Committee Members

- Consideration should be given to those who have served as chairs of club membership committees.
- Preference should be given to individuals who have been active and successful in establishing and nurturing new clubs.

Committee Responsibilities

- Work with the chair to ensure the District achieves its membership goals.
- Help with leadership for District-wide membership learning seminars, including promotion and coordination of such events.
- Assist club membership leaders/chairs in carrying out responsibilities.
- Assist in the management of the Rotary networking plus business directory.

Learning & Development

- Membership seminars are offered through the Zone and the Rotary Learning Center.

Resources

- Bylaws of Rotary International
- Rotary Code of Policies, Chapter III Districts
- Articles of Incorporation of Rotary International District 5050
- Bylaws of Rotary International District 5050

- District 5050 Leadership Plan
- District 5050 Strategic Plan

Enhancing Participant Engagement Subcommittee

Purpose

The subcommittee of the Membership Committee supports member, club, and District efforts to grow and diversify our membership and participation by promoting diversity, equity, and inclusion (DEI) practices and policies for members, participants, and the community. Recognizing that individuals from certain groups have historically faced barriers to membership, participation, and leadership, we commit to advancing equity across all aspects of Rotary, including our community partnerships, so that each person has access to the resources, opportunities, networks, and support needed to thrive.

Chair

The Membership Director, in consultation with the DG, appoints the chair to a one-year term.

Qualifications

- Significant knowledge of, commitment to, and experience with diversity, equity, and inclusion best practices and initiatives.
- Effective communication skills.

Responsibilities

- Serve as a point of contact for DEI information and support.
- Identify local and regional DEI issues.
- Evaluate District policies and guidelines using a DEI lens and recommend any changes to increase the diversity, equity, and inclusion of those policies and procedures to the District leadership plan & policies committee.
- Advise District leadership on creating a welcoming District culture.
- District Board Directors/Chairs post their reports on Clubrunner

Subcommittee Members

The subcommittee should reflect the District's diversity and include members of Rotary and Rotaract clubs, as well as participants. It is preferred that members have one or more of the following qualities.

- Experience leading DEI activities.
- Professional DEI experience or education.
- Lived DEI experience.

Subcommittee Responsibilities

- Provide DEI education and resources in cooperation with the District learning & development committee.
- Be available to visit clubs to promote DEI.
- Promote ideas put forward by Rotary International's DEI Taskforce when appropriate.

Learning & Development

- Complete the RI Learning Center basic and intermediate DEI courses.
- View the Rotary DEI webinar series.

Resources

- Rotary Code of Policies, Chapter III Districts
- District 5050 Leadership Development Plan & Policies
- District 5050 Strategic Plan

Public Image & Communications Committee

Purpose

Rotary International strives to make a positive impact on society through its programs and initiatives. As part of this effort, the District public image & communications committee is dedicated to promoting Rotary to the public and supporting clubs with their public image. The committee works to raise awareness and appreciation for Rotary's programs among Rotarians and the wider community, emphasizing the importance of effective publicity and positive public relations.

Director/Chair

The Public Relations and Communications Director/chair is a member of the Board of Directors, appointed by the District Governor Elect for a one-year term.

Qualifications

- A thorough knowledge of Rotary and the ClubRunner program.
- Good management skills, including being a good recruiter, communicator, and organizer.
- Other helpful skills include graphic design and writing.

Responsibilities

- Development and implementation of the District's public image and communications plan.
- Recruit committee members.



- Appoint the District webmaster, the editor of the Peace Arch Journal (PAJ), and the social media administrators.
- Assure that each medium provides current, relevant, and quality information.
- Coordinate messages in all the above media with the public, District leadership, and Rotarians.
- Assure that District documents found on the website are current and categorized for easy retrieval.
- Encourage District leaders to use the ClubRunner training tools.
- Liaise and collaborate with the Zone 28 Public Image Coordinator.
- District Board Directors/Chairs post their reports on Clubrunner

Reference

- **Addendum #2 – District Communication Plan & Policies**

Committee Members

Members of the committee should include, but not be limited to, the following:

- Webmaster
- Peace Arch Journal Editor
- Social Media Administrators (Facebook, Twitter, Instagram, YouTube)

Preference should be given to those who have experience as a club public image chair and to Rotarians with media, public image, or marketing skills.

Committee Responsibilities

- Assist the chair with the implementation of the District's public image and communications plan.
- Stay informed about District projects and activities.
- Encourage clubs to make public image a priority.
- Share RI public image materials with clubs.
- Promote Rotary to the media, community leaders, and beneficiaries of Rotary's programs.
- Promote Rotary's visual identity and voice.
- Seek opportunities to speak to individual clubs about the importance of club public image.

Learning & Development

- Courses offered through the Zone and the Rotary Learning Center.

Resources

- Zone 28 Public Image Specialist

- Public Image dropdown tab on the District website, including links.
- Rotary Code of Policies Section 17.030.2.

Rotaract Committee

Purpose

The District Rotaract committee supports Rotaract clubs in the District.

Chair

The Director-Rotaract, selected as specified in the District's bylaws, shall serve as chair of the committee.

It is highly recommended that a leadership succession plan be implemented, consulting all members of the committee, as well as the governor-elect and governor nominee, to leverage the expertise of experienced committee members and develop leaders within the committee. The plan should also include an overlap period, allowing incoming chairs to learn essential procedures and policies from their predecessors.

Qualifications of Members

Preference should be given to those with club-level Rotaract experience, Rotaract alumni, and Rotaract members with leadership potential. Where feasible and practicable, there should be provision for continuity of membership by appointing one or more members for a second term.

Responsibilities

- Coordinate Districtwide activities related to Rotaract.
- Promote engagement through regular contact with assistant governors and clubs.
- Promote Rotaract by speaking at events, partnering on service projects, and attending joint leadership and professional development trainings.
- Support the organization of new Rotaract clubs.
- Provide training and support to Rotaract club officers and advisors.
- Prepare and submit a budget to the governor and the District finance committee for approval to ensure that no personal financial profit is being made from Rotaract activities.
- Oversee other administrative functions of Rotaract clubs within the District.
- District Board Directors/Chairs post their reports on Clubrunner

Resources

- Bylaws of Rotary International

- Rotary Code of Policies, Chapter III Districts
- Articles of Incorporation of Rotary International District 5050
- Bylaws of Rotary International District 5050
- District 5050 Leadership Plan
- District 5050 Strategic Plan

The Rotary Foundation Committee

Purpose

Assist in educating, motivating, and inspiring Rotarians to participate in Foundation grant and fundraising activities in the District.

Director/Chair

The District Governors jointly select the Foundation Director/chair scheduled for each of the years of their three-year term.

Chair Qualifications

The chair must have significant working knowledge, commitment to, and experience with Rotary Foundation programs, areas of focus, and grants, and must be a past District Governor, past assistant governor, an effective past District Foundation subcommittee member, or an experienced Rotarian.

Chair Duties & Responsibilities

- Report to the DG on all District Foundation activities monthly, including qualification status of clubs and District.
- Together with the DG, provide one of the two authorizing signatures for the use of the District Designated Fund to reflect the decisions of the District Rotary Foundation committee.
- Confirm that global grant applications are completed, and confirm that the sponsor clubs are qualified.
- Serve as the primary contact for District grants.
- Oversee the District qualification process and compliance with the requirements of qualifying, including ensuring that the annual financial assessment of the financial management plan and its implementation are properly distributed to the clubs in the District.

- Work with the DG, District learning director, and the District learning & development committee to plan, organize, and promote District seminars, the District learning & development assembly, presidents' elect learning seminar, and grant management seminars, focusing on agenda and content.
- Assist the DGE in obtaining input from Rotarians before establishing District foundation goals for implementation during their term as governor.
- Ensure Rotary Foundation grant activities are reported on at a District meeting to which all clubs are invited or eligible to attend, as required by the terms and conditions of foundation grants.
- District Board Directors/Chairs post their reports on Clubrunner

Subcommittee Chairs

Subcommittees shall be appointed to manage the following Rotary Foundation operations.

- Annual Giving
- District Grants
- Endowment Fund
- Global Grants
- International & Community Service Projects
- Polio Plus
- Rotary Peace Fellowships
- Stewardship

The DGE shall appoint chairs for the open positions of the District Rotary Foundation subcommittees for their year as District Governor based on program participation, foundation expertise, and giving who are past District Governors, past assistant governors, effective past District foundation subcommittee members, or experienced Rotarians. It is recommended that subcommittee chairs serve three-year terms to help ensure continuity. The subcommittee chairs are members of this committee.

Learning & Development

All members of the District Rotary Foundation committee are expected to attend a regional Rotary Foundation seminar conducted by a regional coordinator. In addition, all committee members are expected to attend and participate in the District team learning seminar and other District learning & development meetings.

Resources

- Rotary Foundation Code of Policies, Article 25. District Structure
- Bylaws of Rotary International
- Rotary Code of Policies, Chapter III Districts
- Articles of Incorporation of Rotary International District 5050

- Bylaws of Rotary International District 5050
- District 5050 Leadership Plan
- District 5050 Strategic Plan

Reference

- **Addendum #3 - Foundation Memorandum of Understanding**

Youth Services Committee

Purpose

To support and provide oversight of all District youth programs, including Interact, Rotary Youth Exchange (RYE), Youth Adventures in Leadership (YAIL), and Youth Engaged in Service (YES).

Director/Chair

The DGE appoints the Youth Services Director/chair for a one-year term.

Qualifications

- Committee-level experience with at least one District youth program.
- Strong enthusiasm for youth leadership development.
- Must be a fully vetted volunteer according to the D5050 Youth Protection Policy.

Responsibilities

- Appoint a District youth protection officer in Canada and the United States.
- Assist the DGE in recruiting program chairs for Interact, Rotary Youth Exchange (RYE), Youth Adventures in Leadership (YAIL), and Youth Engaged in Service (YES).
- Visit clubs within the District to speak about youth programs and how these programs help strengthen club activities.
- Encourage and assist program chairs in carrying out their responsibilities.
- Provide learning events about District youth programs through PELS and the District Learning & Development Assembly.
- District Board Directors/Chairs post their reports on Clubrunner

Committee Members

The Chairs of the District's youth programs make up the committee.

Responsibilities

- Must be a fully vetted volunteer according to the District Youth Protection policy.
- Keep the committee chair fully informed regarding each youth program and any issues that arise.
- Ensure each participating club has a youth protection officer.
- Ensure that all youth volunteers are compliant with the D5050 Youth Protection Policy.
- Use the Youth Volunteer Management System (YVMS) to track and manage volunteers.
- Work collaboratively to promote program participation through regular contact with assistant governors and clubs.
- Organize exhibits of effective implementation of youth programs at District meetings.

Learning & Development

- Complete all youth leadership courses in the Rotary Learning Center
- Train as needed on the Youth Volunteer Management System (YVMS) and the Youth Exchange Administration HUB (YEAH).
- Attend RI and Zone training for Rotary youth programs.

Resources

- Rotary Code of Policies, Chapter III Districts
- Youth Protection Policy
- Crisis Management Policy
- District 5050 Leadership Development Plan & Policies

Amendment

- The Board of Directors shall have the power to alter, amend, or repeal any portion of the District Leadership Plan and Policies (DLP) upon the unanimous affirmative vote of the Directors present at a meeting where notice of the proposal has been provided to all directors at least 14 days before the meeting.
- The District Governor is authorized to amend any portion of the DLP to conform to Rotary International legislation.
- Notice of any amendment to the DLP shall be given to each member club within 30 days after enactment and proposed (for ratification only) at the ensuing legislative meeting.
- Any club may submit a proposed amendment to the DLP by submitting a resolution to the District Governor at least 60 days before the annual legislative meeting.

Reference

- Addendum #5 – Youth Protection Policy & Procedures

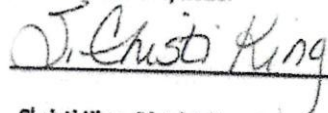
ADDENDUM LOG

- Addendum #1 – District Governor Candidate Application Form
 - District Governor Position Description Section
- Addendum #2 – District Communication Plan & Policies
 - Public Image & Communication Section
- Addendum #3 - Foundation Memorandum of Understanding
 - The Rotary Foundation Committee Section
- Addendum #4 – How To Select Council Representative
 - Council Representative Section
- Addendum #5 – Youth Protection Policy & Procedures
 - Youth Services Committee Section

Adoption & Ratification

The Board of Directors of Rotary International District 5050, a Washington Nonprofit Corporation, approved this as the District Leadership Plan and Policies at a meeting held on December 22, 2025, and the Board made additional revisions at a meeting held on February 23, 2026, for submission to the member clubs for adoption at a legislative meeting to be held on March 4, 2026.


Isabelle Martinez Hayer, District Governor


Christi King, District Secretary

Ratification

At a general legislative meeting of the clubs in Rotary International District 5050, held virtually on the 4th day of March 2026, this District Leadership Plan and Policies were ratified, to replace and succeed the District Policy Manual, which was last amended at the 2004 District Conference.

Isabelle Martinez Hayer, District Governor

Christi King, District Secretary

Addendum # 1 - District Governor Candidate Application

District Governor 202__-20__ Candidate Application Form

Before completing this form, read the steps outlined below. The Rotary Club of _____
_____ submits to the District Nominating Committee the name of _____
_____, a past president who is a qualified member of the Rotary Club.

Club President's Signature

Club Secretary's Signature

In submitting a candidate for District Governor Nominee, please follow these steps:

1. A member is identified within the Club who is qualified to serve as District Governor. The proposed candidate has read and understands the qualifications, duties, and responsibilities of the office of District Governor, and is willing to serve.
2. The Board of Directors has recommended the candidate to the entire Club membership, who affirms that the candidate possesses the support and esteem of the Club.
3. The completed form for District Governor Nominee is to be submitted to the Chair of the District Nominating Committee.
4. The candidate must attend an interview to be conducted by the District Nominating Committee.

I have read the qualifications, duties, and responsibilities of a District Governor as stated in the Manual of Procedure and certify that I understand the expectations of me; and I further state that I am in good health, and willing and able, physically and otherwise, to serve as the Governor of District 5050. The information completed on the following pages of this form is accurate and complete to the best of my knowledge.

Date

Signature of the Candidate

Please attach a 3 X 4 color digital photograph.

Name:

Last name, first name, middle initial

Partner's Name:

Last name, first name, middle initial

Phones:

Mobile: ()

Home: ()

Years in Rotary:

**Club President
(Rotary Year):**

Please add additional pages and a resume, as needed, to provide information to the Nominating Committee.

Present Club positions/assignments:	
Past Club positions/assignments:	
District positions/assignments:	
List business and trade professional activities and positions:	
Civic or public service activities and positions:	

Provide candidate statement: "Why I want to be District Governor": (Maximum 500 words).

Addendum #2 – District Communication Plan & Policies

ROTARY DISTRICT 5050

PUBLIC IMAGE AND COMMUNICATIONS PLAN

This is the public image and communications plan for Rotary District 5050 (“D5050”). It is intended only as an outline and guidelines to be followed by District and Club Leaders for effective communication.

Goals:

- To increase public awareness of Rotary in D5050 and within the area served by each club.
- To improve communication between district leadership, and with leadership in the clubs.
- To fully utilize communication tools to assist clubs in reaching strategic goals in membership recruitment, Foundation giving, service delivery and events.
- To fully utilize communication tools to assist D5050 committees in fulfilling the committee’s mission.

Communication Tools: The following are the tools available:

Public

1. ClubRunner (CR) Homepage: <https://portal.clubrunner.ca/50004>
2. Facebook: <https://www.facebook.com/groups/RotaryDISTRICT5050/about/>
3. Twitter: @District5050
4. Instagram: rotary5050
5. News Releases
6. YouTube Channel: https://www.youtube.com/results?search_query=Rotary+District+5050

(NOTE: The district’s registered domain is rotary5050.org)

Members

1. CR Homepage Member Area (password protected)

- Email Utility
- Committee Management including email feature
- District & Club Executives with email links
- Event Planner including Invite Feature
- Calendar for Club and District Events
- File storage both in the Community Management section and website documents section.
- Bulletin Function

2. ClubRunner App

- Club Directory with email links to president, AG, & website



- District Execs with email links
 - District Events with LINKS
 - ClubRunner Stories
3. **Peace Arch Journal**
 4. **Other**
 - Internet Conferencing (GoToMeeting, ZOOM, Team & Others)
 - District Events
 - Apps: GroupMe, WhatsApp, Slack, Survey Monkey

Organization:

D5050 shall have a communications committee that is responsible for coordinating communications, and which will include the following subcommittees.

- ClubRunner (“CR”) Website
- Bulletin/Peace Arch Journal (“PAJ”)
- Public Image
- Social Media (Face Book, Instagram, Twitter)
- CR Administration & Training
- Online events

Strategies:

- Direct District and Club leadership to the use of CR tutorials/videos on the ClubRunner site and/or the ClubRunner YouTube Channel, including the CR App.
- Adopt District Policies for use of email as a communications tool.
- Give guidelines to clubs on what elements should be included in their CR websites.
- Encourage each club to add a link using www.rotarydistrict5050.org to club’s website and Facebook page.
- Use of Facebook to communicate amongst D5050 members (group) and for public image (public page).
- Expand use of other social media, i.e. Twitter, Instagram, YouTube

CR Training:

1. The Communications Committee should put together a plan to encourage use of the materials offered by ClubRunner including webinars and videos, all available on the Club Runner YouTube Channel: <https://www.youtube.com/user/ClubRunnerGuru>
2. Training needs to be encouraged at the top. All District Leadership should be trained in the CR tools that are available to assist them in fulfilling their roles, including, but not limited to email, committee management, document storage & event management.

3. The plan in 1 above should include, but not be limited, to the following functions: email, bulletin, website, calendar, event planning, document storage, and club administration (billing, attendance & communications).

Email Policies:

The following are the goals in the communications plan with respect to email:

- Reduce the number of emails that Rotarians receive from the District.
- Make it clear what the priority is with regards to emails sent.
- Reduce the need for recipients to forward email to those who may have already received the email.
- Allow district leaders the necessary access to use the email functions through ClubRunner to do their jobs.

Strategy to meet the above goals:

1. Reduce the number of emails that Rotarians receive from the District.
 - a. Limit the number of district level Rotarians who have the right to send out an email to all D-5050 members.
 - b. To reduce the need to resend an email because of errors in the email, a draft of any email that is to be sent to all members shall be sent in advance to the DG's Aide to approve.
 - c. No district or club level Rotarian shall send out an email using the District's email utility to promote club events or club fundraising.
 - d. Encourage the use by clubs of other communication tools to promote club events or club fundraising, e.g. Facebook, Twitter, Instagram & Peace Arch Journal.
 - e. Clubs are encouraged to use a weekly eBulletin to reduce emails to members (some clubs, subject to privacy policy, encourage and add presidents and/or members of nearby clubs as bulletin subscribers).
2. Make it clear what the priority is with regards to emails sent.
 - a. In the subject matter it should state it is about Rotary and if an action is requested or if it is for information only ("FYI").
3. Reduce the need for recipients to forward email to those who may have already received the email.
 - a. In the body of the message make it clear who is receiving the email, e.g. To: All Club Presidents and Presidents Elect.
 - b. Check the option to include an attachment with all recipients listed.
4. Allow district leaders the necessary access to use the email functions through ClubRunner to do their jobs.
 - a. Conditional on a district leader acknowledging receipt and an understanding of this policy, and the restrictions stated herein, every district leader should have full access to use the email functions of the district ClubRunner site **excluding** the "Email All Members" and including the email functions in the "Committee Management" section.
 - b. A district leader who misuses the email functions to conduct other than district business shall be notified of the violation in writing and the leader will be asked to reconfirm receipt and an understanding of this policy.



- c. If after reconfirming their understanding of the policy, the leader again misuses the email functions to conduct other than district business, the leader's use of the email functions shall be restricted.
5. ClubRunner Access Rights/Email
 - a. The DG's Aide, or such other person as the DG might delegate, shall have the responsibility of setting access rights consistent with this policy for all ClubRunner "Communication Services".
 - b. Any District Leader who disagrees with their access rights shall first discuss the issue with the DG's Aide and if it cannot be resolved, the DG, or such other person as the DG might delegate, shall make the decision.

Homepage Guidelines:

District:

Stories on the D5050 CR homepage shall be managed by a single editor. They shall contain information and links with district wide relevance, including materials from RI. Other utilities available on CR are covered elsewhere in this communications plan.

Clubs:

Each club will be encouraged to include the following on its website, and a check list developed and sent to each club:

- Current Rotary Brand for Logos/Masthead
- Current Information
- How to Join Rotary
- When and Where it Meets
- Link to Rotary International
- Link to Club's Facebook Page
- Link to subscribe to Club Bulletin
- List of all officers/directors
- Name of Program Chair, including a link
- Link to District Website

Facebook:

A new District 5050 Facebook public page has been created, <https://www.facebook.com/rotary5050/>, and the group page has been changed to a private closed group.

The purpose of the closed group is to share events, activities, and all things Rotary related to members of District 5050. Posts on the group site will not be shareable to the general public moving forward as the group is now closed. This means that anyone not in the group must request to be added to see discussions. To keep the content relevant to our group, only members of our district will be approved into the group.



We have created a public page that will be used to promote our district and the clubs in D5050. Members and pages will be encouraged to tag in Rotary District 5050 in posts so content can be easily shared. Likewise, any posts made on the public page will be shareable.

Calendar:

The following are the goals in the communications plan with respect to the District ClubRunner Calendar:

- The calendar should reflect only events that could have interest to Rotarians district wide.

Strategy to meet the above goal:

1. Club leadership shall be advised of this policy and asked to adhere to the same.
2. The following club events shall not be included in the district calendar: Board meetings, club assemblies, firesides and social events for only club members.
3. Those district leaders who have been designated as ClubRunner administrators shall remove any club events from the calendar that do not adhere to this policy.
4. If a club event is removed from the District calendar by an administrator, the club secretary shall be notified of the removal.

Peace Arch Journal:

The Peace Arch Journal (PAJ) is a monthly bulletin that shall be sent to all Rotarians in D5050. It shall have an individual Rotarian Editor who shall be responsible for publication and content.

Publication Schedule: The following is the current schedule for publishing the PAJ:

- Deadline for submitting stories is the 23rd of the previous month.
- Draft prepared using ClubRunner by the Editor with notice to DG's Aide and DG by the 1st of the month for proofreading, with corrections to be sent to the Editor.
- Editor makes corrections and advises Communications Coordinator when ready to send
- Sent by the Communications Coordinator to members electronically by the 5thth of the month.

Method of Publishing: The PAJ shall be sent using the electronic bulletin function.

Content: Content of the PAJ shall be governed by the following:

- Stories should be limited to 10,000 characters.
- Club PR Chairs shall be encouraged to submit stories regarding club activities which would be of interest to other district Rotarians
- All District committee chairs shall be encouraged to provide stories updating the committee's activities.
- Photos are encouraged with every story submitted. **Provide names of each person in the photo!**
- Each PAJ shall contain a message from the DG.
- District events shall be covered and if the PAJ editor is unable to attend the communications committee will seek someone to take photos and write a story/captions.
- Future D5050 events shall be highlighted with links to register.

Adopted on the 25th day of April, 2022, by the Board of Directors of Rotary District 5050

S/Beverly Harrington/

Beverly Harrington, District Governor

S/E. Patricia Bond/

Pat Bond District Secretary



Addendum # 3 - Foundation Memorandum of Understanding

The Rotary Foundation

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#### *District Qualification Memorandum of Understanding*

1. District Qualification
2. District Officer Responsibilities
3. Club Qualification
4. Financial Management Plan
5. Annual Financial Assessment
6. Bank Account Requirements
7. Report on Use of Grant Funds
8. Document Retention
9. Method for Reporting and Resolving Misuse of Grant Funds

#### **1. District Qualification**

To participate in district, global, and packaged grants, a district shall complete an online qualification process, agreeing to implement the financial and stewardship requirements in this memorandum of understanding (MOU). By successfully completing these requirements, a district becomes qualified and eligible to participate in Rotary Foundation (TRF) grants.

- A. A district is responsible for the use of funds for district-sponsored grants, regardless of who controls the funds.
- B. A district is responsible for a club-sponsored grant if the sponsoring club has been terminated or is otherwise unable to take responsibility for the grant.
- C. To maintain qualified status, a district must comply with this MOU and all applicable TRF policies.
- D. Qualification may be suspended or revoked for any of the following:
  1. Misuse or mismanagement of grant funds, or failure to appropriately address allegations involving, but not limited to, fraud; forgery; membership falsification; gross negligence; endangerment of health, welfare, or safety of beneficiaries; ineligible contributions; use of



funds for personal gain; undisclosed conflicts of interest; monopolization of grant funds by individuals; report falsification; overpricing; acceptance of payments from beneficiaries; illegal activities; use of grant funds for ineligible purposes

2. Refusal to qualify member clubs without sufficient cause

E. A district must cooperate with any financial, grant, or operational audits.

## **2. District Officer Responsibilities**

The district governor, district governor-elect, and district Rotary Foundation committee chair shall hold primary responsibility for club and district qualification, in addition to overseeing the proper District officer responsibilities include:

1. Implementing, managing, and maintaining the district and club qualification process
2. Ensuring that all TRF grants adhere to stewardship measures and proper grant management practices
3. Abiding by, following, enforcing, disseminating, and educating Rotarians on the terms and conditions for district, global, and packaged grants
4. Ensuring that all individuals involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest

## **3. Club Qualification**

Districts are responsible for qualifying their member clubs. To be qualified, the club shall agree to the club MOU and send at least one club member to the district Rotary Foundation grant management seminar.

- A. A club must be qualified to receive TRF global and packaged grants. Club qualification is not required for a club to receive district grant funds.
- B. A district may establish additional requirements for club qualification in order to take into consideration relevant local laws or district-specific circumstances. Additional requirements must be attainable by all clubs in the district. Districts cannot require any financial contributions to TRF as a requirement for club qualification.
- C. A district may allot district grant funds to non-qualified clubs in its district or other districts; however, the district remains responsible for the use of those grant funds. Nonqualified clubs that fail to abide by all applicable TRF policies, including the terms and conditions for TRF district grants, may jeopardize the district's qualification status.

## **4. Financial Management Plan**

Districts must have a written financial management plan to provide consistent administration of grant funds.

The financial management plan must include procedures to

1. Maintain a standard set of accounts, which includes a complete record of all receipts and disbursements of grant funds
2. Disburse grant funds, as appropriate
3. Maintain segregation of duties for handling funds
4. Establish an inventory system for equipment and other assets purchased with grant funds, and maintain records for items that are purchased, produced, or distributed through grant activities.
5. Ensure that all grant activities, including the conversion of funds, comply with local law.

## **5. Annual Financial Assessment**

The financial management plan and its implementation shall be assessed annually. A financial assessment is an evaluation of financial controls and compliance. The district shall choose either an independent firm or the district Rotary Foundation audit committee to conduct the annual financial assessment.

implementation of TRF grants.

A financial assessment is substantially smaller in scope than an audit or review, and includes:

1. Confirmation that the district adhered to its financial management plan
2. An examination of expenditures for district grants, district-sponsored global grants, and district-sponsored packaged grants that include:
  - a. Reconciling a selection of disbursements against their supporting documentation
  - b. Reviewing the full listing of expenditures to ensure that funds were expended in a manner consistent with the terms and conditions of the grant award.
  - c. Confirming that a competitive bidding process was conducted for all significant expenditures.
  - d. Reviewing the process to disburse funds to ensure that proper controls have been maintained.
3. A determination that all financial transactions and project activities related to the grant were conducted at least at the level of standard business practices:



- a. Confirmation of adherence to TRF document retention requirements
  - b. Other procedures that the district Rotary Foundation audit committee or an independent firm deems necessary
- 4. A report of the findings from the annual financial assessment, which must be given to clubs in the district within three months of the end of each Rotary year
- B. If the district has the district Rotary Foundation audit committee conduct the assessment, the committee may not include individuals directly involved with TRF grants and must meet the requirements found in the RI Bylaws, including:
  - a. Have at least three members
  - b. Have at least one member who is a past governor or a person with audit experience.

## **6. Bank Account Requirements**

In order to receive grant funds, the district shall have a dedicated, district-controlled bank account that is used solely for receiving and disbursing TRF grant funds.

- A. The district bank account must
  - 1. Have a minimum of two Rotarian signatories from the district for disbursements.
  - 2. Be a low- or non-interest-bearing account.
- B. Any interest earned must be documented and used for eligible, approved grant activities or returned to TRF.
- C. A separate account should be opened for each district-sponsored grant, and the name of the account should clearly identify its use for grant funds.
- D. Grant funds may not be deposited in investment accounts, including, but not limited to, mutual funds, certificates of deposit, bonds, and stocks.
- E. Bank statements must be available to support receipt and use of TRF grant funds.
- F. The district must maintain a written plan for transferring custody of the bank accounts in the event of a change in leadership.

## **7. Report on Use of Grant Funds**

- A. Grant reporting is a key aspect of grant management and stewardship. Districts shall set up a grant Districts must report to their clubs on the use of all district-designated funds (DDF) to their member clubs by

1. Providing a report annually at a district meeting to which all clubs are invited or eligible to attend, that includes a breakdown of expenditures for each project that received funding and the names of districts, clubs, and individuals who received grant funds.
2. Including financial information on such grants in the governor's final monthly communication

B. Districts must adhere to all TRF grant reporting requirements.

## 8. Document Retention

Districts shall establish and maintain appropriate recordkeeping systems to preserve important documents related to qualification and TRF grants. Retaining these documents supports transparency in grant management and assists in the preparation for audits or financial assessments.

- A. Documents that must be maintained include, but are not limited to
  1. Bank information, including copies of past statements
  2. Club qualification documents, including:
    - a. Signed club MOUs
    - b. Club attendance records for the grant management seminar
  3. District grant, district-sponsored global grant, and district-sponsored packaged grant information, including:
    - a. Information collected from clubs and entities receiving district grant funds
    - b. Receipts and invoices for all purchases made with grant funds
  4. Documented plans and procedures, including:
    - a. Financial management plan
    - b. Procedure for storing documents and archives
    - c. Succession plan for bank account signatories and retention of information and documentation
    - d. System to track reports of misuse and/or mismanagement of grant funds
  5. Annual report from the financial assessment and use of grant funds
- B. District records must be accessible and available to Rotarians in the district.
- C. Documents must be maintained for a minimum of five years, or longer if required by local law.
- D. For India: The District Qualification Memorandum of Understanding is an "electronic record" as defined in the Information Technology Act (2000) of India and is in accordance with The Rotary Foundation Code of Policies. This electronic record is generated by a computer system and is submitted electronically and does not require any physical or digital signatures. The domain name [www.Rotary.org](http://www.Rotary.org) is owned by Rotary International, a company incorporated in Illinois, USA.

## 9. Method for Reporting and Resolving Misuse of Grant Funds

The qualification process requires districts to track, investigate, and resolve reports of misuse or mismanagement of grant funds. By creating a plan before any allegations of misuse are made, the district can apply procedures consistently and foster an environment that does not tolerate misuse of funds.

### Reporting Process:

- A. Districts must create a system to facilitate and track reports of misuse and/or mismanagement of grant funds.
- B. Districts must promptly investigate reports of misuse or mismanagement of grant funds.
- C. Districts must report any potential or substantiated misuse or mismanagement of grant funds to TRF.

### GOVERNOR QUALIFICATIONS/REQUIREMENTS:

- Demonstrate knowledge of the qualifications, duties, and responsibilities of the governor as prescribed in the RI Bylaws 16.010, 16.020, and 16.030. In addition, submit to RI, through its general secretary, a signed statement acknowledging a clear understanding of them. This statement shall also confirm that the Rotarian is qualified for the office of governor, is willing and able to assume the duties and responsibilities of the office, and will perform them faithfully. Note that qualifications include having served as a club president for a full term or as charter president for at least six months.
- Have, at the time of taking office, completed seven years of Rotary membership.
- Be able to discuss any phase of Rotary convincingly and convey information articulately.
- Have the necessary computer literacy or other facilities to properly handle the routine work of the district governor's office.
- Be able to commit to 4 years of service on the Governor track and district leadership team as DGN, DGE, DG, and Immediate Past District Governor.
- Be able to attend Governor training, which includes Governor Nominee training, Governor Elect training, Blue Denim, and the International Assembly, generally in mid to late January of the year immediately before the DG year.
- able to visit every Rotary club in the district to focus attention on important Rotary issues. Provide special attention to weak or struggling clubs. Motivate Rotarians to participate in service activities and to recognize the outstanding contributions of Rotarians in the district personally. Note that visits may be conducted individually or with several clubs at the same time.



# Addendum # 4 – How To Select Council Representative

## HOW TO SELECT A COUNCIL REPRESENTATIVE

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| Representatives' Duties                                                       |                                                      |
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### Special Selection Process for the 2028 Council Representatives and Alternates

The Council on Legislation adopted an enactment which moves the selection and term start date of representatives and alternates to one year earlier. In order to transition to this new Council cycle, the RI Board directs governors to select their 2028 Council representatives and alternates by 31 December 2025, with the term beginning on 1 January 2026. The 2028 Council cycle will then be from 1 January 2026 to 30 June 2028. This means that the 2025 Council representatives and alternates and 2028 Council representatives and alternates each serve two-and-a-half-year terms before Rotary returns to the normal three-year terms for the 2031 Council representatives and alternates.

### Council Representative and Alternate

Every district selects a representative and alternate to serve at the Councils on Resolutions and the Council on Legislation that take place during their Council term from 1 January 2026 through 30 June 2028. The Council representatives will represent their district at the:

- 2026 and 2027 Councils on Resolutions
- 2028 Council on Legislation

Representatives and alternates must be selected by **31 December 2025** and reported to Rotary International by the governor. Selection requirements and duties for representatives can be found in Article 9 of the [RI Bylaws](#).



## Eligibility

To serve as representative or alternate, a candidate must:

- Be a member of a club in the district
- Have completed a full term as an RI officer, likely as a district governor, **at the time of election**. Current governors are not eligible candidates. (See Special Situations below if no past governors are available.)
- Comply with RI Bylaws subsections 15.060.1. and 15.060.4. by providing each club in their district with an independently reviewed annual statement and report of district finances within one year of serving as governor
- Understand and be qualified, willing, and able to perform the duties and responsibilities of a representative.

Districts should also consider someone who is:

- Digitally literate
  - The Council materials are only provided in a digital format. Representatives and alternates must be comfortable using apps, websites, and other digital media.
  - Representatives and alternates must be able to receive emails from Rotary, be able to log in to their My Rotary account. If a representative does not have an email address that can receive emails from Rotary's mass mailing system, they will be unable to receive Council-related information that allows them to actively participate in the essential functions of their role. Be comfortable with reading and reviewing digital documents.
  - Voting in the Council on Resolutions is electronic only.
- Able to complete mandatory Council training
  - Representatives are required to complete online representative training through Rotary's Learning Center and attend COL training at a 2027 Rotary Institute.
  - Participation at the COL training at the Rotary Institute is not funded by Rotary International. The representative is responsible for all expenses related to the training.
- Able to attend the Council on Legislation for its entire duration
  - The Council is a week of long days and is held in person only. Please choose your representative and alternate carefully to ensure that they are physically capable of completing their assignment and will have no difficulty traveling to and from the meeting.

## Representatives' Duties

Duties of a Council representative are as follows:

- Assist clubs in preparing proposed resolutions and enactments;
- Discuss proposed resolutions and enactments at district meetings;
- Be knowledgeable of the attitudes of Rotarians within the district;



- Give critical consideration to all proposed resolutions and enactments and effectively communicate their views on such proposals to the Councils;
- Act as an objective legislator;
- Participate in the Councils on Resolutions;
- Attend the Council on Legislation for its full duration; and
- Report on the deliberations of the Councils to the clubs in their district following the meetings of the Councils.

## Language skills

Interpretation and translation for the Councils will be tentatively provided in:

- |            |            |              |
|------------|------------|--------------|
| • English  | • Japanese | • Portuguese |
| • French   | • Korean   | • Spanish    |
| • Mandarin |            |              |

A candidate must be proficient in one of the Council languages.

## Selecting a Representative and Alternate

The selection of the representative and alternate must be conducted and reported to Rotary by **31 December 2025** using the online representative and alternate selection form. Procedures for the selection can be found in Article 9 of the [RI Bylaws](#).

The representative and alternate should be selected by a nominating committee procedure. Alternatively, the representative and alternate may be elected at a district conference, a district legislation meeting, or through a club ballot. If you have any questions on conducting the election, please contact your CDS representative.

The governor shall invite clubs to submit their nominations for representative and alternate. The invitation is to be made at least two months before nominations are due. Any club in the district may nominate a candidate, whether or not the candidate is from that particular club. The nomination must be sent to the district governor and include the signatures of the club secretary and president. If a club nominates a Rotarian who is a member of a different club, the Rotarian's club must agree in writing for the nomination to be accepted.

### **SELECTION OF THE REPRESENTATIVE BY NOMINATING COMMITTEE PROCEDURE**

The nominating committee procedure for representatives and alternates is based on the nominating committee procedure for district governors set forth in RI Bylaws section

12.030. A candidate for representative or alternate shall not be eligible to serve on the committee.

## **FAILURE TO ADOPT A METHOD FOR SELECTING MEMBERS OF A NOMINATING COMMITTEE**

Any district that fails to adopt a method for selecting members of a nominating committee must utilize instead all willing and able past governors who are members of a club in that district as its nominating committee. However, a candidate for representative or alternate shall not be eligible to serve on the committee.

## **HOLDING AN ELECTION AT A DISTRICT CONFERENCE OR A DISTRICT LEGISLATION MEETING**

If districts do not wish to use the nominating committee procedure, they can instead hold elections at a district conference, district legislation meeting, or district council in RIBI. The election must take place by **31 December 2025**.

The election is conducted in the same way as other elections at a district conference or district legislation meeting, following the provisions laid out in RI Bylaws section

15.050. Each club is entitled to a minimum of one vote, which is determined by using the club's paid membership as of the most recent club invoice dated 1 July. Those clubs that have over 25 members are entitled to an additional vote for every additional 25 members, or major fraction thereof.

All votes from clubs with more than one vote shall be cast for the same candidate; a club may not split its vote. If votes are split in a club, they will be considered spoiled votes.

The candidate who receives a majority (50% + 1) of the votes cast is named the representative. If there are only two candidates, the candidate failing to receive a majority of votes shall be the alternate, to serve in the event the representative is unable to serve. When there are more than two candidates, the balloting shall be by single transferable ballot. At such point in the single transferable ballot process that one candidate receives a majority of the votes cast, the candidate who has the second highest number of votes shall be the alternate.

## **CONDUCTING THE ELECTION THROUGH A CLUB BALLOT**

Occasionally, a district will not be able to conduct its election at a district conference or district legislation meeting. In those cases, either a district conference or a district legislation meeting may vote to conduct the election through a club ballot. Should the conference decide to do so, the club ballot must be conducted in the month immediately following the district conference using the single transferable ballot format. Should the governor have any questions, they should contact their CDS representative for assistance.

## **Special Situations**

Occasionally, a district will have only one or no past district governors who are interested or able to serve as a Council representative. These special situations can be handled in the following ways:

### **ONLY ONE CANDIDATE**

In those cases where there is only one eligible, and interested, candidate for representative, they shall be declared the representative for the district and no election is necessary. The governor shall appoint a qualified Rotarian to serve as the alternate.

## **No Available Candidate**

Should no past district governor be available to serve as representative at the time of election, the governor may request permission from the Rotary International President for either the governor, governor-elect, or a Rotarian who has served less than a full term as governor to be named as the Council representative. **Permission must be granted before the selection takes place.** Requests must be sent to Council Services, [council\\_services@rotary.org](mailto:council_services@rotary.org).

## **Deadline for Selection**

As a special exception for the 2028 Council representatives, representatives and alternates for the 2028 Council cycle are to be selected no later than **31 December 2025**.

## **Submitting Names to Rotary**

Once selected, the district governor is responsible for submitting the names of the representative and alternate to Rotary through the online form using the link that was emailed to them. Governors will need the following information for the representative and alternate:

- First and Last name
- Email address
- How and when they were selected

Once the form is submitted, emails will be sent to the representative and alternate asking them to confirm their information, plus the governor will receive a confirmation email. If the district governor does not have the link to the form, please contact Council Services at [council\\_services@rotary.org](mailto:council_services@rotary.org).

Note that **all Council mailings** will be sent electronically using the representative's and the alternate's primary email address in Rotary's membership database. Please keep the club secretary or [data@rotary.org](mailto:data@rotary.org) informed of any changes to the representative's email, to avoid missing important Council information.

## **Replacing Representatives**

The positions of Council representative and alternate are elective and individuals serving in those roles can only be replaced if they have voluntarily resigned. RI cannot remove them from their role, nor can the district force them to resign, unless they no longer meet the eligibility requirements. It is the choice of the representative whether or not they will step down.

In cases where the representative resigns, the alternate will serve. If an alternate is not able to serve as the representative or the district did not select an alternate, the sitting governor may name a new representative who is eligible and able to serve or a new selection process may take place. Representative or alternate resignations should be submitted through the [resignation form](#). When an alternate becomes the representative, they take on all duties of the representative and are only relieved of those duties at the end of their Council term or if they resign. Rotary does not permit temporary replacements.



## Timeline for the 2028 Council Cycle

A representative's work spreads across their Council term. The cycle is as follows:

|                             |                                                                   |
|-----------------------------|-------------------------------------------------------------------|
| 31 December 2025            | Selection of representatives and alternates                       |
| 1 January 2026              | Representative's Council term begins                              |
| 30 June 2026                | Resolution submission deadline                                    |
| October 2026                | <b>2026 Council on Resolutions</b>                                |
| 31 March 2027               | Enactment submission deadline                                     |
| 31 May 2027                 | Amendments to proposed enactments deadline                        |
| 30 June 2027                | Resolution submission deadline                                    |
| October 2027                | <b>2027 Council on Resolutions</b>                                |
|                             | Legislation published                                             |
| January 2028<br>(tentative) | Vetting of select enactments                                      |
|                             | Statements of Support and Opposition deadline                     |
| April 2028 (tentative)      | <b>2028 Council on Legislation</b>                                |
| 30 June 2028                | Representative's Council term ends Resolution submission deadline |

For further information on how to select a representative and alternate, or if you have questions about the Council, contact the District 5050 Governor or Boar

## Addendum # 5 – District 5050 Youth Protection Policy & Procedures



### Youth Protection Policy and Procedures

#### Policy Statement of Conduct for Working with Youth

Rotary International and District 5050 strive to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouses and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, and emotional abuse.

The Rotary District 5050 Youth Protection Policy applies to District and club activities that involve minors. This includes Y.E.S. (Youth Engaged in Service), Interact, and Y.A.I.L. (Youth Adventures in Leadership) programs. District 5050's Youth Exchange Program (RYE) has a separate Youth Protection Policy (the RYE YPP). Where that policy conflicts with this policy, the RYE YPP controls. Where the RYE YPP is silent, this policy controls.

Minors are usually defined as those less than 18 years of age; however, since some youth exchange students as well as some Interactors may be slightly older, they are treated as minors in Rotary's efforts to protect youth. Rotaractors are college age or older and are not included as minors and are not covered in Rotary's Youth Protection Policy.

In protecting our youth, there is no one process that guarantees safety. It's the combination of deterrence measures that minimizes risk.

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APPENDIX D: Abuse Allegation-Response

APPENDIX E: District Youth Protection Officer Job Description

APPENDIX F: Criminal History and Sex Offender Registration Checks; District YPO Recommendation

# 1. Definitions

**Casual Contact:** Persons having casual contact with a youth not in the youth exchange program are persons who may have brief contact with youth as part of a club sponsored event. Casual contact must be infrequent so that a regular pattern is not developed. Further, casual contact must take place in a group setting in a public place and there must be no one-to-one contact between the adult and the youth. There must be no reasonably foreseeable risk of abuse or harassment, verbal or otherwise.

Persons having this type of casual contact with youth are not required to be screened.

**Crisis Management Team:** This refers to a team of district personnel that is activated by the District Youth Protection Officer upon receipt of an allegation of abuse or harassment. The makeup of the team is determined by the status of the youth making the allegation, but will include the following: District Governor, District Youth Protection Officer, District Youth Services Chair, and Club President.

**Physical Abuse:** This refers to any assaultive behavior and includes any physical offense that would be criminal.

**Sexual Abuse:** This refers to engaging in implicit or explicit sexual acts with a youth or forcing or encouraging said persons to engage in implicit or explicit sexual acts alone or with another person of any age. This includes non-touching offenses, such as indecent exposure or showing a youth sexual or pornographic material. This includes any sexual offense that would be criminal.

**Sexual Harassment:** Sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature.

Some examples of sexual harassment include, but are not limited to:

- Sexual epithets, jokes, written or spoken references to sexual conduct, talking about one's sex life in the presence of a young person or other vulnerable person, and comments about an individual's sexual activity, deficiencies, or prowess;
- References to a youth or other vulnerable person's body or physical maturity in a sexual way;
- Verbal abuse of a sexual nature;
- Display of sexually suggestive objects, pictures, media or drawings;
- Sexual leering or whistling, any inappropriate physical contact such as "brushing" or touching, obscene language or gestures, and suggestive or insulting comments.

**Volunteer:** any adult involved with Rotary Youth Program activities who has direct interactions, supervised or unsupervised, with youth. A volunteer does not include those adults who have casual contact with youth.

**Youth:** This means any minor (less than 18 years of age) or any young adult participating in RYE, YES, YAIL, or Interact (or any other youth program except Rotaract).

*Rotary District 5050 Youth Protection Policy Revised 3/23/19*

**Youth Exchange (RYE)** Rotary Youth Exchange facilitates long-term and short-term cross cultural exchange opportunities for youth. Youth reside with host families and, in the long-term exchange program, attend high school in their host community. To more specifically address the youth protection needs of these youth, District 5050 has adopted a separate Youth Protection Policy (the “RYE YPP”) The RYE YPP is available on the **District 5050 RYE website**. Where that policy conflicts with this policy, that policy controls. Where that policy is silent, this policy controls.

**Youth Protection Officer - District:** There will be two District Youth Protection Officers – one appointed from one of the American clubs in the District and one appointed from one of the Canadian clubs in the District. Contact information for these Officers can be located on the District 5050 website under the District Organization Chart.

**Youth Services Chair:** Every club in the district will appoint a Club Youth Services Chair. This person ensures compliance with this policy, including ensuring that any criminal history checks are performed on any volunteer. This person will be aware of the results of the criminal history checks and will relay the information only as necessary. Additionally, this person must under the same criminal history checks and training as a volunteer.

## 2. Volunteer Screening & Criminal History Checks

All volunteers must be committed to the safety and security of youth. All volunteers must demonstrate good judgment and in addition to the requirements herein, must ensure that youth for whom they are responsible are safe from harassment and other injurious behavior from others around them. This includes keeping youth safe from those who may be drinking alcohol or ingesting other substances that may impair judgment or ability to drive.

### **All volunteers must:**

- Undergo a criminal history check a minimum of every two years (see Appendix A),
- Meet Rotary International’s eligibility requirements as set forth in the Rotary Code of Policies, and
- Participate in training. Training is provided via an emailed link to the Youth Protection Awareness training. This link will be sent by either the Youth Protection Officer or the Club President.

### **Criminal History Checks**

A person who has admitted to, been convicted of, or otherwise found to have engaged in sexual or physical abuse or harassment may not be a volunteer.

Automatically disqualifying criminal convictions include:

- Any felony (American) or Indictable Offense (Canadian) that involves assault, threats, sexual offending, or domestic violence;
- Any felony or Indictable Offense that has occurred within the prior ten years;

- Any other criminal conviction for crimes involving assault, threats, sexual offending, or domestic violence;
- Any offense involving driving or being in physical control of a vehicle when under the influence of alcohol and/or drugs when the volunteer would be responsible for transportation of youth.

Other convictions/findings not specifically enumerated herein may also disqualify an applicant depending on the age of the conviction, the nature of the conviction, and whether the applicant has remained crime-free for at least ten years in the community.

### **Criminal History Checks, procedure:**

Criminal history checks for RYE will be conducted pursuant to the policies and procedures of RYE. For criminal history checks of all other volunteers, the following procedure must be adhered to. For an American Club, if a potential volunteer has been a resident of the State of Washington for the preceding ten (10) continuous years and a Club member for the preceding five (5) years, then the criminal history check will be through WATCH (a statewide check). Otherwise, the criminal history check must be through INTELLICORP (a nationwide check). There is a nominal fee to be borne by the potential volunteer for an INTELLICORP check.

For an American Club, the Club Youth Services Chair will send a request for a criminal history check to the American District Youth Protection Officer. If the check is through WATCH, then the club will provide the name and date of birth of the potential volunteer to the District Youth Protection Officer. The American District Youth Protection Officer will cause the criminal history check to be conducted. If the check is through INTELLICORP, then, upon proper request from the club, the District Youth Protection Officer will provide a link to the potential volunteer. The potential volunteer will provide information to INTELLICORP via this link and then INTELLICORP will conduct the criminal background check and provide the results to the District Youth Protection Officer. For good cause, an American Club may require a Canadian history check. If the check is through WATCH, the District Youth Protection Officer

will additionally check the Department of Justice's National Sex Offender Registry. The District Youth Protection Officer will make a recommendation to the Club based on the criminal history check by completing and forwarding the Appendix F. The recommendation will be maintained with the other background check records.

For a Canadian Club, the Club Youth Services Chair will have the potential volunteer obtain his/her criminal history from the local RCMP office (or municipal police agency). The volunteer will provide the results of the criminal history check to the Club Youth Services Chair. If the volunteer has zero criminal history, then the Club Youth Services Chair will keep this record. If the volunteer has any sort of criminal history at all, then the Club Youth Services Chair will forward the criminal history results to the District Youth Protection Officer. For good cause, the Canadian Club may require an American history check. Where criminal history results have been

*Rotary District 5050 Youth Protection Policy Revised 3/23/19*

forwarded to the Canadian District Youth Protection Officer, the District Youth Protection Officer will make a recommendation to the Club based on the criminal history check by completing and forwarding the Appendix F. The recommendation will be maintained with the other background check records.

If, after consultation with each other, the Club is not in agreement with the District Youth Protection Officer's recommendation that a volunteer applicant should not be accepted based on the criminal history, then the Crisis Management Team will review the matter and make the final determination.

If a potential volunteer is not acceptable after being screened, then the Club Youth Services Chair shall notify the potential volunteer, the District Youth Protection Officer, the Club President, and the District Governor.

A potential volunteer who is not cleared to be a volunteer may appeal to the District Governor with review by the Crisis Management Team. The potential volunteer may challenge the results of a background check, but must do so himself or herself by direct contact with the screening company or agency at his or her own expense. The potential volunteer may point to extenuating circumstances such as passage of time since the conviction. The potential volunteer may provide additional information if he or she believes that s/he has been incorrectly identified in a criminal history check.

#### **Maintenance of Records:**

Records relating to criminal history checks and training will be maintained in the WESSEX system, as allowed by law. Such records obtained by a club will be scanned and sent to the District Youth Protection Officer for uploading into that system. Where not permitted by law, then the records will be maintained by the volunteer's home club.

### **3. Response to an Allegation of Physical or Sexual Abuse**

The immediate response to any allegation of abuse is to ensure the safety and protection of the reporting youth. This means removing the youth from the physical proximity of the alleged offender and ensuring all contact between the offender and youth ceases. Follow-through procedures must be followed as set forth in Appendix D.

### **4. Club Compliance**

The District Youth Protection Officer and District Governor will monitor all participating clubs within the District and ensure that they comply with Rotary International guidelines for abuse and harassment prevention. **All** District 5050 clubs must annually certify that they are in compliance with this Youth Protection Policy. Certification will be made by using the form in Appendix C and forwarding the form to the District Governor.

If a club is not compliant with this Policy, the District Governor will notify the District Youth Protection Officer and the Club Youth Services Chair and the District Governor and order the cessation of any activities involving youth until compliance is achieved. The District Youth Protection Officer will work with the noncompliant club's President and the District Governor to restore compliance with this Policy.

## District 5050 Youth Protection Policy & Procedures

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### APPENDIX A: GUIDELINES FOR CRIMINAL HISTORY CHECKS

#### **Who requires a criminal history and sex offender registry check?**

Any Club Youth Services Chair and any volunteer as defined in these guidelines.

#### **When should such checks be done?**

The Club Youth Services Chair must complete these checks upon appointment to the position. These checks MUST be completed before applicant acts as a volunteer as defined in this policy.

#### **How often does someone involved in a Rotary youth program need to have a criminal history and sex offender registry check completed?**

Checks must be performed every two years.

#### **Is there a cost to get a criminal history check done?**

There is no cost to the volunteer for a Washington State Patrol WATCH or Department of Justice National Sex Offender Registry check. There is no cost to the volunteer for an RCMP or Canadian municipal agency check. There is a nominal fee for an INTELLICORP check.

## District 5050 Youth Protection Policy & Procedures

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### **APPENDIX B: CLUB CHECKLIST FOR YOUTH SERVICES PROGRAMS**

To participate in Rotary Youth Services programs, a club must:

- Complete, sign and return the attached compliance statement that the club is operating its Youth Services Programs in accordance with District 5050 and RI policies;
- Appoint a Club Youth Services Chair to ensure that all guidelines for participation in Rotary youth services programs are followed and to maintain records of applications and supporting documentation as outlined in this policy;
- Follow the procedures outlined in this Policy for reporting any allegations;
- Ensure that the Youth Services Chair and/or the President Elect attends the District 5050 Youth Protection Training session at the annual District Assembly every three years unless the trained person has left the club or is no longer willing or able to meet the requirements. In this case, a new person/s must attend the next available training;
- Ensure that the youth services volunteer who attends the District 5050 Youth Protection Training session provides other club youth services volunteers with the information from the training session.

## District 5050 Youth Protection Policy & Procedures

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### APPENDIX C: CLUB COMPLIANCE FORM

This form must be completed **annually by July 15<sup>th</sup>** by all District 5050 clubs.

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The Rotary Club of \_\_\_\_\_

Acknowledges receipt and review of the following information:

- District 5050 Rotary Youth Protection Policy (available on the District 5050 website under the Youth Service tab)
- Rotary District 5050 Club Checklist for Youth Services Programs – Appendix B to the District 5050 Rotary Youth Protection Policy

Confirms that this Rotary Club is operating any Youth Services Programs in accordance with Rotary International and District 5050's policies and guidelines;

Has adopted the District 5050 Youth Protection Policy; and

Conducts or will conduct any or all of the following Youth Exchange/Youth Services activities (check all that are applicable).

\_\_\_\_\_ Youth Exchange

\_\_\_\_\_ YAIL

\_\_\_\_\_ Interact

\_\_\_\_\_ Y.E.S.

\_\_\_\_\_ None

\_\_\_\_\_ Other \_\_\_\_\_

PLEASE EXPLAIN - ATTACH EXTRA SHEET IF NEEDED

Print Club President's or President Elect's name, email and phone number:

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Print Club Youth Services Chair's name, email, and phone

number:\_\_\_\_\_

Club President's (Elect) Signature\_\_\_\_\_Date: \_\_\_\_\_

Return to: **District Governor**

## District 5050 Youth Protection Policy & Procedures

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### APPENDIX D: ABUSE ALLEGATION-RESPONSE

**Any adult** to whom the youth alleges physical or sexual abuse will:

1. Ensure that the youth has been removed from, and has no contact with, the alleged offender. If the youth is staying with a host family and the alleged offender is in the host family household, then the adult to whom the youth discloses abuse will first attempt to place the youth with another host family who previously hosted the youth or was slated to host the youth in the future. If this option is not available then the youth will be placed on an emergency basis with the student's RYE Counselor or Youth Exchange Officer.
2. Notify the local law enforcement agency, the Club Youth Services Chair and the District Youth Protection Officer.
3. Keep a written record of the conversation with the youth as soon after the report as you can, including the date and time of the conversation. Do not interrogate the youth but use the youth's words and record only what has been told to you.

The **District Youth Protection Officer** will:

1. Notify the Crisis Management Team and the District Governor. Where the incident involves a youth exchange student, notify the District Youth Exchange Chair.
2. Notify the youth's parents or legal guardians.
3. Ensure the youth receives immediate support services, including medical, counseling, and advocacy services.

The **Crisis Management Team** will:

Recommend any limitations on the accused person in regard to interaction with youth for consideration by the District Governor.

At the conclusion of any investigation, the team will convene and review the entire incident in regard to the extent that district policies were followed and any lessons learned. Based on their review, the team will recommend any necessary changes to the District Policy, screening process, or training.

The **District Governor** will:

1. Direct the person accused of abuse to have no further contact with the youth.
2. Prohibit a non-Rotarian who admits to, is convicted of, or is otherwise found to have engaged in abuse of a youth from working with youth in any Rotary context.
4. Notify Rotary International of any potential criminal investigation and serious incidents.
5. Notify the insurance carrier.

The **Parent Club** of any Rotarian who admits to, is convicted of, or is otherwise found to have engaged in abuse of a youth shall terminate the membership of the Rotarian

Do not tell anyone about the report other than those required by the guidelines. Care must be taken to protect the rights of both the youth and the accused during the investigation.

# District 5050 Youth Protection Policy & Procedures

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## APPENDIX E:

### DISTRICT YOUTH PROTECTION OFFICER JOB DESCRIPTION

The District Youth Protection Officer (YPO) shall be a Rotarian in good standing in District 5050. Ideally, he or she should be a professional with training in abuse and harassment prevention and youth protection issues. District 5050 will have two District YPOs: one from an American Club and one from a Canadian Club. Contact information for these Officers can be located on the District 5050 website under the District Organization Chart.

This appointment is for three years.

#### Duties:

1. Serve as co-chairs of the District Youth Protection committee and Crisis Management Team.
2. Maintain, supervise, and increase awareness of the District Youth Protection Policies.
3. Require that clubs and committees that participate in Rotary sponsored activities involving protected persons follow the District 5050 policies for abuse and harassment and the reporting guidelines for such allegations and monitor such compliance.
4. Report to the District Governor regarding reported incidents of possible abuse or harassment.
5. Where appropriate, assure that cases of abuse are reported to the proper law enforcement agency.
6. Provide District training regarding this policy.
7. Cause background checks to be performed as required by this policy.
8. Maintain confidentiality other than the disclosures required by this policy.

## District 5050 Youth Protection Policy & Procedures

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### **APPENDIX F: CRIMINAL HISTORY AND SEX OFFENDER REGISTRATION CHECK**

Applicant: \_\_\_\_\_

Based on the results of the applicant's criminal history check  
and/or sex offender registry check completed on \_\_\_\_\_, the  
District Youth Protection Officer recommends that the applicant:

- ☐ Be permitted to volunteer
- ☐ Not be permitted to volunteer

#### COMMENTS:

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