

DISTRICT 5330 POLICY MANUAL

As Amended June 22, 2019

Providing an orderly and useful system of district procedures based upon passage of district resolutions, this District 5330 Policy Manual is to be used by District Governors, district officers, district committees and clubs of the district whilst also referring to the Rotary International Manual of Procedures (MOP) , RI Code of Policies on the RI website (www.rotary.org) as well as to the District 5330 corporate By-Laws available on the district’s website: Visitrotary.com

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ARTICLE I: ORGANIZATION/ADMINISTRATION OF DISTRICT 5330

District 5330 was incorporated as a 501(c) 4 corporation on December 6, 2006 as a nonprofit Public Benefit Corporation. These policies are to be read in conjunction with the corporate Bylaws (which are available on the District website - visitrotary.com).

Where any provision of the district policy is not in conformity with the Constitution, By-Laws or policies of Rotary International, the terms of the Constitution, By-Laws and Rotary Code of Policies shall prevail at all times. (The Constitution and By-Laws are available in the RI Manual of Procedure and Rotary Code of Policies are available on the Rotary International website (www.rotary.org))

Section 1.01 District Office:

The district office, with the official files, records and corporate seal of the district, shall be at a location designated by the district governor. The district governor shall pass the official files together with any district owned properties to his/her successor on or before October 15th following the close of his/her Rotary year in office.

Section 1.02 Corporate Officers Of The District And Their Duties:

The district officers are the district governor, district governor elect, district secretary and district treasurer.

1.02.01 District Governor:

The district governor will be the Chief Executive Officer of the District Corporation and responsible for conducting all the business of the District.

The Governor will delegate district business as he/she determines is necessary to any hired administrative personnel or volunteer district staff members.

1.02.02 District Governor Elect:

The district governor elect will serve as Vice-President of the District Corporation.

1.02.03 District Secretary:

The district secretary is responsible for the preparation, distribution and custody of the district staff meeting agendas and minutes thereto and collector of all district attendance records for transmission to Rotary International. The secretary will be Custodian of all corporate district records. In addition, the secretary may be called upon to perform other duties from time to time as are needed or required by law.

1.02.04 District Treasurer:

a) The district treasurer shall be a Certified Public Accountant or equivalent and shall meet monthly with the district governor to review expenditures vs. budget and together, a quarterly report will be provided to the Finance Committee. The treasurer will be expected to attend the meetings of the Finance

Committee when scheduled and act as a financial overseer for all District Events for which money will be collected.

b) In addition to all normal banking and check writing duties, the treasurer will be responsible for sending out dues statements in June and December of every year to every club in the district and execute collections efforts to insure club compliance with the following dues structure

1.02.05 District Dues

Per capita dues are \$52.00—to be paid to the District Treasurer at the rate of \$26.00 per **active** member once in July and once in January.

The purpose of raising funds by per capita contributions is as follows:

- a)** To meet the expenses of the district governor for travel, postage, lodging, telephone, facsimile, internet, stationary, printing, secretarial work, and other administrative expenses beyond the monies allocated to the district governor for such purposes by Rotary International.
- b)** To meet the expenses of conducting district affairs such as, but not limited to, District Conferences, District Assemblies, District Institutes, and special district functions.
- c)** To pay for meals for the governor, governor-elect, and individuals as designated by the governor at any District Conference, Assembly or Workshop.
- d)** To pay for an amount determined by the Finance Committee or by the Governor's Advisory Committee for the expenses of the district governor, district governor elect, District governor nominee and spouse/partner to attend the International Convention. And such affairs as Zone meetings or similar affairs whereby the district governor, district governor elect and district governor nominee may learn techniques of value to the district.
- e)** To pay for an amount determined by the Finance Committee or the Governor's Advisory Committee for the expenses of the district's Representative at the Council on Legislation called by Rotary International.
- f)** To permit the district governor to use his/her discretion in disbursing such district funds as may be deemed advisable to:
- g)** Provide gifts for visiting dignitaries, and
- h)** Such other expenses that the district governor, in his/her discretion may feel are in the best interest of the district.
- i)** At those times when actual expenses exceed the total amount budgeted, the Finance Committee shall review and if appropriate approve the expense excess and revise the budget by distributing part of the uncommitted reserve to the appropriate account. Any such action shall be reported to the clubs by the district governor.

Section 1.03 District Financial Procedures And Policies Under Control Of The District Treasurer

1.03.01 Ticket Sales

- a) In connection with those District projects involving tickets sold, each chairperson should devise his/her own procedures for controlling the number of tickets printed, receipts from those sold, and their numbers.
- b) A set of instructions and a report shall be developed by the project/program chairperson to account for gross funds collected.
- c) District Project/Program chairmen shall direct all participants to send checks and cash directly to the District Treasurer. As noted in 1.03.06, no District funds shall be held by program Chairs or District committee members.
- d) At the completion of the event, the chairperson, in conjunction with the District Treasurer, will issue a report to the district treasurer and governor of the gross amount of funds collected and total expenses.

1.03.02 Reimbursement

- a) Reimbursement of expenses should be identified to the expense accounts to which they apply by submitting an itemized expenditure record to include receipts and name of person authorizing the expenditure to the treasurer.

1.03.03 End of Year Reimbursements

- a) All committee chairs and other district representatives, including Rotary clubs authorized to manage or host district programs, incurring expenses on behalf of the district or RI sponsored programs, shall submit receipts for unpaid expenses or reimbursements due them within fifteen (15) days after the end of the Rotary year (June 30).

1.03.04 Closing of District Books

District financial records will be finally closed not later than October 15 following the close of the Rotary year with the Finance Committee's approval. The Treasurer shall make the Annual Report available to all members on the District website.

1.03.05 Signature Requirement

District accounts shall require a minimum of two (2) signatures. The signatories shall be the treasurer as well as either the district governor, secretary or board member of the corporation; as defined annually by resolution of the Corporation Board.

1.03.06 District Treasurer as Trustee

In those instances where the district acts as a trustee or custodian for RI Programs the money should be deposited in a separate bank account not co-mingled with the district's general fund.

1.03.07 Payment Collection

All checks remitted for any District Function will be mailed directly to the District Treasurer for processing.

Section 1.04 District Property

Any builder or creator (Owner), of any programs, websites or other intellectual property of any kind (Property) that is used regularly by, or for, the District and whose use is critical to District program success will be asked to transfer ownership of said Property to the District by the District Governor. The transfer of Property will include the assignment of all rights to the Property, methods of access, passwords, data, owner's manuals, operational instructions or any other material or devices necessary to the operation of the Property which is to be held in the custody of the District Administrator to allow District successors access to the Property should the need arise. The District Administrator shall keep a current record of all access information and district assets, including but not limited to passwords, data, methods of access and storage locations for all District Property. Any change in access codes, passwords, access, operational procedures, or storage locations will immediately be reported to the District Administrator. Should the Owner of the Property decline to transfer ownership to the District, the District shall discontinue use of the Property as soon as reasonably possible in favor of similar Property owned and managed by the District.

Section 1.05 Executions of Contracts or other Instruments

The Board of Directors of the District Corporation may by resolution authorize any officer or agent of the corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may general or confined to specific instances. Unless so authorized, no officer, agent, or employee shall have any power or authority to bind the corporation to any contract or engagement or to pledge its credit or to render it liable for any purpose or in any amount.

ARTICLE II: STANDING COMMITTEES AND THEIR DUTIES

Section 2.01 The district governor shall, prior to assuming office on July 1, appoint standing Committees to assist in the administration of the district as follows:

- 2.01.01 Nominating
- 2.01.02 District Governor's Advisory
- 2.01.03 Finance
- 2.01.04 Resolutions
- 2.01.05 Strategic Planning
- 2.01.06 District Foundation

- 2.01.07 Site Coordinating and Contract Negotiating
- 2.01.09 District Rules and Procedure
- 2.01.10 Public Image
- 2.01.11 Standing Committee Meetings

The district governors may, at his/her discretion and in accordance with his/ her own administrative techniques, appoint such other committees as may be deemed advisable and appropriate. All committees so appointed shall serve as advisory committees to the Governor and the District 5330 Board of Directors.

Section 2.01.01 Nominating Committee – Duties and Implementation

The role of the Nominating Committee shall be to annually call for nominations for the office of District Governor and conduct the selection for this office. They shall also conduct the call for nominations and selection of the Representative on the Council on Legislation when appropriate to do so, and select a Vice Governor.

The District Nominating Committee will be composed of the following Rotarians:

- District Governor
- District Governor-Elect
- District Governor-Nominee
- All Past District Governors of District 533/5330 who reside in the District and are in good standing of a club within the District and who are active in the District. The word Active used here is defined as: A PDG who has attended at least two District Training Assemblies or District Conferences, or any combination thereof, in the prior three years; and who has served or represented the District on a District committee, PETS committee, Zone committee, or Rotary International committee.
- The Governor may appoint a PDG as chairman.
- The Governor shall appoint a member of the committee to serve as Secretary.

*The District Governor may also invite past Governors of Districts other than District 5330 to be members of the committee providing that they reside within the District and are members in good standing of a club within the District and who are Active within the District as defined above.

Section 2.01.01 A District Nominating Procedure

(To be read in conjunction with RI Bylaws 6.120.1, 14.20 – 14.70)

The District Nominating Committee shall select the district governor-nominee designate not more than 36 months, but not less than 24 months in advance of the time when they begin their term as district governor. (RI Bylaws 14.010) Also, the District Nominating Committee will select one available past district governor, proposed by the governor-elect, to be named vice-governor. The role of the vice-governor will be to replace the governor in case of temporary or permanent inability to continue in the performance of the governor’s duties (RI Bylaws 6.120).

a) On or Before August 1st

The Chair of the Nominating Committee shall send out a written “Call for Nominations” to all District 5330 clubs. The president of any club wishing to place the name of one of its members in nomination shall file with the Chairman of the Nominating Committee, a resolution of the club, adopted at a regular meeting thereof, naming such candidate and certifying that the candidate meets the qualifications for district governor as provided in Article XV, Sections 15.070 through 15.080 of the by-laws of Rotary International and in the Manual of Procedure. All such nominations will be due back to the Nominating Committee Chair no later than August 31 of that year.

b) On the first, or second, Saturday in November

The chairman of the Nominating Committee shall hold a meeting of the Nominating Committee for the purpose of interviewing and selecting the district governor nominee designate and shall notify the district governor in writing of the Nominating Committee's choice of proposed candidate for district governor-nominee designate. Also the Nominating Committee will select one available past governor, proposed by the governor-elect, to be named vice-governor.

c) At least seven days prior to this meeting of the District Nominating Committee, members of the committee will be given the names of the Rotarians suggested for consideration, their clubs and classifications, together with a general background of their service in Rotary, and any other information requested by the District Nominating Committee.

d) The District Nominating Committee for governor will not be limited in its selection to those names submitted by clubs in the district. The committee will also reserve the right to nominate the best qualified Rotarian who is available to serve as governor.

e) A simple majority of the committee shall form a quorum, and in a selection of the committee's nominee designate, and vice governor, the votes of a simple majority of those present shall be cast in favor of such nominee designate, and vice governor.

f) Within 72 hours of notification by the Nominating Committee, the name and club of the nominee designate proposed by the Nominating Committee, together with a statement of qualifications, shall be announced via e-mail to all club presidents along with a deadline for challenges.

g) If the Nominating Committee cannot agree on a candidate, the district governor-nominee designate shall be elected through a Club ballot, as provided under RI MOP Section 13.050, or at the district conference in accordance with 16.050. In either case, only those candidates suggested to the nominating committee may participate.

h) The nominating committee for governor shall select one available past governor, proposed by the governor-elect, to be named vice-governor who shall serve during the year following selection. (Bylaws 6.120.1)

i) If no selection is made by the committee, the governor-elect shall select a past governor as vice-governor. (Bylaws 6.120.1)

j) Disciplinary actions stated in the RI By-Laws will be adopted as policy by District 5330 and implemented in all cases of confidentiality breeches or other unacceptable, inappropriate behavior of any Nominating Committee member.

Section 2.01.01 B - Challenging Candidate

a) Any club in the district in existence for at least one year as of the beginning of that year may also propose a challenging candidate for governor-nominee, but only if it previously suggested the candidate to the nominating committee. A club in existence for less than one year as the beginning of that year may propose a challenging candidate if the candidate is a member of that club and was already suggested 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 by the governor which shall be within 14 days of the notification of the selection for governor-nominee.

b) Concurrence to Challenges

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. In order 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.

c) Challenging Nominations

Within seven days after the deadline, the governor shall notify clubs that there is a valid challenging candidate. The notice shall include the name and qualification 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 or at the district conference, as long as the challenge remains valid.

Section 2.01.01 C Resignation of Governor-Elect

a) If the governor-elect becomes disqualified or unable or unwilling to serve the RI Board shall elect a Rotarian qualified under RI Bylaws Section 16.070 to fill the vacancy. Provided, however, if either a governor-elect or governor-nominee becomes unable or unwilling to serve as governor, and the selection process for his or her successor has been duly completed by the district, then the successor shall automatically fill the vacancy if he or she is willing to do so, subject to the required election either by the convention or the RI board.

Section 2.01.01 D Resignation of District Governor Nominee

a) If the district fails to select a nominee for governor or where a nominee for such office becomes disqualified for election or otherwise becomes unable or unwilling to serve and another nominee is not

selected by the district prior to the annual election of officers at the convention, the governor shall reinitiate the nominating procedures in accordance with RI Bylaws Section 14.020. Similarly, where a district's nominee is elected at the convention, but becomes disqualified or otherwise unable or unwilling to serve at least three months prior to the international assembly, the governor shall reinitiate the nominating procedures starting. In either event, the RI board shall elect the Rotarian so nominated to serve as governor-elect.

b) 14.070.1. Special Provision to Special Elections. When a governor reinitiates the nominating committee procedure in accordance with section 14.070., the governor shall not be required to repeat the procedure required in subsection 14.020.4 if there were no suggestions from clubs to the nominating committee during the previous nominating process.

Section 2.01.01 E Responsibilities of Governor Nominee

a) The district governor nominee will begin to prepare for the role of governor by fostering continuity by working with past, current and incoming district leaders to support effective clubs, analyzing the district's strengths and weaknesses, reviewing the district organization and club administrative framework, attending district meetings at the invitation of the district governor or governor elect and participating in district committees or other district activities as suggested by the district governor or governor elect.

b) The district governor nominee will be responsible for selecting a place for the district conference to be held in the Rotary year in which he/she is to serve as governor. Selection of the place shall conform to the rules and regulations of Rotary International and District 5330. A contract approved by the corporate Board of Directors of the district may be signed by the district governor nominee, which complies with the above regulations, shall be binding on District 5330, and in no way shall bind or obligate Rotary International, or personally obligate the district governor nominee.

c) Attendance at GNATS, GETS and the International Assembly is mandatory

Section 2.01.01 F Vacancy in the Office of Governor

a) In the event the district governor is unable to perform the duties of governor, either temporarily or permanently, the vice governor will assume the role of district governor.

b) The name of the vice governor will be immediately forwarded to Rotary International for their board and/or president to fill the vacancy of district governor per RI Bylaws 6.120.1 and 6.120.2

Section 2.01.01 G Selection of Council on Legislation Representative

The Council on Legislation (COL) Representative and alternate shall be selected in the Rotary year *two years preceding* the Council. The District may select the Representative using a Nominating Committee procedure in the same manner that the District Governor is selected. If the District chooses not to select the representative through a nominating committee, it may elect its Representative at the District Conference or in a ballot-by-mail in certain approved circumstances. If there is only one eligible candidate, that candidate shall be declared the representative. If the COL representative is unable or unwilling to serve, the alternate shall be asked to serve. If an alternate is unable to serve, or one has not

been appointed, the sitting district governor shall appoint a new representative. (RI Bylaws 9.060.1 – 9.060.3)

Section 2.01.02 District Governor's Advisory Committee

a) The district governor's Advisory Committee shall consist of all past district governors and such other district officers as the district governor chooses to serve. The district governor may also invite past district governors of districts other than District 5330 to be members of the committee providing they live within and are a member in good standing of a club within the district. The district governor shall serve as presiding officer at all meetings. The district governor shall appoint a member of the committee to serve as secretary.

The meetings of the Advisory Committee shall be at the call of the district governor.

b) The term of office of the Advisory Committee shall be one (1) year.

Section 2.01.03 Finance Committee

a) The Finance Committee shall consist of the following voting members. The District Governor, Governor Elect, Governor Nominee, Immediate Past District Governor and the Finance Committee Chair appointed by the Governor.

1. The terms of these designees shall terminate at the conclusion of their immediate past governor year. Therefore, the DGN will commence a four year term on the committee.
2. The District Treasurer shall be appointed to a one year term by the incoming Governor at the beginning of each Rotary year beginning on July and concluding at the end of the Governor's year of service,
3. The Governor's Aide or designee will be appointed as a non-voting member for a one year term by the incoming Governor so that the term begins on July 1st and concludes at the end of the Governor's year of service,
4. The Secretary will be a *non-voting* position appointed annually by the incoming Governor for a one year term,
5. The Chair, a PDG appointed by the incoming Governor for the upcoming Rotary year beginning on July 1st and concluding at the end of the Governor's year of service. The Chair will only vote in the event of a tie.
6. Other non-voting Special Appointees, such as CPAs, Economists, Financial Advisors, etc., may be appointed as may be needed from time to time to address and advise on special issues appointed by the Committee for a term to be determined by the Committee.

b) There will be, therefore, five voting members of the Finance Committee.

c) In the event an independently contracted district administrator or executive secretary is appointed, the district administrator or executive secretary shall be a member at large of the committee as a

non-voting member. The Finance Committee shall assist the district governor-elect in the formulation of his/her budget.

d) The Finance Committee shall be responsible for overseeing the timely closing of the District's financial records and filing of tax returns on an annual basis or more often if required. The tax returns shall be signed by the President (District Governor) of District 5330 Rotary, Inc.

e) Following budget approval by the Finance Committee, the district budget shall be presented by the district-governor elect to the presidents-elect for approval at PETS.

f) The governor, the governor-elect, governor-nominee will have budget accounts handled as specific categories with expenses charged to these individual accounts.

Section 2.01.03 A) - Bonding:

a) The district governor shall provide sufficient funding in his / her budget to support bonding to cover the District, club and their Foundation's financial transactions.

Section 2.01.03 B) - Uncommitted Reserve:

a) The uncommitted reserve will have a cap of \$100,000 at the close of district financial records at the end of each Rotary year.

b) Any increase in the uncommitted reserve above the cap will result in a per capita subsidy in club dues for the following year.

Section 2.01.03 C) - Equipment Reserve:

a) The committed reserve for equipment will have a cap of \$10,000.

b) The purpose of this reserve is to assist in funding the maintenance and/or purchase of any new equipment to be owned and/or operated by the district.

Section 2.01.03 D) - Reserve Account:

a) The Finance Committee shall be responsible for maintaining a district reserve account separate from the district operating account.

b) Expenditures for this account shall be authorized by the Finance Committee and the district governor.

Section 2.01.03 E - Budget Review Threshold

Any District event or program that annually raises or spends more than \$8,000.00 shall submit a budget showing income sources and all anticipated expense to the Finance Committee at least two (2) months prior to the event or program's start date. The Finance Committee will review any budget submitted and make appropriate recommendations to the District Governor.

Section 2.01.03 F - Competitive Bidding

- a) Any purchase using District funds in excess of \$5,000.00 will require three separate competitive bids.
- b) Evidence of these bids shall be given to the District Treasurer upon request.
- c) Exceptions to this bidding process may include Hotel/Convention Center Contracts for official District Events but any exception must be approved by the Corporate Board prior to signing any contract.

Section 2.01.03 G - Fiscal Anomalies

If the Finance Committee believes that any fiscal activity or proposed fiscal transaction violates district policy or State or Federal Law, by majority vote of the Finance Committee the concerns and any backup information shall be forwarded to the District 5330 Corporate Board to be heard at a Special Corporate Meeting called specifically for that purpose

Section 2.01.04 Resolutions Committee

The Resolution Committee shall consist of the Chair who is a Past District Governor and at least one other member both of whom will be appointed by the Governor and serve for a one year term. The duties of the Resolutions Committee shall be:

- a) To keep the Resolutions of District 5330 of Rotary International in conformity with the changes in the Constitution and By-Laws of Rotary International.
- b) To receive, prepare, publish, and distribute to all member clubs of District 5330 any new resolution or amendment to existing resolutions which are to be prepared for adoption so long as these are in conformity with the Constitution and By-Laws of Rotary International and consistent with By-Laws in District 5330.
- c) To distribute to all member clubs of Rotary District 5330, at least one (1) month prior to the Annual Meeting of the Corporation, District Assembly, District Conference and/or President's Advance/PrePETS Seminar all proposed resolutions other than those of congratulations or commendatory nature.
- d) To perform such other duties as relate to District Legislation as may appear necessary to the committee or to the district governor.
- e) To report annually at the District Conference.

Section 2.01.05 Strategic Planning Committee

- a) Charged with the development of the structure, plans and continuity of the District's needs. The committee is advisory only and is not charged with the implementation of its findings and recommendations. The committee will consist of nine voting members plus the Chair who

votes in the event of a tie. Four of the voting members will be the Immediate Past District Governor, the District Governor, the District Governor-Elect, and the District Governor-Nominee. Six voting members will be appointed by the Governor line as follows: District Governor three appointees (one of which will serve as Chair), District Governor-Elect two appointees, and the District Governor-Nominee one appointee. Each appointee's term of office shall begin on July 1st and run concurrent with the term of office of the appointer.

The term of each appointee shall be for one year. Each appointee may be reappointed three times by any of the Governor line. Four years shall be the maximum tenure for an appointed committee member.

From time to time district members who have expertise in a particular area of concern may be asked to contribute to the committee in a non-voting advisory role.

b) If a vacancy of an appointee should occur, the individual who appointed the individual shall appoint a person to fill the remainder of the vacated term.

c) Removal of an appointed member will be by a majority of committee members in attendance at a regularly scheduled meeting or by the removal from office by that member's appointer.

2.01.06 District Grants Policy

Annually District 5330 (District) shall consult The Rotary Foundation (TRF) staff to determine the total amount of District Designated Funds (DDF) available to the District. Once determined, the available DDF will be allocated to the District entities using the following policy.

Section 2.01.06 A - DDF Allocation

District

- The District Governor shall determine the amount of DDF that will be used on behalf of all the clubs for District projects.
 - Any DDF retained by the District from the Unified District Block Grant allocation will be accounted for in the District Operational Budget.
 - The Operational Budget, showing district DDF retains and the balance available for the Clubs, must be approved by the Club Presidents.
 - Global Grant funds retained by the District for District Wide projects will be communicated to the Clubs at the time of the passage of the District Budget.
- These amounts will be deducted from the total DDF available for Block Grant Allocation and Global Grant allocation.
- The remaining Net DDF, both Global and Available District Block Grant funds, will be allocated to the District 5330 Clubs (Clubs).

Clubs

- The District will determine what percentage of the total DDF each club contributed based on their Annual Fund giving three years prior to the allocation year.
- This percentage will be multiplied by the available DDF to determine each Club's current DDF Allocation.
- Clubs may apply for up to 50% of their Net DDF Allocation as part of the unified District Block Grant.

- All DDF not used for the Club’s District Block Grant request will be available for Global Grants.
- Unused Club DDF Allocation will be rolled over from year to year and available to the individual Clubs for Global Grant partnerships or individual Club Global Grants.

Section 2.01.06 B - Annual Unified Block Grant Schedule

- Grant Request forms shall be available on the district grants website by May 1 preceding the Rotary Year of the request. (Example: For Rotary Year 16-17, May 1, 2015)
- Final date for Block Grant request submission – August 31 of the Rotary Year.
- The District Block Grant request submitted to The Rotary Foundation – No later than September 15th of the Rotary Year.

Section 2.01.06 C - Requirements for Club Submission

- Clubs must be certified to access any Rotary Grant funds.
 - To Certify a Club, at least one member of that Club must attend Grants training provided by the District prior to the submission of the grant request.

District Block Grant

- Previous District Grant report must be submitted and APPROVED.
 - District Grants MUST be reported no later than June 30 prior to the Rotary Year.
- Club must be current on all BILLED dues, both District and Rotary International
- New MOU submitted and signed by the President for the Rotary Year of the grant. (For example 2016-17, only the President for 2016-17 must sign on District Grants.)

To receive a District Unified District Block Grant payment

- Club must be registered with the State of California and be shown as Active by the Secretary of State.
- Club must be current on any dues billed after the grant request submission

Global Grants:

- All Global Grant reports that are due must be submitted and APPROVED.
- Club must be current on all BILLED dues, both District and Rotary International
- New MOU submitted and signed by the President **and the President Elect** for the Rotary Year of the grant. (For example 2016-17, the President for 2016-17 and the President Elect for 2017-18 must sign.)
- Club must be registered with the State of California and be shown as Active by the Secretary of State.

Section 2.01.06 D - Grants Subcommittee: Oversight of Global and District grants

- Serve as a district expert and resource on all Rotary Foundation grants.
- Follow and enforce the terms and conditions of grant awards for district and global grants; disseminate the terms and conditions and conduct club education on them.

- Work with the district Rotary Foundation committee chair to disburse grant funds and to ensure that proper records of grant activity are maintained for reporting purposes.
- Work with the stewardship subcommittee to ensure good stewardship and grant management practices, including reporting, for all club and district sponsored grants.
- Provide oversight for multi-year Global Grants
- Establish and maintain grant management record-keeping systems.
- Distribute applications to potential Rotary Peace Fellows and select qualified applicants.
- Conduct orientation (at the multidistrict level, when possible) for all Rotary Peace Fellowship and scholarship recipients and vocational training team members before their departure or upon their arrival.
- Coordinate district wide Rotary Foundation alumni activities.
- Provide input on District Designated Fund distribution.

* The following will be members of the Oversight Committee: IPDG, DG, DGE, DGN, DRFC, Grants Chair, District Grants Chair, Global Grants Chair, Grants Website Manager, and the Stewardship Subcommittee Chair.

Section 2.01.06 E - Stewardship Subcommittee: Grant management/reporting

- Assist with implementation of the district memorandum of understanding, including development of the financial management plan.
- Help qualify clubs and assist with grant management seminars.
- Work with the grants subcommittee to implement responsible stewardship and grant management practices, including reporting, for all club- and district-sponsored grants.
- Monitor and evaluate stewardship and grant management practices for all club- and district-sponsored grants.
- Ensure that everyone involved in a grant avoids any actual or perceived conflict of interest.
- Create a procedure for resolving any misuse or irregularities in grant-related activity, report any misuse or irregularities to The Rotary Foundation, and conduct initial local investigations into reports of misuse.
- Ensure that the annual financial assessment of the financial management plan and its implementation is conducted appropriately.

Section 2.01.06 F - Audit Subcommittee: Review and Report

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.

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

- Confirmation that the district adhered to its financial management plan
- An examination of expenditures for district grants, district-sponsored global grants, and district-sponsored packaged grant that includes:
 - Reconciling a selection of disbursements against their supporting documentation
 - 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
 - Confirming that a competitive bidding process was conducted for all significant expenditures
 - Reviewing the process to disburse funds to ensure that proper controls have been maintained
- A determination that all financial transactions and project activities related to the grant were conducted at least at the level of standard business practices:
 - Confirmation of adherence to TRF document retention requirements
 - Other procedures that the district Rotary Foundation audit committee or an independent firm deems necessary
 - 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
- 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:
 - Have at least three members
 - Have at least one member who is a past governor or a person with audit experience

Section 2.01.07 Site Coordinating and Contract Negotiating Committee:

- a)** The District 5330 Site Coordinating and Contract Negotiating Committee will assist the current DG, DGE and DGN in locating venues, including site investigation and completing contracts with hotels and other venues, for various District functions including the Annual District Conference, President's Advance/Pre-PETS, District Assembly, Seminars, Staff Meetings and other District events.
- b)** The Committee will have nine Committee members composed of the following:
- The immediate PDG (Convener),
 - The next two most recent PDGs willing to serve,
 - Chair of the District Finance Committee,
 - Two District 5330 Rotarians (selected by the current DG for their expertise in negotiating contracts and/or hotel or restaurant management),
 - The current DG, DGE and DGN.

c) The Committee is advisory to the DG, DGE and DGN who have the ultimate responsibility for the functions in “their” year. The Committee may choose to seek input from individual clubs to benefit from local knowledge.

Meetings shall be scheduled at the Convener’s call subject to the needs and requests of the DG, DGE and DGN.

Section 2.01.08 District Rules and Procedure Committee:

To provide advice and assistance to the Governors on nomination and elections and matters involving RI’s constitutional documents. The committee shall consist of three members each serving a staggered three year term with the possibility of reappointment. Appointments to the committee are made by the governor at the conclusion of his/her year in office. Members should be knowledgeable about RI’s constitutional documents and election procedures.

Governors with questions concerning RI election procedures and policies that they cannot resolve within their districts with the assistance of their Rules and Procedures committee should contact their Club and District Administration representative, Rotarians in neighboring districts familiar with RI election procedures and guidelines, or the RI director from their area for assistance.

It shall be the responsibility of the Rules and Procedure Committee to annually review the Policy Manual by the month of September to identify the need for any revisions, etc., to maintain currency and relevancy for district operations.

Section 2.01.9 Public Image Committee

That District 5330 incorporate into District Policy a new Standing Committee called the *Public Image Committee* dedicated to proposing and implementing programs to Enhance Public Image and Awareness of the activities of District 5330 and the clubs therein on an ongoing basis. Membership will be determined by the sitting Governor in consultation with recommendations from the Strategic Planning Committee.

Section 2.01.10 Standing Committee Meetings

All standing committee meetings will be posted in the District Calendar on the District website, specifying the date, time and place of these meetings. The agendas for these meetings be posted seven (7) days prior to the meeting and that subsequent to approval of Committee, meeting minutes will be posted on the District website.

ARTICLE III: DISTRICT TRAINING POLICY

The District Trainer shall be appointed by the governor and will be responsible for the preparation and implementation of all Rotary training in the district. The trainer will also perform routine evaluations of the training programs as well as the trainers so that currency and high quality can be maintained. The trainer may form a committee if needed for these purposes and will liaison with the entire District staff for training purposes.

Section 3.01 PETS

It is mandatory for each club's president-elect to attend the Multi-District President's Elect Training Seminar (P.E.T.S.) held in Southern California, or another P.E.T.S approved by the district governor-elect; unless excused by the governor elect. If so excused the president elect shall send a representative from their Club to PETS and report information back to the president elect. Failure to follow this procedure disqualifies the president elect from assuming office and the current president will continue to serve until some is selected who is qualified to lead the Club.

Section 3.02 District Assembly

The district shall conduct information sessions for the presidents-elect and training for the club secretaries, treasurers, club trainers, club Rotary Foundation chairs, club membership chairs, club public relations chairs and other such club officers and committee chairs as the district governor designates, at the annual District Assembly.

Section 3.03 President Elect

a) Each club president elected after January 1, 1981, in order to take office, must attend the District Training Assembly prior to taking office unless excused by the governor elect. If so excused the president elect shall send a representative from their Club to the District Assembly and report information back to the president elect. Failure to follow this procedure disqualifies the president elect and the current president will continue to serve until some is selected who is qualified to lead the Club

Section 3.04 Assistant Governor Training:

a) The District Trainer will schedule, prepare and implement a minimum of one training session for the upcoming year's Assistant Governors at a time and place mutually convenient for both the incoming Governor and the Trainer.

Section 3.05 District Staff Training:

a) The District Trainer will schedule, prepare and implement a minimum of one training session for the entire District Staff at a time and place mutually convenient for both the incoming Governor and Trainer.

Section 3.06 District Rotary Leadership Training:

a) The District Trainer will schedule, prepare and implement the sessions for any Rotary Leadership Training program adopted by District 5330 for the benefit of its members.

ARTICLE IV: DISTRICT 5330 YOUTH PROGRAMS ABUSE AND HARASSMENT PREVENTION POLICY

Section 4.01 Statement of Conduct for Working with Youth

District 5330 is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, partners, and any other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.

Section 4.02 Definitions

Volunteer: Any adult involved who has direct interactions with students, either supervised or unsupervised. This includes, but is not limited to, club and district Youth Exchange officers and committee members, Rotarian counselors, Rotarians and non-Rotarians, their spouses and partners that host students for activities or outings or who might drive students to events or functions, host parents, and other adult residents of the host home (including siblings and other family members).

Student: Youth involved with any Rotary youth activity, regardless of whether they are of the age of majority.

Sexual abuse: Sexual abuse refers to engaging in implicit or explicit sexual acts with a student, or forcing or encouraging a student to engage in implicit or explicit sexual acts, alone or with another person of any age of the same sex or the opposite sex.

Additional examples of sexual abuse could include, but are not limited to:

- Non-touching offenses
- Indecent exposure
- Exposing a student to sexual or pornographic material

Sexual harassment: Sexual harassment refers to sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse and is a technique used by sexual predators to desensitize or "groom" their victims.

Examples of sexual harassment could include, but are not limited to:

- Sexual advances
 - Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, and comments about an individual's sexual activity, deficiencies, or prowess
 - Verbal abuse of a sexual nature
 - Displaying sexually suggestive objects, pictures, or drawings
- Sexual leering or whistling, any inappropriate physical contact, such as brushing or touching, obscene language or gestures, and suggestive or insulting comment.

Section 4.03 Incorporation of District Youth Exchange

Program and Liability Insurance

District 5330 was incorporated as a nonprofit organization of District 5330 Rotary, Inc. on December 6, 2006. As such, the District 5330 Youth Exchange program is part of this legal entity.

Rotary District 5330 Youth Exchange program is in compliance with the Rotary Youth Exchange certification program. As a certified program within a district located entirely in the United States, and it covered under the Rotary U.S. Club and District General Liability Insurance Program. Effective January 1, 2010 this insurance includes Employment Practices Liability Insurance that also names Certified Youth Exchange Programs as insured.

Section 4.04 Volunteer Selection and Screening

The following screening steps must be completed prior to participation in Youth Exchange activities. (A sample of a *Youth Volunteer Affidavit* form can be found in *Appendix A*.)

District 5330 will maintain all records of criminal background checks, waivers, and screening for adults working with minors in perpetuity. A private organization may be contracted for this purpose.

All volunteers interested in participating in the District 5330 Youth Exchange program must

- Complete a *Youth Volunteer Affidavit* form and authorize the district to conduct a criminal background check.
- Undergo personal interviews.
- Provide a list of references for the district to check.
- Meet RI and district eligibility requirements for working with students. RI requires that any volunteer who has admitted to, been convicted of, or otherwise found to have engaged in sexual abuse or harassment be prohibited from working with youth in a Rotary context. If an individual is accused of sexual abuse or harassment, and the investigation into the claim is inconclusive, then, for the safety of youth participants and the protection of the accused, additional safeguards must be put in place to assure the protection of any youth with whom the individual may have future conduct. A person later cleared of charges may apply to be reinstated to participate in youth programs. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position.
- Understand and comply with RI and district guidelines for the Youth Exchange program.

Host families must meet the following selection and screening requirements, in addition to those listed above.

- Host families must undergo a comprehensive interview that determines their suitability for hosting exchange students. This should include:
- Demonstrated commitment to the safety and security of students
- Motivation for hosting a student is consistent with Rotary ideals of international understanding and cultural exchange
- Financial ability to provide adequate accommodations (room and board) for the student.
- Aptitude for providing appropriate supervision and parental responsibility that ensures the student's well being
- Host families must complete a written application.
- Home visits must be conducted for each family and should include both announced and unannounced visits, both prior to and during the placement. Home visits must be conducted annually, even for repeat host families.
- All adult residents of the host home must meet the selection and screening guidelines. This includes adult children of the host family and other members of the extended family that reside in the home either on a full or part-time basis.

Rotarian counselors must meet the criteria for *All Volunteers*, as well as the following:

- Counselors must not be a member of the student's host family.
- Counselors must be trained in responding to any problems or concerns which may arise during the exchange, which may include instances of physical, sexual, or emotional abuse or harassment.

Section 4.05 - Student Selection and Screening

All students interested in participating in District 5330 Youth programs must:

- Complete a written application and be interviewed for their suitability for participation in the Youth Exchange program.
- Attend and participate in all district orientation and training sessions.

All parents or legal guardians of students interested in participating in the District Exchange program must:

- Be interviewed to determine the student's suitability for participation in the Exchange program.
- District 5330 may wish to use a shorter initial application for students. This will allow the district to institute the full application process with qualified candidates only.
- Adhere to the application and selection timeline. Students that begin the process after deadlines have passed may not be thoroughly interviewed and could miss vital orientation sessions.

-

Section 4.06 - Training

District 5330 will provide abuse and harassment prevention training to all Youth Exchange program participants. District 5330 Youth Program Trainer will conduct the training sessions. District 5330 Youth Program Trainer will:

- Adapt the *Abuse and Harassment Prevention Training Manual* to include relevant information on specific district guidelines, local customs, cultural issues, and legal requirements.
- Develop a calendar for training and define the frequency of training required for each volunteer position, including descriptions of who is to participate, when training should occur, and how training will be conducted.
- Conduct specialized training sessions for the following Youth programs participants:
 - District governor
 - District Youth committee members
 - Club Youth committee members
 - Rotarian counselors
 - Other Rotarians and non-Rotarians who participate in Youth activities, such as local tours or district events
 - Host families
 - Students
 - Parents and legal guardians of students
- Establish guidelines to ensure that all those required to be trained have participated.
- Maintain records of participation to ensure compliance.

Section 4.07 Allegation Reporting Guidelines

District 5330 is committed to protecting the safety and well-being of youth program students and will not tolerate their abuse or harassment. All allegations of abuse or harassment will be taken seriously and must be handled in accord with the *Sexual Abuse and Harassment Allegation Reporting Guidelines*, found in *Appendix B*.

Section 4.08 Investigation Guidelines

District 5330 takes all allegations of abuse or harassment seriously and will investigate each allegation thoroughly. The district will cooperate with all law enforcement, child protective services, and legal investigations.

Section 4.09 Other District Responsibilities

District 5330:

- Has procedures for reporting, investigating, and proper handling of non-criminal offenses or historic cases that law enforcement will not investigate.

- Will maintain and provide to Youth Program students a "district hotline."
- Will follow RI guidelines for Youth Programs.
- Will report all criminal allegations to RI within 72 hours.
- Will report all serious incidents (accidents, crimes, early returns, death) involving youth participants in District Programs to RI within 72 hours.
- Evaluate and review this policy and accompanying procedures on a regular basis.
- Require that all inbound Youth Exchange Students maintain adequate medical/travel insurance.
- In the event an allegation is made by an exchange student, the allegation is made known to the Youth Exchange Officer who contacts the Youth Protection Officer and the student's Rotarian counselor. The counselor and the Youth Exchange Officer will remove the student from the host home. The student will be taken to the home of the counselor for at least the first night. The Youth Protection Officer and the Youth Exchange Officer will contact the District Governor with an appraisal of what has occurred. Depending upon the nature of the complaint, a decision is made as to what law enforcement authorities are to be contacted. The club president is notified of the incident. Arrangements will be made for the housing the student for the balance of the exchange.

Section 4.10 Club Compliance

District 5330 will

monitor and ensure that all participating clubs within the district comply with RI guidelines for abuse and harassment prevention. All clubs that wish to apply to the district for certification must provide the district with a copy of the following for review and approval:

- Copies of all materials produced in the club to promote and support the Youth Programs, including, but not limited to, promotional materials and brochures, applications, policies, Web site links, etc.
- List of services in area (rape and suicide crisis hotline, alcohol and drug awareness programs for teenagers, proper law enforcement agencies, community services, private services)
- Proof of attendance at District 5330 Abuse and Harassment Prevention Training Program.

Participating clubs must agree to:

- Complete and return a signed compliance statement that the club is operating their program in accordance with District 5330 and RI policy.
- Have Youth Program Participants comply with District 5330 criminal background checks and reference checks for all volunteers involved with the program, including, but not limited to adult full-time residents of host home, counselor, club chair, and all Rotarians and their spouses or partners with direct unsupervised contact. All volunteers must complete and sign the *Youth Volunteer Affidavit* found in *Appendix A*.
- Hosting of long-term students is voluntary. Parents of outbound students and club members must not be required to be a host family.
- Ensure that long-term students have multiple hosts families.
- Set procedures for removal of a student from the host family, including establishing criteria for moving a student and locating available back-up temporary housing in advance.

- Develop a comprehensive system for host family selection and screening that includes announced and unannounced home visits and interviews both prior to and during the placement.
- Conduct follow-up evaluations of both students and host families.
- Follow the *Youth Program Abuse and Harassment Reporting Guidelines* found in *Appendix B*.
- Report all cases of sexual abuse or harassment to the appropriate law enforcement authorities immediately and then to the club and district leadership.
- Prohibit direct placement of students outside of the District 5330 Youth Exchange program structure (e.g. "backdoor exchanges").
- Report all serious incidents (accidents, crimes, early returns, death) involving Youth Exchange students to the district immediately.
- Complete recertification by July 30 of each year.
- Prohibit volunteers from having contact with students until a background check has been conducted, and they have been cleared for unsupervised contact with students.

(See District website www.visitrotary.com for Appendix B under the Avenue of Services menu Youth Protection.)

APPROVED BY ROTARY INTERNATIONAL August 26, 2010

ARTICLE V: DISTRICT PRIVACY POLICY

Section 5.01 Introduction

Maintaining protection of the information entrusted to our care by our constituents is of the utmost importance to Rotary District 5330. Following is the policy for Rotary District 5330 with respect to the extent reasonably possible, privacy protection for our membership. This includes our statement on privacy to our membership; an outline indicating what access to what information is available based on roles within the organization, how information should be secured and stored and how long it should be retained. Finally, there are procedures to follow should a breach occur.

Section 5.02 Definitions and Data Classification:

District 5330: A member District of Rotary International providing administrative and other services to the member clubs of the geographic area known as Rotary District 5330. **Member Club:** A Rotary Club within the geographic boundaries of Rotary District 5330. **Rotarian:** An individual who is a member of a Rotary club.

Individuals: Any individual person about whom District 5330 may collect personal or sensitive personal information for the purpose of supporting Rotary International and/or Rotary District 5330's core business purposes.

Sensitive Personal Information: Information associated with a Rotarian or other individual, including but not limited to personal and/or business contact information which has not otherwise already been made public by said Rotarian.

Confidential Information: Information associated with a Rotarian or other individual including social security number or other personal identification number, passport number, credit card number, bank information and/or any other information obtained as a result of Live Scan or other investigative sources which has already not been made public by said Rotarian. Also includes any personal information about individuals who are minors or who are cared for by a custodian or guardian.

Core Business Purposes: The purposes for which the Rotary District 5330 collects information. Such purposes include, but are not limited to financial processing, supporting the Rotary Foundation, facilitating conference and special event planning, communicating key organizational messages through RI Publications and other materials and supporting the programs and membership of RI and Rotary District 5330.

Section 5.03 Privacy Statement

The following is the privacy statement that is posted on the District 5330 website for the benefit of our membership:

Privacy Protection at 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 a) the development of acquaintance as an opportunity for service, b) 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 service society, c) the application of the ideal of service in each Rotarian's personal, business and community life, and d) the advancement of international understanding and goodwill and peace through a world fellowship of business and professional persons united in the ideal of service.

The mission of Rotary District 5330 is to support its member clubs in fulfilling the Object of Rotary by:

1. Fostering unity among member clubs,
2. Strengthening and expanding Rotary around our communities and the world,
3. Communicating district-wide and worldwide the work of Rotary and
4. Providing a system of local administration to assist the clubs.

Rotary District 5330 is committed to four core privacy principles. We believe strongly that adherence to these principles of fair information practices is essential to our goal of maintaining trust with our member clubs, Rotarians and other individuals.

Rotary District 5330 supports approximately 2100 Rotarians in approximately 60 clubs. As a member of Rotary International, Rotary District 5330 is organized at the club and district levels to carry out programs of service both locally and internationally. As part of its efforts to assist the clubs and facilitate communication with Rotarians and individuals about Rotary, the District collects sensitive and personal information.

Applying our commitment to fair information practices means that Rotary District 5330 adheres to the following principles to protect data:

1. *We will only collect and use information for core business purposes.* Individual privacy is very important so the District will only collect and use information needed to offer and fulfill our core business purposes. We shall not unreasonably disclose confidential information without the consent of the individual or by authority of law.
2. *We will strive for data quality.* The District's ability to successfully implement its mission is dependent on maintaining accurate information. We will strive to keep information we hold about Rotarians and other individuals accurate updating at least annually.
3. *We will be transparent about how we use data.*
4. *We will act with a sense of urgency on potential breaches.* Accountability for protecting the people we serve is a shared responsibility at the District. The Privacy Committee will promptly *investigate* and take the *necessary measures* to ensure that our established privacy protection practices are followed.

The District believes in the importance of safeguarding information that it collects about its member clubs, Rotarians and other individuals around the world and has adopted this belief statement and these core privacy principles to reflect its commitment to privacy and data protection. All member clubs, Rotarians and other individuals are encouraged to practice these principles as well. The District puts its commitment to privacy protection into action through organization policies, guidelines and internal procedures that are designed to protect the data of member clubs, Rotarians and other individuals worldwide. In our efforts to ensure that we are acting as conscientious stewards of information, the District will periodically review its policies to confirm adherence to established practices.

Section 5.04 Security of Private Information

Records that include personal, sensitive and/or confidential information need to be protected against loss, unauthorized access and other inappropriate use. These records will only be used for Rotary business and the information contained within should only be used for the specific purpose for which it was collected.

The following guidelines should be followed for the security of hard-copy and electronic records that include this information. It is the responsibility of all District staff to ensure compliance with guidelines for retention and storage.

a) Hard -copy

Records that include personal data do not need to be secured by locked cabinets. Examples of such personal data for these purposes includes documentation containing only the names and/or addresses and/or e-mail information of the Rotarian involved but would not involve materials wherein the Rotarian would have a higher expectation of privacy regarding said materials which are otherwise defined as sensitive and/or confidential information.

Records that *include sensitive and/or confidential information must be stored in locked cabinets* in the District office and should only be accessible to designated staff. Records that must be *stored off-site due to space constraints must be stored in a secured commercial facility or a Privacy Committee approved*

member owned space with appropriate locked containers. Examples of sensitive and/or confidential information would include Rotarians' social security numbers, credit card numbers, information regarding live scans and any other such information wherein the Rotarian would have a legitimate expectation of right of privacy above and beyond that of personal data.

If any information needs to be transported to an off-site facility for Rotary business (Rotary meetings, events) the information needs to be secured in a manner consistent with the security measures outlined above.

b) Electronic

It is the District's responsibility to create secure electronic storage and to ensure the security of that storage. Whenever possible, place private information into an appropriate *structured format* such as a *database or excel spreadsheet* rather than an unstructured format such as a word document or e-mail. If no appropriate place exists the District will determine possible solutions.

Corporate databases should be used as often as possible to hold personal, sensitive and confidential information.

Sensitive and confidential information must be stored on stationary computers in the district office and not on portable or mobile equipment such as laptops, CDs, DVDs, removable hard drives, jump drives, etc. Remote access to this information can be available as needed for short-term, temporary access upon approval by the sitting Governor.

Private information transmitted through e-mail should be saved into another format if needed for future use. If the information can be added to a Corporate Database, it should be immediately done with messages and attachments saved to another appropriate format. Staff is encouraged to use a structured method of saving this information. *E-mail and attachments containing private information should be deleted immediately after the information is captured elsewhere.*

Section 5.05 - Retention of Personal, Sensitive and/or Confidential Information

The District must follow these guidelines to ensure *proper storage of information and limited retention of private information.* Records including private information (both personal and sensitive) *should be retained only as long as needed for core business purposes.*

Staff should follow the policies and procedures set forth in the District program for retention and destruction of documents as developed by the Privacy Committee.

Records that need to be stored off-site should not include sensitive information. Off-site storage of documents that include sensitive information is only allowed if there is a clear business need for retention of those documents and the information. Staff should design forms that collect sensitive information in a way that allows separation of the sensitive information from the information that needs to be retained.

Staff may also receive personal and sensitive information from Rotarians that they then pass along to another department for use. *Copies should not be retained.* The *second department that receives the information for use is then responsible for appropriate storage and retention* based on these procedures.

Section 5.06 Procedures for Handling Breaches

Privacy breaches will be handled by the Privacy Committee which is comprised of representatives of the Finance Committee, The Rotary Foundation, New Generations Committee and Strategic Planning Committee and any others as needed. In the event of a breach, *the discovering party should immediately report it to the Privacy Committee.* The Privacy Committee is then responsible for immediately reporting it to the Governor (and DRFC if it concerns a TRF breach) as well as:

1. Remediating the breach by determining the following:
 - What is the extent and nature of the breach?
 - Who is affected?
 - What is the source of the breach?
 - Is this an isolated or recurring event?
 - Can data be recovered if lost or corrupted? Other possible or likely consequences?
2. Determining who should be notified, when they should be notified and who should notify them:
 - District Governor notifies the District Chairs or subcommittees if affected,
 - Privacy committee chair notifies any Rotarian or club affected
 - District Governor to be responsible for any communications outside of the District regarding breach.
 - Privacy committee determines if any other notification is necessary.
 - Affected parties should always be notified. Possible exception: Breach is contained, data is secured, breached information was not distributed.
3. Determining suggested course of action: breaches by District staff can result in dismissal from position. District staff should be encouraged to report breaches and be protected from any retaliation (whistle blower provision)

The Privacy Committee will also be responsible for:

1. Reporting breaches to the District Governor as follows:
 - Monthly for minor breaches,
 - Immediately for critical breaches, i.e., those with significant risk to organization and/or individuals.
2. Maintaining records of all privacy breaches and their resolution.
3. Distributing, interpreting and updating these procedures annually or more often as necessary.

ARTICLE VI: MODIFICATIONS OR ADDITIONS TO DISTRICT POLICY

Section 6.01 Preparation and Presentation of Resolutions

Resolutions proposing a district policy may be initiated as follows:

- On or before a date fixed by the district governor as being two and one half months prior to the Annual Meeting of the Corporation, District Assembly, District Conference, and/or President's advance/Pre PETS Seminar; the president of any club may file with the district governor a resolution of the club adopted at a regular meeting thereof proposing a change in or addition to District Policy.
- The officers-elect at a District Assembly or the officers present at a district workshop may adopt a resolution proposing a change in or addition to District Policy and file it with the district governor.
- The Governor's District Advisory Committee and the Strategic Planning Committee at any regular meeting of the group may adopt a resolution proposing a change in or addition to District Policy and file it with the district governor.
- On or before forty-five (45) days prior to the date fixed for the Annual Meeting of the Corporation, District Assembly, District Conference, and/or President's Advance/PrePETS Seminar; the district governor shall forward all received proposed resolutions to establish District Policy to his/her Resolutions Committee.
- On or before thirty (30) days prior to the date fixed for the Annual Meeting of the Corporation, District Assembly, District Conference and/or President's Advance/PrePETS Seminar; it shall be the duty of the Resolutions Committee to propose and distribute copies of all resolutions which will be presented for approval to the presidents of each club and to all past district governors and district staff.
- At a time and place during the Annual Meeting of the Corporation, District Assembly, District Conference and/or President's Advance PrePETS Seminar designated by the district governor, each resolution proposing District Policy received by the Resolutions Committee shall be presented by its chairman with the Resolutions Committee's recommendation for a vote of club presidents or their representative.