

Southern Arizona
Rotary
District 5500



DISTRICT

OPERATIONS MANUAL

**Revised and Adopted by the
Corporate Board of Directors**

June 23, 2022

Operations Manual

TABLE OF CONTENTS

Section 1.	Preamble	3
Section 2.	Organization of Rotary International District 5500	4
Section 3.	Strategic Planning	5
Section 4.	Corporate Board of Directors	5
Section 5.	District Officers	6
Section 6.	Selection of the District Governor	10
Section 7.	District Governor Search Committee	11
Section 8.	Standing Committees and Leadership Appointments	12
Section 9.	Finance Committee	15
Section 10.	Budget and Budget Development	16
Section 11.	Accounting Policies and Procedures	21
Section 12.	Annual Reconciliation of District Finances.	24
Section 13.	Records Retention Schedule	26
Section 14.	Youth Services Committee	26
Section 15.	District Peace Committee	33
Section 16.	District Rotary Foundation Committee (DRFC)	35
Section 17.	District 5500 Charitable Fund	36
Section 18.	Council on District Legislation (CODL)	38
Section 19.	R. I. Council on Legislation and Resolutions	40
Section 20.	College of Past District Governors	40
Section 21.	The Ride to End Polio (RTEP)	41
Section 22.	The Rotary Vocational Fund of Arizona (TRVFA)	42
Section 23.	District Training Programs	44
Section 24.	Awards for Clubs and Individuals	49
Section 25.	Crisis Management Plan	50
Section 26.	District Directory	51
Section 27.	District Calendar	53
Section 28.	Conflicts of Interest	53
Section 29.	Insurance and Risk Management	54
Section 30.	Modifications or Additions to the Operations Manual	54

Operations Manual

APPENDICES

Appendix A.	Youth Protection Policy	55
Appendix B.	Nondiscrimination and Anti-Harassment Policy	68
Appendix C.	Strategic Priorities Plan, District 5500	72
Appendix D.	Grants: Policy on District Grants	73
Appendix E.	Grants: Club Qualification Procedure	78
Appendix F.	Grants: Policy on Allocation of DDF	79
Appendix G.	Grants: Flow of a Rotary Foundation Global Grant (Information Only – Not Policy)	83
Appendix H.	Selection Criteria for Club and Individual District Awards	85
Appendix I.	District Governor-Elect Role and Responsibilities	96
Appendix J.	District Governor-Nominee Role and Responsibilities	97
Appendix K.	District Governor-Nominee Designate Role and Responsibilities	98
Appendix L.	District Administrator Role and Responsibilities	99
Appendix M.	Executive Assistant Governor Role and Responsibilities	101
Appendix N.	Acronyms Used in Rotary	102
Appendix O.	Regional and Club Assignments	105
Appendix P.	District Crisis Management Policy	108
Appendix Q.	Protocol and Etiquette at District Events	116
Appendix R.	District 5500 Charitable Fund Bylaws	118
Appendix S.	District 5500 Corporate Bylaws.	125
Appendix T.	District 5500 Investment Policy Statement	142
Appendix U.	District Records Retention Schedule	143

Operations Manual

Section 1. Preamble

The *Operations Manual* is a guidebook of standards, policies, and procedures for District 5500. It describes in detail the processes and systems the district uses to function as a district and provide its services to member Rotary clubs.

The purpose of this document is to assemble the policies and procedures of the district, currently in effect, into an integrated and comprehensive document. This will facilitate the district governor and other district leaders identifying and being informed about the standards, policies, and procedures.

A. Definition of Policy.

Policies are a course of action that guide future decisions making until the policy is amended or repealed. Policies are those decisions meant to be long-lasting and act as guidelines for making future decisions that are predictable and consistent with past decisions.

B. Rules of Construction.

All general provisions, terms, phrases, and expressions used in this *Operations Manual* (herein referred to as the *Manual*) are to be construed in a manner that allows for the implementation of policies. Words and phrases are to be taken in their plain or usual sense. As used in this *Manual*, the words “shall,” “is,” and “are” are mandatory. The words “may” and “should” are permissive.

C. Relationships to Rotary International Documents.

This *Manual* is supplemental to the *Rotary International Code of Policy* and the *Rotary International Manual of Procedure* and should be construed in harmony with them and consistent with District 5500's *Bylaws*. In the event of a conflict between the provisions of the constitutional Rotary International documents and the provisions of this *Manual*, the RI documents take precedence.

Operations Manual

Section 2. Organization of Rotary International District 5500. (Bylaws, Article 2)

The name of the organization is Rotary International District 5500, Inc., herein referred to as “the District.” The District is a not-for-profit corporation organized under the laws of the State of Arizona. The District operates as a Rotary District under the constitution, by-laws, and policies of Rotary International, its parent organization.

The District exists to support, strengthen, and inspire the member clubs in achieving greater effectiveness, including, but not limited to, encouraging membership growth and retention, assisting clubs with grant-based projects, developing leaders at the club and district levels, and supporting the Rotary Foundation.

Geographical Territory of District 5500. (See map in Bylaws, Article 2.)

The District is a geographical territory in Southern Arizona defined by Rotary International as that portion south of a line beginning at the southeastern corner of Apache County and following the boundaries of Apache and Navajo counties westward to the intersection of U.S. Highway 60; thence south along U.S. Highway 60 to U.S. Highway 89; thence south along U.S. Highway 89 to the Gila River (including the cities of Globe, Miami, Superior and Florence Junction); thence northwest along the Gila River to U.S. Highway 85; thence north along U.S. Highway 85 to Interstate 10; thence west along Interstate 10 to the state border.

The District consists of Rotary clubs assigned to 14 Regions. Each Region is headed by an Assistant Governor. Each Rotary club is headed by a president elected by the club membership. Satellite clubs are under the oversight of a sponsoring Rotary club and its board of directors and are headed by an elected chair. The alignment of clubs and Regions may change over time as determined by the District Governor. The current Region and club assignments can be found in Appendix O, and an organizational chart is available on the District website at www.rotaryd5500.org.

Operations Manual

Section 3. Strategic Planning

A Strategic Plan provides a sense of organizational direction – a framework for our future. It is a **tool** that helps in ongoing decision making. The process of developing a Strategic Plan provides the opportunity for member input into organizational decisions and helps define our aspirations.

The District 5500 Strategic Plan is a District-level list of strategic priorities, not a plan imposed on individual clubs. ***It is important that individual clubs conduct their own visioning process and develop their own strategic plan to inform club decisions and direction. Visioning facilitators are available as a service provided by District 5500.***

The process of developing the District 5500 Strategic Plan should include a representative number of Club Presidents, Assistant Governors, Past District Governors, past and present District leaders and other club members who have a working knowledge of the District.

A copy of the 2018 Strategic Priorities Plan is included in Appendix C.

As noted above, a Strategic Plan is a tool that provides a sense of direction for the future. ***It is not intended as a limiting factor over future District Governors*** but as a framework for their team's planning. ***Future District Governors are asked to develop their annual goals and related action plans for each year by January 31*** preceding the start of his/her term of office – in time to be distributed at PETS (Presidents-Elect Training Seminar). It is intended that the District strategic priorities will guide District Governors-Elect in developing their plans.

Section 4. Corporate Board of Directors. (Bylaws, Article 5)

A. General Powers.

The Corporate Board of Directors (hereinafter Directors) is legally responsible for managing the affairs of the Corporation. Unless otherwise determined by the Board of Directors, day-to-day operational authority shall be delegated to the District Governor who serves as the Chief Executive Officer of the organization. The Board is also responsible for approving new and revised policies.

Operations Manual

B. Composition of the Corporate Board.

The Board of Directors is composed of ten directors.

- District Governor
- District Governor-Elect
- District Governor-Nominee
- District Vice-Governor
- Immediate Past District Governor
- Chair of the Foundation Board
- Chair of the District Finance Committee
- Three At-Large Directors (Elected by the Council on District Legislation for alternating 3-year terms.

C. Duties of the Chair of the Corporate Board.

The District Governor serves as the Chair of the Board and is responsible for:

- Setting the date, time, and place of the meetings.
- Preparing the meeting agenda with input from the Corporate Board members.

D. Number of Meetings and Keeping of Records.

The Board of Directors meets no less than quarterly, but as often as necessary.

- a. At each meeting, there shall be a printed agenda and minutes will be taken.
- b. Printed sets of agendas and meeting minutes will be kept for a period of three years plus the current year at the office of the district administrator.
- c. Permanent digital copies of the agendas and minutes will be stored in the District's "cloud" storage system.

Section 5. District Officers. (Bylaws, Article 4)

The officers of the District include the following:

A. District Governor (DG).

The DG is the chief executive officer of the District, and exercises all powers customary to such office and performs those duties as established in the Rotary International Manual of Procedures and other duties as may be delegated by the Corporate Board of Directors.

- a. The DG is the Officer of Rotary International in the District.
- b. The DG (or designate) presides at all District meetings.
- c. The DG serves a one-year term.

Operations Manual

B. District Governor-Elect (DGE).

See Appendix I for expanded description of duties.

The DGE term is the year immediately preceding his or her term as DG. Duties of the DGE include:

- a. Appoint the members of the District leadership team for the next year including assistant governors, district committee chairs, and other district operational staff.
- b. Prepare to assume the duties and responsibilities as DG.
- c. Overseeing training of incoming assistant governors, club presidents, and the district leadership team.
- d. Communicate with presidents-elect the venue, date, and procedures for the annual Presidents Elect Training Seminar (PETS) and encourage attendance by all presidents-elect.
- e. Inform member clubs of the dates and locations of the District Training Assemblies/Club Leadership Assemblies and promote attendance by club officers and other interested Rotarians.
- f. Attend the Governor-Elect Training Seminar (GETS), Zone Institute, and the Rotary International Assembly.

C. District Governor-Nominee (DGN).

See Appendix J for expanded description of duties.

The DGN term is the year immediately preceding his or her term as DGE.

- a. Begin preparations to assume the duties and responsibilities as DG.
- b. Attend the Governor-Nominee Advanced Training (GNATS) and the Zone Institute.

D. District Governor-Nominee Designate (DGND).

See Appendix K for expanded description of duties.

The DGND serves during the months preceding his or term as DGN.

E. District Vice-Governor.

The Vice-Governor replaces the DG in the event of temporary or permanent inability to serve.

- a. The Vice-Governor is a Past District Governor and is proposed by the District Governor-Elect to the District Governor Nominating Committee to serve as Vice-Governor. The selection occurs at the same meeting the Nominating Committee selects the District Governor-Nominee.
- b. The term of the Vice-Governor begins on July 1 following his/her selection and is a one-year term.

Operations Manual

F. District Secretary.

The District Secretary is appointed by and serves at the pleasure of the DG. Duties include:

- a. Responsibility for keeping and maintaining the records of the District including the preparation and filing of minutes of all official meetings of the Corporate Board of Directors and the Council on District Legislation.
- b. Maintaining permanent records of the minutes of the Corporate Board of Directors and the Council on District Legislation using an electronic cloud-based service accessible to officers and district leaders as needed.
- c. Handling correspondence as directed by the DG.
- d. Collecting and maintaining records of District personnel, activities, events, regulations, and resolutions.
- e. Report the condition and extent of the District records to the DG on or before September 1.
- f. At the close of his or her term, deliver all continuing committee files to the incoming DG or designate by July 1.
- g. Maintain a record of the standing in the District of each Member Club.

G. District Treasurer.

The District Treasurer is appointed by and serves at the pleasure of the DG. The District Treasurer is a Rotarian experienced in general accounting principles and willing to learn Rotary accounting practices. Duties include:

- a. Receive all District funds and keep them in bank accounts clearly indicating the funds as property of District 5500.
- b. Receive all District per capita dues and assessments.
- c. Promptly pay all District expenses approved by the DG, either via email, in writing, or by signing the check, upon receipt of proper documentation supporting such payment.
 - i. All District checks will be signed by the District Treasurer and the District Governor. In the absence of or inability to sign by either of them, the Chair of the Finance Committee will sign, or the Vice-Governor. At all times, there will be two authorized signatures.
- d. Submit for approval, financial documents to the District Finance Committee within 30 days at the end of each quarter and at the end of the fiscal year. The reports will include Budget vs Actual, Balance Sheet, Accounts Receivable, Account Reconciliations, and a detailed statement of all receipts and disbursements for each District checking account.

Operations Manual

- e. Procure and maintain custody of a fidelity bond covering all signatories on any district checking account approved by the District Finance Committee. The amount of the bond will be set annually by the Finance Committee.
- f. Assure an orderly transfer of all District financial records to the incoming Governor and District Treasurer, as soon as practical after the end of the District fiscal year, but not later than July 10.
- g. Assure that all bank checking accounts have new signatory cards signed by the incoming Governor, Treasurer, Finance Committee Chair and other authorized signatories.
- h. Assure that online access to the bank checking accounts is given to the incoming Treasurer and view-only access given to the incoming Bookkeeper.

H. District Bookkeeper

The District Bookkeeper is appointed by and serves at the pleasure of the DG. The District Bookkeeper is a Rotarian experienced in general accounting principles and willing to learn Rotary accounting practices. Duties include:

- a. Invoice all District per capita dues and assessments.
- b. Reconcile all District checking accounts and Reserve accounts at the end of each month. Report any discrepancies immediately to the District Treasurer, District Governor and Finance Committee Chair.
- c. As soon as practical after the end of the District fiscal year but not later than July 10, help the District Treasurer assure an orderly transfer of all District financial records to the current DG and District Bookkeeper.

Operations Manual

Section 6. Selection of the District Governor (Bylaws, Article 4.2.1).

A. Nomination/Application Process.

- a. When Selected: The District Governor must be selected and reported to Rotary Internationally at least 24 months , but not more than 36 months, before the date on which the nominee will assume the office of District Governor.
- b. Nomination by Club Resolution: On or before July 31 of each year, the president of any member club in good standing may place the name of one of its members in nomination to serve as District Governor for the term beginning on the third July 1 following the nomination.
 - i. As an alternative, the president may nominate a member of another club provided that club concurs with the nomination.
 - ii. The nomination must be approved as a resolution of the club and must be adopted at a regular club meeting.
- c. Required Forms: The nominee must complete all required application and information forms and must file those forms with the District Governor.

B. Nominating Committee Process.

- a. Selection of the District Nominating Committee: The Nominating Committee consists of the District Governor (who serves as the committee chair), the 3 Past District Governors who served most recently, 2 additional Past District Governors selected by the District Governor, and 1 representative from each of the Assistant Governor Regions.
 - i. The club presidents in each Region will meet before August 15 to select the Region representative.
 - ii. The Region representative must be a current or past club president.
 - iii. The Assistant Governor of each Region will convene the meeting.
- b. Selection of the Best Qualified Rotarian: The Nominating Committee shall nominate the best qualified Rotarian who is available to serve as District Governor. The RI Manual of Procedure clearly states that the Nominating Committee is not limited in its selection to those names submitted by clubs.

C. Challenges to the Selection of the Nominating Committee.

The Rotary International Manual of Procedures establishes procedures for challenges to the selection of the Nominating Committee. Any member club that wishes to make a challenge must follow the established procedures as outlined in the Manual of Procedure.

Operations Manual

Section 7. District Governor Search Committee. (Bylaws, Article 4.2.1.3)

A. Duties.

- a. The District Governor Search Committee was established in spring, 2017, to identify, encourage, and prepare future candidates for District leadership and, ultimately, to ensure multiple candidates annually for District Governor. Throughout the year, the Search Committee actively seeks potential candidates from all geographical areas of the District.
- b. The committee may also conduct seminars at district conferences or other district events to inform potential candidates about the opportunities and role of District leadership.

B. Composition of the Committee.

Committee membership includes the District Governor, District Governor-Elect, District Governor-Nominee, and the 5 most recent Past District Governors.

C. Committee Chair Appointment. (NOTE: This is current District practice but is not included in the District 5500 Bylaws)

- a. The Search Committee Chair is appointed annually by the District Governor.
- b. The Governor-Elect is usually appointed as the committee chair because the work of the committee will most directly impact the selection process during his/her year of service.

Operations Manual

Section 8. Committees and Leadership Appointments.

A. Committees.

The District Governor-Elect appoints committee chairs and members prior to assuming office as District Governor on July 1. Terms of office are for one year, running concurrent with the term of the District Governor. Exceptions are noted in the list below.

- a. District Charitable Fund. (Refer also to Section 16 of this Manual and Appendix R, Bylaws.)
 - i. The District Charitable Fund is a separate corporate entity from District 5500 with its own set of bylaws and corporate board.
 - ii. The Charitable Fund members are selected by the District Charitable Fund's Chair.
 - iii. Membership:
 1. 3 directors appointed by the District Governor-Elect on a staggered basis – 1 appointee annually.
 2. 3 directors elected by the Council on District Legislation on a staggered basis – 1 elected annually.
- b. Youth Services Committee. (Refer also to Section 14 of this Manual.)

The following activities are Part of the Youth Services Committee:

 - i. Youth Exchange
 - ii. Interact
 - iii. Rotaract
 - iv. RYLA (Rotary Youth Leadership Award)
 - v. Four-Way Test Speech Contest
- c. Membership Committee.
 - i. The Membership Committee is a standing committee under the Corporate Bylaws, Article 6.
 - ii. The chair is appointed to a 3-year term subject to the approval of the District Governor-Elect each year.
 - iii. Membership Committee area representatives/members are appointed by the committee chair in consultation with the District Governor-Elect prior to their year of service.

Operations Manual

- d. Finance Committee. (Refer also to Sections 9 – 12 of this Manual.)
 - i. The Finance Committee is a standing committee under the Corporate Bylaws, Article 6.
 - ii. Members and the chair are selected as follows:
 - 1. 3 Past District Governors elected by the Council on District Legislation on a staggered basis – 1 elected annually.
 - 2. 3 Past Club Presidents elected by the Council on District Legislation on a staggered basis – 1 elected annually.
 - 3. Ex Officio Members (non-voting): District Governor, Governor-Elect, Governor-Nominee, District Treasurer, and immediate Past District Governor.
 - iii. The chair is the Past District Governor serving the last of a 3-year term.
- e. District Rotary Foundation Committee. (Refer also to Section 15 of this Manual.)
 - i. The District Rotary Foundation Committee (DRFC) is a standing committee under the Corporate Bylaws, Article 6.
 - ii. The chair is appointed by the DG in consultation with the DGE and DGN, for a 3-year term.
 - iii. The committee members are appointed by the committee chair in consultation with the District Governor-Elect prior to their year of service.
- f. District Governor Search Committee. (Refer also to Section 7 of this Manual and Article 4 of the Corporate Bylaws.)
 - i. Committee members are: District Governor, District Governor-Elect, District Governor-Nominee and the 5 most recent Past District Governors.
 - ii. The District Governor-Elect serves as the committee chair.
- g. District Governor Nominating Committee. (Refer also to Section 6 of this Manual.)
 - i. The District Governor Nominating Committee is a standing committee under the Corporate Bylaws, Article 6.)
 - ii. Committee members are: District Governor, 3 most recent Past District Governors, 2 additional Past District Governors appointed by the District Governor, and one representative from each of the Assistant Governor Regions. Each Regional Representative must be a current or past club president.

Operations Manual

B. Operational Committees.

Operational committees are non-standing committees. The District Governor may, at his/her discretion, appoint operational committees as deemed necessary or desirable to enhance district operations. The appointments are for one year to be served concurrent with the District Governor's term. ***The following list is illustrative and not determinant of possible operational committees.***

- a. The Ride to End Polio/El Tour Committee
- b. District Conference Committee and Chair
- c. Club Visioning Committee and Chair
- d. Newsletter team
- e. Public Image committee and Chair
- f. Vocational Service Committee and Chair
- g. Alumni Committee and Chair
- h. RYLA Committee
- i. District Awards Committee
- j. RI Global Awards Committee and Chair
- k. District Peace Committee
- l. Diversity, Equity, and Inclusion Committee

C. Special Positions.

As with the operational committees, the District Governor may, from time to time, appoint an individual to a leadership position as deemed necessary or desirable to enhance district operations. These appointments are for one year to be served concurrent with the District Governor's term.

- a. Executive Offices
 - a. District Administrator
 - b. Executive Assistant Governor
- b. Four-Way Test Speech Contest Coordinator
- c. District Rotaract Representative
- d. RI Convention Publicity Chair – usually the District Governor-Elect
- e. District Trainer
- f. Service Projects Coordinator
- g. Webmaster
- h. Equipment Manager – usually the District Governor-Nominee
- i. District Registrar
- j. Rotary Leadership Institute (RLI) Coordinator

Operations Manual

- k. Rotary Leadership Academy (RLA) Dean and Treasurer – the Dean is appointed jointly by the District Governors of District 5500 and District 5495. The two districts include the entire State of Arizona. The dean will be appointed for a term of three years. The treasurer represents the District that does not include the RLA Dean.

D. Assistant Governors.

The District's Rotary Clubs are aligned to 14 geographical Regions. Each Region is headed by an Assistant Governor. Assistant Governors are appointed by the District Governor on an annual basis for a maximum of a 3-year term. The alignment of clubs and Regions may change over time as determined by the District Governor. The current Region and Club assignments are identified in Appendix O.

Section 9. Finance Committee (Bylaws, Article 6.1.1).

A. Composition of the Committee.

- a. 3 Past District Governors who serve 3-year alternating terms respectively.
- b. 3 Past Club Presidents who are not PDGs and who serve 3-year alternating terms respectively.
- c. Ex-Officio Members – Have voice but cannot vote.
 - i. Immediate Past District Governor.
 - ii. District Governor.
 - iii. District Vice-Governor.
 - iv. District Governor-Elect.
 - v. District Governor- Nominee.
 - vi. District Treasurer.
 - vii. Immediate past District Finance Committee Chair.
- d. The PDG whose term is expiring at the end of that Rotary year serves as the Committee Chair.

B. Election

- a. Members are elected on a rotating basis (one Past District Governor and one Past Club President) at the annual Council on District Legislation (CODL). The CODL is held each year during the District Conference.
- b. Members of the committee may not be appointed to successive terms.
- c. The District Governor will fill any vacancy and the appointed person will serve for the duration of that term.

Operations Manual

C. Duties.

- a. Review the annual statement and report of district finances for the preceding Rotary fiscal year prior to submittal at the District Council on Legislation.
- b. Review quarterly reports prepared by the District Treasurer or District Bookkeeper and make any needed recommendations to the DG.
- c. Safeguard district funds and advise the DG regarding financial matters impacting the District.
- d. Assist the DGE in the preparation of the district budget for the following Rotary fiscal year. The Finance Committee will approve the proposed budget prior to its submittal to the Presidents-Elect at PETS.
- e. Verify that all federal and state tax reports are filed annually as required.
- f. Assist the District Governor, District Treasurer and District Bookkeeper in fulfilling their respective responsibilities.
- g. Assure that the Reserve savings account has a new signatory card signed by all authorized signatories (incoming Finance Committee Chair and 2 PDGs). The District Governor may be given view-only access to the online bank account.
- h. Review and update as necessary the Operations Manual annually to ensure all sections referring to the Finance Committee reflect current practices.

Section 10. Budget and Budget Development.

The annual budget reflects the priorities established by the DGE for the coming Rotary Year. The DGE develops the budget with the assistance and advice of the Finance Committee. The DGE should request budget input from each District committee chair-elect and/or district function head-elect and should consider such input in development of the budget.

- A. Budget Input. The DGE should request and consider budget input from each District committee chair-elect and/or function head-elect, including but not limited to:
- a. District Rotary Foundation Committee (DRFC).
 - b. Membership Committee, including extension and membership development.
 - c. Youth Services Committee, including Rotary Youth Exchange (RYE), RYLA, ,Interact, and Rotaract.
 - d. Ride to End Polio Committee.
 - e. District Conference Committee.
 - f. Public Image/Public Relations Committee.
 - g. Nominating Committee.
 - h. Finance Committee.

Operations Manual

- i. District Training Committee, including RLI.
 - j. RI Convention Promotion.
 - k. Communications and technical support, including newsletter and website.
 - l. Strategic Planning.
 - m. Awards Committee
 - n. Peace Committee.
- B. Revenue Sources. The budget will reflect expected income to include, but not limited to:
- a. Per capita dues from Member Clubs. The budget must reflect and clearly identify the per capita dues proposed for the coming year.
 - b. Reimbursements from Rotary International, including the District Governor Allocation.
 - c. Revenue from sources outside the District, including fees associated with Rotary Youth Exchange, The Ride to End Polio, and District Conference sponsorships.
 - d. Advertising and other fundraising activities.
 - e. Registration fees or other income associated with attendance at District events.
- C. Planned Expenditures. The budget will reflect planned expenditures, which may include any of the following:
- a. Authorized expenses of the DG, DGE, and DGN. Refer to Items G, H, and I below.
 - b. Expenses of conducting District affairs, including but not limited to, the District Conference, the District Assembly/Club Leadership Assembly, Presidents-Elect Training Seminar (PETS), Youth Services (including RYE, RYLA, Interact and Rotaract), the Ride to End Polio, District Membership Seminar, and the District Rotary Foundation Seminar.
 - c. Expenses of the District Delegate for attendance at the RI Council on Legislation (COL) which are beyond reimbursement provided by Rotary International. The COL meets every third year: 2022, 2026, 2029, etc.
 - d. Expenses of the District Delegate for attendance at the RI/Zone Director Nominating Committee meeting which are beyond reimbursement provided by Rotary International. The Nominating Committee meets every second year: 2015, 2017, 2019, 2021, 2023, 2025, etc.
 - e. Expenses for equipment and supplies required for new clubs chartered in the District, including an initial contribution to the new club's treasury. Existing District Clubs are encouraged to contribute equipment and supplies for the new club to defray District expenses.

Operations Manual

- f. Administrative expenses, including supplies, printing, technology, and other necessary expenses.
 - g. Other expenses as identified and approved by the Finance Committee
- D. Timeline. The committee will meet no later than December 15 to review the proposed budget submitted by the DGE. The proposed budget and district dues will be reviewed and approved by the Finance Committee before submission to the club Presidents-Elect at the District meeting during PETS.
- E. Per Capita Dues Levy. The committee will advise the DGE regarding the per capita dues levy for the next Rotary year. Half of the annual levy will be billed in July and half in January based on the total number of active members as recorded on the June 30 and December 31 Rotary International Membership Reports.
- F. Bonding. The budget will annually include an appropriation for the acquisition of a fidelity Bond covering all signatories on any district checking account approved by the District Finance Committee. The amount of the bond will be set annually by the Finance Committee.
- G. District Governor's Expense Account. The budget will include an amount to be utilized by the District Governor in covering projected expenses incurred by the DG while conducting the necessary duties of the office. The fund supplements the DG expense allotment provided by Rotary International. Refer also to Items J and K below.
- H. District Governor-Elect Expense Account: The budget will include an amount to be utilized by the District Governor-Elect in covering projected expenses incurred for Administration, Club Banners, Theme Pins and Name Tags, RI Convention, GETS, and the Zone Institute (refer to Item J below), and the Zone Institute. Administration expenses may not exceed the amount provided in the district budget. Refer also to Items J and K below.
- I. District Governor-Nominee Expense Account. The budget shall include an amount to be utilized by the District Governor-Nominee in covering expenses incurred for Administration, GNATS, and the Zone Institute. Administration expenses may not exceed the amount provided in the district budget. Refer also to Item K below.

Operations Manual

- J. International Convention. The budget will include an amount sufficient to cover lowest available round-trip economy air transportation for the DG and spouse/partner, and the DGE and spouse/partner to attend the International Convention. In addition, reimbursement will be made for reasonable actual expenses including convention registration, standard hotel room, meals (including official convention event meals), and reasonable expenses for transportation to and from the hotel. The actual personal expenses may not exceed the amount provided in the district's budget to cover personal expenses while attending the convention.
- K. Zone Institute, Governor-Elect Training Seminar (GETS), Governor-Nominee Advanced Training Seminar (GNATS), and International Assembly.
- a. The budget will include an amount to cover the expenses of the DG, DGE, and the DGN and their spouses/partners to attend the Zone Institute.
 - b. The budget will include an amount to cover the expenses of the DGE and spouse/partner to attend the Governor-Elect Training Seminar (GETS) and the Rotary International Assembly.
 - c. The budget will include an amount to cover the expenses of the DGN and spouse/partner to attend the Governor-Nominee Advanced Training Seminar (GNATS).
 - d. Reimbursement for the above expenses will be paid only to the extent such expenses are not reimbursed by Rotary International.
- L. Attendance at the Zone Institute by District Resource Leaders (DRL) and/or Emerging Rotary Leaders (ERL).
It is in the best interest of the District to send District Resource Leaders and Emerging Rotary Leaders to the Zone Institute. To the extent funds have been budgeted, the District may reimburse at least a part of the expenses incurred by the DRLs and/or ERLs attending the Zone Institute.
- M. Balanced Budget Mandate.
The budget as approved by the Finance Committee and presented to the Presidents-Elect at PETS must be balanced. A deficit budget will not be permitted.
- N. Distribution and Approval.
The proposed budget, compared to the last full year actual and the projected current year actual and budget, is distributed to the Presidents-Elect 30 days prior to PETS.

Operations Manual

If the budget was submitted late, Presidents-Elect have the option to waive the 30-day notice and still vote at PETS. If not waived, the vote will be taken 30 days after submission, either electronically or by mail.

- a. The budget must be approved by a majority of the Presidents-Elect in attendance at the District 5500 meeting held during PETS.

O. Line-Item Expenditures Exceeding the Budget.

- a. A line-item expenditure may exceed the approved budget up to 10% only with the approval of the DG. Thus, a District Committee must seek approval of the DG before the committee can exceed its budget by any amount.
- b. When practical, the DG must seek prior approval from the District Finance Committee for any line item that is expected to exceed the budgeted amount by more than 10%.
- c. When the DG realizes an overrun may occur, the DG should consult with the Finance Committee Chair.
- d. In all cases, it should be the objective of the DG to conclude the fiscal year with expenditures not exceeding revenues.

P. Unbudgeted Disbursements.

- a. Any unbudgeted disbursement more than \$5000 requires the prior approval of the Finance Committee.
- b. An unbudgeted disbursement from the Operating Account may be made at the discretion of the DG, provided the total of such disbursements is less than \$5000.
- c. The DG will inform the Finance Committee Chair in advance of approved unbudgeted disbursements of less than \$5000.
- d. The DG is expected to exercise due diligence by attempting to reduce expenses in other areas of the budget in order to maintain an overall balanced budget.

Operations Manual

Section 11. Accounting Policies and Procedures.

A. Authorized Checking Accounts.

- a. Operating Account
- b. District Grant Account
- c. Youth Exchange Account
- d. Reserve Account
- e. Ride To End Polio Account

B. Operating Account.

This account is used to record and pay general expenses of the District.

a. Authorized Signers.

- i. District Governor
- ii. District Treasurer
- iii. Vice Governor**
- iv. Finance Committee Chair or designee**

C. District Grant Account.

This account holds Rotary International Foundation funds allocated to the District and disbursements of District Grant funds to District 5500 clubs and other authorized entities.

a. Authorized Signers.

- i. District Governor
- ii. District Treasurer
- iii. Finance Committee Chair or designee
- iv. Grants Committee Chair

D. Youth Exchange Account.

The purpose of this account is for Youth Exchange programs.

a. Authorized Signers.

- i. District Governor
- ii. District Treasurer
- iii. Finance Committee Chair or designee
- iv. Youth Exchange Officer

Operations Manual

E. Reserve Account.

This account is used to hold and make transfers as approved to the Operating Account.

- a. Authorized Signers.
 - i. The 3 Past District Governors who are serving 3-year terms on the Finance Committee.
- b. Reserve Account Balance. Best practices for non-profit organizations indicate that a reserve equal to 6 months operating expenses should be maintained.
 - i. Until the Reserve Account goal of a six-month reserve is achieved, excess funds from the Operating Account should be transferred to the Reserve Account at the close of each fiscal year.
 - ii. Once the District has achieved the goal of a six-month reserve, excess funds in the Operating Account at the end of the fiscal year may be returned to the District clubs in a manner as determined by the DG, according to their membership total at the end of the Fiscal year for which there was an excess.
- c. Reserve Account Spending Authority. Withdrawals from the District Reserve Account for any purpose must be authorized in advance by the Finance Committee.
- d. Reserve Account Checkbook. The Finance Committee Chair maintains possession of the Reserve Account checkbook.
- e. View Only Account Access. The District Governor, the District Treasurer and District Bookkeeper will have “view only” access to the Reserve Account.

F. Ride To End Polio Account

The purpose of this account is for the Ride To End Polio program.

- a. Authorized Signers
 - i. District Governor
 - ii. District Treasurer
 - iii. Finance Committee Chair or designee
 - iv. Ride To End Polio Chair

G. Additional Account and Signatory Requirements.

- a. Each account must have at least three authorized signatories. Each check must be physically signed by at least two authorized signatories. The payee shall not be a signer.
- b. The District Treasurer will be a signatory on each account except the Reserve Account.

Operations Manual

- c. The District Treasurer will control and maintain the checkbooks on each account except the Reserve Account. He or she will have “view only” access to the Reserve Account online banking account.
- d. The District Treasurer shall be the custodian of all District funds.
- e. The District Governor must approve all reimbursement claims before reimbursement by the District Treasurer.
- f. The Finance Committee may authorize new or additional accounts from time to time. A new account must have the prior approval of the Finance Committee and the Corporate Board.
- g. The District Governor will have “view only” access to the District online Quickbooks account.

H. Travel Expense Reimbursement.

- a. The District may budget certain amounts for reimbursement of travel expenses of Rotarians (and in some cases spouses) engaged in District business. When such reimbursement is authorized, the following policy applies:
- b. Airfare. Reimbursement for air fare will be limited to the cost of standard economy airfare.
- c. Automobile Mileage.
 - i. Reimbursements paid with funds provided by Rotary International will be paid at the then current rate approved by Rotary International.
 - ii. Reimbursements paid with funds provided by District 5500 will be paid at the then current IRS rate.
- d. Meals and Lodging. Necessary meals and lodging while on Rotary business may be reimbursed. The reimbursement rate will be usual and customary for the vicinity.

I. Procedure for Requesting Reimbursement.

Rotarians who incur authorized expenses in the course of District business may request reimbursement from the District Treasurer. Such requests for reimbursements must be:

- a. Accompanied by paid receipts.
- b. Approved by the chair of a recognized District committee.
- c. Approved by the District Governor.

Operations Manual

J. Tax Reporting.

District 5500 and District 5500 Charitable Fund are required to file separate annual tax reports to the IRS (Form 990). Both reports are due no later than May 15. The District Governor is responsible for ensuring the forms have been filed in a timely manner.

Section 12. Annual Reconciliation of District Finances.

In accordance with Rotary International Bylaws, 15.060.4:

Within one year of serving as governor, the Immediate Past District Governor must provide each club an independently reviewed annual statement and report of district finances. The immediate past governor must provide the statement and report, and have it discussed and adopted at a district meeting to which all clubs are entitled to send a representative and for which 30 days' notice has been given. Alternatively, within one year of serving as governor, the immediate past governor may ask the governor to conduct a club ballot for adoption of the statement and report. The statement and report shall be sent at least 30 days before the club ballot. The governor shall start this process within 30 days of receiving the request from the immediate past governor.

The review may be conducted by either a qualified accountant or a district audit committee. An audit committee must:

- (a) have at least three active members be selected in accordance with established district procedures;
- (b) include at least one member who is a past governor or an independent, financially literate person; and
- (c) not include any current governor, treasurer, signatory of district bank accounts, or member of the finance committee.

The annual statement shall include, but not be limited to, all:

- (a) sources of the district's funds (RI, TRF, district, and club);
- (b) funds received by or on behalf of the district from fundraising activities;
- (c) grants received from TRF or TRF funds designated by the district for use;
- (d) financial transactions of district committees;
- (e) financial transactions of the governor by or on behalf of the district;
- (f) expenditures of district funds; and
- (g) funds received by the governor from RI

Operations Manual

Per RI Code of Policies 69.030.5, the annual statement as described in RI Bylaws section 15.060.4. shall include all monies received by the governor. The governor shall also send the report of the district finances to the general secretary within 12 months of the completion of the governor's year in office with proof that the report has been independently reviewed and provided to each club for discussion at a district meeting in accordance with RI Bylaws section 15.060.4.

Failure to comply with the requirement to distribute a complete financial statement to the clubs and the general secretary, and to present the statement for discussion and adoption at a district meeting within 12 months of the completion of the governor's year in office, shall result in the governor being ineligible to receive:

- any additional expense reimbursements from RI
- any RI volunteer appointment or assignment
- any Rotary Foundation appointment or assignment
- any RI or Rotary Foundation award

until the completed financial statement is distributed to both the clubs and the general secretary and discussed and adopted at a district meeting.

Currently, District 5500 uses a qualified accountant to compile the Annual Statement and Report of District Finances. In addition, it is District practice that the accountant also prepares and forwards the annual report to the Arizona Corporate Commission as well as IRS 990 and AZ 99 tax documents. ***This practice is not required under either the District Bylaws or RI's Code of Policies.*** The fee for this service is included in the fee for preparation of the annual statement and report (Compilation).

Operations Manual

Section 13. Records Retention Schedule.

A. Preserving Records

The District has an obligation to preserve information and documents. It is desirable that records be preserved in electronic format. If electronic format is not available, paper records must be maintained. Electronic records should be backed up off site. At the present time, the District maintains electronic copies of records.

B. Responsibility for Compliance.

It is the responsibility of each District Governor, with the assistance of the District Treasurer, the District Secretary, and the District Administrator to maintain records as indicated on the retention schedule.

- a. Compliance includes preserving all District records and assuring that the records are stored in a safe, secure, and accessible manner.
- b. Records that have reached their destruction date should be destroyed.
- c. Destruction of financial and personnel-related documents will be accomplished by shredding.

C. Periodic Review.

The records retention schedule and procedures should be reviewed periodically with legal counsel or the District's accountant to ensure they follow relevant regulations.

D. Records Retention Schedule.

The District Records Retention Schedule is listed in Appendix U.

Section 14. Youth Services Committee.

A. Role of the Committee

The District Youth Services Committee coordinates and oversees all District programs involving youth and young adults, including:

- a. Helping prepare youth to be productive citizens in their school, as well as in their Local and World Communities
- b. Instilling a commitment to the ideals of service to others.
- c. Promoting international understanding and providing opportunities to experience international contacts for youth exchange students and host families.

Operations Manual

- d. Helping Rotary clubs promote and implement programs and activities for youth and young adults, including Rotary Clubs that currently sponsor and/or participate, as well as Clubs that do not.
- e. Advising the District Governor about best practices for developing leadership in Interact and Rotaract.
- f. Promoting District-wide collaboration between Interact Clubs, Rotaract Clubs and Rotary Clubs regarding activities such as projects and fundraising.
- g. Promoting participation in RYE and RYLA by Interactors, Rotaractors and Rotarians.
- h. Sponsoring and promoting Youth Service activities and participation at the annual D5500 Conference.
- i. Promoting Youth Service's participation in Multi-District, Zonal and Rotary International programs and activities.

B. Youth and Young Adults

- a. Interact
- b. Rotaract
- c. New Generations
- d. Youth Exchange
- e. Rotary Youth Leadership Awards (RYLA)

Note: Per Subsection F below, Rotaract Clubs are no longer identified by Rotary International as Programs, but as Clubs.

C. Youth Services Committee Membership.

The District Governor appoints the Youth Services Chair. Other committee positions are filled in consultation with the Youth Services Chair. The leadership positions sub-committees include, but are not limited to, the following:

- a. Youth Services Officer/Chair
- b. Interact Chair
- c. Rotaract Chair
- d. District Rotaract Representative/Liaison
- e. Youth Exchange Officer/Chair (YEO)
 - i. YE Inbound Chair
 - ii. YE Outbound Chair
- f. RYLA Chair
- g. Youth Services Protection Officer
- h. Youth Services Compliance Coordinator
- i. Four-Way Test Speech Contest Coordinator

Operations Manual

D. Terms of Office.

The terms of office for leadership and sub-committees are usually 3 years to better provide for continuity in positions involving major technical requirements. Leaders and sub-committee chairs, however, serve at the pleasure of the District Governor.

E. Interact Clubs.

Interact is a service club for youth ages 12 to 18 who want to connect with other young people and have fun while serving their communities and learning about the world. Clubs, which meet at least twice a month, are sponsored by local Rotary clubs. Interact clubs organize a minimum of two projects every year, one that helps their school or community and one that promotes international understanding. Members of sponsor Rotary clubs mentor Interactors as they carry out the projects and develop leadership skills. The Interact Clubs are, however, self-governing and self-supporting.

Because the minimum age for an Interactor is 12, Middle School students, as well as high school students, are eligible to become Interactors. Interact clubs can meet in person, online, or a combination of both — making Interact a flexible option for rural communities and home-schooled students.

To charter an Interact Club, the prospective members must adopt the Standard Interact Club Constitution and customize the recommended bylaws as needed. The sponsoring Rotary Club(s) must complete and sign the Interact Club Certification Form and obtain the required signatures from the Interact Advisor and the District Governor. An Interact Adviser may be a Rotarian, Rotaractor, a school faculty member, or another adult who works with the Interact club. Upon completion, the Certification Form is submitted to Rotary International for the Interact Club's official chartering.

Upon completion of the chartering, it is recommended that the sponsoring Rotary Club(s) play an active role in the Interact Club's operation, including attending Club meetings. Collaboration on service projects is vital for projects that are either Rotary-sponsored or Interact-sponsored. Interact Clubs are eligible for annual awards issued by Rotary International, as identified in Section 24.

Rotarians should encourage Interactors to explore Rotary Youth Exchange, RYLA and the Four Way Test Speech Contest. In addition, Rotarians should emphasize the importance of Rotaract Clubs for graduating Interactors.

Detailed information about the chartering and operating an Interact Club is available in the *Official Interact Guide for Rotary Club Sponsors and Advisors* published by Rotary International.

Operations Manual

F. Rotaract Clubs.

Rotaract is a service club for young people ages 18 and up who are dedicated to finding innovative solutions to the world's most pressing challenges while developing leadership skills and making friends from around the world.

Rotaract clubs decide how to organize and run their own clubs, manage their funds, and plan and carry out activities and service projects that are important to their communities. Clubs that sponsor Rotaract clubs offer guidance and support, and work as partners in service. Rotaract Clubs are eligible for several annual awards issued by Rotary International, as identified in Section 23.D.b.

Each Rotaract club is based either at a university or in a community.

A university-based club draws its members from one school, university, college, or other institution of higher education, while a community-based club draws members from all over the community.

Rotaract clubs can choose to organize with or without a Rotary or Rotaract club sponsor. Rotary International's policy is designed to ensure that Rotaract clubs have the flexibility to choose the sponsor relationship that best supports their needs.

To charter a Rotaract Club, the prospective members must adopt the Standard Rotaract Club Constitution and customize the recommended bylaws as needed. The appropriate entity must complete and sign the Rotaract Club Certification Form and obtain the required signatures from the District Governor and if applicable, the sponsor club(s). Upon completion, the Certification Form is submitted to Rotary International for the Rotaract Club's official chartering.

The 2019 Council on Legislation amended the constitutional documents of Rotary International to include Rotaract clubs as a membership type. Beginning 1 July 2022, Rotaract clubs will be allowed to be either international or host sponsors of global grants, if they have previously partnered with a Rotary club on a global grant.

Detailed information about the chartering and operating a Rotaract Club is available in the Official *Rotaract Handbook* published by Rotary International.

Operations Manual

G. Rotary Youth Leadership Awards (RYLA).

The Rotary Youth Leadership Awards (RYLA) is an annual workshop for youth ages 14 to 18 in grades 9-12. These young adults are chosen for their leadership potential to attend an all-expense-paid training program designed to build, strengthen, and exercise leadership skills, self-confidence, and character. These students come together from communities across D5500 and are joined by inbound Youth Exchange students.

The workshop is a four-day event which includes lodging, group meals and classes, plus indoor and outdoor team building exercises. Each Delegate is sponsored by a local Rotary Club.

RYLA focuses on leadership and personal development. The purpose is to help delegates become more effective leaders by strengthening their knowledge and skills in key areas. They will also learn from listening to and exchanging ideas with other outstanding and potential young leaders.

The RYLA Leadership team includes the RYLA Chair and an administrative team that assists with the program as well as logistics. The RYLA delegates are divided into teams and are each led by Adult Advisors and Junior Counselors. Adult Advisors are typically Rotarians and Rotaractors; Junior Counselors are students who previously participated as Delegates and have the opportunity to put their RYLA leadership skills into practice.

RYLA must present a proposed budget to the District Governor by August of each year.

H. Youth Exchange.

Exposure to different cultures ranks as one of the most powerful ways to promote international understanding and peace. The program offers numerous benefits to the youth and their Rotary club sponsors, hosts and mentors, as well as the community at large. The friendships made through Youth Exchange experiences are life changing and often are lifelong.

Although the long-term academic exchange is typically thought of as *the* RYE program, there are, in fact, 3 exchange models:

1. Long-term exchange. These exchanges usually last one year, during which the student lives with more than one host family in the host country. The student is required to attend school in the host country. Long-term exchanges may be extended to include part or all of the holiday/vacation periods immediately before and after the academic year.

Operations Manual

2. Short-term exchange. These exchanges vary from several days to several weeks. They often take place when school is not in session and usually do not include an academic program. Short-term exchanges generally involve a homestay experience with a family in the host country. They can also be organized as international youth camps or tours that bring together students from many countries.
3. Next Generations exchange. These specialized short-term exchanges last 3 to 6 weeks and are open to young adults ages 18-25. The program may include a vocational element.

Flexibility in the Youth Exchange program allows it to be adapted to the needs of a student who qualifies. Short-term and Next Generations exchanges vary widely from district to district.

District 5500 is a member district of South Central Rotary Youth Exchange (SCRYE) which is our sponsor as recognized by the North American Youth Exchange Network and the U.S. Dept. of State. District 5500 follows SCRYE policies and guidelines including Crisis Management Plan, Youth Protection Plan, and records retention rules.

The District Youth Exchange Chair is required to attend at least one SCRYE Conference annually.

- I. Youth Protection Officer/Committee. Refer to Appendices A & B for Youth Protection Policies.

This person or committee is responsible for training Rotarians and other volunteers who work with Interact, RYLA, Youth Exchange, and other programs involving youth, so they understand and follow Rotary International's *Statement of Conduct* and the RI guidelines for abuse and harassment prevention established by the General Secretary of RI. The responsibilities as stated in RI Youth Exchange Handbook include:

 - a. Train host families, students, and adult volunteers in youth protection requirements.
 - b. Screen all adult volunteers, including but not limited to, committee members, host families, Rotarian counselors, and others.
 - I. This includes conducting background checks, including references and law enforcement public records (criminal background checks).
 - II. This includes interviewing volunteers to determine their suitability for working with youth and ensuring that volunteers complete the Youth Volunteer Agreement.
 - c. Ensure that any volunteer who has admitted to, been convicted of, or otherwise found to have engaged in sexual abuse or harassment is prohibited from working with youth in a Rotary context.

Operations Manual

- d. Develop a support system for students that meets all requirements for District certification.
 - e. Establish procedures for supporting students after an allegation of abuse or harassment, including removing alleged offenders from contact with youth in Rotary programs, determining criteria for moving a student, finding temporary housing, and providing support services.
- J. The Four-Way Test Speech Contest.
- a. Contest Purpose. The purpose of the Four-Way Test Speech Contest is to foster ethics in everyday life, as well as in business. The contest is designed to introduce high school students to the Rotary principles of ethics and service, and to involve local Rotary Clubs with the youth of their communities. It also encourages young people to learn to express themselves well in public, an important skill.
 - b. Specific Goals.
 - a. To acquaint youth with Rotary and, specifically, the tenets of the Four-Way Test.
 - b. To demonstrate and enhance Rotarian's commitment to youth.
 - c. To heighten awareness of Rotary among parents, school officials, and the community.
 - d. To recognize, encourage, and reward accomplishment in our youth.
 - e. To encourage high school students to develop public speaking skills.
 - c. Procedures. Complete information is available in the two District publications: *Four-Way Test Club Guidebook*, and *Four-Way Test Participant Guidebook*. Both documents are available on the District website.
 - d. Expenses. The program is self-supporting at the club and region levels. The District budget and registration fees cover expenses and awards for the District contest.

Operations Manual

Section 15. District Peace Committee

A. History

The Peace Committee was inaugurated in January of 2020 by Rotarians from throughout District 5500. Their intent was to create a stronger District presence for Rotary International's Peace and Conflict Prevention/Resolution Areas of Focus, which is the only one of seven Areas of Focus that intertwines with all six other areas.

B. Mission

The primary mission of the Peace Committee is to assist and support District Clubs in their Peacebuilding goals, projects and programs, and to act as a resource for all things Peace-related.

C. Membership

The Peace Committee is open to all Rotarians in the District who wish to promote Peace and increase awareness of Peace through planning, education, sharing ideas and supporting clubs in their Peacebuilding goals and peace activities. Suggestions for peace-related activities may be found on the District 5500 website. Numerous peace-related initiatives and resources related to the Peace Committee are available on the District 5500 website.

D. Activities

The principal activities of the Peace Committee include:

1. Encouraging district clubs to engage in Peace activities reflecting "Peace Through Service."
2. Providing peace resources on the District 5500 website page.
3. Promoting Peace activities and projects like the planting of Peace Poles across the District.
4. Increasing the number of Peacebuilder Clubs that actively create peace in our communities.
5. Offering educational peace programs and workshops.
6. Sharing peace-related news and articles in monthly and weekly district newsletters and peace bulletin.
7. Educating district clubs on the Rotary Peace Centers and encourage clubs to recruit candidates for the Rotary Peace Fellowship Program.

Operations Manual

E. Rotary Club Peace Related Participation and Activities

1. In addition to active participation in District Peace initiatives, individual Rotary Clubs within the District are encouraged to pursue the designation as a Peace Building Club. The primary goals of a Peace Building Club are as follows:
 - a. Promoting education and skill-building in peace and conflict prevention/resolution to our youth.
 - b. Helping identify and encourage Rotary Peace Fellowships.
 - c. Raising community awareness about Rotary's peacebuilding work.
 - d. Taking action to reduce the many facets of conflict in our communities.

2. To receive the designation of a Peace Builder Club, a short application is submitted to the Peace Committee in the form of a Commitment/Agreement. The following actions are the responsibilities of a Peacebuilder Club:
 - a. Adopt the District 5500 Peacebuilder Club Standards Form requiring a Peace Committee with a Chair who will coordinate the club's peace-related activities and programs.
 - b. Ensure the club is represented in the District 5500 Peacebuilder Network.
 - c. Conduct at least one peacebuilding activity every year.
 - d. Ensure at least one Club program/education session is Peace-focused.
 - e. Let the community know about your club's commitment to peace, goodwill and understanding.
 - f. Promote Rotary Peace Centers/Peace Fellowships.
 - g. Promote attendance at District 5500 peace-related efforts, such as a Peace Conference.

Operations Manual

Section 16. District Rotary Foundation Committee (DRFC). (Bylaws, Article 6.3)

A. Role of the DRFC.

The DRFC, a District standing committee, serves as the connection between the Rotary Foundation, District 5500, and the member clubs. The committee assists the District Governor in educating Rotarians about Foundation programs and fundraising activities and inspiring them to support The Rotary Foundation. The DRFC also administers all aspects of the District grants program.

B. Duties and Responsibilities.

The duties and responsibilities of the DRFC include, but are not limited to:

- a. Conduct an annual District Rotary Foundation Seminar.
- b. Conduct various training programs about The Rotary Foundation – its programs and opportunities.
- c. Administer the District grants program including the allocation of District Designated Funds (DDF) in compliance with RI and District requirements.
- d. Promote significant levels of financial support for Rotary Foundation by encouraging regular contributions to the Annual and Polio Plus Funds, and gifts to the Endowment Fund.
- e. Encourage clubs to set fundraising goals in Rotary Club Central.
- f. Assist the District Governor in selecting recipients for Foundation awards.

C. Committee Membership.

- a. Committee Chair. The DRFC Chair is mutually appointed for a 3-year term by the District Governor, District Governor-Elect, and the District Governor-Nominee (if selected at the time of the appointment).
- b. Sub-Committee. Sub-committee chairs are appointed on an annual basis by the District Rotary Foundation Chair in consultation with the District Governor. Currently, the DRFC sub-committees consist of the following:
 - i. World Peace Centers and Programs
 - ii. Grants Program (District Designated Funds- DDF)
 1. Global Grants
 2. District Grants
 - iii. Fund Raising
 1. Annual Fund, including Paul Harris Society
 2. Endowment Fund
 3. Polio Plus
 - iv. Stewardship
 - v. Foundation Day Program

Operations Manual

- c. Additional Sub-Committee Appointments. The District Governor or the DRFC Chair may, after consultation, add additional sub-committees as deemed necessary to support the work of the DRFC.

D. Policy Documents.

The DRFC has 3 policy documents that inform and regulate the District DDF Grants program. Copies are included in the Appendices. The policies are:

- a. Club Qualification Procedures – adopted April 30, 2020.
- b. Policy on Allocation of District Designated Funds, including the Global Grant Funding Model – adopted January 19, 2022
- c. Policy for District Grants – adopted December 7, 2016, amended June 14, 2018.

Section 17. Rotary District 5500 Charitable Fund. (Appendix R)

The Charitable Fund is a “charitable tax-exempt entity” under 26 USC § 501(c)(3). It is a separate legal entity from Rotary International District 5500. As originally incorporated, the legal title is the ***Rotary District 5500 Foundation, Inc.***

A. Purposes.

The Foundation was organized for two specific purposes:

- a. To provide a tax-exempt entity for District 5500 Rotary clubs or recognized District committees that do not have their own tax-exempt Foundation for the receipt/deposit and disbursement of funds.

- b. Any club that is in “good standing” as defined by the current Bylaws of the District may apply for an account with the Charitable Foundation.

The Foundation ***may not*** engage in any form of fund raising.

B. Who Can Use the Fund?

- a. Any club in good standing or any recognized District committee may use the fund for depositing and disbursing tax-exempt funds as permitted by the IRS code.
- b. The club/committee must sign a Memorandum of Understanding (MOU) before an account can be activated. The MOU defines the procedures and the working relationship between the club/committee and the Foundation.

Operations Manual

C. Officers and Directors.

- a. The Board of Directors consists of 7 Directors. Each Director must be a Rotarian in good standing in a District club that is in good standing in the District.
 - i. One member must be the current Vice Governor of the District.
 - ii. Three directors are elected on a rotating basis at the annual meeting of the Council on District Legislation.
 - iii. Three directors are appointed by the District Governor on a rotating basis – one appointment per year.
- b. The officers of the Foundation consist of a president, vice-president, secretary, and treasurer.
 - i. Each officer will be a member of the Board of Directors.
 - ii. The Board of Directors elects the four officers from its membership at the Annual Meeting of the Foundation.
- c. Vacancies. Vacancies in director or officer positions are filled as determined by the Foundation Board of Directors unless the vacancy is in the directorship held by the Vice-Governor of the District.
 - i. In the event the vacancy is in the position on the Board held by the Vice-Governor of the District, that position will be filled in accordance with procedures established by the District to replace a District Vice-Governor.

D. Bylaws. A copy of the Rotary District 5500 Charitable Fund Bylaws is included in the Appendix R.

Operations Manual

Section 18. Council on District Legislation (CODL). (Bylaws, Article 7.5)

The Council on District Legislation (hereinafter CODL) is the legislative body of District 5500. The CODL meets annually during the District Conference at a time determined by the District Governor. This meeting is the annual business meeting of the District.

A. Procedural Matters.

- a. The District Governor shall serve as the Chair of the Council. In the absence of the District Governor, the most recent Past District Governor present shall serve as the Chair.
- b. The District Parliamentarian or designate acts as advisor in all parliamentary procedures. The Parliamentarian may only participate in discussion to respond to questions related to pertinent parliamentary procedure.
- c. The District Secretary is the secretary for the CODL meeting.
- d. Although the meeting is open to all Rotarians who are members in good standing of Member Clubs, only duly authorized voting delegates may participate in discussions, unless the Chair has granted special permission to speak.

B. Agenda.

At least 30 days prior to the CODL meeting, the District Governor will mail (electronically or otherwise) a copy of a tentative agenda to each Member Club President and each Past District Governor. The agenda will include:

- a. All resolutions proposing amendments to the Bylaws.
- b. Election of members of the District Finance Committee, District 5500 Foundation Board, and the Corporate Board of Directors, including the names of nominees.
- c. Election of the District Representative and an alternate to the Rotary International Council on Legislation in the years required, including names of nominees.
- d. Election of the District Representative and an alternate to serve on the Committee to Select a Rotary International Zone Director in the years required, including names of nominees.
- e. Discussion and approval of the Annual Statement and Report of District Finances (Compilation Report).

C. Selection of Delegates and Voting Procedures.

Only voting delegates, selected by the individual Member Rotary Clubs and present at the CODL may vote.

- a. Each voting delegate is entitled to one vote.
- b. Proxy votes shall not be permitted.
- c. Each Member Club in good standing is entitled to at least one voting delegate, regardless of club size.

Operations Manual

- d. Rotary Clubs with membership of more than 25 will be entitled to an additional voting delegate for each additional 25 club members or major fraction thereof.
 - i. Example: A club with up to 37 members is entitled to only one voting delegate.
 - ii. Example: A club with between 38 and 62 members is entitled to two voting delegates, etc.
- e. Club membership is determined by the number reported by RI on the July 1 official membership report for CODL meetings held during a fall District Conference, and the January 1 RI official membership report for CODL meetings held during a spring District Conference.
- f. Voting will be by voice vote unless a motion is made by a voting delegate and passed requiring a secret written ballot.
- g. Following any voice vote, a voting delegate will have the right to demand a poll.
- h. A simple majority of affirmative votes is required for approval of any matter considered by the CODL except in the case of amendments to the Corporate Bylaws.
 - i. An affirmative vote of 2/3 of the votes cast is required to amend the Bylaws.
 - ii. Amendments to the Bylaws become effective on July 1 following approval by the CODL, unless an earlier date is specifically approved by CODL action.

D. Quorum.

A quorum shall consist of the presence of voting delegates from one-third of Member Clubs.

E. Credentials.

At least 30 days before the CODL meeting, the District Secretary will send to each Member Club a notice indicating the number of voting delegates authorized for that Member Club and procedures for authenticating credentials.

F. Ballot by Mail.

In the event a District Conference is not held, or a quorum is not present at the CODL meeting, any action items that could have been voted on by the CODL may be determined by a ballot by mail (electronic or otherwise) as permitted by the RI *Manual of Procedure*.

Operations Manual

Section 19. Rotary International Council on Legislation and Resolutions.

A. Council on Legislation.

The Council on Legislative is Rotary International's legislative body. It meets every 3 years to deliberate and act on proposed legislation submitted by clubs, district conferences, the RI Board of Directors, the General Counsel or the Council RIBI (Rotary in the British Isles). The Council itself can also propose legislation. The Council is where local clubs have their say in the overall governance of Rotary International. Some of Rotary's most important decisions have resulted from COL action.

B. Council on Resolutions.

The Council on Resolutions (COR) was developed to make recommendations for legislative action during the years that the Council on Legislation does not meet. The COR meets online annually and votes on proposed resolutions (as opposed to proposed legislation). Resolutions are requests to the RI Board of Directors or the Foundation Board of Trustees to take action on an item of Rotary governance.

C. Representatives to the Councils on Legislation and the Council on Resolutions.

Each Rotary district chooses a representative for a 3-year term. These elected members represent their district at all 3 meetings of the Council on Resolutions and at the Council on Legislation during their term. The District 5500 Representative is elected once every 3 years at the Council on District Legislation which is held during the annual District Conference. The representatives are listed in the annual District Directory.

Section 20. College of Past District Governors.

A. Purpose of the College.

The purpose of the College of Past District Governors is to inform past District leadership of District and Rotary International activities, plans and goals and to share progress made toward their accomplishments. On request of the District Governor, the College serves as an advisory forum to the Governor, the Governor-Elect, and the Dean of the Arizona Rotary Leadership Academy (RLA).

Operations Manual

B. Composition of the College.

- a. Past District Governors who held office in District 5500
- b. Past District Governors who reside within District 5500 but served as governor in another district.
- c. District Governor
- d. District Governor-Elect
- e. District Governor -Nominee
- f. District Governor-Nominee Designate, if selected

C. Meetings.

- a. The College of Past District Governors will meet at least once annually prior to the District Governor's-Elect installation as the DG. Other meetings may be held any time the District Governor feels it is appropriate to do so.
- b. The District Governor will serve as the chair of the meeting.
- c. Expenses are the responsibility of the participants.

Section 21. The Ride to End Polio (RTEP).

In 2009, Michael J. Harris, a member of the Casas Adobes Rotary Club, now deceased, enrolled District 5500 Polio Plus as a non-profit beneficiary with El Tour de Tucson. What was then the Polio Plus ride is now known as the Ride to End Polio (RTEP), which raises millions of dollars each year that are matched by the Bill and Melinda Gates Foundation.

The annual November event features RTEP activities that include a pre-ride dinner, riding in the event, and an indoor version riding option. Riders and volunteers secure donations, work at rest stations along the race route and work at the District's Finish Line Booth. Rotarians from around the US ride in the race, including many staff from Rotary International headquarters in Evanston. In 2014, John Hewko, the Secretary General (think CEO) of Rotary International, was recognized as the El Tour de Tucson Dedication Recipient, recognizing his role as the single largest fund raiser in the 35-year history of El Tour de Tucson.

It costs 60 cents to immunize one child. District 5500 cyclists and their partners have raised the money to immunize over 78 million children worldwide.

Operations Manual

Section 22. The Rotary Vocational Fund of Arizona (TRVFA).

A. History and Purpose

In 1991, The Arizona Vocational Fund of Arizona was incorporated in the State of Arizona as a non-profit foundation, with TRVFA subsequently recognized by the IRS as a 501(c)(3) public charity in 1992. The next year, Rotary International authorized the formation of TRVFA, which is operated jointly by Districts 5495 and 5500 (combined Arizona Rotary Districts). TRVFA is further identified as a Qualifying Charitable Organization (QCO Code is 20698) by the State of Arizona, which allows individual contributors of cash donations to claim tax credits on their Arizona Personal Income Tax Returns. Donations are tax deductible and TRVFA encourages donations from non-Rotarians, businesses, Rotarians and Rotary Clubs.

TRVFA was established to fund vocational education grants for applicants who reside in Arizona, meet specific low-income guideline specifications, and are sponsored by Rotary clubs. TRVFA provides a vehicle to receive donated funds used to help economically disadvantaged residents of Arizona obtain certifications, skills, and/or tools to enable the grant recipients to become valuable contributors in the state's economy. All this is clearly stated on the website: TRVFA.org

B. TRVFA Board

The TRVFA Board of Directors includes a minimum of 11 members, including four (4) Rotarians from District 5500 that are appointed by the District Governor. Directors may hold their position for three (3) consecutive years with no limit on successive terms. The District Governor and the District Governor Elect serve as Ex-Officio Advisors to the TRVFA board.

The Board meets virtually, with a minimum of one meeting each calendar quarter.

C. Grant Process

TRVFA provides qualifying applicants with a one-time grant of up to \$2,000¹ to pursue postsecondary training toward a vocational certification or degree. Candidates who meet the eligibility requirements are identified and recommended to TRVFA by financial aid counselors in vocational education institutions and/or Rotarians and their clubs.

Applicants must complete and submit a Vocational Grant Application Form to TRVFA. Final completion of an application will require sponsorship by a Rotary Club in Arizona, Needles, CA or Laughlin NV, who formally interviews prospective applicants. The interview process is intended to ascertain the character and initiative of an applicant, as well as their earnestness to achieve their vocational goals. If the club has a Vocational Service Chair, they may be the ideal person to work with TRVFA and lead the interview², however, the club may use any group of members to do the interview.

Operations Manual

It's recommended but not required, that the club invite the student to a club meeting (either in-person or virtual) to introduce the applicant. It's a good time to give them 2-3 minutes to address the club, as to who they are and why they are pursuing a vocational career.

The actual interview can be completed when both student and club members are available. The interview can also take place before or after a club meeting. Three (3) or four (4) club members are all that are needed for the interview process. Based on the interview, the Rotary Club determines whether or not to sponsor the applicant. In either case, the Club completes a Club Certification Form and returns it to the TRVFA Application Processing Center. Should the applicant be approved by TRVFA, the grant funds are forwarded directly to the educational institution on the applicant's behalf.

There is no limit to the number of TRVFA applicants that can be sponsored by a Rotary Club. In addition, there is no cost to a Rotary Club for sponsorship of a TRVFA applicant. It is recommended that sponsoring Rotary Clubs stay in contact with each approved applicant during and after completion of their studies to either mentor or review their progress. When a student graduates from his/her program, TRVFA encourages a club to invite them to speak at a meeting about their experiences and future plans.

¹ TRVFA funds may be refunded by the institution if the student does not commence their schooling.

² Suggested interview questions are found on TRVFA.org.

D. TRVFA District 5500 Directors.

Each Arizona district has director seats on TRVFA board proportionate to their portion of total Rotary Clubs in the state. TRVFA board is a working board made up entirely of active Rotarians.

The director seats are three-year overlapping terms. (as of March 2021, and for the foreseeable future, District 5500 has four (4) director seats.) Each year, directors whose terms are expiring shall be replaced by appointment of the District 5500 Governor as well as if vacancies were to occur midterm.

E. Qualifications for an Appointment of a Director:

- a. Themselves be a donor to TRVFA
- b. Be an active Rotarian in good standing to serve
- c. Required to fully participate as working volunteer board members
- d. Serve on minimum of one of the following TRVFA committees:
 - i. Finance Committee
 - ii. Grant Application Processing

Operations Manual

- iii. Alumni Relations
- iv. Fund Development and Donor Relations
- v. Public Image
- e. Accept and fulfill director responsibilities required by TRVFA bylaws and the policies and procedures.
- f. Attend all scheduled TRVFA board meetings in person or electronically. Missing three (3) consecutive meetings shall constitute voluntary resignation from the Board.
- g. Maintain relationship with leadership of Rotary Clubs; Develop advocates.
- h. Ensure TRVFA has an Informative presence at District 5500 educational and social events.

Section 23. District Training Programs.

The District provides numerous training opportunities to address the interests and needs of individual Rotarians, current and future club leaders, and current and future district leaders. Training opportunities are provided in a variety of formats: webinars, online videos, online meetings, in-person meetings, and printed materials. Some of the major opportunities include:

A. Presidents-Elect Training Seminar (PETS).

District 5500 is a member of Southwest Rotary PETS.

Purpose. The purpose of PETS is to prepare incoming club presidents for their year as president and give the district governor-elect and the assistant governors the opportunity to build working relationships and plan for the coming year.

- a. Required attendance. PETS is an important event and is one of the few events requiring their attendance.

The Standard Rotary Club Constitution, Article 11, Section 5.c., states, *The president-elect shall -attend the presidents-elect training seminar and the training assembly unless excused by the governor-elect. If excused, the president-elect shall send a club representative. If the president-elect does not attend the presidents-elect training seminar and the training assembly and has not been excused by the governor-elect or, if excused, does not send a club representative to these meetings, **the president-elect shall not serve as club president.** The current president then shall continue to serve until the election of a successor who has attended a presidents-elect training seminar and training assembly, or training deemed sufficient by the governor-elect.*

Operations Manual

- b. Location and date. Currently, Southwest Rotary PETS is held annually during the month of February in Los Angeles.
- c. Reimbursement for expenses. Currently, clubs are reimbursed up to \$500 for expenses related to attendance at PETS in Los Angeles. Attendance during the full seminar is required for reimbursement.

B. District Training Assemblies/Club Leadership Assemblies.

The District Training Assemblies or Club Leadership Assemblies develops the club leadership team (president, club officers, directors, and committee chairs) for their individual and collective roles during the coming year. The Assemblies are planned and implemented by the District Governor-Elect and the District Trainer.

- a. Locations and dates. In District 5500, the Assemblies are held in multiple locations during the months of March to May.
- b. Required attendance. As noted in Item A. above, club presidents-elect are required to attend the District Training Assembly/Club Leadership Assembly as noted in the standard Rotary Club Constitution and the RI Manual of Procedure.

C. District Officer Training Seminar (DOTS).

The purpose of the DOTS is to prepare incoming assistant governors, district committee chairs and those in key leadership positions for their role in supporting, inspiring, and strengthening Rotary clubs. The seminar also provides the District Governor-Elect the opportunity to further develop his/her leadership team. In District 5500, the DOTS is usually held in early December.

D. District Membership Seminar.

The Membership Seminar, usually scheduled in August (Membership Month), develops club and district leaders so they have the necessary knowledge, skills, and motivation to support the clubs in sustaining and increasing the membership base. The seminar utilizes membership trainers from Zone 26/27 as well as knowledgeable club and district presenters.

E. District Rotary Foundation Seminar.

This seminar is the primary means of increasing awareness and educating club members about The Rotary Foundation. It educates Rotarians about The Rotary Foundation's programs and motivates them to participate in and be strong advocates for the Foundation. In District 5500 the seminar is typically held in early November.

Operations Manual

F. District Conference.

Each year, districts worldwide hold a conference for members, so they can learn about current events in Rotary and the District, best practices for running clubs and districts, and to meet other Rotarians in the District. The conference usually lasts 2 to 2 ½ days and includes:

- a. A visit from a Rotary International President's representative who gives an update on Rotary International and inspires and motivates participants.
- b. A report on the District, including its successes and challenges.
- c. An official business meeting (the Council on District Legislation) to discuss and vote on important District matters.
- d. Local and international speakers presenting information on topics relevant to the membership.
- e. Time to network, reconnect with friends, and find inspiration for continuing service and community leadership.
- f. Venue and Dates. The District Governor is responsible for determining the location and dates for the District Conference. He/she is assisted by an appointed committee.

G. Rotary Leadership Institute (RLI).

Being a great leader is about having a willingness and a true commitment to lead others to achieve a common vision and goals through positive influence. Leadership is *about* people and *for* people. **As Rotarians, we are leaders. In our clubs, in our communities, in our professions, and in our lives.** The purpose of Rotary Leadership Institute is to provide access to the tools, knowledge, and skills to build better leaders for today's world.

RLI seeks to provide quality education in Rotary knowledge and leadership skills to all Rotarians interested in developing their Rotary participation and to those interested in serving as club and district leaders. The Institute offers three courses that promote leadership skills and Rotary knowledge with the intent to inspire club members to be enthusiastic, informed, creative and dedicated leaders.

Operations Manual

What are the Courses?

The Rotary Leadership Institute consists of three full-day, online courses.

Course 1: My Rotary World

Course 2: The Club

Course 3: My Rotary Journey

Course sessions topics include Engaging members; our Rotary International Foundation; Service Projects; Strategic Planning and Analysis; Club Communications; International Service; Effective Leadership Strategies; Public Image and Public Relations.

More information is available at the District website: www.rotaryd5500.org.

H. Arizona Rotary Leadership Academy (RLA).

The Arizona Rotary Leadership Academy (RLA) is an exciting and innovative interactive distance learning approach to leadership development. Recognizing the increasing demands on Rotary leaders' time, as well as each Rotary district's need to find the most capable and talented Rotarians within their widespread geographical boundaries, the Arizona Leadership Academy was created in 2004-05, expanded statewide in 2006-07, and in the Rotary reorganization, 2016-17 has been jointly managed by the Districts 5495 and 5500 partnership.

- a. Who Can Participate? Selected Past Club Presidents, Rotary Leadership Institute (RLI) graduates, and other Rotarians with leadership experience.
- b. Who is the faculty? RLA students obtain exceptional online training under the guidance of some of our most capable and experienced Past District Governors and senior Rotary leaders.
- c. RLA Program's Core Goals
Each fall, the student participants begin the academy's annual program with an orientation to the self-paced, online course of study. The primary goals of the Academy are:
 - i. To expand the leadership foundation of the districts and Rotary International.
 - ii. To provide opportunities for committed and engaged Rotarians to expand their leadership talents and apply their individual assets to further the vision and mission of Rotary.
 - iii. To work within the RLA program guidelines and constraints of Rotarians busy lives.

Operations Manual

d. RLA Course of Study

The program consists of six study units spread over 2 semesters:

First Semester (September 1 to December 31)

- i. September: How Rotary Works and Arizona Rotary Leadership History.
- ii. October: Understanding and Utilizing the Rotary Foundation
- iii. November: Collaboration and Funding to Meet Needs

Second Semester (January 1 to April 30)

- i. January: Pathways to Rotary
- ii. February: Rotary Brand: Becoming a Rotary Branding Champion
- iii. March: Rotary's Fiduciary Responsibilities and Youth Protection

There are also voluntary opportunities to participate in small learning groups.

e. Registration and Selection Process.

- i. A Past Club President, RLI graduate (Levels 1-3), and other Rotarian with leadership experience must be nominated by one of the following: the current District Governor, a Past District Governor, a current Assistant Governor, or a graduate of the Arizona RLA.
- ii. Nominations are due in August of each year. Check the RLA website for the specific date each year.

f. More Information and Registration Form.

- i. Visit the RLA website: arizonarla.org
- ii. Visit the District website: rotaryd5500.org

Operations Manual

Section 24. Awards for Clubs and Individuals.

A. Introduction.

The Awards Program honors clubs and individuals who are creating positive changes through their generous programs in our communities. The Rotary International and District 5500 awards described were first presented at the District Conference, 2017-2018.

B. District Award Categories. (See also Appendix H.)

- a. Avenues of Service Awards. Clubs are recognized in each of the 5 Avenues of Service. No more than 3 clubs (based on size) are recognized for best achievement.
 - i. Club Service
 - ii. Community Service
 - iii. International Service
 - iv. Vocational Service
 - v. Youth Service
- b. Literacy Award. District 5500 promotes literacy and educational opportunities for all. Clubs are encouraged to undertake projects in each of Rotary's Avenues of Service and plan projects supportive of the District Strategic Plan. The District also promotes integrating literacy projects to those involving health, hunger, and water.
- c. Service to Veterans Award. Recognition is given to a club or individual who excels with a project or program that supports, services, or honors our Veterans (active duty or retired) and/or their military families.
- d. District Governor's Award. Rotarians engage in the work they do because of the good it brings to others and to our communities. Recognition of our efforts is usually the last thing on our minds. In life, there are, however, a select few who serve as leaders and examples for all of us. The good works they do should not go unrecognized or unrewarded. It is in that spirit the District Governor Award was developed. The selection of the recipient is made by the District Governor.

C. District Award Criteria and Application Process.

Award criteria and procedures for consideration for each award are listed in Appendix H under the title: District Awards for Club and Individuals.

D. Rotary International Awards for District Recognition of Clubs and Rotarians.

RI recognizes that individual Rotarian and club achievements help make RI and clubs stronger, communities better, and peace possible. To thank them for their dedication and valuable contributions, recognition awards are available for District recognition.

Operations Manual

- a. Rotarian Recognition Awards
 - i. Avenues of Service Citation
 - ii. Rotary Foundation Citation for Meritorious Service
 - iii. Rotary Foundation Distinguished Service Award
 - iv. Rotary Foundation District Service Award
 - v. Service Above Self Award
 - vi. Service Award for a Polio-Free World
 - vii. Polio Pioneer Award

- b. Club Recognition Awards.
 - i. Rotary Citations for Rotary, Rotaract, and Interact Clubs
 - ii. Significant Achievement Award
 - iii. Interact Video Awards
 - iv. Rotaract Outstanding Project Award
 - v. Rotary Alumni Association of the Year Award
 - vi. Rotary Alumni Global Service Award
 - vii. Rotary Award for Excellence in Service to Humanity
 - viii. World Interact Week Recognition
 - ix. World Rotaract Week Recognition

Section 25. Crisis Management Plan (See Appendix P)

A. Definition of a Crisis.

A “crisis” for the purposes of implementing the Rotary District 5500 crisis plan is an unanticipated, unusual event or occurrence arising out of, or closely related to, 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, or that is or can be detrimental to the public image of Rotary.

B. Crisis Management Team

The District will maintain an ongoing crisis management team. Club officers, District leaders and members are referred to the Crisis Management Policy in Appendix P.

Clubs, district committees and individuals are NOT to handle any crisis alone. District 5500 and Rotary International have first responders who can communicate with the media. The District Governor should be contacted as soon as a crisis develops and may determine the most appropriate course of action.

Operations Manual

Section 26. District Directory.

The District will publish a directory each year on the District website. The directory will normally be available by the date of the District Governor's Installation. The district directory is, historically, more than a directory of current district and club officials. It is a source of historical information not typically recorded elsewhere. The directory includes information about club meetings, district activities and events. It also is a source of contact information for selected Rotary International and Zone offices and staff. The District 5500 Corporate Bylaws and the District 5500 (Charitable) Foundation Bylaws are included as well.

1. Directory Contents. At a minimum, the directory will include the following:
 - a. Rotary International Information.
 - i. RI President, Zone 26/27 Director – brief bios.
 - ii. Past RI Directors living in District 5500 – brief bio.
 - iii. RI Headquarters contact information for major offices and staff, including Club and District Support, The Rotary Foundation, Membership, Youth Programs.
 - iv. Zone 26/27 contact information for the Zone Coordinator, Assistant Coordinators for the Foundation, Public Image, Membership, End Polio Now, and the Major Gifts Advisor.
 - v. Rotary Citation Criteria for the current year.
 - vi. RI Strategic Plan.
 - b. District 5500 Information.
 - i. DG, DGE, DGN, and District Vice-Governor – brief bios and contact information.
 - ii. Past District Governors, including those from other Districts currently living in District 5500 – name, year of service, club at the time of service, and district number at the time of service.
 - iii. District leadership contacts – committee and major sub-committee chairs, operational support positions and district representatives to RI – Council on Legislation/Resolutions, Zone Director Nominating Committee, etc.
 - iv. Assistant Governors and Regions – list of AGs, contact information, Regions, clubs in each region.
 - v. Club Information – president and secretary with contact information, meeting day, time and location for each club.
 - vi. Directory of contact information listed alphabetically for positions listed in items i-v above.

Operations Manual

- vii. District Governor's calendar of club and club board visits – date, time and location (if available).
- viii. Interact Clubs – current list including sponsoring Rotary club, liaison/advisor and contact information.
- ix. Rotaract Clubs – current list including officers, sponsoring Rotary club(s), liaisons and contact information.
- x. Club charter dates.
- xi. District 5500 (Charitable) Foundation Bylaws.
- xii. District 5500 Corporate Bylaws.
- xiii. Awards and Citations of District Rotarians, including:
 - 1. Rotary International Service Above Self Award.
 - 2. Rotary International Distinguished Service Award.
 - 3. The Rotary Foundation Citation for Meritorious Service.
 - 4. The Rotary Foundation District Service Award.
 - 5. The Rotary Foundation International Service Award for a Polio-Free World.
 - 6. The Rotary Foundation Regional Service Award for a Polio-Free World.
 - 7. Rotary International Awards of Service Citations for Individual Rotarians.

2. Availability.

The directory will be available online for all district and club officials listed in items b.i – b.v above. At the District Governors discretion, the directory may be made available to others.

Due to the inclusion of detailed individual contact information in the directory, the directory is not made available to all District Rotarians. When it is possible to provide a copy of the directory without including the detailed contact information (home address and phone numbers), the directory should be accessible online to all District Rotarians.

3. Confidentiality and Privacy.

The district directory shall not be used as a commercial mailing list or for any non-Rotary solicitation. Rotary club members should take care to make sure that non-authorized individuals do not have access to the directory for commercial purposes.

Operations Manual

Section 27. District Calendar.

District 5500 maintains an online calendar on the District website (rotaryd5500.org). The calendar is accessible to all District Rotarians. The purpose of the calendar is to inform Rotarians about District events, meetings, and training opportunities as well as significant Zone 26/27 and Rotary International events. In addition, the calendar may be used by Rotary clubs to list *major* activities and events, such as fundraising events. Clubs that want to list their events on the District calendar should contact the District Administrator with the necessary information. Please refer to the District Directory for current contact information.

Section 28. Conflicts of Interest.

A. General.

In the normal course of business, it is acceptable for a Rotarian to provide usual and customary retail or professional goods and services. The prices of any goods or services provided is not to exceed that which would be offered to the most preferred customer.

A conflict of interest may occur when personal or professional interests of any Rotarian are at odds with the best interests of District 5500. No member shall derive any gain, directly or indirectly, by reason of his or her position in the District. No member shall use his or her position, or knowledge gained from that position, in such a manner that a conflict may arise between the District and his or her personal interests.

B. Transparency of Interactions.

Any financial transaction between a Rotarian and the District is to be transparent and done in a manner consistent with the Four Way Test.

It is the Rotarian's responsibility to ensure that there is full disclosure of all material facts.

C. Requirements for Positions of Authority.

a. Positions of authority include:

- i. Officers of the District as identified in the Corporate Bylaws, Article 4.
- ii. Members of the Corporate Board of Directors.
- iii. Members of the District 5500 Foundation (Charitable Fund).
- iv. Members of the District Finance Committee.
- v. Chairs of all District Committees.

Operations Manual

- b. For any service provided personally and directly by, or under the direction of, a Rotarian identified in (C.a) above as a Person of Authority and paid for on an hourly or stipulated sum basis, the transaction requires the ***advance written approval of the District Governor.***
 - i. The decision of the District Governor is final.
 - ii. In the event the District Governor is in a position of a possible conflict of interest, the transaction requires the written advance approval of the District Finance Committee Chair.
- c. Any Rotarian identified in (C.a) above as a Person of Authority will refrain from voting on any expenditure approval or proposal acceptance for services provided to the District by the Rotarian.
- d. It is the Rotarian's responsibility to obtain the written approval prior to the personal services being rendered.

Section 29. Insurance and Risk Management.

Active U. S. Rotary clubs and districts are provided with general liability as well as directors and officers/employment practices liability insurance. The program is financed by insurance assessments collected as a part of U. S. Rotarians dues on the July club invoice.

Section 30. Modifications or Amendments to the Operations Manual.

The Corporate Bylaws of District 5500 state that the Corporate Board of Directors is responsible for conducting the affairs of the corporation, although day-to-day operational authority is delegated to the District Governor. The Bylaws specifically require that changes to the District Operations Manual must be approved by the Board of Directors.

The District Governor, at his or her discretion, may make temporary changes in the Operations Manual and/or District policies, not to include the District Bylaws, based on changed needs or circumstances of the District. Such change(s) must be presented to the Corporate Board for review and consideration of adoption at the next regularly scheduled meeting of the Board.

Proposals for changes to existing District policies or the Operations Manual may be initiated by clubs or Rotarians in District 5500 by submitting a written overview of the proposed change, including the proposed wording and reasons for the change(s) to the District Governor. Such proposals must be submitted a minimum of 30 days prior to the Board of Directors meeting at which the proposal will be considered.

Operations Manual

Appendix A.

District Youth Protection Policy. (Approved by the Corporate Board of Directors on May 8, 2018)

Developing and implementing an effective youth protection policy demonstrates a district's commitment to protecting Rotary youth program participants. This document provides a basic framework for a district policy for all youth programs. The sections below follow Rotary's certification requirements for Rotary Youth Exchange.

In September 2017, The Rotary Foundation ("TRF") formally identified youth program participants (RFCP¹) § 10.080. TRF has adopted sexual abuse and harassment prevention guidelines binding on all Rotarians, Clubs and Districts. *Id.* § 10.050. The level of care for District involved youth is governed by the level of interaction or risk. For this reason, Rotary Youth Exchange ("RYE") and any Rotary Youth Leadership ("RYLA") Programs have background evaluations standards appropriate to a youth's overnight experiences. Please review Forms 1a, 1b, and 2.

Other adult volunteer interactions with youth may be brief (less than 8 daytime hours) such as instruction, speaker presentations, or Club projects at the Interact, Rotaract or Club level. In these circumstances, short-form background checks are appropriate. See Forms 3a and 3b.

DISTRICT 5500 YOUTH PROTECTION POLICY

1. Statement of Conduct for Working With Youth

District 5500 strives 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.

This policy is based on an examination of the District's successful long-term history of protecting District youth over decades and hundreds of youth programs.

2. Definitions

Volunteer or Youth Program Volunteer — Any adult involved with Rotary youth activities who interacts directly with youth, whether supervised or unsupervised and includes RYLA, Interact, Rotaract, Vocational, and Club sponsored programs involving youth.

For Youth Exchange, volunteers include, among others, club and district Youth Exchange officers and committee members; Rotarian counselors; Rotarians and non-Rotarians and their spouses and partners who work with students during activities or outings or who transport students to events; and host parents and other adult residents of the host home, including host siblings and other family members.

¹ The Rotary Foundation Code of Policies.

Operations Manual

Youth program participant — Anyone who participates in a Rotary youth program, whether child or adult

YCO – Youth Compliance Officer – District Officer

YSO – Youth Services Officer – District Officer

YPO – Youth Protection Officer – District Officer

YPO – Youth Program Director – District or Club Officer, includes any RYLA, RYE, Interact, Rotaract, Vocation or other Youth Program Director or Coordinator

3. Liability Insurance

District 5500 carries liability insurance with appropriate coverage and policy limits. This policy protects the organization from third-party claims and lawsuits alleging negligence by the organization, its employees, or its volunteers.

4. Club Compliance

The district governor is responsible for supervision and control of all youth activities in the district, including those associated with Rotary Youth Exchange. District 5500 will monitor all participating clubs and ensure that they comply with youth protection and Rotary Youth Exchange certification requirements.

All clubs that participate in Rotary Youth Exchange must provide the district with a copy of the following for review and approval:

- ***A signed compliance statement that the club is operating its program in accordance with District 5500 and RI policies***
- ***Confirmation that volunteers will be prohibited from contact with program participants until a written application, interview, reference check, and criminal background check have been conducted and clearance for unsupervised contact with program participants has been issued***
- ***All club materials that advertise the Youth Exchange program, including brochures, applications, policies, and websites***
- ***List of services in the area (rape and suicide hotlines, alcohol and drug awareness programs for teenagers, relevant law enforcement agencies, community services, private services, etc.)***
- ***Any club youth-protection training materials***

5. Volunteer Selection and Screening

All Rotarian and non-Rotarian volunteers interested in working with youth program participants must meet RI and district eligibility requirements. RI prohibits the membership and participation of any volunteer who has admitted to, been convicted of, or otherwise been found to have engaged in sexual abuse or harassment.

Operations Manual

If a person is accused of sexual abuse or harassment and the law enforcement investigation is inconclusive, or if law enforcement declines to investigate, additional safeguards are necessary to protect any youth program participants with whom the accused may have future contact, as well as the accused.

A person later cleared of charges may apply to be reinstated as a youth program volunteer. Reinstatement is not a right, and reinstatement to his or her former position is not guaranteed.

Non-RYE / Non-RYLA Youth Program Volunteers will complete the required applications for consideration, reference check, database check, and approval by the particular Youth Program Director. In the event of denial or appeal, the completed application will be referred to the YSO or YPO. The District Clerk or YCO shall maintain a searchable database of all applications approved and denied. The District Clerk, the YSO, the YPO, and the YCO are jointly responsible for reviewing the database ("DB") for volunteer questionnaire denials.

Access to the database shall be limited to the DG, Clerk, YSO, YPO, YCO, and Youth Program for the event and volunteer in question. The use of the RYLA volunteer questionnaire forms 1a and 1b are appropriate for those volunteers where contact with a given minor is anticipated to occur over an extended period of time, or on multiple occasions such as Rotary Youth Leaders.

The Youth Program Director may, in his or her considered judgment, decline to require a completed questionnaire from a volunteer when risk is low, but only upon consideration of such factors as the age of the volunteer, the age of the minor, the number of other volunteers, professionals, and minors anticipated to accompany the minor, and the limited duration of volunteer services such as Rotary Youth Speakers.

All Youth Exchange Rotarian and non-Rotarian volunteers that have direct, unsupervised contact with program participants must:

- **Complete a volunteer agreement form**
- **RYE volunteers must complete an online application at: <https://yehub.net/S50-volapp>.**
- **Provide a list of personal references with contact information (it's recommended that references include no family members and no more than one Rotarian)**
- **Undergo reference and criminal background checks (subject to local laws and practices)**
- **Complete required training on their role and responsibilities prior to meeting with RYE students.**
- **Comply with RI and district guidelines for the Youth Exchange program**

Youth Exchange host families must also meet these selection and screening requirements:

- **Undergo a comprehensive interview that determines their suitability, demonstrating:**
 - **Commitment to the safety and security of students**
 - **Appropriate motives for hosting a student that are consistent with Rotary ideals of international understanding and cultural exchange**
 - **Financial ability to provide adequate accommodations (room and board) for the student**
 - **Ability to provide appropriate supervision and parental responsibility that ensures the student's well-being**

Operations Manual

- **Complete an online application at: <https://yehub.net/S50-hfapp>**
- **Undergo home visits with and without notice, both before and during the placement; home visits must be conducted annually, even for repeat host families**

Note: All adult residents of the host home must meet all selection and screening guidelines. This includes adult children of the host family and other members of the extended family or household staff who are full-time or part-time residents of the home.

Youth Exchange students must be appointed and receive emergency contact information for a Club-level Rotarian counselor who meets the criteria for all volunteers. Also:

- **A counselor must not be a member of the student's host family. It is also recommended that counselors not hold another role of authority with respect to the student's exchange (e.g., school principal, club president, district Youth Exchange chair).**
- **Counselors must be able to respond to any problems or concerns that may arise, including instances of physical, sexual, or emotional abuse or harassment.**

6. Participant Selection and Screening for Outbound RYE Candidates

All students interested in the District 5500 Youth Exchange program must meet district guidelines and:

- **Complete an online application at: <https://yehub.net/S50-obapp>**
- **Be interviewed at the club and district levels**
- **Attend and participate in all club and district orientation and training sessions**
- **Note: If Short Term Exchanges are implemented, interested students must apply at <https://yehub.net/S50-stapp>**

All parents or legal guardians of Youth Exchange participants must also be interviewed at the club or district level to determine the student's suitability for program participation. If a Club lacks sufficient experience, it shall request the District Youth Exchange Officer or designee to assist with interviews.

7. Training

District 5500 and member clubs shall strive to provide youth-protection training and information on youth programs. The YSO will conduct at least one training session per year.

The District 5500 Youth Exchange program must provide youth-protection training and information to all students and volunteers. The YSO, YPO, or their designee will conduct the training sessions. Specifically, District 5500 will:

- **Adapt Rotary's Youth Protection Guide to reflect district guidelines, information on local customs and culture, and legal requirements**
- **Develop a training schedule that specifies who will be trained, how often, and how**

Operations Manual

- **Conduct specialized training for those involved in Youth Exchange:**
 - *District governor*
 - *District Youth Exchange officer and committee members*
 - *Club Youth Exchange officer and committee members*
 - *Rotarian counselors*
 - *Other Rotarians and non-Rotarians who participate in Youth Exchange activities, such as local tours or district events*
 - *Host families*
 - *Students (outbound and inbound)*
- **Maintain records of participation to ensure compliance**

8. Allegation Handling and Follow-Through

District 5500 takes all allegations of abuse or harassment seriously and will handle them in accordance with the Abuse and Harassment Allegation Reporting Guidelines.

The district will cooperate with all law enforcement agencies, child protective services, and legal investigations and will not interfere with official investigations when conducting its own independent review.

District 5500 may appoint a youth protection officer or district review committee to evaluate and review files, policies, and allegations regularly.

9. Travel by Youth

Youth travel outside of the local community must comply with youth protection policies.

For all youth travel sponsored by District 5500 or its clubs, the following will be done before departure:

- Obtain written permission from the parents or legal guardians of program participants
- Give parents and legal guardians details about the travel, including locations, accommodations, itineraries, and the organizer's contact information
- When traveling more than 150 miles, or 240 kilometers, from the residence, verify that program participants have adequate insurance, including benefits for medical services, emergency medical evacuation, repatriation of remains, and legal liability

For the travel of Youth Exchange students outside their host communities, either with their host families or to attend Rotary events, District 5500 shall obtain written permission from the students' parents or legal guardians.

For all other Youth Exchange student travel that is not customarily a part of the exchange program, organizers must:

- **Receive authorization from District 5500 in advance**
- **Obtain written permission from the parents or legal guardians for travel outside of the local host community**
- **Provide parents or legal guardians details about the trip, including locations, accommodations, itineraries, and the organizer's contact information**

Operations Manual

10. District 5500 Youth Exchange Administration

The District 5500 Youth Exchange program, in collaboration with participating clubs, must also:

- **Confirm that all inbound students have insurance that meets or exceeds what is prescribed in the Rotary Code of Policies. District 5500 requires:**
 - **\$1,000,000 each incident**
 - **\$3,000,000 aggregate**
- **Store participant and volunteer records securely in accordance with all applicable privacy laws.**
- **Student and volunteer records will be stored online within the YEAH database management system.**
- **Provide each student a list of local services (rape and suicide crisis hotlines, alcohol and drug awareness programs, relevant law enforcement agencies, community services, private services, etc.). This list must include the following district and club contacts:**
 - **For inbound students: Rotarian counselor, host club president, host district Youth Exchange chair, and host district governor**
 - **For outbound students: Rotarian counselor, sponsor club president, sponsor district Youth Exchange chair, sponsor district governor**
- **Provide each student with the names and contact information of at least two non-Rotarian resource people — one male and one female, who are not related to each other and do not have close ties to the host families or Rotarian counselor — who can help the students with any problems.**
- **Submit inbound program participants' data to RI before or shortly after the exchange begins.**
- **Provide a 24-hour emergency contact phone number to students.**
- **Report all serious incidents (abuse or harassment allegations, accidents, crimes, early returns, death) involving Youth Exchange students to RI Youth Exchange staff within 72 hours.**
- **Prohibit placement of students outside of the district Youth Exchange program structure ("backdoor" exchanges).**
- **Establish criteria and procedures for a student's removal from the host family and arrange for contingent, temporary housing in advance.**
- **Develop contingency hosting plans that include prescreened families.**
- **Ensure that all hosting is voluntary. Parents of outbound students and club members must not be required to host inbound students.**
- **Ensure that long-term program participants have multiple host families. It is recommended that long-term program participants be placed with three host families during their exchange.**
- **Conduct follow-up evaluations of both students and host families.**
- **Request a monthly report from each inbound and outbound program participant that includes information on current hosts, feelings, concerns, ideas, and suggestions. The district Youth Exchange chair can then review the reports and assist program participants as needed.**

Operations Manual

ROTARY INTERNATIONAL'S STATEMENT OF CONDUCT FOR WORKING WITH YOUTH

Rotary International strives 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.

Adopted by the RI Board of Directors, November 2006

Forms:

- 1a Junior Counselor Application – ***Refer to District website for a current copy of this form.***
- 1b Adult Advisor Application – ***Refer to the District website for a current copy of this form.***
- 1c Delegate Application – ***Refer to the District website for a current copy of this form.***
- 3a District 5000 Rotary Youth Program Volunteer Questionnaire (Non-RYE / Non-RYLA)
(Short form)
- 3b Youth Volunteer Rotary Reference Check Questionnaire (Non-RYE / Non-RYLA)

Operations Manual

FORM 3A: ROTARY YOUTH PROGRAM VOLUNTEER QUESTIONNAIRE (NON-RYE/NON-RYLA)

Thank you for offering to serve as a Rotary Volunteer!

Name: _____

Address: _____

How Long at the Address: _____ Email: _____

Phone Number: _____

Employer: _____

How Long with Employer: _____

Previous Employer (if recent employment is less than 5 years): _____

1. Have you served as a Rotary Youth Exchange Parent before? ____ Yes ____ No

2. Have you ever been a volunteer for any other Youth Programs?

Explain: _____

3. Have you been involved with any formal or informal accusations of misconduct with a minor?

____ Yes ____ No

4. Are you now, or have you been, a Rotarian? ____ Yes ____ No
Club _____ Years _____

5. Are you now, or have you been, a member of any youth or other service organization?
____ Yes ____ No

If so, describe: _____

6. List two references, one male, one female, familiar with your conduct around minors.

____ Phone: _____ Email: _____
____ Phone: _____ Email: _____

Signature

Date

For internal use only:

References contacted by: _____ on _____
Initials Date

DB Check _____ on _____
Name Initials Date

Operations Manual

Rotary Reference Check Questionnaire

Name of Applicant: _____

Name of Reference #1 _____

Name of Person Calling References with these questions:

1. Are you comfortable leaving a child alone with _____
[Applicant]?

2. What experience with youth have you observed with _____
[Applicant]?

Extensive Experience _____ Yes _____ No

Little Experience _____ Yes _____ No

No Experience _____ Yes _____ No

3. Do you see any problem allowing the applicant to be in the company of children?
_____ Yes _____ No

4. What is your relationship to the applicant? _ Non-Relative _____ Non-Rotarian
Explain: _____

Name of Applicant: _____

Name of Reference #2 _____

Name of Person Calling References with these questions:

1. Are you comfortable leaving a child alone with _____
[Applicant]?

2. What experience with youth have you observed with _____
[Applicant]?

Extensive Experience _____ Yes _____ No

Little Experience _____ Yes _____ No

No Experience _____ Yes _____ No

3. Do you see any problem allowing the applicant to be in the company of children?
_____ Yes _____ No

4. What is your relationship to the applicant? _ Non-Relative _____ Non-Rotarian
Explain: _____

Operations Manual

Application ___ Approved _____ Denied

Signature

Printed Name

**ATTACH THIS QUESTIONNAIRE TO THE APPLICATION AFTER RESPONSES
AND SEND TO DISTRICT CLERK**

Rotary International District 5500
District Clerk, PO Box 65716, Tucson, AZ 85728-5716

Operations Manual

FORM 3b: ROTARY YOUTH PROGRAM VOLUNTEER QUESTIONNAIRE (NON-RYE/NON-RYLA)

Thank you for offering to serve as a Rotary Volunteer!

Name: _____

Address: _____

How Long at the Address: _____ Email: _____

Phone Number: _____

Employer: _____

How Long with Employer: _____

Previous Employer (if recent employment is less than 5 years): _____

7. Have you served as a Rotary Youth Exchange Parent before? _____ Yes _____ No

8. Have you ever been a volunteer for any other Youth Programs?

Explain: _____

9. Have you been involved with any formal or informal accusations of misconduct with a minor?

_____ Yes _____ No

10. Are you now, or have you been, a Rotarian? _____ Yes _____ No
Club _____ Years _____

11. Are you now, or have you been, a member of any youth or other service organization?

_____ Yes _____ No

If so, describe: _____

12. List two references, one male, one female, familiar with your conduct around minors.

_____ Phone: _____ Email: _____

_____ Phone: _____ Email: _____

Signature

Date

For internal use only:

References contacted by: _____ on _____

Initials Date

DB Check _____ on _____

Name Initials Date

Operations Manual

Rotary Reference Check Questionnaire

Name of Applicant: _____

Name of Reference #1 _____

Name of Person Calling References with these questions:

5. Are you comfortable leaving a child alone with _____
[Applicant]?

6. What experience with youth have you observed with _____
[Applicant]?

Extensive Experience _____ Yes _____ No

Little Experience _____ Yes _____ No

No Experience _____ Yes _____ No

7. Do you see any problem allowing the applicant to be in the company of children?
_____ Yes _____ No

8. What is your relationship to the applicant? _ Non-Relative _____ Non-Rotarian
Explain: _____

Name of Applicant: _____

Name of Reference #2 _____

Name of Person Calling References with these questions:

5. Are you comfortable leaving a child alone with _____
[Applicant]?

6. What experience with youth have you observed with _____
[Applicant]?

Extensive Experience _____ Yes _____ No

Little Experience _____ Yes _____ No

No Experience _____ Yes _____ No

7. Do you see any problem allowing the applicant to be in the company of children?
_____ Yes _____ No

8. What is your relationship to the applicant? _ Non-Relative _____ Non-Rotarian
Explain: _____

Operations Manual

Application ___ Approved _____ Denied

Signature

Printed Name

**ATTACH THIS QUESTIONNAIRE TO THE APPLICATION AFTER RESPONSES
AND SEND TO DISTRICT CLERK
Rotary International District 5500
District Clerk, PO Box 65716, Tucson, AZ 85728-5716**

Operations Manual

Appendix B.

Nondiscrimination and Anti-Harassment Policy (Approved by the Corporate Board on May 8, 2018)

Rotary International District 5500 (The “District”) is committed to maintaining an environment that promotes safety, courtesy, dignity and respect. All Rotary club members and individuals attending or participating in District 5500 events or activities have the right to an environment free of harassment, including unwelcome physical contact, advances or comments. Rotarians and their guests shall demonstrate good character, integrity and leadership by fostering professional environment at District events and activities

INDIVIDUALS AND CONDUCT COVERED

This policy applies to all Rotarians and guests participating in District activities, and it addresses harassment, discrimination, and retaliation whether engaged in by Rotarians or by someone not directly connected to the District (e.g., vendor or guest). Conduct outside of District activities and relationships is not subject to this policy. Conduct prohibited by this policy is unacceptable in all District-sponsored or District-related activities, including trips, meetings and District social events.

This policy does not govern specific behavior related to non-discrimination and anti-harassment at the individual Rotary club level. Rotary clubs are advised and encouraged to develop their own policies. This policy may serve as a model for those purposes.

PROHIBITED HARASSMENT

Harassment of any Rotarian or guest based on his or her race, religion, color, national origin, age, sex, sexual orientation, marital status, and physical or mental disability will not be tolerated.

Prohibited harassment includes unwelcome conduct that demeans or shows hostility or aversion towards an individual because of their status as noted above and which has the purpose or effect of creating a hostile, intimidating, or offensive environment. Violations of this policy may result in disciplinary action including ineligibility to serve in any District position, exclusion from District activities (members and non-members) or termination of membership in Rotary.

Any allegation of criminal behavior will be referred to local law enforcement.

Operations Manual

Examples of Prohibited Conduct:

Examples of conduct prohibited by this policy include but are not limited to:

- Unwelcome verbal or physical conduct that denigrates or shows hostility toward a person because of his or her gender when the conduct has the purpose or effect of creating an intimidating, hostile, or offensive environment within the Club or at Club activities.
- Unwelcome intentional physical contact.
- Asking unwelcome questions or making unwelcome comments about another person's sexual activities, dating, personal or intimate relationships, appearance, race, religion, age, or any other status as noted above.
- Unwelcome whistling, staring, gesturing, or leering at another person.
- Unwelcome sexually suggestive or flirtatious gifts, letters, notes, e-mail, or voice mail, unwelcome sexual advances or flirtations.
- Conduct or remarks that are sexually suggestive or that demean or show hostility toward a person because of the person's gender, age, race, or other status as noted above (including jokes, taunts, negative stereotyping, threats, and blocking of physical movement).
- Displaying or circulating pictures, objects, or written materials (including graffiti, cartoons, photographs, pinups, calendars, magazines, figurines, novelty items) that are sexually suggestive or demeaning or show hostility to a person because of the person's gender, race, age, religion, or any other status as noted above.

If you have any questions about what constitutes harassing behavior prohibited under this policy, ask the District Governor, District Governor-Elect or the District Administrator.

REPORTING AN INCIDENT OF HARASSMENT, DISCRIMINATION, OR RETALIATION

Maintaining a harassment-free District requires the cooperation of all members. It is very important that members report to the District first-hand knowledge of any conduct they believe is improper under District policies prohibiting harassment, discrimination, and retaliation, regardless of whether the conduct of concern is directed at that member personally or at someone else.

Any member who believes that he or she has been subjected by anyone to conduct that is contrary to the District's policies is encouraged – but not required – to tell the person promptly that the conduct is unwelcome and ask the person to stop the conduct. Anyone who receives such a request must immediately comply with it and must not retaliate against the member who made the request.

Operations Manual

Any member who believes that he or she has been subjected by anyone to conduct that is contrary to this policy is urged to report the matter immediately to the District Governor, District Governor-Elect or District Administrator. The District urges the prompt reporting of complaints or concerns so that consideration of District action can begin promptly.

THE INVESTIGATION

After receiving a complaint of conduct covered by this policy, District representatives will conduct a prompt investigation and decide about the validity of the claim and any further action to be undertaken. The investigation will include speaking to the person against whom the complaint is made to obtain his or her version of the alleged incident. If it appears that, after investigation, ~~some~~ disciplinary action is warranted, a hearing will be conducted at which time the person against whom the complaint is made is advised of the charges, the proposed discipline, and given an opportunity to be heard.

The current District Governor, Governor-Elect and District Administrator and, as necessary, the Youth Protection Officer, will hear the case and decide on the validity of the claim based on the preponderance of the evidence and what disciplinary action, if any, will be imposed. Hearing officers will not require strict compliance with the Arizona Rules of Evidence during the presentation of the case; hearsay will be admissible. Hearing officers will determine the weight to be given to hearsay testimony. In the event any of the 3 listed to hear the case cannot serve or is the subject of the complaint, the Past District Governor who served 3 years previously will serve.

Rotarians must cooperate fully with the District's investigation. Dishonesty during an investigation will be grounds for ineligibility to serve in any District position, participate in any District event, or may result in termination of Rotary membership.

CONFIDENTIALITY

Confidentiality will be maintained throughout the investigatory process to the extent consistent with an adequate investigation and appropriate corrective action. In a similar respect, the District may elect, at its discretion, to not disclose to or discuss with members the results of its investigation or the actions taken in response to a complaint. The District cannot guarantee anonymity to members lodging a complaint. Due process may require revealing the complainant's name to the accused and typically includes an opportunity for the subject of the complaint to be heard before a course of action is chosen.

Operations Manual

RETALIATION AND FALSE ACCUSATIONS PROHIBITED

The District strictly prohibits retaliation against any individual who reports prohibited conduct in good faith or who participates in an investigation of such reports. Such retaliation will be subject to disciplinary action up to and including termination.

Any member who makes a false report of harassment or discrimination will be subject to disciplinary action, up to and including immediate termination of Rotary membership.

Operations Manual

Appendix C.

Strategic Priorities Plan 2018-2023 (Approved by the Corporate Board of Directors on April 18, 2018)

VISION

Rotary is a vibrant and effective service organization in Southern Arizona with dynamic, action-oriented clubs who translate their passions into relevant causes to change lives in communities.

MISSION

District 5500 inspires, empowers and supports our member Clubs.

CORE VALUES

Service, Friendship, Diversity, Integrity and Leadership

STRATEGIC PRIORITIES

• MEMBERSHIP

- Empower, support, strengthen and grow Rotary Clubs.
- Develop future club and district leaders through involvement and training opportunities.

• SERVICE

- Support the Rotary Foundation through contributions, grant development and educational programs.
- Inspire and encourage projects locally and internationally that change lives.

• YOUTH AND YOUNG ADULTS

- Engage, support and involve Interact, Rotaract, Youth Exchange and Alumni in club and district events and activities.
- Provide leadership development opportunities for Interact and Rotaract leaders.
- Expand the Youth Exchange program and encourage greater Rotary Club sponsorship of the program.
 - Support New Generations exchange programs.

• PUBLIC IMAGE

- Promote a greater awareness of Rotary.
- Include broadcast, print and social media in public image efforts.

Implementation. A Strategic Priorities Plan is a tool that provides a sense of direction for the future. ***It is not intended as a limiting factor over future District Governors*** but as a framework for their team's planning. ***Future Governors are asked to develop their annual goals and related action plans for each year by January 31*** preceding the start of his/her term of office – in time to be distributed at PETS (Presidents-Elect Training Seminar). It is intended that the District strategic priorities will inform District Governors-Elect in developing their plans.

Operations Manual

Appendix D.

Grants: Policy on District Grants. (Adopted by the DRFC on December 7, 2016. Approved by the Corporate Board of Directors on May 8, 2018)

I. What We Fund

D5500 district grants fund small-scale, short-term projects that address needs in local and international communities. Within D5500 district grants are specifically intended to promote humanitarian club projects that involve the active, personal participation of D5500 Rotarians. D5500 district grants may be used to fund either local or international projects but must be directly related to the mission of The Rotary Foundation (TRF) and approved by D5500.

I. Restrictions on District Grant Spending

All D5500 district grants:

- a. Must be in accordance with the most recent published edition of The Rotary Foundation's Terms and Conditions for Rotary Foundation District Grants and Global Grants.
- b. Are intended to assist clubs with their new projects and are not available to fund the same project for a second year even if new beneficiaries are involved.
- c. Preference is given to club projects that can be completed within the same Rotary year for which the grant is given.
- d. May not be used to fund Vocational Training Teams, Microcredit, or Scholarships.
- e. Are limited to one district grant per club active/open at a time without first obtaining exception approval from the D5500 Grants Subcommittee.
- f. Require a D5500 club contribution of at least one-half of the total cost of the project in cash and D5500, depending on the availability of funding, may be able to match the clubs cash contributions, dollar-for-dollar, up to a maximum limit of \$6,000.
- g. Are encouraged to be both Sustainable and within one of Rotary's Six Areas of Focus.
- h. Require direct and active Rotary club and Rotarian involvement in planning and execution of approved district grant projects.

II. Club Eligibility Guidelines. D5500 requires that clubs requesting a district grant be Qualified and in Good Standing in order to assure that proper financial and stewardship controls are understood and in place to manage their district grant project and funds.

- a. Responsibility for determining Qualification rests with the Stewardship Chair of the D5500 Rotary Foundation Committee.
- b. All provisions of the *Club Qualification MOU* apply to D5500 clubs when applying for a D5500 district grant with the exception of the requirement in Para 4 requiring a separate bank account for each grant.

Operations Manual

While a separate bank account is not required for any D5500 district grant, clubs are still required to put controls in place to ensure strict accounting of all district grant funds, funds collected, and funding expenditures.

III. D5500 District Grant Lifecycle

a. Approval Phase

- i. Applications for D5500 district grant matching funds should be submitted in writing by 15 July of the new Rotary Year (RY) but may be submitted as late as 31 August provided a *Request for Funds* outlining the club's anticipated project and the amount of funding to be requested from district is submitted to the D5500 District Grants Subcommittee not later than the 15 July deadline. If a *Request for Funds* is submitted by the application deadline of 15 July, a completed application is submitted by 31 August, and the application is approved, it will be funded only if there are funds left over after funding all completed applications that were submitted by 15 July and approved. In other words, to assure funding, clubs should submit completed applications by 15 July and not rely on the *Request for Funds* process.
- ii. All district grant requests will be reviewed and approved by the D5500 District Grants Subcommittee.
- iii. D5500 district grant funds may not be used to fund activities for which the expenses have already been incurred. Any expenses incurred prior to approval of the Application by the D5500 District Grants Subcommittee and the D5500 Spending Plan by TRF may not be used to offset or match D5500 district grant funding.
- iv. Appeal of the decision of the D5500 District Grants Subcommittee may be submitted in writing to the D5500 Grants Subcommittee for arbitration.
- v. The decision of the D5500 Grants Subcommittee is final.
- vi. Applications submitted to the D5500 District Grants Subcommittee after 31 August will be considered on a case-by-case basis and, if approved, may be funded up to \$2,000 provided sufficient district grant Contingency funds are available.

b. Execution Phase

- i. Collection of funds are closely monitored and tracked.
- ii. The club applies the funds to execute the project.
- iii. Receipts for expenditures are collected and retained. Copies are provided to D5500 with the final report.

Operations Manual

c. Reporting and Closeout Phase

- i. A *Final Report* documenting project completion and disbursement of all funds must be submitted to the D5500 District Grants Subcommittee within 2 months of project completion but not later than 1 May of the RY in which the district grant funds were disbursed.
- ii. If a project is not completed by 1 May then a *Progress Report* must be submitted including all information, receipts, and bank statements as of that date and identification of the anticipated project completion date.
- iii. All unused district grant funds must be returned promptly to D5500 and will be credited to the district's DDF account with TRF.
- iv. D5500 Rotary clubs failing to remain current in reporting of a district grant will immediately be considered ineligible to receive any further grant funding and, if a *Final Report* is not submitted by 1 May of the RY following receipt of a D5500 district grant funds, they may be barred from receiving future D5500 grants for a period of up to five (5) years. Requests for exceptions to this suspense should be submitted to the D5500 District Grants Subcommittee at the earliest date possible.

IV. Prioritization of D5500 District Grant Projects

In the event that there are more requests for district grant matching funds than available DDF funding, the District may choose to fully or partially fund projects using the following factors:

- a. A club's prior contribution to the Annual Fund.
- b. The degree to which the project is Sustainable.
- c. The degree to which the project meets one of Rotary's Six Areas of Focus.
- d. The amount of Rotarian participation in the planning and execution of the project.
- e. The ability of the project to be completed within the Rotary year for which the grant is requested.
- f. The clubs record of successful oversight, management, and completion of previous Rotary grant projects.
- g. The extent to which the project aligns with the "Challenge" or "Emphasis", if any, that the District Governor expresses to the clubs in selecting projects in the applicable Rotary year.

The District Grant subcommittee will rank the approved applications with a point system using the above seven (7) factors. The group of applications will then be separated into three (3) order-of-merit groups (Upper, Middle, and Lower) based on the total points given to each application in the prioritization process.

Operations Manual

The subcommittee will then assign to each group a percentage of the amount requested in each application that will be awarded. Applications in the Upper group will receive the highest percentage; applications in the Middle group will receive a lower percentage; and applications in the Lower group will receive the lowest percentage.

The subcommittee will determine what percentage to assign to each group so that all available funds are awarded. The percentages assigned to each group may vary from year to year depending on the number of applications approved and the amount of funds available.

V. Cooperating Organizations. Cooperating organizations are reputable non-Rotary organizations or academic institutions that provide expertise, infrastructure, advocacy, training, education, or other support for the grant. Cooperating organizations must agree to comply with all reporting and audits required of TRF and D5500 and to provide receipts and proof of purchase as requested.

When working with a Cooperating Organization, such as a school or school district, the following details must be provided with the application in the form of a signed letter or memorandum of understanding from the organization.

- a. That all appropriate permissions have been granted to proceed with the project.
- b. That any grant and project funding provided to the Cooperating Organization will be used for project expenses.
- c. Will identify what the Cooperating Organization will do after the project funds have been spent to insure reasonable continuation (sustainability) of the project.

VI. Payments and Matching Funds

- a. D5500 may match D5500 Rotary club cash contributions for a district grant project up to an amount of not more than \$6,000.
- b. In-kind or non-cash contributions are not considered when determining the amount of D5500 funds available for matching the Rotary club's contribution.

VII. Club Reporting and Documentation

- a. A *Final Report* will be provided to the D5500 District Grants Subcommittee within 60 days of project completion and not later than May 1.
- b. Receipts are required of all items costing more than \$50 purchased with district grant or club project funds.
- c. If the project was conducted with an overseas partner, then copies of bank statements tracking fund transfers are also required.
- d. Clubs are required to retain original receipts for all district grant project expenditures and provide copies to D5500 with their *Final Report*.

Operations Manual

- e. Both the district and the clubs must retain copies of receipts related to grant funded expenditures in accordance with local laws and for a period of at least five (5) years following closure of the grant.
- f. All unused district grant funds will be returned to D5500.

VIII. How District Grants Are Funded

- a. D5500 district grants are funded by TRF solely with an allocation from DDF based on Annual Giving from three (3) years prior.
- b. Each Rotary year D5500 may submit a single grant request (in the form of a *Spending Plan*) to TRF requesting to use up to 50% of the district's SHARE allocation.

IX. Special Considerations

- a. **International Projects.** All D5500 district grant projects executed in another country must include a local International Rotary club partner to assist with oversight and local administration of the project.
- b. **Global Grant Needs Assessments.** D5500 district grants may be used to fund the completion of TRF required Rotary Global Grant Needs Assessment associated with an active application for a D5500 club sponsored Global Grant.
- c. **Construction.** While D5500 district grant funds may not be used to purchase land or buildings, they may be used to fund limited, new construction within the perimeters of the approved grant.
- d. **Competitive Bids.** D5500 encourages Rotary clubs to use a competitive bidding process when selecting a major supplier.
- e. **Conflict of Interest.** If a major item or service (in excess of \$1,000) is to be purchased from a Rotarian, a Rotarian's business, or a family member of a Rotarian, then an explanation must be provided **in advanced of a planned purchase** explaining why the item or service was not a conflict of interest and why it was in the best interests of the project and the Rotary club to use the selected source. The explanation must also be included in the *Final Report*
- f. **Travel Arrangements and Insurance Coverage.** All travelers are responsible for making their own travel arrangements. They may work with Rotary International Travel Service (RITS), or they may make their own arrangements. Travelers are also responsible for obtaining their own travel insurance, which may be purchased with grant funds.
- g. **Failure to Comply.** Rotary clubs that fail to adhere to TRF or D5500 policies and guidelines in implementing and financing grant projects must return all district grant funds in their entirety and may be barred from receiving future D5500 grants for a period of up to five (5) years.

Operations Manual

Appendix E.

Grants: Club Qualification Procedure.¹ (Approved by the DRFC on August 24, 2016. Approved by the Corporate Board of Directors on May 9, 2018)

1. **Purpose** – The purpose of Club Qualification is to assure The Rotary Foundation (TRF) and District 5500 that clubs have proper financial and stewardship controls in place to manage successfully grant funds.
2. **Scope** – Any club that applies for either a global grant or a district grant must be qualified before funds will be disbursed. Clubs must requalify each Rotary Year.
3. **Requirements** – District 5500 clubs must satisfy the following requirements to achieve Qualification:
 - 3.1 At least two club members must participate in a D5500 Grants Management Seminar (GMS) session in the Rotary Year prior to the year of the grant funds request. GMS sessions are offered at various times during the year to provide flexible participation opportunities. The seminar format may be face-to-face with a leader having group participation and discussion or it may be a webinar, a web-based seminar.
 - 3.2 Club must be in “good standing” as defined in Article 3, Section 3.2 of the current District 5500 Bylaws. That is, the Club has no outstanding indebtedness to Rotary International or to District 5500 exceeding six months, AND, in the preceding Rotary year, the Club President-Elect (or a representative approved by the then District Governor-Elect) attended an approved President-Elect Training Seminar.
 - 3.3 Club President and the President-Elect serving in the year of the grant funds request must agree to and sign a qualification Memorandum of Understanding, (MOU) and submit to the District Stewardship Chair. The MOU is an agreement between the club and the District and acknowledges that the club will undertake measures to ensure the proper implementation of grant activities and proper management of grant funds. A copy of the form of MOU will be available on the District 5500 Website for clubs to download and fill in for submission.
4. **Record Keeping** – The District Stewardship Chair shall maintain records verifying Club Qualification.
 - 4.1 Records of grant activities, such as application, MOU, correspondence, invoices, reports shall be retained by the club for a minimum of five years after completion of the grant.
 - 4.2 Records shall be available to District leaders and club members.
 - 4.3 Appropriate action will be taken by the club to provide safe storage and retrieval. Records may be maintained in either electronic or paper form.

¹ *References:*

<https://www.rotary.org/myrotary/en/document/club-qualification-memorandum-understanding-worksheet>

<https://www.rotary.org/myrotary/en/document/club-memorandum-understanding-resources-guide-implementing-club-mou>

Operations Manual

Appendix F.

Grants: Policy on Allocation of District Designated Funds (DDF). (Adopted by the DRFC on August 24, 2016., as amended through June 22, 2017. Approved by the Corporate Board of Directors on May 8, 2018)

District Designated Funds (DDF).

Each Rotary Year the Rotary Foundation allocates to the district an amount of District Designated Funds (DDF) equal to 50 percent of the amount contributed by the district, its clubs, and their members to the Annual Fund-SHARE three years earlier. This amount is known as the DDF SHARE allocation. The actual amount of DDF available depends on several factors, to include the amount of carry-over (unspent DDF) from the prior year. In accordance with the referenced RI Pub 300, the District Rotary Foundation Committee (DRFC) Chair, in consultation with the District Governor (DG) and District Governor-elect (DGE), decides how the district will use its DDF allocation. The following list illustrates some of the programs that we could support with our DDF:

- PolioPlus
- World Fund
- Rotary Peace Centers
- Global Grants
- District Grant

This policy statement is intended to serve as guidance for the DRFC Chair, DG, and DGE, in determining how to use DDF.

It is the policy of the district to give priority to using DDF to support global grant and district grant projects initiated by qualified clubs in this district. Only qualified clubs can apply for a district grant. Only qualified clubs can serve as the primary international or host partner for a global grant. Non-qualified clubs may provide funds to support a project of a qualified club. See referenced policy on qualification.

District Grant.

The District is allowed to request a single block grant (known as a District Grant) from the Rotary Foundation each Rotary Year that utilizes a maximum of 50 percent of its DDF SHARE allocation for the year. It is the policy of the district to request the maximum available amount each year, commensurate with requests for funds submitted by the clubs.

In other words, the district will attempt to fund all club requests that meet the criteria established in D5500 Policy for District Grants. This policy is based on the rationale that it is in the best interest of Rotary, D5500, and the clubs to place a priority on encouraging clubs to become actively involved in supporting district grant projects. The referenced District policy for District Grants provides further guidance applicable to District Grants.

Operations Manual

Global Grants for which a D5500 Rotary Club is the primary international partner or primary host partner.

It is the policy of the district to provide DDF in accordance with the procedures established in District 5500 Global Grant Funding Model (~~attached hereto~~). Clubs apply to the Grants Committee for DDF in support of club Global Grant projects. The Grants Committee will make a recommendation for action on the application to the DG, DGE, and DRFC Chair, who will make the final decision on allocation and its amount.

It is the policy of D5500 that the District will NOT serve as a primary partner on a global grant.

The district policy is: In making a recommendation the Grants Committee shall consider, and in making a final decision the DRFC Chair, in consultation with the District Governor and District Governor-elect, shall consider the following factors:

1. The need of the community that is the beneficiary of the project.
2. The ratio of the number of people who will benefit from the project divided by the total cost of the project.
3. The number of Rotary clubs in District 5500 that are involved in the project.
4. The degree to which the project is sustainable.
5. The history of giving by the primary partner club to the Rotary Foundation, with emphasis on giving to the Annual Programs Fund.
6. The amount of DDF available to the District and the likelihood of other applications for DDF.

Discretion regarding whether to approve an application for DDF and the amount to be allocated always rests with the DRFC Chair, in consultation with the District Governor and District Governor-elect.

Allocations of DDF for other than Global and District Grants.

Expenditures of DDF for purposes other than grants (for example Peace Centers, Polio Plus, disaster relief etc.) shall be decided by the DRFC Chair, in consultation with the District Governor and District Governor-elect, upon review and recommendation of the District Rotary Foundation Committee.

Operations Manual

District Governor Discretion.

During the year of service as District Governor, the District Governor shall have authority to allocate up to \$10,000 DDF in his or her sole discretion.

Global Grants for which a D5500 club is not a primary partner.

- A. Presumptively, if District 5500 clubs contribute cash in support of the project and that cash is contributed to the Annual Fund, the District will allocate 75 cents of DDF for each dollar of cash contributed. This procedure (that is, 75 cents of DDF) results in \$1.50 in support of the project after the World Fund match. This is 5% more than would result if the club contributed cash to the project.
- B. If District 5500 clubs contribute no cash, or if such cash is contributed directly to the project and not to the Annual Fund then, upon recommendation by the Grants Committee, the DRFC Chair, in consultation with the District Governor and District Governor-elect, may allocate DDF to the project at their discretion. The total shall not exceed \$10,000 in any one Rotary Year.

Operations Manual

Appendix G.

Flow of a Rotary Foundation Global Grant.

NOTE: This document is informational only and is not a formal District 5500 Policy.

1. Be sure your club is “qualified” to be a host or international sponsor of a Global Grant. In D5500 that means: 1) two club members attended a Grant Management Seminar in the prior Rotary year; 2) the club is in “good standing” as defined by district bylaws, that is, the president attended PETS the prior Rotary year and the club is current on RI and District dues; and 3) before initiating a grant application the club sign a Memorandum of Understanding.
2. Club has idea for project. (Rotary Showcase; Rotary Ideas; matchinggrants.org; members’ travels or contacts; contacts made at International Convention, etc.)
3. Identify international partner club. (Most projects are going to be in another country; consider, however, having the site of the project in D5500.) Every Global Grant must have a host sponsoring club and an international sponsoring club.

Pre-application Preparation

4. Become familiar with the Grant Center and the Grant Resources listed there. Go to www.rotary.org; go to My Rotary (you must have an account); go to the Rotary Foundation; go to Grant Center.
5. Review resources and important documents, such as Guide to Global Grants, Terms and Conditions for Rotary Foundation District Grants and Global Grants (July 2021); Areas of Focus Policy Statements (July 2021).
6. Consult with District Global Grants Chair for initial reaction, ideas.
7. Conduct Community Assessment. Very important. As of July 1, 2018, an Assessment is required. See Community Assessment Tools. Use not only outside experts but talk to the beneficiaries to “see the world as they see the world”, making them “dignified agents of their own destiny.” The host Rotarians can do these interviews and focus groups—to make it a *Rotary project*. The objective is to learn what the community thinks it needs; not what Rotarians think it needs. Use Global Grants Community Assessment Results (July 2021) to report your assessment findings in your application.
8. Determine whether you will have a Humanitarian Project or a Vocational Training Team, or both—a “combo” grant.
9. Tentatively identify Area of Focus.
10. Consult applicable Rotarian Action Group (RAG), or TRF Cadre of Technical Advisors for initial technical advice and guidance. This can save you a lot of time and trouble. <https://my.rotary.org/en/take-action/apply-grants/cadre-technical-advisers>.

Operations Manual

11. Communicate with international partner to define scope, goals, purpose of project. If you have a time window, know that the 'cycle time' for grant approval can be up to three months after the application is submitted.
12. Use the Global Grant Application Template (July 2021) as a planning tool. It will ask for information you will need for the application.
13. Consider how Rotarians in host and international clubs will have hands-on involvement. Paying vendors and "monitoring" the project is not hands-on involvement.
14. Consider how the project will be sustainable. You will need to explain this in the application. For example, use local vendors; form a committee of community members to continue oversight of the project after it is completed; train the committee; train the beneficiaries to improve skills or behavior; will there be a local source of continual funding. (See "Six Steps to Sustainability": <https://my-cms.rotary.org/en/document/six-steps-sustainability>.) Depending on your Area of Focus, other aspects of sustainability may be at issue. Consulting with the Cadre or a RAG will make you aware of other factors.
15. Consider how to monitor and evaluate (M&E) the impact of the project. Setting out a plan and explaining how this will be done is also required in the application. Results must be measured. This may involve getting a baseline of data before the project during the Community Assessment. See Global Grant Monitoring and Evaluation Plan Supplement (April 2015).
16. Draft a tentative budget in local currency and in dollars.

Application Process

17. Only after you have completed the assessments, planning, and steps set out above, go to the Grant Center to begin the 11-step application process.
18. When you begin filling in the application, you will be given a Global Grant number. Your application is in "Draft" status.
19. Continue consulting with the District Grants Chair, the applicable RAG, Cadre of Technical Advisors, and your partner club. Consider consulting with the Regional Grant Officer (RGO), the staff person at the Rotary Foundation assigned to the district which is the site of the project. A roster of RGOs is in the list of Grant Resources at the Grant Center. The RGO is the person who scrutinizes the application after it is submitted and helps to decide if it should be approved. But they are very helpful in answering questions and giving guidance as you prepare the application.
20. When you have prepared an itemized budget, continue fundraising and getting commitments of cash from clubs. Consult with Chair of District Rotary Foundation Committee (DRFC) and District Grants Chair about availability of District Designated Funds (DDF) to support the grant.

Operations Manual

21. In D5500, unlike most districts, club and individual checks are not sent to TRF to be applied to the account of the grant. Rather, checks payable to The Rotary Foundation are sent to the District Global Grants Chair, to be held until the application is approved. They are then sent to the Annual Fund. In replacement, the District allocates DDF to the grant in the amount of 150% of the cash raised, up to the first \$20,000. Thereafter, the District allocates DDF in the amount of 100% of the cash.
22. When you and your partner sponsoring club consider the application to be in complete and final form, get approval of your District Global Grants Chair to proceed.
23. You then “Lock” the application. It can no longer be edited.
24. The application is then in “Authorizations Needed” status. The Chair of the District DRFC receives a notice to approve the application; the Chair of DRFC and District Governor in any district giving DDF receive a notice to approve allocations of the DDF; Presidents of both sponsoring clubs are asked to approve the Legal Agreement section of the application.
25. After all authorizations are given, the application is then in “Submitted” status. Staff at TRF reviews it. They may come back with questions or request further information. So, to minimize delay, try to do a good, complete job on the application before locking it. Note: if the application is not formally submitted within 12 months of initiation, it is canceled.
26. When the application is approved by staff, it is then in “Approved” status. Note: you cannot spend any money or make air reservations until the grant is approved.
27. Upon approval, the World Fund of the Rotary Foundation matches any cash applied directly to the grant account at .5 to 1 and matches DDF at 1 to 1. In D5500, the District Global Grants Chair then sends to the Annual Fund the checks that were being held. Note: when clubs in non-D5500 districts are contributing cash, getting the funds to Evanston can take weeks. Not until TRF receives all the checks from clubs in support of the grant, does it send a check to fund the project to the bank account designated by the host club.

Implementation

28. After the project is funded, it is implemented as expeditiously as possible.

Reporting

29. Progress reports, usually prepared by the host club with assistance from the international club, must be submitted within 12 months of first receiving the grant funds and every 12 months thereafter. Final reports must be submitted within 2 months of the project’s completion. If the final report is accepted, the grant is closed.

Operations Manual

Appendix H.

Selection Criteria for Club and Individual District Awards.

DISTRICT AWARDS WORKSHEETS

Introduction:

The District 5500 Awards Program is intended to recognize the accomplishments of clubs that excel during the Rotary year. The Awards will be presented at the annual District Conference. Categories of District awards include:

- Avenue of Service Awards: In each of the Avenues of Service, no more than three clubs will receive an award for best achievement.
- Service to Veterans or Military Families Award
- Literacy Award

Instructions:

1. The attached worksheets are useful for tracking a club's accomplishments throughout the year.
2. Unless otherwise stated, completion of a criterion equates to one point.
3. Be sure to complete as many criteria as possible. Awards are based on point totals.
4. Awards are based on club activities conducted between July 1, and the following June 30..
5. Award applications and photo submittals will be submitted online – to the Awards Committee.

TO RECEIVE THE DISTRICT 5500 CLUB SERVICE AWARD:

_____ Your Club must have all Officers and Board of Directors information on Rotary Club Central no later than August 1 of the current Rotary year.

_____ File IRS form 990 or 990EZ for Rotary Club by November 20th of the current Rotary year.

The above must be checked plus the Club must have earned at least 5 points from below.

Operations Manual

CLUB SERVICE: Complete at least 5 of the items below		Points
1	Hold a retreat prior to July 1 st for incoming Board.	
2	Convene a Club Assembly early in the Rotary Year to discuss the plans and goals for the upcoming year.	
3	Enter final goals/projects for all items in My Rotary Club Central before June 30 th of the current year.	
4	Issue a Monthly Club Bulletin in any form; maintain a Facebook page or website with weekly updates. Meet the new RI public image guidelines.	
5	Hold three fellowship events for Club members, their families, and/or former members outside of regular meetings.	
6	At least two Club members attend the District Conference.	
7	Obtain input from your club members regarding club operations and projects and report results to the club. Any method may be used, including surveys or club assemblies.	
8	PE and one other club member attend Grants Qualification Seminar.	
9	PE, and PEN attend PETS Conference.	
10	Develop or update the Club's written Strategic Plan (involve the District Visioning Strategic Planning Team if needed).	
11	Membership chair attends the District Training Assembly.	
12	Have an active membership committee that addresses both recruiting and retention.	
13	Assign new members to a club committee within one month of induction.	
14	Initiate or update a new member welcome and mentoring program.	
15	At least two club members attend a District or Zone membership seminar either in person or on-line.	
16	Club project with an Interact/Rotaract club where at least 10% of members or 5 members are involved	
17	Develop a presentation recapping the projects and activities conducted by your club and show to your members.	
18	Hold a Women in Rotary event	
19	At least one member registered for the international RI Convention.	
20	Club Bylaws have been revised and are current with the RI Club Constitution and Manual of Procedure.	
21	Other Club Service activities unique to your Club (multi-Club activity counts for one extra point).	
22	Attach at least one photo of your Club Service activities (3 photos max).	
TOTAL POINTS IN CATEGORY		

Operations Manual

COMMUNITY SERVICE:		Points
1	Conduct a formal or informal Community Needs Assessment to help the club understand the kinds of projects needed in your community.	
2	Have a new or continuing Community Service Project involving significant hands-on participation by Rotarians and family members. Including Rotaract or Interact counts for one extra point.	
3	Conduct a new or continuing Community Service Project involving at least one other Rotary club with high visibility and media coverage.	
4	Publicize your Community Service Projects in newspapers, radio, television, social media, or information booth at community events.	
5	Submit a District Grant Application that supports your community.	
6	Collaborate with a non-Rotary organization on a Community Service Project.	
7	Present a Community Service Award to a non-Rotarian at a club meeting or event. Certificate template available at www.rotary.org	
8	Participate in a Community Service Project focused on serving an at-risk population.	
9	Distribute Rotary Dictionaries to 3 rd Graders or contribute books to a local library or organization	
10	Conduct a student essay contest on “service”, “Volunteerism” or similar topic and award prizes in a special setting	
11	75% of your club members participate in at least one community service project.	
12	Participate in a “Rotarian at Work” Day.	
13	Community Service Chair attends the District Training Assembly.	
14	Other Community Service activities unique to your Club (multi-Club activity counts for one extra point).	
15	All Club Community Service Projects (including volunteer hours) are posted on Rotary Club Central	
16	Attach at least one photo of your community service projects (3 photos max).	
17	Submit at least one photo and story about your community service project to the District website	
18	Other....Describe	
TOTAL POINTS IN CATEGORY		

Operations Manual

INTERNATIONAL SERVICE: Complete at least		Points
1	Participate in at least one International Service Project.	
2	Lead or participate in a new International Project initiated in the current Rotary year.	
3	At least one member traveled to an International Project site for hands-on experience.	
4	Submit or participate in a Global Grant application to support an International Project.	
5	Participate in a Polio Eradication awareness and/or fundraising campaign or project in your community.	
6	Nominate a qualified Peace Scholarship candidate (long program or short program).	
7	At least one member attends the international RI Convention.	
8	Collaborate with a non-Rotary organization to implement an International service project.	
9	Post one of you club's International Service Project on Rotary Showcase	
10	Have a Polio Plus update presentation at a club meeting.	
11	International Service Chair attends the District Training Assembly.	
12	Other International Service activities unique to your Club (multi-Club activity counts for one extra point).	
13	Attach at least one photo of your International Service project (3 photos maximum).	
14	Submit at least one photo and story about your International Service project to the District Website.	
TOTAL POINTS IN CATEGORY		

Operations Manual

VOCATIONAL SERVICE:		Points
1	Hold a regular Club meeting at an offsite location in order to expose members to different businesses or professions.	
2	Have an Employer/Employee Relations Program where Rotarians bring their Employee of the Month/Year to a Club meeting.	
3	Conduct or participate in an apprentice training program or project.	
4	Participate in programs that provide support for training services for community members who require new job skills.	
5	Organize, conduct, or participate in a mentor program or job-shadowing day.	
6	Organize, conduct, or participate in a High School Career Day.	
7	Establish club programs and services to assist young professionals in creating and growing their businesses or careers.	
8	Present a Vocational Service Award such as Ethics Award, Teacher of the Year, or Public Service Award honoring those who serve your community.	
9	Sponsor or participate in a vocational service ethics/leadership workshop or presentation to high school and/or middle school students.	
10	Conduct or participate in a Middle School, Junior High, High School or Continuation School Interview Day.	
11	Provide a scholarship or scholarship program for Vocational Education	
12	All Vocational Service Projects (with volunteer hours) are posted on Rotary Club Central	
13	Develop or maintain a listing of your members in print or online with their classification and business to aid your members in doing business with other Rotarians.	
14	Participate in a project or program that supports services for our Military Families or First Responders (either active or retired personnel).	
15	Vocational Service Chair attends the District Training Assembly.	
16	Other Vocational Service activities unique to your Club (multi-club activity counts for one extra point).	
17	Attach at least one photo of your Vocational Service project or program (3 photos max).	
18	Submit at least one photo and story about your Vocational Service project to the District Website.	
TOTAL POINTS IN CATEGORY		

Operations Manual

YOUTH SERVICE:		Points
1	Sponsor or support an existing or new Interact Club or Rotaract Club.	
2	Assist Interactors leaving the community to locate a Rotaract or Rotary Club at their new location.	
3	Participate in a youth literacy program.	
4	Sponsor students to attend RYLA.	
5	Sponsor or assist students in attending an Interact symposium or conference.	
6	Assist Rotaract members in attending the District Conference, District Assembly, or RI Convention.	
7	Organize or conduct a Four Way Test essay contest with winners submitted to District contest or a speech program/contest. Counts for one extra point if this is done at the High School AND Middle School levels.	
8	Organize, conduct, or participate in a mentor program or job shadowing day.	
9	Organize, conduct, or participate in a High School Career Day program.	
10	Conduct a joint Community Service Project that benefits youth and involves Interact and/or Rotaract Club(s).	
11	Provide or refer a counselor for RYLA.	
12	Host a Rotary Youth Exchange student or sponsor an outbound exchange student.	
13	Youth Service Chair attends the District Training Assembly.	
14	Other Youth Service activities unique to your Club (multi-club activity counts for one extra point).	
15	Attach at least one photo of your Youth Service project or program (3 photos max).	
16	Submit at least one photo and story about your Youth Service project to the the District Website.	
TOTAL POINTS IN CATEGORY		

Operations Manual

Service to Veterans or Military Families		Points
1.	Participate in a project or program that supports services for Military Families (either active or retired personnel).	
2.	Continue or offer a new program that honors veterans.	
3.	Sponsor or cosponsor a program with a community organization for Veterans Day or Memorial Day.	
4.	Provide recognition event for club members who are Veterans.	
5.	Provide project focused on serving veterans living in nursing home or a specialty care unit.	
6.	Offer a project responsive to mental and/ or physical needs of veterans.	
7.	Collaborate with local veteran organizations on events/projects.	
8.	Continue or develop meaningful support efforts addressing homeless veterans. Provide a 2-4 sentence description.	
9.	Add an additional point for each activity that is done in collaboration with one or more Rotary Clubs. Identify the event(s).	
10.	Other Veteran Support/Recognition activities unique to your Club.	
11.	Submit article to the District website describing club project in service or honor of veterans.	
12.	Attach at least one photo of your Service to Veterans Project or Program.(3 photos max)	
TOTAL POINTS IN CATEGORY		

Operations Manual

Guidelines and Application Form for the DISTRICT 5500 LITERACY AWARD

Rotary District 5500 Literacy

The district promotes literacy and educational opportunities for all. We encourage clubs to undertake projects in each of Rotary's Avenues of Service and plan projects supportive of the District Strategic Plan. The District also promotes the connection of literacy projects to those involving health, hunger, and water.

Award Qualifications:

The attached worksheet provides a broad but not inclusive list of suggested projects for clubs to consider. To qualify for this award, a club must complete at least two projects. This is a minimal requirement necessary for consideration by the committee. The two projects must be in different Avenues of Service. **A one paragraph description is to be provided for each project submitted and include which action item on the worksheet it represents.** If it does not fall into one of the 21 projects listed/action items on the worksheet, please identify it as "Other." In addition, up to three pictures for at least one project are requested.

Some of the projects across the Avenues of Service may seem like duplication. **Please decide which Avenue of Service you want to use for your project, and it will only be considered for that one Avenue. No single project will be considered in multiple Avenues of Service.**

Awards will be announced at the Annual District Conference. No more than three clubs will be selected to receive the Literacy Award based upon excellence in achievement for promoting literacy and educational opportunity.

Operations Manual

	Rotary District 5500	
	Literacy Award Examples	
		Action
		Item
Club Service:		
1	Celebrate International Basic Education & Literacy Month - September	
2	Conduct a book project	
3	Recruit a new club member with a literacy classification.	
4	Invite a literacy speaker to a club meeting.	
5	Devote a club meeting to creating awareness of literacy project opportunities.	
6	Conduct Rotary theme of the month projects creating awareness of the literacy aspects of theme of the month, e.g., in December, Family Literacy	
7	Send club members to a district literacy seminar or conference and devote a subsequent club meeting to their report from the seminar.	
8	Provide financial support for a Literacy Program	
Community Service:		
9	Support a "Concentrated Language Encounter." Such an encounter should make a difference in someone's life. How did it make a difference and what is the proof?	

Operations Manual

Literacy Award – Page 2		
10	Support a Computer –Assisted Literacy Solution (CALs) or similar program.	
11	Do an Imagination Library project or other reading readiness program.	
12	Engage in a school partnership such as providing reading mentors, financial support, gifts-in-kind, scholarships, other needs identified by the school.	
13	Partner with the International Literacy Association or a local literacy group in your community on a literacy project.	
Vocational Service		
14	Conduct a Four-Way Test project or make the test part of other projects such as book gifts, essay contest, or of other character literacy projects.	
15	Recognize a community leader who is a vocational service role model; use the occasion to create public awareness of Rotary’s vocational service values.	
16	Sponsor (perhaps in partnership with an Interact club) a high school workshop which teaches vocational literacy as exemplified in Rotary’s Four-Way Test, the second part of the Object of Rotary, and our two mottos.	
International Service:		
17	Participate in an international book shipping project, a mini-library project, or school or family book or supplies or equipment project.	
18	Participate in a literacy and education-focused international project that is connected to health, hunger, water or other concerns.	

Operations Manual

Literacy Award - Page 3		
19	Find an international partner and support their proposed project. (Project Link can help you find a partner – Go to www.rotary.org).	
Youth Service:		
20	Provide Dictionaries, books, Kindle Readers or other appropriate supplies/equipment to at least one elementary school to support literacy efforts.	
21	Participate in a Reading Program for Children at a local school, library, church, or other settings.	

Operations Manual

Appendix I.

District Governor-Elect Role and Responsibilities. (Approved by the Corporate Board of Directors on May 8, 2018)

The success of a District Governor is, in part, dependent on the planning and organizing work accomplished during the year as District Governor-Elect.

Areas of Responsibility:

1. Attend the Zone 26/27 Institute and Governor-Elect Training Seminar (GETS).
2. Serve on the Southwest Rotary PETS Planning Committee and attend PETS in the year prior to taking office as the District Governor.
 - a. Plan and conduct the District Plenary Sessions at PETS.
 - b. Encourage registration and attendance of club presidents-elect at PETS.
3. Serves as a member of the District Governor Line team and participate in monthly meetings as scheduled.
4. Appoint Assistant Governors and the District leadership team prior to the start of his/her term as District Governor. Consult with the District Governor and other knowledgeable District leaders in considering potential appointees.
5. Record the appointments of the District leadership team on Rotary Club Central.
6. Plan and implement leadership training programs for incoming club and district leaders as necessary to meet organizational requirements. The training programs include, but are not limited to the following:
 - a. District Officer Training Seminar(s).
 - b. Pre-PETS.
 - c. District Training Assemblies/Club Leadership Assemblies.
7. Appoint a conference planning committee to help plan the District Conference to be held during his/her year as Governor.
8. Develop the annual budget for his/her term of office in consultation with the District Finance Committee and submit it to the club presidents-elect for approval at the District meeting during PETS. Follow the required approval steps set forth in the District Corporate Bylaws and the District 5500 Operations Manual.
9. Develop a program of annual goals, including actions plans, that will guide District planning and decisions during his/her term of office. The annual goals and action plans are to be based on the District 5500 Strategic Priorities Plan
10. Assure the development of a District Directory.
11. Serve as publicity chair for the Rotary International Convention during the DGE year.
12. Serve as an ex-officio member of the Corporate Board of Directors, District Finance Committee and District Rotary Foundation Committee.
13. Plan a reception for the District Governor during the Rotary International Convention.
14. Chair the District Governor Search Committee which actively seeks potential candidates for District Governor and encourages them to apply.

Operations Manual

Appendix J.

District Governor-Nominee Role and Responsibilities. (Approved by the Corporate Board of Directors on May 8, 2018)

The term as District Governor-Nominee is a year focused on training, learning experiences and preliminary planning. The DGN works closely with the District Governor and District Governor-Elect to learn District operations and policies.

Areas of Responsibility:

1. Attend the Zone 26/27 Institute and Governor-Nominee Advanced Training Seminar (GNATS).
2. Attend PETS during the year of service as the District Governor-Nominee.
3. Serve as a member of the District Governor Line team and participates in monthly meetings as scheduled.
4. Attend District training programs and seminars intended to inform and instruct about leadership skills, Rotary International, and The Rotary Foundation.
5. Serve as an ex-officio member of the Corporate Board of Directors, District Finance Committee and District Rotary Foundation Committee.
6. Select the venue for the District Conference to be held during his/her term as District Governor. Consult with experienced District planners, conference committee members and professionals in the hospitality industry, if possible.
7. Review available information regarding RI programs, training opportunities, and special events to broaden the base-level of knowledge.
8. Become knowledgeable and conversant about the practices and policies of the District as stated in the District 5500 Operations Manual.
9. Plan and implement – in consultation with the District Governor – the process for selection of the District Governor Nominee for the following year, in compliance with the procedures in the Corporate Bylaws and the District Operations Manual.
10. Oversee operation of the District equipment storage facility, including maintain an updated inventory and a record of equipment on loan to individuals or committees.
11. Be aware and informed of the leadership team selection process of the current District Governor-Elect to provide continuity from year to year.
12. Participate in all District events and as many club events as is practical.
13. Meet one-on-one with district leadership team members, to the extent practical, to learn their roles and responsibilities.
14. Visit Rotary clubs, to the extent practical, to become familiar with the clubs and their varying cultures.
15. Complete the basic three courses of the Rotary Leadership Institute, if not a graduate.
16. Complete the Arizona Rotary Leadership Academy if not a graduate.

Operations Manual

Appendix K.

District Governor-Nominee Designate Roles and Responsibilities. (Approved by the Corporate Board of Directors on May 8, 2018)

The District Governor-Nominee Designate (DGND) is selected close to the end of the first quarter of the Rotary year, based on the current Corporate Bylaws. The DGND will work with the District Governor, District Governor-Elect and the District Governor-Nominee to learn about the District operations and policies.

Role and Responsibilities.

There are few required duties of the DGND, but it is incumbent on the individual to pursue the following activities to the maximum extent possible as the DGND transitions to the coming year as District Governor-Nominee.

1. Serve as a member of the District Governor Line team and participates in monthly meetings as scheduled.
2. Participate in all District events and as many club events as is practical.
3. Attend meetings of the District Corporate Board of Directors, the District Finance Committee and the District Rotary Foundation Committee.
4. Focus on learning about, and encouraging club donations to, the Rotary International Annual Giving programs. 50% of the funds contributed during the DGND year are returned 3-years later as District Designated Funds for district and global grants during the term as District Governor.
5. Participate in the RI Convention, Zone Institute, PETS program, and other multi-district events to the extent possible.

Operations Manual

Appendix L.

District Administrator Role and Responsibilities. (Approved by the Corporate Board of Directors on May 8, 2018)

The District Administrator (DA) provides general office support to the District Governor, the District leadership team and clubs.

A. Requirements for Appointment.

- a. This is a volunteer, non-paid position, although necessary expenses for office supplies and mileage are reimbursable per the District budget.
- b. The District Administrator will have general computer skills, including knowledge of MS Word and Internet usage (email). Specific skills in the use of Excel and PowerPoint are desirable, but not required.
- c. The DA is a member in good standing of a District 5500 Rotary Club.
- d. The DA is appointed by the District Governor-Elect to serve during his/her term of office. There is no limit on the number of consecutive years the DA may serve.

B. Areas of Responsibility.

- a. Provides telephone, email and mail support for the District.
- b. Facilitates communication, responding to inquiries from clubs, Rotarians and the public.
- c. Maintains a current database roster of Rotarians, contact information and their clubs.
- d. Maintain a list of current club officers, including: president, secretary, treasurer and Foundation chair.
- e. Works with the appropriate Youth Service chairs to maintain a current database of youth and young adult related organizations in the District, including club name, officers and sponsoring Rotary club contacts. These organizations include, but are not limited to:
 - i. Interact
 - ii. Rotaract
 - iii. RYLA
 - iv. Youth Exchange
 - v. Four-Way Test Speech Contest annual award recipients
- f. Keeps the District Events calendar updated on the District website. Events include, but are not limited to the following:
 - i. Major Rotary International and Zone events, e.g., RI Convention, Zone Institute, GETS, GNATS, PETS, etc.

Operations Manual

- ii. District events, e.g., District Conference, RLI classes, Club Leadership Assemblies, DG Line meetings, etc.
 - iii. Major club events as deemed appropriate by the DA, e.g., major fundraising events, etc.
- g. Keeps file copies of major District reports and documents for the period of time noted on the Record Retention list. These reports and documents include, but are not limited to:
 - i. District 5500 Bylaws.
 - ii. District Foundation (Charitable Fund) Bylaws.
 - iii. Current copy of the District Operations Manual.
 - iv. District reports sent to RI other than Foundation and Finance Committee reports.
 - v. Report of new clubs established, or clubs terminated – maintain for a 5-year period.
 - vi. List of award recipients who receive Rotary International, The Rotary Foundation, Zone and/or District awards. These lists should be permanent District records.
- h. Post an online District Directory on the District website and, at year's end, keep a printed copy for permanent District records.
- i. Keep a copy of the current approved Strategic Plan (Strategic Priorities Plan) and the annual goals and action plans established by each Governor-Elect for his/her term of office.
- j. Keep a list of current district-owned equipment and supplies as provided by the DGN.
- k. Perform other related duties as directed by the District Governor

Operations Manual

Appendix M.

Executive Assistant Governor Role and Responsibilities. (Approved by the Corporate Board of Directors on May 8, 2018)

The Executive Assistant Governor's (EAG) primary role is to assist the District Governor by working with the Assistant Governors, helping them to maximize their effectiveness in inspiring, empowering and supporting clubs. The Executive Assistant Governor is appointed by the District Governor-Elect to serve a term concurrent with the DGE's term. Typically, the EAG will serve no more than 3 consecutive years.

A. Requirements for Appointment.

- a. Has served as an Assistant Governor.
- b. Is a member in good standing of a District 5500 Rotary Club.

B. Areas of Responsibility.

- a. Serve as a two-way communications link between the District Governor and Assistant Governors as well as between the Assistant Governors.
- b. Act as a resource for Assistant Governors.
- c. Assist in the training of Assistant Governors.
- d. Help Assistant Governors improve interpersonal and organizational skills to effectively support their work with their clubs.
- e. Meet with the Assistant Governors regularly, preferably quarterly.
- f. Assist in developing annual District goals and participate as a member of the District Strategic Plan Committee.
- g. Coordinate the District Governor's official visit with clubs.
- h. Prepare the Quarterly Club Visit Reports for Assistant Governors to complete.
- i. Communicate clubs' strengths, progress towards goals and areas of concern to the District Governor.
- j. Maintain relationships with District committees to identify opportunities when Assistant Governors can facilitate communications with clubs.
- k. Attend all club and Assistant Governor training meetings.
- l. Maintain an account on Rotary Club Central and keep current about club and district reports applicable to the role of Assistant Governors.
- m. Assist the DG, DGE, and DGN with information that could assist in the selection and assignment of Rotarians for key positions within the District.
- n. At the request of the District Governor, represent the DG in Zone or RI teleconferences that the DG cannot attend.
- o. Assist the DG Line and District leaders in developing future District leaders.
- p. Perform other related duties as may be requested by the District Governor

Operations Manual

Appendix N.

Acronyms and Abbreviations Commonly Used in Rotary.

The list of acronyms and abbreviations that follows are some of the most commonly used in Rotary. For a more detailed list including a “*Glossary for Understanding Rotary and Rotary Global History*” the reader is referred to the following source:

- Rotary Global History Fellowship: rghfhome.org, OR
- Google “Rotary Abbreviations” and look for the entry by the Rotary Global History Fellowship.

3H	Hunger, Health and Humanity
AAM	Additional Active Member
AF	Annual Fund
AG	Assistant Governor
AGM	Annual General Meeting
AM	Active Member
APF	Annual Programs Fund
ARC	Assistant Rotary Coordinator
ARPIC	Assistant Rotary Public Image Coordinator
ARRFC	Assistant Regional Rotary Foundation Coordinator
CAP	Community Assistance Program
CODL	Council on District Legislation
COL	Council on Legislation – Rotary International
COP	Code of Policies – Rotary International
	District Designated Fund – SHARE Program (District
DDF	Grants)
DG	District Governor
DGE	District Governor-Elect
DGN	District Governor-Nominee
DGND	District Governor-Nominee Designate
DIK	Donations in Kind
DLP	District Leadership Plan
DLT	District Leadership Team
DMDC	District Membership Development Chair/Committee
DOP	District Operations Manual
DOTS	District Officer Training Seminar
DRFC	District Rotary Foundation Committee
DRFCC	District Rotary Foundation Committee Chair
DRR	District Rotaract Representative
DSA	Distinguished Service Award

Operations Manual

DSG	District Simplified Grants – no longer active
DT	District Trainer
E/MGA	Estate and Major Gift Advisor
EAG	Executive Assistant Governor
EF	Endowment Fund
EPNZN	End Polio Now Zone Coordinator
EREY	Every Rotarian Every Year
GETS	Governor-Elect Training Seminar
GNATS	Governor-Nominee Advanced Training Seminar
GSE	Group Study Exchange
HOC	Host Organization Committee – RI Convention
HOF	House of Friendship – Ri Convention/District Conference
IC	Rotary International Convention
IPDG	Immediate Past District Governor
IPP	Immediate Past President
LOA	Leave of Absence
MG	Matching Grant
MOP	Manual of Procedure
MPHF	Multiple Paul Harris Fellow
	Non-governmental organization – often involved in a
NGO	grant
NID	National Immunization Day
P	President
PDG	Past District Governor
PE	President-Elect
PEF	Permanent Endowment Fund
PETS	President-Elect Training Seminar
PHF	Paul Harris Fellow
PHS	Paul Harris Society
PHSM	Paul Harris Sustaining Member
PN	President-Nominee
PP	Past President
PRID	Past Rotary International Director
PRIP	Past Rotary International President
PRIVP	Past Rotary International Vice-President
RAG	Rotary Action Group
RC	Rotary Club
RCC	Rotary Community Corps
RCP	Rotary Code of Policies
RD	Rotary District
RFE	Rotary Friendship Exchange

Operations Manual

RFE	Rotary Friendship Exchange
RI	Rotary International
RIBI	Rotary International in Great Britain and Ireland
RID	Rotary International Director
RIDE	Rotary International Director-Elect
RIDN	Rotary International Director-Nominee
RIP	Rotary International President
RIFE	Rotary International President-Elect
RIPN	Rotary International President-Nominee
RIPR	Rotary International President's Representative
RITS	Rotary International Travel Service
RIVP	Rotary International Vice-President
RLI	Rotary Leadership Institute
ROTEX	Rotary Organization of Ex-Rotary Exchange Students
ROTI	Rotarians on the Internet
RPIC	Rotary Public Image Coordinator
RRC	Rotary Regional Coordinator
RRFC	Regional Rotary Foundation Coordinator
RTN	Rotarian
RYLA	Rotary Youth Leadership Award
RYUE	Rotary Youth Exchange
SAR	Semi-Annual Report – no longer used report to RI
SETS	Secretary-Elect Training Seminar
STYEP	Short-term Youth Exchange Program
TRF	The Rotary Foundation
VTT	Vocational Training Team
WCS	World Community Service
YE	Youth Exchange
YEO	Youth Exchange Officer
YEP	Youth Exchange Program
YIR	Yours in Rotary
YIRS	Yours in Rotary Service
YSO	Youth Services Officer – District 5500

Operations Manual

Appendix O.

Regional and Club Assignments

REGION 1:

RC of Fort Yuma
RC of Yuma Crossing
RC of Yuma Foothills
RC of Yuma Sunrise

REGION 2:

RC of San Luis Frontera
RC of Somerton
RC of Yuma
RC of Yuma North End

REGION 3:

RC of Ajo
RC of Gila Bend
RC of Maricopa

REGION 4:

RC of Casa Grande
RC of Casa Grande Daybreak
RC of Coolidge
RC of Florence

REGION 5:

RC of Globe
RC of Miami-Copper Cities
RC of Superior

REGION 6:

RC of Marana
RC of Dove Mountain
RC of Oro Valley
RC of SaddleBrooke
RC of SaddleBrooke Sunrise

Operations Manual

REGION 7:

RC of Casas Adobes
RC of Tucson Kino
RC of Pantano (Tucson)
RC of Vail

REGION 8:

RC of Catalina (Tucson)
RC of Rincon (Tucson)
RC of Tucson

REGION 9:

RC of Old Pueblo (Tucson)
RC of Tucson Sunrise
RC of Tucson Presidio
RC of Tucson Sunset

REGION 10:

RC of Rio Rico
RC of Tubac
RC of Nogales

REGION 11:

RC of Sierra Vista
RC of Sierra Vista South
RC of Sierra Vista Satellite
RC of Bisbee

Operations Manual

REGION 12:

RC of Douglas
RC of Sierra Vista Sunrise
RC of Mountain Empire
RC of Benson

REGION 13:

RC of Gila Valley
RC of Safford
RC of Willcox

REGION 14:

RC of Sahuarita
RC of Green Valley
RC of Valle Verde

Operations Manual

Appendix P.

District Crisis Management Policy (Approved by the Corporate Board of Directors May 2021)

1. Purpose of Guidelines

The crisis management policy is established to manage issues involving a Rotary club or its members that may have significant implications for the club and/or Rotary or may trigger the possibility of insurance claims or litigation. The policy provides guidance to the district and the clubs in the event of such occurrence.

Tragedy and crisis can strike at any time. Events such as a violent crime, a traffic accident, a youth protection issue or a simple case of bad judgment; natural disasters such as hurricanes, earthquakes and floods; or events caused by an action or inaction of a Rotarian or non-Rotarian may lead to a situation that will place a Rotary club officer or board member, an entire club, the District Governor or other Rotarians in a situation that requires their utmost and immediate attention.

When such an event occurs, it is important to ensure that the matter is handled with the utmost care, that those involved in the incident are kept safe, that communications are completed quickly and professionally, and that other action is taken swiftly when needed.

The purpose of these guidelines is to:

- Provide a framework for response to a crisis involving the district, any club in the district or members of a club in the district.
- Clarify the role of Rotary International and the District Governor in managing a crisis involving the district or a club or member of a club in the district.
- Provide guidelines for notifications of District staff and other officials.

2. What Constitutes a Crisis?

A “crisis” for the purposes of implementing the Rotary District 5500 crisis plan is an unanticipated, unusual event or occurrence arising out of, or closely related to, 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, or that is or can be detrimental to the public image of Rotary. Examples include a death or injury stemming either from natural disasters impacting a Rotary project, event, or program (such as fire, flood or earthquake) or human caused (such as accidental or intentional mass casualty event).

Operations Manual

A “crisis” can include suspected illegal activities where the victim or suspected 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, negative manner.

These events may involve youth involved in Rotary functions and activities, such as RYLA students, Interactors and Rotary Youth Exchange students, but not necessarily. Such youth programs have carefully designed youth protection plans that take precedence over this plan and that are to be followed prior to implementing this plan.

3. Internal Club Situations:

3.1 If the incident involves only the internal operation of a club, it is not mandatory to contact District staff. The club should attempt to resolve the issue according to the Rotary International Manual of Procedure, the Rotary Code of Policies and the Bylaws, operating procedures and continuing resolutions of the club.

3.2 If the club leadership determines that it needs assistance or advice in working through the issue, the District Governor is to be notified.

3.3 If the incident extends outside of the club, including public awareness, negative publicity or district liability, the District Governor is to be notified immediately. The District Governor may select a representative to assist the club in resolving the incident and minimizing any negative impact to Rotary or to the club.

4. Criminal Situations:

4.1 If the situation involves a crime, the criminal investigation should take precedence. The club president is to notify the District Governor immediately upon learning of the criminal situation. No information regarding the incident should be released without approval from the investigating agency and coordination with the District Governor. People involved in the situation must ensure that anything that could be considered evidence is not touched or moved.

4.2 If a Rotarian in a member club is under investigation for a serious crime, the club can take actions that it deems appropriate until the investigation is completed, and further action is indicated.

4.3 If a club is made aware of an arrest or criminal investigation involving one of the club members, the District Governor is to be notified immediately. No communication is to be released without the review and approval of the District Governor.

Operations Manual

4.4 As required by the incident, the District Governor may request assistance from Rotary International leadership or staff.

5. Traumatic Event:

A “traumatic event” is an unanticipated, unusual event or occurrence arising out of, or closely related to, 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, or that is or can be detrimental to the public image of Rotary. Examples include a death or injury stemming from natural disasters impacting a Rotary project, event, or program (e.g., fire, flood or earthquake) or human caused (accidental or intentional).

5.1 A traumatic event may be linked to suspected illegal activities where the victim or suspected perpetrator is a Rotarian, a Rotary club, or the District; or other event that involves a Rotarian, a Rotary club, or the District, in which case the response steps described under “Criminal Situations” take precedence.

5.2 In the event of a “traumatic event” it is imperative to operate pursuant to established guidelines to ensure the communication of accurate, timely, and consistent information to Rotarians and the public, and to provide for the immediate care and protection of all individuals involved in the situation, as well as their families.

5.3 If the situation involves a traumatic event, the club president is to notify the District Governor or District Governor Elect immediately upon learning of the situation. The District Governor or District Governor Elect should notify the Crisis Management Team to provide assistance as appropriate.

6. Situations with High Likelihood of Potential Liability:

6.1 If a crisis occurs that may have significant community impact or potentially incur liability for a club, the district or Rotary International, the District Governor is to be notified immediately. Examples include but are not limited to: Attendees at a club event becoming injured or ill; a member of a Rotary youth group or exchange becomes injured or is victimized; a member of a club is involved in a fatal traffic collision after leaving a Rotary social and is found to be intoxicated.

6.2 In cases such as these, the District Governor will refer the incident to the appropriate staff member in the District, Zone or Rotary International to work with the club in crafting an appropriate course of action.

Operations Manual

7. Responding to the Media

Crisis situations with significant impact will most likely generate a media response. A Rotary club may be contacted by media representatives asking for a statement or a response to questions. The following are key points to be considered before responding to the media:

7.1 The club president should speak for the club. No statement to the media should be made prior to coordination with the District Governor and, as appropriate, district, zone or Rotary International leadership or staff.

7.2 The club president should caution all other club members not to speak with the media about the situation and not to post information about the situation on social media.

7.3 If there is an active criminal investigation being conducted, the club should refer media inquiries to the investigating agency rather than responding directly to the media.

7.4 If, after consultation with the District Governor, it is determined that the club president or a designated spokesperson should respond to the media, it is important that information be honest, factual and consistent. Confidential information is never to be released to the media. Avoid assumptions, guesses and opinions. Prepare in advance so that the message is clear. Avoid saying “no comment”. If the spokesperson does not have the information or does not know the answer to the question, say so. If the question cannot be answered because of a pending investigation, say so. Comments should be limited to the facts about the incident and the Rotary response. If the incident reflects negatively on Rotary in the community, remind the media of the good that Rotary does.

8. Club Member Information

8.1 If the incident involves a member or members of a Rotary club or takes place at a club sponsored event, it is important that the members of the club have accurate, timely and consistent information and that they understand what they can and cannot say or do with respect to the incident.

8.2 The club president should consult with the District Governor or the District Governor’s representative to provide both verbal and written information and guidelines for the members of the club.

8.3 The club president should provide regular updates to the club members.

Operations Manual

8.4 Club members should be encouraged to report to the club president any inaccurate or volatile information that they receive concerning the club or the club members involved in the incident.

9. Role of District Governor and RI Staff

9.1 The District Governor is the representative of Rotary International to the district and the clubs in the district.

9.2 The District Governor is to be notified any time that a crisis incident involves Rotary clubs or club members.

9.3 If the situation warrants, the District Governor may elect to notify RI staff and/or the RI insurance carrier for assistance.

9.4 The District Governor will annually appoint a District Crisis Management Team to provide support and guidance to the District Leadership Teams and to clubs as needed. For crisis situations of significant magnitude, the District Governor may elect to contact the crisis team to assist the club.

9.5 If the club president is not clear regarding notification to the District Governor err on the side of caution and make the notification. The District Governor may refer the incident back to your club.

10. Recordkeeping

10.1 The Rotary club involved in the incident is responsible for keeping documentation on the incident and its resolution.

10.2 Documentation is to be stored in accordance with club and district document retention policies for confidential information and kept as long as required by law or by the district.

10.3 An incident resolution report should be provided to the District Governor, summarizing the incident, the actions taken, the resolution and any lessons learned or recommendations for future actions.

Operations Manual

The following is a suggested brief Guide for Club Leaders:

If a Crisis Develops

1. The Rotary club president or other Rotarian who becomes aware of a crisis situation shall immediately contact and consult with the District Governor. If the District Governor is not available, the next person on the list of designated individuals with final responsibility for that year is contacted in the order listed. All youth program staff shall follow the detailed reporting procedures of their individual program.
2. The District Governor or designee determines the need to consult and/or activate the crisis management team and decides if the team or certain members of the team should be activated.
3. In situations requiring law enforcement or other emergency service involvement, all Rotarians will cooperate with law enforcement in all respects and follow the direction of responsible law enforcement and emergency officials.
4. The District Governor will contact Rotary International and the RI Director as appropriate.
5. The District Governor will confirm that law enforcement has been contacted, if applicable and not already involved.
6. The District Governor will designate a Rotary incident spokesperson.
7. The District Governor will ask presidents and assistant governors to communicate appropriate and approved information to affected clubs and instruct all Rotary club members to refer press and other media inquiries to the spokesperson.
8. The District Governor may communicate with Assistant Governors, District Leadership Team members, clubs and/or individual Rotarians as needed.
9. The District Governor will seek further assistance from RI regarding media inquiries as needed.

Operations Manual

If the Media Contacts You First

If a Rotary club president, event or activity chair or some other Rotarian is contacted by the media, please keep the following guidelines in mind:

1. Follow the protocols set out above. Do not issue a statement or make any comment to the media other than referring them to the appropriate Rotary spokesperson.
2. Immediately contact the District Governor or designate, even if in doubt of the urgency or importance of the matter and inform him/her about the nature of the inquiry. Let those responsible make the decisions as to urgency and importance.
3. Immediately refer any media contact to the District Governor, or in an on-going situation, designated District Spokesperson. If you need time to confirm or determine the District Governor or spokesperson's contact information, tell the reporter you will call back promptly.
4. Respond to all media inquiries promptly, but unless specifically authorized to communicate with the media, they should be referred to the designated Rotary spokesperson. Ignoring the media can contribute to unnecessary speculation, but it is the responsibility of the District Spokesperson to communicate the facts and positions of Rotary to the media. If you are not the District Spokesperson, relay the contact information to the Spokesperson.
5. The District Governor and/or spokesperson will be completely honest and truthful, will not say anything he/she is unsure of and will not cover up or make excuses.
6. The District Governor or spokesperson will represent Rotary. When they speak, they ARE Rotary. No personal observations or speculations will be issued.
7. Monitor the media's local coverage, including social media such as Facebook, Twitter, etc., of the issue for accuracy and tone. If Rotary is misrepresented, let the spokesperson know who will convey the concern to the District Governor for action, if needed.
8. Remember that nothing said to the media is "off the record".

Operations Manual

A Final Word

Remember: Clubs, district committees and individuals are NOT to handle any crisis alone! District 5500 and Rotary International have first responders who can relieve you of the worry of facing the media when your attention is needed dealing with the actual crisis. The District Governor may decide what is the most appropriate course of action. Contact your DG as soon as a crisis develops.

Operations Manual

Appendix Q.

Protocol and Etiquette at District Events.

The following order of protocol is recommended for introducing, presenting, and seating all current, past, and future officers of Rotary International and its Foundation, committee members, and their partners at all RI meetings, functions, and receiving lines, and for listing in all RI publications.

A. Order of Protocol. Rotary Code of Policies Article 26 (26.050).

President (or president's representative)	Past trustees – TRF
Past presidents (in order of seniority)	Incoming trustees – TRF
President-elect	Directors-nominee
President-nominee	Past general secretaries (in order of seniority)
Vice-president	RIBI (president, Immediate past president, vice-president, and honorary treasurer)
Treasurer	District governors
Director/Executive committee chair	Past district governors (in order of seniority)
Other directors	Rotary coordinators, Rotary public image coordinators, regional TRF coordinator, and endowment/major gifts advisors
Trustee chair – TRF	District governors-elect
Trustee chair-elect – TRF	District governors-nominee
Trustee vice-chair – TRF	
Other trustees	
General secretary	
Past directors (in order of seniority)	
Directors-elect	

After the recommended order of protocol above, the following order of protocol is recommended. It can be modified to fit local customs and practices.

Regional/Zone-level committee members	Club treasurers
Assistant governors	Club sergeants-at-arms
District secretaries and treasurers	Other club board members
District committee members	Club committee chairs
Club presidents	Past assistant governors
Club presidents-elect	Rotarians
Club vice-president's	Rotary alumni
Club secretaries	Rotarians' families

Operations Manual

B. Other Protocol Recommendation.

- a. Rotary Functions. Officers should be introduced according to protocol only once, with ***partners included at the time of introduction***. Individuals holding more than one office or past office shall be ranked by the highest current or past office held.
- b. Foreign Visitors and High-Ranking Non-Rotarians. Rotarians visiting from a foreign country may be placed before local Rotarians of the same rank, as a courtesy. High-ranking non-Rotarians may be given precedence in ranking according to local custom. Clubs and districts should advise guests if protocol places Rotarians before non-Rotarians.

C. Etiquette Recommendations for District Events.

- a. An aide should be provided by the District Governor for the RI President's Representative at the District Conference. Aides should also be provided for any VIP who performs a principal part in any district event. The aide and partner should be available at all times to assist the VIP and partner whenever possible.
- b. The RI President's Representative, his/her partner, and their aide should be shown the same courtesies as though they were the RI President and aide. The RI President's party and aide should be seated at positions of honor at the head table.
- c. Order of seating at the head table (if one is used) is important. It is proper that the Master of Ceremonies be seated to the immediate right of the podium (facing the audience). The speaker or guest of honor should be seated to the right of the Master of Ceremonies. The balance of the seating should be in order of importance to the occasion.
- d. Place cards of the tent type should be at each place. It is suggested that the name be placed in type of appropriate size and appear on both sides of the card. If more VIP seating is required, this may be accomplished by either a sub-head table or special reserved tables located near the head table.
- e. VIPs should be recognized in a courteous and respectful manner. Where they may be appearing several times, such as a multi-day function, they should be properly recognized at the most appropriate time to reach the greatest audience.
- f. It is never proper to introduce "the head table," but, rather, to introduce those "seated at the head table."
- g. All possible courtesies should be shown to the Rotary International President's Representative and partner, including flowers and/or fruit in their rooms. A gift or gifts should be presented to the President's Representative and partner at the most appropriate time.
- h. Past District Governors should be recognized at District functions, preferably at the time **of** the largest attendance.
- i. Name badges should be available at all district functions.

Operations Manual

Appendix R. Bylaws of Charitable Fund

BYLAWS OF DISTRICT 5500 CHARITABLE FUND (A Tax-Exempt Arizona Non-Profit Corporation)

ARTICLE I – NAME

- 1. Name.** The name of this corporation shall be Rotary District 5500 Charitable Fund.
- 2. Fiscal Year.** The fiscal year of The District 5500 Charitable Fund shall be July 1 to June 30.

ARTICLE II – PURPOSE

- 1. Purpose.** The District 5500 Charitable Fund is organized and shall be operated exclusively for educational, scientific, literary and charitable purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1986, or corresponding section of any future federal tax code
- 2. Specific Purposes.** The specific purposes for which The District 5500 Charitable Fund is organized include:
 - To support the activities of Rotary Clubs in Rotary International District 5500, hereinafter referred to as The District. Only Clubs which are in Good Standing as defined by the then-current bylaws of The District may apply to be supported by the Foundation.
 - To support the activities of any recognized Committee of The District.

ARTICLE III - MEMBERS OF DISTRICT 5500 CHARITABLE FUND

The District 5500 Charitable Fund shall have no members.

ARTICLE IV - DIRECTORS

- 1. Number.** The number of Directors shall be seven. The Board of Directors of The District 5500 Charitable Fund shall be comprised of the seven directors, selected as prescribed in Article IV, Paragraphs 2 and 3.
- 2. Qualifications.** Each Director shall be a member in good standing of a Rotary Club, and the Club shall be a Member Club in Good Standing of The District, as defined by the then-current bylaws of The District.

Operations Manual

3. Selection of Directors and Term of Office

a. Three Directors shall be elected by The District Council on Legislation, meeting as prescribed in the Bylaws of The District. At the first such Council on Legislation subsequent to adoption of these bylaws, the Council on Legislation shall elect three Directors: One to serve for the remainder of the current fiscal year, one to serve for the remainder of the fiscal year plus one full year, and one to serve for the remainder of the fiscal year plus two full years. These three Directors shall take office immediately upon election by the District Council on Legislation. At each subsequent Council on Legislation, the Council shall elect one Director for a term of three years to replace the Director whose term is expiring. The term of office of each subsequently elected Director shall commence on July 1 immediately after election. The Vice Governor of the District will be a director for a one-year period during their term as Vice Governor.

b. Three Directors shall be appointed by the District Governors-Elect of The District as prescribed herein: Upon adoption of these bylaws, each then-current Director previously appointed by a District Governor-Elect shall continue to serve for the remainder of the appointed term. Each subsequent District Governor-Elect shall appoint one Director to serve a term of three years. Such appointment shall be effective on July 1 of the year in which the District Governor-Elect becomes District Governor.

c. It is the specific intent of these bylaws that, upon selection by the Council on Legislation of The District of three Directors in accordance with Article IV, Paragraph 3a, the term of office of any sitting Director not previously appointed by a District Governor-Elect shall expire.

4. Vacancies. The District Governor of The District shall fill by appointment any other vacancy on the Board, providing that such appointment meets the qualifications specified in Article IV, Paragraph 2.

5. Duties. The Board of Directors shall be solely and completely responsible for the program, policies, and operation of The District 5500 Charitable Fund. On occasion it may delegate authority to individuals or committees but shall not relinquish its final authority or responsibility on any program or operational matter.

ARTICLE V – MEETINGS

1. The following Officers of The District shall be invited to each meeting of the Board of Directors: District Governor, District Governor-Elect, District Governor-Nominee. Such Officers of the District shall have voice but no vote in deliberations of the Board of Directors.

2. Place of meetings. The Board of Directors may hold meetings, both regular and special, either within or without the State of Arizona. It is specifically intended that remote meetings conducted by conference call, Skype, GoToMeeting, or other similar technology are permissible.

Operations Manual

3. Annual meetings. The annual meeting of the Board of Directors shall be held during the last month of the District 5500 Charitable Fund's fiscal year, at such place and time as shall be specified in a notice given in accordance with Article V, paragraph 4 of these bylaws, or as shall be specified in a written waiver signed by all of the directors.

4. Special meetings. Other meetings of the Board of Directors may be called by the president, any three members of the Board of Directors, or the District Governor of The District on seven days' notice to each director, specifying the matters to be discussed, either personally, by mail, by fax, by email, or by telephone. In such meeting other matters may be added to the agenda upon request of a Board member or the District Governor of The District.

5. Quorum. A majority of the membership of the Board of Directors shall constitute a quorum and the concurrence of a majority of those present shall be sufficient to conduct the business of the Board, except as may be otherwise specifically provided by statute or by the Articles of Incorporation. If a quorum shall not be present at any meeting of the Board of Directors, the directors then present may adjourn the meeting to another time or place, without notice other than announcement at the meeting, until a quorum shall be present.

6. Action without meeting. Unless otherwise restricted by the Articles of Incorporation or these bylaws, any action required or permitted to be taken at any meeting of the Board of Directors or of any committee thereof may be taken without a meeting, if all members of the Board or committee, as the case may be, consent thereto in writing, and the writing or writings are filed with the minutes of proceedings of the Board or committees.

7. Committees. The Board of Directors may establish committees and prescribe the duties and authority of such committees as the directors from time to time may determine is in the best interests of the District 5500 Charitable Fund. The number of members on the committees and the term of membership shall be as determined by the directors unless otherwise provided for in these bylaws.

ARTICLE VI - OFFICERS

1. Titles. The officers of The District 5500 Charitable Fund shall consist of a President, a Vice-President, a Secretary and a Treasurer. Each Officer shall be a member of the Board of Directors.

2. Election and tenure

- a. **Timing of the Elections.** The election of officers shall take place during the annual meeting of the Board of Directors.

Operations Manual

b. **Method of Election.** The Board of Directors, acting as a Nominating Committee, shall elect the President, Vice President, Secretary, and Treasurer in accordance with procedures established by the Board of Directors.

c. **Term of Office.** The term of office for all officers shall be one year, and shall begin on 1 July following the date of election. An officer may be reelected to the same position or elected to another position for any year that he/she will be a Board member.

3. Vacancies. The Board of Directors is empowered to fill vacancies in all officer positions as determined by the Board of Directors.

4. President. The president shall preside at the meetings of the Board of Directors, shall prepare the agenda for the meetings of the Board, and may appoint necessary committees to carry on the District 5500 Charitable Fund program. The president, within the limits of the law, and at the direction of the Board of Directors, shall act from time to time as the representative of The District 5500 Charitable Fund and the Board of Directors. In addition, the president shall sign all contracts and agreements, and all other instruments requiring execution on behalf of The District 5500 Charitable Fund and shall act as operating and directing head of The District 5500 Charitable Fund, subject to policies established by the Board of Directors.

5. Vice President. The vice-president shall perform such duties as from time to time may be assigned. The vice-president, as authorized by the Board, shall have all the powers and perform all the duties of the president in case of the temporary absence or in the case of temporary inability of the president to act. In case of the permanent absence or inability of the president to act, the office shall be declared vacant by the Board of Directors and a successor chosen by the Board.

6. Secretary. The secretary shall see that the minutes of all meetings of the Board of Directors and of any committees are kept. The Secretary shall give or cause to be given required notices of all meetings of the Board of Directors, shall have charge of all the books and records of the Foundation except the books of account, and in general shall perform all the duties incident to the office of secretary of a corporation and such other duties as may be assigned.

7. Treasurer. The treasurer shall record all gifts and financial transactions of The District 5500 Charitable Fund in an accepted bookkeeping method, shall provide current financial reports at each of the regularly scheduled meetings of the Board of Directors, and shall provide the Board of Directors with yearly financial statements. The treasurer shall make all financial records available to the Board of Directors upon request and shall see to the deposit of the funds of The District 5500 Charitable Fund in such bank or banks as the Board of Directors may designate. An annual review of the financial records of The District 5500 Charitable Fund shall be conducted within sixty days after the end of the fiscal year.

Operations Manual

The Treasurer shall have charge of the preparation and filing of such reports, financial statements, and returns as may be required by law. The treasurer shall give to The District 5500 Charitable Fund such fidelity bond as may be required, and The District 5500 Charitable Fund, as an operating expense, shall pay the premium. Specific reports to be filed by the Treasurer include:

- IRS Form 990 or 990EZ , as applicable
- Annual Report to Arizona State Corporation Commission.

ARTICLE VII - GRANT POLICY

The following persons are ineligible for any direct, individual award or grant from the Foundation: (a) a Rotarian; (b) an employee of a Rotary club, district, or other Rotary entity, or of Rotary International or The Rotary Foundation of Rotary International; and (c) a spouse, a lineal descendant (child or grandchild by blood and any legally adopted child), a spouse of a lineal descendant, or an ancestor (parent or grandparent by blood) of any person in categories (a) or (b).

VIII - INDEMNIFICATION

The District 5500 Charitable Fund shall indemnify all of its current and former directors and officers to the full extent permitted by the Arizona Nonprofit Corporation Act, or any successor legislation adopted by the State of Arizona, the relevant indemnification provisions of which Act hereby are incorporated herein by reference. In addition, the District 5500 Charitable Fund may, upon approval of the Board of Directors, indemnify any committee member or agent of the Foundation to the full extent permitted under such Arizona Nonprofit Corporation Act.

The District 5500 Charitable Fund shall also cause to be purchased insurance for such indemnification of its officers and trustees to the full extent determined from time to time by the Board Directors.

ARTICLE IX - CONTRACTS, CHECKS, DEPOSITS, EXPENSES

1. Contracts. The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the District 5500 Charitable Fund, and such authority may be general or confirmed to specified instances.

2. Checks. All checks, drafts, or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the District 5500 Charitable Fund shall be signed in such manner as shall from time to time be determined by the resolution of the Board of Directors.

Operations Manual

3. Deposits. Funds of the District 5500 Charitable Fund not otherwise employed shall be deposited from time to time to the credit of the District 5500 Charitable Fund in such banks, trust companies or other depositories as the Board of Directors may so designate.

4. Expenses. Expenses of the District 5500 Charitable Fund shall be paid from the funds held within the District 5500 Charitable Fund, and the burden of such expenses shall be distributed proportionately among the funds held in the District 5500 Charitable Fund accounts.

ARTICLE X - INDEPENDENT SOLICITATION

The District 5500 Charitable Fund shall not independently solicit donations to the District 5500 Charitable Fund, but shall have as its purpose, to be a vehicle for the use of District Clubs or individuals within the District, to be a repository for funds collected by the District Clubs or individuals within the District and to more efficiently donate and direct those funds as required.

ARTICLE XI - DIRECTION OF FUNDS

The Directors of the District 5500 Charitable Fund shall appropriate the funds placed in the District 5500 Charitable Fund in accordance with specific direction given by the donor, or in accordance with the purposes for which the funds were solicited by the District Clubs. To the extent funds are placed within the District 5500 Charitable Fund by a donor without direction, such funds may be appropriated as determined by the Directors in their discretion.

ARTICLE XII - DISSOLUTION

Upon the dissolution of this Corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of this Corporation, dispose of all of the assets of this Corporation exclusively for the purposes of this Corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, literary, scientific or educational purposes as shall at the time qualify as an exempt organization or organizations under Code section 501(c)(3), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the Superior Court of the county in which the principal office of this Corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE XIII – EFFECTIVE DATE

These bylaws shall become effective upon action by the Council on Legislation of Rotary District 5500 to elect Directors in accordance with Article IV, Paragraph 3b.

Operations Manual

ARTICLE XIV - REPEAL, ALTERATIONS OR AMENDMENTS

These bylaws may be repealed, altered, or amended, or substitute bylaws may be adopted at any time by a two-thirds majority of the Board of Directors. District 5500 Club Presidents shall be provided notice of any action taken by the Board of Directors to repeal, alter, or amend these by-laws no later than sixty (60) days to the effective date of any such change.

As formally adopted by the Board of Directors of The Rotary District 5500 Foundation, Inc. on August 20, 2014, and revised December 6, 2017.

Operations Manual

Appendix S. District 5500 Bylaws

Rotary International District 5500, Inc. An Arizona Nonprofit Corporation

BYLAWS

Adopted by the Council on District Legislation,
October 13, 2017, Tucson, Arizona

Article 1 - Definitions

- 1.1. Past District Governor.** Each Past District Governor is a former officer of Rotary International and not of the district in which he or she served. As such, each Past District Governor who is a member, other than honorary, in good standing of a Member Club of D5500 is entitled to all the privileges of, and shall be treated in all respects as, a Past District Governor who served in District 5500 or one of its predecessor districts. For the purposes of service as a “Past District Governor” in any position or office within District 5500, no person shall be deemed a Past District Governor and eligible to serve in such position or office until July 1 following his or her full 12 months of service as District Governor.
- 1.2. Past President.** For the purposes of service as a Member Club “Past President” in any position or office within District 5500, a Rotarian shall be considered a Past President only if he or she has served a full 12-month term as president of a club or be a charter president of a club having served the full term from date of charter to June 30, provided that this period is for at least six months.
- 1.3. Rotary Year.** The Rotary Year begins on July 1 and ends on the following June 30. The Fiscal Year of the District coincides with the Rotary Year.
- 1.4. Assistant Governor.** Assistant Governors serve in geographic regions as determined by the District Governor to assist the District Governor in the execution of his or her duties. The Rotary International Manual of Procedures defines the duties of Assistant Governors.

Operations Manual

Article 2 – Name and Purpose

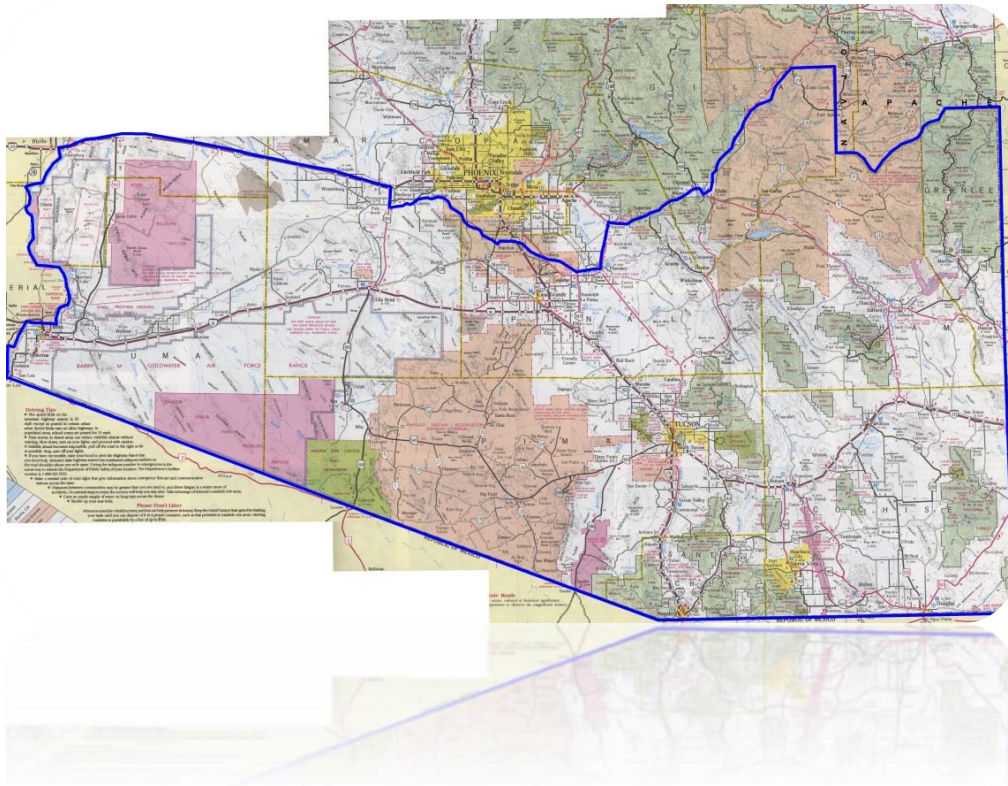
2.1 Name. The name of the organization is Rotary International District 5500, Inc., hereinafter referred to as The District. The District is a nonprofit corporation organized under the laws of the State of Arizona. The District operates as a Rotary District under the constitution and bylaws of Rotary International, its parent organization. As such, The District is defined by a geographical territory in which its member clubs are associated for administrative purposes of Rotary International and the conduct of its programs in accordance with the current Rotary International Manual of Procedure.

2.2 Purpose. The District exists to help its member clubs advance the Object of Rotary and should not tend to diminish services provided by its member clubs or District Rotarians.

2.3 District 5500 Boundaries as Established by Rotary International: USA - ARIZONA, that portion south of a line beginning at the southeastern corner of Apache County and following the boundaries of Apache and Navajo counties westward to the intersection of U.S. Highway 60; thence south along U.S. Highway 60 to U.S. Highway 89; thence south along U.S. Highway 89 to the Gila River (including the cities of Globe, Miami, Superior and Florence Junction); thence northwest along the Gila River to U.S. Highway 85; thence north along U.S. Highway 85 to Interstate 10; thence west along Interstate 10 to the state border.

2.4 Rotary International allows and encourages District 5500 to establish new Rotary Clubs within its designated boundaries.

Operations Manual



2.5 Rotary Zone. The District is aligned with other districts in accordance with Rotary International guidelines in a Zone. The District may participate in Zone activities, to include a Zone Institute, normally conducted in the fall, and a Zone Assembly, normally conducted in the spring.

2.6 Partnerships with Other Rotary Organizations. The District may from time to time determine that formal partnerships or cooperation with external Rotary organizations may be beneficial to the District. Such activities may include Southwest Rotary PETS, Rotary Foundation events, training seminars, social events and other events that promote the Object of Rotary. Contractual partnerships require the approval of the District 5500 Corporate Board.

Article 3 – Members

3.1 Member Clubs. Members of the District shall be all Rotary Clubs designated to be within District 5500, pursuant to the Bylaws of Rotary International. Such clubs are hereinafter referred to as Member Clubs. Each club itself has member Rotarians who comprise the membership of the club.

Operations Manual

3.2 Good Standing. A Member Club shall be considered in good standing only if:

One. The club has no outstanding indebtedness to Rotary International or to The District exceeding six months, AND

Two. In the preceding Rotary Year, the club President-elect (or a representative approved by the then District-Governor-Elect) attended an approved Presidents-elect Training Seminar as provided in Article 7.3.

3.3 Failure to Maintain Good Standing. It is in the best interest of the District that the business of the District be conducted by members of Member Clubs in good standing. Accordingly, for purposes of these bylaws, only members of Member Clubs in good standing shall be allowed to serve on:

- The District Corporate Board of Directors (see Article 5)
- The District Finance Committee (see Article 6.1)
- The District Governor Nominating Committee (see Article 6.2).

Only Member Clubs in good standing may submit candidates for District Governor-Nominee (see Article 4.2.1).

3.4 New Member Clubs. The District may add new Member Clubs at any time in accordance with procedures established by Rotary International for the chartering of new Rotary Clubs.

3.5 Termination. Any Member Club whose membership in Rotary International is terminated by Rotary International shall also cease to be a member of The District.

3.6 Membership in Clubs. Membership of Rotarians in each Member Club shall be determined in accordance with the current Rotary International Manual of Procedure. For purposes of these bylaws, the membership of any club shall be determined based on the most recent Semi-Annual Report submitted by the Member Club to Rotary International.

3.7 Dues. The total annual dues for each Member Club are determined as the product of these two factors:

- Club membership as established in the July 1 and January 1 Rotary International membership reports.
- Per capita dues established in the budget for the applicable year.

Dues are billed semi-annually: July (based on the July membership report) and January (based on the January 1 membership report). Dues are payable upon receipt of billing by the District Treasurer.

Operations Manual

Article 4 - District Officers.

The Officers of The District shall be:

- The District Governor
- The District Vice-Governor
- The Immediate Past District Governor
- The District Governor-Elect
- The District Governor-Nominee
- The District Secretary
- The District Treasurer

4.1 Term of Office. The term of office for each officer shall be one year, the 12-month period beginning on July 1 and ending on June 30. During said term of office, each officer shall serve as a member of the District Board of Directors (see Article 5).

4.2 District Governor. The District Governor shall be the chief executive officer/president of the District, and shall exercise all powers customary to such office, to include serving as the Officer of Rotary International in The District and shall perform such duties as established in the Rotary International Manual of Procedures and such other duties as may be delegated by the Board of Directors. The District Governor or his or her designate shall preside at all meetings of the District.

4.2.1 Selection of District Governor. The District Governor serves for one year, from July 1 to June 30. In accordance with Rotary International procedures, the District submits the name of its nominee to Rotary International at least 24 months and not more than 36 months prior to the date on which the nominee is to assume the office of District Governor. The District shall follow the following procedures for selection of District Governor.

4.2.1.1 Nomination by Club Resolution. On or before July 31, the President of any Member Club in Good Standing may place the name of one of its members in nomination to serve as District Governor beginning on the third July 1 following, or (with that club's concurrence) propose a member of another Member Club in good standing. Such nomination shall be:

- approved as a resolution of the club, such resolution being adopted at a regular club meeting.
- completed on forms as approved by Rotary International; and
- filed with the District Governor.

Operations Manual

The resolution shall:

- certify that the candidate meets the Qualifications for District Governor as provided in the current Rotary International Manual of Procedure.
- include a picture of the candidate; and
- include a résumé and biographical sketch of the candidate's personal and Rotary background.

All Member Clubs should refer to the current Rotary International Manual of Procedure regarding prohibitions against promotion of a candidate.

4.2.1.2 District Governor Nominating Committee. The District Governor Nominating Committee shall be charged with the duty to seek out and select the best available candidate for governor-nominee (RI Manual of Procedure, (14.020.2). The District Governor Nominating Committee (see Article 6.2) shall meet as established herein to select the candidate whose name shall be submitted to Rotary International. From the date of selection until July 1, the selectee shall be known as the District Governor-Nominee Designate.

4.2.1.3 District Governor Search Committee. It is in the best interests of the district to have multiple qualified candidates for District Governor. Throughout the Rotary Year, the Search Committee actively seeks potential candidates throughout the district and encourages them to apply. The committee may also conduct seminars at district conferences or other district events to inform potentially interested Rotarians about the role of the District Governor and the joys and challenges of serving. The members of the committee shall be: The District Governor, the five most recent Past District Governors, the District Governor-Elect, and the District Governor-nominee.

4.2.1.4 Selection by Nominating Committee of Best Qualified Rotarian. The District Governor Nominating Committee shall not be limited in its selection to those names submitted by clubs in the district. The committee shall nominate the best qualified Rotarian who is available to serve as governor (RI Manual of Procedure 40.020.5).

4.2.2 Selection of the District Team. Prior to assuming duties as District Governor, the selectee shall select:

- Assistant Governors, who shall be Past Presidents as defined herein, to serve during his or her term.
- the District Secretary and District Treasurer to serve during his or her term. The District Governor shall not appoint the same Rotarian to serve as District Secretary and District Treasurer.
- such Committee Chairs as he or she deems necessary for effective operation of The District.

Operations Manual

All such selections shall be made sufficiently far in advance to ensure that incoming Assistant Governors, District Officers, and Committee Chairs receive adequate training prior to assuming duties. The District Governor shall appoint Rotarians of experience to each position and shall provide for continuity in the District organization.

4.3 District Vice-Governor. The District Governor Nominating Committee, as provided in Section 6.2, will select a Past District Governor proposed by the District Governor-Elect to serve as Vice-Governor at the same time it selects the District Governor Nominee. In the event that the nominating committee does not select a Vice-Governor, the Governor-Elect may appoint a Past Governor to serve as Vice-Governor. The role of Vice-Governor is to replace the Governor in case of temporary or permanent inability to serve. The Vice-Governor will commence service on July 1 following selection and will serve a one-year term.

4.4 District Governor-Elect. During the Rotary year prior to serving as District Governor, the Rotarian shall be the District Governor-Elect.

- The District Governor-Elect shall prepare to assume duties as District Governor.
- The District Governor-Elect shall inform each Member Club of the venue of PETS and shall encourage each club President-elect to attend PETS.
- The District Governor-Elect shall inform each Member Club of the date(s) of District Assembly(ies) and shall encourage each club President-elect to promote attendance by each member of the incoming club board of directors.
- The District Governor-Elect shall attend the Rotary International Assembly (if such assembly is conducted by Rotary International) and the Governor-Elect Training Seminar (GETS).

4.5 District Governor-Nominee. During the Rotary year prior to serving as District Governor-Elect, that Rotarian shall be the District Governor-Nominee.

- The District Governor-Nominee shall initiate preparations to assume duties as District Governor.
- The District Governor-Nominee shall attend the Governor Nominee Advanced Training Seminar (GNATS).

4.6 District Secretary. The Secretary shall be knowledgeable in Rotary and familiar with District meetings and procedures.

The District Secretary shall:

- Assist the District Governor in planning for District meetings and shall compile proper minutes of all such meetings.
- Handle correspondence as directed by the District Governor.
- Maintain complete files and records of all District business.
- Act as secretary of the Council on District Legislation.

Operations Manual

- Collect and maintain records of District personnel, activities, events, regulations, and resolutions.
- Report the condition and extent of the District records to the District Governor on or before September 1.
- Perform such other routine duties as requested by the District Governor.
- At the end of his or her term, deliver all continuing committee files to the incoming District Governor by July 1.
- Maintain a record of the standing in The District of each Member Club.

4.7 District Treasurer. The District Treasurer shall be knowledgeable in Rotary, familiar with District finances, knowledgeable in general accounting principles and ready, willing and able to accept training in Rotary accounting practices, The District Treasurer shall serve as an ex-officio member of the District Finance Committee (see Article 6.1).

The District Treasurer shall:

- As soon as practicable after July 1, forward to each District club a statement of its *per capita* dues.
- Promptly pay all District expenses upon receipt of proper documentation supporting such payment.
- Properly account for all District funds.
- Maintain, or cause to be maintained, an inventory of District properties. Such inventory shall identify, for each item of property, the location and/or the name of the Rotarian who currently holds possession of such property.
- Report the condition and extent of the District properties to the District Governor annually, on or before August 1.
- As soon as practicable after the end of the Rotary year of service as District Treasurer, but not later than August 1, effect an orderly transition of all District financial records to the then sitting District Governor and District Treasurer.

Article 5 – Board of Directors

The District Corporation shall consist of a Board of ten Directors. The District Governor, the District Vice-Governor, the District Governor-Elect, District Governor-Nominee, the Immediate Past District Governor, the Chair of the District Foundation Board, the Chair of the District Finance Committee and three At-Large Directors shall constitute the Board. The District Governor shall serve as Chair of the Board of Directors.

5.1 Duties of the Board of Directors. The Board of Directors shall be responsible for conducting the affairs of the Corporation.

Operations Manual

5.1.1 Unless otherwise determined by the Board of Directors, day-to-day operational authority shall be delegated to the District Governor.

5.1.2 The Board of Directors approves changes to the District 5500 Operations Manual.

5.2 Selection of At-Large Directors. Each year at the Council on District Legislation, to fill the vacancy which will be created by term expiration on June 30, the District clubs shall elect one At-Large Director for a three-year term. Each At-Large Director shall be an Active member in good standing of a District 5500 Member Club, which shall be in good standing, and shall not have previously served on the Board of Directors.

5.3 Vacancies. If a vacancy occurs on the Board of Directors that is not filled by procedures established by Rotary International or by The District Operations Manual, the District Governor may appoint a qualified Rotarian to serve for the remaining unexpired term of the Board member being replaced. Such appointee shall be an Active member in good standing of a District 5500 Member Club, which shall be in good standing.

5.4 Meetings of the Board of Directors. The Board of Directors shall meet at least quarterly during the Rotary fiscal year, on such dates as may be established by the District Governor. Such meetings may be conducted in person or by teleconference as directed by the District Governor. As required for the effective conduct of District business, the District Governor may bring matters to the Board for vote by electronic means without the need for a face-to-face meeting.

5.5 Annual Corporate Report. The District Governor shall report annually to the Member Clubs on the status of The District.

Article 6 - District Standing Committees

Unless otherwise stated herein, the District Governor shall have authority to select standing committee chairs and (in concert with the appointed chair) committee members to serve during his or her year of service as District Governor. It is in the best interest of the District that such selections be made sufficiently far in advance to allow district officials to receive adequate training, to coordinate with predecessors, and to develop goals and action plans. The District Governor shall have the authority to establish other committees not identified herein to assist in District operations. Any recommendations for additional standing committees must be approved by the Corporate Board of Directors.

Operations Manual

It is in the best interest of the District to codify procedures for conduct of committee operations. Each standing committee or other committee appointed by the District Governor shall have the authority and is encouraged to propose policy and procedures within its purview for review and action by the Corporate Board of Directors. When approved by the Corporate Board of Directors, the policy and procedures will be inserted in the District Operations Manual.

6.1 Finance Committee. In accordance with Rotary International policy, The District shall have a Finance Committee.

6.1.1 Composition. The Finance Committee shall consist of:

- three Past District Governors of Rotary International
- three Past Presidents who are not Past District Governors
- the following ex officio members who shall have voice but not a vote: The Immediate Past District Governor, the District Governor, the District Vice-Governor, the District Governor-Elect, the District Governor-Nominee, the District Treasurer and the immediate past District Finance Committee Chair

Each member of the committee shall be an Active member in good standing of a D5500 Member Club, which club shall be in good standing, who is willing and able to serve. The Past District Governor whose term is expiring shall serve as Chairman.

6.1.2 Election. Each year at the Council on District Legislation, to fill the vacancies which will be created by term expirations on June 30, the Council shall elect one Past District Governor (other than the sitting District Governor), for a three-year term and one Past President who is not a Past District Governor, for a three-year term. No member of the Finance Committee may be elected or appointed to a successive term. Subject to the foregoing limitations, the District Governor shall fill by appointment any vacancies occurring on the Finance Committee and said appointment(s) shall be for the duration of the intended term of the member being replaced.

6.1.3 Duties. The Finance Committee shall:

- Review the compiled annual statement of Financial Operations for the preceding Rotary Year.
- Advise the District Governor
- Conduct periodic reviews of budgeted versus actual expenditures.
- Assist the District Governor-Elect in the preparation of the district budget for the following Rotary Year. The Finance Committee shall approve the budget. The Governor-Elect shall distribute the proposed budget to club Presidents-Elect at least 30 days before PETS. The proposed budget and dues assessment shall be approved by a majority of Presidents-elect attending PETS.
- Ensure the timely filing of IRS tax forms 990 and all other required state and federal tax forms.

Operations Manual

6.2 District Governor Nominating Committee. The District Governor Nominating Committee, with composition and duties as described herein, shall select the District Governor-Nominee.

6.2.1 Composition. The District Governor Nominating Committee shall consist of the District Governor (who shall be Chairman of the Committee), the three most recent Past District Governors, two additional Past District Governors to be appointed by the District Governor and one Regional Representative from each of the Assistant Governor Regions, all of whom shall be members in good standing of District 5500 Member Clubs, which are in good standing.

6.2.2 Selection of Regional Representative: The Club Presidents in each Assistant Governor Region (as may be designated by the District Governor) shall select the Regional Representative to the Nominating Committee. Such Regional Representative must be an Active member of a D5500 Member Club in Good Standing and must be a Past President or a sitting President of a Rotary Club.

It is the responsibility of each Assistant Governor to cause the Club Presidents in his/her Region to convene before August 15 for the purpose of electing a Regional Representative to serve on the Nominating Committee. Each Assistant Governor shall forward the name of the elected Regional Representative from his/her Region to the District Governor on or before August 31.

It is in the best interests of the District to provide opportunity for many Rotarians to serve on the District Governor Nominating Committee. Accordingly, Club Presidents in each Region should give priority to Rotarians who have not previously served. However, it is also in the best interest of The District to have the maximum possible number of members on the committee. Accordingly, in the event the only Rotarians available to serve are those who have previously served, it is acceptable for the Club Presidents to select a Regional Representative who has previously served.

6.2.3 Duties. The Committee shall meet as directed by the District Governor to select the District Governor Nominee. The Committee shall interview each candidate prior to making its selection. The District Governor shall report the name of the selected candidate to Rotary International in accordance with established Rotary International procedures. The Committee shall also select a District Vice-Governor.

6.2.4 Date of the Committee Meeting. The meeting of the District Governor Nominating Committee shall occur between September 1 and September 30.

Operations Manual

6.2.5 Challenges. The Rotary International Manual of Procedure establishes procedures for challenges to the selection of the Nominating Committee. Any Member Club that wishes to make such a challenge must follow these established procedures. If such a challenge is made, the District shall act in accordance with these procedures.

6.3 District Rotary Foundation Committee. In accordance with Rotary International Policy, The District shall have a District Rotary Foundation Committee.

6.3.1 Selection of Chair of the DRFC. In accordance with Rotary International policy, the chair serves a term of three years beginning on July 1. Not later than January 1 in the final year of the incumbent's term, the District Governor-Elect, District Governor-nominee, and District Governor-Nominee Designate (if selected) shall jointly select a qualified Rotarian to serve the subsequent three-year term.

6.3.2 Subcommittees. The Rotary International District Rotary Foundation Committee Manual specifies the subcommittees and the duties thereof. The District Governor may choose to expand the DRFC to include Area Representatives for The Rotary Foundation.

6.4 District Membership Committee. In accordance with Rotary International policy, The District shall have a District Membership Committee. Rotary International provides guidance to define the duties of this committee. The District Governor may choose to expand the committee to include Area Representatives for Membership.

6.5 Term of Service of District Officials. It is in the best interest of The District to have experienced Rotarians serving in all positions to include assistant governors, committee chairs and committee members. No Rotarian shall hold the same elective or appointed District position for a term of more than three consecutive years unless otherwise provided herein, or unless such extended term is judged by the District Governor to be in the best interest of the district.

6.6 Continuity. It is in the best interest of The District that committees have continuity of membership from year to year. Incoming District Governors are encouraged to consider the need for continuity in making selections

Operations Manual

Article 7 - District Meetings

7.1 Procedural Matters.

7.1.1 Proxy Voting: Except where specifically required or permitted by Rotary International, proxy voting shall not be permitted in the conduct of District affairs, including meetings of the Board of Directors, District Committee meetings, and any other meetings.

7.1.2 Rules of Order: The then current edition of *Roberts' Rules of Order* shall govern the conduct of District business, unless and to the extent that such rules contradict the current Rotary International Manual of Procedure, the Articles of Incorporation of Rotary International District 5500, Inc., these Bylaws, or any special provision adopted by the District.

7.2 District Conference: The District shall conduct a District Conference during each Rotary Year. The District Governor shall determine the venue for the district conference to be held during his or her term of office. Such selection should be made up to two years prior to the date selected and should be entered on the district calendar as soon as possible. The date shall not conflict with the District Assembly(ies), the International Assembly, the Governor-Elect Training Seminar (GETS), the Governor-Nominee Training Seminar (GNATS), the Zone 26 Institute, or the Rotary International Convention. The District Conference and the District Assembly(ies) should be held as separate, unrelated meetings. The District Governor-Elect may announce the venue and host club for his or her District Conference at the immediately preceding District Conference.

7.3 Presidents-Elect Training Seminar (PETS): The President-Elect of each Member Club shall attend PETS unless excused by the District Governor-Elect. If the President-elect of any Member Club is unable to attend Southwest Rotary PETS or an alternate PETS approved by the District Governor-Elect, said President-Elect shall request an excuse from the Governor-Elect. Any President-Elect, so excused, shall send a designated club representative, whose duty it will be to report back to the President-Elect. Any Member Club that fails to fulfill this requirement shall be considered not in good standing in the following Rotary Year.

The date for PETS is typically set several years in advance. Usually, this date is in early February. The District Governor-Elect shall coordinate with the Southwest PETS Committee to preclude schedule conflicts.

7.4 District Assembly(ies): The District will typically conduct one or more District Assemblies. The District Governor-Elect shall select the site, date, and host club of each District Assembly with the approval of the District Governor. Each District Assembly shall be held after PETS but before July 1 at a time that does not conflict with the Rotary International Convention.

Operations Manual

The President-Elect of each Member Club shall attend at least one District Assembly unless excused by the District Governor-Elect. Any President-Elect, so excused, shall send a designated representative from the club whose duty it will be to report back to the President-Elect. The President-Elect of each Member Club shall encourage all incoming club leaders (officers and board members) to attend a District Assembly.

7.5 Council on District Legislation

7.5.1 Procedural Matters. The Council on District Legislation is the annual business meeting of The District. It shall be held in conjunction with the District Conference at a time determined by the District Governor.

The District Governor shall serve as Chairman unless unable to so serve in which even the most recent Past District Governor present shall serve as Chairman.

The District Parliamentarian or his or her designate shall act as an advisor in all matters of parliamentary procedure. The District Secretary or his or her designate shall act as secretary of the Council.

The meeting is open to all active Rotarians who are members in good standing of Member Clubs.

Only Voting Delegates, selected as established herein, Past District Governors, the Chairman of the Council, and the advising District Parliamentarian, may participate in discussion, except special privilege may be given by the Chairman to any Rotarian to speak. The advising District Parliamentarian may participate in the discussion only to respond to questions regarding applicable parliamentary procedure.

7.5.2 Agenda. No fewer than 30 days prior to the Council on District Legislation, the District Governor shall mail (electronically or otherwise) to each Member Club President and to each Past District Governor a tentative agenda of matters to be considered at the forthcoming Council including without limitation:

- All resolutions proposing amendments to these bylaws, including a summary of same.
- Election of the members of the District Finance Committee and District board of Directors, including the names of nominees.
- Acceptance of the compiled annual statement of the District 5500 Fund.
- Election of the District Representative and alternate to the Rotary International Council on Legislation in those years in which such representatives are elected, including the names of nominees.

Operations Manual

- Election of the District Representative and alternate to serve on the Committee to Select a Rotary International Zone Director in those years in which such representatives are elected, including names of nominees; and
- Any other matter proposed by the District Governor, a District officer, a District committee or a District club, including where practicable, description of same.

7.5.3 Voting. Only Voting Delegates, selected as established herein and present at the Council on District Legislation, may vote. Each Voting Delegate is entitled to one vote.

Each Member Club in good standing, regardless of size, is entitled to at least one Voting Delegate. Any club with a membership of more than 25 shall be entitled to one additional Voting Delegate for each additional 25, or major fraction thereof, of its members. That is, a club with up to 37 members is entitled to one Voting Delegate. A club with between 38 and 62 members is entitled to two Voting Delegates, etc. Such membership shall be determined by the number of members in the club as of the most recent semi-annual report to Rotary International. Each Voting Delegate shall be an Active member in good standing of the club.

Voting shall be by voice vote, unless, upon duly passed motion made by a Voting Delegate, voting is required by secret written ballot. Following any voice vote, any Voting Delegate shall have the right to demand a poll.

The affirmative vote of a simple majority of the votes cast shall be required for approval of any matter considered except in the case of amendments to these Bylaws per Article 11.

7.5.4 Quorum. Presence of Voting Delegates from one-third of Member Clubs shall constitute a quorum for the transaction of business.

7.5.5 Credentials. At least 30 days prior to the Council on District Legislation, the District Secretary shall prepare and forward to each Member Club a memo identifying the number of Voting Delegates authorized and the procedures for authenticating credentials.

7.5.6 Ballot by Mail. If no District Conference is held or a quorum is not present at the Council on District Legislation, any matter that otherwise could have been determined at such Council may be determined in a ballot by mail in accordance with the current Rotary International Manual of Procedure.

Operations Manual

Article 8 – Financial Administration

The District 5500 Fund is established for the adequate financing of the administration and development of Rotary in the District and the financing of District-sponsored projects while keeping the cost of membership in Rotary at a minimum.

8.1 Deposits. All monies belonging to District 5500 shall be deposited in the name of Rotary International District 5500, Inc. in one or more accounts in federally insured financial institutions or interest earning funds maintaining offices or agents within the geographical boundaries of the District.

8.2 Youth Exchange Funds. Funds associated with Rotary Youth Exchange shall be maintained in a separate account and not co-mingled with other funds.

8.3 Required Signatures. All checks shall be signed by two persons, both of whom shall have requisite signature authority. At a minimum, the District Governor, District Treasurer, and one other Rotarian (selected jointly by the District Governor and District Treasurer) shall obtain signature authority.

Article 9 - Files and Records

9.1 District Governor and Immediate Past District Governor. The District Governor shall designate the location of the District office, where the official files shall be kept. The Immediate Past District Governor shall pass the official files, and any District-owned properties normally maintained by the District Governor to the District Governor as soon as practicable after July 1.

9.2 District Secretary. The District Secretary shall maintain copies of minutes of all meetings of the Board of Directors and other such meetings as directed by the District Governor.

9.3 Back Up of Records. Important official documents and files shall be backed up digitally. At a minimum, such records will include minutes of all meetings of the Board of Directors, end-of-year financial records including budget to actual, and The Rotary Foundation grant records.

Article 10 - Dissolution

The District shall immediately and automatically cease operations and begin dissolution upon directive of the Rotary International Board of Directors or upon the approval of two-thirds of the Clubs of the District at the District Conference or through a ballot-by-mail. The District Governor shall provide the Board notice of a decision by the District to dissolve the corporation and shall provide a final report upon the completion of the dissolution process.

Operations Manual

Article 11 - Amendments to Bylaws

- 11.1 Proposals.** Any Member Club in good standing or any District Standing Committee may submit to the District Governor proposed amendments to these bylaws no fewer than 60 days prior to the meeting of the Council on District Legislation.
- 11.2 Submission.** No fewer than 30 days prior to the Council on District Legislation, the District Governor shall forward to each District Club President and Past District Governor copies of all amendments proposed by the District Governor, a District Club, or a District Committee which are consistent with the current Rotary International Constitution and Bylaws and in keeping with the spirit and principles of Rotary.
- 11.3 Enactment.** The affirmative vote of 2/3 (two-thirds) of votes cast shall be required to amend any provision of these Bylaws. Action by the Council on District Legislation shall become effective on July 1 following said action, unless an earlier effective date is approved expressly in the action approved by the Council.

Article 12 - Indemnification

Any person (and the heirs, executors, and administrator of such person) made or threatened to be made a party to any action, suit, or proceeding by reason of the fact that he or she is or was a director or elected officer hereof shall be indemnified by the Corporation against any and all liability and the reasonable expenses, including attorney's fees and costs, incurred by him or her in connection with the defense or settlement of such action, suit or proceeding, or in connection with any appearance therein, to the fullest extent permitted by law. Such right of indemnification shall not be deemed exclusive of any other right to which such director or officer (or such director or officer's heirs, executor, or administrator) may be entitled apart from this section.

FORMALLY ADOPTED AND SUBSCRIBED TO AT THE DISTRICT COUNCIL ON LEGISLATION, DISTRICT 5500, October 13, 2017, in the CITY OF TUCSON, ARIZONA.

Dated: October 13, 2017

By: /s/ Candyce Pardee

Candyce Pardee

Secretary, District 5500

Operations Manual

Appendix T.

Investment Policy Statement. (Approved by the Corporate Board of Directors, February 2022)

A. Purpose.

The purpose of this Investment Policy Statement is to clearly define the investment objectives and procedures for funds belonging to Rotary District 5500.

B. Definitions.

There are two groupings of funds that will be addressed in this Investment Policy Statement. They are General Operating Funds and Capital Reserve Funds.

- a. General Operating Funds: Those funds used to cover the immediate or liquid cash needs for operation and maintenance of the District.
- b. Capital Reserve Funds: Those funds set aside to invest to sustain the operation and maintenance of the District.

C. General Operating Funds.

Investment Objective: In regard to the General Operating Funds, the objective is to protect the principal so that the District can meet its budgeted expenditures.

D. Capital Reserve Funds.

Investment Objective: In regard to the Reserve Funds, the primary objective is to serve as liquid capital to protect the General Operating Fund from being depleted. The Reserve Fund should only be invested in a liquid cash or savings account and should maintain a balance as dictated in the District 5500 Operations Manual.

E. Permissible Investments.

The General Operating Funds and Reserve Funds shall be invested in investment accounts subject to the following guidelines: Cash instruments, including money market accounts, savings accounts or certificates of deposit shall be within the maximum allowed FDIC insurance coverage. Certificates of Deposits should have maturities no longer than two years.

Operations Manual

APPENDIX U.

RECORDS RETENTION SCHEDULE (Approved May 8, 2018)

<i>FILE CATEGORY</i>	<i>ITEM</i>	<i>RETENTION PERIOD</i>
Corporate Records	Bylaws and Articles of Incorporation	Permanent
	Corporate Resolutions	Permanent
	Meeting Agendas and Minutes – Board and Committee meetings	Permanent
	Arizona Corporate Commission Report –annual	Permanent
Finance and Administration	Finance Statements (audited)	7 years
	Financial Records/Budget on QuickBooks	7 years on computer and flash drive or cloud storage
	Annual Compilation of Financial Statements	Permanent
	Auditor Management Letters	7 years
	Check Registers and Checks	7 years
	Bank Deposits and Statements	7 years
	Chart of Accounts	7 years
	Investment Performance Reports	7 years
	Contracts and Agreements	7 years after all agreements end
	Correspondence	3 years
Insurance Records	Policies – Occurrence Type	Permanent
	Policies – Claims Made Type	Permanent
Tax Records	IRS Exemption Determinations and related correspondence	Permanent
	IRS Form 990 and AZ 99	7 years
	Other tax returns	7 years
Rotary	All reports filed with RI	7 years
	Rotary Foundation Grants – all documents	7 years
	Any written agreements to which the District is party	7 years after expiration of the terms of the agreement
	Employment records – all	7 years after completion of employment

Operations Manual

Any documents related to litigation, threatened litigation, or any situation the District Governor thinks presents a possibility of litigation	7 years after final judgment or settlement
Documents related to Youth Exchange	10 years
Any other documents the District Governor thinks should be retained	7 years