ROTARY INTERNATIONAL

DISTRICT 5010



MANUAL OF PROCEDURE

Revised May, 2021

DATED: May 9, 1992, as approved at the District Conference, Ketchikan, Alaska, and

as amended at Anchorage, Alaska, May 7, 1993, and

as amended at Kodiak, Alaska, May 20, 1994, and

as amended at Fairbanks, Alaska, May 18, 1996, and

as amended at Girdwood, Alaska, May 3, 1997, and

as amended at Sitka, Alaska, May 16, 1998, and

as amended at Seward, Alaska, May 15, 1999, and

as amended at Anchorage, Alaska, May 4, 2001, and

as amended at Juneau, Alaska, May 17, 2002, and

as amended at Fairbanks, Alaska, May 1, 2004, and

as amended at Anchorage, Alaska, May 21, 2005, and

as amended at Valdez, Alaska, May 6, 2006, and

as amended at Juneau, Alaska, May 18, 2007, and

as amended at Soldotna, Alaska, May 9, 2008, and

as amended at Talkeetna, Alaska, May 8, 2009, and

as amended at Anchorage, Alaska, May 15, 2010, and

as amended at Homer, Alaska, June 18, 2011, and

as amended at Fairbanks, Alaska, April 21, 2012, and

as amended at Ketchikan, Alaska, May 11, 2013, and

as amended at Anchorage, Alaska, May17, 2014, and

as amended at Girdwood, Alaska, May 16, 2015, and

as amended at Talkeetna, Alaska, May 14, 2016, and

as amended at Sitka, Alaska, April 29, 2017, and

as amended at Seward, Alaska, May 19, 2018, and

as amended at Anchorage, Alaska, May 4, 2019, and

as amended via electronic communication on May 18, 2020, and

as amended via electronic communication on May 6, 2021.

T A B L E O F C O N T E N TS

ARTICLE	NAME AND DESCRIPTION	
	BRIEF HISTORY OF DISTRICT 5010	4
I	INTRODUCTION	6
II	TERRITORIAL JURISDICTION OF DISTRICT 5010	6
III	MEMBERSHIP	6
IV	OFFICERS	6
V	DISTRICT COMMITTEES	9
VI	DISTRICT LEADERSHIP ACADEMY	15
VII	COUNCIL OF GOVERNORS	16
VIII	ANNUAL ASSEMBLY AND CONFERENCE AND AND PRESIDENT-ELECT TRAINING SEMINAR	17
IX	STRATEGIC PLANNING	17
X	FISCAL MATTERS	18
XI	DISTRICT AWARDS AND RECOGNITION	28
XII	SELECTION OF DISTRICT REPRESENTATIVES	29
XI II	AMENDMENTS OR ADDITIONS	31

BRIEF HISTORY OF DISTRICT 5010

District 5010 was created on July 1, 1991 as a result of renumbering of Districts by Rotary International. District 501 had been created on July 1, 1987 and developed from a realignment of clubs in District 503, separating Alaska and the Yukon Territory, Canada, with 27 clubs total.

Prior to that time, Alaska and the Yukon Territory had been in District 503 which itself was created on July 1, 1973 from a realignment of clubs then existing in District 502 and 504, and consisted of 36 clubs and 2,651 members located in King County, part of Snohomish County, and in Alaska and the Yukon Territory. It grew to be one of the largest districts in Rotary International.

When the first Alaska club was formed in Ketchikan in 1925, District 1 included Alaska, Northwestern Washington, and British Columbia. The District number was changed to 102 in 1937, then to 101 in 1938, then to 151 in 1949, then to 152 in 1955, and District 502 in 1956. When Rotary International was founded in 1910, the first Vice President was Robert Roy Denny of Seattle. Warren E. Kraft was first Vice President in 1962-63 and served on at least six international committees as well as on other assignments. In 1981 he served for the forty-sixth time as Personal Representative of the President of Rotary International to a District Conference.

Ernie Skeel was one of the early leaders in the district, and much of the early Constitution and By-Laws of Rotary International were written by him. He was also responsible for the wording of the Ideals of Service. The first District Conference of Rotary International was held in Tacoma in 1914 under District Governor Claude Eckhart, and his administration established much of the procedures still used at district conferences. The Rotary International Convention was held in Seattle, June 20-24, 1932, with 5,182 registered, and again June 6-10, 1954, with 8,015 registered. Early Governors from Alaska included: Ralph Bartholomew, Ketchikan, 1956-57; A. Holmes Johnson, Kodiak, 1962-63; Hurff Saunders, Juneau, 1966-67; and Lloyd Hines, Anchorage, 1970-71.

On July 1, 1993, The Rotary International Board of Directors added that part of Russia East of the eastern boundaries of the Komi Republic and the Yekaterinburg/Svevdlovsk and Kurgan Oblasts. During this period, approximately forty-seven new Eastern Russian Rotary Clubs were created and Russian Rotarian, Dr. Vladimir Donskoy, served as District 5010 Governor in 2004-2005. In June 2011, the Rotary International Board of Directors agreed to reorganize District 5010 to create the new Eastern Russia District 2225 effective July 1, 2012.

By majority approval of both the Rotary Club of Whitehorse and the Rotary Club of Whitehorse Rendezvous, and with no objections from District 5010 clubs, or District 5370 clubs, the redistricting of Whitehorse and the Yukon Territory from District 5010 to District 5370 of Canada was approved by Rotary International and became effective as of July 1, 2019.

The names and clubs of the Rotarians who have served as District Governor for District 503 and 501/5010 and the site of the District Conferences are listed below:

YEAR	GOVERNOR	CLUB	CONFERENCE SITE
1973-74	E.L."Andy" Andrews *	Burien-White Center	Ocean Shores, WA
1974-75	Amos J. "Joe" Alter*	Juneau	Juneau, AK
1975-76	Donald D. "Don" Hahn	Auburn	Olympia, WA
1976-77	Robert D. "Bob" Ladd	Seattle	Bellevue, WA
1977-78	Virgil E. "Virg" Knight*	Spenard	Anchorage, AK
1978-79	Carl E. Haarstad	Burien-White Center	Whitehorse, Y.T.
1979-80	Rev. John G. Schaeffer	Renton	Midway, WA
1980-81	Ben Cashman	Lake City	Victoria, B.C.
1981-82	Kelly Waller*	Seattle	Sitka, AK
1982-83	Edgar S. "Ed" Philleo*	Fairbanks	Fairbanks, AK
1983-84	Carl E. Swenson	Ballard	Rosario, Orcas, WA
1984-85	Robert W."Bob" Graham*	Seattle	Ocean Shores, WA
1985-86	William Ransom Wood*	Fairbanks	Anchorage, AK
1986-87	John A. Henry*	Shoreline	Whistler Mtn., B.C.
1987-88	Robert K. "Bob" Snider*	Anchorage	Juneau, AK
1988-89	Robert F. "Bob" Brodie*	Anch. South	Anchorage, AK
1989-90	Arthur S. Buswell*	Fairbanks	Fairbanks, AK
1990-91	Bob Smith*	Anchorage	Whitehorse, Y.T.
1991-92	William "Bill" Holman*	Ketchikan 1st City	Ketchikan, AK
1992-93	James E."Jim" Sutherland*	Anchorage Intl.	Anchorage, AK
1993-94	Gary Stevens	Kodiak	Kodiak, AK
1994-95	Steve K. Yoshida	Homer	Homer, AK
1995-96	John L. "Jack" Randolph	Fairbanks	Fairbanks, AK
1996-97	Lloyd V. Morris	Anchorage	Girdwood, AK
1997-98	Carolyn E. Jones	Anchorage East	Sitka, AK
1998-99	Peter O. Ernst*	Seward	Seward, AK
1999-00	Alana Bergh	North Pole	Whitehorse, Y.T.
2000-01	Phil K. Livingston	Girdwood	Anchorage, AK
2001-02	Wanda J. Cooksey	Juneau-Gastineau	Juneau, AK
2002-03	Arvind Phukan	Anchorage Mid-Town	Wasilla, AK
2003-04	Al Fedoriak	Whitehorse Rendezvous	Fairbanks, AK
2004-05	Vladimir Donskoy	Irkutsk-Baikal	Anchorage, AK
2005-06	Dennis (Skip) Cook	Fairbanks	Valdez, AK
2006-07	Gayle Knepper	Anchorage East	Juneau, AK
2007-08	Maynard Gross	Homer Kachemak Bay	Soldotna, AK
2008-09	Clyde Boyer, Jr.	Wasilla	Talkeetna, AK
2009-10	William L. Hopper, II	Anchorage	Anchorage, AK
2010-11	Jane B. Little	Homer Downtown	Homer, AK
2011-12	Ted Trueblood	Anchorage Intl.	Fairbanks, AK
2012-13	Peggy Pollen	Fairbanks	Ketchikan, AK
2013-14	Sue F. Foley*	Anchorage East	Anchorage, AK
2014-15	Richard N. Sutliff	Anchorage	Girdwood, AK
2015-16	Brad Gamble	Eagle River Area	Talkeetna, AK
2016-17	Michelle O'Brien	Ketchikan First City	Sitka, AK
2017-18	Harry Kieling	Anchorage	Seward. AK
2018-19	N. Diane Fejes	Anchorage	Anchorage , AK
2019-20	Andre' Layral	Fairbanks Sunrisers	Canceled due to Covid-19
2021-21	Joseph Kashi	Soldotna	Canceled due to Covid-19

*Deceased

ARTICLE I - INTRODUCTION

This DISTRICT POLICY MANUAL is and always shall be established by a majority vote of those attending a conference of District 5010 and it includes all pertinent provisions of the MANUAL OF PROCEDURE of ROTARY INTERNATIONAL even though such provisions are not included in this document. Additions, modifications or amendments to this manual may be made only as specified in Article XII. In the event of conflicts with this document the MANUAL OF PROCEDURE of ROTARY INTERNATIONAL, The CONSTITUTION OF ROTARY INTERNATIONAL, AND THE BY-LAWS OF ROTARY INTERNATIONAL, will prevail.

ARTICLE II – TERRITORIAL JURISDICTION OF DISTRICT 5010

The territorial jurisdiction of District 5010 is determined by Rotary International and as of the date of the amendment of this Policy Manual July 1, 2019, it is comprised of the State of Alaska, U.S.A.

ARTICLE III – ORGANIZATION AND MEMBERSHIP

District 5010 is registered as a corporation within the State of Alaska and is governed by a board of directors in accordance with the Articles of Incorporation. Membership in District 5010 of Rotary International shall include all the individual clubs within the assigned geographic area described in Article II above, which clubs have been duly chartered and in good standing under the provision of Rotary International.

ARTICLE IV - OFFICERS

Section 1. The District Governor is an officer of Rotary International functioning under the general control and supervision of the Board of Directors of Rotary International. District 5010 selects the District Governor Nominee during the third year preceding his or her year as District Governor. The District Governor Nominee is nominated by the clubs of the district and elected at the Rotary International Convention. Nominees so elected shall serve a one-year term as Governor-Elect and assume office as District Governor on the subsequent 1 July and continues for one year or until his or her successor shall have been qualified and elected.

Section 2.
(a) The District Governor may delegate to his or her Assistant Governors, and to the District Governor Elect, as appropriate, as many of the duties deemed to be in the best interests of the orderly conduct of the district while still retaining overall responsibility. The District Governor shall not delegate any of the duties of his or her office for which he or she is personally responsible. (See Chapter Two of the Rotary International MANUAL OF PROCEDURE for qualifications and duties of the District Governor).
(b) The District Governor shall appoint prior to the beginning of his or her term of office his or her

Assistant Governors, the district secretary, the district treasurer, the district public relations chair and such other officers, chairmen and members of the various district committees as indicated in Article V following or as required.

Section 3.
The District Governor, three (3) Rotary years in advance of the Presidents Elect Training Seminar for which the District is charged with its administration, shall select, after consulting with the District Governor Elect and District Governor Nominee, the Board of Directors, the Finance Committee and District Governor Nominee Designate, a Past District Governor who shall be Chairman of PETS for that respective year.

Section 4. District Leadership Plan
PURPOSE: To organize the way District 5010 operates by appointing a Deputy District Governor or corresponding leadership position and several Assistant Governors (AG) to redistribute the District Governor s administrative workload. The organization will:

- allow greater flexibility in conducting the official visit;
- enable the District Governor to better advance the cause of Rotary by focusing on problem clubs; by timing his or her individual club visits to coincide with special events of the individual club; by allowing the District Governor to emphasize strong membership; by allowing the District Governor to personally recognize contributions of individual Rotarians; by enhancing communication between the district leadership and the clubs; by providing faster and more responsive support to clubs; by providing a larger supply of well-trained leaders in the district; by communication at all levels in the district; by encouraging qualified leaders who are still active in their vocation to apply for and serve as District Governor.

Deputy District Governor(s): The Deputy District Governor(s) serves at the pleasure of the Governor and would (1) assist the District Governor in carrying out his or her responsibilities as District Governor; and (2) serve as a liaison with the Assistant Governors in the District Governors absence, or as otherwise requested by the District Governor.

Assistant Governor: Each Assistant District Governor serves at the pleasure of the Governor and would assume the designated administrative duties of the DG for a designated number of clubs in the district as determined by geography, language, costs, and other factors, at the discretion of the District Governor.

AG Responsibilities:

- Attend PETS, or comparable training, and the district assembly.
- Work with the District Governor to develop goals for the district.
- Advise the incoming District Governor on district committee selections.
- Meet with and assist incoming presidents of the clubs in his/her assigned area before the beginning of the Rotary year to discuss the club's goals for the upcoming year, review those goals and current club performance in Rotary Club Central, and review section 2.010.1 "Failure to Function" of the Rotary Code of Policies.

- Regularly visit each club in his/her assigned area with a minimum of one visit each Rotary year.
- Encourage that club assemblies be held.
- Hold regularly scheduled meetings at least once a month with the club presidents and secretaries to discuss the business of the clubs and resources available to them, along with goals, programs, and objectives of the district and Rotary International. These meetings may occur by personal contact or telephone calls or other available means of communication.
- Schedule and plan for the visit of the District Governor in his/her area.
- Keep the District Governor advised on progress within the assigned clubs and suggest ways to enhance Rotary development and address problems, including a monthly report regarding the clubs in his/her area.
- Encourage clubs to follow through on requests and recommendations of the District Governor.
- Attend and actively promote attendance at the district conference and other district meetings.
- Participate in Rotary Foundation programs, annual and special giving events and other special assignments as necessary.
- Monitor each club's performance.
- Participate in the development of the incoming governor's district goals during the year prior to the appointment of committees.
- Develop future district leaders.

AG Selection Criteria:

- Membership, other than honorary, in good standing in a club in the district for at least three years.
- Service as president of a club for a full term.
- Willingness and ability to accept the responsibilities of Assistant Governor.
- Prior attendance at the District Conference and International Convention desirable.
- Willingness to serve a minimum of one year and a maximum of three years, if re-appointed by the incoming District Governor(s).

Funding

Within the limits of the amount budgeted and with the prior approval of the District Governor, the Deputy District Governor(s) and Assistant governor's travel, telephone, and postage expenses associated with their support and club activities will be paid out of the District budgets.

Organization

The district leadership, subject to change at the discretion of future District Governor shall consist of AG's with the following territories:

Anchorage: Anchorage area, Girdwood
Southcentral I: Mat Su Valley area, Eagle River
Southcentral I I: Kenai Peninsula area, Kodiak
Northern: Fairbanks area and Northern Alaska
Southeast: Juneau and Southeast Alaska Area

ARTICLE V – DISTRICT COMMITTEES

Section 1. The substantive committees of the district shall be organized as indicated below with subcommittees as determined by the District Governor, as defined in Article IV, Section 2;

(a) Service Projects and Grants
(b) Membership
(c) Public Relations
(d) Administration
(e) The Rotary Foundation (and subcommittees)

Section 2. The staff committees of the district shall consist of, but not be limited to the following:

Awards and Resolutions
District Assembly/Conference
Nominating Committee
Finance Committee
Extension Committee
District Strategic Planning and Advisory Committee
District Leadership Development Committee
Manual of Procedure Review Committee

Section 3. The size of the various district committees, except for the Nominating Committee the Finance Committee and the District Strategic Planning and Advisory Committee and the Leadership Development Committee, shall be determined by the District Governor, as defined in Article IV, Section 2. No one shall occupy the same position for more than 3 years. The duties of these committees shall be outlined by the District Governor, as defined in Article IV, Section 2, to the committee chair and these committees shall be governed by this MANUAL OF PROCEDURE and the MANUAL OF PROCEDURE of Rotary International.

Section 4.
(a) The Nominating Committee for District Governor shall consist of nine members, three of whom shall be members-at-large and five of whom shall be regional members and at least three shall be Past District Governors. The Chairperson shall be a Past District Governor and one of the members-at-large appointed by the District Governor for a one year term, as defined in Article IV, Section 2.

(b) The District Governor shall appoint the Immediate Past Governor as a member-at-large for a one-year term as defined in Article IV, Section 2. The District Governor shall also serve as a member-at-large for a one year term. The District Governor shall be a non-voting member unless there is a tie. The District Governor shall appoint the Rotaract DRR to serve as a non-voting member of the Nominating Committee.

(c) The regional members may be chosen from Past District Governors, Assistant Governors, and Club Presidents (past or current). The terms of the regional members shall be three years, and they shall represent the following areas:

One member from Southeast Alaska clubs
Two members from Southcentral Alaska clubs
One member from Fairbanks, Nome and Barrow area clubs
One member from Kenai Peninsula clubs (including Kodiak)

If the member appointed represents the E-Club, s/he will fill the regional position for the region in which s/he resides at the time of the appointment.

(d) Each District Governor, as defined in Article IV, Section 2, shall appoint a minimum of one regional member for a three year term and may appoint other members, as required, to fulfill the term of a vacated position. Terms will be staggered to provide a balanced number of members serving in their first, second and third years to the extent possible. The work of this Committee shall be governed by the terms of the MANUAL OF PROCEDURE of Rotary International.

(e) Duties of Nominating Committee for District Governor:
Annually review information provided to clubs soliciting suggestion of candidates;
Provide information on leadership opportunities, specifically about Governor position and the application process, to Presidents, Past Presidents, Secretaries, Leadership Academy graduates, Leadership Development Committee and District Committee Chairs;
Notify all candidates of the selection and interview process to be followed, and of his or her selection or non-selection prior to the district announcement;
Ensure consistency in the interview and selection process, including the development of relevant Interview questions, and obtaining additional information about the candidate's experience related to the job responsibilities by contacting individuals with whom he/she has worked in the past;
Coordinate with the Governor to notify the clubs and all of the candidates of the name of the candidate selected and of the process for challenging and taking action, as required, on any challenges;
Complete and deliver the documentation to Rotary International;
Ensure compliance with the procedures for Governor selection as included in the Rotary Manual of Procedure.

(f) The Chair of the Nominating Committee for District Governor shall, not later than August 1 of each year, acting on behalf of the District Governor, cause to be issued a call for nominations for District Governor candidates to a group including, but not limited to: all clubs through their presidents or secretaries, past governors living in the district, the governor, governor-elect, governor nominee, and chairs of district committees. The nominating committee shall make its selection for DGND by or before December 15.

Information provided in support of the call for nominations shall include but not be limited to Rotary International By-Laws laying out qualifications, duties of governor and nominating process;

RI and District 5010 policies regarding selection process, including the prohibition against canvassing, electioneering or campaigning;
Information regarding time and financial commitment and desirable experience;
Template for resolution by the club;
Template for candidate's resume;
Deadlines for clubs to suggest a candidate;
Time and place scheduled for interviews;
Information on financial and other resources available, including the contact information for the committee members.

(g) Interviews will be conducted at a time and place deemed most convenient and economical for the candidates and the committee members using a consistent process:
A panel of not less than six members of the committee will interview all candidates either in person, or if necessary, electronically and may cast a vote; there must be at least four votes in favor of a candidate for selection;
If a minimum of five committee members are not present to attend in person, the interviews will be re-scheduled at a time and place to ensure a minimum of five members are present in person;
All candidates will be interviewed by the same members of the committee;
Candidates will attend the interview in person except when extraordinary circumstances prevail at which time the Nominating Committee may determine, in the interest of maintaining consistency in process, whether to hold the interviews or re-schedule;
A set of questions will be designed by the committee and posed to each of the candidates in the same verbiage and order;
If a committee member cannot attend the interviews, he/she may provide information about the candidate to all other committee, relevant to the fulfillment of the position responsibilities;

(h) The nominating committee shall elect one past district governor to serve as Vice-Governor to replace the District Governor in the event of temporary or permanent inability to fulfill his or her duties as Governor for 30 days subject to approval for continuance approval by the Finance Committee including a vote by the majority of the Board of Directors.

Section 5. Finance Committee
The district Finance Committee shall safeguard the assets of the district funds. Responsibilities include reviewing and recommending the amount of per capita levy and necessary expenses of district administration, and preparing an annual report on the status of the district's finances for distribution to district clubs and members. The Finance Committee also oversees adherence to the approved fiscal policies and procedures, and monitors the financial condition of the district, including monthly review of income and expenses, monitoring of expenses not contained in the approved budget and providing recommendations for adjustments or other action to attain a balanced budget at year end. The District Finance Committee, in addition to its administrative responsibilities, shall advise the District Governor on all district financial matters. This committee reports directly to the District Governor.

(a) Membership

The Finance Committee shall consist of:

- The Past District Governor who served as Governor two years prior to the current year shall serve as Chairman
- The District Governor, as defined in Article IV, Section 2;
- The District Governor Elect;
- The District Governor Nominee;
- The District Treasurer;
- The Immediate Past Governor as a non-voting member;
- The outgoing District Treasurer as an advisor and voting member for one year immediately following the completion of his or her term of office for continuity purposes;
- And one member appointed by the District Governor, as defined in Article IV, Section 2.

(b) Committee Chair

The Past District Governor who served as Governor two years prior to the current year shall serve As Chairman.

(c) Vacancies

In case of vacancy, the District Governor shall appoint a qualified Rotarian to fill the unexpired term.

(d) Appointment

From time to time, the Finance Committee may appoint special advisors for a limited duration, assume specific tasks or serve in an advisory capacity. These advisors may provide recommendations, serve on a task force or other functions, as approved by the committee; however, are not voting members of the Finance Committee.

(e) Annual Review of Financial Records

The Finance Committee shall appoint a sub-committee to conduct an annual review of the financial records as described in Budget and Fiscal Policy and provide a report and recommendations to the Finance Committee. This action may include performance of a forensic audit.

(f) Fiscal Policy Review

Annually, the Finance Committee will review the District fiscal policies and the reimbursement items and rates per the timeline outlined. Any required changes will be recommended to the District Governor for implementation.

Section 6.

(a) The District Strategic Planning and Advisory Committee shall consist of:

- A Past District Governor who shall serve as Chairman
- The District Governor
- The District Governor Elect

- The District Governor Nominee
- The District Treasurer
- At least two (2) AGs appointed by the District Governor, as defined in Article IV, Sec 2;
- Two at large members appointed by the District Governor, as defined in Article IV, Sec 2;

(b) It shall operate with at least one or more sub-committees:
(1) Strategic Planning Sub-Committee, a standing Sub-Committee
(2) Additional sub-committees as it may appoint to recommend to the District Governor the handling of various operational activities related to the District.

(c)The overall Committee shall meet at such times as are deemed necessary either by the Chairman or the District Governor.

(d) The Strategic Planning Sub-Committee is composed of at least three members of the overall Committee as appointed by the Chairman and District Governor. The District Governor, District Governor Elect and District Governor Nominee are ex-officio members of the Sub-Committee. Additional members may be appointed by the District Governor or Chairman of the District Strategic Planning and Advisory Committee on an annual basis. A Sub-Committee Chairman of strategic planning shall also be appointed to facilitate the planning process. Working committees will be appointed from time to time to address specific planning needs. This may include, but is not limited to, planning for geographic regions of the District.

(1) The purpose of this Sub-Committee is to provide oversight and continuity of a regular strategic planning process and plan implementation for the District and coordination of the District's annual work plan with the long-term District Strategic Plan for the effective development of Rotary in District 5010.

(2) The Sub-Committee shall have the following responsibilities:

- Review and update the District Strategic Plan on an annual basis
- Provide a report on updates and changes, and recommendations for discussion on future planning and action steps to the annual District Leadership Meeting
- Distribute the plan or summary of the plan to District leaders and clubs annually
- Assist the District Governor Elect to coordinate develop of the District's annual plan with the District's strategic plan
- Work closely with the District and club leaders and the District Finance Committee to inform, gather input and coordinate implementation through the designated District leadership structure.
- Related duties as deemed necessary by the Committee Chair and District Governor to ensure continuity of planning in District 5010

(3) The Committee shall meet at least twice annually, once to review and update the District Strategic Plan in advance of the District Leadership meeting, and once at the District Leadership meeting. It may also meet at other times as deemed necessary either by the Sub-Chairman or the District Governor. These meetings may be conducted by teleconference.

Section 7. Leadership Development Committee

(1) The purpose of this committee is to assist the District Governor Elect (DGE) in selection of a qualified leadership team for the district and to ensure development and continuity of human resources for the operational effectiveness of Rotary in District 5010.

(2) The Committee shall consist of at least five members:

- A Past District Governor who shall serve as Chairman, appointed by the District Governor, as defined in Article IV, Sec. 2.
- The District Governor
- The District Governor Elect
- The District Governor Nominee
- Chair, District Leadership Academy
- Additional ex-officio members, representing different regions of the district, may be appointed by the District Governor or Chairman of the committee annually to act as resources to the committee.

(3) The Committee shall have the following responsibilities:

- Ensure the continual development of qualified new leaders for the district.
- Maintain and update, at least annually, an inventory of qualified Rotarians who can serve in leadership positions at the district level.
- Maintain a tracking system of Rotarians who have served in district positions in the past, the number of years and the dates.
- Provide recommendations to the DGE about Rotarians who would be qualified for specific district leadership positions.
- Communicate with club presidents and district leaders throughout the year to identify future district leaders.
- Regularly distribute information to the clubs, district leaders and Rotarians about leadership opportunities and the process to participate in Rotary at the district level.
- Provide recommendations about the future development of Rotarians to meet the leadership needs of the district and about leadership and/or committee structure to strengthen continuity and development.
- Assist to ensure that a Rotarian serves in only one district leadership position in one year and that current club presidents do not hold a district position while serving as president.
- Coordinate closely with the District Strategic Planning Sub-Committee and with faculty of the District Leadership Academy to develop leaders to meet the future needs of the district.
- Provide a report and recommendations about leadership development at the annual District Leadership Meeting.
- Support the Rotary District Leadership Plan through its activities.
- Performs related duties as deemed necessary by the Committee Chair and District Governor to ensure continuity of leadership development in District 5010.

(4) The Committee shall meet at least twice annually, once to review and update the inventory in July of each year, and once at the District Leadership meeting. It may also meet at other times as deemed necessary either by the Chair or the District Governor. These meetings may be conducted by

teleconference.

Section 8. Manual of Procedure Review Committee
(1) The purpose of this committee is to annually review the District 5010 Manual of Procedure for updates and/or changes as a result of Council on Legislation decisions or other changes in which the district conducts business, provide recommendations to the appropriate committee as needed, and oversee preparation of resolutions for the annual business meeting on these items as required.

(2) The Committee shall consist of the following members:

- The District Governor
- The Council on Legislation Representative
- The District Administration Chair or Administrative committee member appointed by the Governor and shall serve as Chair of the committee
- A Past District Governor appointed by the Governor
- The District Governor Nominee
- The District Governor Elect as an adjunct member

ARTICLE VI - DISTRICT LEADERSHIP ACADEMY

Section 1. There is established within District 5010 a Leadership Academy to support club leaders; to further increase their knowledge about Rotary; to prepare presidents-elect and other club officers for leadership of their clubs during their terms in office; and to prepare them for leadership at the district level annually.

Section 2. The District 5010 Leadership Academy shall consist of a dean appointed by the District Governor, and Academy instructors who shall be recommended by the dean for appointment by the District Governor.

Section 3. The Academy dean shall be a Past District Governor or District Trainer or other past District leader possessing training experience and who has completed a term of service as an Academy instructor; the Academy instructors shall be Past District Governors, current or past District leaders, or past qualified presidents of Rotary clubs in District 5010. Instructors will have experience in the field of instruction to which they are appointed. The dean and instructors may serve up to three years with annual appointments at the discretion of the District Governor.

Section 4. The Academy dean shall appoint an Advisory Committee for the Academy consisting of up to four Past District Governors or past District 5010 leaders, preferably those who have completed terms as Academy instructors.

Section 5. Students admitted to the Leadership Academy shall be Rotarians in District 5010, will serve as president or other leadership position of a Rotary club or Rotarians who may serve or have served in a district leadership position. Other Rotarians in good standing may also be nominated to participate if space permits. A pool of possible candidates will be developed by the Governor, the

Governors Elect and Nominee, and the Leadership Development Committee with recommendations from district committee chairs and club presidents. Club candidates may be nominated by the current president of their clubs or by District officers/leaders of District 5010. Other Rotarians, as defined above, may be nominated by the District 5010 Governor who assumes office in July of the Rotary year coinciding with the convening of the Academy class. Priority for admission of students shall first be given to past club presidents.

Section 6. The Academy dean is responsible for oversight and management of all aspects of the Academy, in coordination with the Advisory Committee and the District Governor. He or she shall also serve as a member of the District 5010 Leadership Development Committee and work closely with the Governors Elect and Nominee in identifying potential leaders for future District positions.

Section 7. Graduates of the District Leadership Academy will receive preference in consideration for appointment to District leadership positions.

ARTICLE VII – COUNCIL OF GOVERNORS

Section 1. The council shall be composed of all Past District Governors who are active, associate or honorary members of clubs of the District.

Section 2. The purpose of the council is to advise the District Governor on policy and strategic matters affecting the District from time to time and to assist the Governor when called upon to do so. The Council will operate autonomously.

Section 3. The immediate Past District Governor or other convener as may be designated by the District Governor shall serve as Chair and the presiding officer at all meetings of the Council. The Council will meet quarterly, or as often as deemed necessary, to consider requests for advice or assistance from the Governor or to review and provide recommendations on other policy or strategic issues for the district. This will include the District Strategic Plan and the Manual of Procedure (MOP) with any recommended modifications for the MOP to be carried forward by the Manual of Procedure Review Committee. The required annual meeting of this council may be held during the District Conference.

Section 4. The Chair of the Council shall contact the District Governor-Elect (DGE) to schedule a meeting of the Council, in conjunction with the full Governor team, at a mutually agreed upon time, as soon after the DGE's training at the International Assembly as possible and prior to 1 July, so that the District Governor-Elect may explain new information received from Rotary International and explain plans for the coming year. This will better prepare Council members to assist the Governor when asked. The District Governor Elect may also advise the Council of Governors at that time about anticipated requests for assistance or advice.

Section 5. Past District Governors, as members of the Council, shall also have a responsibility to support the District Governor Elect and the District Governor Nominee (DGN), as they prepare for service as District Governor. The DGE and DGN may request assistance with information, orientation or planning. A Past District Governor identified by the DGE will serve as his/her designated mentor to actively provide support and orientation, and to assist the DGE in preparation for the year of service.

ARTICLE VII – ANNUAL TRAINING ASSEMBLY AND CONFERENCE AND PRESIDENT-ELECT TRAINING SEMINAR

Section 1. The annual District Training Assembly shall be held for the purpose of training club officers, directors and committee chairs but it will be open for all members. Club officers, directors, and committee chairs are expected to attend the District Assembly and/or the District Conference as a condition for acceptance of the office held. The District Governor-Elect shall schedule and conduct the District Assembly with the cooperation and consultation of the District Governor.

Section 2. The District Governor-Nominee shall be responsible for investigating and recommending a site for the District Conference, in their year as Governor, in cooperation with the Finance Committee. In this endeavor, the District Governor-Nominee shall seek the Advice and Consent of the Finance Committee. The District Governor-Nominee shall present the site at the business meeting of the District Conference for concurrence by a majority of the club presidents in attendance. Any club in the district may submit a proposal to host the District Conference.

Section 3. Special conferences and/or assemblies may be called by the District Governor providing at least thirty days advance notice is given to each club within the district.

Section 4. Every Rotary club in the district should be represented at the annual District Conference and the District Assembly by as many members as possible. Voting shall be by majority vote of Rotarians present and voting at the Conference except as otherwise specified in the MANUAL OF PROCEDURE of Rotary International or in this MANUAL OF PROCEDURE.

Section 5. The President-Elect of each club, including those serving an additional term, shall attend the Pacific Northwest President Elect Training Seminar (PETS), including Pre-PETS in its entirety and each club budget shall include funds for this purpose.

ARTICLE IX – STRATEGIC PLANNING

District 5010 shall have a written District Strategic Plan and planning process that provides the long-term vision and the direction for the District. The Strategic Plan shall be for duration of three or more years and provide a guide for annual planning and goals. The Strategic Plan will be reviewed and updated annually before the District Leadership Meeting to reflect the accomplishments and current needs of the District, and include long-term goals for accomplishment during multiple Rotary years.

The Strategic Planning Sub-Committee shall be responsible for the oversight and continuity of the planning process.

The Strategic Planning Subcommittee shall seek input during the planning from District and club leaders, and shall coordinate closely with the District Finance Committee for mutual support of District goals and budget, and shall disseminate the Strategic Plan or a summary to District leaders and clubs.

ARTICLE X – FISCAL MATTERS

Section 1. General – The District Governor or designate, in conjunction with the Finance Committee, shall administer the funds of the district in accordance with the approved budget. Should developments occur where the expenses for the district would go $5,000 beyond the approved budget, the amount of expenditure beyond the approved budget shall be referred to the District Finance Committee for approval.

Section 2. It shall be the joint responsibility of the District Governor, Treasurer and Finance Committee Chair to implement the ongoing elements of the District Budget and Fiscal Policy, to manage the funds and fiscal matters of the district on a day-to-day basis, and to be accountable to the clubs within District 5010 in accordance with the approved Annual Budget. Such accountability to the District clubs includes the responsibility to keep expenditures within the budgeted amount for the year or such supplemental amounts as may be authorized by the Finance Committee.

Section 3. The Finance Committee will establish policies and procedures from time to time to support effective and prudent management of district finances. This may include, but is not limited to, committee budgets and reimbursements, club dues, and limitations on club district program participation based on non-payment of dues. The minimum level of club dues will be consistent with provisions in the Rotary Manual of Procedure. The Committee shall coordinate closely with the District Strategic Planning Sub-Committee for mutual support of District goals and budget.

Section 4. The District Treasurer shall be the custodian of district funds, collect the district per capita levy and disburse funds when approved by the District Governor or other as designated in the policy. The District Treasurer must provide a $50,000 bond paid for by the District upon request.

Section 5. Sources, Types, Purpose of District Funds

a. Sources of Funds

1. Dues (annual levy)
   Dues from clubs in the District will be a per capita amount approved by the District clubs in a method prescribed by RI and District 5010 policy. Dues will be in US dollars.
2. Surpluses
   Any surplus arising from District Conference, District Leadership Training Assembly or Special Funds, or surpluses of committee funds.
3. Investments
   Income arising from the investment of funds not required for immediate commitment or expenditure.
4. Contributions and Allocations
   Contributions, donations, grants, results from fundraising or bequests made by the clubs or individuals for designated or general purpose or funds released and allocated by the District Governor from allowance provided by Rotary International.

b. District Funds

District Funds for general or specified purposes will be recommended by the Finance Committee and authorized by the District Governor in accordance with the principles and guidelines of the Rotary International Manual of Procedure. District Funds include:

1. General Fund

The purpose of the General Fund will be to cover reasonable expenses not covered by the Rotary International allocation, as outlined in the District Governor's Training Manual, and included in the budget, for:

i. The District Governor Elect and spouse to attend the International Convention and the International Assembly to the extent not reimbursed by Rotary International plus an amount not to exceed $300 for the purchase of gifts to exchange at the International Assembly, if such gifts are required.
ii. The District Governor and spouse to attend the International Convention.
iii. The District Governor and the District Governor Elect and their spouses to attend the Zone 24 Institute, the DGE to attend GETS and the DGN to attend the Zone 24 Institute and GNATS.
iv. The District Governor Elect to attend PETS and the required PNW PETS planning meetings and the District Governor to attend PETS.
v. The District Governor Nominee to attend PETS and the required PNW PETS planning meetings.
vi. The District Representative to the Council on Legislation and the District Representative to the Zone Nominating Committee for Director to the extent not reimbursed by Rotary International.
vii. The costs of the District Governor and District Governor Elect to attend the District Conference with reimbursement as defined by Rotary International and reasonable expenses for spouses to attend with reimbursement limited by an amount placed in the budget.
viii. Advances to the DGE from the annual operating budget for necessary expenses incurred;
ix. RI-approved expenses for the DGE as outlined in the District Governor's Training Manual;
x. For reimbursement of other necessary preparation expenses not reimbursed by Rotary International up to an additional 5% of the annual District operating budget.
xi. Such advances shall be charged to and accounted for in the DGE's budget.
xii. Sums dedicated to support the district conferences as further set out in Section F3.

2. Separate Funds

a. General

Separate Funds may be established from time to time where funds are raised and budgeted for specific purpose.

b. Separate Funds authorized are:
1) Youth Exchange Committee Funds
2) District Conference Funds
3) Rotary Youth Leadership Awards (RYLA)
4) Special Project Funds

The management of separate funds will be in accordance with the policies and procedures of District 5010, except as otherwise defined in the MOP. The administrators of the Separate Funds may, from time to time, adopt additional policies required for prudent fiscal management following approval by the Finance Committee.

3. Special Funds

Special Funds, as recommended by the Finance Committee and approved by the District Governor, are designated to serve specific purposes or projects, and which can be modified or terminated at the discretion of any succeeding District Governor with the concurrence of the Finance Committee. Any monies remaining in the Funds at such termination shall revert to the General District Fund.

4. Reserve Account

There shall be a District Reserve Account consisting of accumulated budget surplus funds set aside for emergencies, unforeseen circumstances or other future needs. The funds shall be maintained in an interest-bearing account with a conservative degree of risk to conserve the principal while attaining a modest rate of growth. The reserves shall represent between 8 and 12 months of normal operating expenses. From time to time, the Finance Committee may make an allocation from the reserves to support costs necessary to achieve the accomplishment of the approved District 5010 Strategic Plan.

The District Reserve account shall not be invaded until approval is received from the District Finance Committee. If such approval is given, the results shall be submitted to the District Leadership and Club Presidents for information.

If a proposed expenditure would cause the balance of the reserve account to be less than the 8-month minimum, approval must be obtained through a ballot-by-mail vote of clubs. No funds shall be expended from the reserve account that would cause the balance to fall below the minimum until that approval is obtained. A 75% majority of clubs voting is required to approve the amount and the purpose of the expenditure. If the expenditure is approved and implemented, additional funds will be deposited to the reserve account within a maximum of 24 months to restore the minimum level of reserves as defined in this policy.

Section 6. Budget Procedure

a. General

There shall be a balanced district budget. The budget shall be based on previous district experience, goals of the district and input from district committees and officers. It shall

cover the annual period from 1 July to 30 June and show both income and expenses. The annual budget of the proposed expenses to be financed by the District Fund for the following Rotary year will be prepared by the District Governor Elect and the Budget Sub-committee of the Finance Committee after consultation with the District 5010 Strategic Planning Committee.

The Budget sub-committee will be appointed by the Finance Committee and will include the DGE, DGN, DGND, if selected, Finance Committee Chair, Treasurer and one or more Finance committee members who served during at least 3 budget cycles.

The prime consideration in determining the approved budget shall be setting a proper and adequate amount for the mandatory per capita assessment. It is imperative that all the clubs be fully informed as to how the funds are to be expended and that the authorization be fair and equitable to all contributors and clubs. Assurance must be given that the operations of the district are planned, authorized and conducted with prior advice from officers and committees involved. The annual budget will be approved by the clubs of the district prior to the expenditures of funds.

b. Committee Submission

The District Governor Elect will promulgate the District goals and objectives. Based on these goals, each committee chair will submit a recommended budget for the activities of that committee to the District Governor Elect during the budget planning period.

c. Budget Preparation

Based on District officers and committee chair input, the District Governor Elect and the Budget Sub-committee will prepare a proposed budget each year. The proposed budget will be submitted for review and comment to the Finance Committee. Using the Finance Committee's comments, the District Governor-Elect and the Budget Sub-committee will consider changes and prepare a final budget submission. The Finance Committee will consider the revised budget and make a recommendation for approval. The Youth Exchange, RYLA and District Conference budgets, and budgets for other special programs, as requested, shall also be submitted to Finance Committee for review and recommendations per the timelines designated.

d. Budget Review and Approval

The recommended District and Separate Funds budgets, including any changes to the annual levy (dues), will be presented to District leadership at the annual strategic planning and leadership meeting where revisions may be suggested. It will subsequently be presented to the Club Presidents Elect for discussion and suggestions at the Presidents Elect Training Seminar.
The proposed district budgets will be accompanied by statements of the actual income and expenses to date.

Following review by the Presidents Elect at PETS, the proposed budgets, including any changes to the annual levy (dues) requirement, will be considered at the District 5010 Assembly and submitted to a vote of the club Presidents Elect. The budgets, accompanied by statements of the actual income and expenses to date, shall be distributed by the District Governor Elect to the Presidents-Elect of all clubs at least 30 days prior to the District Assembly for discussion with club directors.

A 75% majority of the club President Elect present and voting will be necessary to enact the proposed budget and changes to the annual levy (dues) if occurring. (See the By-Laws of Rotary International, Article XV, 15.060.2.) A report of the decision will be made to all clubs at the Annual Business Meeting.

e. Budget Timeline Overview

September/October

- A sub-committee of the Finance Committee reviews the previous Rotary year expenditures and provides a report and recommendations to the Finance Committee.
- District Governor Elect submits RI Allocation requests to Rotary International.
- District Governor Elect articulates the program and objectives for the coming Rotary year to all District officers and committee chairs, requests budget input and sets submission deadlines.
- District officers and committee chairs submit a budget request to District Governor Elect accompanied by a statement of committee goals for the upcoming year.

November/December

- The District Governor Elect and the Budget Sub-committee formulates a proposed budget based on committee input and goals and in coordination with the Strategic Planning Committee.
- Youth Exchange, District Conference and RYLA Committees formulate proposed budgets.
- Preliminary budgets are submitted to the Finance Committee for review and comment.
- Finance Committee reviews financial procedures for possible MOP changes.
- A subcommittee of the Finance Committee reviews the Rotary year expenditures and provides a report and recommendations to the Finance Committee.
- The District Conference and RYLA committees will develop a proposed budget for the current year's event and submit to the Governor and Finance committee for approval no less than 150 days prior to the start date of the event.

January/February

- The District Governor Elect and the Budget Sub-Committee and the Youth Exchange, District Conference and RYLA Committees refine the preliminary budgets.
- The Finance Committee conducts a mid-year review of income and expenses year to date and makes adaptations necessary to meet the approved budget parameters.
- The Finance Committee reviews and updates the reimbursement policy, as needed, for the upcoming year.
- Proposed budgets are submitted to the district leaders at the district strategic planning and leadership meeting. Discussion of the proposed budgets by district leaders. The District Governor Elect will lead the discussion.
- The District Governor Elect and the Budget Sub-committee and Youth Exchange, District Conference and RYLA Committees refine the budgets based on discussion at the leadership meeting.

March/April/May/June

- Proposed budgets are submitted to the clubs at the President Elect Training Seminar where there is discussion of the proposed budget by the club Presidents Elect. The District Governor Elect will lead the discussion.
- Club Presidents Elect discuss proposed budgets with the club directors.
- A sub-committee of the Finance Committee reviews the Rotary year income and expenditures and provides a report and recommendation to the Finance Committee (April).
- At least 30 days prior to the District Assembly, the District Governor Elect shall distribute the proposed budgets to the Presidents-Elect of all clubs for review with club directors. The budgets shall be accompanied by statements of actual income and expenses to date.
- Proposed budgets are submitted to a vote by club Presidents Elect at the District Assembly with a summary presented at the Annual Business Meeting
  April/May/June
- The District Treasurer issues confirmation of budget amounts to the chairs of the funded committees. All committees will operate within their budgeted amounts unless approved in advance by the Governor.

June

- A synopsis of approved budgets is posted on the District 5010 website for use during the Rotary year. Reimbursement policy is distributed to funded committee chairs.

July

- Budget takes effect
- Final submission of Rotarian expenses to the District Treasurer and reimbursable District expenses to RI for the previous year.

Section 7. Receipts, Deposits and Expenditure of Funds

Receipts and Deposits

Monies received by District Treasurer shall be deposited in accredited financial institutions in such a manner to clearly indicate that the funds are the property of District 5010. Investment of surplus funds available from time to time shall be restricted to government authorized investments registered in the name of District 5010, to which access may be gained by authorized signing officers. All funds due to District 5010 from Rotary International or other sources shall be made directly payable to District 5010 and sent to the District address of record for deposit in an authorized District account. Electronic funds transfer is the preferred method for receipt of monies, when available.

a. Management and Expenditures

1. The policy determining acceptable expenditures of District Funds shall be defined by a set of operational procedures established by the Finance Committee. These procedures will be reviewed annually as the new budget process begins.

2. All expenditures from District funds must be in accordance with the District budget, reviewed by the District Treasurer and Finance Committee chair and properly approved by the District Governor and appropriate District Committee chair. The Finance Committee Chair will approve expenses incurred by the Governor.
3. Individual reimbursements will be processed, approved and paid following District 5010 Reimbursement Policy and Procedures. The Finance Committee chair and the District Treasurer will be responsible for review of expenses submitted and compliance with reimbursement procedures under the authority of the District Governor and Finance Committee as defined in this policy.
4. District 5010 checks will be signed by one of the following: the District Treasurer, the District Governor, the Finance Committee Chair or the District Secretary. District 5010 expenses, not incurred by a specific individual, may also be paid electronically. Payments for District invoices may be made by debit card or credit card, electronic check, ACH or other electronic method, whenever feasible, to reduce the cost of processing transactions. Any debit or credit card will be tied to a minimal balance checking account. The card will be in the possession of the District Treasurer. Invoices paid electronically will be authorized by the District Treasurer and approved by the District Governor and the District Finance Committee Chair.
5. Expense and income reporting shall be reviewed a minimum of semi-annually by a Subcommittee of the Finance Committee appointed for the purpose. The committee shall include the Finance Chair and the DGN as members. A report of findings and and recommendations shall be provided to the Finance Committee.

Section 8. Fiscal Review and Reporting

a. Reports

The District Treasurer will prepare monthly statements and budget status for the District Governor and the Finance Committee. To assist the District Treasurer in the preparation of required reports, all district committee chairs and officers shall prepare and submit to the District Treasurer, a minimum of quarterly, a report on financial condition of the committee as compared to budget along with a progress report on committee goals. Such reports shall reflect the sources and amounts of all funds expended, as well as recommendations for the next Rotary year. District financial reports will be placed on the District 5010 website quarterly.

b. Review

The status of district funds and the district budget will be reviewed at each meeting of the Finance Committee and the Committee will provide recommendations to the District Governor about actions to be taken, as required.

c. End of Year

The District Treasurer at the end of each Rotary year, shall prepare Financial Statements consisting of a Balance Sheet and Income and Expense statement which compares current year budget to current year actual income and expense and sources of all funds received. The annual financial statements shall be provided to the District Governor, Finance Committee, club presidents and the General Secretary within three (3) months of the Conclusion of the Rotary year (RIB15.060.4).

If notice of final reimbursement from Rotary International is not received by August 31, a preliminary financial statement will be provided. The District Treasurer's final financial statement for the concluded year will be provided to the Finance Committee and the District Governor within 30 days of the notice of final reimbursement from Rotary International. The

District Governor shall distribute copies of such Financial Statements (either in the monthly newsletter or by separate email) to all club presidents no later than December 31. It will also be placed on the district website, discussed at the subsequent Annual Business Meeting and provided to any club requesting the statement.

A review of the financial statements may be conducted by an independent task force of Rotarians appointed by the Finance Committee with the option available for an audit to be made by an accounting firm.

d. Tax Reporting

It shall be the responsibility of the District Treasurer to submit all relevant tax returns or other related reporting to governmental entities, as required, in a timely manner

Section 9. Separate Special or Specific Funds and Accounting

a. General

When funds are raised or budgeted for a specific purpose, a separate fund may be established. A budget of income and expenditures will be prepared and submitted to the Finance Committee for approval, and financial reports with bank statements shall be prepared by the respective committee chair quarterly and submitted to the District Governor and the Finance Committee for review, recommendations for action and approval. Programs authorized to maintain separate funds shall operate with a minimum of a committee chair appointed by the Governor (Article IV, Section 2) and a program treasurer. The Finance Committee chair oversees the process and compliance with policies and procedures.

b. Youth Exchange Committee

The Youth Exchange Committee is authorized to maintain a separate fund and budget with review by the Finance Committee. The program will be self-sustaining.

1. The chair of the Youth Exchange Committee shall submit, for approval of the District Governor and Finance Committee, an estimated budget of revenue and expenditure according to the budget timeline and procedure outlined in Section 6e.
2. The chair of the Youth Exchange Committee will provide financial and progress reports a minimum of quarterly to the District Treasurer so they may be presented with the required District Treasurer reports. The Youth Exchange Committee chair or Youth Exchange treasurer may be asked to attend the Finance Committee meeting to present the report. The Youth Exchange Committee chair, at the end of each Rotary year, shall provide Financial Statements consisting of a Balance Sheet and Income and Expense statement which compares current year budget to current year actual income and expense. This shall be submitted to the District Treasurer by no later than September 30 for the preceding year. This report shall be posted on the District 5010 and Youth Exchange websites, and a simplified financial summary, along with program statistics, shall be disseminated to the clubs through a regular monthly issue of the District
3. The Youth Exchange Committee is authorized to maintain a separate bank account for such funds and provide review authorization to the District Treasurer. The District

Governor will appoint the signatories for the account, one of whom shall be the committee chair.

4. The Youth Exchange program will maintain financial reserves for unforeseen Circumstances or emergencies. "Financial Reserves" are defined as the Youth Exchange Program's "Net Assets as of June 30th of the immediately preceding Rotary year as reflected in the Youth Exchange financial statements. The balance of the Financial Reserves is not to exceed 50% of the average total operating expenses for the three (3) Rotary years preceding the current year. Excess reserves shall be applied to normal expenses to reduce program costs applicable to participating clubs.
5. Financial management and reporting shall be in accordance with the policies and procedures of District 5010, including timelines and process for budget approval by club Presidents Elect.

c. District Conference Committee

The District Conference Committee is authorized to maintain a separate fund and budget with review by the Finance Committee.

1. There is established with the district budget a District Conference Fund to be used by the District Conference Planning Committee for the initial expenses incurred for the annual District 5010 conference program proposed by the District Governor and implemented by the District Conference Committee. The District Conference will otherwise be self-sustaining.
2. $5.00 of each Rotarian's annual dues is dedicated to the Conference Planning Committee to go into a District Conference Fund. The initial amount available each year to the Conference Planning Committee will be based on $5 per member as of the previous July 1st membership. All other conference funding will come from registration fees, sponsorships or other designated Rotary program funding.
3. After all obligations are paid for the current year's District Conference, all remaining unspent conference funding will be delivered to the District and then deposited in the District Conference account for future conference expenses, subject to the following restrictions:

    - i. The Conference Planning Committee may access the lesser of $2,500 or 1/3 of the excess returned from the previous year's conference upon approval of the District Finance Committee.
    - ii. The excess unavailable for conference planning shall be reserved for conference shortfalls or unanticipated expenses, subject to the approval of the District Finance Committee.
    - iii. The District Finance Committee will review the per capita amount and Funding process every three years to ensure the respective district conference funds are adequately serving the pre-planning needs of the district conference.

4. The Chair of the Conference Committee shall submit, for approval of the District Governor and Finance Committee, an estimated budget of revenue and expenditure not less than 150 days prior to the District Conference.

5. The Chair of the Conference Committee shall submit to the District Governor and Finance Committee an updated estimate of revenue and expenditure not less 60 days prior to the event.
6. The Conference Committee is authorized to maintain a separate bank account for such funds and provide review authorization to the District Treasurer. The District Governor will appoint the signatories for the account, one of whom shall be the committee chair.
7. The Chair of the Conference Committee shall submit to the District Governor and District Treasurer a complete financial report, including a summary of receipts and disbursements for review and recommended action, no later than 60 days following the conclusion of the event.
8. The Chair shall arrange for transfer of any surplus or loss in the conference fund to the General Fund within 60 days of the event.
9. The District Treasurer shall distribute copies of the Conference financial report to the District Governor and the Finance Committee with the next monthly financial report. The Chair or Treasurer of the Conference Committee may be asked to attend the finance committee meeting to present the report.
10. A simplified financial summary for the conference, along with attendance statistics shall be disseminated to the clubs through a regular monthly issue of the District Governor's newsletter and District website within 90 days of the event.

d. District RYLA Committee

The District RYLA Committee is authorized to maintain a separate fund and budget with review by the Finance Committee. The program will be self-sustaining.

1. The Chair of the RYLA Committee shall submit, with the approval of the District Governor and Finance Committee, an estimated budget of revenue and expenditure not less 150 days prior to RYLA.
2. The chair of the RYLA Committee shall submit to the District Governor and Finance Committee an updated estimate of revenue and expenditure not less 60 days prior to the event.
3. The RYLA Committee is authorized to maintain a separate bank account for such funds and provide review authorization to the District Treasurer. The District Governor will appoint the signatories for the account, one of whom shall be the committee chair.
4. The RYLA Chair shall submit to the District Governor and District Treasurer a complete financial report, including a summary of receipts and disbursements for review and recommended action, no later than 60 days following the conclusion of the event.
5. The RYLA Chair shall arrange for transfer of any surplus or loss to the General Fund within 60 days of the event.
6. The District Treasurer shall distribute copies of the RYLA financial report to the District Governor and the Finance Committee with the next monthly financial report. The RYLA Chair may be asked to attend the finance committee meeting to present the report.

7. A simplified financial summary of RYLA, along with attendance statistics shall be disseminated to the clubs through a regular monthly issue of the District Governor's newsletter and District website within 90 days of the event.

e. Special Funds

Funds or accounts for special or specific purposes not included in the budget for the District General funds may be recommended by the Finance Committee and may, without limiting the foregoing, include such purposes as:

1. Special District Service Projects
2. Grant funds of The Rotary Foundation which are administered by the district for implementation of TRF-funded projects by district clubs.
3. Other purposes as may be warranted on a short term basis

f. Other Events

Other district events or activities may be held from time to time which generate revenue and incur expenses, and are included in the overall operating budget. These include, but are not limited to, training seminars, meetings or special events. These events will be implemented in a manner consistent with funds available in the budget and monies generated through registration or other fees. A report summarizing the receipts and disbursements for each event will be submitted to the District Treasurer within 60 days of the completion of the event. If the activity is ongoing, such report will be submitted monthly.

g. Special Solicitations

The District Governor is authorized to solicit special project contributions during the Rotary year. These solicitations will normally require the prior approval of the District Finance Committee. Clubs of this District will not be solicited for funds for any purpose without the specific approval of the District Governor with the exception of support for a specific Rotary service project to be conducted by a District 5010 club.

ARTICLE XI – DISTRICT AWARDS AND RECOGNITION

The District Governor or by a vote of the majority in attendance at a District Conference or Assembly may establish various awards such as club attendance, bulletin, club project, conference attendance, membership growth, etc., to achieve specific goals of the district. These awards and the conditions under which they shall be awarded will be indicated from time to time in the monthly governor's newsletter in such time for these awards to be presented at the District Conference.

ARTICLE XII – SELECTION OF DISTRICT REPRESENTATIVES

Section 1. Selection of District Representatives

From time to time, District 5010 is required to select a member to represent the district at a Zone and Rotary International event or meeting. The procedure for the selection of District 5010's representative for the Council on Legislation and on the Zone Director Nominating Committee is

described below.

(a). Council on Legislation Representative

The Council on Legislation (COL) is Rotary's legislature. Meeting in the spring every three years, it considers changes to the policies that govern Rotary International and its member clubs and has the authority to amend Rotary's constitutional documents. The Council is made up of one representative from every Rotary district These representatives are the voting members of the Council. In the Rotary year two years before each Council, District 5010 selects a Rotarian to represent it at the Council proceedings.

(1) Qualifications

Representatives must have served a full term as a district governor or other officer of RI, be a member in good standing o fa Rotary club in District 510 at the time of their election and agree in writing that he/she will fulfill the responsibilities. A Rotarian shall not attend more than three Councils on Legislation as a representative.

District 5010 will choose the best-qualified eligible Rotarian who understands current Rotary policies, procedures, and programs and is available and willing to serve. An alternate will also be chosen in case the representative cannot attend.

(2) Responsibilities

The responsibilities of representatives are outlined in the Rotary International Manual of Procedure (RI MOP). The duties include helping clubs prepare proposals for the Council; discussing proposed legislation at the district conference and other meetings; understanding the different perspectives of Rotarians within the district; critically considering legislation proposed to the Council and effectively communicating those views to the COL; acting as an objective legislator, attending the entire meeting of the Council to which he/she had been selected to serve as a representative; and reporting the Council's actions to the clubs after the meeting.

(3) Nomination and Selection

District 5010's Council representative is selected by a vote of the electors at an annual business meeting occurring during the District 5010 conference. Any District 5010 club may nominate a Rotarian in the club who meets the qualifications and is willing to serve as the COL representative. The timeline for nomination will coincide with the timeline for COL legislation to be proposed for that Council. The nomination will occur by resolution at a regular meeting of the club, be approved by members in attendance, verified in writing by the club president and secretary, and submitted to the District 5010 Governor and the Chair of Administration for presentation to the club electors at the annual business meeting held during the District 5010 conference. The District 5010 Chair of Administration will coordinate and communicate this process on behalf of the district, working in collaboration with the Governor.

The vote to choose the COL representative will be conducted by confidential written ballot among the electors and only the name of the representative and the alternate selected shall be

announced to all present at the meeting. Each elector at the district conference shall be entitled to cast one vote in the election of the representative. If a club is entitled to more than one vote, electors from that club must cast all its votes for a single candidate. The candidate receiving a majority of the votes cast shall be declared the COL representative. The nominee with the second highest number of votes will be designated as the alternate and will serve only if the representative is unable to serve. The alternate shall work closely with the representative in the preparation process preceding the COL in the event that he/she would be called upon to serve.

No vote by electors shall be required where this is only one club nominee. In such cases, the governor shall declare this nominee the COL representative.

The names of the COL representative and the alternate shall be reported by the Governor to the RI General Secretary immediately following the selection and no later than 30 June of that year.

(b) Zone Director Nominating Committee Member

The nominating committee for a zone director consists of one member from each Rotary district in the zone. These representatives are the voting members of the committee. In the Rotary year one year preceding the scheduled director nomination, District 5010's clubs select a Rotarian represent it on the committee. A member will be elected for a term of one year. An alternate is also chosen in case the representative cannot attend.

(1) Qualifications

In general, representatives must be a past district governor at the time of service, a member in good standing of a club in District 5010, and agree that he/she is willing to serve and will fulfill the responsibilities. He/she must also meet the other qualifications outlined in the RI MOP (12.0203), including attendance at Zone Institutes and RI Convention(s) except if waived by a majority of elector votes of the clubs present at the time of the voting. No Rotarian who has served twice in this role shall be eligible again.

(2) Responsibilities

The responsibilities of nominating committee member are to attend the selection meeting at the time and place designated by the RI board of directors and convener, and fully participate in the process, fulfilling the responsibilities according to the provisions provided by the RI MOP and board of directors.

(3) Nomination and Selection

The nominating committee member is selected by a vote of the electors at the annual business meeting occurring during the District 5010 Conference. Any club in the district may nominate a Rotarian in the club who meets the qualifications and indicates a willingness and ability to serve. The timeline for club nomination will coincide with the annual District 5010 resolution process. The nomination will occur by resolution at a regular meeting of the club, be approved by members in attendance, verified in writing by the club president and secretary, and submitted to the Governor and the Chair of Administration for presentation to the electors of the clubs at the district conference.

The vote for the district committee member at the conference will be conducted by confidential written ballot among the electors and only the name of the selected committee member and the alternate shall be announced to all present. Each elector at the district conference shall be entitled to cast one vote in the election of the member. If a club is entitled to more than one vote, electors from that club must cast all its votes for a single candidate. The candidate receiving a majority of the votes cast shall be declared the nominating committee member. The nominee with the second highest number of votes will be named as the alternate and will serve only in the event the designated member is unable to serve. The District 5010 Chair of Administration will coordinate and communicate the selection process on behalf of the district, working together with the Governor.

No elector vote shall be required where there is only one nominee. In such cases, the governor shall declare this nominee the Nominating Committee representative.

The names of the Nominating Committee member and the alternate shall be reported by the Governor to the RI General Secretary immediately following the selection, but in no case later than1 June of the appropriate year.

ARTICLE XIII – AMENDMENTS OR ADDITIONS

Section 1. Amendments or additions to this MANUAL OF PROCEDURE shall be by resolution passed by a majority vote of the Rotarians in attendance at a District Conference.

Section 2. Amendments or additions may be proposed by a resolution adopted by any club at a regular meeting, or by a resolution adopted at a meeting of the Council of Governors provided such resolution is submitted to the District Governor at least 45 days prior to the opening date of the District Conference and is not in conflict with the MANUAL OF PROCEDURE of Rotary International.

Section 3. The District Governor shall forward all resolutions received by the above date to the District Awards and Resolutions Committee which shall prepare and distribute copies of all resolutions proposed to the President of each club and to all Past District Governors at least 30 days prior to the opening date of the District Conference. The chair of this committee shall present to the business meeting at the District Conference these resolutions for conference action.

Section 4. Amendments or additions to this MANUAL OF PROCEDURE and any other resolutions that are in keeping with the Rotary International constitution and bylaws on an emergency basis may be submitted to any District Conference for action when the above time schedule cannot be met provided 2/3 of the Club Presidents present at the business meeting of the district conference concur such action is necessary to the effective administration of the district.

ARTICLE XIV

Section 1. No District 5010 or club service or funding program, policy or activity may limit participation on the basis of gender identity and expression, sexual orientation, race, color, creed, mental or physical disability or national origin, or impose any condition of participation not specifically prescribed in the RI Constitution or Bylaws. This principle of non-discrimination applies to all District 5010 programs and activities inclusive of but not limited to Youth Exchange, Rotary Youth Leadership Awards (RYLA), Vocational Study Teams, Global Peace Scholarships.