



**POLICY MANUAL**  
**Rotary International District 5230**  
(Effective July 1, 2011)

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**(Revised May 13, 2011 – Effective July 1, 2011)**

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This Policy Manual is established to:

- Supplement the guidance provided in the Rotary International (RI) **Manual of Procedure** as it pertains to the administration of Districts of RI.
- Provide guidance for the administration of the District by the District Governor.

**SECTION I. Organization of District 5230 of Rotary International**

- A. The District office shall be at such location, as the Governor shall elect. Official files of the District shall be kept and maintained at said office. At the conclusion of the Rotary year, and not later than July 31, the Governor shall deliver such files, records and District owned property to the succeeding Governor.
- B. District Leadership Plan. Pursuant to the policies and recommendations of Rotary International, and prior to assuming office on July 1, the Governor-elect shall develop and implement a District Leadership Plan for organization of the District. The District Governor-elect is encouraged to seek the advice of the District Governor Nominee in identifying members to staff and chair the District committees. The Governor-elect shall appoint such officers and committees to assist in the operation and administration of the District as he or she determines necessary, appropriate, or desirable and shall prescribe the duties and responsibilities of such officers and committees. Such officers and committees shall include, but not be limited to, the following:
1. A **TREASURER** who shall be a licensed Certified Public Accountant (CPA), and who shall serve on the Finance Committee and maintain the necessary financial records.
  2. A **SECRETARY** who shall perform duties as requested by the Governor, and shall maintain a complete and accurate set of minutes of:
    - a. District Conference
    - b. District Assembly
    - c. Any other meetings designated by the Governor.
    - d. The Secretary shall also perform other duties as requested by the Governor.
  3. A **HISTORIAN** who shall record a short history of the District and its activities for the Rotary year.
  4. **ASSISTANT GOVERNORS** who shall represent and assist the District Governor and club presidents in territories to be designated by the Governor and listed in the District Directory. These Assistant Governors serve as liaison leaders between the Club Presidents and the Governor.
  5. **ADVISORY COMMITTEE.**
    - a. The Governor shall appoint an Advisory Council composed of all Past Governors who are members of Rotary Clubs within the District.
    - b. The Council shall be called at least twice each year:
      - 1) As District Governor-Elect, within 30 days following the end of the International Assembly, to inform the current and past Governors about the news of Rotary International and to receive information on the District.
      - 2) As Governor, during the month of January, to discuss the problems of the District.

- c. The authority and/or responsibility of the Governor shall not be impaired or impeded by the advice of the Past Governors.
6. RESOLUTIONS COMMITTEE. The Governor shall name a Resolutions Committee that shall be composed of not less than five members. Two shall be Past Governors and the balance shall be current or past Club Presidents. The Rotarian elected by the Clubs at the District Conference to serve as the District Representative to the Council on Legislation shall serve as Chair of the Resolutions Committee for the Rotary year in which the Council is held. This committee shall be named for the purposes of:
- a. Monitoring the conformity of the District Policy Manual with the provisions of Rotary International's Constitution and Bylaws, the RI Standard Club Constitution, and with current decisions by the RI Board of Directors.
  - b. Proposing, considering, consolidating and presenting resolutions to the District Conference for action.
  - c. Giving critical consideration to proposed enactment's and resolutions to be presented to the R. I. Council on Legislation.
  - d. Preparing adopted resolutions in proper form for inclusion in the District Policy Manual immediately following the District Conference.
  - e. The District Policy Manual shall be distributed in any year changes are made to the Policy Manual.
7. FINANCE COMMITTEE.
- a. The Committee shall consist of the Governor, two Past District Governors appointed by the Governor, the Governor-Elect who shall chair the committee, the Governor-nominee, the Treasurer and the immediate past Treasurer. The Treasurer appointed by the Governor-Elect shall serve in an advisory capacity until July 1 when he/she becomes the District Treasurer.
  - b. The Finance Committee shall prepare a budget based on funds available from Rotary International, estimated District funds available at the beginning of the Rotary year, and the estimated number of Rotarians in the Clubs of the District at the beginning of the Rotary year, and shall recommend the amount of a per capita levy for district operations during the next Rotary year.
    - 1) The budget for the district shall not contain budgeted expenses that exceed the total anticipated revenue.
    - 2) The Governor may revise such budget at any time, provided that anticipated total expenses shall not exceed total anticipated revenues.
    - 3) The budget shall contain a "General Reserve" to reduce the risk exposure for District events including, but not limited to, the District Assembly, the District Conference, District supported Rotary Foundation fundraisers, natural disaster losses, uninsured loss exposure, legal, investigative and/or mediation expenses and unbudgeted capital expenditures.
      - a) The District Governor during his or her year may use up to \$5,000 of the General Reserve funds on a cumulative basis for one or more of the purposes set forth above. The expenditure of more than \$5,000 of the General Reserve Fund on a cumulative basis during any Rotary year requires the prior approval of the Finance Committee.

- b) An expense line item (contribution) shall be made to the General Reserve so that an account balance of at least \$70,000 is maintained which shall carryover to the following year of the District.
  - c) Funds designated for specific purposes or projects such as Camp Royal or Youth Exchange shall not be included in computing the General Reserve.
  - d) All funds designated for a specific purpose or project, (e.g. Camp Royal or Youth Exchange), in the budget shall be considered “restricted” funds for purposes of the District’s financial statement regardless of their treatment for financial statement purposes under generally accepted accounting principles.
- c. In order to assure continuity of financial operations and comparability of financial reporting from year to year, the Finance Committee shall adopt standard procedures for accounting and reporting.
  - d. The proposed budget shall be distributed to the Governor’s Advisory Council and the Presidents-Elect of the clubs at least four weeks prior to the District Assembly; the assembly to train club leaders. It shall be presented for discussion, amended if necessary and approved by three-fourths of the Presidents-Elect or authorized representatives present at the assembly.
  - e. Upon approval of the District’s budget by the Presidents-Elect, the Governor Elect shall provide the District Treasurer with a copy of the approved District budget against which all expenditures of the District shall be applied. The approved budget shall be printed and distributed to every club in the district by July 1. In the event that the approved budget is identical to the proposed budget, every club in the District shall be so notified in writing by July 1.
  - f. Custody of Funds - The funds of the District shall be deposited in insured, interest bearing accounts in the name of the District. The financial institution shall have offices in each territory of the District. The financial institution shall provide Internet access and various levels of transaction permission.
  - g. The District shall maintain a minimum of four (4) separate accounts.
    - 1) An account held as a General Fund of the District for the Governor during his/her year of service.
    - 2) An account held in the name of all restricted funds including the General Reserve Fund.
    - 3) An account held in the name of Camp Royal for all Camp Royal funds.
    - 4) An account held in the name of Youth Exchange for all Youth Exchange funds.

With the exception of the account established for all restricted funds, each of the other District accounts shall be for one Rotary year, the year being the term of each elected Governor.

- 1) Signatures of any two of the following shall be required to withdraw funds from the District’s general account and the restricted funds account: Governor, District Treasurer, or District Secretary.

- 2) Signatures of any two of the following shall be required to withdraw funds from the District's Camp Royal Account: Camp Royal Committee Chair, Governor, District Treasurer, or District Secretary.
- 3) Signatures of any two of the following shall be required to withdraw funds from the District's Youth Exchange Account: Youth Exchange Committee Chair, Youth Exchange Committee Treasurer, Governor, District Treasurer, or District Secretary

The Governor for the year of each District Account shall select any of the above persons as the second signature. The persons authorized as signatories shall not be related either by blood or by marriage.

A fidelity bond shall cover the foregoing officers, and any other signatory of a District account.

- h. Disbursement of Funds. The District Treasurer shall pay only those expenditures approved by the District Governor or in his/her absence, the Finance Committee Chairperson, and contained within the approved budget. Restricted Funds may not be used to support general fund expenditures. Requests for funds in excess of budgeted amounts or for unbudgeted amounts shall be treated as follows:
  - 1) A request by the District Governor for District Funds exceeding budgeted amounts or not included in the budget and totaling more than \$500.00 shall require the approval of the majority vote of the Finance Committee.
  - 2) Any expenditure of funds, budgeted or unbudgeted, in excess of budgeted amounts shall be accompanied by budget adjustments to maintain a balanced budget.
  - 3) Requests for expenditures from the District Fund that are not included in the budget or have not been approved as required shall not be paid and will become the personal expense of the person who initiated the expenditure.

The District Treasurer shall automatically deposit the following amounts to the accounts as indicated:

- 1) An amount not less than \$4,000.00 to the account of the District Governor-elect no later than July 31 of the year preceding his/her term as Governor. These funds shall be in addition to the reasonable and necessary expenses for such meetings as the Rotary International Assembly, the Rotary Institute and the Rotary International Convention. These amounts shall be for preparing and conducting the assembly to train district leaders prior to his/her year as serving as Governor, and for other such related budgeted expenses of this office.
- 2) An amount not less than \$750 to the account of the District Governor-Nominee no later than December 31 of the year of his/her selection. These funds shall be used by the DGN to obtain stationery, business cards, postage, etc. required to begin preparation for the year in which he/she will serve.

The District Governor-elect and the District Governor-nominee shall each provide a beginning budget for his/her year in that office against which appropriate expenses shall be drawn.

Expenditures by the DGE or the DGN in excess of their allocation amount shall be carried forward as a negative balance and have a negative impact on their next allocation or budget.

- i. Reporting Requirements - The Governor shall provide the following financial reports:

- 1) Monthly – A report to the Finance Committee detailing revenue versus expenses.
  - 2) Twice yearly\* - A report to the Club Presidents summarizing financial status of the district.  
\* - One report in February covering the period from July 1 to December 31 and a final report within three months of completion of the Governor’s year of service.
  - 3) Twice yearly\*\* - A report to the Governor’s Advisory Council and the Finance Committee providing comprehensive financial information with sufficient detail to accurately represent the complete financial state of the District as of the date of the report.  
\*\* - One report in February covering the period from July 1 to December 31 and a final report – see 4) below.
  - 4) Within three months of completion of the Governor’s year of service - a final financial report covering the Rotary year, reviewed by a Certified Public Accountant or Public Accountant who is a member of one of the clubs in the District (but not a member of the Finance Committee) shall be prepared and distributed to the Governor’s Advisory Committee, and to the General Secretary of Rotary International. The final report shall be sent, upon request, to any Rotarian who is a member of one of the Clubs in the District. The final report shall show income from all sources and expenditures for all purposes according to the adopted budget, and shall include a detailed statement of all accounts held in the name of the District.
  - 5) Within three months following the end of the term of service as District Governor, all remaining funds, except for Restricted Funds, along with the appropriate accounting for all funds, shall be transferred to the General Fund account for the year of the person then serving as Governor.
8. ROTARY FOUNDATION COMMITTEE. The Foundation Committee shall have the responsibility to encourage participation by all clubs in the District in the programs of The Rotary Foundation of Rotary International.
- a. The Committee shall consist of at least six members, three of whom are Past Governors. One Past Governor shall be the Chair and the other members shall chair such subcommittees as are recommended by Rotary International.
  - b. Prior to donating or designating any DDF SHARE funds to The Rotary Foundation or to another Rotary district, the Governor shall first obtain the affirmative concurrence of not less than a majority of club electors, selected and certified pursuant to Sections VI.F and VI.G, voting on the question at the District Conference, at a special meeting called for the purpose by the Governor at which a quorum of clubs is present, or by ballot-by-mail using as near as possible the procedures in Section 13.040 of the RI Bylaws.
  - c. The District may, at the discretion of the District Governor-Elect, participate in the District Simplified Grant (DSG) Program of The Rotary Foundation of Rotary International.
- 1) Administration
    - a) The District Rotary Foundation Committee is responsible for administration of the District’s DSG Program.

- b) The Guidelines and Trustee Requirements provided by The Rotary Foundation are to be followed.
  - 2) DSG Application to TRF
    - a) Prior to the start of each Rotary Year, the DGE and District Rotary Foundation Chair (DRFC) are to complete a DSG Application and submit it to The Foundation.
    - b) The amount of the DSG request is based on available DDF and other goals and priorities of the clubs and the DGE and should be as large as possible.
    - c) If the DSG amount requested exceeds \$25,000, money to pay for an end of year TRF required Prescribed Audit must be provided in the District Budget.
  - 3) Project Applications from Clubs
    - a) Clubs may submit DSG Project Applications in accordance with a timeline and guidelines by the District Rotary Foundation Committee.
    - b) Clubs may partner with other clubs or organizations to maximize the value of a project.
  - 4) Funding
    - a) The amount of project funding per club from the DSG is determined annually by the DGE and the DRFC.
    - b) The amount of matching funds from each club per project is determined annually by the DGE and the DRFC.
    - c) Funding of approved Project Applications is dependent on receipt of funds from The Rotary Foundation.
    - d) By special request, with approval from the District Governor and the District Finance Committee, money may be borrowed from the District General Fund to pre-fund a DSG project.
  - 5) Project Application Processing
    - a) Project applications are processed as quickly as possible.
    - b) Clubs with open or un-reported prior DSG projects are not eligible to participate unless authorized by the District Governor.
- 9. NOMINATING COMMITTEE. A Nominating Committee shall be named each year at the Conference for the express purpose of nominating a Rotarian from among the Clubs of District 5230 to serve as Governor the second Rotary year following.
  - a. The Nominating Committee shall consist of the Immediate Past Governor who shall serve as Chair, two Past Governors who are members, other than honorary members, of clubs in the District who will be chosen by the Governor, and other Rotarians either current or Past Presidents of clubs in the District each representing a territory designated by the Governor and listed in the Directory. The territory members of the Committee, and an alternate for each, shall be elected at the District Conference. No person shall serve as a territory member for more than three years consecutively. No person shall be elected to the Nominating Committee without first having agreed to do so. Nominating Committee members and alternates are ineligible to be proposed as District Governor-nominee while serving on the committee.
  - b. When visiting clubs, the Governor shall inform club officers of the need for qualified candidates for District Governor-nominee. The Governor, or the Chair of the Nominating Committee, if so directed, shall by separate mailing, no later than March 1, advise each club in the District that biographical forms for candidates are available and will be accepted until April 1. Material postmarked after April 1 will not be accepted unless prior arrangements have been made with the Governor.
    - 1) The sponsoring club shall be responsible for preparing the required number of copies of all nomination documents which will include two 3" x 4"

minimum to 5" x 7" maximum, black and white, head and shoulder photos of the candidate.

- c. The Chair of the Nominating Committee shall have the following responsibilities:
  - 1) Select a location and date between April 1 and May 1 for the Committee meeting.
  - 2) Notify each member of the Committee and each candidate of the time, date and location of the meeting and the specific time the candidate is to appear.
  - 3) Send copies of all candidates' nomination papers and biographical data to each member of the Committee at least one week prior to the meeting.
  - 4) Advise the Governor immediately of the Committee's decision.
- d. No one shall be permitted to be present during the deliberations of the Nominating Committee other than the members of the Committee, or in their absence, their alternates, and one representative of each club sponsoring a candidate. Such a representative, who shall not be a Past Governor, shall be present only when presenting qualifications of a candidate to the Committee.
- e. The Nominating Committee shall be charged with the duty to select the best available candidate for Governor-nominee, and shall verify that each proposed candidate meets all qualifications as outlined in the R. I. Manual of Procedure, plus provide each candidate the opportunity to demonstrate his/her knowledge of the qualifications, duties, and responsibilities of Governor.
- f. In making its selection, the Nominating Committee for the Governor-nominee shall not be limited to those whose names have been submitted by the clubs of the District.
- g. The name of the candidate chosen by the Nominating Committee shall be reported to the Governor who shall notify all clubs within the district in writing within fifteen (15) days. Any club in the District may propose a candidate for Governor-nominee with thirty (30) days of the mailing of the Governor's notice, but such candidate must be one whose name had previously been duly suggested to the Nominating Committee. If no other names are placed in nomination within said thirty (30) days; the Governor shall declare the choice of the Nominating Committee to be the Nominee. Should other names be placed in nomination by any of the Clubs, an election to determine the nominee shall be held at the Conference, in accordance with the By-Laws of Rotary International.

## 10. YOUTH PROGRAMS

- a. **CAMP ROYAL:** The Governor shall appoint a Camp Royal Committee Chair and Committee to oversee the operation and administration of the District's RYLA Program (Camp Royal) as set forth in SECTION V, A below.
- b. **YOUTH EXCHANGE.** The Governor shall appoint a Youth Exchange Officer and Committee to oversee the operation and administration of the District's Youth Exchange Program as set forth in SECTION V, B below. The Youth Exchange Officer Working with the Youth Exchange Committee, shall have full responsibility and authority to implement the Youth Exchange Program, including, but not limited to, the RI and District's obligations with the United States Homeland Security Department. The Youth Exchange Officer reports to the District Governor only.
- c. **INTERACT.** The Governor shall appoint an Interact Committee Chair and Committee to administer, publicize and promote the District's Interact Program and offer assistance to Rotary clubs sponsoring Interact Clubs.

- d. ROTARACT. The Governor shall appoint a Rotaract Committee Chair and Committee to administer, publicize and promote the District's Rotaract Program and offer assistance to Rotary clubs sponsoring Rotaract Clubs.
  - e. ABUSE PREVENTION. The Governor shall appoint an Abuse Prevention Coordinator to oversee background checks and conduct investigations of alleged abuse in accordance with RI and the District's Sexual Abuse and Harassment Allegation Policy. The Abuse Prevention Coordinator reports to the Governor only.
11. OTHER COMMITTEES. The Governor may create other committees as deemed advisable, appropriate, or as requested by Rotary International. The Governor is authorized to make any changes on the various committees deemed necessary, and to fill vacancies that may occur. The Governor shall be an ex-officio member of all committees of the District with the exception of the Nominating Committee. As an ex-officio member, the Governor shall have all privileges of membership thereon.
12. The Chair of each District Committee and sub-committee shall be responsible for maintaining all files and records pertaining to the activities of said Committee or sub-committee. At the conclusion of the term the Chair shall deliver such files and records to the incoming Governor or the successor Chair.

**SECTION II. Per Capita Contributions.**

The District shall levy upon Clubs in the District an annual per capita contribution that has been calculated from the budget approved by the Presidents-Elect at the District Assembly.

District 5230 of Rotary International has established, by resolution of the District Conference, a fund called "The District Fund" for the financing of District sponsored projects and the administration and development of Rotary in the District.

- A. Financing for the District Fund shall be provided by all Clubs in the District by means of a per capita levy on all members, excepting honorary members, of those Clubs.
  - 1. The amount of the per capita levy will be determined by the budget as adopted in accordance with Section 1, B, 8, b of this Policy Manual.
  - 2. The per capita levy is due and payable semi-annually on July 1<sup>st</sup> and January 1<sup>st</sup> based on the number of members (except honorary members) of the Clubs on said dates.
  - 3. The per capita levy shall be invoiced twice each year at least thirty (30) days prior to its due dates.
  - 4. All levies will be due and payable within thirty days following the end of the period in which membership commences.
  - 5. Of the per capita levy, \$15.00 shall be designated and set aside for the exclusive purpose of financing the Camp Royal projects, \$1.75 shall be designated and set aside for the exclusive purpose of financing the administrative expense of the Youth Exchange program, and \$1.00 shall be designated and set aside for the exclusive purpose of financing Rotary International's entry in the Tournament of Roses Parade.
  - 6. Payment of the per capita levy is mandatory on all Clubs within the District. Upon Certification by the Governor that a Club has failed for more than ninety (90) days from the due date to pay such levy, the Board of Directors of RI will terminate the Club's charter at 180 days from such due date unless they have satisfied their obligation to RI and will charge such fees as are established by RI for reinstatement.

7. A sponsor's fee of \$75.00 for each Camp Royal camper sponsored by a District club shall be paid by such club to the District for the Camp Royal fund. The foregoing shall *not* constitute a per capita levy. The sponsor's fee shall be paid to the District at the time each Rotary Club notifies the Camp Royal Committee of the names of the campers they have sponsored.
8. A sponsor's fee shall be charged to individual clubs that participate in the Youth Exchange Program by either hosting or sponsoring individual students. This fee shall be determined annually by the District Youth Exchange Committee Chair with the advice of the District Youth Exchange Committee subject to approval of the Governor.
9. During the term of office, the District Governor shall be responsible for all District funds, and shall turn all funds over to the succeeding Governor at the completion of the Rotary year.
10. The final audited financial report of the Governor, provided for in Section I, B, 7, i, 2) and 3), shall be presented, discussed (if need be) and formally adopted by the following District Conference.
11. District funds are intended for the use for the following purposes:
  - a. To meet the expenses of the Governor and partner for travel and administrative expenses beyond the funds allocated to the District by Rotary International, but not to exceed the amount set forth in the budget.
  - b. To meet the expenses of conducting the District affairs such as, but not limited to, the Zone Institute, the District Conference, the District Assembly, Presidents-Elect Training Session and any other special District functions.
  - c. To pay for necessary expenses for the Governor and the Governor-elect and their partner to attend the International Convention. The Financial Committee shall determine the amount of money allocated for such purposes.
  - d. To cover expenses exceeding the Rotary International appropriation for sending the partner of the Governor-elect to the International Assembly.
  - e. To provide the Governor's partner with an appropriate gift at the end of the Governor's term of office. Selection and presentation of this gift and a Past Governor's pin for the Governor is the responsibility of the immediate Past Governor.

**SECTION III. Official District Meetings**

- A. CONFERENCE. The time and place for a Conference shall be determined by the Governor-elect and announced at the District Assembly held prior to taking office as Governor. Both time and place must be approved by a majority of the Presidents-Elect present at said Assembly.
- B. ASSEMBLY. The Governor-nominee with the cooperation of the District Governor shall schedule and conduct the District Assembly not later than May 31 prior to the beginning of the ensuing Rotary year. The Governor shall announce in the monthly newsletter the time and place set for the District Assembly. Incoming Presidents, to be eligible for service, shall attend the District Assembly as provided in Article VIII of the Standard Club Constitution unless excused by the incoming Governor. If so excused, the President-Elect shall send a designated representative from the Club whose duty it shall be to report back to the President-Elect. Attendance at the Assembly is expected of Club Secretaries, member of the Club's Boards of Directors, and the committee chairs as suggested by Rotary International.
- C. PRESIDENTS-ELECT TRAINING SEMINAR. Each Club President-Elect shall attend the Presidents-Elect Training Seminar, unless excused by the incoming Governor. If so excused, the President-Elect shall send a designated representative whose duty it shall be to report back to him. It is recommended that each club adopt a policy of paying the President-Elect's expenses for said meeting. The President-

Elect shall be notified in writing of this policy by the current President or Club Secretary prior to or at the time of his acceptance of office.

#### **SECTION IV. Council On Legislation.**

In compliance with the Constitution and By-Laws of Rotary International, a representative and an alternate to the Council on Legislation shall be elected at the District Conference in the Rotary year two years preceding each Council on Legislation. The representative and the alternate must be or have been an officer of Rotary International. Any Rotary Club may nominate a qualified candidate to represent the District. The candidate receiving the highest number of votes shall be declared to be the representative, and the candidate receiving the second highest number of votes shall be declared the alternate representative.

The District shall budget and accumulate \$600.00 per year for the purpose of defraying actual and reasonable expenses, not to exceed \$1,800 of the representative's partner in attending the Council on Legislation.

#### **SECTION V. Youth Programs**

##### **A. Rotary Youth Leadership Awards (RYLA) – Camp Royal**

1. **ADMINISTRATION.** The Governor, with concurrence from the Governor-Elect and the Governor-Nominee, shall appoint a RYLA Chair who shall serve for a term of three years. The RYLA Chair shall work closely with the Governor-Elect and the Governor-Nominee to recommend and train a successor. No RYLA Chair shall serve more than two consecutive three-year terms.
2. **FINANCES.** Prior to each Rotary Year, the RYLA Chair shall prepare and submit an annual budget for approval to the Governor-Elect within a timeline consistent with development of the District Budget and based on:
  - a. Revenue from the District's per capita levy and Club sponsor fees.
  - b. Other sources of funding.
  - c. The District Governor shall be responsible for ensuring that the RYLA Program has the necessary funding to implement the budget and to satisfy the RI Certification Requirements.
3. **PURPOSES OBJECTIVES AND GOALS OF CAMP ROYAL**
  - a. **Purposes and Objectives**
    - 1) To reward, improve, and further train High School Students who have completed the 11<sup>th</sup> grade and have previously demonstrated leadership ability;
    - 2) To improve the leadership abilities of Camp attendees in preparation for their final year of High School and for the years thereafter;
    - 3) To expose High School leaders to important opportunities and challenges in the world of tomorrow;
    - 4) To encourage High School leaders to think through and resolve conflicts of value; and
    - 5) To create a Leadership Lab in an environment where individual attendees can apply leadership concepts and thus learn by doing.
  - b. **Goals**
    - 1) To provide an enriching experience to all attendees;
    - 2) To make it financially accessible for all applicants;
    - 3) To achieve a high degree of Rotarian involvement;

- 4) To maintain a separate Boys' Camp and a separate Girls' Camp;
  - 5) To have a cohesive District project that unifies Rotary clubs throughout the District;
  - 6) To maintain a follow-up activity with graduates of the Camp;
  - 7) To create an atmosphere at the camp that is one of learning and creativity; and
  - 8) To establish a rigorous selection process.
4. **DEMONSTRATED LEADERSHIP.** The primary selection criteria for selecting attendees at Camp Royal shall be "demonstrated leadership." There are two aspects of this determination to be made by the interviewing Rotarians. The first is objective and the second is subjective.
- a. Objective examples of demonstrated leadership must be documented through the application and attached letters of reference, which describe or demonstrate specific leadership roles such as:
    - 1) A leadership role in school organizations: e.g. student government, music, sports, etc.
    - 2) Serving as an officer of one or more school clubs or organizations e.g. Interact club
    - 3) Involvement in a school's formal leadership program or class
    - 4) Chairperson or another leadership role in one or more special events, such as a school dance, rally or fund raising event, or a community service project.
    - 5) Leadership role in non-school work activities
    - 6) Leadership outside of the school, including such things as 4H, Church or a volunteer in a community facility (e.g., candy striper), provided that there are letters from people connected with such activities indicating that the student took a leadership role in those activities.
    - 7) Leadership can also be demonstrated by participation in certain school courses, which intrinsically have elements of leadership, such as forensics, or as a soloist in the music program, etc.
    - 8) Leadership may also be demonstrated by taking a responsible role in mentoring, tutoring, or teaching Sunday school.
  - b. Rotarians shall determine the presence of at least five or more of the following subjective characteristics through the interview process:
    - 1) Excellent communicator and able to express ideas
    - 2) Goal-Oriented
    - 3) Strong people skills
    - 4) Family Values and/or other clearly articulated values
    - 5) High Energy/enthusiasm
    - 6) Motivational Skills
    - 7) Sense of Responsibility
    - 8) Respectful
    - 9) Effective at direction of others
    - 10) Creative thinker
    - 11) Overall an achiever
    - 12) Potential Candidate for Boy's or Girl's State
    - 13) Potential Future Rotarian

5. RIGOROUS SELECTION PROCESS - Establishing standards for selecting attendees under Section V.B of this Policy Manual is meaningless if Rotarians do not review the applications and letters of reference and then conduct in-depth interviews. Placing the selection process in the hands of school officials without Rotary participation will not be permitted. The following are the requirements for the application and interview process. No student can attend Camp Royal unless (1) all of the application requirements are met; and (2) the applicant has been interviewed by at least two Rotarians pursuant to this Section and any guidelines furnished by the Camp Royal Committee from time to time.
  - a. The Application Process and Form
    - 1) The Rotary Club, through its Rotary members, must make personal contact at their chosen school or schools, with administrators and should conduct a pre-application meeting with students who are interested in attending.
    - 2) The Camp Royal Committee shall provide to each participating Rotary Club a clear and concise application form together with information about Camp Royal and instructions for completing the application and the required content of the letters of reference.
    - 3) The Rotary Club should advertise the program through the use of posters and bulletin boards at the School.
    - 4) The Rotary Club is responsible for distribution of application packages either to the school administrators or preferably to the students at a pre-application meeting.
    - 5) The application should include and require written responses from the applicant, as opposed to merely requiring boxes to be checked.
    - 6) The application should solicit information regarding past performance of leadership responsibilities and the instructions should contain sufficient examples so that the requirements of the application are clear to the applicant.
    - 7) Grade point average should also be included in the application.
    - 8) The application must be accompanied by at least two (2) letters of reference relating to “demonstrated leadership” and the subjective characteristics included in Section 2 of this Manual.
  - b. The Interview Form and Process
    - 1) The Camp Royal Committee shall provide a written interview form with specific questions for the applicants, and the Rotarians shall fill out the interview forms, using a narrative form, in order to capture the personality and potential of the applicant.
    - 2) The interview form should be accompanied by detailed instructions from the Camp Royal Committee, explaining their use and providing examples of demonstrative leadership.
    - 3) At least two Rotarians from the sponsoring club should be involved in the interview process and both Rotarians shall be involved jointly in the interview of the finalists.
    - 4) Interviewers should probe for specificity.
    - 5) Interviewers should review letters of reference or recommendation with the potential attendee to verify the information.
    - 6) Interviewers may agree to either rotate the asking of questions or may agree that one interviewer ask the questions and the other fills out the interview form.
    - 7) The interview process should include questions related to the student’s knowledge of the commitment that they are making, if chosen, and whether their parents are aware of the commitment and prepared to sign off if they are selected as an attendee to Camp Royal.
    - 8) The interview process should be completed within the time guidelines provided by the Camp Royal Committee, and completed interview forms, together with the application and all letters

of reference for all selected attendees and their alternates, should be forwarded to the Camp Royal Committee within the deadline set.

- 9) If applications and interview forms are incomplete or not signed, or not submitted in a timely manner, the Committee may reject the selected attendee and instead select an alternate from the same school or from a different school.
- 10) The Camp Royal Committee shall review the applications, reference letters and interview forms for each recommended attendee and shall approve or reject each recommended attendee in writing on their respective interview forms. The rejection of a recommended attendee by the Camp Royal Committee shall be based on a failure of the attendee or the sponsoring Rotary Club to meet or comply with the standards and/or requirements of this Section V. of the District Policy Manual. The District Governor shall, upon the request of the sponsoring club, review any rejection.

#### B. Youth Exchange

1. **ADMINISTRATION.** The Governor, with concurrence from the Governor-Elect and the Governor-Nominee, shall appoint a Youth Exchange Officer, who shall serve for a term of three years. The Youth Exchange Officer shall work closely with the Governor-Elect and the Governor-Nominee to recommend and train a successor. No Youth Exchange Officer shall serve more than two consecutive three-year terms.
2. The primary goal of the Youth Exchange Committee is to 1) ensure that each participating Rotary Club in the District meets the mandates of the Rotary International Certification Agreement and 2) to facilitate and support club participation in the Youth Exchange Program. All efforts should be made to maximize the number of clubs involved in the program.
3. The Governor, the Youth Services Chair and the Youth Exchange Officer are responsible for ensuring that the District Youth Exchange Program complies with current and future requirements and procedures to maintain Rotary International program certification.
4. **FINANCES.** Prior to each Rotary Year, the Youth Exchange Officer shall prepare and submit an annual budget for approval to the Governor-Elect within a timeline consistent with development of the District Budget and based on:
  - a. Revenue from the District's per capita levy which shall be used to fund administrative expenses for the Youth Exchange Program.
  - b. Club sponsor fees which shall be used to fund student expenses.
  - c. Fees paid by students/parents which shall be used to fund approved student expenses.
    - 1) Within three months of completion of the Governor's year of service, unspent fees paid by students/parents shall be returned to them as a refund on a pro-rata basis.
  - d. Other sources of funding.
  - e. The District Governor shall be responsible for ensuring that the Youth Exchange Program has the necessary funding to implement the budget and to satisfy the RI Certification Requirements.

#### **SECTION VI. Amendments.**

Modifications or additions to the District Policy Manual shall be by resolution adopted at the annual District Conference. Resolutions proposing a District policy change may be initiated only as follows:

- A. On or before a date fixed by the Governor, and being at least 75 days prior to the annual District Conference, the District Resolutions Committee, Governor, Governor-elect, any Past Governor who

resides within the District, or the Board of Directors of any club may propose a resolution in writing and direct it to the Governor.

- B. On or before 60 day prior to the annual Conference, the Governor shall forward all resolutions, which propose a change or modification in the Policy Manual and initiated according to this Manual, to the Resolutions Committee.
- C. On or before 30 days prior to the date fixed for the Conference, the District Resolutions Committee shall prepare and distribute copies of all resolutions which are to be presented at the Conference to the Governor, Governor-elect, Governor-nominee, Assistant Governors, each club President, President-Elect, and each Past Governor who resides in District 5230.
- D. During the District Conference, at a time and place designated by the Governor, each resolution proposing a policy change or modification shall be presented by the Chair of the Resolutions Committee for discussion and recommendation for Conference action.
- E. Votes shall be cast on such resolutions at the Conference in accordance with the By-Laws of Rotary International. Voting for the members of the Nominating Committee for Governor and the election of the District Representative to the Council on Legislation shall be restricted to electors. Each elector present at the Conference shall be entitled to cast one vote on the matters limited to vote by electors.
- F. Each club in the District shall select, certify, and send to the District Conference one elector for every twenty-five (25), or major fraction thereof, of its members, honorary members excepted, based upon the number of members of the club as of the last day of the month preceding the month in which the Conference is held, provided that each club in the District shall be entitled to at least one elector.
- G. Each elector shall be an active member of the Club.
- H. Every active member in good standing of a club in the District who is present at the District Conference shall be entitled to vote on all other matters submitted to a vote at such Conference except that any elector shall have the right to demand a poll upon any matter presented to the Conference in which event the voting shall be restricted to electors.
- I. Action by the Conference on each proposed resolution shall become effective on the first day of July next following the Conference.