



**ROTARY INTERNATIONAL
DISTRICT 5030 POLICY MANUAL/
DISTRICT 5030 BYLAWS**

April 26, 2003

Amended

**District Conference May 16, 2019; Business Meeting Nov 18, 2021;
Business Meeting Oct 14, 2023; Business Meeting June 9, 2025**

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Record of Changes

Date	Change	Section(s) affected	Approved
21 Apr 2007	Amend manual to permit District to invoice clubs for dues other than annually	8.1, 8.4.1, 8.4.2	District Conference April 21, 2007
21 April 2007	Amend manual to add sections on Youth, Strategic Planning and District Simplified Grants, revise Council of Governors section to reflect new advisory role, substitute Audit Committee with Finance Analysis Committee, modify fiscal matters section, PETS and District Projects Sections, Restructure service committees, renumber and restructure some sections	4,4a,b,e,5,6,7,9 12,13	District Conference April 21,2007
02 May 2009	Entire revision		District Conference
30 April 2011	Sections 5, 6, 9, 14 and Appendix C		District Conference Portland, Oregon
24 April 2012	Section 7.6, 8.10 and 11.2		District Conference Coeur d’Alene, ID
4 May 2013	Amend Finance Committee to include all committees that hold bank accounts and responsibilities of said committees to finance committee. Add next Governor and location of conference. Amended section 17.1 to read voting delegates present and voting.	Section 7.2, 7.3, 7.4, 8.7, 8.10, 17.1 and Appendix B	District Conference Coeur d’Alene, ID
26 April 2014	Addition of Vice Governor as mandated by RI MOP. Amend section 9 to included stipend for AG, SIG/DRL.	Sections 3, 6.4, 8.2, 8.3 and 9 item 9	District Conference Vancouver B.C.
21 April 2015	Revised wording under District projects	Section 17.4	
16 May 2019	Amend DPM to District Bylaws Added Appendix-Crisis Communication Plan, Appendix E-Rotary District 5030 Youth Protection Policy	Sections 1,3, 4, 5.1, 5.2, 5.7, 5.8, 6, 7, 8.1, 8.5, 9.2, 9.3, 9.6, 9.7, 3.9, 10, 11,12.2, 13.1, 13.3, 13.6, 16, 18, Appendix A, Appendix C	District Conference Spokane WA

		50 & 51.	
18 Nov 2021	Amend Finance Sections & amend Council of Governors section.	Sections 8-10 in their entirety Section 12.2	Zoom business meeting
14 Oct 2023	Amend Sections re: Council of Governors, District Committees, and Governors list (Appendix)	Sections 5, 12, & App B	District Conference Victoria BC
9 Sept 2024	Amend Section re: District Projects	Section 17	District Business Meeting via Zoom
9 June 2025	Amend Section re: Nominating Committee for District	Section 6	Business Meeting via Zoom

Section 1: Introduction

The purpose of the District 5030 Policy Manual / *BYLAWS* is to regulate District procedures, to provide an orderly and useful system of maintaining records of District actions, and to guide the District Governor and clubs of the District. This District 5030 Policy Manual/*BYLAWS* was amended at the Conference of District 5030 on *May 16, 2019*. The District 5030 Policy Manual/*BYLAWS* incorporates by reference the *Manual of Procedure* (as published by Rotary International), and mandatory provisions of the *Manual of Procedure* take precedence over provisions of the District 5030 Policy Manual/*Bylaws*. *This District Policy Manual is here after known as District 5030 BYLAWS/Policy Manual.*

Section 2: District Governor

Section 2.1. The District Governor is an officer of Rotary International. The District Governor's term of office begins on July 1st and continues for one year or until a successor has been elected or appointed. Candidates for district governor may be nominated by the clubs in the district. The Nominating Committee for District Governor selects the Nominee and the Nominee is elected at the Rotary International Convention.

Section 2.2. The District Governor shall appoint assistant governors the district secretary, the district treasurer, other officers, and chairpersons and members of district committees.

Section 2.3. The District Governor may delegate those duties as the District Governor deems to be in the best interests of the orderly conduct of the district. Notwithstanding such delegation, the District Governor remains responsible for the operation of the district.

Section 3: Vice Governor

The role of the vice-governor will be to replace the governor in case of temporary or permanent inability to continue in the performance of the governor's duties. The Vice Governor shall be a non-voting member of the District *Advisory Board*.

The nominating committee for governor will select one available past governor who is a member in good standing of a functioning club in the district and who have relevant and meaningful experience in district matters, to be named vice governor for the next rotary year, who will replace the governor in the event of temporary or permanent inability.

Section 4: District Leadership Guide

The District 5030 Policy Manual / BYLAWS incorporates by reference the *District Leadership Guide*, as adopted or amended. The District Leadership Guide is a guide to operations. Provisions of the *Manual of Procedure* and the District 5030 Policy Manual BYLAWS take precedence over provisions of the District Leadership Guide.

Section 5: District Committees

Section 5.1. Prior to assuming office, the District Governor shall appoint standing service committees as follows: (*reference 2016 RI Code of Policies section 17.030.2*)

1. Membership Attraction and Engagement
2. Extension/New Club Development
3. Finance
4. District Programs, i.e., Interact, Rotaract, etc.
5. Public Image
6. District Conference
7. The Rotary Foundation and its sub-committees
8. RI Convention Promotion
9. District Training
10. Service i.e., Avenues of service
11. Alumni
12. Awards and Recognitions
13. Peacebuilder District
14. Environmental/Sustainability
15. Diversity, Equity & Inclusion (DEI)

Section 5.2. Prior to assuming office, the District Governor also shall appoint standing staff committees to assist in the administration of the district. Standing staff committees shall include, but are not limited to, the following committees:

1. Audit/Compliance
2. District Assembly
3. New Member Assembly
4. Nominating Committee for District Governor
5. Committee for selecting Representative to the Council on Legislation & Alternate:
Committee for selecting Representative to the Nominating Committee for RI Director & Alternate

Section 5.3. The District Governor may appoint other non-standing committees as the District Governor deems appropriate.

Section 5.4. Prior to assuming office, the District Governor shall appoint the Chair of the Board of Directors of the International Youth Exchange Program of District 5030.

Section 5.5. The size of committees, except for the Nominating Committees and the Finance Committee, shall be determined by the District Governor.

Section 5.6. The membership of committees should be representative of the district as a whole and should give the maximum number of Rotarians the opportunity to serve at the district level. In general, no one should hold the same position for more than three years.

Section 5.7. The duties and goals of all committees shall be specified by the District Governor and these committees shall be governed by the District 5030 Policy Manual /BYLAWS, the *Manual of Procedure*, and the District Leadership Plan.

Section 5.8. Appointments of Chairperson of the committees listed in Section 5.1 shall be made by the District Governor in consultation with the District Governor Elect, the District Governor Nominee and the District Governor Designate.

Section 5.9. In general, committee chairs should serve three-year terms. Service beyond the first year shall be at the discretion of the District Governor Elect and/or the District Governor Nominee (for service during that Governor's year).

Section 5.10. Foundation subcommittee chairs shall serve three-year terms and shall be appointed by the District Governor (or District Governor Elect) in consultation with the District Foundation Chair. Committee chairs and committee members may be replaced, should the District Governor determine they are unable to perform their duties for any reason.

Section 6: Nominating Committee for District

Section 6.1. The Nominating Committee for District Governor shall consist of seven (7) persons, starting with the four (4) most recent Past District Governors of District 5030, each of whom is a member in good standing of a functioning club in the district. To be eligible, a Past District Governor must have served within the past ten (10) years. Each member shall have recent, relevant, and meaningful experience in district matters.

If no eligible Past District Governors are available to serve on the committee, the District Governor may, with the approval of a majority of the sitting committee, appoint a current Assistant Governor who has served in that role for a minimum of two (2) years.

The other three (3) members of this committee shall be Rotarians who have served as club presidents and who have relevant and meaningful experience in district matters. These three (3) past presidents may serve on this committee only once in this capacity. No committee member may be a member of a club from which a governor candidate has been proposed.

If a committee member is unable to serve, the committee chair, in concert with the District Governor, will select a replacement member of the same category (Past District Governor or Past Club President) to ensure proper representation.

Section 6.2. The chairperson of this committee shall be a Past District Governor who has previously served on this committee and shall be named by the District Governor. The chairperson should serve as chairperson only once and for a term of one (1) year.

A Past District Governor who has served as chair may not be reappointed to the role until a period of three (3) years has elapsed.

Emergency Exception: If no eligible Past District Governor is available to serve as chair, the District Governor may, with the approval of a majority of the sitting committee, appoint a former chair who has been off the committee for at least three (3) years.

Section 6.3. The work of this committee shall be governed by the terms of the Rotary International Manual of Procedure.

Section 6.4. The nominating committee for governor shall select one Past District Governor who is a member in good standing of a functioning club in the district and who has relevant and meaningful experience in district matters to be named Vice Governor for the next Rotary year. The Vice Governor will replace the Governor in the event of temporary or permanent inability to serve. To ensure impartiality, the Vice Governor shall not be selected from the same club as the current Governor.

Section 7: Committee for selecting the Representative to the Council on Legislation and Alternate; Committee for selecting the Representative to the Nominating Committee for RI Director and Alternate

Section 7.1. The District shall select its representative to the Council on Legislation *and Alternate: Representative to the Nominating Committee for RI Director and Alternate* by the nominating committee procedure in accordance with the provisions of the *Manual of Procedure*. The Committee for Representative to the Council on Legislation & *Alternate: Representative to the Nominating Committee for RI Director and Alternate* shall consist of the five (5) most recent Past District Governors of District 5030 who are members of the clubs in this district and who are willing to serve. If there are not five (5) Past District Governors willing to serve then the committee chair shall appoint, in succession, one or more of the following to complete the committee of five (5): District Governor, District Governor Nominee, or District Governor Nominee Designate, District Governor Elect. The chairperson shall be named by the District Governor. The chairperson shall be named by the District Governor. No person on this committee may be nominated as the representative or alternate.

Section 8: Finance Committee

Section 8.1. The Finance Committee shall oversee and guide all financial matters of the District.

Section 8.2. The Finance Committee shall consist of:

Two Past District Governors, one of whom shall be its chair and the other shall be its vice chair

The Chair of the Council of Governor

The District Governor

The District Governor Elect

The District Governor Nominee

The District Treasurer

The District Governor Designate, when selected

The Chair of Youth Service

The Chair of the District Rotary Foundation

Section 8.3. The voting members of the Finance Committee shall be the Finance Committee chair and vice chair, the Chair of the Council of Governors, the District Governor, the District Governor Elect, the District Governor Nominee and the District Treasurer. Non-voting members shall be the District Governor Designate, the Chair of the District Rotary Foundation, and the Chair of Youth Service

Section 8.4. The committees holding bank accounts in the district name will be present as needed, at least annually, to present their financial report.

Section 8.5. The District Governor, in consultation with the District Governor Elect and the District Governor Nominee, and *the* District Governor Designate shall appoint the Finance Committee Chair, Vice Chair and the District Treasurer for a term of three years. Terms may be renewed.

Section 8.6. The Finance Committee shall adopt such financial policies as it deems appropriate and such policies shall remain in effect until amended

Section 8.7. The voting members of the Finance Committee shall also serve as the Board of Directors of the Rotary International District 5030 Corporation. The District Governor shall be the chairperson of that Board.

Section 9: Financial Matters

Section 9.1. District Governor Elect and the Finance Committee shall prepare the budget. They shall develop the budget based on previous district experience and requests from the District Governor Elect, the various district committees and advisories from Rotary International regarding what the RI Governor allocation will cover and what expenses may be charged. They shall include recommended changes to the annual per capita levy. The dues to be paid by the clubs to the District shall be only in the form of a per capita levy.

Sources of funding for District 5030 District Budget are the per capita dues and the Rotary International District Governor Allocation.

Section 9.2. The budget shall include reasonable expense allowances not reimbursed by Rotary International. The following is a partial list:

1. The District Governor and the District Governor Elect and their partners to attend the Rotary International Convention.
2. The District Governor Elect and partner to attend the International Assembly.

3. The District Governor, the District Governor Elect and the District Governor Nominee, District Governor Designate and their partners to attend the Zone Institute, Blue Denim, and other required Rotary training seminars.
4. The District Representative to the Council on Legislation to attend the Council meeting.
5. The District Representative to the Nominating Committee for RI Director to attend the meeting.
6. The District Governor, the District Governor Elect, the District Governor Nominee, the District Governor Designate, Assistant District Governors, and the District Trainer to attend the President Elect Training Seminar.
7. District Governor-Elect, District Governor Nominee and District Governor Designate to attend OPCOM meetings for PNWPETS.
8. The District Governor and the District Governor Elect and their partners to attend the District Conference.
9. Emerging Rotary Leaders and Immediate Past District Governor to the Zone Institute. The amount of reimbursement may vary from year to year, based on Finance Committee decisions.
10. Assistant Governors will be allowed a stipend determined by the District Governor to help cover their expenses.
11. Other such items as determined by the District Governor Elect and the Finance Committee.

The Finance Committee Code of Policies & Procedures will include expense reimbursement definitions and recommendations for both District 5030 and Rotary International.

Section 9.3. After approval by the Finance Committee, the proposed operating budget, together with a statement of actual income and expenses for the prior fiscal year and the current fiscal year to date, shall be distributed to the incoming presidents of all clubs at least 30 days prior to the President Elect Training Seminar (PETS). At PETS or earlier, the budget shall be adopted by simple majority vote of incoming presidents either in person or electronic.

Section 9.4. The District Governor shall administer that portion of the district funds raised in the current budget and shall administer those funds in accordance with the approved budget. The reserves of the district shall be administered by the Finance Committee as a whole. The reserves of the district are defined as the net assets of the district as of the end of the immediately past fiscal year. As appropriate, the Finance Committee will designate District Strategic Designated Reserve accounts for particular beneficial purposes. Those monies will then be expended and accounted for. The effect of this provision is that the District Governor will administer the funds represented by the revenues raised in the current year, and the Finance Committee will administer all other funds.

Section 9.5. The District Governor, in concert with the District Finance Chair, is empowered to reallocate spending between budget categories. The Annual District Budget may be revised and approved by the Finance Committee, in recognition of such changes as well as potential changes in the Rotary International District Governor allocation.

Section 9.6. The District Treasurer shall maintain custody of district funds, invoice the district per capita levy, disburse funds from the current budget as approved by the District Governor and the District Finance Chair. District Treasurer shall provide periodic balance sheets and statements of revenue and expense to the Finance Committee. The District Treasurer shall not disburse any funds in excess of the aggregate district budget without the approval of the Finance Committee. The District Treasurer shall not disburse any funds from reserves without the approval of the Finance Committee.

Section 9.7. The District Finance Chair, the District Treasurer, the District Foundation Treasurer, and the District Conference Treasurer(s) shall be bonded as well as any treasurer for any committee that holds a bank account in the name of the district.

Section 9.8. The annual per capita levy shall be payable by the clubs upon invoicing by the District Treasurer. The membership basis for such levy shall be the membership reported to Rotary International on the club's July 1 semiannual report.

Section 9.9. At the end of each Rotary year, the District Treasurer shall prepare a balance sheet, statement of revenue and expense for the year. The District Governor shall distribute copies of such financial statements to all club presidents at the following year's District Conference Business Meeting as well as in a separate email.

Section 9.10. District 5030 shall submit an annual 990 to the Internal Revenue Service. The District financials, the District Conferences financials, and the Rotary Foundation Committee financial information shall be included in the return. The District Finance Committee shall approve the 990 before submittal. It shall be made available on the District website.

Section 9.11. Financial Reporting for District Projects and Committees that have their own 501(c)3 or hold bank account in the name of the district. By August 31st or at the end of their fiscal year, any committee that falls under this category will annually provide the District Finance Committee their profit and loss statement and balance sheet for the previous Rotary year. In addition, such District Projects and Committees will provide a copy of their 990 IRS return upon filing.

Section 10: Financial Review and Reporting. Policy Dissemination

Section 10.1. The District Governor, in collaboration with the District Finance Chair, shall recommend an independent Review Committee of three members who shall review the District 5030 year- end financial statements. The District Finance Committee shall approve these appointments.

All three members shall be financially literate and active Rotarians in good standing. They are not the current governor, treasurer, signatory of district bank accounts, or a member of the finance committee.

Section 10.2. With respect to the review of year-end financial statements:

The annual Review will be completed prior to the District 5030 business meeting approval of the year-end District Financials. The Review Committee will issue a report to the District Finance Chair and Treasurer, who will then report to the District Finance Committee with recommendations for necessary actions.

An agreed upon procedure for examination will be prepared for the Review Committee. The specifics of the financial review are described in the Finance Committee Code of Policies & Procedures, prepared by the Finance Committee.

Section 10.3. The year-end financials of the District 5030 Rotary Foundation are incorporated in the District 5030 year-end Financials for reporting to Rotary International and in the District 990 tax return. The District Rotary Foundation Committee reports annually to the Rotary Foundation how grant funds are used. The Rotary Foundation reviews and accepts these reports. The Rotary Foundation may at any time review grants, conduct an audit, send a monitor, require additional documentation, and suspend any or all payments.

Section 10.4. With respect to policy dissemination

- The District Finance Committee will distribute annually to the appropriate members of District Leadership the latest version of the District 5030 Policy Manual/Bylaws, the District 5030 Policies on Conflicts of Interest, Whistleblowers, and other such policies as hereafter may be adopted.
- Regarding the Conflict-of-Interest Policy, the Finance Committee will maintain records acknowledging receipt and understanding of those policies by those to whom such policies were distributed.
- Regarding the Policy on Youth Protection, the Youth Service Committee will distribute its policy annually, and maintain records acknowledging receipt and understanding of those policies. The Youth Service Committee consists of the Youth Service Chair, the Interact Chair, RYLA Chair & Youth Exchange Chair.
- Regarding the District Rotary Foundation, the District Rotary Foundation Committee will establish and disseminate its policies as appropriate

Section 11: Youth

Section 11.1. Overview of the Youth Protection Officer, Youth Service Committee and Rotary Youth Exchange

Rotary has an excellent record of supporting youth through Rotary Youth Exchange, RYLA, scholarships, mentoring and literacy initiatives, and other projects.

It is vital that we maintain a safe environment for all children and youth with whom Rotary is involved. In orchestrating events and programs involving minor children, Rotary clubs in District 5030 shall adopt and enforce the Rotary District 5030 Youth Protection Policy.

Appendix E.

Clubs shall immediately inform the District Governor and help the District Governor in any investigation or allegations against a member in connection with a Rotary-related youth program. In addition to aiding the District Governor the club needs to follow the instructions in the Crisis Communications Plan Appendix D.

Section 11.2. Youth Protection Officer

Section 11.2.1. Appointment

The District 5030 Youth Protection Officer is appointed by the District Governor.

Section 11.2.2. Responsibilities

The District 5030 Youth Officer is a resource on abuse, harassment, and other risks and crises.

The youth protection officer should:

- Monitor changes in national and local laws related to youth protection, as well as any changes in RI policies, and relate them to the governor and district program chairs
- Work with the district and clubs to inform all Rotarians of their youth protection obligations
- Confirm that appropriate screening measures are conducted for all youth programs, in compliance with Rotary policies and local laws
- Direct the selection of Rotarian and non-Rotarian volunteers and ensure that volunteer screening is documented appropriately
- Ensure that appropriate training is provided to Rotarians, other volunteers, and youth program participants and their parents
- Oversee proper handling of allegations and protect the interests of all who are involved
- Maintain records of all allegations of abuse, harassment, or other crises

Section 11.3. Youth Service

Section 11.3.1. Appointment and Vacancies

The District 5030 Youth Service Committee Chair is appointed by the District Governor. The Youth Service Chair may recommend committee appointments to the DG.

Section 11.3.2. Youth Service Membership

The District 5030 Youth Service Committee includes:

- District 5030 Youth Service Chair
- RYLA
- Rotaract
- Interact

Section 11.3.3. Activities

The committee will seek to advance the success of District 5030 Youth Service programs, and will collaborate with Youth Exchange, a separate District 5030 committee. The Youth Service committee will consider strategies to assist Rotary Clubs, youth clubs, and program advisors with respect to Interact, Rotaract, Rotary Youth Leadership Awards (seminar), and the Youth Protection Program. The committee will consider club and youth club public relations strategies, club activities and projects, and cross-promotional activities between District 5030 youth programs, which will advance youth service leadership and participation, both locally and globally. The Youth Service committee will also consider strategies to develop youth and young adult capabilities, including but not limited to: life skills; ethical awareness; leadership capacity; family, civic and professional responsibilities; and continuity within the Rotary family of programs.

Section 11.3.4. Responsibilities of Interact Club Rotarian and School Advisors

The sponsoring Rotary Club or Clubs has the responsibility of ensuring an Interact Club is operating effectively within the guidelines set for such clubs by Rotary International. This shall be facilitated by a Rotarian advisor to the Interact Club.

It is strongly recommended that a teacher or other suitable staff member from the school also be involved as a school advisor and partner with the Interact Club or Clubs to ensure complying with the regulations and policies of the school regarding school clubs and extra-curricular activities. Further, it is recognized that the staff member may provide guidance in making the club effective through his or her knowledge of the school 's programs, the students, and their motivation.

Section 11.3.5. Crisis Reporting

The Youth Service Chair shall immediately notify the DG (or a member of the Governance Team &/or the involved Club's AG, if the DG is not available) of any 'crisis', tragic event, or incident that reflects negatively on any Youth Service program in the judgment of the Youth Service Committee Chair. The approved method of handling those situations is covered in Appendix D.

Section 11.4. Rotary Youth Exchange (RYE)

Section 11.4.1. Appointment and Vacancies

The District 5030 Rotary Youth Exchange (RYE) is appointed by the District Governor. The Youth Service Chair may recommend committee appointments to the DG. *The DGN shall serve as member of the RYE Committee to gain an understanding of the RYE program and to provide Governance team involvement.*

Section 11.4.2. Rotary Youth Exchange

The District 5030 Youth Service Committee includes:

- District 5030 RYE Chair

- Treasurer
- Secretary
- Vice Chair

Section 11.4.3. Responsibilities of the Rotary Youth Exchange (RYE) Committee.

Authority

The RYE committee is responsible to the DG for the administration and management of the District's Youth Exchange program but must also comply with all applicable RI Policies and Rules as well as all legal and other governmental regulations and requirements.

Section 11.4.4. Organization, Operations, and Procedures

RYE Committee organization, operations, and procedures shall be documented in the District RYE Officer's Manual, which also serves to support club Youth Exchange Officers. The RYE Officer's Manual contains a broad-spectrum of RYE best practices.

Section 11.4.5. RYE Officer Manual Approval and Review

Because the RYE Officer Manual contains policies to implement and manage the RYE program, it shall be considered a formal District Policy, subject to review and recommendation by the DC and approval by the DG. The RYE Committee shall regularly update their DG-approved Officer's Manual. The RYE Officer's Manual can be found in Appendix F.

Section 11.4.6. Financial Operations

District RYE financial operations shall be structured similarly in accordance with Section 9 Financial Matters, with particular attention to Section 9.6 and Section 10.1 and 10.2 Audit/Compliance Committee.

Section 11.4.7. Crisis Reporting

The RYE Chair shall immediately notify the DG (or a member of the Governance Team &/or the involved Club's AG, if the DG is not available) of any 'crisis', tragic event, or incident that reflects negatively on the RYE program in the judgment of the RYE Committee Chair involving an exchange student or member of the RYE Committee. The approved method of handling those situations is covered in Appendix F.

Section 12: Council of Governors

Section 12.1. The Council of Governors shall be composed of all Past District Governors who are members of clubs in this district. The Council of Governor's role is to assist and support the District Governor. Decisions and recommendations by the Council are advisory.

Section 12.2. The Council of Governors Chair will be the Immediate PDG who is active in the district and in good standing with their club and the district. If this person is unable to serve, the sitting Governor will appoint the Chair.

Section 12.3. The chair of the Council of Governors will arrange for a minimum of one meeting of the Council each year. The first meeting will be coordinated with the District Governor Elect after the International Assembly and will include the District Governor, District Governor Nominee and District Governor Nominee Designate. Spouses and widows of all categories of governors are invited to this function at which the District Governor Elect presents new Rotary International information and plans for the upcoming year. Other meetings may be arranged as needed for the Council of Governors and may include the District Governor and Incoming District Governors as non-voting attendees.

Section 12.4. The District Governor or any three members of the Council acting together may request the Chair of the Council of Governors to schedule additional meetings during the year.

Section 13: District Assembly and District Conference

Section 13.1. District Assembly

The president-elect of each club *shall* attend the District Assembly in its entirety and each club shall budget funds for this purpose.

Section 13.2. The purpose of the District Assembly is to train club officers, directors, and committee chairpersons, but all Rotarians are encouraged to attend. The District Governor Elect shall organize and conduct the District Assembly with the cooperation and consultation of the District Trainer and the District Governor.

Section 13.3. District Conference

The site for the District Conference shall be proposed by the District Governor whose term of office coincides with such District Conference. *Before signing the contract for the district conference the finance committee must approve the contract.* The home Club of the District Governor normally serves as the host club for the District Conference.

Section 13.4. The District Governor's fiduciary responsible to ensure that the District Conference is conservatively budgeted to be self-funding and to ensure that no District reserves are required to be expended.

Section 13.5. Every Rotary club in the district should be represented at the District Conference and by as many members as possible. Club officers, directors, and committee chairpersons are expected to attend the District Assembly and/or the District Conference as condition for acceptance of the office held.

Section 13.6. Voting at *Business meeting at District Conference* and shall be by a majority vote of the voting delegates in attendance unless otherwise specified in the *Manual Of Procedure*.

Section 13.7. Special meetings or assemblies may be called by the District Governor. At least 45 days advance notice of such meetings shall be given to each club

Section 14: President Elect Training Seminar (PETS)

Section 14.1. The president-elect of each club must attend the President Elect Training Seminar in its entirety and each club shall budget funds for this purpose.

Section 14.2. If a president elect cannot attend District 5030's PETS, the president elect can attend another PETS provided the District Governor Elect gives written permission. This is discouraged as many specific district items are reviewed at PETS. In rare circumstances, the District Governor Elect may approve a substitute for the President Elect at this training. This approval must be in writing.

Section 14.3. Pre-PETS. Presidents-Elect are expected to attend District 5030 Pre-PETS session as it lay's valuable groundwork for their preparation to become Club Presidents

Section 15: Records

Section 15.1. The District Governor shall maintain proper files and shall transfer such files to the District Governor Elect. The District Governor shall also transfer files received from the predecessor district governor. Files not retained by the District Governor shall be held in archive.

Section 15.2. Additional guidelines for records retention are attached to this District Policy Manual as Appendix C.

Section 16: Awards and Recognitions

The District Governor may establish various awards such as Rotary Foundation giving, membership growth, conference attendance, Rotarian of the Year and other recognitions the District Governor deems appropriate. These awards, and the guidelines by which they shall be awarded, shall be published in the District Governor's monthly newsletter in time for these awards to be presented at the District Conference.

Section 17: District Projects

Section 17.1. A District Project will bolster the vision, mission, and core values of District 5030. District Projects will expand the Rotary Brand; engage our community; grow our membership; embrace vocational legacy; and transform our District by service innovation driven by our clubs. A New District Project Lifecycle starts the project at the club-level, where a club initiates a project and builds momentum and collaboration around this project with other clubs. Then, the District Project advances to the second tier to receive additional promotional support from District 5030 until it is ready to move into the Marketplace for further expansion and synergy with other Districts, Zones, and Rotary International. The New District Project Lifecycle will simplify District Project requirements, introduce a progression for District Projects to drive

service innovation among clubs and generate long-standing support among clubs for District Projects, boosting their continued growth and expansion both within and outside District 5030.

Section 17.2. New District Project Lifecycle. A District Project will evolve through three simple tiers of a New District Project Lifecycle.

(i) Tier 1: Emerging District Projects – A club project that has been in existence for more than two years and has garnered support from at least five other clubs within the District may then request recognition as an Emerging District Project via its sponsor club to the District Governor. To remain in Emerging District Project status, the sponsor club should submit a resolution to the District Governor in accordance with Section 17.3.

(ii) Tier 2: Established District Projects – An Emerging District Project that gathers five additional club sponsors for a total of ten or more may then request advancement to Established District Project status via its sponsor club to the District Governor by resolution in accordance with Section 17.3, for three years. Established District Projects receive promotional support from District 5030 via its website, newsletter, and District Governor line involvement as appropriate to help build awareness.

(iii) Tier 3: Marketplace District Projects – After three years as an Established District Project, the District Project then automatically moves to Marketplace District Project status and promotion to a wider Rotary audience (*e.g.*, other Districts, Zones, and Rotary International), and receives support from either a new cause-based district club or as a stand-alone entity with Rotary board members and volunteers. To remain in Marketplace District Project status, the sponsor club should submit a resolution to the District Governor in accordance with Section 17.3 every three years.

Section 17.3. To establish an Emerging District Project or Established District Project, or to remain a Marketplace District Project, the founding club first adopts a resolution at a regular meeting and then submits the resolution to the District Governor at least 45 days prior to a District Business Meeting. The resolution shall contain a full description of the project, its past two year history, accomplishments, income and expenses, number of Rotary Members participating, the number and names of clubs participating, pictures, and any other pertinent information. **Each District Project must be incorporated and registered as a non-profit with the State of Washington and the Internal Revenue Service prior to becoming an Emerging District Project. In so doing, the Emerging District Project will establish Bylaws and Rules & Regulations.** All liabilities are the sole responsibility of the founding club and/or organization of the District Project.

Section 17.4. The District Governor shall forward all resolutions pertaining to District Projects to the President of each club and the Immediate Past District Governor, District Governor Elect, District Governor Nominee, and District Governor Nominee Designate at least 30 days prior to a District Business Meeting. Resolutions pertaining to District Projects shall be presented at a District Business Meeting for voting. Resolution approval requires a majority vote of approval by the voting delegates.

Section 17.5. The designation as an Emerging District Project allows the sponsor club or clubs to directly solicit other clubs in the district for support, and such designation permits the formation of a district level project committee. The District Governor will support the project,

although district funds are not to be used. **When the District or clubs propose a District Project, it must be done with full knowledge that the District is not committed to District financial support and oversight of any kind.**

Section 17.6. The designation of Established District Project status automatically ceases on the fourth June 30th following adoption as a District Project. This will normally allow District Project status for approximately three years.

Section 18: Amendments

Section 18.1. Amendments to the District 5030 Policy Manual / BYLAWS shall be made by resolution passed by a majority vote of Rotarians who are voting delegates present and voting at the business meeting held at the District Conference.

Section 18.2. Amendments 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.

Section 18.3. The District Governor shall forward all resolutions timely received in accordance with Section 17.2 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. Resolutions shall be presented at the business meeting at the District Conference for action by the conference.

Section 18.4. On an emergency basis, and when the above time schedule cannot be met, amendments to the District 5030 Policy Manual / BYLAWS may be submitted at the District Conference or a special meeting for action, provided 2/3 of the club presidents present at the conference concur such action is necessary for the effective administration of the district. The actual vote on the resolution shall require a majority vote to pass.

Section 18.5

No amendment to these District BYLAWS affecting the pursuit, promotion, award or administration of TRF District or Global Grants shall alter, add to, delete or revise the established practice and/or discrimination policy published in Rotary International's Code of Policies and TRF's Terms & Conditions for Foundation District & Global Grants.

Appendix A: Brief History of District

Territorial jurisdictions of districts are determined by Rotary International. As of the date of the adoption of these District 5030 Policy Manual / BYLAWS, District 5030 includes all of King County, a portion of Pierce County which is assigned as the territorial limits of the Rotary Club of Enumclaw and Snohomish County south of SW 152nd Street.

1909 – The Rotary Club of Seattle was established on June 15, 1909, as Rotary Club #4, the 4th Rotary Club in the world.

1910/11-Seattle #4 Charter member Roy Denny served as the First Vice President under President Paul Harris.

1911 - The second convention of the Rotary Clubs of America began in Portland, Or on August 21, 1911. During the convention, Seattle #4 charter members Ernie Skeel and Jim Pinkham were instrumental in putting forth Rotary's platform which became the basis for our Object of Rotary and our Core Values. Jim Pinkham promoted the phrase 'he profits most, who serves best', introducing the ideals of service to others to the Rotary world.

1973- District 503 was created, from a realignment of clubs in District 502 and 504. Upon formation, the district had 36 clubs and 2,651 members located in King County, part of Snohomish County, the state of Alaska, and the Yukon Territory of Canada. It was an international district, and it was one of the largest territorial districts in Rotary International.

Rotary International Convention has been held twice in Seattle: in June, 1932, with 5,182 registrants, and in June 1954, with 8,015 registrants.

1962/63 - Seattle #4 member Warren Kraft served as First Vice President of Rotary International.

1982- Two Rotarians in the Rotary Club of Seattle University District, Norm Hillis and then University of WA Police Chief, Mike Shanahan started a small club project encouraging backyard gardeners to "plant an extra row" of produce to share with the hungry. The project grew into Rotary First Harvest (RFH). RFH celebrated its 25th anniversary in 2007 and salvages millions of pounds of produce each year and coordinates distribution of frozen goods and fresh fruit throughout five states.

1986- Rotary Club of Seattle – International District joined in a lawsuit with The Rotary Club of Duarte of California to challenge Rotary International to admit women into Rotary. Fifteen women were proposed and admitted to the club in Seattle International District during September of 1986. On May 4, 1987, the US Supreme Court decided that Rotary International needed to comply with the state's discrimination law to allow women into Rotary. That decision opened the door to women joining Rotary around the world.

1987- Alaska and the Yukon Territory formed District 501, with District 503 retaining the clubs in King and Snohomish counties.

1991- District 5030 was renumbered from District 503, when a zero was added to the existing numbers of all Rotary districts.

2018/19 - Mercer Island member John Matthews served as Vice President of Rotary International.

Appendix B: Governors of District 5030

<u>Year</u>	<u>Governor</u>	<u>Club</u>	<u>Conference Site</u>
1973-74	E. L. “Andy” Andrews	Burien-White Center	Ocean Shores
1974-75	Amos J. “Joe” Alter	Juneau	Juneau
1975-76	Donald Hahn	Olympia	Olympia
1976-77	Robert D. Ladd	Seattle #4	Bellevue
1977-78	Virgil E. “Virg” Knight	Spenard	Anchorage
1978-79	Carl E. Haarstad	Burien-White Center	Whitehorse
1979-80	Rev. John G. Schaeffer	Renton	Midway
1980-81	Ben Cashman	Lake City	Victoria, B.C.
1981-82	Kelly Waller	Seattle #4	Sitka
1982-83	Edgar S. Philleo	Fairbanks	Fairbanks
1983-84	Carl S. Swenson	Ballard	Rosario
1984-85	Robert W. Graham	Seattle #4	Ocean Shores
1985-86	William R. Wood	Fairbanks	Anchorage
1986-87	John A. Henry	Shoreline	Whistler, B.C.
1987-88	Thomas A. Boyles	Redmond	Vancouver, B.C.
1988-89	R.G. “Bud” Williams	North Seattle	Blaine
1989-90	Walter R. Weber	University	Seattle
1990-91	Gene E. Tonnemaker	Burien-White Center	Couer d’Alene, Id.
1991-92	E. Milton “Milt” Scott	Lynnwood	Blaine
1992-93	Ronald W. Dunlap	Bellevue	Vancouver, B.C.
1993-94	James E. Givan	Bellevue Breakfast	Bellevue
1994-95	George C. Brent	Edmonds	Portland
1995-96	John A. Rasmussen	North Seattle	Harrison, B.C.
1996-97	Richard F. “Dick” Clarke	Bellevue Breakfast	Wenatchee
1997-98	Stan Dickison	Edmonds	Whistler, B.C.
1998-99	Jim Hathaway	University	Victoria, B.C.
1999-00	Duane Ruud	West Seattle	Princess Dawn
2000-01	John Nelson	Mercer Island	Vancouver, B.C.
2001-02	Bob Wilson	Lynnwood	Whistler, B.C.
2002-03	Rosemary B. Aragon	University	Victoria, B.C.
2003-04	John J. Gardiner	Vashon Island	Portland, OR
2004-05	Kathy Johnson	Issaquah	Vancouver, B.C.
2005-06	Sally J. Gray	Bellevue	Whistler, B.C.
2006-07	Mike Montgomery	Edmonds Daybreakers	Coeur d’Alene.ID
2007-08	Don Gregory	Tukwila	Kennewick, WA
2008-09	Jesse Tam	Seattle International	Victoria B.C.
2009-10	Nancy Keenholts Dalton	University	Portland, OR
2010-11	John Matthews	Mercer Island	Portland, OR
2011-12	Ann Liberato	West Seattle	Coeur d’Alene, ID
2012-13	Steve Lingenbrink	Bellevue Breakfast	Coeur d’Alene, ID
2013-14	Ezra Teshome	University	Vancouver, BC
2014-15	John Enger	West Seattle	Tulalip Resort, WA

2015-16	Terry Pickering	Seattle International	Coeur d'Alene, ID
2016-17	Bo Darling	Mercer Island	Portland, OR

Appendix B: Governors of District 5030 (cont.)

2017-18	Alex Hopkins	Woodinville	Tulalip Resort, WA
2018-19	Alan Merry	Lake Forest Park	Spokane, WA
2019-20	Bill McElroy	Mill Creek	Seattle, WA
2020-21	Cathy Gibson	Seattle 4	Pandemic Lockdown
2021-22	Howard Cohen	Emerald City	Pandemic Lockdown
2022-23	Kae Peterson	Shoreline	No conference
2023-24	Kaj Pedersen	Bellevue Breakfast	Victoria, B.C.
2024-25	Rachele Bouchand	Bellevue	No conference

Appendix C: Records Retention Guidelines

Rotary International District 5030 Records Retention Guidelines

	Type of Records	Retention Period
1	Club goals and objectives reports	3 years
2	Club visitation and evaluation reports	3 years
3	District Directory	Permanent
4	District Governor's annual summary of significant activities and developments in the district.	Permanent
5	District Governor's newsletters	3 years
6	District Governor's Report of Clubs	3 years
7	District Governor's Report of District Conference	Permanent
8	District Governor's reports to Rotary International	Permanent
9	District Leadership Plan (superseded)	3 years
10	District policies (superseded)	3 years
11	District Policy Manual (superseded)	7 years
12	Finance committee policies	Permanent
13	Monthly membership and attendance reports	3 years
14	Reports of clubs established and terminated	Permanent
15	Rotary Foundation annual reports	Permanent
16	Year end membership summary	Permanent
17	Accident reports/claims (settled cases)	7 years
18	Accounting records	7 years
19	Advertisements for hiring personnel	1 year
20	Application to IRS for tax exempt status	Permanent
21	Articles of Incorporation	Permanent
22	Audit reports	7 years
23	Bank reconciliations	7 years
24	Bank statements	7 years
25	Bylaws	Permanent
26	Checks (canceled) -- see exception below	7 years
27	Checks (canceled) for purchase of capital assets (Check copies should be filed with the papers pertaining to the underlying transaction)	7 years after disposal of asset
28	Contracts, mortgages, notes and leases (expired)	7 years
29	Correspondence -- general. Warning: see below	2 years
30	Correspondence -- legal and important matters	Permanent
31	Depreciable assets listings and depreciation schedules	Permanent
32	Employment applications	3 years
33	Financial statements -- year end	Permanent
34	General ledgers, year-end trial balance	Permanent
35	Insurance policies (expired)	Permanent

36	Internal audit reports	3 years
37	Invoices from vendors and other paid bill and reimbursements	7 years
38	Invoices to clubs and/or customers	7 years
39	Minute books of directors and major committees	Permanent
40	Payroll records and summaries	7 years
41	Payroll tax returns	7 years
42	Personnel files (terminated)	7 years
43	Purchase orders	3 years
44	Records of all occupational injuries and illnesses	7 years
45	Sales tax returns; business and occupation tax returns	7 years
46	Tax exemption determination letter	Permanent
47	Tax returns and worksheets, revenue agents' reports, and other documents relating to determination of income tax liability and preparation of returns	Permanent
48	Vouchers for payments to vendors, employees, etc. (includes allowances and reimbursement of employees, officers, etc. for travel and other expenses)	7 years
49	W-2's	7 years
50	All Foundation (Future Vision) records	Permanent
51	All Foundation Grants and Financial reports	Permanent

Caveat: The above guidelines are only guidelines. Records should be kept longer if unusual situations exist or may exist.

Disposal: After the retention period has expired, records should be shredded or otherwise permanently destroyed.