



**DISTRICT POLICY MANUAL
OF
ROTARY INTERNATIONAL DISTRICT 5030**

April 26, 2003

**Amended
District Conference May 2, 2009**

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Section 1: Introduction

The purpose of the District Policy Manual 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 Policy Manual was amended at the Conference of District 5030 on May 2, 2009. The District Policy Manual 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 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 (who should be past club presidents), 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. The District Governor may not delegate any of the duties of office for which the District Governor is personally responsible.

Section 3: District Leadership Plan

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

Section 4: District Committees

Section 4.1. Prior to assuming office, the District Governor shall appoint standing service committees as follows:

1. Membership
2. Public Relations
3. Club Service
4. Vocational Service
5. Community Service
6. Interact
7. Rotaract
8. International Service
9. The Rotary Foundation and sub-committees

Section 4.2. 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. Awards and Resolutions
2. Club Extension
3. Compliance
4. District Assembly
5. District Conference
6. Finance
7. New Member Assembly
8. Nominating Committee for District Governor
9. Nominating Committee for Representative to the Council on Legislation
10. Rotary International Convention promotion

Section 4.3. The District Governor may appoint other non-standing committees as the District Governor deems appropriate.

Section 4.4. 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 4.5. The size of committees, except for the Nominating Committees and the Finance Committee, shall be determined by the District Governor.

Section 4.6. 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 4.7. The duties and goals of all committees shall be specified by the District Governor and these committees shall be governed by the District Policy Manual, the *Manual of Procedure*, and the District Leadership Plan.

Section 4.8. Appointments of Chairperson of the committees listed in Section 4 shall be made by the District Governor in consultation with the District Governor Elect and the District Governor Nominee.

Section 4.9. 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 the Governor's year).

Section 4.10. 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 5: Nominating Committee for District Governor

Section 5.1. The Nominating Committee for District Governor shall consist of seven (7) persons which shall include the five (5) most recent Past District Governors of District 5030 who are members of clubs in this district and who are willing to serve. The other two (2) members of this committee shall be Rotarians who have served as Club presidents and who have relevant and meaningful experience in district matters. These two (2) members may serve on this committee only once. These two (2) committee members may not be members of a club from which a governor candidate had been proposed of/or the current District Governor.

Section 5.2. 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.

Section 5.3. The work of this committee shall be governed by the terms of the *Manual of Procedure*.

Section 6: Nominating Committee for District Representative to the Council on Legislation

The District shall select its representative to the Council on Legislation by the nominating committee procedure in accordance with the provisions of the *Manual of Procedure*. The Nominating Committee for District Representative to the Council on Legislation 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. The chair person shall be named by the District Governor. The chairperson shall be a former representative to the Council on Legislation, if available. No person on this committee may be nominated as the representative or alternate.

Section 7: Finance Committee

Section 7.1. The Finance Committee shall oversee all financial matters of the District.

Section 7.2. 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 Governors

The District Governor

The District Governor Elect

The District Governor Nominee

The District Treasurer

Section 7.3. All members of the Finance committee shall be voting members except the District Governor Nominee. Tie votes shall be decided by the Chair.

Section 7.4. The District Governor, in consultation with the District Governor Elect and the District Governor Nominee shall appoint the Finance Committee Chair, Vice Chair and the District Treasurer for a term of three years. Terms may be renewed.

Section 7.5. The Finance Committee shall adopt such financial policies as it deems appropriate and such policies shall remain in effect until amended.

Section 8: Financial Matters

Section 8.1. 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 and the various district committees. 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.

Section 8.2. The budget shall include reasonable expense allowances not reimbursed by Rotary International for:

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, and their partners to attend the Zone Institute and other required Rotary training seminars.
4. The District Representative to the Council on Legislation and partner to attend the Council meeting.
5. The District Governor, the District Governor Elect, the District Governor Nominee, Assistant District Governors, and the District Trainer to attend the President Elect Training Seminar.
6. The District Governor and the District Governor Elect and their partners to attend the District Conference.

7. The cost of required business cards, stationary and postage for the District Governor, the District Governor Elect, the District Governor Nominee, and the Assistant Governors.
8. Other such items as determined by the District Governor Elect and the Finance Committee.

Section 8.3. After approval by the Finance Committee, the proposed 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 District Assembly. At the District Assembly, the budget shall be adopted by simple majority vote of incoming presidents present.

Section 8.4. 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. 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 8.5. The District Governor is empowered to reallocate spending between budget categories except for items specified in section 8.2 subsections 1 through 7, and such items in section 8.2 subsection 8 that have been determined by the Finance Committee.

Section 8.6. The District Treasurer shall maintain custody of district funds, collect the district per capita levy, disburse funds from the current budget as approved by the District Governor, and issue a monthly statement of net assets and statement of income 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 8.7. The District Treasurer shall be bonded.

Section 8.8. The annual per capita levy shall be payable by the clubs upon billing by the District Treasurer. The membership basis for such levy shall be the membership reported to Rotary International on the club's July 1 semi annual report.

Section 8.9. At the end of each Rotary year, the District Treasurer shall prepare a statement of net assets and a statement of income and expense for the year, and the District governor shall distribute copies of such financial statements to all club presidents no later than September 30, either in the monthly newsletter or by separate mail or electronically.

Section 9: Compliance Committee

Section 9.1. The District Governor shall appoint a Compliance committee of not less than three members who shall inspect the year end financial statements of the District.

Section 9.2. Duties of Compliance Committee: this committee shall:

1. Determine that the year end cash accounts are properly reconciled, recorded, and classified in the district books of account.
2. Determine that other assets and liabilities are properly reconciled, recorded, and classified in the District books of account.
3. Determine that the proper dues and other revenues were collected, deposited to District bank accounts, properly recorded, and properly classified in the District books of account.
4. Determine that all expenditures were properly evidenced by underlying documentation, that all expenditures were properly authorized, recorded, and classified in the District books of account.
5. Examine other fiscal matters as they deem appropriate,
6. Report their findings to the Finance Committee no later than October 31.

Section 10: Activities with Children and Youth

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 following Rotary Statement of Conduct for Working With Youth- adopted by the RI Board of Directors- as well as other Rotary Code of Policy provisions on this subject that are listed below.

Clubs shall immediately inform the District Governor and promptly investigate any allegations against a member in connection with a Rotary-related youth program.

2.110.1. Statement of Conduct for Working with Youth

Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouses, and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, and emotional abuse.

(November 2006 Mtg., Bd. Dec. 72)

2.110.2. Failure to Comply with Youth Protection Laws

Upon obtaining information that a club has failed to address an allegation against a member in connection with a Rotary-related youth program for violating applicable law regarding the protection of youth, the board may suspend or terminate the membership of the club in accordance with RI Bylaws section 3.030.3. *(June 2007 Mtg., Bd. Dec. 226)*

Source: June 2007 Mtg., Bd. Dec. 226

2.110.3. Sexual Abuse and Harassment Prevention

All Rotarians, clubs and districts should follow the statement of conduct for working with youth and RI guidelines for abuse and harassment prevention established by the general secretary. The guidelines include the following requirements:

Rotary Code of Policies 11 January 2008:

1. RI has a zero-tolerance policy against abuse and harassment.
2. An independent and thorough investigation must be made into any claims of sexual abuse or harassment.
3. Any adult involved in a Rotary youth program against whom an allegation of sexual abuse or harassment is made must be removed from all contact with youth until the matter is resolved.
4. Any allegation of abuse must be immediately reported to the appropriate law enforcement agency, in accordance with RI's zero-tolerance policy.
5. A club must terminate the membership of any Rotarian who admits to, is convicted of or is otherwise found to have engaged in sexual abuse or harassment. A non-Rotarian who admits to, is convicted of, or is otherwise found to have engaged in sexual abuse or harassment must be prohibited from working with youth in a Rotary context. A club may not grant membership to a person who is known to have engaged in sexual abuse or harassment. (Upon obtaining information that a club has knowingly failed to terminate the membership of such a Rotarian, the RI Board will take steps to have the Rotarian's membership terminated, including action to terminate the club's charter for failure to comply).
6. If an investigation into a claim of sexual abuse or harassment is inconclusive, then, for the safety of youth participants and the protection of the accused, additional safeguards must be put in place to assure the protection of any youth with whom the individual may have future contact. If there are subsequent claims of sexual abuse or harassment, the adult shall be permanently prohibited from working with youth in a Rotary context. Regardless of criminal or civil guilt, the continued presence of the adult could be detrimental to the reputation of the organization and could be harmful to youth. It can also benefit the adult in preventing additional accusations from other youth. A person who is accused but later cleared of charges, may apply to be reinstated to participate in youth programs. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position. *(November 2006 Mtg., Bd. Dec. 72)* Source: November 2004 Mtg., Bd. Dec. 108; Amended by November 2006 Mtg., Bd. Dec. 72

Section 11: Council of Governors

Section 11.1 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. Decision and recommendation by the Council are advisory.

Section 11.2 The Chair of the Council of Governors will be selected by majority vote at the last meeting of the Rotary year and Chair shall serve a three year term.

Section 11.3 The chair of the Council of Governors will arrange for a minimum of two meetings of the Council each year. The first meeting will be coordinated with the District Governor Elect after the International Assembly and also includes 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 will be for the Council of Governors only and may include the District Governor and Incoming District Governors as non-voting attendees.

Section 11.4. The District Governor or any three member of the Council acting together may request the Chair of the Council of Governors to schedule additional meetings during the year..

Section 12: District Assembly and District Conference

Section 12.1. District Assembly

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

Section 12.2. 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 12.3. District Conference

The site for the District Conference shall be proposed by the District Governor whose term of office coincides with such District Conference. The proposed site for a district conference must be approved by a majority of club presidents who are in office at the time when the site proposal is made. The home Club of the District Governor normally serves as the host club for the District Conference.

Section 12.4. The District Governor is 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 12.5. Every Rotary club in the district should be represented at the District Conference and the 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 12.6. Voting at the District Assembly and at the District Conference shall be by a majority vote of the voting delegates in attendance unless otherwise specified in the *Manual Of Procedure*.

Section 12.7. Special meetings or assemblies may be called by the District Governor. At least thirty days advance notice of such meetings shall be given to each club

Section 13: President Elect Training Seminar(PETS)

Section 13.1. 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 13.2. 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 13.3 Pre-PETS. Presidents-Elect are expected to attend District 5030 Pre-PETS session because lay's valuable groundwork for their preparation to become Club Presidents

Section 14: Records

Section 14.1. 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 should be held in archive.

Section 14.2. Such files shall include:

1. Semi-annual reports by the District Governor to Rotary International
2. The report of the District Conference to Rotary International including attendance and financial reports
3. The report of the District Assembly to Rotary International
4. The financial statements of the District
5. The District Directory
6. The District Policy Manual
7. The District Leadership Plan
8. Reports of clubs established and clubs terminated.
9. Rotary Foundation reports

10. Copies of each club's Goals and Objectives report and a copy of the District Governor's report of each club visitation
11. Summary of significant developments in the district
12. A set of the District Governor's newsletters
13. A set of monthly membership and attendance reports
14. Files on weak clubs and the reason for such evaluation

Section 15: 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 16: District Projects

Section 16.1 A District Project must: Overwhelmingly be of benefit to the District by the inclusion of all clubs in the District; be open for all clubs to participate; have been an ongoing project within the proposing club for a minimum of two (2) years. A project may be designated as a District Project only if such designation is adopted by resolution at a District Conference.

Section 16.2 To establish a District Project, it must first be a resolution adopted by the proposing club at a regular meeting and then submitted to the District Governor at least 45 days prior to the opening date of the District Conference. The resolution shall contain a full description of the project, the past two (2) year history, accomplishment, income and expense, number of Rotarians and clubs participating, pictures and any other pertinent information. **Each District Project must be incorporated, and register as a non-profit with the State of Washington prior to becoming a District Project. In so doing, the District Project will establish Bylaws and Rules & Regulations.** All liabilities are the sole responsibility of said project/organization.

Section 16.3 The District Governor shall forward all resolutions for District Projects to the President of each club and each Past District Governor, The District Governor Elect, District Governor Nominee and District Governor Nominee Designate 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 16.4 The designation as a District Project allows the lead 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 of any kind.**

Section 16.5 The designation of 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 16.6 A District Project may reapply for District Project status at the District Conference just prior to the expiration of its life. The project personnel must submit to the District Governor at least 45 days prior to the opening date of the District Conference a report of accomplishments during the previous 3 years. This report must include a list of clubs actively involved in the project, a list of funds raised during the 3 year time period by club and an impact statement. The impact statement covers the impact this project has made in the community during the three year time period and why the project should continue to be a District Project. This report will be forwarded as in section 16.3 of this document.

Section 16.7 In addition to the above provisions, any project of a club in this district which is funded as a Health, Hunger and Humanities (3-H) Grant of The Rotary Foundation shall also be considered a District Project and shall be a District Project for the period of funding from The Rotary Foundation.

Section 17: Amendments

Section 17.1 Amendments to the District Policy Manual shall be made by resolution passed by a majority vote of Rotarians who are voting delegates in attendance at the business meeting held at the District Conference.

Section 17.2 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 17.3 The District Governor shall forward all resolutions timely received in accordance with Section 14.2 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 17.4 On an emergency basis, and when the above time schedule cannot be met, amendments to the District Policy Manual 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.

Appendix A: Brief History of District 5030

Territorial jurisdictions of districts are determined by Rotary International. As of the date of the adoption of this District Policy Manual, 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. In 2009, Seattle #4, as it is now known, reports it is the largest Rotary Club in the world! Seattle #4 celebrated its centennial at a dinner on March 5, 2009.

Districts were first created in 1915, and this area became District 15. Numbers were changed over the years: in 1918, it became District 22; in 1922, it became District 1; in 1937, it became District 102; in 1938, it became District 101; in 1949, it became District 151; in 1955, it became District 152; in 1956, it became District 502.

District 503 was created on July 1, 1973, 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.

District 5030 was renumbered from District 503 on July 1, 1991, when a zero was added to the existing numbers of all Rotary districts.

In Spring of 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.

On July 1, 1987, Alaska and the Yukon Territory formed District 501, with District 503 retaining the clubs in King and Snohomish counties.

In 1914, the first district conference of Rotary International was held in Tacoma. The Rotary International Convention has been held twice in Seattle: in June, 1932, with 5,182 registrants, and in June 1954, with 8,015 registrants.

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, AK
1975-76	Donald Hahn	Olympia	Olympia
1976-77	Robert D. Ladd	Seattle #4	Bellevue
1977-78	Virgil E. "Virg" Knight	Spenard	Anchorage, AK
1978-79	Carl E. Haarstad	Burien-White Center	Whitehorse, YT
1979-80	Rev. John G. Schaeffer	Renton	Midway
1980-81	Ben Cashman	Lake City	Victoria, BC
1981-82	Kelly Waller	Seattle #4	Sitka, AK
1982-83	Edgar S. Philleo	Fairbanks	Fairbanks, AK
1983-84	Carl S. Swenson	Ballard	Rosario
1984-85	Robert W. Graham	Seattle #4	Ocean Shores
1985-86	William R. Wood	Fairbanks	Anchorage, AK
1986-87	John A. Henry	Shoreline	Whistler, BC
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, BC
1993-94	James E. Givan	Bellevue Breakfast	Bellevue
1994-95	George C. Brent	Edmonds	Portland, OR
1995-96	John A. Rasmussen	North Seattle	Harrison, BC
1996-97	Richard F. "Dick" Clarke	Bellevue Breakfast	Wenatchee
1997-98	Stan Dickison	Edmonds	Whistler, BC
1998-99	Jim Hathaway	University	Victoria, BC
1999-00	Duane Ruud	West Seattle	Princess Dawn
2000-01	John Nelson	Mercer Island	Vancouver, BC
2001-02	Bob Wilson	Lynnwood	Whistler, BC
2002-03	Rosemary B. Aragon	University	Victoria, BC
2003-04	John J. Gardiner	Vashon Island	Portland, OR
2004-05	Kathy Johnson	Issaquah	Vancouver, BC
2005-06	Sally J. Gray	Bellevue	Whistler, BC
2006-07	Mike Montgomery	Edmonds Daybreakers	Coeur d'Alene.ID
2007-08	Don Gregory	Tukwila	Kennewick
2008-09	Jesse Tam	Seattle International	Victoria BC
2009-10	Nancy Keenholts Dalton	University	Portland, OR
2010-11	John Matthews	Mercer Island	Portland, OR
2011-12	Ann Liberato	West Seattle	Couer d'Alene, ID