

# Rotary International District 5810

## Manual of Procedures

### Preface

All actions contained in the District Manual of Procedure (MOP or Manual) must be in line with Rotary International’s (RI) governing documents. These Documents include:

|        |  |
|--------|--|
| RI MOP | RI’s Manual of Procedures  |
| RCP    | Rotary Code of Policies, a compendium of current Board policies                  |
| TRFC   | The Rotary Foundation Code of Policies, a compendium of current Trustee policies |
| RIC    | Rotary International Constitution  |
| RIB    | Rotary International Bylaws  |
| SRCC   | Standard Rotary Club Constitution  |
| TRFB   | The Rotary Foundation Bylaws   |
| 00-00  | Resolutions from the RI Convention or Council on Legislation                     |

The most current versions of these documents are located at <https://my.rotary.org/en/learning-reference/policies-and-procedures>.

By reference, these documents are included as the underlying source documents for the District MOP and the Governance of the District.

The District 5810 (District) is created by Rotary International. Its operation is defined by Rotary International’s Manual of Procedures (RI MOP). As such, all operations of the District must follow the rules set out in RI’s MOP. Specific attention is drawn to Article 15 of the RI Bylaws which addresses the creation and the operation of a District.

If an action is neither defined nor precluded by RI’s MOP, other RI governing documents or the District’s MOP, then it is assumed to be a permissible action. For example, unless otherwise prohibited, the District Governor shall have wide discretion to convene ad hoc advisory groups not specifically defined herein, or to convene discussion, advisory or educational meetings of groups of Rotarians to further the purposes of the Object of Rotary.

The District MOP shall constitute the base District Leadership Plan as described in the RI Code of Policies, and shall be supplemented as needed by the District Governor.

As used in this Manual, the words "shall," "is," and "are" are mandatory, and the words "may" and "should" are permissive.

The term meeting is inclusive of both physical and electronic presence of attendees.

References in this document to sections of the RI MOP, Bylaws or Code of Policies are to the 2019 RI Manual of Procedures and the March 2021 RI Code of Policies. The substantive requirements contained in those designated sections may change from time to time, and this District Manual of Procedures shall be deemed amended automatically to incorporate the most current versions of the RI documents regardless of the numbering system used in the subsequent versions.

# ROTARY DISTRICT 5810

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## Table of Contents

- Article 1 DISTRICT ORGANIZATION ..... 6
  - 1.1 The District Governor, District Governor Elect and District Governor Nominee ..... 6
  - 1.2 District Governor-Nominee-Designate ..... 6
  - 1.3 Assistant Governors..... 6
  - 1.4 Appointed Officers..... 6
  - 1.5 Standing District Committees ..... 8
  - 1.6 Appointed District Committee..... 9
- Article 2 - NOMINATING COMMITTEE ..... 10
  - 2.1 Composition of Nominating Committee..... 10
  - 2.2 Selection of Group Representatives ..... 10
  - 2.3 Term Limits..... 11
- Article 3 - ELECTION OF THE DISTRICT GOVERNOR-NOMINEE-DESIGNATE ..... 11
  - 3.1 Announcement by District Governor..... 11
  - 3.2 Nomination Forms ..... 11
  - 3.3 Meetings of the Nominating Committee..... 12
  - 3.4 Report of the Nominating Committee..... 12
  - 3.5 Challenging Candidates..... 12
  - 3.6 Unopposed Candidate ..... 13
  - 3.7 Opposed Candidate ..... 13
  - 3.8 Exceptional Circumstances ..... 13
- Article 4 - ELECTION OF THE DISTRICT REPRESENTATIVE TO THE INTERNATIONAL COUNCIL ON LEGISLATION ..... 14
  - 4.1 When Elected..... 14
  - 4.2 Eligibility..... 14
  - 4.3 Nominations..... 14
  - 4.4 Unopposed Nominee ..... 14
  - 4.5 Balloting ..... 15
  - 4.6 Results of Balloting ..... 15

4.7 Notice..... 15

Article 5 – CONFERENCE VOTING OR LEGISLATION MEETING VOTING..... 15

5.1 Who May Vote ..... 15

5.2 Electors ..... 15

5.3 Proxies..... 16

5.4 Credentials..... 16

5.5 Quorum..... 16

Article 6 - DISTRICT FINANCES ..... 16

6.1 District Fund..... 16

6.2 Funds Collected For Specific Purposes ..... 16

6.3 Budget..... 17

6.4 Per Capita Dues..... 17

6.5 Financial Depository ..... 17

6.6 Withdrawal of Funds..... 18

6.7 RYLA Accounts ..... 19

6.8 Bank Reconciliation..... 19

6.9 Financial Reports ..... 19

6.10 Annual Financial Review ..... 19

6.11 Solicitation of Funds..... 20

6.12 Assistant District Treasurers ..... 20

Article 7 - DISTRICT CONFERENCE..... 21

7.1 Purpose ..... 21

7.2 When and Where..... 21

7.3 Attendance ..... 21

7.4 District Conference Finances..... 21

7.5 Program ..... 22

Article 8 - DISTRICT LEADERSHIP TRAINING ASSEMBLY..... 22

8.1 Purpose ..... 22

8.2 Responsibility..... 22

8.3 When..... 23

8.4 Where ..... 23

8.5 Attendance ..... 23

8.6 Finances ..... 23

Article 9 - PRESIDENT-ELECT TRAINING SEMINAR (P.E.T.S.)..... 23

9.1 Purpose ..... 23

9.2 Responsibility..... 23

9.3 When..... 23

9.4 Where ..... 24

9.5 Attendance ..... 24

Article 10 - METHOD OF AMENDMENT OF MANUAL OF PROCEDURE..... 24

10.1 By Resolution ..... 24

10.2 Acknowledgement of Submission..... 24

10.3 How Presented..... 25

10.4 Voting..... 25

Article 11 - DISTRICT AWARDS..... 26

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## **Article 1 - DISTRICT ORGANIZATION**

The descriptions of the responsibilities of the District officers described herein are supplemented by reference with the descriptions contained in the RI Code of Policies as it may be amended from time to time, and shall be interpreted to be consistent with the RI Code of Policies and RI MOP.

### **1.1 The District Governor, District Governor Elect and District Governor Nominee**

The District Governor is an officer of RI, and is nominated by the Clubs of the District and elected at the RI International Convention. The Governor functions under the general control and supervision of the RI Board and has the duty of furthering the Object of Rotary by providing leadership and supervision of the Clubs in the District. As such, the rules governing the District Governor are set out in RI's MOP (RI Bylaws 16.030) and in the RI Code of Policies (see generally Chapter III, District). The District Governor shall have specific responsibility to oversee the development and maintenance on a current basis of the District website.

### **1.2 District Governor-Nominee-Designate**

The District Governor-Nominee-Designate (DGND) shall be selected by the District Nominating Committee in time to comply with the requirements of the RI MOP.

### **1.3 Assistant Governors**

Assistant Governors (AG) shall be appointed by the Governor-Elect prior to installation as District Governor to be the representative of the District Governor to the Clubs assigned to each Assistant Governor. The primary responsibility of the Assistant Governors is to inform, educate, and motivate Clubs within the District concerning both the Object of Rotary and the activities of the District.

**1.3.1** Each Assistant Governor will be required to attend a training session.

During the term of the District Governor, the District Governor may replace any previously appointed Assistant Governor and may appoint as many other Assistant Governors for which the District Governor believes a need exists.

### **1.4 Appointed Officers**

The District Governor may appoint the following who shall serve a one-year term coterminous with that of the District Governor. Terms may be extended as mutually agreed by the District Governor and the District Governor Elect.

#### **1.4.1 District Secretary**

The District Secretary shall keep the District records and the handling of correspondence during the year. This officer shall keep the minutes of all meetings called by the District Governor and may act as secretary for the District Conference, the District Assembly and other District meetings, if requested by the District Governor. The District Secretary, to the extent reasonably possible, shall maintain the District Records in a manner that allows them to be transferred to the next District Secretary, and shall assist the successor District Secretary in obtaining and understanding such records. To the extent possible, the records should be maintained on a District system or website.

#### **1.4.2 District Treasurer**

The District Treasurer shall assist the District Governor, Finance Committee, and, as requested, the Standing Financial Review Committee in preparing the financial reports for the District shall maintain the financial records of the District and shall be a signatory on the bank accounts of the District. The Treasurer shall have the right to review any District financial record or bank account. The Treasurer is an ex officio member of the District's Finance Committee, but in addition may be appointed by the District Governor to be chairperson of the Finance Committee with the voting and other rights of such position. To the extent possible, the Treasurer shall maintain the district records in a manner that allows them to be transferred to any successor treasurer and shall assist the successor District Treasurer in obtaining and understanding such records. To the extent possible, consistent with confidentiality requirements, the records should be maintained on a District system or website to provide greater continuity.

#### **1.4.3 District Parliamentarian**

The District Parliamentarian should be knowledgeable about Rotary and parliamentary procedure. The Parliamentarian shall advise and counsel the District Governor, other District officers and Club presidents on matters related to parliamentary procedures and ensure that all District business meetings are conducted according to parliamentary procedures. Additionally, the Parliamentarian shall:

**1.4.3.1** Assist any Club in preparing resolutions to be submitted to Rotary International, the Council on Legislation or to the District Conference.

**1.4.3.2** Keep the Clubs informed of all their voting rights and duties.

**1.4.3.3** Maintain a neutral attitude and position.

**1.4.3.4** Attend the District Conference and the District Leadership Training Assembly.

**1.4.3.5** Be a member of the District Resolutions and Credentials Committees.

**1.4.3.6** Maintain District records in a manner that allows them to be transferred to the next Parliamentarian, and shall assist the successor Parliamentarian in obtaining and understanding such records. To the extent possible, the records should be maintained on a District system or website.

#### **1.4.4 Vice-Governor**

The nominating committee for District Governor may select one available Past District Governor who has been proposed by the District Governor-Elect, to be named Vice-Governor who shall serve during the year following selection. The role of the Vice-Governor will be to replace the District Governor in case of temporary or permanent inability (determined per RI Bylaws 16.050) to continue in the performance of the District Governor's duties. If no selection is made by the nominating committee, the District Governor-Elect may select a Past District Governor as Vice-Governor. (RI Bylaws 16.060.1).

### **1.5 Standing District Committees**

**1.5.1** District Advisory Committee, comprised of all Past District Governors living in the District, will aid and assist the District Governor, as the District Governor deems necessary and requests. The District Governor may consult with all or portions of this Committee as needed, practical or desirable.

#### **1.5.2 District Council of Past Presidents**

**1.5.2.1** The Council of Past Presidents is composed of one Rotarian from each District Club in good standing who has been a president of such Club for a complete Rotary year. Each Club shall select its own delegate to the Council. Each club's delegate is, preferably, the immediate past president of the club. If the Immediate Past President is unable to serve, the club should choose its delegate from amongst the last four past presidents of the club who are active members of the club and in good standing. The purpose of this council is to provide club-centered guidance and support to the District Governor as requested by the District Governor in addition to other duties as specified herein.

**1.5.2.2** This council may choose a chair and a vice chair from amongst its members to lead the group.

**1.5.2.3** Meetings of this group can be held either physically or electronically. It is expected that the majority of meetings will be done using the various electronic means of communication available.

**1.5.3** The District Finance Committee shall be based upon and follow the RI Code of Policies Section (17.030.2) and shall consist of seven (7) members who meet the qualifications set forth therein (including, to the extent possible, accounting or financial experience) and perform the duties and functions set forth in the article. The members shall be as follows: The District Governor, The District Governor Elect, the Treasurer, the Immediate Past District Governor, and one person from each of the small, medium and large Clubs who are not otherwise officers, Assistant Governors or DGE or DGN of the District. The small, medium and large Club members shall be selected by the DGE such that they are in place by the beginning of the DGE's term as

Governor. If a vacancy exists during the DG's term, the DG may select a replacement to serve until the beginning of the DGE's term.

**1.5.4** District Credentials Committee consists of the District Secretary as chairperson, the District Parliamentarian and one additional member appointed by the District Governor.

**1.5.5** District Resolutions Committee shall consist of the District Governor, the District Governor Elect, the District Parliamentarian, the District Secretary and two other Rotarians, not otherwise officers, Assistant Governors, DGE or DGN of the District, who shall be appointed by the District Governor. Four members constitute a quorum.

**1.5.6** Such other special purpose-standing committees as set forth in other sections of this Manual.

## **1.6 Appointed District Committee**

District committees are charged with carrying out the goals of the District as formulated by the District Governor, with the advice of the Assistant Governors. Committees shall be appointed by the District Governor Elect prior to the start of such person's year in office as District Governor to address ongoing functions as follows. To the extent feasible and desirable, membership on the committees shall be broadly inclusive of small, medium and large Clubs. The RI Code of Policies, as it may be amended from time to time, contains further details on the role of the committees and the qualifications to serve on them, which are incorporated herein by reference (RI Code of Policies 17.030.2):

- Training
- Membership Development
- Ongoing District level programs (e.g. Youth Services, Rotaract)
- Public Image
- District Conference
- The Rotary Foundation
- RI Convention
- Strategic Planning
- District Leadership Training
- International Service

Other Committees -The District Governor Elect, prior to the beginning of such person's year in office as District Governor, may appoint such other Committees as deemed necessary to achieve specific purposes during the DGE's term as DG. For example, the District Governor Elect may appoint an advisory/managing board to assist with the programs and operations of the District. During the District Governor's term, the District Governor may also appoint such other committees for specific purposes as the District Governor deems desirable to operate during the remainder of the District Governor's term and may fill vacancies on any of the existing committees.

## **Article 2 - NOMINATING COMMITTEE**

### **2.1 Composition of Nominating Committee**

The District Nominating Committee shall select a District Governor Nominee Designate in accordance with the RI Bylaws. It shall consist of the following persons:

- a. The District Governor
- b. The Immediate Past District Governor
- c. The District Governor Elect
- d. Director of Assistant Governors
- e. One Large Club Assistant Governor
- f. One Medium Club Assistant Governor
- g. One Small Club Assistant Governor
- h. One Large Club Past President
- i. One Medium Club Past President
- j. One Small Club or Past President
- k. The Parliamentarian as a non-voting, ex officio member who shall conduct the meeting.
- l. The District Secretary as a non-voting, ex-officio member to record minutes of the meeting.

### **2.2 Selection of Group Representatives**

**2.2.1.** The large, medium and small group Assistant Governor representatives on the Nominating Committee and one alternate each shall be selected by a majority vote of such groups' then Assistant Governors (whose terms coincide with the meeting of the nominating committee) present (in person or electronically) at a special meeting called for that purpose. At least 30 days' notice of the meeting must be given. The Parliamentarian shall be responsible for setting up and conducting this meeting, which may be by video or conference call. If no representative or alternate is selected for any of the groups, the DG and DGE shall confer and select a representative or alternate.

**2.2.2.** The large, medium and small group current or past president representatives on the Nominating Committee and one alternate each shall be selected by a majority vote of the Club presidents (whose terms coincide with the meeting of the nominating committee) present (in person or electronically) at a special meeting called for that purpose. At least 30 days' notice of the meeting must be given. The Parliamentarian shall be responsible for setting up and conducting this meeting, which may be by video or conference call. If no representative or alternate is selected for any of the groups, the DG and DGE shall confer and select a representative or alternate.

**2.2.3.** Large, medium and small Clubs are defined as the bottom, middle and top thirds of a list of the District Clubs according to the size as reported by Rotary International as the starting

number of Club members as of July 1 of the Rotary Year for which the member(s) is serving. Only Clubs in Good Standing are eligible to vote for a member of the Nominating Committee. Good Standing is defined as current on RI Dues and current on all District Dues, at the time of the nominating committee meeting.

**2.2.4.** If possible, the special called meeting for the selection of the Club presidents' representatives shall be held at P.E.T.S or the District Leadership Training Assembly. It is preferable, but not required that members selected to serve on the Nominating Committee have recent District level experience.

**2.2.5.** Representatives selected from the AG or Club groups shall be from Different Clubs than the persons identified in 2.1 a-d, above, and the Club members selected shall be from different Clubs than the AG representative selected for their Club size. If the Immediate Past District Governor is unable or unwilling to serve, the next most current PDG willing to serve shall be invited to be a member of the committee.

### **2.3 Term Limits**

No member of the Nominating Committee shall serve more than three (consecutive or non-consecutive) one-year terms. This provision shall not apply to members serving because they are the District Governor, the Immediate Past District Governor, the District Governor Elect, or the Director of Assistant Governors.

## **Article 3 - ELECTION OF THE DISTRICT GOVERNOR-NOMINEE-DESIGNATE**

### **3.1 Announcement by District Governor**

The District Governor shall issue, or cause to be issued in the name of the Nominating Committee, an announcement inviting any Club, which desires to do so to submit its suggestion for District Governor-Nominee-Designate from the Club's membership for consideration by the Nominating Committee. In order to receive consideration, such suggestion must reach the Nominating Committee on or before a date to be determined and announced by the District Governor. Such announcement by the District Governor shall be made at least 60 days before the deadline, and must include the address (physical or email) to which suggestions shall be sent. The suggestions shall be submitted in the form of a resolution adopted by the majority of members present at a regular meeting of the Club naming the suggested candidate, properly certified by the Club secretary. Nominees must be qualified as set forth in the RI MOP and RI Code of Policies.

### **3.2 Nomination Forms**

Suggestions of Rotarians to be considered by the Nominating Committee shall be on the current forms provided by Rotary International.

### **3.3 Meetings of the Nominating Committee**

The District Parliamentarian shall coordinate with the District Governor to arrange the time and place of the Nominating Committee meeting and ensure that a quorum of members is present. The meeting will be presided over by the District Parliamentarian *ex officio* without a vote. The procedures for the nomination and election of the District Governor Nominee Designate shall comply with the RI Bylaws, Article 12.

**3.3.1** The Nominating Committee for District Governor-Nominee-Designate shall not be limited in its selection to those names submitted by Clubs in the District.

All candidates suggested by the Clubs must be interviewed by the nominating committee. The District Parliamentarian, in coordination with the Nominating Committee members, shall be responsible for coordinating and scheduling these interviews. At least eight members of the Nominating Committee must be present in person (unless a public health crisis exists in which case the committee may meet by phone or virtually) for each interview.

**3.3.2** Eight voting members of the Nominating Committee shall constitute a quorum. If the designated members will not be able to attend, the alternate shall be invited to attend to represent their group. If neither the representative or alternate of any group can attend, the DG and DGE shall confer and select a representative.

Seven votes of the Nominating Committee are required to select a candidate for nomination. At least one of the required votes must be from Nominating Committee members representing the Club presidents' groups and one from the Assistant Governor groups. That is, of the three members from the Large, Medium and Small Club presidents' groups, at least one must vote in favor of the successful candidate. The same rule applies to the three members of the Assistant Governor groups.

### **3.4 Report of the Nominating Committee**

Upon making its selection, the Nominating Committee shall notify the District Governor in writing, which may be electronically, within 24 hours of the adjournment of the committee meeting, and not later than June 30th. If the District Governor was present at the Nominating Committee meeting, no separate notice is required. A report of the actions of the Nominating Committee shall be made by the District Governor to the Clubs within three days of receipt of such notice. This notice may be by email to the Club presidents or in the District Governor's monthly letter. (RI Bylaws 12.030.5).

### **3.5 Challenging Candidates**

Any Club in the District, which has been in existence for at least one year as of the beginning of that year, may also propose a challenging candidate for District Governor Nominee Designate provided this Club has previously suggested such candidate to the Nominating Committee. A Club

in existence for less than one year as of the beginning of that year may propose a challenging candidate provided such candidate is a member of that Club and the challenging candidate must have been duly suggested to the Nominating Committee. The name of the challenging candidate shall be submitted pursuant to a resolution by the Club adopted at a regular meeting by majority vote of those present. The Club must file the resolution with the District Governor by the date determined by the District Governor. Such date shall be not more than 14 days after the District Governor first announced to the Clubs the Nominating Committee's selection for the District Governor Nominee Designate. The District Governor shall inform all Clubs through a form prescribed by RI of the name of any challenging candidate who has been proposed as specified above. The District Governor shall also inquire whether any Club wishes to concur with the challenge. A Club must file a resolution of the Club adopted at a regular meeting, by majority vote of those present, to concur with a challenge. Such resolutions must be filed with the District Governor by the date determined by the District Governor, which shall be at least 21 days after the challenge candidate is first announced by the District Governor. Only challenges that have been concurred to by at least 10 other Clubs which have been in existence for at least one year as of the beginning of that year or 20 percent of the total number of Clubs as at the beginning of that year in the District which have been in existence for at least one year as of the beginning of that year, whichever is higher, and only when such resolutions by the Club were adopted at a regular meeting, by majority vote of those present, and in accordance with the Club bylaws, as determined by the District Governor, shall be considered valid. A Club shall concur with only one challenging candidate.

### **3.6 Unopposed Candidate**

The District Governor shall declare the candidate of the District Nominating Committee to be the District Governor- Nominee-Designate where no such challenging nomination has been received by the established date. Such declaration shall be made to all Clubs in the District within 15 days of the objection deadline.

### **3.7 Opposed Candidate**

If a challenge candidate is timely submitted and the required concurrence has been made, the District Governor shall within seven days after the deadline for concurrences notify all District Clubs by letter, email or the Governor's newsletter of the name and qualifications of each candidate and announce the election process. (RI Bylaws 12.030.9) The election process may be a ballot-by-mail or alternatively a vote at the District Conference per Article 5 hereof.

### **3.8 Exceptional Circumstances**

Section 12.090 of the RI Bylaws shall apply in exceptional Circumstances.

## **Article 4 - ELECTION OF THE DISTRICT REPRESENTATIVE TO THE INTERNATIONAL COUNCIL ON LEGISLATION**

### **4.1 When Elected**

At the District Conference two years prior to the year in which the RI Council on Legislation will be held, the District shall hold an election to determine the representative of the District to that council and also to select the alternate representative.

### **4.2 Eligibility**

The representative selected must be a member of a District Club. The representative shall have served a full term as District Governor at the time of election. However, upon certification by the District Governor, and the concurrence of the President of Rotary International that no past District Governor is available in the District, a Rotarian who has served less than a full term as District Governor or the District Governor-Elect may be elected.

### **4.3 Nominations**

**4.3.1** The District Governor shall notify the Clubs no later than in the December Governor's newsletter that nominations from the Clubs for representative of the District on the Rotary International Council on Legislation must be received by the District Governor not later than midnight on January 31st.

**4.3.2** Any Club in the District may nominate for membership on the council a qualified member of the Club (who is able and willing to serve if elected) and shall certify in writing, over the signature of the president and secretary, such nomination to the District Governor for presentation to the Electors of the Clubs at the District Conference.

**4.3.3** The District Governor shall notify the Clubs in the February Governor's letter of the names of those nominated.

### **4.4 Unopposed Nominee**

If there is only one nominee in the District, no ballot shall be required and the District Governor shall declare such nominee to be the District's representative on the council. In such event, the District Governor may designate an alternate.

**4.4.1** The District Governor shall notify the Clubs in the February Governor's letter of the name of the opposed nominee.

## **4.5 Balloting**

Balloting at the District Conference shall be in accordance with Article 5 of the District 5810 Manual of Procedure.

## **4.6 Results of Balloting**

The candidate receiving the highest number of votes shall be the member of the council from the District. The candidate receiving the second highest number of votes shall be declared the alternate member, to serve only in the event the member is unable to serve. In the event neither the member nor the alternate member, if one has been elected, is able to serve, the seated District Governor may designate some other member of a Club of this District qualified under the provisions of Section 4.2 of this Article to be the representative of the District on the Council.

## **4.7 Notice**

**4.7.1** Immediately following their selection, the names of the Representative and the alternate representative of the District on the council shall be reported by the District Governor to the General Secretary.

**4.7.2** To qualify for service at the council, the representative must be informed of the qualifications and submit to the General Secretary a signed statement that the Rotarian understands the qualifications, duties and responsibilities of a representative; is qualified, and is able to assume and perform faithfully such duties and responsibilities; and will attend the meeting for its full duration.

## **Article 5 – CONFERENCE VOTING OR LEGISLATION MEETING VOTING**

### **5.1 Who May Vote**

Voting at a District Conference or District Legislative meeting shall be in compliance with the RI Bylaws 15.050. Voting shall be by Electors as provided in RI Bylaws 15.050.2 Electors shall also be entitled to vote on such matter reserved to the Electors by the RI Bylaws.

### **5.2 Electors**

**5.2.1** Each Club in a District shall select, certify, and send at least one Elector to the District Conference, a District business meeting and a District legislation meeting (if one is held). A Club' president is presumptively and automatically certified as an Elector for that Club unless set forth otherwise in the certification of Electors from that Club. Any Club with a membership, honorary members excluded, of more than 25 shall be entitled to one additional Elector for each additional 25, or major fraction thereof, of its members. That is, a Club with a membership of up to 37 members is entitled to one Elector, a Club with 38 to 62 members is entitled to two Electors, and a Club with 63 to 87 members is entitled to three Electors and so on. Such membership shall be

determined by the number of members in the Club as of the date of the most recent Club invoice preceding the date on which the vote is to be held. However, any Club whose membership in RI has been suspended shall not be entitled to any Electors. Each Elector shall be a member of the Club. An Elector must be present either physically or electronically at the District Conference, District business meeting or a District legislation meeting to vote.

**5.2.2** The form for certifying each Elector must be on the approved form attached hereto as an addendum.

### **5.3 Proxies**

A Club may designate a proxy for its absent Elector(s). Such Club must obtain the consent of the District Governor for such proxy, which shall not be unreasonably withheld. The proxy may include a member of its own Club. The proxy designation must be certified by the president and secretary of such Club. The proxy designee shall be entitled to vote as proxy for the non-attending Elector(s) represented, in addition to any other vote the proxy may have. (RIB 15.050.3)

### **5.4 Credentials**

The credentials of each Elector shall be reviewed and approved by majority vote of the credentials committee, meeting at the District Conference, prior to voting at the business meeting thereof.

### **5.5 Quorum**

A quorum for either the District Conference or a Legislation Meeting is defined as being Electors present that represent at least 40% of the District's Rotarians and for which at least 20% of the District Clubs are in attendance.

## **Article 6 - DISTRICT FINANCES**

### **6.1 District Fund**

A District fund is established for the financing of District sponsored projects and the administration and development of Rotary in the District.

### **6.2 Funds Collected For Specific Purposes**

Any funds collected by the District for a specific purpose shall be spent for said specific purpose within three (3) years from the end of the Rotary year in which they were collected or the date this section took effect whichever is later. Any funds remaining after this period shall automatically be donated to a charity in line with the donor's intent, and if no intent can reasonably be discerned, to the District's Operating Account for general use. This provision will be disclosed to

all donors and shall thereby become a condition of acceptance of the donation.

### **6.3 Budget**

**6.3.1** The District Governor-Elect, with the assistance of the Finance Committee, shall prepare a budget to guide the expenditure of the District funds for his/her year as District Governor.

**6.3.2** This budget must be approved by the District Finance Committee in time to submit it to the Clubs at least four (4) weeks prior to the District Leadership Training Assembly or Business Meeting at which the budget will be considered.

### **6.4 Per Capita Dues**

**6.4.1** The funds for financing the District Conference and other District activities shall be generated by a per capita contribution from individual Clubs within the District. The annual per capita contribution shall be \$34 per member unless changed as provided herein. For Rotaract Clubs, the per capita contribution shall be \$15 per year.

**6.4.2** The amount to be assessed each year may be changed by approval of at least seventy-five (75) percent of the incoming presidents attending the President Elects Training Seminar (P.E.T.S) or District Leadership Training Assembly, or by a majority vote of the Electors at the District Conference or a business meeting convened by the District Governor, each prior to the Rotary year in which the change will be effective. If the decision is made at PETS or the District Assembly, a separate resolution at the District Conference is not required. RI Bylaws 15.060.

**6.4.3** The number of members in each Club as of July 1st of each year shall be the basis of each Club's per capita contribution for the Rotary year. Dues shall be payable on or before September 30th. Clubs shall pay one-half of the annual dues for any new members added after July 1 and on or before December 31, which shall be payable by January 31<sup>st</sup> of the following calendar year. If members have left the club at any point in the Rotary year, there will be no refund of the dues (and such dues cannot be allocated to members joining after July 1).

### **6.5 Financial Depository**

**6.5.1** Rotary International District 5810 Operating Account: All district per capita dues shall be deposited into an account captioned "Rotary District 5810 Operating Account" (Operating Account) in a bank having Federal deposit insurance.

**6.5.2** The District Governor may as an advance withdraw up to fifty percent (50%) of the amount of uncollected district dues from the Rotary 5810 Reserve Account, defined below, and deposit them into the Operating Account. This amount shall be repaid to the Reserve Account once the collectable District Dues have been deposited.

**6.5.3** Rotary District 5810 Reserve Account: Within 60 days after the end of each Rotary year,

the outgoing District Governor shall deposit any balance remaining in the Operating Account, after all approved expenditures have been made, into an account or accounts styled "Rotary District 5810 Reserve Account" in a bank having Federal Deposit Insurance.

## **6.6 Withdrawal of Funds**

**6.6.1** The District Governor shall be the custodian of all Rotary District 5810 funds and shall be authorized to withdraw funds from the Operating Account by checks signed by the District Governor or by the Treasurer.

**6.6.2** The District Finance Committee will monitor the balance in the Reserve Account which is defined as the unrestricted equity on the most recent balance sheet to ensure that the Reserve Account does not fall below 40 percent of one year's expenditures, nor exceed 100 percent of one year's expenditures. One year's expenditures is defined as a rolling average of the last three year's expenditures as reported on the income tax return (990), reduced for RYLA, RILI, and special fundraising events; however, the Reserve Account shall not go below the amount of expenses in the following Rotary year's budget. In the event of unusual circumstances where normally planned events cannot be completed due to unforeseen events such as a pandemic or other catastrophe, this calculation should be based on the most recent years where normal events occurred. Should the balance exceed the level of 100 percent, the District Governor and members of the Finance Committee shall distribute excess funds to the District Clubs on a per capita basis based on the current Rotary Year July 1 membership figures as reported by Rotary International. The District Finance Committee shall review the current Rotary Year's budget, expenses, and current budgeted items as soon as possible within 60 days after the July 1 reconciliations to determine if the Reserve Account will exceed 100% of one year's expenditures. If so, the process of distributing excess reserve funds shall take place before the end of the current Rotary year. No funds may be transferred to future year projects, causes, dues, grants, etc., but may be used to support current year activities. All non-committed and/or unspent funds will be placed directly into the Reserve Account.

**6.6.3** In addition to the advance described in section 6.5.2, the District Governor, together with the written agreement of two other members of the District Finance Committee (which may be by email), shall be authorized to withdraw funds from the Reserve Account in an aggregate amount of not more than \$5,000 in any Rotary year and be deposited into the current Rotary Year Operating Account.

**6.6.4** A withdrawal of an amount greater than \$5,000 from the Reserve Account in any Rotary year shall require a majority vote of a group consisting of the District Governor, the two most recent past District Governors, the District Governor Elect, District Governor Nominee, Treasurer, the chair of the Finance committee, and the members of the Council of Past Presidents in attendance, at a meeting specifically called for that purpose. At least seven business days written notice shall be given to the group listed above, and such notice shall include specific detailed information about the proposed withdrawal. Such seven-calendar day notice shall not be waived.

## **6.7 RYLA Accounts**

The Rotary Youth Leadership Committee (RYLA) will be permitted, subject to oversight by the Governor and the Finance Committee, to retain residual funds in the RYLA account based on the immediate past year's operating budget.

## **6.8 Bank Reconciliation**

The District Treasurer shall receive directly from the bank the monthly statements on the Operating Account and on the Reserve Accounts and, after obtaining pertinent deposit and withdrawal information from the District Governor, shall prepare the monthly bank reconciliation.

## **6.9 Financial Reports**

The District Governor, with the assistance of the Treasurer and Finance Committee, shall prepare or cause to be prepared all financial reports of the District, including the disposition of District funds, on at least the following schedule:

- July 1 – Dec 31 of the current Rotary Year presented by March 30 of the current Rotary Year
- Jan 1 – June 30 of the current Rotary Year presented by October 1 of the immediately following Rotary Year

With the concurrence of the Finance Committee, the deadlines for the financial reports may be extended as needed, but in no event to more than twelve months after the end of the relevant six-month period. Said reports shall be promptly distributed to the officers and AGs of the District, the presidents of all Clubs within the District, the Council of Past Presidents and the Standing Financial Review Committee. The Council of Past Presidents shall review the report within 30 days of receipt and publish a report stating whether the report was satisfactory. If it is deemed unsatisfactory, the Council shall state detailed reasons about the deficiencies that caused a negative report. The Council meeting may be held electronically. If no report is published by the Council as provided herein, the financial report shall be deemed satisfactory by the Council.

## **6.10 Annual Financial Review**

**6.10.1** The Standing Financial Review Committee (SFRC) will conduct an internal review of District finances for the preceding year. The SFRC will give the District Governor and the District Finance Committee a review report of the District financial statements within 90 days after the Form 990 is filed. After the financial review has been completed and the report given, a copy of the same shall be sent to the District Governor Elect and District Governor Nominee, the Council of Past Presidents and to every District Club.

**6.10.2** Composition of the Standing Financial Review Committee (SFRC). The SFRC will consist of three Rotarians familiar with financial statements and District 5810 procedures. Two members of the SFRC shall constitute a quorum, and a majority vote of those present is required

for any decision. They will hold staggered terms of up to three years with terms to be decided by the District Governor. Members of the SFRC must be Rotarians in good standing with their Club, and must include at least one member who is either a Past District Governor or a financially experienced person. While on the SFRC, a member cannot hold a District officer position. If a District officer position is accepted, that person must resign from the SFRC. The SFRC will follow RI guidelines for conducting the financial reviews. The SFRC will report to the District Finance Committee. SFRC replacements will be selected by the District Governor and need the approval of the District Finance Committee.

**6.10.3** The District Treasurer will ensure the District's tax returns are timely filed. For tax reporting purposes, officers listed on the tax return will be the District Governor, Immediate Past District Governor, the District Secretary and the District Treasurer.

## **6.11 Solicitation of Funds**

No individual or District committee may request additional District budget funds beyond the per capita dues for projects or activities from the Clubs without first having gained the written approval of the District Finance Committee and the consent of the District Governor.

## **6.12 Assistant District Treasurers**

**6.12.1** It is recognized that various District committees will, with the District Governor's approval, receive funds from sources other than the District Treasurer. Any committee receiving funds from other than the District General Fund shall do so through Assistant District Treasurers appointed by the District Treasurer. The District Treasurer shall have the right at any time to inspect the handling and account for, including bank account information concerning, all such collections.

**6.12.2** District committees having an Assistant District Treasurer and a District Subsidiary checking account, shall submit an annual budget to the District Governor-Elect and the incoming District Treasurer by March 1st of each year for the next Rotary year, and before committing to any financial obligation or establishing any financial policy on behalf of the committee.

**6.12.3** At the conclusion of each Rotary year, or at such other times as may be stipulated by the District Treasurer or the District Governor, any residual funds held by the District committees shall be returned to the District Treasurer for deposit in the Operating Account, unless already deposited in a District subsidiary checking account.

**6.12.4** Assistant District Treasurers shall provide the District Treasurer, prior to August 31st of each Rotary year, an accounting of all committee transactions for the previous Rotary year, or at such other times as may be requested by the District Treasurer or the District Governor, and make any underlying documentation available as requested by the District Treasurer or District Governor.

## **Article 7 - DISTRICT CONFERENCE**

### **7.1 Purpose**

**7.1.1** The District Conference shall be conducted per the RI Bylaws and Code of Policies provisions concerning such conferences. It is designed to further the program of Rotary International and Rotary District 5810 through training, fellowship, motivational addresses and the discussion of the District affairs. The conference should give consideration to any special matters submitted by the Board of Rotary International or matters originating within the District.

**7.1.2** Pursuant to Article 4, Rotarians attending the District Conference, or separately called District Business meeting, and serving as delegates, shall elect a delegate to the RI Council on Legislation in appropriate years. (RI Bylaws9.060).

### **7.2 When and Where**

The District Conference shall be held annually at such time and place as shall be directed by the District Governor-Elect provided that the dates selected are not the same as those selected for PETS, the District Leadership Training Assembly, the International Assembly, the Council on Legislation, or the International Convention. With RI Board approval, the District Conference may be held conjointly with another District. With the approval of the presidents of the majority of Clubs of the District, the Conference may be held outside the District's geographical boundaries.

### **7.3 Attendance**

All Rotarians in the District shall be urged to attend with their spouses, children and guests.

### **7.4 District Conference Finances**

**7.4.1** Expenses: Expenses of the District Conference shall be borne jointly by an allotment from District operating funds as determined by the District Governor and/or by fees collected from those Rotarians attending.

**7.4.2** Budget: The District Governor shall cause a budget to be developed for the expenses of the District Conference, which budget shall be subject to the approval and/or revision by the District Finance Committee. The approved budget shall contain an amount, not to exceed \$1,000, for a gift to the District Governor.

**7.4.3** Accounting: The host Club conference committee shall be responsible for keeping a record of all conference income and expenditures.

**7.4.4** Excess expenses: The expenses of each District Conference shall be kept within the budgeted amount collected and allotted to this purpose for conference expenses. Excess

expenses may be paid by appropriating funds from the Rotary District 5810 Reserve Account in accordance with sections 6.6.3 or 6.6.4 in this Manual of Procedure.

**7.4.5 Report:** As soon as practicable after the District Conference, but no longer than 60 days from the end thereof, the host Club conference committee shall submit to the District Governor, with a copy for each member of the District Finance Committee, a complete report of income and expenses for the conference. Any excess income over expenses shall be forwarded to the District Governor for deposit in the Operating Account.

## **7.5 Program**

**7.5.1** The program of the District Conference shall be the direct responsibility of the District Governor. The program must:

**7.5.1.1** Provide the representative of the RI President with the opportunity to address the conference.

**7.5.1.2** Discuss and adopt the reviewed financial statement from the previous Rotary year.

**7.5.1.3** Elect the District's representative to the Council on Legislation during the Rotary year two years prior to the Council on Legislation meeting.

**7.5.1.4** If necessary, approve the District levy, if not approved previously at the District Assembly.

**7.5.2** Local arrangements for housing the facilities required for plenary sessions, the House of Friendship, meals, decorations, printing, publicity and spouse's activities shall be the responsibility of the Conference Chairperson and subcommittees, with the approval of the District Governor.

## **Article 8 - DISTRICT LEADERSHIP TRAINING ASSEMBLY**

### **8.1 Purpose**

The purpose of the District Leadership Training Assembly is to develop Rotary Club leaders who have the necessary skills, knowledge and motivation to operate effective Rotary Clubs, to coordinate District activities for the coming year, to provide an opportunity for Club officers to meet others in the District and to become acquainted with the District Governor-Elect and the District Governor Nominee.

### **8.2 Responsibility**

The Assembly is the direct responsibility of the District Governor, but the District Governor-Elect shall plan and conduct the program of the Assembly.

### **8.3 When**

The Assembly shall be held annually, preferably between March 1st and May 31st.

### **8.4 Where**

The Assembly shall be held at a place selected by the District Governor-Elect and with the concurrence of the District Governor.

### **8.5 Attendance**

The Assembly is a work session. All incoming Club officers and directors are expected and urged to attend. Clubs are encouraged to require the attendance of the president-elect, secretary-elect, membership development chairperson and the public image chairperson. Other chairpersons, as designated by the District Governor, may be asked to attend also. Any other interested Rotarians are welcome and encouraged to attend any session. Spouses of incoming presidents-elect are especially invited.

### **8.6 Finances**

The expenses of the Assembly must be held to a minimum. Expenditures should only include the cost of the simple program, refreshments and snacks and modest decorations, with District materials available for most of this requirement. The cost of the above shall be estimated and a registration fee set that will cover the anticipated expenses. If the collected fees do not cover the final expenses, monies may be appropriated from the Reserve Account in accordance with sections 6.6.3 and 6.6.4 of this Manual.

## **Article 9 - PRESIDENT-ELECT TRAINING SEMINAR (PETS)**

### **9.1 Purpose**

The President Elect Training Seminar (PETS) is to provide orientation and training of Rotary Club Presidents-Elect.

### **9.2 Responsibility**

The PETS is scheduled, planned and supervised by the Governor-Elect, as provided in the R. I. Bylaws.

### **9.3 When**

The PETS shall be held annually, prior to April 15, preferably during March, at a time different from that of the District Assembly.

## **9.4 Where**

The seminar shall be held at a place selected by Lone Star Presidents Elect Training Seminar (Lone Star PETS) Board, if it is in existence. If Lone Star PETS does not exist, then by the District Governor-Elect with the cooperation and concurrence of the District Governor.

## **9.5 Attendance**

**9.5.1** Attendance at PETS should include the Governor-Elect, Assistant Governors and all Club Presidents-Elect (PE) and President Nominees in the District before taking office on July 1st of each Rotary year. Club Presidents-Elect must attend the full session unless excused by the District Governor-Elect, in which case a substitute, approved by the District Governor, must attend for the full session and thoroughly brief the PE before the PE takes office on July 1st.

**9.5.2** Each Club shall pay for the expenses of its President Elect to attend the PETS.

**9.5.3** District 5810 will reimburse presenters from District 5810 invited by the PETS. program committee for their registration fees and hotel expenses. The District Governor will pay these expenses out of the District Operating Account.

## **Article 10 - METHOD OF AMENDMENT OF MANUAL OF PROCEDURE**

### **10.1 By Resolution**

A resolution to amend the District 5810 Manual of Procedure may be submitted by either (a) a Club in the District or (b) the District Resolutions Committee.

#### **10.1.1 From a Club**

If submitted from a Club, the resolution must have been passed by a majority vote of the Club members present at a regular meeting and shall be signed by the Club president and Club secretary and submitted to the District Governor.

#### **10.1.2 From the Resolutions Committee**

If submitted by the District Resolutions Committee, the resolution must have been approved and signed by a majority of the committee present when voting.

### **10.2 Acknowledgement of Submission**

The District Governor shall include a copy of all timely received resolutions in the Governor's letter issued at least 30 days preceding the vote to amend the District's Manual of Procedures.

### **10.3 How Presented**

Any proposed resolution must be in writing, clearly stating that it is intended to amend the District 5810 Manual of Procedure. The proposed resolution must identify the specific paragraph intended to be amended, and shall be submitted in time to be received by the District Governor in sufficient time to be distributed to the Club presidents and presidents-elect, each Assistant Governor, the District Governor Elect, the District Governor Nominee, the Immediate Past District Governor, and the Parliamentarian at least 30 days before a vote thereon.

### **10.4 Voting**

**10.4.1** A resolution to amend the District' Manual of Procedures may be considered and voted on at either a District Conference or at a specially called separate District business meeting at which all District Club members are eligible to attend. If timely submitted per section 10.3 and also within sixty days of the District Conference, the resolution shall be presented by the District Governor or his/her designee at a District Conference during the business session thereof. If the resolution is not submitted within sixty days of the District Conference, it may be submitted at a separately called business meeting held on at least 30 days' notice issued by the District Governor, provided section 10.3 is met. When presented, the resolution shall not require a second. The resolution is approved and the proposed amendment adopted if passed by a 2/3 majority vote of those present and eligible to vote at either the District Conference or the separate business meeting. The resolution as passed shall amend the affected portion of the District 5810 Manual of Procedure upon the closing of the District Conference or, if applicable, at the conclusion of the separately called District business meeting.

**10.4.2** After the close of the District Conference, or a separately called District Business meeting, the District Parliamentarian shall prepare and publish the official District Manual of Procedure that reflects all modifications, additions, and deletions to the Manual of Procedure approved therein. As appropriate, the Parliamentarian shall renumber the Articles and Sections to provide a consistent numerical order and adjust internal references to the numbered Articles and Sections.

## **Article 11 - DISTRICT AWARDS**

### **Article 11.1:**

An individual shall be appointed by the District Governor to chair a District Awards Committee.

The Committee's responsibilities include:

- Selection of recipients of District Awards
- Presentation of the District Awards; and
- Evaluation of possible new District Awards and continuance of existing District Awards

### **Article 11.2:**

Selection of the recipients of a District award shall be based upon the criteria established when the award is created as they may be amended from time to time by the Awards Committee with the concurrence of the District Governor and District Governor Elect. An Award need not be granted just because it exists.

### **Article 11.3:**

The committee shall arrange for a suitable presentation of the award and maintain control over the banners, plaques, etc. associated with the award. Recipients of an award are responsible for the care and maintenance of the award until it is returned to the District. If lost, the recipient is responsible for the replacement cost of the material.

### **Article 11.4:**

Proposed new awards will be evaluated by the committee and their opinion shall be forwarded to the District Governor for a final decision. Awards that have not been issued in five of the last seven years may be retired with proper honors. Similarly, if an award is no longer relevant based upon RI's policies, it may be retired with proper honors. Proposed retirement of an Awards Banner, by the District Awards Committee, shall be done in consultation with the named District Governor, if still living, and that Governor's home Club. If an award is retired, the traveling banners and plaques shall be returned to the Governor's home Club that initiated the award.

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**Change Log:**

***Based on the Mop of June, 2017***

All actions based on District Business meeting held, March 24, 2018.

Section 1.4.3.5 deleted, regarding Parliamentarian attending District Executive Committee.

Section 3.3 was amended to allow the District Parliamentarian to coordinate with the District Governor to arrange the time and place of the Nominating Committee meeting. The immediate Past District Governor was deleted from this section.

Section 3.5-Challenging Candidates-changed to conform with wording of RI By-Laws Section 14.020.8 and Section 14.020.9.

Section 7.1.2 added “separately called District Business meeting” following the wording for District Conference.

Section 10.4.1, 10.4.2, and 10.4.3 added “separately called District Business meeting” following the wording for District Conference.

Section 10.4.4, 10.4.5, and 10.4.6 removed sections regarding video response and presentation of Amendments to the District MOP.

**Based on MOP dated March, 2016.**

All actions based upon District Legislative meeting held June 3, 2017. Preface broadened definition of meeting to include electronic attendance. Section 1.4.5 changed to conform with RI verbiage in Section 6.120.1.

Section 1.5.15 was added and the section was renumbered to 1.5.2 to preserve the numbering scenario and allow it to appear before referenced by other sections of the District MOP.

The new Section 1.5.2 was designed to involve the Clubs directly with District operations. This was presented as 1.5.15. Paragraphs within the section were provided numbering to provide clarity.

Section 1.5.2 renumbered to 1.5.3 and changed to broaden who serves on District Finance Committee. Section 1.5.3 renumbered to 1.5.4.

Section 1.5.4 renumbered to 1.5.5 and changed to broaden who serves on Resolution Committee and remove unused meeting date.

Article 5 modified title.

Section 5.2.1 replaced with exact verbiage in RI Section 16.050.1 plus specific exclusion of Honorary Members.

Section 5.5 added to define Quorum at certain District meetings.

Section 6.6.2 modified to define duties and procedures for District Finance committee and certain allocation of District funds.

Section 6.6.4 modified to involve District Council of Past Presidents. Section 6.6.5 modified certain RYLA funds.

Section 6.8 modified to involve District Council of Past Presidents and to impose certain reporting requirements.

Section 6.9.1 modified to involve District Council of Past Presidents and to impose certain reporting requirements.

Section 6.10 modified to involve District Council of Past Presidents. Note: as previously noted, this was presented written as 6.9.3 at the Legislative meeting but corrected to 6.10.

**Based on MOP dated May, 2015.**

Section 1.4.2 changed to conform with RI's guidelines at District Resolution Meeting March 19, 2016. Treasurer member of Finance Committee.

Section 1.5.2 changed Finance Committee to take into account revised Section 1.4.2 and to conform with RI's guidelines (Specifically RI COP 17.020.2.c.2) at District Resolution Meeting March 19, 2016.

Section 2.3 reference to SAR for determining size of Club replaced at District Resolution Meeting March 19, 2016.

Section 5.2.1 reference to SAR for determining number of Electors replaced at District Resolution Meeting March 19, 2016. The Jan 1 date included the proposed change was deleted by amendment on that day.

Section 6.6.2: Edited pursuant to District Resolution Meeting March 19, 2016 to define basis of calculation and to specify distribution of excess reserves to the Clubs on a per capita basis.

Article 11: Replaced pursuant to District Resolution Meeting Action March 19, 2016.