

ROTARY INTERNATIONAL DISTRICT 5830
BYLAWS
As Amended Through June 30, 2017

INTRODUCTION

The District 5830 Bylaws shall derive their authority from the “Official” documents, rules, procedures, and authority as prescribed by Rotary International, as pertain to the most current versions available.

Rotary International, Manual of Procedure
Rotary International Official Directory
Rotary International Rotary Code of Policy

Additional references and guidelines for duties, instruction, training and implementation shall come from other Rotary Handbooks, manuals, pamphlets, guidelines, and resources as pertain to specific offices and committees.

District and club officers are encouraged to utilize the full power of electronic media, including video, slide shows, e-mail, the internet, and CDs in supplementing the bylaws.

PREFACE

How Established

In 1972, District 581 was split into two separate districts, 581 and 583, and the clubs in district 5830 were grouped in the new district 583. With the rapid spread of Rotary worldwide, and the need for more districts, district 583 was later changed to 5830.

A Rotary District

A district is a geographical area in which Rotary clubs are combined for RI administrative purposes. The activities and organization of a Rotary district shall exist solely to help the individual Rotary club advance the Object of Rotary and should not tend to diminish services provided by Rotary clubs and individual Rotarians on the local level.

Bylaws of District 5830

Recognizing the need and potential value of a Manual of Procedure for the district, to enhance and expedite district administration, the Rotary Club of Texarkana presented an enabling resolution to the district conference at Longview, March 24, 1972. With adoption, Governor J. O. Tate named Dr. Jim Cady, PDG, to chair a district manual of procedure committee. Subsequently the committee proposed the text of a manual, which was adopted at a district conference in Tyler, March 23, 1974, with Governor Bill Murphy presiding.

The bylaws have been extensively modified and amended since that time, but efforts to amend and reword the original bylaws have resulted in a set of rules and procedures that have become largely ineffective in administering the district affairs. In October of 2002 District Governor Fay J. Durrant appointed a committee to revise the district bylaws, to bring them into compliance with RI policy, reflect the currently accepted practices, and recognize and utilize the technologies and resources available to the district leadership today. PDG Bill Rains was appointed as chair of the committee.

ROTARY INTERNATIONAL DISTRICT 5830
BYLAWS
As Amended Through June 30, 2017

DEFINITIONS

In the construction of these Bylaws, the following definitions are to be observed unless the context clearly requires otherwise:

(RI): Rotary International,

(TRF): The Rotary Foundation of Rotary International,

(Bylaws): The Bylaws of Rotary District 5830,

(GSE): Group Study Exchange,

(Scholar): Ambassadorial Scholar,

(DDF): Directed/Share Funds,

(DG): Governor,

(DGE): District Governor Elect,

(DGN): District Governor Nominee,

(DGND): District Governor Nominee Designate,

(PDG): Past District Governor,

(AG): Assistant Governor.

**ROTARY INTERNATIONAL DISTRICT 5830
BYLAWS
As Amended Through June 30, 2017**

TABLE OF CONTENTS

ARTICLE I - AUTHORITY AND ADMINISTRATION OF BYLAWS	5
Section 1 - Interpretation	5
(1) Relationship to the Constitutional Documents	5
(2) Severability	5
(3) Document Conventions	5
Section 2 - Amendments	5
(1) When & Where	5
(2) Voting	5
(3) Who Can Propose	5
(4) Valid Proposal	5
(5) Ballot-By-Mail	5
Section 3 - Addendums	6
(1) Rules and Guidelines for District Policy	6
(2) Appendixes	6
 ARTICLE II - NAME	 6
 ARTICLE III - PURPOSE	 6
 ARTICLE IV - OBJECT	 6
 ARTICLE V - MEMBERSHIP	 6
 ARTICLE VI - COMPLIANCE WITH RI CONSTITUTION AND BYLAWS	 6
 ARTICLE VII – OFFICERS	 7
Section 1 - District Governor	7
Section 2 - District Governor Elect	7
Section 3 - District Governor Nominee	7
Section 4 - District Governor Nominee Designate	7
Section 5 - Assistant Governor	7
Section 6 - District Treasurer	7
Section 7 - District Secretary	7
Section 8 - District Trainer	8
Section 9 - District Parliamentarian	8
Section 10 - District Historian/Custodian of District Records	8
Section 11 - Representative to Council on Legislation	8
Section 12 - Immediate Past District Governor	8
 ARTICLE VIII - DISTRICT COMMITTEES	 8
Section 1 - 5830 District-Specific Committees	9
(1) District Continuing Committees	9
(2) District Specific-Function Committees	9
(3) District RI Programs Committees	9

ROTARY INTERNATIONAL DISTRICT 5830
BYLAWS
As Amended Through June 30, 2017

(4) District Foundations Programs Committees	9
(5) Temporary Committees	9
ARTICLE IX - DISTRICT MEETINGS	10
Section 1 - District Conference	10
Section 2 - District Assembly	10
Section 3 - Mid-Year Institute/Review	10
Section 4 - President-Elect Training Seminar (PETS)	10
ARTICLE X - DISTRICT FINANCES	10
Section 1 - The District Operating Fund	10
(1) District Governor Fund	11
(2) Operating Reserve	11
Section 2 - District Specified Fund	11
Section 3 - Restricted Fund	11
Section 4 - Foundation Fund	11

ROTARY INTERNATIONAL DISTRICT 5830
BYLAWS
As Amended Through June 30, 2017

ARTICLE I - AUTHORITY AND ADMINISTRATION OF BYLAWS

The District Governor, each year, shall cause to be prepared in such form as most appropriate, a copy of the Bylaws of District 5830, with addendums, appendixes, and amendments as approved and adopted at the District Conference, or in a ballot-by-mail vote, as prescribed by RI Guidelines and District policy. The District Bylaws, addendum, and appendixes shall be distributed to each club president and secretary, to all past officers of Rotary International residing in the district and to such other individuals as determined by the District Governor for the effective management of the district, in printed, or in electronic form. A copy shall also be published to the district website. Cost of preparing and distributing the bylaws shall be provided by a specific allowance in the district budget.

Section 1 - Interpretation

(1) Relationship to the Constitutional Documents - These bylaws shall be subject to all current constitutional and policy of Rotary International. In the event of a conflict between the provisions of the constitutional documents of Rotary International and the provisions of these bylaws, the constitutional documents take precedence and thereby modify the conflicting provisions of this document.

(2) Severability - The articles, sections, and subsections of these bylaws are severable. If any article, section, or subsection of these bylaws is declared invalid by the judgment of any court or other agency of competent jurisdiction, such invalidity shall not affect any of the remaining chapters, articles, sections, or subsections of these bylaws.

(3) Document Conventions - Throughout these Bylaws, pronouns of masculine gender shall include the feminine. Grammatical inconsistencies in the text shall not be cause for invalidation of the Bylaws, and may be corrected prior to printing or publishing without having to amend the Bylaws, as long as the corrections do not change the approved intent of the document. Any such changes to the text, to correct grammatical errors, shall be made by the District Governor, or by a committee appointed by the District Governor. Formatting of the Bylaws, to make them more understandable is also at the discretion of the District Governor, but shall remain consistent with good writing practice.

Section 2 - Amendments

(1) When & Where - These Bylaws may be amended at the District Conference, or by ballot-by-mail.

(2) Voting - Voting on the amendment of these Bylaws shall be in accordance with the Bylaws of Rotary International.

(3) Who Can Propose - Amendments to these Bylaws may be proposed by any club in good standing in the district, by a club resolution in writing or by the District Resolutions Committee.

(4) Valid Proposal - To be considered, any proposal to amend these Bylaws by the District-Conference method, shall be delivered to the District Governor at least forty-five (45) days prior to the District Conference. The District Governor shall give notice by U.S. mail or by electronic mail, to all club presidents and secretaries of all proposed amendments at least thirty (30) days prior to the District Conference.

(5) Ballot-By-Mail - These Bylaws may be amended, at the discretion of the Governor and Resolutions Committee, using the Ballot-By-Mail method under the following circumstances, and the amendments so

ROTARY INTERNATIONAL DISTRICT 5830
BYLAWS
As Amended Through June 30, 2017

made shall be ratified at the following District Conference:

The proposed changes are extensive, and adequate consideration and discussion at the District Conference would not be practical because of time constraints and a lack of sufficient club representation at the Conference.

Outside circumstances demand that changes be made immediately, to bring the Bylaws into compliance with RI policy, or to comply with revised RI deadlines.

Section 3 - Addendums

(1) Rules and Guidelines for District Policy - A set of **Rotary District 5830 Rules and Guidelines for District Policy** shall be prepared, and attached to these Bylaws as an addendum, which shall be referred to in this document as: **Rules and Guidelines for District Policy**, which shall contain procedures, rules, and guidelines for the implementation of the Articles in these Bylaws. Such rules and policies shall be consistent with these Bylaws, and RI guidelines and shall be kept updated as necessary by the District Governor or a committee appointed by the District Governor, or by such means as may be determined to best administer them.

(2) Appendixes - Appendixes may be attached to and referenced by these Bylaws for information and clarification.

ARTICLE II - NAME

The name of this organization shall be Rotary International District 5830. District 5830 is an association the Rotary Clubs within the territorial boundaries of District 5830, **as described in Appendix 1.**

ARTICLE III - PURPOSE

The purposes of this organization are to encourage, promote, and extend Rotary, in the territorial boundaries of District 5830, and to coordinate and generally direct and assist the Rotary clubs in District 5830.

ARTICLE IV - OBJECT

The object of this organization shall be the same as the object stated in the Constitution of Rotary International.

ARTICLE V - MEMBERSHIP

The membership of Rotary International District 5830 shall consist of all Rotary Clubs located in the geographical area designated by Rotary International as District 5830 which continue to perform the obligations as set forth in the Constitution and the Bylaws of Rotary International **as described in Appendix 1.**

ARTICLE VI - COMPLIANCE WITH RI CONSTITUTION & BYLAWS

The rules and procedures in these Bylaws shall comply with the Constitution and Bylaws of Rotary International, and shall be binding upon all clubs, and members of those clubs within the district. In the

ROTARY INTERNATIONAL DISTRICT 5830
BYLAWS
As Amended Through June 30, 2017

event that any part of these bylaws shall be found to be non-compliant with the Constitution and Bylaws of Rotary International, that part shall not be binding on the clubs and members, and the non-compliant section shall be corrected or removed at the earliest possible time, to bring these bylaws in compliance with the Constitution and Bylaws of Rotary International.

ARTICLE VII - OFFICERS

The method of selection, term of office, duties, and responsibilities of all District officers are as designated in the Constitution and Bylaws of Rotary International, and as prescribed by Rotary International, and described in the Rotary District 5830 **Rules and Guidelines for District Policy**.

Section 1 - District Governor

The chief administrative officer in the District shall be the District Governor. The District Governor is an officer of Rotary International. His duties and responsibilities are as designated in the Constitution and Bylaws of Rotary International.

Section 2 - District Governor Elect

The District Governor Elect is elected at the RI Convention, prior to July 1, of the year he serves as District Governor Elect.

Section 3 - District Governor Nominee

The District Governor Nominee is the duly nominated and certified Rotarian who has been selected to serve the term of office following the District Governor Elect during the year prior to his or her election.

Section 4 - District Governor Nominee Designate

The title District Governor Nominee Designate shall apply to the duly nominated and certified Rotarian who has been selected 30 months prior to becoming governor.

Section 5 - Assistant Governor

As provided in the Rotary International "District Leadership Plan", Assistant Governors shall be appointed by the District Governor to serve a term of one year to coincide with the term of the District Governor. They may continue in that capacity if no other qualified person can be found to fill the position for that area, and if asked by the next incoming Governor to serve a second year in succession, but in no case may an Assistant Governor serve more than three (3) one-year terms

Section 6 - District Treasurer

The District Treasurer shall be appointed by the District Governor to serve a term of one year to coincide with the term of the District Governor. The District Treasurer shall be an active member of a club in the district.

Section 7 - District Secretary

The District Secretary shall be appointed by the District Governor to serve a term of one year to coincide

ROTARY INTERNATIONAL DISTRICT 5830
BYLAWS
As Amended Through June 30, 2017

with the term of the District Governor. The District Secretary shall assist the District Governor as requested and shall carry out any duties set out in the District Bylaws. The District Secretary shall be an active member of a club in the district.

Section 8 - District Trainer

The incoming governor shall appoint a District Trainer. The District Trainer shall be responsible for training the District officers and chairpersons.

Section 9 - District Parliamentarian

The District Parliamentarian is appointed for a one year term, and may be reappointed, if desired, by the new Governor, and should be particularly knowledgeable about Rotary and Parliamentary Procedure.

Section 10 - District Historian/Custodian of District Records

The District Historian, in conjunction with a suitable repository, collects and stores records and archives of the District and such equipment as may be accumulated. He manages the archives, advises the District Governor of the location, condition, and status of the existing records and equipment; and makes suggestions as to how the records might be condensed, or consolidated, and how some, or all of them can be made available for use by the clubs and district leaders, or displayed at district meetings.

Section 11 - Representative to Council on Legislation

As stated in Article VIII (8.020) of the Bylaws of RI, each representative must be a member of a club in the district and must have served a full term as an officer of RI at the time of election. If no past officer is available, the present Governor or Governor-Elect may be elected with the certification of the Governor and with the concurrence of the President of RI. Voting shall be as outlined in RI Bylaws, and the representative shall be elected at the Annual Conference of the district in the year, two years preceding the Council. Any club may nominate a qualified member of their club who has indicated a willingness to serve. The club shall certify the nomination in writing. The duties of the representative are as indicated in the Bylaws of RI.

Section 12 - Immediate Past District Governor

The immediate Past District Governor shall serve as an officer of the District. He shall assist and counsel the District Governor as requested and carries out any duties set out in the District Bylaws.

ARTICLE VIII - DISTRICT COMMITTEES

Procedures: All district committees of a continuing nature (with staggered multi-year terms) shall adopt rules of procedure that are consistent with the Constitution and Bylaws of Rotary International, and the District Bylaws. In addition, the District Governor and the District Governor-Elect are ex-officio members of all such committees. The District Governor-Elect shall be a non-voting member of such committees; the District Governor shall cast a vote only to break a tie vote. Some committee structures and duties are mandated by RI. All such committees shall meet the minimum RI standards, and function as per the RI guidelines as described in the **RI MOP** and **RI Code of Policies**. The duties and responsibilities of these committees are described in the **Rules and Guidelines for District Policy**.

ROTARY INTERNATIONAL DISTRICT 5830
BYLAWS
As Amended Through June 30, 2017

Section 01 - 5830 District-Specific Committees

(1) District Continuing Committees

Advisory Committee (Council of Governors)
Finance Committee
Data Administration Committee
Training Committee

(2) District Specific-Function Committees

4-Way Speech Contest Committee
Audit Committee
Bulletin Judging Committee
DGND, Nominating Committee
District Directory Committee
District Assembly Committee
District Conference Committee
District Conference Resolutions Committee (AD HOC committee, appointed as needed)
District Foundation Seminar Committee
District Mid-Year Review Committee
Governor's Monthly Newsletter Committee
Officers Installation Committee

(3) District RI Programs Committees

Friendship Exchange Committee
Interact and Rotaract Leadership Committee
Literacy Committee
Membership Development
Rotary Youth Leadership Awards (RYLA) Committee
World Community Service Committee
Youth Exchange Committee

(4) District Foundations Programs Committees

Rotary Foundation Committee
Annual Giving Subcommittee
Alumni Subcommittee
Ambassadorial Scholarship Subcommittee
Group Study Exchange Subcommittee
Grants Subcommittee
Permanent Fund Subcommittee

(5) Temporary Committees - In addition to the committees required in these Bylaws, the District Governor-Elect, on or before March 15th of the year he takes office as Governor, shall appoint such other committees as are necessary for the proper management and functioning of district activities. A chairperson should be named for each committee appointed. In making district appointments, the District Governor-Elect shall, as far as possible attempt to insure representation of all clubs in the district.

ROTARY INTERNATIONAL DISTRICT 5830
BYLAWS
As Amended Through June 30, 2017

ARTICLE IX - DISTRICT MEETINGS

The details of all District Meetings are described in the **Rules and Guidelines for District Policy**

Section 1 - District Conference

The District Governor shall plan and implement a District Conference during his term of office as prescribed in the RI Bylaws, at a time and place of his choosing, to provide fellowship, discussion, inspiration, and recognition for the Rotarians of District 5830.

Section 2 - District Assembly

A District Assembly, for the training of the incoming officers and directors of the clubs of District 5830, shall be planned and executed by the District Governor-Elect with the assistance of the District Trainer, and the incoming Assistant Governors, at a place determined by the DGE, and at a time as prescribed in the RI Bylaws

Section 3 - Mid-Year Institute/Review

In light of the emphasis placed by R.I. on group meetings for Incoming Officers, notably club presidents, vice-presidents and secretaries,- and in light of time limitations and problems in scheduling, it will be the District Governor's decision in a given year, whether or not a Mid-Year Institute will be held. The decision should be made prior to, or early in the new Rotary year.

Section 4 - President-Elect Training Seminar (PETS)

A President-Elect Training Seminar for the purpose of orientation and training of Rotary club presidents-elect in the district, shall be held annually within one month after the international Assembly, but in any case, prior to April 15th as provided in and subject to the provisions of the Bylaws of Rotary International. The District may cooperate with other districts in conducting this seminar subject to the terms and guidelines of Rotary International concerning multi-district activities. **Incoming presidents must attend either the scheduled PETS or a makeup PETS.**

ARTICLE X - DISTRICT FINANCES

The rules and procedures for administering the District 5830 finances are fully described in the Rules and Guidelines for District Policy. The district finances shall be divided into and accounted for as four separate fund categories: District Operating, District Specified, Restricted, and Foundation. Within each category, separate sub-funds may be established. Where appropriate for accountability, a separate bank account may be established for a fund or sub-fund category. All fund categories shall have an annual budget.

Section 1 - The District Operating Fund

There shall be established in the district a fund to be called the "District Operating Fund" for the financing of district sponsored projects and the administration and development of Rotary in the district as provided in the Bylaws of Rotary International. The funds of the District Operating Fund shall be provided by all of the clubs in the district, by way of a per capita levy on the members of the clubs.

ROTARY INTERNATIONAL DISTRICT 5830
BYLAWS
As Amended Through June 30, 2017

(1) District Governor Fund - The funds allocated to the District Governor by Rotary International shall be accounted for in the District Operating Fund. The District Governor shall report all receipts and disbursements and provide copies of all reports to Rotary International to the Finance Committee for the district's recordkeeping.

(2) Operating Reserve - In any Rotary Year in which there is an excess of revenues over expenses, such excess shall be retained and accounted for in the District Operating Fund. When such accumulated excess equals 25% of projected annual Operating Fund expenses, the Finance Committee shall transfer the amount over 25% to the District Specified Fund, designating where such money shall be used, including specific district projects or reduction of the annual per capita levy.

Section 2 - District Specified Fund

The District Specified Fund shall be established and maintained to administer specific continuing projects or programs designated or specified by the district such as Scholarships, RYLA, and Youth Exchange. Should such specified programs be terminated and excess funds remain, such funds shall be redesignated by the Finance Committee.

Section 3 - Restricted Fund

The District Restricted Fund shall be established and maintained to administer funds received from Rotary International or by bequest or gift to the district that are permanently restricted for the district's operations or district specified funds. Separate bank accounts should be established for receiving and disbursing the funds in accordance with the applicable restrictions. Should a restricted program be terminated and excess funds remain, such funds shall be handled in accordance with the underlying restrictions.

Section 4 - Foundation Fund

The District Foundation Fund shall be established and maintained to administer funds received from and funds transferred to The Rotary Foundation, such as the district's DDF-SHARE funded projects and the district's Donor Advised Fund at The Rotary Foundation. The Foundation Fund shall include any Rotary Foundation fund raising activities developed within the district. A separate bank account should be established so the funds related to a Section 501(c) (3) organization are separated from the other funds administered by the district.

ROTARY INTERNATIONAL DISTRICT 5830
BYLAWS
As Amended Through 1 July 2010
Appendix 1

BOUNDARY DESCRIPTION OF DISTRICT 5830

Effective Date: 1 July 1973

USA - ARKANSAS, that portion including only Miller County; OKLAHOMA, that portion including the counties of Choctaw, McCurtain and Pushmataha; and TEXAS, that portion east of the western boundaries of the counties of Lamar, Delta, Hopkins, Rains, Van Zandt and Henderson, and north of the northern boundaries of the counties of Anderson, Nacogdoches and Shelby, and north of latitude 31° 47' in Cherokee County.