



Rotary International

District 5830

Memorandum

To: District Secretary
From: Anson Godfrey
CC: NA
Date: July 1, 2013
Re: Update of Rotary International District 5830 Rules and Guidelines for District Policy

In past years the District has tried various methods to assess member dues based upon the July 1 membership of the clubs being billed. Whether the assessment was by mail or email, letter of explanation or invoice, or some other form of communication club officers had difficulty properly calculating the amount of dues owed. This resulted in dues payments that were not always timely, consistent and fair to all clubs in the district.

This seemingly simple task is complicated for just one reason. Dues were being assessed based upon information which does not exist at the time of assessment.

The solution is to assess dues on established information which is available at the time of assessment. Historically, and as required by Rotary International, all clubs in the district have filed their January 1 Semi-Annual Report (SAR) by June of the Rotary year. Therefore, in late June Rotary International can provide a report to the district of the membership numbers at January 1 for each club. By basing the district dues assessment on the January 1 membership numbers an invoice can be generated that does not need to be recalculated by club officials. As a result, clubs will be paying their district dues on a timely, consistent and fair basis.

Therefore, as per authority vested in the District Governor by paragraph two of the Rotary International District 5830 Rules and Guidelines for District Policy and Article I, Section 3, Subsection (1) of the Rotary International District 5830 Bylaws I hereby update said Rules and Guidelines as follows:

Article III, Section 1, Subsection (1) DUES ARE MANDATORY is hereby revised to read as follows:

ARTICLE III - DISTRICT FINANCES

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 - Memorandum
Update of Rotary International District 5830 Rules and Guidelines for District Policy
July 1, 2013
Page 1 of 2

(1) DUES ARE MANDATORY - Payment of the per capita levy approved at the District Assembly is mandatory on all clubs of the District and is due and payable on the first day of July, following the District Assembly in which the levy was adopted. The dues for each club shall be determined by the number of members reported by the club to Rotary International in its January 1 Semi-Annual Report immediately preceding the budget year. If a club has failed to pay the levy for more than six months after the July 1st due date, the District Governor shall certify such nonpayment to the Board of Directors of Rotary International requesting the suspension of all services of Rotary International to the club while the levy remains unpaid. All district service shall also be suspended during such period of non-payment. An independent review by no less than three qualified Rotarians in the district, appointed by the governor, shall be made once each year of the district's prior year annual financial statements to determine if they adequately present the financial activity of the district for that prior fiscal year.



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Memorandum

To: District Secretary
From: Shirley Griffin, District Governor
CC: NA
Date: September 30, 2011
Re: Update of Rotary International District 5830 Rules and Guidelines for District Policy

As per authority vested in the District Governor by paragraph two of the Rotary International District 5830 Rules and Guidelines for District Policy and Article I, Section 3, Subsection (1) of the Rotary International District 5830 Bylaws I hereby update said Rules and Guidelines as follows:

ARTICLE II - DISTRICT 5830 COMMITTEES, Section 3 - Rotary Foundation Committee and Subcommittees, Subsection (H) FUTURE VISION TRANSITION SUBCOMMITTEE is hereby added as follows:

PURPOSE - During the 2013-14 Rotary year The Rotary Foundation will be implementing its Future Vision Plan in the remaining 400 plus Rotary districts who have not participated as Pilot Project districts. This will be a major change in the way the Foundation disburses funds.

It will require both detailed planning and training of district and club Foundation representatives. Clubs and districts will be required to complete this planning and training several months before July 1, 2013 in order to receive funds under the Future Vision Plan in 2013-14.

The Future Vision Transition Subcommittee will exist for the 2011-12 and 2012-13 Rotary years to lead a smooth transition of the district and its clubs from the current Rotary Foundation funds disbursement procedures to the "Future Vision" procedures.

The establishment of this subcommittee will allow the current Foundation committees to function unencumbered by additional responsibilities. This will also allow those who will lead the Future Vision Plan implementation in 2013-14 to be trained and implementing a plan they have designed.

CHAIR - The Chair shall be the 2013-14 Governor's appointed designee to fill the chair position of the District Rotary Foundation Committee for the term beginning July 1, 2013.

MEMBERS - The voting members shall be the 2013-14 Governor's appointed designees to fill the chair positions of the Foundation Subcommittees for the term beginning July 1, 2013 and the designated or elected District Governor for the 2013-14, 2014-15 and 2015-16 Rotary years. Initially, the subcommittee structure under the Future Vision Plan will include the following committees:

Rotary International District 5830 - Memorandum
Update of Rotary International District 5830 Rules and Guidelines for District Policy
September 30, 2011
Page 2 of 2

- District Grants
- Global Grants - Vocational Training Teams
- Global Grants - Scholarships
- Global Grants - Humanitarian Projects

ADVISORY MEMBERS - The chairs of the District Rotary Foundation Committee, Grants Subcommittee, Group Study Exchange Subcommittee and the Scholarships Subcommittee for the 2011-12 and 2012-13 Rotary years shall serve as advisory members.

DUTIES AND RESPONSIBILITIES - The duties and responsibilities of the Future Vision Transition Subcommittee include the following;

- Get Future Vision Transition Committee members Future Vision Plan trained during 2011-12.
- Begin general orientation of clubs to the Future Vision Plan during 2011-12.
- Survey clubs to determine their Future Vision Plan preferences in late 2011-12.
- Receive district certification from the Rotary Foundation to participate in the Future Vision Plan by July 1, 2012.
- Establish Future Vision Plan policies and procedures prior to the 2012 Foundation Seminar.
- Begin Future Vision Plan training of club Foundation officers at the 2012 Foundation Seminar.
- Continue Future Vision Plan training of club Foundation officers through 2013 District Assembly.
- Ensure all clubs in the district are certified to participate in the Future Vision Plan by May 15, 2013.
- Establish final Future Vision Plan budgeting and applications for 2013-14 grants (club and district) no later than May 15, 2013.



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ARTICLE II - DISTRICT 5830 COMMITTEES, Section 1 - District-Specific Committees, Subsection (2)(A) - DGNN (GOVERNOR-NOMINEE-NOMINEE) NOMINATING COMMITTEE SELECTION OF A GOVERNOR NOMINEE NOMINEE is hereby amended by the replacement of the first sentence in the second paragraph of the section titled "NOMINATIONS SUBMITTED BY THE CLUBS" with the following:

The deadline for submitting nominations to the District Governor is December 31.

ARTICLE II - DISTRICT 5830 COMMITTEES, Section 1 - District-Specific Committees, Subsection (2)(A) - DGNN (GOVERNOR-NOMINEE-NOMINEE) NOMINATING COMMITTEE SELECTION OF A GOVERNOR NOMINEE NOMINEE is hereby amended by addition of the following as the second paragraph, page 18, immediately preceding the section titled "INTERVIEW PROCESS":

OVERVIEW OF REQUIREMENTS AND DUTIES OF DISTRICT GOVERNOR

Members of the Council of Governors, selected by the District Governor, will offer an overview of the duties required of the position of District Governor for those considering applying for District Governor Nominee Designate. This training will occur in October or November of each Rotary year, no later than November 15. Content of the overview will be targeted to applicants for the position of District Governor Nominee Designate; however, all Rotarians in District 5830 may attend.

ARTICLE II - DISTRICT 5830 COMMITTEES, Section 1 - District-Specific Committees, Subsection (2)(A) - DGNN (GOVERNOR-NOMINEE-NOMINEE) NOMINATING COMMITTEE SELECTION OF A GOVERNOR NOMINEE NOMINEE is hereby amended by the replacement of the second sentence in the first paragraph of the section titled "INTERVIEW PROCESS" with the following:

The meeting should be held in time to get a report to the Governor not later than January 31.

Rotary International District 5830 - Memorandum
Update of Rotary International District 5830 Rules and Guidelines for District Policy
September 1, 2011
Page 2 of 2

ARTICLE II - DISTRICT 5830 COMMITTEES, Section 1 - District-Specific Committees, Subsection (2)(A) - DGNN (GOVERNOR-NOMINEE-NOMINEE) NOMINATING COMMITTEE SELECTION OF A GOVERNOR NOMINEE NOMINEE is hereby amended by the replacement of the seventh and eighth sentences in the first paragraph of the section titled "INTERVIEW PROCESS" by the following:

A report of the actions of the Nominating Committee will be made to the District Governor no later than January 31. A report of the actions of the Nominating Committee will be made by the District Governor to the clubs in the February Governor's newsletter.

ARTICLE II - DISTRICT 5830 COMMITTEES, Section 1 - District-Specific Committees, Subsection (2)(A) - DGNN (GOVERNOR-NOMINEE-NOMINEE) NOMINATING COMMITTEE SELECTION OF A GOVERNOR NOMINEE NOMINEE is hereby amended by addition of the following immediately after the last sentence in the first paragraph of the section titled "INTERVIEW PROCESS":

The interview of applicants for the position of DGND may be attended by any interested Rotarians in District 5830 as observers only. Only members of the Nominating Committee may cast ballots to determine the person selected.

ARTICLE II - DISTRICT 5830 COMMITTEES , Section 1 - District-Specific Committees, Subsection (2)(A) - DGNN (GOVERNOR-NOMINEE-NOMINEE) NOMINATING COMMITTEE SELECTION OF A GOVERNOR NOMINEE NOMINEE is hereby amended by the replacement of the next to last sentence in the first paragraph of the section titled "INTERVIEW PROCESS" by the following:

Such additional re-nominations must be received by the Governor not later than midnight of March 15.

ROTARY INTERNATIONAL DISTRICT 5830 RULES AND GUIDELINES FOR DISTRICT POLICY is hereby amended by replacing all references to "District Governor Nominee Nominee", or "Governor Nominee Nominee", or any hyphenated or punctuated version of those phrases with the term:

District Governor Nominee Designate

ROTARY INTERNATIONAL DISTRICT 5830 RULES AND GUIDELINES FOR DISTRICT POLICY is hereby amended by replacing all references to DGNN with the term:

DGND

ROTARY INTERNATIONAL DISTRICT 5830 RULES AND GUIDELINES FOR DISTRICT POLICY is hereby amended by replacing all references to "a nominee-nominee" or "nominee-nominee" or any hyphenated, punctuated or plural version of those phrases with the term:

A nominee



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Article III, Section 1, Subsection (14) Reimbursable expenses of District Officers, Committee Chairs and Members, and Other District Positions Appointed by the District Governor is hereby added as follows:

The reimbursement by Rotary International District 5830 of registrations, travel, accommodations, meal expenses and other expenses incurred by district officers, committee chairs and members, those in other district positions appointed by the District Governor and other Rotarians are subject to the following requirements.

For brevity the term "Expenditures" will be used to refer to items described in the previous paragraph throughout the remainder of this Subsection.

Persons incurring unauthorized Expenditures will assume full responsibility for all such debts.

EXPENDITURES MUST SERVE THE DISTRICT'S NEEDS DIRECTLY

Expenditures must serve the Governor's and District's needs directly to be considered for reimbursement. They may arise from an emergency situation but must still meet the direct needs of the Governor's and District's needs.

PRE-APPROVAL OF EXPENDITURES REQUIRED

Expenditures Foreseen During the Budget Process - An Expenditures request (use Appendix A for travel requests) with all necessary information must be completed and submitted to the Finance Committee Chair before the preparation of the budget for the Rotary year in which the Expenditures will be incurred is completed. If the request is approved and included in the budget it will be returned to the requester with the signature of the Finance Committee Chair and District Governor Elect.

Rotary International District 5830 - Memorandum
Update of Rotary International District 5830 Rules and Guidelines for District Policy
July 31, 2011
Page 2 of 3

Expenditures Unforeseen During the Budget Process - A small contingency account will be built into each year's budget for unforeseen Expenditures. Reimbursements of Expenditures from this account must be pre-approved prior to incurrence and will be dependent upon availability of funds in this account only.

An Expenditures request form (use Appendix A for travel requests) with all necessary information must be completed and submitted to the Finance Committee Chair and District Governor. If the request is approved it will be returned to the requester with the signature of the Finance Committee Chair and District Governor.

EXPENDITURES WHICH WILL NOT BE REIMBURSED

The district will not pay for the expenses of Rotarians to serve in any capacity in any other Rotary entity. (i.e. PETS, GNTS/GETS, ASETS, Zone Institute, Multi-District Training, etc.) These entities charge a registration fee to cover their costs.

The district will not pay for the expenses of the DG, DGE, DGN, or DGND to attend Multi-District Training. Their training is done at GNTS/GETS and International Assembly.

The district will not pay transportation expenses for any officer, committee chair, committee member, or other Rotarian for in-district travel.

EXPENDITURES WHICH WILL BE REIMBURSED WITHOUT PRIOR APPROVAL

The DG, DGE, DGN, DGND, AGs and SCRYE Representative will be reimbursed for the following expenses without need for prior approval.

Budgeted Expenditures of the DG - The DG will be reimbursed for expenses that are those

- Rotary International allows as Allowable Governor Expenses (club visits, District Conference, communications, supplies, postage, newsletters, etc.),
- incurred to attend PETS,
- incurred to attend the Zone Institute,
- incurred to attend the International Convention,
- incurred to service the clubs of District 5830, and
- other items specifically included in the District's budget.

Budgeted Expenditures of the DGE - The DGE will be reimbursed for expenses that are those

- Rotary International allows as Allowable Governor Expenses (District Assembly, communications, supplies, postage, etc.),
- incurred to attend PETS,
- incurred to attend the GETS/Zone Institute,
- incurred to attend the International Convention, and
- other items specifically included in the District's budget.

Budgeted Expenditures of the DGN - The DGN will be reimbursed for expenses that are those

Rotary International District 5830 - Memorandum
Update of Rotary International District 5830 Rules and Guidelines for District Policy
July 31, 2011
Page 3 of 3

- incurred to attend PETS,
- incurred to attend the GNTS/Zone Institute, and
- other items specifically included in the District's budget.

Budgeted Expenditures of the DGND - The DGND will be reimbursed for expenses that are those

- incurred to attend PETS, and
- other items specifically included in the District's budget.

Budgeted Expenditures of the AGs - The AGs will be reimbursed for their mileage to make the four required visits to each of the clubs in their areas.

Budgeted Expenditures of the District's SCRYE Representative - The District's SCRYE representative will be reimbursed for their expenses to attend two SCRYE meetings per year.

PERSONAL AUTOMOBILE USE REIMBURSED ON MILEAGE BASIS ONLY

Reimbursement Rate - Mileage will be reimbursed at the rate allowed by the Internal Revenue Service for business mileage.

Attachment A (Part I)

**ROTARY INTERNATIONAL DISTRICT 5830
TRAVEL REQUEST**

Must be completed and approved prior to trip.

Name: _____

Date _____

Date of Travel (Inclusive) _____

Destination _____

Purpose of Travel _____

Total Mileage _____ @ 0.51 per mile =\$ _____

Meals\$ _____

Registration Fees.....\$ _____

Other Travel Expenses (Taxi _____, Parking _____, Tolls _____ Etc.)\$ _____

Hotel or Motel _____ Nights @ \$ _____ per night\$ _____

Air Fare\$ _____

I estimate the expenses of this travel to be\$ _____

Approved _____
Finance Chair

Date _____

Approved _____
District Governor

Date _____