

ROTARY INTERNATIONAL DISTRICT 5830
RULES AND GUIDELINES
As Amended Through 1 July 2010

INTRODUCTION

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.

Rotary District Rules and Guidelines for District Policy shall be attached to the Bylaws of Rotary District 5830 as an addendum. They shall contain procedures, rules, and guidelines for the implementation of the Articles in the Bylaws. Such rules and policies shall be consistent with the District 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.

Throughout these Rules and Guidelines for District Policy, pronouns of masculine gender shall include the feminine.

Grammatical inconsistencies in the text shall not be cause for invalidation of the Bylaws, or the Rules and Guidelines for District Policy, and may be corrected prior to printing or publishing without having to amend the Bylaws, as long as the corrections do not change the 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, with the District Governor's full knowledge. 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, and shall not alter the meaning or intent of either document as previously approved.

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DEFINITIONS

In the construction of these Rules & Guidelines, 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 District,

(DDF): Directed/Share Funds,

(DG): Governor,

(DGE): District Governor Elect,

(DGN): District Governor Nominee,

(DGNN): District Governor Nominee Nominee,

(PDG): Past District Governor,

(AG): Assistant Governor.

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ARTICLE I - DISTRICT OFFICERS

Section 1 - District Governor

(1) Qualifications of a Governor - Unless specifically excused by the board, a governor at the time of taking office must have attended the international assembly for its full duration, been a member of one or more Rotary clubs for at least seven years, and must continue to possess the same qualifications as when he (she) was selected to be Governor Nominee, as described below:

(2) Qualifications of a Governor Nominee - Unless specifically excused by the board, no person shall be selected as nominee for governor unless the Rotarian has the following qualifications at the time of selection.

- ROTARIAN IN GOOD STANDING - The Rotarian must be a member in good standing of a club in the district.
- ROTARIAN MAINTAINING FULL QUALIFICATIONS OF MEMBERSHIP - The Rotarian must have full qualifications for such membership in the strict application of the provisions thereof, and the integrity of the Rotarian's classification must be without question.
- ROTARIAN'S MEMBERSHIP IN A FUNCTIONING CLUB - The Rotarian must be a member in a functioning club in good standing which has no outstanding indebtedness to RI or to the district as of the close of the year preceding that in which the Rotarian is proposed as a candidate for nomination for governor.
- ROTARIAN'S QUALIFICATION AS PAST PRESIDENT OF CLUB - The Rotarian must have served as president of a club for a full term.
- ROTARIAN'S ABILITY TO FULFILL DUTIES OF GOVERNOR - The Rotarian must demonstrate willingness, commitment, and ability, physically and otherwise, to fulfill the duties and responsibilities of the office of governor.
- ROTARIAN'S CERTIFICATION OF QUALIFICATIONS - The Rotarian must demonstrate knowledge of the qualifications, duties, and responsibilities of governor as prescribed in the bylaws and submit to RI, through its general secretary, a signed statement that the Rotarian understands clearly such qualifications, duties, and responsibilities. Such statement shall also confirm that the Rotarian is qualified for the office of governor and willing and able to assume the duties and responsibilities of that office and to perform them faithfully.

(3) Nominating Committee Procedure - For the purpose of complying with the Bylaws of Rotary International in selecting a District Governor, a district nominating committee procedure shall be used. The qualifications of the candidate for District Governor Nominee and or District Governor Nominee Designate shall be set out in the Bylaws of Rotary International. The candidate shall be selected by a nominating committee procedure in accordance with the Bylaws of Rotary International. Each year the District Nominating Committee will, in accordance with the Bylaws of Rotary International, and in further accord with the following, select a nominee for Governor Nominee Designate to serve the year following that of the current Governor Nominee.

(4) RI Required Duties of Governor - Duties AS DESCRIBED IN THE RI MOP DUTIES OF A

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GOVERNOR

The governor is the officer of RI in the district, functioning under the general control and supervision of the board. The governor is charged with the duty of furthering the Object of Rotary by providing leadership and supervision of the clubs in the district. The governor should work with district and club leaders to encourage participation in a district leadership plan as may be developed by the board. The governor shall provide inspiration and motivation to the clubs in the district. The governor shall also ensure continuity within the district by working with past, current, and incoming district leaders in fostering effective clubs. The governor shall be responsible for the following activities in the district:

- organizing new clubs;
- strengthening existing clubs;
- promoting membership growth by working with district leaders and club presidents to establish realistic membership goals for each club in the district;
- supporting The Rotary Foundation with respect to program participation and financial contributions;
- promoting cordial relations among the clubs and between the clubs and RI;
- planning for and presiding at the district conference and assisting the governor-elect in the planning and preparation for the presidents-elect training seminar and the district assembly;
- providing for an official visit meeting individually or in multi-club meetings conducted throughout the year to take place at a time that maximizes the governor's presence for the purpose of:
- focusing attention on important Rotary issues;
- providing special attention to weak and struggling clubs;
- motivating Rotarians to participate in service activities; and
- personally recognizing the outstanding contributions of Rotarians in the district;
- issuing a monthly letter to each club president and secretary in the district;
- reporting promptly to RI as may be required by the president or the board;
- supplying the Governor Elect, prior to the international assembly, full information as to the condition of clubs with recommended action for strengthening clubs;
- assuring that district nominations and elections are conducted in accordance with the RI constitution, these bylaws, and the established policies of RI;
- transferring continuing district files to the Governor Elect; and
- performing such other duties as are inherent as the officer of RI.

5) Specific Duties of the District Governor of District 5830

- **DISTRICT DIRECTORY** - The District Governor, while serving as District Governor Elect, shall cause to be prepared in such form, or forms as most appropriate, a District Directory listing district and club officers and such other information as is available, appropriate, and necessary for the effective administration of the district.

At a time chosen by the District Governor Elect, the information should be published to the district website, in a secure location, so that it can be kept up to date as changes occur in club or district offices during the year.

In addition, the District Directory shall be printed, or distributed, in electronic form, to each club president, 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

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the district. The District Directory shall be completed prior to, and distributed at the District Assembly. Funding for the District Directory shall be provided by a specific allowance in the district budget.

- **MONTHLY NEWSLETTER** - The District Governor shall prepare and distribute to the club presidents and district leaders, a newsletter for the purpose of motivating, educating, and recognizing clubs, individuals, and activities, and promoting district activities. This newsletter shall be published on the district website, or emailed, to the district and club officers with email addresses, on or before the 5th day of each month, or it shall be printed and distributed, by postal delivery, to the Presidents and Secretaries of each club, and those district officers who request in writing, a printed copy of the Newsletter.

Section 2 - District Governor Elect

(1) Qualifications and Duties - The District Governor elect shall have the same qualifications as apply to the District Governor and as applied when he or she was selected to be Governor. The DGE will generally assist the District Governor as requested and fulfill all duties and responsibilities as are designated in the Constitution and Bylaws of Rotary International, as prescribed in the Rotary International bylaws. The DGE shall attend the GETS training at the expense of the district. The DGE shall be responsible for the planning and implementation of the PETS, either as a single-district or multi-district event. The DGE shall plan and implement a District Assembly for the training of the officers of the district clubs.

(2) Serves as an At-Large Assistant Governor - The District Governor elect shall serve as an Assistant Governor at large, and in such capacity may fill in temporarily for the assigned Assistant Governor in an emergency.

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. The District Governor nominee shall have the same qualifications as apply to the District Governor and as applied when he or she was selected to be Governor.

During the year prior to his or her election, the DGN shall attend all district meetings, and planning of such meetings in preparation for his or her year of service. The DGN shall attend the Zone Governor Nominee Training Seminar, (GNTS), & Presidents-Elect Training Seminar, (PETS) at the expense of the district.

Section 4 - District Governor Nominee Nominee

The title District Governor Nominee Nominee shall apply to the duly nominated and certified Rotarian who has been selected approximately 30 months prior to becoming governor. The DGND shall attend such orientation and training sessions as are available, become familiar with the clubs in the district, all of the rules and procedures of the district, and the office of governor, but shall have no official duties or responsibilities other than those assigned by the governor while designated as DGND

(1) Qualifications of a Governor Nominee Nominee - Unless specifically excused by the board, no person shall be selected as nominee for governor unless the Rotarian has the following qualifications at the time of selection.

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- **ROTARIAN IN GOOD STANDING.** The Rotarian must be a member in good standing of a club in the district.
- **ROTARIAN MAINTAINING FULL QUALIFICATIONS OF MEMBERSHIP.** The Rotarian must have full qualifications for such membership in the strict application of the provisions thereof, and the integrity of the Rotarian's classification must be without question.
- **ROTARIAN'S MEMBERSHIP IN A FUNCTIONING CLUB.** The Rotarian must be a member in a functioning club in good standing which has no outstanding indebtedness to RI or to the district as of the close of the year preceding that in which the Rotarian is proposed as a candidate for nomination for governor.
- **ROTARIAN'S QUALIFICATION AS PAST PRESIDENT OF CLUB.** The Rotarian must have served as president of a club for a full term.
- **ROTARIAN'S ABILITY TO FULFILL DUTIES OF GOVERNOR.** The Rotarian must demonstrate willingness, commitment, and ability, physically and otherwise, to fulfill the duties and responsibilities of the office of governor as provided in section
- **ROTARIAN'S CERTIFICATION OF QUALIFICATIONS.** The Rotarian must demonstrate knowledge of the qualifications, duties, and responsibilities of governor as prescribed in the bylaws and submit to RI, through its general secretary, a signed statement that the Rotarian understands clearly such qualifications, duties, and responsibilities. Such statement shall also confirm that the Rotarian is qualified for the office of governor and willing and able to assume the duties and responsibilities of that office and to perform them faithfully.

Section 5 - Assistant Governor

(1) Excerpt From RI Code Of Policies, November, 2002 - All districts are strongly urged to develop and adopt, not later than 30 June 2002, a District Leadership Plan (DLP) in conformity with sections 17.020.1.- 17.040.4. of the Rotary Code of Policies, and provide a copy of the plan to the General Secretary as confirmation of its adoption by clubs in the district via approval of two-thirds of the clubs at PETS or the district assembly; such copy, if in compliance, shall serve as registration of the plan with RI. The elements necessary to ensure the successful transition from voluntary participation to required participation in the DLP are as follows:

- adoption must be universal;
- adoption must be compulsory;
- all plans submitted by districts must have common components;
- all common components must have common definitions recognized throughout the Rotary world; The "common components" referred to above are as follows:
- use of the title "assistant governor" as defined by the Board;
- defined responsibilities and duties for assistant governors and district committee members;
- defined limits to terms of service and number of terms for assistant governors and district committee members;
- a clear statement of the duties and responsibilities that the governor cannot delegate to assistant governors. (Feb. 2001 Mtg., Bd. Dec. 261)

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Source: Feb. 2000 Mtg., Bd. Dec. 338. Amended by Feb. 2001 Mtg., Bd. Dec. 261. See also Feb. 1999 Mtg., Bd. Dec. 216

(2) AGs, How Appointed - As provided in the Rotary International "District Leadership Plan", Assistant Governors will be appointed by the District Governor Elect 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.

(3) Qualifications of AGs - Must:

- be a member in good standing (not honorary) of a club, in good standing with RI, in the district, and have been a member of a Rotary club for at least three years, preferably in the district.
- have served at least one full year as club president, or held a major district office.
- be willing and able (Health, time & financially) to accept the responsibilities of assistant governor.
- have demonstrated support of district/RI programs; and outstanding performance at the club and/or district level.
- be recommended by his/her club for the office.
- be approved and confirmed by the incoming district governor, prior to the beginning of training

(4) Removal Of Assistant Governors - Should an assistant governor become unable to serve during his or her term, the sitting Governor shall have the option of filling the vacancy with a qualified and trained person IF, an assistant governor:

- Moves out of the district, or
- Is dropped from membership by the his/her club, or
- In the judgment of the governor fails to carry out the duties of the office, or becomes unable to carry out the duties of the office, or Requests to be relieved of the duties,
- Cannot be recruited from the clubs within a Area

The governor shall remove and/or replace the assistant governor, appoint a past AG from within the Area, fill the vacancy by appointment from a different Area, or leave the office vacant as he/she deems most appropriate. If an Assistant Governor cannot be found for more than one of the Areas in the district, the governor may appoint one or more Group Reps., to serve the clubs in those areas. Untrained group reps., shall not be expected to fill all the duties, nor will they carry the title of assistant governor. They will only assist the club in preparing for the governor's official visit.

(5) AG Training Required - Assistant Governors must successfully complete the Assistant-Governor training, prior to taking office. Anyone, who for health, business, or other reasons, not successfully completing the assistant governor training may be temporarily or permanently replaced by a qualified and trained person, until someone else can be selected and trained for the office. The Assistant-Governor training should take place early enough to allow the Assistant Governors to participate in the setting of District Goals, choosing of District Officers, assisting in the collection of club officers names and contact information, and for the district to train alternates if necessary.

The Assistant Governor Training shall cover the following subjects, and any other subjects that the District

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Governor Elect deems necessary.

(A) GENERAL DUTIES AND RESPONSIBILITIES OF ASSISTANT GOVERNORS

- The relationship between the Governor and Assistant Governors
- Joint development of district goals
- District committee structure,
- District finances
- Membership and extension
- The governor's official visit
- Club administration (president, secretary, and board of directors)
- Conducting club assemblies
- RI theme and presidential citation, if any
- RI information, resources, and programs
- RI meetings (convention, conferences, etc.)
- The Rotary Foundation programs, and funding
- Any other area needed but not covered above

(B) DUTIES OF ASSISTANT GOVERNORS PRIOR TO TAKING OFFICE

- Attends and successfully completes the assistant Governor's Training Seminar, and assists as necessary at the Presidents-Elect Training Seminar if needed.
- Secures relevant information for the district directory, from the clubs and passes it on to the governor.
- Insures that the President-elects are registered for PETS, and assist them in preparing for the training.
- Assists in the planning and promotion of the District Assembly and encourages club presidents and officers to attend. Actively promotes all district activities and events, and pre-registers early to set the example for the clubs.
- Meets with and assists the incoming club presidents before the beginning of the new year. Go over the "Planning Guide for Effective Clubs", and club "Failure to Function" conditions. Discuss with the President-Elect, the possible goals for the club, as well as sharing the governor's goals, his/her schedule, and scheduled district meetings, as well as the dates of RI events such as conventions, conferences, and forums.
- Encourages clubs to set challenging Foundation goals, and encourage club leaders to set the example in giving.
- Encourages clubs to set challenging membership goals and encourages high attendance at club meetings.
- Encourages and assists clubs in developing and successfully implementing fund-raising and service projects.

(C) DUTIES OF ASSISTANT GOVERNORS DURING YEAR OF SERVICE

- Visits each club in his/her area at least once each quarter, especially in the first quarter, to pass on any pertinent information to the club about the district or RI. Even conducts club assemblies if necessary and requested by the club president.
- Completes the Memo of Club Visit as an official record of a club's progress for the year, which measures a club's effectiveness, tracks progress towards club goals, helps the assistant governor

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identify ways to best support each club, encourages clubs to make practical changes to the strategies devised to achieve club goals. Send final version to the district governor by 15 May

- Holds regularly scheduled meetings, or special meetings, where necessary with the club presidents (and secretaries) to discuss the business of the clubs and resources available to them; and to discuss the goals, programs, and objectives of the district and RI.
- Encourages clubs to follow through on the requests and recommendations of the governor.
- Keeps the governor posted on the progress or problems of each club in his/her area, and plans for the visit of the governor to the area, so that the governor's visit will advance Rotary in the most effective way possible.
- Encourages clubs to submit timely attendance reports, and follows up to see that they do.
- Keeps the governor posted on, and helps develop, where possible, any future district leaders, including committee chairmen and potential Assistant Governors or District Governors.
- Keeps governor posted on any potential new club opportunities in the area, and assists clubs involved in club extension.
- Meets with the governor on a regularly scheduled basis to go over any needs that the clubs may have, or to pick up any information the governor might wish to pass on to the clubs, and performs such other duties as the governor may request.

(6) Supporting the Assistant Governor - It is expected that the Past District Governors in each Assistant Governor's area will be able and willing to counsel the Assistant Governors when needed, and support them at all times, especially early in the new program. The PDG's should be available and willing to give interesting and informative programs to the clubs in the area on almost every facet of Rotary International and The Rotary Foundation.

It is also expected that the clubs in the area will offer their resources as well. Many talented and experienced Rotarians are scattered all over the district who would be available for programs and advice.

(7) Funding the Expenses of the Assistant Governor - The expenses of the assistant governors should be minimal except for some items which may become significantly large enough to require reimbursement. It is expected that the assistant governors will provide their own resources as much as possible, and absorb incidental costs associated with the office, including some or all of the travel to and from the clubs in his/her area. Since this is a working, not an honorary office, scheduled or called-special meetings with the governor which are vitally important to the district will be expected of them, and may require considerable travel for assistant governors living across the district from the governor, reimbursement may be appropriate in some individual cases, at the governor's discretion. The district budget should allow for the following potential expense items related to the assistant governors, up to a limit set by the governor and the clubs in the district budget:

- Long-distance phone/fax expenses
- Travel
- Postage
- Training (Training materials, travel, lodging & meals, if required, and registration fees)
- Any necessary materials such as Manual of Procedure, President's and Secretary's Manual, etc., not covered under "Training"
- Awards and Recognition items for service to the district

Section 6 - District Treasurer

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(1) Duties - The District Treasurer shall bill each club, collect the levy from the clubs, deposit the funds in the District Operating Fund account, and shall pay all district obligations under the direction of the District Governor and the District Finance Committee. He or she shall report, as required, to the District Finance Committee, the status of the "District Operating Fund, and assist in preparing district financial reports. The District Treasurer shall also serve as a non-voting member of the District Finance Committee and carry out additional duties set out in the District Bylaws. The District Treasurer shall be an active member of a club in the district, and shall have a background in financial matters and accounting.

(2) District Treasurer & Financial Records - District funds shall only be disbursed in accordance with budget authorization. The District Treasurer shall cause to be kept careful, accurate and detailed records of all receipts and expenditures of district funds. A monthly report of receipts and expenditures shall be supplied to the District Governor and members of the District Finance Committee. The District Finance Committee shall have the authority, upon a showing of good cause, to amend the district budget during a Budget year, but in no event may expenditures exceed the total expenditures approved by the said club presidents-elect at the District Assembly without the approval of three-fourths (3/4ths) of the club presidents-elect voting by written ballot. The records shall be kept in an electronic format such as Quicken®, Quicken For Business®, QuickBooks®, or Microsoft Money®, which are generally available to the public and members of the District Finance Committee, and have the necessary ability to generate budgets, reports and statements, so that the records can be easily shared with the committee members and transferable from one year to the next.

(3) District Treasurer & Financial Reports - The District Treasurer shall maintain records of all financial conditions and transactions of the District Operating Fund, and shall prepare: the following monthly reports:

- balance sheet,
- income and expense statement reflecting "this month" and "year to date" budgeted amounts and comparison with budget,
- accounts receivable (until balance is -O-)
- All reports will be mailed to the District Governor, and Chairman of the Finance Committee no later than the 15th of the month following the report date.
- And Quarterly reports showing income, clubs-in-arrears and expenses, which shall be issued in October, January and April. Quarterly reports shall be sent to Club presidents and published on the District web site, as deemed appropriate by the District Finance Committee.
- And shall prepare a fiscal-year-end statement, which shall be provided to the District Governor, District Governor Elect, and all District Finance Committee, as of June 30th, showing the outstanding unpaid obligations, and any accounts receivable items, including uncollected levies, fees, or rebates. This report shall be submitted no later than the 15th of July
- And shall reconcile the bank account and close out the District Operating fund for the year and transfer all monies to the District Reserve Fund, where it will be held temporarily in a Dedicated Funds account, which will be used to pay any bills outstanding as of June 30th, and collect any monies due-but-received after June 30.

Section 7 - District Secretary

The District Secretary 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 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.

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Section 8 - District Trainer

The incoming governor must also appoint a District Trainer. The minimum recommended qualifications for the District Trainer are these:

- membership, other than honorary, in good standing in a club in the district for at least three years;
- status as a Past District Governor, a skilled past assistant governor, or past district committee chairperson;
- a clear understanding that the District Trainer is responsible to the Governor Elect; and
- a willingness and ability to accept the responsibilities of District.
- Preference should be given to Rotarians whose vocation or profession involves training or education.

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. His duties will include:

- Assist the district officers and the clubs in preparing resolutions to be submitted to R.I. from the District Conference.
- Attend all general district meetings and at special meetings called by the Governor.
- Call attention of other officers and of the district body at district meetings, pertinent provisions of the Rotary International Manual of Procedure, as needed; and in like manner to make reference to Robert's Rule of Order, revised, as basis for parliamentary procedure.
- Present resolutions and perform the necessary duties as prescribed in the bylaws, and directed by the governor.

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 it; 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 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

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The immediate Past District Governor shall serve as an officer of the District. He shall assist and counsel the District Governor as requested and carry out any duties set out in the District Bylaws, as well as those required by the District Governor.

ARTICLE II - DISTRICT 5830 COMMITTEES

Section 1 - District-Specific Committees

(1) DISTRICT CONTINUING COMMITTEES

(A) ADVISORY COMMITTEE, "COUNCIL OF GOVERNORS"

The Governor's Advisory Committee, also known in R.I. as the Council of Governors, will be made up of all active past R.I. officers in the district. The committee will meet as often as determined by the Governor, with the suggestion that there be at least two formal meetings in the year. The Council shall serve as advisors only. It shall have no authority other than that authorized by the governor.

(B) FINANCE COMMITTEE

PURPOSE

- Provide oversight of all district funds, and administer the District Reserve Fund and District Designated Accounts
- Provide financial counsel to the officers of the district,
- Safeguard the assets of all district funds,
- Provide continuity from one year to the next,
- Review the necessary and appropriate expenses of the District, in conjunction with the DG, DGE, and DGN,
- Determine the amount of the per capita levy needed to fund the expenses of the budget, and assisting in the collection of the levy,
- Provide guidance to incoming Governors, and District Treasurers, counseling them on financial matters, assisting them in drawing up a budget for their year and preparing the necessary reports, and providing continued counsel during their year of service, Verify that the expenditures of the district funds are in full compliance with Club, District and Rotary guidelines,
- Provide the required financial reports for RI, the Internal Revenue Service, and district and clubs leadership, and,
- Administer the District Reserve Fund and District Designated Funds

STRUCTURE & MEMBERS

The District Finance Committee shall be chaired by a Past District Governor in his or her third year of service on the committee. The committee shall consist of six appointed committee members and two ex-officio members. The committee members shall be three PDGS and three Rotarians from the clubs of the district. One PDG and one qualified Rotarian with a financial or accounting background shall be appointed each year by the District Governor Elect, to serve a three-year term. The PDG and qualified Rotarian shall be from the same or nearby clubs to encourage communication between the two and reduce their travel expenses. The terms of each pair of appointees shall be staggered. In the event that a member of the District Finance Committee shall become unable or ineligible to serve,

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the District Governor shall appoint a PDG or qualified Rotarian to fill the position. The District Finance Committee shall meet at such times as the Chairman shall require, or the District Governor requests, the frequency and place of the meetings shall be determined by the committee after it has met. The Governor and District Treasurer will serve as ex-officio members.

DUTIES AND RESPONSIBILITIES

- Prepare a budget of district expenditures in cooperation with the District Governor to be submitted to the clubs at least four weeks prior to the district assembly and approved at a meeting of incoming club presidents at said assembly. See Budget Template Appendix 2
- Review and recommend the amount of per capita levy. Any per capita levy must be approved by at least three-fourths of the incoming club presidents at the district assembly, or by a majority of the electors present and voting at a district conference. See Budget Template Appendix 2
- Assure that proper records of income and expenditures are kept.
- Prepare a yearly financial report to be presented at the District Conference.
- Prepare and file the annual 990 tax form for the district.
- The chairman of the committee, and the district treasurer shall, together with the District Governor, be signatories on the bank account(s) of the district funds. Only one signature shall be required on the checks on the District Operating Fund, but the Chairman of the District Finance Committee must co-sign checks written on the District Reserve Fund. All bank accounts shall be held in the name of District 5830.

ADMINISTRATION OF THE DISTRICT RESERVE FUND AND THE DISTRICT DESIGNATED FUNDS

The District Finance Committee shall have the following specific management responsibilities, of the District Reserve Fund and the District Designated Funds:

- Determine the appropriate institution and maximize return from funds deposited with a Financial Institution within the territorial limits of District 5830, covered by the Federal Deposit Insurance Corp. Such accounts shall be fully covered by FDIC or by U.S. Government bonds, bills or notes not longer than five (5) years in maturity. At least three quotations shall be received on bank certificates of deposit.
- Administer the district funds as specified by these bylaws.
- Administer the scholarships to the Speech Contest winners when furnished evidence of the winner being enrolled in a college or university.
- Administer any other designated funds as necessary.

(C) DATA ADMINISTRATION COMMITTEE

STRUCTURE & MEMBERS

There shall be established in the district a committee called the "District Data Administration Committee" for the maintaining club and district membership data. The Committee will be composed of three Rotarians from the District that are knowledgeable about computers and database programs. The members will be appointed for a three year term and each District Governor Elect will appoint one new member, or re-appoint an existing member to the committee for a three-year term. The Chairman of the Committee will be selected by the members of the Committee. The District Governor Elect will serve as an ex-officio member of the committee.

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RESPONSIBILITIES

The committee is responsible for collecting and maintaining a district database with the club and district officer's information collected from the clubs and the district. The committee will be responsible for providing the officers of the district with current and accurate files, lists, and contact information for all the Club and District Officers in the district, for the purposes of creating a District Directory, both in printable format and in an electronic format for publishing on the website.

WEBSITE - The Committee shall maintain a district web site for the purpose of making items of interest and importance available to the clubs and district leaders, publishing the governor's newsletter, collecting attendance, promoting district affairs, and facilitating better communications within the district

(D) DISTRICT GOVERNOR'S NEWSLETTER COMMITTEE - The District Governor's Newsletter Committee shall prepare and publish a newsletter each month for the furtherance of Rotary programs in the District. It shall be published to the District website.

This newsletter shall be published on the district website, or emailed, to the district and club officers with email addresses, on or before the 5th day of each month, or it shall be printed and distributed, by postal delivery, to the Presidents and Secretaries of each club, and those district officers who request in writing, a printed copy of the Newsletter.

(E) MEMBERSHIP DEVELOPMENT COMMITTEE - This committee will identify, market, and implement membership development strategies within the district that are appropriate for the district and will result in membership growth. In order to accomplish this, the committee chairperson will serve as a link between the governor, RI, and the clubs in the district with respect to membership development issues.

DUTIES AND RESPONSIBILITIES

- Plan, promote and conduct a district membership development seminar.
- Work with the District Governor and club leaders to ensure that the district achieves its membership goal.
- Coordinate district-wide membership development activities.
- Encourage clubs to participate in RI or Presidential membership development recognition programs.
- Assist club Membership Development Committee chairpersons in carrying out their responsibilities.
- Visit clubs to speak about effective membership development activities; share information on successful activities.
- Ensure that each club committee has a copy of the Membership Development and Retention Manual.

(F) DISTRICT TRAINING COMMITTEE - The District Training Committee shall be responsible for training the officers of the district. The District Trainer shall chair the committee, and shall choose additional members as needed to implement the training program of the District. The cost of the training may be budgeted and paid from District funds, or covered by a levy on the attendees.

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(2) DISTRICT SPECIFIC-FUNCTION COMMITTEES

(A) DGNN (GOVERNOR NOMINEE NOMINEE) NOMINATING COMMITTEE

SELECTION OF A GOVERNOR NOMINEE NOMINEE - The district shall select a Nominee Nominee for governor of District 5830 not later than January of the year, 30 months prior to the year in which the nominee will serve. Nominee Nominees so elected shall serve a six-month term as DGNN, a full one-year term as DGN (Governor nominee), and a one year term as DGE (Governor Elect), and assume office on 1 July in the calendar year following election at the Rotary International Convention.

NOMINATING COMMITTEE PROCEDURE

For the purpose of complying with the Bylaws of Rotary International in selecting a District Governor Nominee, a district nominating committee procedure shall be used. The qualifications of the candidate for District Governor Nominee and or District Governor Nominee, Nominee shall be set out in the Bylaws of Rotary International. The candidate shall be selected by a nominating committee procedure in accordance with the Bylaws of Rotary International. Each year the District Nominating Committee will, in accordance with the Bylaws of Rotary International, and in further accord with the following, select a nominee for Governor Nominee Nominee to serve the year following that of the current Governor Nominee.

CHAIRMAN OF DGNN NOMINATING COMMITTEE

The Chair of the Nominating Committee shall be the immediate Past District Governor. (In the event the chair is not able to serve, the first preceding Past District Governor, who is able to serve will chair the Committee).

MEMBERS OF DGND NOMINATING COMMITTEE

Members of the nominating committee shall consist of the immediate PDG (chair) and the four PDG's who preceded the immediate PDG. If one of these five PDGs is unable to serve, the next available preceding PDG will be selected.

In addition, the AGs will meet with the presidents-elect in their area and recommend a nominating committee member (who is not a PDG) and an alternate, (selected from a different club) to represent the clubs of their area. The AG is not eligible to serve on the nominating committee or vote on the nominating committee members. The DG shall appoint one committee member and an alternate member representing Areas 1-3, Areas 4-6, and Areas 7-9 from the AG recommendations. Committee members should not be a member of an applicant's home club. (Past presidents are good prospects to serve on the nominating committee). A Rotarian shall not serve on the district nominating committee as an appointed representative of an Area grouping more than two times in succession.

NOMINATIONS SUBMITTED BY CLUBS

The governor shall invite the clubs to submit their suggestions for nominations for governor. Such suggestions shall be considered by the nominating committee so long as they reach the committee by the date established and announced by the governor. Such announcement shall be made to the clubs in the district at least two months before such suggestions must reach the nominating committee. The announcement shall include the address to which suggestions shall be sent. The suggestions shall be submitted in the form of a resolution adopted at a regular meeting of the club naming the suggested candidate. The resolution shall be certified by the club secretary. A club may suggest a candidate for Governor Nominee who is a member of another club, so long as the suggesting club first obtains the concurrence of the club where such candidate is a member.

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The Governor will have announced in the September Newsletter the deadline for submitting nominations, which is to be no earlier than October 15. Each form shall be accompanied by a photograph and statement of biographical data with respect to such candidate named thereon. No other data, or brochure, nor any method of canvassing is permitted. Brochures, literature or letters shall not be distributed or circulated by a candidate, or on behalf of any candidate, to any clubs or members of clubs in the district.

CANDIDATES NOT SUBMITTED BY CLUBS

The nominating committee for governor shall not be limited in its selection to those names submitted by clubs in the district. The committee shall nominate the best qualified Rotarian who is available to serve as governor. If, in the wisdom of the committee, there are others in the district who were not nominated by a club but should be given consideration, it is directly authorized to make such other considerations. All candidates to be considered for the position for District Governor Nominee shall personally appear for interview before the District Nominating Committee.

INTERVIEW PROCESS

The Nominating Committee will be called together to meet and consider the nominations at a time and place selected by the chair. The meeting should be held in time to get a report to the Governor not later than December 1. A simple majority of the committee shall constitute a quorum. A simple majority of the quorum present shall be sufficient to select a candidate for nomination.

All ballots of the Nominating Committee shall be by signed secret ballot, which, after being counted, shall be forwarded, sealed, to the District Governor along with the report of the Nominating Committee. Except for written report to the District Governor, to be made in writing by the Chair of the Nominating Committee, all proceedings of the committee shall remain confidential. A report of the actions of the Nominating Committee will be made to the District Governor no later than December 1. A report of the actions of the Nominating Committee will be made by the District Governor to the clubs in the January Governor's newsletter.

Any club may further re-nominate a candidate not selected by the Nominating Committee by written notice to the District Governor after the report of the actions of the Nominating Committee to the clubs in the January Governor's Letter. Such additional re-nominations must be received by the Governor not later than midnight of February 10. A re-nomination calls for balloting by club delegates at the next succeeding district conference.

If unopposed, the candidate selected by the District Nominating Committee shall be declared by the Governor to be the Governor Nominee in the Governor's Letter of February. The Governor will also certify the nomination to Rotary International.

If for any cause whatsoever, no nomination continues effective at the time of the District Conference, then proposals for nomination for the office of District Governor shall be made from the floor of the conference by "electors" from the clubs in the district, and an election shall be held by balloting at that District Conference

(B) AUDIT COMMITTEE - 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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A final report on the review findings is to be prepared by the committee and presented to the finance committee and at the next following District Conference.

If there are any objections from the clubs, they shall be resolved by the finance committee, the audit committee, the immediate PDG, and treasurer.

If there are no objections from the clubs the financial statements will be accepted by resolution at such District Conference.

The references to “audit” and “review” in this policy do not constitute the same meaning as “audit” and “review” as defined by generally accepted auditing standards or any other standards defined by the American Institute of Certified Public Accountants or the Texas State Board of Public Accountancy. Instead, they are considered descriptions of a simple layman’s inspection and inquiry regarding the financial statements in conjunction with their general understanding of finance and the programs and activities of Rotary districts.

(C) DISTRICT DIRECTORY COMMITTEE - The District Directory Committee shall be composed of the DGE, the AGNs, and the District Data Administration Chairman. It is responsible for the following:
Collecting a list of club officers from each club, and the contact information for each of those officers,
Compiling the list of District officers and their contact information

(D) BULLETIN JUDGING COMMITTEE - The Bulletin Judging Committee is appointed by the District Governor, and is responsible for administering the Best Bulletin Contest. This committee establishes the criteria used in judging the bulletins, and the categories for which recognition will be awarded. Clubs bulletins are classified, judged, and awards presented on the basis of a sample of the bulletins submitted. The awards are made at the District Conference.

(E) 4-WAY TEST SPEECH CONTEST COMMITTEE - The District 4-Way Test Speech Contest Committee is responsible for arranging for a place to hold the contest, accommodations for the speeches, and qualified judges for the contest.

PURPOSE

The District 4-Way Test Speech contest encourages high school students to find ways to apply the 4-Way Test to today’s circumstances. The students are asked create and present a timed speech to explain how the RI theme, using the 4-Way Test can create a better world.

The first place scholarship winner will speak at the District Conference, and will be awarded a scholarship to the college of his or her choosing, in the amount to be determined by the District Governor and the 4-Way Speech Contest committee. The amount of the scholarship shall be published in advance of the contest. The second place scholarship shall receive a scholarship in the amount of three fourths of the first place scholarship, and the third place scholarship winner shall receive a scholarship in the amount of one half of the first place scholarship. Students who have won first place in prior years are ineligible to participate again.

PARTICIPANTS

Each Rotary Club in District 5830 may enter one contestant - the winner of your local speech contest. Each contestant must be accompanied by a sponsor from their local club. Contestants must be currently

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enrolled in high school to enter. No contestant who has previously won first place in the district will be eligible to compete.

A sponsor should accompany each student contestant from his or her local club. This will show support for the student and will express our commitment to furthering the educational benefit derived from our district-wide sponsorship of this contest.

REGISTRATION FEE

A registration fee will be paid by each club sponsoring a contestant, sufficient, including the District Supplement, to cover the costs of the contest expenses, and the scholarships for the winners. This fee includes the luncheon for the contestant only, not family members or counselors.

DISTRICT SUPPLEMENT

The District budget shall include an allowance in the District Budget for the 4-Way Speech Contest, which shall be used to supplement the scholarships for the winners.

RULES

The speech must be related to the 4-Way Test and be based on the topic: "How the "Rotary 4-Way Test" can (. . .), using the RI theme.

Delivery: The speech need not be given from memory, but it should not be read.

Length of Speech: The speech should not be shorter than five (5) minutes, nor longer than seven (7) minutes. The District committee will provide a timer for the contest.

Content: Each speech must be original in content relating to the subject.

There will be five to seven (5 to 7) qualified judges for the contest.

Speeches will be judged based on: a) content, b) organization, and c) delivery.

A score card is provided to the judges, to be used to rate the speeches.

The judges will select first, second and third place winners.

Each club may enter one contestant.

Each contestant must be accompanied by a member of the sponsoring club.

All contestants are invited to the noon luncheon at district expense.

Parents and local sponsors of contestants are invited to attend the noon luncheon at their own expense.

Please arrange for lunch tickets at the registration desk for the assembly.

(F) DISTRICT OFFICERS INSTALLATION AND BANQUET COMMITTEE - A committee shall be appointed by the District Governor Elect to handle the arrangements for this important meeting.

PURPOSE

The purpose of the meeting shall be to recognize the new District leadership, to inspire and motivate, and to recognize the accomplishments of the out-going club and district officers. It is desired that this meeting be held in a dignified and orderly manner, reflecting the gravity of the occasion.

DATE & PLACE

The meeting shall be held at a date that does not conflict with the International Convention, or any other District Meeting such as the District Assembly or the District Conference. The place of the meeting shall be at the discretion of the DGE.

COSTS

The cost to the District Officers Installation and Banquet shall be minimal. The majority of the expenses should be covered by a fee levied on the attendees.

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(G) DISTRICT ASSEMBLY COMMITTEE

PURPOSE

To plan an assembly during the period between March 1st. and the following July 1st. as provided in and subject to the provisions of the Bylaws of Rotary International, the purpose of which is to provide Rotary information, instruction, training, and the coordinating of district activities. The assembly shall be planned and conducted by the District Governor Elect with the assistance of the District Trainer. The site should be selected and announced in time to be included in the District Directory of the Rotary year in which it will occur. Those specifically invited shall include the incoming presidents and the members of clubs assigned by the incoming president to serve in key leadership roles in the upcoming year

MEMBERS

The members of the committee shall be the District Governor Elect, and District Trainer, and the Incoming Assistant Governors.

COSTS

The cost of the assembly shall be covered by a fee levied on the attendees, but a District Assembly Supplement shall be included in the District Budget to cover any emergencies or exceptions.

(H) DISTRICT CONFERENCE COMMITTEE

RESPONSIBILITIES - The District Conference Committee is responsible for planning and executing the annual District Conference. Local arrangements for housing, the facilities for plenary sessions, the House of Friendship, meals, decorations, printing, publicity, and spouse's activities will be the responsibility of the chair of the host club and the committee.

CONFERENCE CHAIRMAN - The governor shall appoint a conference chairman after consultation with the president of the host club. The conference shall cooperate with the governor in planning the conference and recording the proceedings thereof.

(I) DISTRICT CONFERENCE RESOLUTIONS COMMITTEE - A Resolutions Committee shall be appointed by the District Governor to review resolutions which are submitted, or needed during his year. The committee shall be responsible for making sure that such resolutions do not conflict with RI or District policy. Items not covered by these Bylaws may be addressed by resolution at the District Conference. A resolution may be proposed by a club or by the district's Resolution Committee. All resolutions to be considered by the District Conference shall be submitted to the District Governor at least forty-five (45) days prior to the District Conference. The proposed resolution shall be referred to the Resolution Committee which shall summarize each resolution and send or cause to be sent a copy of the summary to all club presidents and secretaries at least thirty (30) days prior to the District Conference. An emergency resolution may be introduced by the Resolutions Committee at the District Conference without the required thirty (30) days notice. A resolution introduced at the conference shall require a three-fourths (3/4th.) majority vote of the total Rotarians attending for passage.

(J) DISTRICT FOUNDATION SEMINAR COMMITTEE - The District Foundation Seminar committee shall be responsible for planning and carrying out a meeting to focus on the programs of the Rotary Foundation, emphasize the benefits of supporting it and encourage clubs to get involved in humanitarian projects around the world. The committee shall estimate the costs and levy a fee to cover the costs of the seminar, but a Foundation Seminar supplement shall be included in the District Budget to cover any

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unexpected costs, or emergency situations.

(K) MID-YEAR 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. Succeeding sections provide guidelines if the Institute is to be held.

PURPOSE:

The District Mid-Year Institute is to provide officers of the clubs with a meeting at which they may review their club's progress and activities during the first six months of the year with that of other clubs in the district where they can gain inspiration, information, and ideas that will enable them to be more effective during the balance of the Rotary year.

WHEN: The Mid-Year Institute will normally be held the fourth Saturday in January.

WHERE: Clubs in the District may invite the Governor to hold the Institute in facilities available in their communities.

PARTICIPANTS: Officers of the respective clubs and their spouses are encouraged to attend, as well as all other interested members, spouses, and guests.

It is preferable that the only direct cost to those attending be that for a luncheon, with other costs to be provided from District Funds.

(L) PRESIDENTS-ELECT TRAINING SEMINAR - In the event that a Multi-District Presidents-Elect Training seminar is not held during any one year, a committee consisting of the District Governor Elect, the Assistant Governors, and the District Trainer, shall plan and execute a program to train the incoming Presidents-Elect. The training shall be done in accordance with RI guidelines and procedures.

Section 2 - District RI-Programs Committees

(A) FRIENDSHIP EXCHANGE COMMITTEE

PURPOSE - Rotary Friendship Exchange is Rotary's exchange program for Rotarians and their families. Friendship Exchanges allow Rotarians the opportunity to experience another culture firsthand in the homes of Rotarians in other countries. The exchanges are reciprocal, and last anywhere from a few days to several weeks. Participating in a Friendship Exchange offers Rotarians an opportunity to make a personal contribution to advancing world understanding while expanding their own horizons.

CHAIR - District chairs are appointed each year by the District Governor and must serve a minimum of a two-year term of office. **Duties and Responsibilities:** The duties and responsibilities of the Friendship Exchange Committee are detailed in the Rotary Friendship Exchange Guidelines.

(B) INTERACT AND ROTARACT LEADERSHIP, (INTERACT)

PURPOSE - The district Interact committee has the responsibility of providing training for incoming Interact club officers, committee chairpersons, the incoming district Interact representative, and the Rotarian and faculty advisors.

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CHAIR - The district Interact chairperson is appointed by the District Governor to administer the Interact program district-wide and to offer assistance to Rotary clubs.

MEMBERS - Members should be members of clubs that sponsor Interact or Rotaract Clubs in their area.

DUTIES & RESPONSIBILITIES - The duties and responsibilities are outlined in the INTERACT HANDBOOK. (Note: A joint Interact/Rotaract committee may serve both Interact and Rotaract programs, until such time as two separate committees are needed. It shall be at the discretion of the DGE to appoint one or two committees for these programs)

(C) INTERACT AND ROTARACT LEADERSHIP (ROTARACT)

PURPOSE - The district Interact committee has the responsibility of providing training for incoming Rotaract club officers, committee chairpersons, the incoming district Rotaract representative, and the Rotarian and faculty advisors.

CHAIR - The district Rotaract chairperson is appointed by the District Governor to administer the Rotaract program district-wide and to offer assistance to Rotary clubs.

MEMBERS - Members should be members of clubs that sponsor Interact or Rotaract Clubs in their area.

DUTIES & RESPONSIBILITIES - The duties and responsibilities are outlined in the Rotaract Handbook. (Note: A joint Interact/Rotaract committee may serve both Interact and Rotaract programs, until such time as two separate committees are needed. It shall be at the discretion of the DGE to appoint one or two committees for these programs.)

(D) ROTARY YOUTH LEADERSHIP AWARDS (RYLA)

The RYLA program is a semi-autonomous committee which is responsible for planning and implementing the RYLA program for District 5830. The program is administered under the guidelines as approved at the district conference in ????. See RYLA Bylaws, Appendix 10

(E) WORLD COMMUNITY SERVICE (WCS) - It is recommended that districts and clubs establish International Service Committees to include World Community Service subcommittees, with the objective of promoting greater awareness, direct lines of communication and accountability for all types of international service. Where appropriate, club presidents and governors are encouraged to appoint their WCS subcommittee chairmen as ex-officio members of their community service committees.

Guidelines for District WCS committees:

- Encourage each club in the district to link itself with a club in another country for WCS purposes. It is recommended that this linkage be coordinated through the district WCS committee.
- Promote an understanding of and participation in the WCS Program through regular contacts with each club in the district and through district and intercity meetings.
- Encourage clubs in the district to determine local needs that qualify for WCS help from clubs in other countries.
- Where appropriate, screen WCS projects reported by clubs within the district and report them to the governor and assist with the registration of projects in the RI WCS projects exchange.

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- Encourage clubs in the district to locate resources in their communities through which assistance can be offered for WCS activities.
- Publicize WCS aims and achievements in all appropriate Rotary and non-Rotary communication media in the district.
- Administer district-wide WCS projects.
- Maintain records of WCS activities in the district and report periodically to the governor and the RI Secretariat.
- Encourage funds to be made payable to RI and sent to the World Headquarters in Evanston for forwarding.

(F) YOUTH EXCHANGE

PURPOSE - Youth Exchange provides thousands of young people with the opportunity to meet people from other lands and to experience their cultures, thus planting the seeds for a lifetime of international understanding.

CHAIR - The district chairperson communicates with Rotary International, the District Governor, and the clubs when developing the Youth Exchange program in the district. Each year, the incoming District Governor appoints a district Youth Exchange chairperson for the upcoming Rotary year. Even if the same chairperson is retained from one year to the next, the governor must officially re-appoint that person. The special technical knowledge and experience required to administer the Youth Exchange program sometimes necessitates an extension of the chairperson's length of service to allow time to provide for a properly trained successor. When qualified members of the committee are available and willing to serve, however, the Governor Elect, in conjunction with the existing members, is encouraged to appoint a new chairman if the current chairman has served for three years or more.

MEMBERS - The members of the committee should be persons that have an interest in the Youth Exchange Program and if at all possible should be persons that have hosted Exchange Students in the past.

DUTIES AND RESPONSIBILITIES - The duties and responsibilities are spelled out in the Youth Exchange Handbook.

Section 3 - Rotary Foundation Committee and Subcommittees

(A) DISTRICT ROTARY FOUNDATION COMMITTEE

PURPOSE - The District Rotary Foundation Committee (DRFC) is a group of experienced and dedicated Rotarians who assist the governor in educating, motivating, and inspiring Rotarians to participate in Foundation programs and fundraising activities in the district. The committee serves as the liaison between The Rotary Foundation and club Rotarians.

CHAIR - The Chair shall be appointed as outlined in the Foundation Committee Manual. The Committee Chair is appointed for a three (3) year period and serves as an ex-officio member of all subcommittees of The Rotary Foundation Committee.

MEMBERS - The members of the Rotary Foundation Committee will be the Chairs of the Foundation Subcommittees.

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DUTIES AND RESPONSIBILITIES - The duties and responsibilities of the Rotary Foundation Committee are spelled out in the Foundation Committee Manual.

(B) ANNUAL GIVING SUBCOMMITTEE

PURPOSE - The Rotary Foundation's annual giving efforts have four primary objectives:
Promote the Foundation's many successes to Rotarians and others.
Encourage every Rotarian to make an annual contribution.
Educate Rotarians on the Foundation's operations.
Motivate Rotarians to participate in club and district-sponsored projects.

MEMBERS - The Annual Giving Subcommittee should have at least three members, one of whom might be a past District Governor. In general, subcommittee members should be appointed for three-year, overlapping terms to provide continuity in planning and leadership. In addition to the minimum recommended qualifications established in the District Leadership Plan, professional expertise in fundraising, sales, marketing, public relations, or a financial field is highly recommended .

DUTIES AND RESPONSIBILITIES - The duties and responsibilities of the Rotary Foundation Committee are spelled out in the Foundation Committee Manual.

(C) ALUMNI SUBCOMMITTEE

PURPOSE - The Alumni Subcommittee helps to ensure that the Foundation's most valuable resource of program alumni are involved in Rotary activities.

MEMBERS - Members should be appointed for three-year, overlapping terms to provide consistency in the subcommittee's planning and leadership.

DUTIES AND RESPONSIBILITIES - The duties and responsibilities are spelled out in the Foundation Committee Manual.

(D) AMBASSADORIAL SCHOLARSHIP SUBCOMMITTEE

PURPOSE - The Scholarships Subcommittee is responsible for promoting club and district participation in the Ambassadorial Scholarships, Rotary Grants for University Teachers, and the Rotary Centers for International Studies in peace and conflict resolution. The subcommittee focuses on four basic elements of each program: Promotion and Selection, Orientation, Hosting Scholars, and Alumni Outreach.

MEMBERS - The Scholarships Subcommittee should include at least three members, with continuity of membership for two Rotary years. Members are selected by the district governor cooperatively with the District Governor Elect, who serve as ex-officio members of the subcommittee.

DUTIES AND RESPONSIBILITIES - The duties and responsibilities are spelled out in the Foundation Committee Manual.

(E) GROUP STUDY EXCHANGE SUBCOMMITTEE

PURPOSE - The subcommittee is responsible for promoting club and district participation in the GSE program, preparing the outbound GSE team for its study tour, and planning and implementing the

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visiting GSE team's host itinerary. The major responsibility of the GSE Subcommittee is to ensure the success of the district's participation in the program by assisting the Governor Elect/governor in applying for GSE awards and ensuring fulfillment of all program guidelines and requirements as stated in the Group Study Exchange District Leaders' Handbook.

MEMBERS - In addition to the minimum recommended qualifications established in the District Leadership Plan for subcommittees, preference should be given to those with club-level experience with the GSE program.

DUTIES AND RESPONSIBILITIES - The duties and responsibilities are spelled out in the Foundation Committee Manual.

(F) GRANTS SUBCOMMITTEE

PURPOSE - The Grants Subcommittee is responsible for assisting clubs in developing ways to participate in international service projects as well as informing Rotary club and/or district project committees planning such projects of the Foundation grants that can help them.

MEMBERS - In addition to the minimum recommended qualifications established in the District Leadership Plan, preference should be given to individuals who have been directly involved with the successful implementation of an international service project that was supported by a Foundation grant.

DUTIES AND RESPONSIBILITIES - The duties and responsibilities are spelled out in the Foundation Committee Manual.

(G) PERMANENT FUND SUBCOMMITTEE

PURPOSE - The objective of The Rotary Foundation Permanent Fund is to provide a predictable and secure supplement to annual Foundation support, thereby guaranteeing a minimum level of program activity and facilitating new or expanded programs in the future. Contributions to the Permanent Fund are not spent; rather, they are invested and only a portion of the earnings generated are used to support Foundation programs.

MEMBERS - The Permanent Fund Subcommittee or Planned Giving/Major Gifts Subcommittee should be comprised of at least three members, one of whom might be a past District Governor. In general, subcommittee members should be appointed to serve three-year, overlapping terms to provide consistency in planning and leadership.

DUTIES AND RESPONSIBILITIES - The duties and responsibilities are spelled out in the Foundation Committee Manual.

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.

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(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 in its June attendance 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.

(2) BUDGET - The District shall provide budgeted funds for the following items and any additional items or sub-items not included in this list, which are deemed appropriate by the District Finance Committee and approved by the Club Presidents at the District Assembly:

- District Governor's jacket, travel, registration fees, and lodging
- District Governor Elect travel, jackets, fees, and lodging, prior to becoming District Governor
- District Governor Nominee travel, jacket, fees, and lodging, prior to becoming District Governor Elect
- Assistant Governors' travel, jackets, fees, and lodging, from the time they begin their training prior to July 1st, and for the year of service.
- GSE team jackets and miscellaneous expenses as needed
- Miscellaneous multi-district expenses of the district at PETS, the International Assembly, the International Convention, the Council on Legislation, and the Zone Institute
- Publishing a District Directory
- District Governor Newsletters extra expenses not covered by the RI allowance.
- Extra phone, fax, and Internet service expenses associated with the duties of the District Governor.
- Postage, and miscellaneous printing expenses
- Clerical help if needed
- Computer supplies, software and Internet Web Hosting or programming expenses
- Office supplies
- RI Materials, training manuals, banners, theme-pins, and supplies
- Training
- District programs subsidies
- Insurance
- District meetings subsidies
- Fees and expenses for other district officers as appropriate
- Unexpected expenses allowance

The "Sample Operating Budget" in [Appendix 2](#) is a list of existing, suggested, or possible district operating expenses, which shall be considered in preparing the district operating budget each year. Not all items will apply every year, and some new items may become necessary in future years, so, in the preparation of the budget each year, the District Finance Committee, in conjunction with the District Governor Elect, shall determine the appropriate items to be included in the budget for his year. Not all governors will have the same technical, financial, or human resources available to them, so one budget will not fit all governors. It is the duty of the District Finance Committee to determine appropriate budgetary adjustments for governors with limited resources, so that they can still serve effectively as District Governor.

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(3) **EXPENSES MUST NOT EXCEED THE ALLOTTED BUDGET** - It is mandatory that a governor's expenses must not exceed the total amount of the governor's budget appropriation. If, because of unusual circumstances it appears to the governor that additional funds may be needed, he or she must submit a request for an increased appropriation for approval by the Finance Committee at their regular meeting, prior to incurring any such expenses. Any substantial unbudgeted expenditure, or budgeted over-run must be approved by the Finance Committee prior to incurring the expense. In an emergency or under extenuating circumstances, the committee may use electronic technology, a conference call, email, or fax, or other means such as regular mail to secure the required discussion and quorum for a vote, but in no case will calling the members individually be an acceptable way of securing their approval.

(4) **REIMBURSEMENT OF EXPENSES** - Upon submission of paid receipts, expenses shall be reimbursed to the person indicated on the budget as the responsible person for the budget item, or payment may be made directly to a vendor, when authorized in writing by a person responsible for an item. The district will accept reimbursement requests or vendor's invoices for the Rotary year until August 20th, following the end of the Rotary year (but urges all such submissions to be timely). In the instance of an ongoing activity at the end of the Rotary year (such as Youth Exchange) a budget balance may be transferred to the following year. Only those expenses that are a part of the on-going activity may be covered.

(5) **YEAR-END DEADLINES FOR SUBMITTING BILLS TO OUT-GOING DISTRICT GOVERNOR** - All bills payable by the District Governor for his year must be submitted to the outgoing District Governor by the end of June.

(6) **DGE RESPONSIBILITY** - It shall be incumbent upon the DGE to review the budgeted items carefully, to be sure that they are sufficient to cover all of the costs expected during his year. Those governors, or other district officers that wish to supplement the budget, or particular line items in the budget, from their own funds are free to do so if they so choose, but in no case shall this be cause for overspending in another line item, nor shall they be reimbursed if a surplus remains in the budget at the close of their year. All excess funds will be transferred to the District Reserve Fund at the close of the fiscal year.

(7) **INCLUSIVE YET MODEST** - It is important that the district budget be as inclusive as possible, yet modest and reasonable, so as to enable the District Governor and his or her district officers to represent the district adequately, fulfill the obligations of their office, and administer the district affairs effectively, without causing a financial burden upon the people that serve. It shall be understood that the budgeted items may not cover all costs, but care shall be taken to minimize the cost an individual might be required to cover out of his or her own pocket, as a result of serving the district.

(8) **NECESSARY AND APPROPRIATE** - By carefully examining and funding the necessary categories and items each year, all unnecessary, unbudgeted, or inappropriate expenses can be eliminated, and district dues kept at a reasonable level. It shall be the District Finance Committee's duty to see that all appropriate and necessary budget items are adequately funded, and that unnecessary expenses are not included or allowed to be paid out of the District Operating Fund.

(9) **UNALLOWABLE EXPENSES CHARGED BACK** - Any expense charged to, but not included in the budget as adopted by the clubs at the District Assembly shall be reviewed by the District Finance Committee, and if determined to be allowable, shall be paid out of the District Reserve Fund. Any expenses found to be unallowable, shall be charged back to the individual responsible for the expense.

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(10) MAJOR CATEGORIES SHALL NOT EXCEED BUDGET - The budget shall be prepared in such detail as to be comprehensive, yet understandable by the average Rotarian, and manageable by the District Governor and district treasurer. The detail shall be retained as a guide for reference by the District Finance Committee and treasurer. The charges against any major category shall not exceed the total allowed by that category, but items within the category may exceed the amount set for them, and be offset by under-spending other line items.

(11) MISCELLANEOUS CATEGORY - As much as possible, expenditures should be allocated to their appropriate budget item as accurately as possible, in order for the committee to determine if changes need to be made in the budget for that item the following year. No matter how carefully a budget is crafted and managed, some charges simply cannot be anticipated or estimated with absolute certainty, so an allowance of up to two percent (2%) of the total District Operating Fund shall be reserved in a "Miscellaneous Contingencies" line item, to pay for unanticipated and underestimated expenses. No expenses shall be applied to this account without prior authorization from the District Finance Committee

(12) ALLOWANCES & ESTIMATED EXPENSES - All items in the Operating Fund budget will be identified as Allowance or Estimated Expenses.

(13) ALLOWANCES - Generally, budget items for the costs of trips to PETS, Zone meetings and International Conventions will be allowances. Items intended to offset or supplement the Governor's expenses such as the District Directory and Newsletter, gifts, "seed money" for new programs and similar items will normally be allowances.

(14) ESTIMATED EXPENSES - Budgeted amounts for items that are not allowances shall be considered estimated expenses. Savings in one budget item may be transferred to another budget item with the approval of the Finance Committee. The district is not obligated to reimburse "Estimated Expenses" that are in excess of the budgeted amount. It is intended, however, that the full cost of such items be paid by the district. Should the estimated expense of any budgeted amount appear to be inadequate, the person responsible for the activity should submit a request to the Governor for additional funding. Should an Allowance for a budgeted trip prove to be less than enough to cover reasonable transportation, housing in the designated hotel, meals and charges for program activities, then a supplemental allowance should be requested from the Governor for the excess costs. With the recommendation of the Governor, the Finance Committee may make an adjustment in the budget to the extent of known or reasonably estimated savings. Only one Rotarian may be authorized to make commitments against a particular budget item.

(15) FUNDS SHALL BE LISTED SEPARATELY - Operating Funds, Reserve Funds and Dedicated Funds shall be identified separately in the budget with estimated income and expenses for each.

Section 2 - The District Reserve Fund

The District Reserve Fund shall be established and maintained to hold funds not used during a governor's term of office, and such other funds as might be deposited into the account from time to time.

(1) THE PURPOSE OF THE DISTRICT RESERVE FUND is to provide funds for extraordinary circumstances of paramount importance to District 5830 as determined by a majority vote of the members of the District Finance Committee while sitting in session as a committee.

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(2) FUNDS IN THE RESERVE FUND are those funds earned from interest of the invested corpus, those funds transferred to the committee by the District Governor at the end of his or her year, as determined by the District Finance Committee to be in excess of funds necessary to pay the bills of the previous operating year, and those funds received from gifts and bequests.

(3) THE AMOUNT OF THE FUNDS TO BE WITHDRAWN from the District Reserve Fund for extraordinary circumstances of paramount importance to District 5830, shall be determined by a majority vote of those District Finance Committee members present in attendance at a meeting of the committee called for that purpose. However, no amount of funds may ever be withdrawn in excess twenty five percent (25%) of the balance in the undesignated account, in any one year, without prior approval by three fourths of the club presidents in the district. Such checks to withdraw funds shall be signed by the chair of the District Finance Committee and the District Governor.

(4) NO PART OF THE CORPUS SHALL EVER BE WITHDRAWN for District use, except as follows: on the recommendation of the District Finance Committee, and with the approval, by a three-fourths majority vote, of the sitting club presidents, after all club Presidents have been given ample notice as to reason for the expenditure of the funds.

(5) THE DISTRICT RESERVE FUND SHALL NOT EXCEED twenty thousand dollars (\$20,000) for more than one year. When the District Reserve Fund reaches twenty thousand dollars, any amount over twenty thousand dollars shall be transferred to the District Dedicated Fund and allowed to accrue interest for one or more years or until the total amount of the District Reserve Fund exceeds twenty-five thousand dollars, (\$25,000). When the above conditions are met, and at the earliest time the District Finance Committee determines to be most appropriate, the amount in excess of twenty thousand dollars (\$20,000) will be donated to the Rotary Foundation Permanent Fund, specifying that it be added to the District 5830 Endowment Fund Share account.

Section 3 - Dedicated Funds

There shall be an account established in the District Reserve Fund called the "Dedicated Fund" account. "Dedicated Funds" are to be used for the purpose cited when the funds in them were raised. Interest earned on the "Dedicated Funds" shall accrue in the District Reserve Fund. Dedicated Funds will be collected and used for the following activities:

(1) DISTRICT CONFERENCE FUND - District Conference: two dollars (\$2.00) per Rotarian in each club in the district shall be paid by each club for the purpose of funding the district responsibilities at the District Conference. These funds may be used to pay for costs of meeting facilities, expense of the Rotary International President's Representative and his/her Aide, speakers, advertising, decorations, printing, public address systems, media equipment, facilities for the District Governor and District Governor Nominee and (when needed) the District Conference chairperson, and other such expenses required for the district to hold a conference. This District Conference fund should not be used to subsidize meals, housing, tours or other expenses of individual Rotarians except in the instance where the district receives benefits free or at a reduced rate from that which it would ordinarily pay as a result of minimum attendance. In such instance the fund may be used to the extent of the saving as an incentive for attendance. It is intended that the amount collected each year will be expended for the Conference in the Rotary year collected. Any unspent balance will remain in the fund and accrue as a reserve. The District Conference Dedicated Fund shall be limited to an amount equal to the sum of those funds which accrued for the current year and the previous year.

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(2) **SCHOLARSHIP FUNDS** - Scholarship funds for the winners of the Speech Contest will be transferred to the Reserve Fund and placed in the Designated Fund Account as soon as the winners of the Speech Contest are announced. Payment to the school or college of their choice will be made from this account.

(3) **OTHER DESIGNATED FUNDS** - Any other dedicated funds shall be identified by name and any unspent balances remaining unspent after a period of two years shall be transferred to the District Reserve Fund, unless specifically stipulated in the original designation of the funds, or prohibited by the District Finance Committee.

ARTICLE IV - DISTRICT MEETINGS

Section 1 - District Conference

(1) **PURPOSE** - The purpose of the District Conference is to further the program of Rotary through fellowship, inspirational addresses, and the discussion of district affairs and Rotary. The Conference gives consideration to any special matters submitted to it by the Board on matters originating within the district. The Conference is not a legislative body. It sometimes adopts, and recommends, for consideration at the International Convention, proposed legislation growing out of a Conference discussion. All Rotary club members in the district are urged to attend with their spouses and families.

(2) **LOCATION** - The site of the District Conference should be selected as early as is feasible, and definitely by July 1, of the Rotary year. One of the first important opportunities of the District Governor Nominee, after being selected and certified, is to solicit invitations and then determine where the Conference will be held during his or her year.

CONFERENCE CHAIRMAN: The governor shall appoint a conference chairman after consultation with the president of the host club. The conference shall cooperate with the governor in planning the conference and recording the proceedings thereof.

(3) **CONFERENCE REPORT** - The governor or acting chairman, along with the chairman, shall prepare and execute a written report of the conference proceedings within 30 days of the adjournment of said conference. They shall transmit three copies of such report to the general secretary and one copy thereof to the secretary of each of the clubs of the district.

FINANCES - Expenses- Expenses of the District Conference will be borne jointly by an allotment from the district funds by the Governor and by registration fees of those attending.

PROGRAM - The program of the District Conference is the direct responsibility of the District Governor. Local arrangements for housing, the facilities for plenary sessions, the House of Friendship, meals, decorations, printing, publicity, and spouse's activities will be the responsibility of the chair of the host club and the committee.

(4) **VOTING & ELECTOR SELECTION** - All conference voting shall be in accordance with the provisions of the Bylaws of Rotary International. Generally, every active member in good standing of a club in the district who is present at the District Conference shall be entitled to vote on all matters except that any elector shall have the right to demand a poll upon any matter presented to the conference, in which event the voting shall be restricted to electors. Also, voting for the election of the district's Representative to the Council on Legislation shall be restricted to electors. Each club shall select, certify and send to the annual District Conference one (1) elector for every twenty five (25), or major fraction thereof, of its

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members, (honorary members excepted), provided that each club in the district in good standing shall be entitled to at least one elector. Each elector shall be an active member of the club from which he is elected. A simple majority vote of those present and voting shall be required for the election of any individual or the passage of any item unless a different vote is required by these Bylaws or the Bylaws of Rotary International.

(5) BUDGET - The District Governor shall cause a budget to be made of the expenses of the District Conference, which shall be subject to the approval or revision by the District Finance Committee. The Host Club Conference Committee shall be responsible for keeping an account of Conference expenses. The expense of each District Conference, if possible shall be kept within the amount collected and allotted to this purpose for Conference expense. The District Finance Committee may, by unanimous vote, if the emergency should arise appropriate from the District reserve Fund account the amount necessary to supplement collections at the District Conference.

As soon as possible after the Conference, the host club conference committee shall submit to the Governor, with a copy to each member of the District Fund Committee, a complete report of income and expenses for the Conference. Any excess of funds collected over expenses will be forwarded to the Governor for deposit in the District Operating Fund account.

(6) CONFERENCE RESOLUTIONS

(A) PROPOSING PROCEDURE - Items not covered by these Bylaws may be addressed by resolution at the District Conference. A resolution may be proposed by a club or by the district's Resolutions Committee. All resolutions to be considered by the District Conference shall be submitted to the District Governor at least forty-five (45) days prior to the District Conference. The proposed resolution shall be referred to the Resolutions Committee which shall summarize each resolution and send or cause to be sent a copy of the summary to all club presidents and secretaries at least thirty (30) days prior to the District Conference.

EMERGENCY RESOLUTIONS - An emergency resolution may be introduced by the Resolutions Committee at the District Conference without the required thirty (45) days notice. A resolution introduced at the conference shall require a three-fourths (3/4th.) majority vote of the total Rotarians attending for passage. Such Emergency resolutions adopted at a District Conference will terminate at the next District Conference unless renewed at that District conference.

VOTING - Voting on resolutions shall be in accordance with the Bylaws of Rotary

Section 2 - District Assembly

PURPOSE - To provide Rotary information, instruction, training, and the coordinating of district activities, an assembly shall be held annually during the period between March 1st and the following July 1st. as provided in and subject to the provisions of the Bylaws of Rotary International. The assembly shall be planned and conducted by the District Governor Elect with the assistance of the District Trainer. The site should be selected and announced in time to be included in the District Directory of the Rotary year in which it will occur. Those specifically invited shall include the incoming presidents and the members of clubs assigned by the incoming president to serve in key leadership roles in the upcoming year.

Section 3 - Mid-Year Institute/Review

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AN OPTIONAL DISTRICT MEETING: 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. Succeeding sections provide guidelines if the Institute is to be held.

Section 4 - President-Elect Training Seminar (Pets)

For the purpose of orientation and training of Rotary club presidents-elect in the district, a Presidents-Elect Training Seminar (PETS) 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.