

# DISTRICT LEADERSHIP PLAN

Including District Financial Plan Version 12.0

**Statement of Adoption:**

The Revision, Version 12.0 of this document was adopted by District 5790 at the District

Conference held in Wichita Falls Texas June of 2015

Jerry Parr, District Governor, 2008-2009

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John A. Miller, District Governor, 2009-2010

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Paul Lucas District Governor, 2010-2011

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Sharron Miles, District Governor, 2011-2012

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Hollis Lackey, District Governor, 2012-2013

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Jim Giffin, District Governor, 2013-2014

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Larry Petrash, District Governor, 2014-2015

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Troy Secord, District Governor, 2015-2016

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Compiled originally by:

Charles Kurtzman, District Governor Elect

2003-2004 Becky Downing, District Governor Elect, 2002-2003

Dan Morales, District Secretary 2001-2002, 2002-2003



## Revision History

### Version 3.0

This version accompanies the revision of District 5790 Bylaws, effective July 1, 2003. Duties of officers and committee previously detailed in the Bylaws have been moved to this document. The text and references have been significantly rearranged. Some committees have been added.

References to the Manual of Procedures 1999 have been updated to reflect the text of the Manual of Procedure 2001.  
District Financial Plan has been added as a component of this document Version 2.0.

This document was adopted April 13, 2002 at the District Assembly of District 5790. This version reflects changes and corrections by DG Joi Burton, DGE Becky Downing, DGN Chuck Kurtzman, and District Secretary Dan Morales.

Version 1.8 reflects the review by James Damato of RI:

- 1) Governor's official visit may occur anytime within term (previously – had to occur within first six months)
  - 2) District Committee members serve staggered 3 year terms, and corrects typographical errors Version 1.7 and 1.7a
- Were distributed at District 5790 Leadership meeting March 9, 2002.

Versions 1.0 -1.99 are works-in-progress and will only serve as interim steps to version 2.0.

This is a new document which replaces Version 1.0, a 1997-1 998 version submitted to RI that did not fully meet acceptance criteria established by the RI Board of Directors in their Decision 261 of February 2001 versions 4.0 replaces version 2.0 and was revised April 30, 2005. Version 5.0 was approved at the District Conference held in Wichita Falls April 30, 2005. This version reflects changes and corrections by DG Tom Sheriff, DGE Jim Aneff, and DGN Dan Morales.

Versions 6.0 replaces version 4.0 and was revised April 01, 2006.

Version 7.0 replaces version 6.0 and was revised December 5, 2008. This version reflects changes and corrections by DGE John A. Miller with assistance of DG Jerry Parr, PDG Chuck Kurtzman, PDG Tom Sheriff and DGN J. Paul Lucas...

Version 8.0 replaces version 7.0 and was revised February 3, 2010. This version reflects changes and corrections by DGE Paul Lucas with assistance from DG John Miller, PDG Chuck Kurtzman, PDG Dave Mason, PDG Jim Aneff, PDG Dan Morales, and DGN Sharron Miles. (The following sections were revised: C. Governor Nominee, second paragraph;11.Risk Management;13 District Finance committee, Section 7;C.1. Youth Exchange,first paragraph; C.6. US-Russia Inter-Country committee;D. 2. Blood Drive;Rotary Foundation Committee, Item 8 removed;3.Scholarship subcommittees,remove Grants for University Teachers: 4 Duties and responsibilities, remove Grants for University Teachers;6.Grants Sub committee,remove Grants for Rotary Volunteers; District financial Plan, Accounts.)

Version 9.0 replaces version 8.0 was revised March 2, 2011. This version reflects changes and corrections made by Sharron Miles with Assistance from DG Paul Lucas, PDG John Miller, PDG Jerry Parr, PDG Dave Mason, PDG Jim Aneff, PDG Dan Morales, DGN Don Davis. (Sections were revised to rearrange committees under the Five Avenues of Service)

Version 10.0 replaces version 9.0 was revised, 2-1-13. This version reflects a major revision to the District Rotary International Foundation section due to the "Future Vision" model being implemented in 2013-14.This version reflects changes and corrections made by Sharron Miles with Assistance from DGE Jim Giffin, PDG Paul Lucas, PDG John Miller, and PDG Jerry Parr.

Version 11.0 replaces version 10.0 and was adopted with no revision at the District Conference in Fort Worth on May 3, 2014.

Version 12.0 replaces version 11.0 and was adopted with revisions to add at the Governors discretion the position of Lieutenant Governor and the addition of the Area Foundation Coordinators. The modification of the TRF to reflect the current Foundation structure. Other modification and adjustments are made to reflect the current and future workings of the district. The revisions, additions and corrections made by Troy Secord reflect the input and consul of PDG Tom Sheriff, PDG J Paul Lucas, DG Jim Giffin, PDG Larry Petrash, DGN Mary Ann McDuff, Deb West, Harris Brooks and AG Gerald Robinson. Contributions from Rod Brennan and Don Proctor.

# DISTRICT 5790 LEADERSHIP PLAN

## Preface

*A district is a group of Rotary clubs in a geographical area that are linked for administrative purposes. The activities and organization of a Rotary district exist solely to help the individual Rotary club advance the Object of Rotary and should not diminish services provided by Rotary clubs and individual Rotarians.*

*Manual of Procedures (current version)*

Leadership is about knowing the rules and making decisions. This District Leadership Plan is a compilation of ideas about the development of leaders within Rotary.

Leadership in Rotary is about service, *Service above Self*. Each Rotary district is unique. Our leadership in north central Texas affects the people in our local communities and those worlds away.

The primary purpose for the existence of all district-level Rotary leadership is to help the Rotary clubs in District 5790 to be successful in furthering the Object of Rotary in their communities and wherever their influence and service projects may extend to other parts of the world. It is recognized and understood that the most important unit in Rotary is each individual Rotary club. Rotary at all levels exists to provide needed services, rather than to build hierarchies or bureaucracies.

Each Rotary District was required by Rotary International to adopt and to implement a District Leadership Plan (DLP) by July 1, 2002.

The main thrust for a standardized set of Leadership Plans throughout Rotary is the relatively recent addition of the Assistant Governors. In District 5790 we have utilized the AG's just the way the standards describe; this was not previously fully documented. Another aim of standardized District Leadership Plans is the introduction of similar committee structures and naming amongst the Rotary districts. By adopting a DLP that closely follows the RI standard, the District will be able to best utilize the training and materials that RI develops.

To simplify and unify documents, our District bylaws were redrafted effective July 1, 2003. This document was modified to reflect those revisions and now includes material contained in the previous bylaws.

The DLP contains series of brief job descriptions for the district officers, committee chairs, and committee members. It gives you an overview of who does what to whom (at least within the context of the operation of our Rotary District.) We each might reasonably be expected to learn what is expected of us in these roles...

This is not intended to be a comprehensive training resource for the persons in those positions; Rotary International and The Rotary Foundation provide a plethora of such documents. These are generally given to the district governor and governors-elect to distribute. If you are in a district position, ask for your documents or go to [www.rotary.org](http://www.rotary.org) and download to your heart's content.

The references cited are the governing policy documents from RI, The Rotary Foundation, and our very own bylaws. They give the details, background, and references to the specific guidance. You're not going to confuse these with a great thriller, but for a set of rules and guidelines, they are surprisingly easy to understand and very well written by the leaders of Rotary. Read them, you'll learn something.

The District Leadership Plan is based upon the following governing documents:

- Bylaws District 5790 as revised May 2003
- Bylaws District 5790, Rotary International, prior to May 2003 revision
- Standardized District Leadership Plan
- Recommended Policy for Rotary Foundation Committees
- Manual of Procedure

As it is the intention of District 5790 to be in full compliance with the RI Code of Policies and the Rotary Foundation Code of Policies relevant to the District Leadership Plan, this document directly cites and incorporates those policies along with its Bylaws. When a citation provides sufficient detail to be implemented, it is presented without elaboration.

This District Leadership Plan should be regarded as a flexible working document designed to reflect current policies and procedures relating to the selection and function of district leadership. In any instance in which it may vary from the stipulations contained within the Rotary International Manual of Procedure, as they may be amended and changed, those documents shall prevail over the policies and procedures contained within this document.

To the extent that district leadership positions and committees provide legitimate and needed services to those clubs, they should continue to function. Whenever they cease to provide useful and needed services to the clubs, they should be reinvigorated, redefined, or abolished.

#### Conventions used in this document

- Citations are quoted in this typeface. Minor changes in typography have been made for clarity
- District 5790-Specific items are shown in this typeface.
- ***References are in this typeface.***

#### Abbreviations:

DG	District Governor
DGE	District Governor Elect
DGN	District Governor Nominee
PDG	Past District Governor
IPDG	Immediate Past District Governor
DLP	District Leadership Plan (this document or its subsequent revisions)
MoP	Manual of Procedures

#### References:

***Excerpts from the RI Code of Policies, 2010- 2012; the Rotary Foundation Code of Policies, 2010-20121; Bylaws District 5790, Rotary International.***

**I. OFFICERS**

- A. Governor
- B. Governor Elect
- C. Governor Nominee
- D. Lieutenant Governor (DG Option)
- E. Assistant Governors
- F. District Secretary
- G. District Treasurer
- H. District Rep for Council on Legislation
- I. District Trainer

**II. COMMITTEES**

- A. District Services
  - 1. Awards
  - 2. Membership Development
  - 3. Fundraising
  - 4. Rotary International Convention
  - 5. Special Committees
  - 6. District Assembly/ Conference
    - a. Resolutions
    - b. Credentials
    - c. Tally
    - d. Elections
  - 7. DG Nominating
  - 8. Risk Management
  - 9. Public Relations & Communications
  - 10. Finance
  - 11. Financial Examination
  - 12. Extension
  - 13. Advisory Committee
  - 14. Strategic Planning
  - 15. Leadership Training
- B. Vocational Service
  - 1. RITE-Rotary Inter-Country Teacher Exchange
  - 2. Four Way Speech Contest

**C. International Service**

- 1. Friendship Exchange
- 2. Recreational and Vocational Fellowships

**D. Community Service**

- 1. Blood Drive
- 2. Disaster Preparedness
- 3. Literacy

**E. New Generations**

- 1. RYLA-Rotary Youth Leadership Awards
- 2. Youth Exchange
- 3. Interact / Rotaract

**F. District: The Rotary Foundation (TRF) Committee Structure and Subcommittees.**

- 1. Fund Raising
  - a. Annual fund
  - b. Endowment
  - c. Polio Plus
- 2. Grants
  - a. District
  - b. Global
- 3. Scholarships
  - a. Scholarships (District and Global)
  - b. Peace Scholar
  - c. Vocational Training Team (VTT)
  - d. Alumni
- 4. Advisors (Aligned by Area of Focus)
- 5. Stewardship
- 6. Area Foundation Coordinators (AFC)

**G. Past Officers of Rotary International**

**H. District Training Policies**

**I. District Financial Plan**

## STRUCTURE

The district shall be lead by its officers and committee chairs to help the Rotary clubs of the district meet their goals and those of Rotary International. The District Governor is the sole officer of Rotary International serving the district. He or she is a volunteer serving a one-year term. The governor appoints district officers, committees, and committee chairs.

Task forces may also be appointed generally to conform to the task force organization used by Rotary International; this is subject to revision by each President–elect of Rotary International. A task force is defined as:

*An action group of Rotarians, appointed by the District Governor, who carry out specific activities to help clubs achieve their operational and service objectives*

Task forces often cross the lines of authority of the traditional Avenues of Service and are thus seen as tools of ‘matrix management’.

For administrative purposes “task forces” shall be considered “committees”, and the term “committee” used herein shall also apply to “task force” unless otherwise noted.

While some individuals may be asked to stay in committee positions, appointments are only for one year at a time<sup>1</sup>

Rotarians are leaders. To give the greatest opportunity for service and personal growth, the leadership of committees should change; typically committee chairs should change at least every three years.

In assignment of committee positions we should balance the “learning curve” of the various roles with the need to give many individuals the opportunity to serve in meaningful leadership roles. Thus it is recommended that the leadership of district committees be built upon staggered three year terms.

The district governor-elect shall appoint such committees / task forces as Rotary International requires or as directed by the district conference and any other committees as he/she may deem necessary. To the extent practical, the appointments shall be made prior to the District Assembly.

The District Governor-Elect shall implement the structure detailed herein to serve terms during the DGE’s term as Governor and discontinue committees that no longer serve a purpose.

To conform to the spirit of commonality amongst a Rotary district, Governors and Governors-elect will follow the hierarchical organization structures and nomenclature based upon the Five

Avenues of Service, the District Rotary Foundation committee, and the RI Task Force structure for the term of office.

Additionally, the DGE or DG may create additional committees. Such committees shall be designated either Standing or Special. The designation Standing Committee shall be given to those committees which are expected to function for the foreseeable future. Standing Committees shall conform to the requirements of Committee Structure defined above.

\*There is one exception to the one year appointment – the District Rotary Foundation Chair is required by Rotary International to be a three year commitment.

Special Committees shall be those committees formed for a special event, project, or purpose with an intended completion / conclusion within three years. These committees may be structured at the discretion of the Governor or DGE creating the committee. The DGE and DGN (if known) who will ‘inherit’ this committee shall be consulted in its formation.

It must be recognized that not every appointee will be willing and/or able to fulfill the position appointed. Generally, inactive Committee members shall be supplemented with additional members and participation from all shall be encouraged.

Thus the Governor during his/her term or the Governor-elect during the preparation for his/her term may appoint or dismiss Committee members as required for the successful and harmonious operation of the Committee and the District.. Consultation among the DG, DGE, DGN, and IPDG is appropriate. This power to appoint and dismiss is at the sole discretion of the Governor during his/her term or the Governor-elect in preparation for his/her term.

## **OFFICERS**

The district officers are the Governor, Governor-elect, Governor-Nominee, Assistant Governors, District Secretary, and District Treasurer. <sup>2</sup>

The district officers may under certain circumstances assign specific duties to others. For example the District Secretary may divide tasks among assistants. All such persons serve by appointment of the District Governor or the District Governor-elect in preparation for his/her term of office.

### **A. Governor**

#### **Duties**

The governor is the officer of RI in the district, functioning under the general control and supervision of the RI 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 the district leadership plan. 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:

1. organizing new clubs;
2. strengthening existing clubs;

<sup>2</sup> There is some possible confusion about the terms Governor-elect and Governor-nominee. In the strictest case, the governor-nominee really becomes governor-elect at the International Convention the year proceeding the governor's term of office, which starts July 1.

.Con conversationally, the governor-elect is the person who will become governor on the next July 1; the governor-nominee is the person who will follow one year later. We'll use this definition except when quoting source documents, some of which use the above definition.

- 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 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 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:
  1. focusing attention on important Rotary issues;
  2. providing special attention to weak and struggling clubs;
  3. motivating Rotarians to participate in service activities; and
  4. 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 RI Board;
- supplying to the governor-elect, prior to the date of the international assembly, full information as to conditions of clubs in the district with recommended action for strengthening clubs;
- assuring that district nominations and elections are conducted in accordance with the RI constitution, the RI bylaws, and the established policies of RI;
- transferring continuing district files to the governor-elect;
- performing such other duties as are inherent as the officer of RI in the district. (RIB15 .090.) In Great Britain and Ireland, however, the duties of the governor shall be performed in keeping with traditional practices in that area under the direction of the general council and consistent with the RI constitution and bylaws in Great Britain and Ireland.

The governor also shall report promptly to RI as may be required by the president or the RI Board and shall perform such other duties and responsibilities as are inherent as the officer of RI in the district. (RIB 15.100.)



The governor is also expected to:

- Read THE ROTARIAN or an approved and prescribed Rotary regional magazine, Rotary World, and all other bulletins and literature from RI, and the publications from the clubs in the district;
- Encourage each club to participate in at least one intercity meeting during each year;
- Promote attendance at the convention;
- Arrange, when circumstances require, for special conferences of club presidents and/or secretaries;
- Prepare a summary of the attendance reports of the clubs in the district each month and send this report to the general secretary.

### *Manual of Procedure*

In addition the Governor is expected to accomplish all duties within compliance to the following Code of Ethics:

- Governors will adhere to applicable laws and regulations in the conduct of Rotary business so as to further the mission of the association. In addition, in conducting their private lives, governors should adhere to applicable law in order to preserve and protect the positive image of Rotary.
- Governors will adhere to the provisions of RI's constitution and bylaws. As officers of Rotary International, governors have an obligation to follow the provisions of RI's constitutional documents. Moreover, these documents embody the democratic will of Rotary's membership as represented at the triennial Council on Legislation. Through these documents, the membership has established standards expected of Rotary officers. Adherence to their terms garners the trust of the membership and ensures that actions are taken consistent with members' expectations.
- Governors will adhere to the provisions of the policies established by the RI Board as documented in the Rotary Code of Policies. Over the years, the RI Board has established policies and procedures, documented in the Rotary Code of Policies, to further the aims of the association as well as to protect its mission. Many of these provisions are designed to assure good governance and promote an ethical image. Adhering to these policies demonstrates a commitment to these ideals while protecting the association.
- Governors will serve for the benefit of Rotarians and the purposes of RI. Governors should put the interests of the district first and avoid even the appearance of any impropriety as to their actions and conduct.
- Governors will not utilize their office for personal prestige and/or benefit or for the benefit of members of their family. With the authority inherent in an office of importance comes access to special privileges not available to other Rotarians. Taking advantage of such privilege distracts from critical responsibilities and calls into question the commitment to the Objects of Rotary.
- Governors will exercise due care in the diligent performance of their obligations to the district. Governors should perform their responsibilities with such care, including reasonable inquiry, as ordinarily prudent persons in like positions would use under similar circumstances. Governors should inform themselves, prior to making a business decision, of all material information reasonably available to them.
- Governors will take actions based on an essential fairness to all concerned. Governors are often faced with decisions that will significantly impact various Rotary clubs and individuals. Governors, in a manner consistent with The Four-Way Test, should weigh the potential impact of their decisions and treat equally all persons who will be affected.

- Governors will promote transparency of important financial information. Governors are the stewards of the association acting on behalf of Rotary clubs and Rotarians. Rotarians have a right to access accurate information regarding the financial condition of the association. Transparency in financial operations encourages ethical behavior.
- Governors will prohibit and restrict the disclosure, communication, and utilization of confidential and proprietary information. Governors should utilize this information only for intended purposes, never for personal ones, and take precautions against accidental disclosure.
- Governors will comply with expense reimbursement policies. The RI Board has adopted a policy: the procedures for reimbursement of Rotary-related expenditures. Following these procedures ensures compliance with applicable laws and precludes the appearance of impropriety. (Dec. 266, June 2007)

**NOMINATING PROCEDURE FOR DISTRICT GOVERNOR 13.010.** *Selection of a Governor-nominee.*

The district shall select a nominee for governor not more than 36 months, but not less than 24 months, prior to the day of taking office. The board shall have the authority to extend the date under this section for good and sufficient reason. The nominee will be elected at the RI convention held immediately preceding the year in which such nominee is to be trained at the international assembly. Nominees so elected shall serve a one-year term as governor-elect and assume office on 1 July in the calendar year following election.

Manual of Procedure

The District Governor-Nominee shall be selected by a nominating committee, in accordance with Article XIII, of the Bylaws of Rotary International or such other procedure as Rotary International may properly designate. (Article XIII is reprinted in the Appendix II to this document).

On or about November 15 of each year the Governor calls for suggestions of names to be sent to the Nominating Committee. The request for suggestions may be accomplished via e-mail to each of the club presidents. A minimum of 60 days is allowed for submission of names to the committee.

On or about February 1 of each year, the District Governor shall convene the nominating committee. The District Governor shall designate a place, date, and time for the nominating committee to meet, which meeting shall be held on or about February 15. The nominating committee shall conduct personal interviews with each suggested candidate. Four members of the committee shall constitute a quorum. The transaction of all business shall be by majority vote. Each member shall cast his vote in person. (See District Governor Nominating Committee).

The District is urged to seek out and nominate for the office of governor the best qualified person through procedures not influenced by a system whereby the nomination is by tradition rotated among various groups of clubs or geographical areas.

As the District Leadership Plan and the increased role and responsibility of Assistant Governors has been promulgated by the Board of Directors to help develop leadership within the district, consideration of this leadership potential within Rotary should be reflected in the selection.

Example - Timeline for Selection of District Governor and Key events

This example uses the term 2012-2013 to assume Office July 1, 2012

Generally, the candidate for Governor is chosen about two and a half years before the term of office begins

On or about November 1, 2009, the Governor shall request suggestions of names to be sent to the Nominating Committee. This may be accomplished via e-mail. A minimum of 60 days is allowed for submission of names to the committee.

On or about February 15, 2010, the Nominating Committee meets. After the selection the District Governor publishes the recommendation to the District. This publication must occur within 72 hours of the selection.

If there is no challenge within 30 days, the District Governor shall declare the candidate to be the Governor-Nominee for 2012 – 2013

(In the event of a challenge, the process defined in the current Manual of Procedure shall govern.)  
September/October 2010, Governor Nominee 2012-2013 attends Zone Institute with current District Governor and District Governor Elect

At the International Convention in 2011, the Governor-Nominee is elected and becomes the Governor-Elect 2012 -2013

The Governor-Elect attends Zone Institute in September 2011 and the International Institute in January 2012.

The Governor Elect arranges the District Assembly in the spring of 2012 and attends the International Convention in the summer. On July 1, 2012 the term as Governor begins.

During the year, the Governor conducts a District Conference. The term as Governor ends June 30, 2013

## **B. District Governor Elect (DGE)**

The District Governor-Elect shall, after consultation with the District Governor and the District Treasurer, prepare an operating income and expense budget and submit it in the form of a resolution to be submitted to a vote in of Presidents-Elect at President Elect Training Seminar, District Assembly or District Conference.

The District Governor-Elect shall have the authority to open a checking account with a bank or financial organization which is duly insured.

The District Governor Elect and district governor-nominee shall assist the District Governor when requested.

During the year preceding taking office as governor the governor-elect should:

- Be given specific responsibilities by the governor in connection with district committees or district organization.
- Be invited by the governor to attend as an observer all district meetings where the governor-elect is not otherwise designated a participant.
- Be considered by the governor for assignment to participate in the program of the district conference.

- The governor should undertake the orientation, education and motivation of the incoming governor and use past governors and meetings such as the Rotary institute toward this end.

(Manual of Procedure)

In District 5790 the Governor-Elect is also expected to:

- Develop appropriate goals for the district for the upcoming year as governor.
- Visit with the governor as many clubs in the district as possible to become acquainted with the leadership, the resources and continuing projects in each club.
- Be responsible, together with the District Trainer, for planning and giving oversight and direction to the District 5790 Presidents-Elect and Secretaries-Elect training seminar and for the training of all club officers and directors at the District Assemblies.
- Attend the Governor Elect Training Seminar in conjunction with the Rotary Zone Institute, the International Assembly and the Rotary international Convention.
- Appoint qualified, experienced and willing Rotarians to fill the district leadership positions for the following year.
- Produce a proposed budget for the district for the following year to be presented to the District Finance Committee at its December meeting, and a final version of the budget to be reviewed by the District Finance Committee and voted on at PETS or the District Assembly.
- Produce and distribute before June 30 a directory which will identify the district leadership, as well as the presidents, secretaries and meetings dates and places for all of the clubs in the district, for the following year.

### **C. Governor Nominee**

The District Governor Nominee, who will succeed the District Governor Elect as the District Governor, is selected by the District Nominating Committee from the candidates proposed by the clubs on or before the date established herein. Refer to the current edition of the Rotary Manual of Procedure for the requirements and procedures involved in proposing a candidate to the nominating committee, and for the conditions under which the nominating committee's choice can be challenged. If no valid challenges have been sustained within the required period of time, the district governor declares the choice of the nominating committee to be the district governor nominee. If a challenge is sustained, a vote by the clubs is required to decide who will be the DGN.

During the period the District Governor Nominee serves prior to becoming the District Governor Elect on July 1, he/she will attend the Zone Governor Nominee Training Session in conjunction with the Zone Institute. (He/she will also attend the next year as Governor-Elect.) He / She is expected to attend the Institute for Leadership.

He/she will also attend Finance and PETS Committee Meetings, the DGN training sessions at the PETS, the District Assemblies and the District Conference, and begin the process of becoming familiar with the roles which he/she will be expected to play the following year as district governor elect, and then as district governor. It is advisable that the DGN confer with the Group Study Exchange Committee to discuss possible Group Study Exchanges during his/her year as governor, since these exchanges generally must be planned well in advance and the DGE's choice of an exchange country may impact the DGN's year of service.

The District Governor-Nominee shall assist the District Governor when requested.

#### **D. Lieutenant Governor(s)**

At the discretion of the District Governor, he/she may assign a position of Lieutenant Governor(s) to assist them in the management and training of Committee Chairs, and/or Assistant Governors. He/she will be under the charge of the District Governor who will define their duties and roles in the District for the District Governor's year. This is a one-year term and is an optional position. This position is in no way to circumvent the responsibilities of the District Governor but to assist him in the governance of the District. However, such Lieutenant Governor(s) shall have no authority other than that assigned by the governor and shall defer all decisions critically affecting the district to the governor.

#### **E. Assistant Governors**

The District Governor-Elect appoints qualified past presidents to serve one-year terms as assistant governors, concurrent with the nominee's year of service as district governor. Each assistant governor is to be assigned a number of the district's clubs to oversee. Assistant Governors may be reappointed to serve no more than three consecutive terms.

The Assistant Governor is responsible for assisting the District Governor in the execution of tasks and duties; for acting as a liaison between their assigned clubs and the District Governor, for interacting with other Assistant Governors, committee members, and other district leaders; and for helping to promote Rotary and Rotary Foundation activities and programs within the district. This position is to be performed in accordance with the District Leadership Plan of District 5790.

While the District Governor is the only administrative officer of Rotary International recognized in the district, the governor should group contiguous clubs in the district into two or more areas, depending on the number of clubs in the district and the geographical extent, and appoint a qualified Rotarian as his representative for each such area. The assistant district governor will assist the governor in planning the governor's official visit to the clubs in such area and in the routine matters of administration specified by the governor and act as an informal adviser to the clubs in such area and to the district governor. However, such assistant district governors shall have no authority other than that assigned by the governor and shall defer all decisions critically affecting the district to the governor.

#### **F. District Secretary**

The district governor elect appoints a Rotarian knowledgeable in Rotary and familiar with district meetings to serve as district secretary for a one year term concurrent with the DGE's year of service as district governor. The district secretary cannot also serve as district treasurer during the same year.

The district secretary's duties include:

- Assist the district governor in making arrangements for district meetings and shall compile minutes of all such meetings,
- Handle correspondence as directed by the district governor,
- Maintain complete files and records of all district business,
- Act as secretary of the Council on District Legislation,
- Deliver all continuing committee files to the incoming district governor on July 1,
- Relieve the District Governor of other routine tasks as requested,

- Collect and compile club membership and attendance reports on a monthly basis and convey them in a timely manner to RI, the Governor and the district newsletter editor,
- Assist with the training of the incoming club secretaries at district assemblies,
- Assist in the development and production of the District Directory,
- Prepare and mail the monthly District Newsletter.

The District Secretary may recommend to the District Governor the appointment of qualified Rotarians to assist the District Secretary in the following tasks.

- Recognition coordinator: This position seeks data from the clubs of the district on worthy projects and individuals to be recognized in district publications and events.
- Database Administrator: This is an individual familiar with computer based records and having appropriate computer skills for the requisite task. This position maintains the computer based records of the district, using the software programs determined by the district leadership to be appropriate to the tasks at hand. This position is also responsible for preparing reports, mailing lists and other items needed by the district leadership. The accuracy, security and accessibility of the district database is the responsibility of this office.
- Roster / Handbook: The incumbent shall help prepare the "District Handbook" which contains information about the district, its leadership structure, contact information, key district documents, etc. This document shall be prepared in time for distribution at the District Assembly. Subsequently, electronic versions of this document shall be made available on the District website.
- Webmaster: The website services committee will maintain the District 5790 web page on the internet. The committee will assure that current information about the district and its clubs is available at that site, including the governor's monthly newsletter. The committee will be expected to work closely with the governor, the district secretary, the assistant governors, the newsletter committee and the district resources committee. The committee chairman is appointed by the district governor elect, in consultation with the club service chairman, to serve a one-year term concurrent with the DGE's year of service as governor. The committee's membership should consist of an appropriate number of qualified and willing Rotarians who are selected to serve by the committee chairman.
- Newsletter: The newsletter committee advises and assists the district governor in the production and distribution of the governor's monthly newsletter to the clubs of District 5790. The committee chairman is appointed by the district governor elect, in consultation with the club service chairman, to serve a one-year term concurrent with the DGE's year of service as governor. The committee's membership should consist of an appropriate number of qualified and willing Rotarians who are selected to serve by the committee chairman.

Each designee for district secretary must be a member in good standing in a club in this district, must have been a member of one or more Rotary clubs for a total of three years or more at the time of his designation.

The district secretary shall maintain a file consisting of, but not limited to, the following:

- The minutes of the business meeting of the district conference, a copy of the programs and records of attendance of clubs, and such other matters as the district governor may have requested the secretary to secure from or furnish to any such club or clubs, or their officers; the district conference financial report secured pursuant to subparagraph (b)(1) of this Section 3; the Governor's Monthly Letter for each month; a copy of any other material or general

information sent by and received from club officers and/or clubs in the district; and district records for prior years previously delivered to the district secretary.

- The minutes of meetings of the advisory committee.
- Records of proceedings of district committees and subcommittees.
- Information about the current officers of the clubs in the district, such as the names, addresses, and telephone numbers of the presidents and secretaries.

Such other records and data as the District Governor and/or the advisory committee may direct the secretary to compile and/or maintain.

All such records shall be maintained in accordance with an acceptable filing system, and shall be delivered, on or before June 30 of each Rotary year, to the person succeeding to the office of district secretary. The incoming district secretary shall cause the records so delivered to be bound or otherwise properly assembled.

The district secretary shall also:

- Secure from the conference treasurer of the immediately preceding district conference for inclusion in the secretary's file of district records a copy of the income and expense statement, showing actual income and expenses of such conference; on or before December 31 of the current Rotary year, the secretary shall furnish a copy of such statement, plus copies of such statements for the preceding two such conferences (as furnished by such conference treasurers) to each member of the advisory committee, to the president of the district conference host club, and to the conference chairman for the next ensuing district conference.
- On or before October 15 of each Rotary year, furnish copies of the annual financial report and audit of the district treasurer for the preceding Rotary year to all club presidents, and to members of the advisory committee.
- Cause the District Bylaws and this District Leadership Plan to be available on the District 5790 Website to all club Presidents-Elect, Secretaries-Elect and other Rotarians as ready reference.

## **G. District Treasurer**

The District Governor-Elect appoints a District Treasurer for a one year term concurrent with the DGE's year of service as District Governor. The district treasurer cannot also serve as district secretary during the same Rotary year.

The district treasurer's duties include:

- As soon as possible after July 1, forward to each district club a statement of its per capita dues, based on the July 1 membership, or the most recent membership prior thereto, reported to the district by its Club Secretary. Such statement is payable upon receipt to the District Treasurer.
- Promptly pay all district expenses upon receipt of proper documentation supporting such payment. Properly account for all district funds, including all funds collected by all district committees,
- Serve as a member of the District Finance Committee,
- Deliver all financial records of the district to the Financial Examination Committee on or before the October 1 after the District Governor's term in office. The Financial Records will be sent to archive storage at a predetermined location within the District.

The district secretary and the district treasurer shall be those qualified persons designated as such by the district governor-nominee at the district conference next preceding the commencement of such nominee's term of office.

Each designee for district treasurer must be a member in good standing in a club in this district, must have been a member of one or more Rotary clubs for a total of three years or more at the time of his designation. The district treasurer shall be knowledgeable in the field of accounting and must be willing and able to fulfill the duties of the office to which he is designated.

The district treasurer shall cause to be kept careful, accurate, and detailed records of all receipts and expenditures of district funds; no district monies shall be disbursed or otherwise expended without:

- Prior approval and/or authorization by the District Governor, which such authorization may be in the form of a continuing authority, valid until modified or revoked, or Prior authorization from the advisory committee, or Certification by the District Governor that the expenditure is necessary to further the interests of Rotary.
  1. All checks, drafts, or other orders against district funds shall bear the signatures of the District Governor and either the District Treasurer or the District Secretary.
  2. The District Treasurer shall prepare a financial statement at the end of the Rotary year. Such statement shall be prepared in accordance with generally acceptable accounting principles, consistently applied. Not later than October 15 next following the end of the Rotary year, he shall send one copy to the District Governor, one copy to the District Governor-Elect, one copy to the District Secretary, and a copy to each member of the Advisory Committee serving as such during such District Treasurer's term of office.
  3. The District Treasurer shall maintain the district's operating checking account. All funds belonging to the district shall be deposited to that account as soon as received by the District Treasurer. This also includes any funds collected by district committees to be deposited in a district controlled account.

The District Treasurer shall make prompt payments to district committee members or vendors to ensure the efficient operation of a district program. All reimbursements or payments shall have proper documentation and shall be part of the Annual District Budget.

#### **H. District Representative to Council on Legislation**

The election of the district representative on the Council on Legislation shall be in accordance with Article VIII, of the Bylaws of Rotary International or as amended from time to time. The election shall be held at the District Conference two years prior to the meeting of the Council on Legislation.

#### **I. District Trainer**

The District Governor, based on the recommendation of the District Governor-Elect, should appoint a District Trainer on an annual basis. (RCP 19.090.) The district trainer is responsible for supporting the



District Governor and District Governor-Elect in training club and district leaders through the District Governor-Elect's year as District Governor. (RCP 19.090.2.)

**Qualifications** The minimum recommended qualifications for the district trainer should include:

- Membership, other than honorary, in good standing in a club in the district for at least three years;
- Preference should be given to training or education as a component of their vocation or profession;
- Status as a past governor, a skilled past assistant governor, or past district committee chair;
- A clear understanding that the District Trainer is responsible to the District Governor-Elect;
- Willingness and ability to accept the responsibilities of district trainer as determined by each district.

(RCP 19.090.3.)

- Make every effort to attend the Multi-District Training Seminar

#### Duties and Responsibilities

The trainer should be instructed by the governor-elect on training needs in the district for the current Rotary year related to:

- PETS;
- The district assembly;
- The Assistant Governors
- And the District Team Training Seminar

Working in conjunction with the District Governor-Elect, the trainer is responsible on an annual basis for developing and conducting training for the:

- District leadership seminar;
- Rotaract/Interact leadership training;
- Other training events in the district, as appropriate. Under the direction of the District Governor-Elect, the District Trainer is responsible for one or more of the following aspects of training conducted at the aforementioned meetings:

Program content (in accordance with RI Board-recommended curricula);

- Conducting sessions;
- Identification of speakers and other volunteers;
- Training of facilitators;
- Program evaluation; and/or
- Logistics

It is strongly recommended that program content, in particular, be prepared by the District Trainer. (RCP 19.090.4.)

#### **Assistant District Trainers**

The District Governor, based upon the recommendations of the District Governor-Elect, may appoint on an annual basis such number of Assistant District Trainers as shall be deemed appropriate. The Assistant District Trainers shall have responsibilities assigned to them by the District Trainer.

Qualifications of Assistant District Trainers should be consistent with those of the District Trainer.

(RCP 19.090.5.)

## *Manual of Procedure*

### **II. COMMITTEES**

#### District Committees - Reference: 17.020.3

District committees are charged with carrying out the goals of the district as formulated by the governor with the advice of the assistant governors. Committees shall be appointed to address on-going administrative functions, as follows:

- Membership Development
- Extension
- Finance
- District-level programs that are ongoing in nature (e.g., Youth Exchange, Rotaract, etc.) Public Relations
- District Conference
- The Rotary Foundation
- RI Convention Promotion

When the District Governor and the District Leadership Team identify a specific function, an additional district committee may be appointed to serve that function.

#### Committee Structure

To be effective, these committees must have continuity of leadership. The Governor, in consultation with the immediate past district governor and the governor-elect, shall appoint members to district committees. The governor shall appoint a minimum of three members to each district committee — at least one to serve one year, one to serve two years, and one to serve three years. Thereafter, each succeeding year the governor in office shall appoint at least one Rotarian for a period of three years to fill the vacancies. Each year, the governor shall appoint one member of each committee to serve as chairperson.

#### Committee Qualifications

The minimum recommended qualification for appointment to a district committee is membership, other than honorary, in good standing in a club in the district.

In addition, it is recommended that the chairperson selected be a past district governor, a past assistant governor, or an effective past district committee member, and has had previous experience as a member of the district committee.

#### Training Requirements

District committee chairpersons shall attend the district team training seminar prior to serving as chairperson. District committee chairpersons shall attend the district assembly. Committee members should participate in district training meetings as outlined in Article 23 of this Code. Relation to RI, Rotary Foundation or Presidential Appointees District committees should work with relevant RI and Rotary Foundation committees or task forces, as well as Rotarians appointed by the RI President or Trustee Chairman to facilitate action at the district or club levels related to specific RI or Rotary Foundation programs or activities.

#### Reporting Requirements

District committees shall report to the governor on the status of their activities on a regular basis. District committees shall report successful activities to RI for possible publication in RI publications and on the RI web page.

### Committee Descriptions

The following outlines the purpose, additional qualifications, duties and responsibilities, and additional training requirements for district committees noted above.

#### District RI Program Committees

##### Purpose:

District RI program committees are responsible for promotion and administration of an RI program at the district-level and provide specific support and guidance to the clubs involved with the particular program in the district including:

- Interact
- Rotaract
- Rotary Friendship Exchange
- Rotary Recreational and Vocational Fellowships
- Rotary Youth Leadership Awards
- Youth Exchange

##### Additional Qualifications of Members:

- Preference should be given to those with club-level experience with the particular RI program

##### Duties and Responsibilities:

- Promote an understanding of and effective participation in the particular RI program through regular contacts with each club in the district and through district and inter-city meetings
- Organize exhibits of effective implementation of RI programs at district or zone meetings, circulate these noteworthy examples among clubs in the district
- Visit clubs within the district to speak about effective examples of the use of the particular RI program and provide information on the RI program to help strengthen club activities
- Encourage and assist club RI program chairpersons in carrying out their responsibilities
- Encourage clubs in the district to determine local needs that could benefit from the RI program
- Identify areas for cooperation between club RI program activities and local non-Rotary service organizations, by sharing information and helping clubs to set goals
- Administer district-wide efforts related to the RI program
- Promote publication of RI program aims and achievements in all appropriate Rotary and non-Rotary communication media in the district.

Each committee and subcommittee of this district shall cause accurate records of its proceedings to be prepared and shall furnish a copy of such to the district governor and to the district secretary.

### **A. District Service**

#### District Service Chairman

The District Governor-Elect appoints a qualified past president to serve as the District Club Service Chairman for a one year term concurrent with the DGE's year of service as governor. It shall be the responsibility of the district club service chairman to chair the district club service committee and to

coordinate the services of the, club extension, membership development, and any other committees that may be appointed to provide club services. The chairman of these committees constitutes the membership of the district's club service committee. It is the intent that this committee and the committees it represents serve as resources and facilitators for the club service directors and the various committees in each Rotary club in the district. Therefore it is the responsibility of the district club service chairman to develop and maintain a list of the club service directors in each club in order to relay to them information about available resources, training and upcoming events.

## **1. Awards**

The achievement award committee is responsible for promoting and administering the District 5790 Achievement Award Program and for obtaining and presenting appropriate symbols of recognition to the recipients at the district conference.

## **2. Membership Development**

The membership development committee exists to assist the clubs of the district to increase the number and quality of their members. The committee shares proven methods of attracting, training and maintaining club members. The committee is expected to work closely with the governor, assistant governors, and club presidents and the membership development chairmen in the clubs. The committee chairman is appointed by the district governor elect, in consultation with the club service chairman, to serve a one-year term concurrent with the DGE's year of service as governor. The committee membership should consist of an appropriate number of qualified and willing Rotarians who are selected to serve by the committee chairman.

### *Purpose:*

The 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 the link between the governor, RI, and the clubs in the district with respect to membership development issues.

### *Additional Qualifications of Members:*

Preference should be given to those who have served as chairperson of club committee(s) related to membership development;

Preference should be given to those who have been active and successful in inviting new members to join Rotary, and in implementing membership programs.

### *Duties and Responsibilities:*

- Plan, market, 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; Maintain communication with other district committees — such as the district extension committee and the district public relations committee — to coordinate activities that will aid membership development efforts;
- Identify committee members to all clubs and indicate that members of the committee are available to help them;

- Encourage clubs to develop and implement an effective membership recruitment plan;
- Assist club membership development chair-persons in carrying out their responsibilities;
- Visit clubs to speak about successful membership development activities; share information on successful activities.
- Ensure that each club committee has a copy of the *Membership Development and Retention/Manual*.

In addition, the chairperson of the committee shall attend a training session conducted by the RI Membership Coordinator.

*Additional Training Requirements:*

In addition to the chairperson, as many committee members as possible should attend a training meeting conducted by the RI Membership Coordinator, or RI Membership Zone Coordinator.

### **3. Fund Raising**

The Fund Raising Committee shall exist to help Rotary Clubs learn of fund raising methods, share methods and projects and be available to advise clubs wishing ideas and assistance in their fund raising activities.

### **4. Rotary International Convention**

The Convention committee exists to help inform Rotarians about the International Convention and encourage their attendance and participation.

### **5. Special Committees**

Club Anniversaries and Recognition Committee is a special committee formed to recognize club anniversaries and any other significant occurrences in the District.

### **6. District Assembly / District Conference**

#### **District Conference Committee**

*Purpose:*

Under the direction of the governor, the district conference committee shall plan, promote and implement the necessary arrangements to ensure maximum attendance at the district conference.

*Additional Qualifications of Members:*

- Preference should be given to those who have experience in the meeting coordination and/or hospitality industry.
- Preference should be given to media, public relations or marketing skills as a component of their vocation or profession.

*Duties and Responsibilities:*

- Under the direction of the governor:
- Select the district conference venue and coordinate all related logistical arrangements
- Coordinate the finances of the conference to ensure maximum attendance
- Promote conference attendance with particular emphasis on:
- New Rotarians
- All members of newly-organized clubs in the district
- Representation from every club in the district.

- Promote the district conference to external audiences, such as the media, community leaders, and beneficiaries of Rotary's programs.
- Coordinate, in cooperation with the district trainer, a district leadership seminar to be held in conjunction with the district conference.

The district governor shall appoint committees to function in connection with the district conference as follows:

- a. Resolutions Committee
- b. Credentials Committee

- (1) Conference Voting. Voting for the composition and terms of reference of the nominating committee for district governor, and the election of the representative of the clubs of the district on the council on legislation shall be restricted to electors. Every active member in good standing of a club in a district who is present at the district conference shall be entitled to vote on all other matters submitted to a vote at such conference 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.

- (2) In order for a club in the district to be officially credited with attendance at the annual, or any called, District Conference business session, its delegates must present their credentials validated by the Club's President and Secretary, to the Credentials Committee at the Conference Site. (They may be validated and mailed to the District Secretary prior to the conference in which case the District Secretary will pass them on to the Credentials Committee on the day the Conference begins). The Committee will record and certify a list of the credentialed clubs and furnish it to the District Governor for his/her record and reporting to R.I. The certified list will be available for inspection at the conference.

- (3) Credential forms are available to each club secretary sufficiently in advance of the Conference for them to be filled in, signed by the Secretary and the current club President and delivered to the delegate(s) before they depart for the conference site.

- (4) Electors. Each club in a district shall select, certify, and send to the annual district conference of its district one (1) elector for every twenty-five (25), or major fraction thereof, of its members, honorary members excepted, based upon the number of members of the club as of the last day of the month preceding the month in which the conference is held, provided that each club in the district which has no outstanding indebtedness to R.I. for more than six months preceding that in which the conference is held shall be entitled to at least one elector. Each elector shall be an active member of the club and if present at the district conference shall be entitled to cast one vote on the composition and terms of reference of the nominating committee for district governor, and the election of the representative of the clubs of the district on the council on legislation.

- (5) Proxies. When the circumstances require it, any club located in a country other than that in which the conference of its district is held, may, with the consent of the district governor, designate as the proxy for any absent elector or electors from such club any active member of its own club or any active member of any club in the district in which the club is located, and when certified by the president and secretary of such club he shall, in addition to any vote he may have, be entitled to vote as proxy for the non-attending elector or electors whom he represents.

- c. Tally Committee

The Credentials Committee shall serve, at the pleasure of the District Governor, as a Tally Committee to collect, count, record, and certify any votes on actions taken at the conference. The certified tally(s) will be turned over to the District Governor for his files and for forwarding to

Rotary International headquarters. In the event additional tally clerks are needed, the Governor will appoint them to serve during the balloting.

- d. Elections
- e. Others deemed necessary

## **7. District Governor Nominating Committee**

The primary responsibilities of the nominating committee are 1) to encourage clubs to propose appropriate candidates for the office of governor (and the consequent positions of district governor nominee and district governor elect) and 2) to choose a proposed candidate for the position of district governor nominee. The president of any district club wishing to place the name of one of its members in nomination (or propose a member of another district club with the latter club's concurrence) must file with the chairman of the nominating committee a resolution of the club, adopted at a regular club meeting, by the due date set in the Bylaws. The resolution should include a picture of the candidate, together with the official nomination form, completed and duly executed which provides a biographical sketch of the candidate's personal and Rotary backgrounds.

Clubs should refer to the current *Rotary Manual of Procedure* regarding the qualifications required and the limitations on promotion of a candidate and should seek to nominate the best qualified candidate.

The nominating committee consists of immediate five past district governors that are active in and members District 5790 of Rotary International, each selected in successive years to serve 5-year terms. Should any vacancy occur, the District Governor will follow the Rotary international MOP to fill the vacancy. The seated District Governor serves as chairman of the District Nominating Committee.

The District Nominating Committee shall convene and make its selection by the date established in the district bylaws.

## **8. Risk Management**

The Risk Management Committee advises the district governor, officers, committees and clubs of on issues of concern including insurance and liability control. The committee shall include the district youth protection officer, and Rotarians experienced in the fields of litigation and insurance.

## **9. Public Relations & Communications**

### District Public Relations Chairman

The District Governor-Elect appoints a qualified Rotarian to serve as the District Public Relations Officer for a one year term concurrent with the DGE's year of service as District Governor. The Public Relations Officer is expected to work closely with the District Governor, Assistant Governors, District Community Service Chairman, International Service Chairman, club presidents and district committee chairmen to provide a constant flow of accurate and timely news releases to the media regarding significant Rotary activities, accomplishments and events at both the district and club levels in District 5790. It is not intended, however, that the District Public Relations Officer become a substitute for any club's local public relations chairman.

*Purpose:*

The District Public Relations Committee should promote Rotary to external audiences and foster understanding, appreciation and support for the programs of Rotary. The committee should promote awareness among Rotarians that effective external publicity, favorable public relations, and a positive image are desirable and essential goals for Rotary.

*Additional Qualifications of Members:*

- Preference should be given to those who have experience as a club public relations chair-person;
- Preference should be given to media, public relations or marketing skills as a component of their vocation or profession.

*Duties and Responsibilities:*

- Encourage Rotary clubs within a district to make public relations (PR) a priority,
- Promote Rotary to external audiences, such as the media, community leaders, and beneficiaries of Rotary's Programs,
- Contact the media with newsworthy stories of district projects and events,
- Keep in touch with the district governor and the chairpersons of key committees to stay informed about district projects and activities,
- Share RI public relations materials with club,
- Seek opportunities to speak to individual clubs about the importance of club public relations.

*Additional Training Requirements:*

- Attendance at public relations workshops held in conjunction with RI meetings, whenever possible.

**10. District Finance Committee**

SECTION 1 - The Finance Committee is composed of the District Governor and six (6) Past District Governors of District 5790. These seven members serve as voting members. Each year the District Governor Elect appoints the immediate Past District Governor and one other District 5790 Past District Governor to serve a three-year term and also appoints a Finance Committee Member to serve as Chairman during his/her term of office. Ex-officio members of the Finance Committee are: District Governor Elect, District Governor Nominee, District Treasurer, District Treasurer-Elect, Reserve Fund Trustee/Donor Advised Fund Chair, and the District Financial Examiner. From the committee, a secretary shall be appointed to make notes and document appointments of the annual meeting.

The purpose of the Finance Committee is to oversee the financial operations of the district and make recommendations to the District Governor regarding the expenditure of district funds that are in excess of amounts required to satisfy the current district budget.

SECTION 2 - The District Governor will directly administer the "operating fund" consisting of funds generated during his/her term.

SECTION 3 – The "Reserve Fund" (excess funds generated during previous years) shall be administered by the Finance Committee and deposited in a separate account or certificates of deposit in a financial institution insured by the FDIC. The Finance Committee will appoint a Trustee



of the Reserve Fund. The District Governor, the Chairman of the Finance Committee and the Trustee of the Reserve Fund will be signatories on the Reserve Fund; however, only two signatures are required on a check. The actions taken for the Reserve Fund shall be documented in the meeting minutes.

SECTION 4 - The Finance Committee shall forward, from the Reserve Fund, an amount established by the Finance Committee to the District Governor-Elect prior to January 1 of each year. These funds are to be used for preliminary operating expenses.

SECTION 5 - The amount forwarded to the District Governor-Elect shall not be considered as part of the operating budget and the total principal shall be refunded to the Reserve Fund by December 15 of the same year.

SECTION 6 – The outgoing District Governor shall forward the balance of all funds generated during the fiscal year to the chairman of the Finance Committee on or before October 15 of each year. These funds will be deposited into the Reserve Fund.

SECTION 7 - Requests for disbursements from the Reserve Fund account shall be made in writing to the District Governor. The District Governor will submit the request to the Chairman of the Finance Committee. The request must be approved by a majority vote of all members of the Finance Committee prior to any disbursement. The District Governor and the Finance Committee shall be the sole authority in establishing how the surplus funds are to be used. Such vote and resolution shall be documented by the appointed secretary.

*Purpose:*

The District Finance Committee shall safeguard the assets of the district fund by reviewing and studying the amount of per capita levy and necessary expenses of district administration, and prepare an annual report on the status of the district's finances for the district assembly.

*Structure:*

The District Treasurer and District Treasurer-Elect shall serve as ex-officio members of the committee.

*Additional Qualifications of Members:*

- Preference should be given to those with previous service as club treasurer;
- Preference should be given to accounting /finance as a component of their vocation or profession.

*Duties and Responsibilities:*

- The DGE shall prepare a budget of district expenditures to be submitted to the Finance Committee at their annual meeting and then at the discretion of the DG it can be submitted to the clubs at least four weeks prior to the district assembly or PETS and approved at a meeting of incoming club presidents at said PETS or assembly;
- 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;
- Assure that proper records of income and expenditures are kept;
- Prepare a yearly financial report no later than three months after the completion of the year to be presented and adopted at the district assembly;

A member of the committee, preferably the Treasurer, shall, together with the District Governor, be a signatory on the Request for Disbursement record. Both signatures will be necessary for any withdrawal. The bank account shall be held in the name of the district. At the discretion of the District Governor, the District Secretary may be a signatory on the account as well.

In addition, the committee reviews at its December meeting the proposed budget presented by the District Governor-Elect. The recommended budget is presented for approval to the presidents-elect at Lone Star PETS, District Conference or the District Assembly.

#### **11. The District Financial Examination Committee**

The District Governor-Elect shall appoint a financial examining committee consisting of two Past District Governors, one to be named as Chair, to work with a certified accountant (selected by the District Governor Elect) to perform an examination of the books and records of his/her District Governor and District Treasurer year of service. Technically speaking, the CPA's audit will be a "Review of the Books". This financial examination should take place on or before October 15 and the Financial Examining Committee Chair will present the Financial Examination Report to the District Governor on or before October 31. Prior to December 31, the District Governor shall make available a copy of the Financial Examination Report to each club in the district.

The financial examination statement of the District 5790 Fund, together with the supplemental accountings, is then presented to the District Finance Committee for acceptance. The District Treasurer will file the 990 to the IRS before the November 15 filing deadline.

#### **12. Extension**

The district/club extension committee's primary purpose is to assist in the creation of additional Rotary clubs in the district, wherever they may be needed. The committee is expected to work closely with the governor, governor-elect, assistant governors and club presidents in determining where new clubs should be established. The committee also advises and assists with the completion of the required area survey forms and the paperwork necessary to charter a new club. The committee chairman shall be appointed by the district governor elect, in consultation with the club service chairman, to serve a one-year term concurrent with the DGE's year of service as governor. The committee's membership should consist of an appropriate number of qualified and willing Rotarians who are selected to serve by the committee chairman.

##### District Extension Committee

###### *Purpose:*

Under the direction of the governor, the district extension committee shall develop and implement a plan to organize new Rotary clubs within the district.

###### *Qualifications of Members:*

Preference should be given to those who have been active and successful in establishing new clubs.

###### *Duties and Responsibilities:*

- Identify communities without Rotary clubs that have a population capable of meeting the requirements for chartering a new club;

- Identify communities where additional Rotary clubs could be established without detracting from service provided to the community by existing clubs;
- Assist in organizing and establishing new clubs.

*Training Requirements:*

In addition to the chairperson, as many committee members as possible should attend a training meeting conducted by the RI Membership Coordinator or RI Membership Zone Coordinator.

### **13. Advisory Committee**

#### **The Past District Governors Advisory Council or Committee**

The PDG advisory council consists of past district governors of Rotary International who are appointed by the District Governor Elect to serve one-year terms concurrent with the DGE's year of service as Governor. The council meets when needed to advise the district governor and district governor elect regarding issues and problems that may arise, as well as proposed new programs and changes that may be contemplated for the district. The council also serves as the long range planning committee for the district. The council elects from its members a chairman to serve each year.

#### Advisory Committee

SECTION 1 - The governor shall appoint an advisory committee consisting of the district governor, the district governor elect, the district governor-nominee, and up to three experienced past officers of Rotary International who continue to be active in the district and/or other experienced Rotarians as the governor finds necessary to aid and advise him/her in his/her many duties.

SECTION 2 - The advisory committee shall have no regular duties but shall meet on call by the district governor, or on the written request of the district governor-elect or governor-nominee and at least one other member of the committee, or by any three members of the committee. The advisory committee shall assist the district governor in assuring that the provisions of the Bylaws and the policies of Rotary International are complied with.

SECTION 3 - A majority of the advisory committee may call a meeting of the college of governors for such purpose or purposes as the notice thereof may specify.

### **14. Strategic Planning**

A standing Strategic Planning Committee will be maintained with the goal of planning where the Rotarians of the District want District 5790 and its programs to go in the next five years. The committee will consist of District Governor-Elect, District Governor-Nominee and six Rotarians who will serve staggering three-year terms. Each District Governor shall appoint two (2) members for a term of three (3) years to replace the retiring committee members. The Committee will meet on a need basis but a minimum of once every six months to review and update the District 5790 Strategic Plan.

## **15. Institute For Leadership**

The Institute For Leadership is a Rotary supported program to provide leadership training to leaders and future leaders of our clubs and district. A chairman and a team of facilitators will teach a minimum of two courses per year with the goal of providing valuable leadership training to the future leaders of our district.

### **B. Vocational Service**

#### **District Vocational Service Chairman**

The District Governor Elect appoints a qualified past president to serve as the district vocational service chairman for a one year term concurrent with the DGE's year of service as governor. It is the responsibility of the district vocational service chairman to chair the district vocational service committee and to coordinate the services of the Rotary Youth Leadership Awards (RYLA) conference along with any other committees that may be appointed to provide vocational services. The chairman of these committees constitutes the membership of the district's vocational service committee. It is the intent that this committee, and the committees it represents, serves as resources and facilitators for the vocational service directors and the various committees in each Rotary club in the district. Therefore it is the responsibility of the district vocational service chairman to develop and maintain a list of vocational service directors in each club in order to relay to them the information about available resources, training and upcoming events.

#### **1. Rotary Inter-country Teacher Exchange (RITE)**

This committee promotes and organizes exchange of teachers through the RITE program. Teachers of English, from non-English speaking countries, are brought to the district on short term exchanges to teach their language.

Teachers from our district are sent to non-English speaking countries to teach English.

#### **2. 4-Way Speech**

This committee encourages clubs to conduct 4-Way speech contests amongst their local high school students and conducts the regional district contests and the annual district contest at the District Conference.

### **C. International Service**

#### **District International Service Chairman**

The district governor elect appoints a qualified past president to serve as the district international service chairman for a one year term concurrent with the DGE's year of service as governor. It is the responsibility of the district international service chairman to chair the district international service committee and to coordinate international service, together with any other committees which may be appointed to provide international service.. It is the intent that this committee, and the committees it represents, serve as resources and facilitators for the club international service chairmen and the various related committees in each Rotary club in the district.

#### **1. Friendship Exchange**

This committee helps clubs and Rotarians learn about RI's Friendship exchange programs and

promotes such exchanges. Upon the request of the district governor, or governor-elect in preparation for his/her term, this committee shall work to establish exchange with specific districts or countries.

## **2. Recreational & Vocational Fellowships**

This committee provides information to district Rotarians and Rotary Clubs about the opportunities for participation in the RI programs for recreational and vocational fellowships.

## **D. Community Service**

### **District Community Service Chairman**

The district governor elect appoints a qualified past president to serve as the district community service chairman for a one year term concurrent with the DGE's year of service as governor. It is the responsibility of the district community service chairman to chair the district community service committee, and coordinate the activities of the Interact/Rotaract committees, and any other committees that may be appointed to provide community services. The chairmen of these committees constitute the membership of the district's club service committee. It is the intent that this committee, and the committee it represents, serve as resources and facilitators for the community service directors and the various committees in each Rotary club in the district. Therefore it is the responsibility of the district community service chairman to develop and maintain a list of the community service directors in each club in order to relay to them information about available resources, training and upcoming events.

## **16. Blood Drive**

This committee provides information to district Rotarians and Rotary Clubs about the opportunities for participation in the Governors' Challenge Blood Drive and the Global Network for Blood Donation (A Rotary Action Group).

### **1. Disaster Preparedness**

The Disaster Preparedness Committee develops and maintains our Disaster Preparedness Plan and will only come into action when a disaster occurs. There are two parts to the Plan: (1) What to do if a disaster occurs in our District and (2) what to do if a disaster occurs in another district(s) including other areas of the world.

### **2. Literacy**

This committee provides information to district Rotarians and Rotary Clubs about the opportunities for participation in the RI programs for the alleviation of illiteracy.

### **3. Avoidable Blindness**

This committee provides information to district Rotarians and Rotary Clubs about the opportunities for participation in the RI programs for the prevention of avoidable blindness.

## **E. Youth Services**

### **1. (RYLA) The District Rotary Youth Leadership Awards Committee**

The RYLA committee has the responsibility of planning and promoting the district's annual RYLA program for high school students, between the ages of 16 and 18 years. The committee will be expected to work closely with the governor, the assistant governors and the club presidents to assure that as many clubs as possible in the district participate by selecting and sending delegates to the RYLA program. The committee chairman is appointed by the district governor elect, in consultation with the vocational service chairman, to serve a one-year term concurrent with the DGE's year of service as governor. The committee's membership should consist of an appropriate number of qualified and willing Rotarians who are selected to serve by the committee chairman.

### **2. The District Youth Exchange Committee**

The youth exchange committee coordinates the Rotary exchanges of high school age youth going to and coming from clubs within the district and clubs in other countries. The committee is expected to encourage and assist clubs in the process of either sending or receiving youth exchange students and helps those clubs to understand and follow the guidelines that have been established for such exchanges by Rotary International. (Refer to the current edition of the *Rotary Manual of Procedure*.) The committee chairman is appointed by the district governor elect, in consultation with the district international service and educational and cultural exchange chairmen, to serve a three-year term concurrent with the DGE's year of service as governor. The committee's membership should consist of an appropriate number of qualified and willing Rotarians who are selected to serve by the committee chairman.

The District 5790 Youth Exchange program shall adhere to the requirements for certification as outlined in the Rotary Code of Policies and the Sample of District Abuse and Harassment Prevention Policy with appendices to ensure student safety. The plan will also meet the State Department and CSIET requirements for Youth Exchange. Such policies will be enforced at the district level as well as the club level.

### **3. The District Interact/Rotaract Committee**

The Interact/Rotaract committee exists to encourage and work with the clubs in beginning and maintaining successful Interact Clubs on high school campuses and Rotaract clubs for young adults. The committee will help clubs contemplating beginning Interact and Rotaract clubs to understand the requirements of Rotary International relative to these youth service clubs and the responsibilities of the sponsoring Rotary club. The committee will be expected to work closely with the governor, the assistant governors, the club presidents and the Interact and Rotaract chairmen in the clubs. The committee chairman is appointed by the district governor elect, in consultation with the community service chairman, to serve a one-year term concurrent with the DGE's year of service as governor. The committee's membership should consist of an appropriate number of qualified and willing Rotarians who are selected to serve the committee chairman.

## **F. District: The Rotary Foundation (TRF) Committee**

*Note that this chapter is based on The Rotary Foundation Code of Policies that took effect July 2013.*

The Rotary Foundation (TRF) committee is made up of experienced and dedicated Rotarians who assist the district governor in educating, motivating, and inspiring Rotarians to participate in Foundation activities. The committee serves as the liaison between the Foundation and club members. The district governor is an ex officio member.

### **District Rotary Foundation Committee Chair**

To be effective, the district Rotary Foundation committee must have continuity of leadership. For this reason, the committee chair is appointed to a three-year term.

Under the district governor's leadership, the committee chair works with the committee to plan, coordinate, and evaluate district Foundation activities.

### **RESPONSIBILITIES**

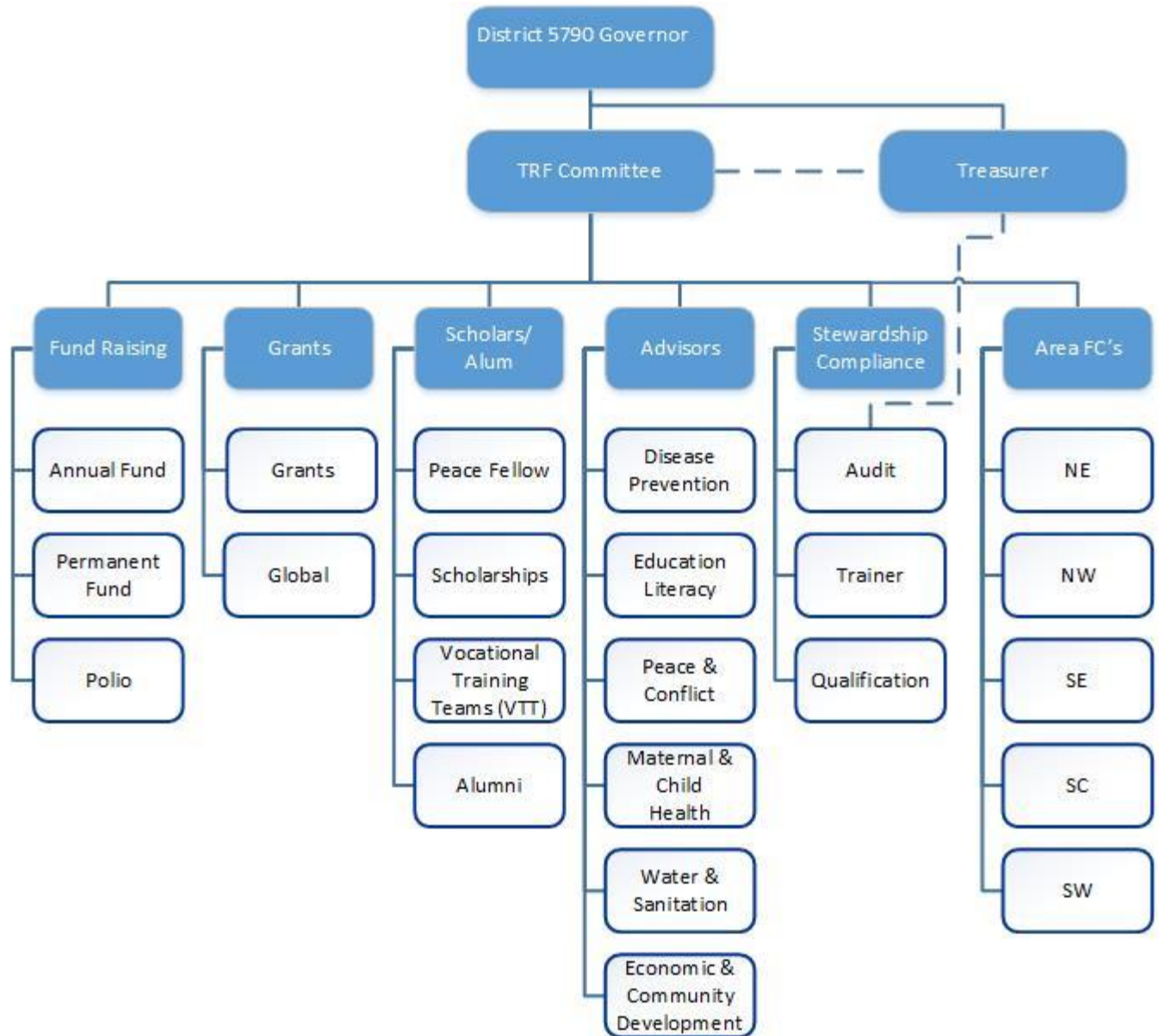
- Report to the district governor monthly on district Foundation activities, including the qualification status of clubs and the district.
- Oversee and serve as an ex officio member of all subcommittees.
- Help the governor-elect collect input from club members before establishing district Foundation goals for next year.
- Provide an authorizing signature (one of two) for use of the District Designated Fund, reflecting the committee's decisions.
- Work with the district governor, district trainer, and district training committee to plan, organize, and promote district seminars (grant management seminar, district Rotary Foundation seminar, district assembly, and presidents-elect training seminar).
- Oversee the district qualification process, and compliance with the requirements of the district memorandum of understanding.
- Confirm that global grant applications have been completed and that the sponsoring clubs are qualified.
- Serve as the primary contact for district grants.
- Ensure that Foundation grant activities are reported on at a district meeting to which all clubs are invited.
- Provide support to club Foundation committees.
- Assist the governor in nominating qualified recipients for district Rotary Foundation awards.

### **District Rotary Foundation Structure and Subcommittees**

Under the Future Vision Plan, the district Rotary Foundation subcommittees were simplified to reflect activities related to implementation of the Foundation's new grants. Depending on the interests of the district, other subcommittees can be added.

Subcommittee chairs, appointed by the governor for the year, automatically become members of the district Rotary Foundation committee. These appointments should be based on the chairs' commitment to The Rotary Foundation as demonstrated through program participation and financial contributions. The governor also appoints members to open positions on the subcommittees.

## COMMITTEE STRUCTURE:



- Inform Rotarians of planned giving opportunities.
- Work with club presidents to recognize current Benefactors and Bequest Society members.
- Coordinate efforts with the Annual Fund subcommittee chair.
- Coordinate the identification, cultivation, and solicitation of potential donors in support of the Permanent Fund; involve district leadership, regional Rotary Foundation coordinators, Trustees



and Directors, alumni, and Major Donors in planning and soliciting major gift prospects, as appropriate.

- Thank Benefactors, Bequest Society members, and Major Donors, and continue to nurture relationships.

**c. POLIO PLUS Subcommittee**

The district PolioPlus subcommittee educates Rotarians and the community about the Foundation's polio eradication efforts, and organizes fundraisers.

- Encourage donations for PolioPlus from Rotarians, clubs, the district, and the District Designated Fund.
- Organize at least one PolioPlus district fundraiser during the year.
- Work with the Foundation chair, district public relations committee, and the governor to ensure appropriate recognition of exemplary club and district activities related to polio eradication.
- Help the governor and the district trainer with PolioPlus presentations during Rotary Foundation training at district meetings.
- Coordinate with national and regional PolioPlus committees and governmental and other agencies in the implementation of polio eradication activities.
- Provide input on District Designated Fund distribution.

**2. GRANTS SUBCOMMITTEE**

The grants subcommittee manages, promotes and encourages implementation of Rotary Foundation grants.

The subcommittee helps clubs participate in educational, vocational, and humanitarian activities.

**Responsibilities**

- Serve as a district expert and resource on all Rotary Foundation grants.
- Follow and enforce the terms and conditions of grant awards for district and global grants; disseminate and conduct club education on the terms and conditions.
- Create and implement a district policy that outlines the distribution of grant funds for clubs and the district.
- Work with the district Rotary Foundation committee chair to disburse grant funds and to ensure that proper records of grant activity are maintained for reporting purposes.
- Ensure implementation of proper stewardship and grant management practices for all club- and district-sponsored grants, including reporting to The Rotary Foundation on all grants.
- Establish and maintain appropriate grant management recordkeeping systems.
- Conduct orientation (at the multidistrict level, when possible) for all Rotary Peace fellowship, scholarship, and vocational training team recipients before their departure or upon their arrival.
- Coordinate district wide Rotary Foundation alumni activities.
- Provide input on District Designated Fund distribution.

## Structure

The subcommittees may be organized in several ways. Additional subcommittees have been set up for district grants, global grants, Rotary Peace Fellows, and alumni in the Committee Structure Chart illustrated above.

### 3. SCHOLARSHIP COMMITTEE

#### a. Scholarship Subcommittee

- Conduct orientation (at the multidistrict level, when possible) for all Rotary Peace fellowship, scholarship, and vocational training team recipients before their departure or upon their arrival.
- Confirm participation by the host district and determine whether training or guidance is necessary for the host counselor.
- Ensure that Rotarians in the host district are informed that a scholarship recipient will be studying there.
- Maintain contact with scholarship recipients during the study year.

#### b. Rotary Peace Fellowships Subcommittee

- Distribute application materials to clubs.
- Establish a selection committee.
- Select qualified candidates.
- Conduct orientation for fellowship recipients.
- Provide training and guidance to sponsor and host counselors.
- Connect recipients with the district alumni chair.

#### c. Alumni Subcommittee

- Coordinate district wide Rotary Foundation alumni activities. Maintain a list of Foundation program participants sponsored by or residing in the district, and advise the Foundation of changes.
- Track alumni who are good speakers for participation at training meetings.
- Obtain nominations for the district's endorsement for the Global Alumni Service to Humanity Award.
- Ensure that all alumni make presentations in the district.
- Encourage alumni to remain involved with Rotary by becoming Rotarians, identifying future program participants, making contributions to the Foundation, and participating in service projects.
- Manage a district alumni association.

#### d. Vocational Training Team Subcommittee

- Interview candidates and choose a leader, members, and alternates.
- Identify partner districts.
- Ensure fulfillment of all program requirements.
- Coordinate local itineraries.
- Coordinate team orientation and language training needs.

#### **4. ADVISORS COMMITTEE**

##### **Advisors**

- This Sub Committee is made up of subject matter experts in each of the 6 areas of focus.
- They will act as a resource and consultant on projects related to their expertise.
- They will also take the initiative to promote and support opportunities for clubs to get involved in humanitarian projects associated with the Rotary Foundation.

#### **5. STEWARDSHIP SUBCOMMITTEE**

The district stewardship subcommittee is responsible for ensuring the careful management of Rotary Foundation grant funds and for educating Rotarians on proper and effective grant management.

##### **Responsibilities**

- Assist with implementation of the district memorandum of understanding, including development of the financial management plan.
- Help qualify clubs, including assisting with grant management seminars.
- Ensure implementation of proper stewardship and grant management practices for all club and district sponsored grants, including reports to The Rotary Foundation on the grants.
- Monitor and evaluate stewardship and grant management practices for all club and district sponsored grants, including reports to The Rotary Foundation on the grants.
- Ensure that everyone involved in a grant avoids any actual or perceived conflict of interest.
- Create a system to resolve any misuse or irregularities in grant-related activity, report any misuse or irregularities to The Rotary Foundation, and conduct initial local investigations into reports of misuse.
- Approve the annual financial assessment of the financial management plan and ensure that it is properly distributed to clubs in the district.

##### **Structure**

The stewardship subcommittee may be organized in several ways. For example, you may want to appoint Additional subcommittees for reporting, misuse investigation, requirements of local laws, and annual financial assessment.

#### **6. Area Foundation Coordinators**

- The Area Foundation Coordinators (AFC's) are made up of experienced and dedicated Rotarians who assist and help educate, motivate, and inspire Rotarians to participate in Foundation activities. The AFC's serves as a liaison between the Foundation and club's in their assigned areas.

## **G. Past Officers of Rotary International 17.020.6. Services of Past Officers of RI**

Past Governors could and should play a part in the life of the district and the clubs without in any way interfering with the administration of the incumbent Governor. (Jun. 1998 Mtg., Bd. Dec. 348)

Source: Jan. 1942 Mtg., Bd. Dec. 155

## **H. District Training Policies**

### Leadership Training Cycle

Reference: 17.020.5.

The preferred sequence for Rotary leadership development shall be as follows:

- a) Zone-level training of Governors-nominee in conjunction with Rotary institutes
- b) International Assembly
- c) Assistant Governor training
- d) Presidents-elect training seminar
- e) District Assembly

(Jun. 1998 Mtg., Bd. Dec. 348)

**Source: July 1997 Mtg., Bd. Dec. 55**

### 1. District Team Training Seminar Reference: 23.050.

### 2. District Team Training Seminar — Preliminary Training

Reference: 23.050.6

In order to help assistant governors and district committee members gain the most benefit from their participation in the district team training seminar, as well as to establish contact between incoming assistant governors, district chairpersons, and the RI Secretariat, RI will annually distribute an orientation kit to assistant governors and district committee chairpersons.

**Source: Feb. 1999, Dec. 214, Appendix I.**

District 5790 shall utilize those materials provided by RI to help train incoming assistant governors and district committee members.

### 3. Multi-district — President Elect Training Seminar

Reference: Highlights of Actions Taken by the Board of Directors of Rotary International, 3-8 November 2001)

The Board encourages multi-district PETS organizations to invite representatives of single-district PETS to attend multi-district PETS, to enable such representatives to view the benefits of the multi-district PETS format.

**Source: RI Website, Highlights of Actions Taken by the Board of Directors of Rotary International, 3-8 November 2001)**

### 4. Multi-district Lone Star PETS

In order to help presidents-elect, incoming assistant governors and district governors-nominee gain the most benefit from their participation in the Presidents Elect Training Seminar, as well as to establish contact between incoming assistant governors, district chairpersons, and the RI Secretariat, District 5790 will participate fully in the multi-district Lone Star PETS.

The district officers shall encourage all clubs in the district to participate in PETS.

The training at Lone Star PETS shall be a supplement to other training offered within the district.

## **I. District Financial Plan**

### Strategic Plan

The District shall engage in strategic planning to envision a 5 year future. This planning shall be formally reviewed and updated each year.

### Budget

- The DGE and his Treasurer will prepare a budget of district expenditures to be submitted to the district clubs at least four weeks prior to PETS or the district assembly or the district conference
- At its annual meeting in December, the Finance Committee will review and advise on the amount of any proposed per capita levy.

### Approval

Any per capita levy must be approved by at least three-fourths of the incoming club presidents at the President-Elect Training Seminar, or at the district assembly, or by a majority of the electors present and voting at a district conference;

### Accounts

The District will hold three financial accounts; the Operating account, a separate account to receive and disburse District Grant Funds, and the Reserve Account. The finance committee is authorized to approve additional accounts for district special projects. Each account shall be held in the District's name at a bank or an FDIC-insured institution. The holdings in the financial organization shall be insured by an agency of the United States government for at least twice maximum the amount estimated to be held in each account.

"Request for Disbursement" Vouchers will be used for the Operating Account, with the District Governor and one other authorized officer signing each voucher, as well as the requestor. Payments for District obligations may be made using any combination of electronic transfer, bank check or paper check.

### Expenditures

During the Governor's term of office (presumed to be July 1 through June 30 of the following year) all expenditures and disbursements from the Operating account shall be made by the Governor or his/her designees.

### Income

During the Governor's term of office (presumed to be July 1 through June 30 of the following year) all income to the district shall be promptly deposited in the Operating account, either directly or through the Transfer Account.

#### Policy on Funds provided the Governor by Rotary International

Premise 1: Acceptance of the position of District Governor (and the step there to as District Governor Nominee and District Governor Elect) should be essentially revenue-neutral for the incumbent acting with the scope of duties defined herein.

Premise 2: The incumbent agrees that the levels of reimbursement established by RI are reasonable reflections of the actual costs incurred in District 5790.

Premise 3: The District shall be responsible for the expenses incurred by the incumbents.

The annual stipend which Rotary International provides Governors shall be treated as "District Funds".

The District Governor shall be responsible for submitting the expenditure reports to RI to receive the 30% withheld by RI.

The reimbursement limits for expenses set by RI shall be seen as guidelines.

#### Controls

.Assure that proper records of income and expenditures are kept

A member of the committee, preferably the treasurer, shall, together with the district governor, be a signatory on the bank account(s) of the district fund. Both signatures will be necessary for any withdrawal. The bank account shall be held in the name of the Rotary District 5790.

#### Review of Financial Transactions (previously called Audit)

The Financial Review committee shall prepare a yearly financial report no later than three months after the completion of the year to be presented and adopted in the business meeting at the District Conference or the District Assembly.