



MANUAL OF PROCEDURE

Adopted April 22, 2018



Manual of Procedure - Rotary District 5750
Adopted April 22, 2018

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Article 1: District 5750

Section 1: The District Manual of Procedure

Section 1.1 Introduction to the Manual

Rotary International publishes a Manual of Procedure every third year following the triennial Council on Legislation. The Rotary International Manual is available online, <https://my.rotary.org/en/learning-reference/policies-procedures/governance-documents>.

Every three years, following the Rotary International Council on Legislation, the District 5750 Manual of Procedure will be updated using the new Rotary International Manual of Procedure as a guide, ensuring that the District 5750 Manual of Procedure is consistent with the new revised Rotary International Manual of Procedure. The District Executive Committee, Reference 3.2 will be responsible for proposing needed and recommended changes in the District Manual. Those changes in the District Manual are to be summarized and reported at the next District Assembly or Conference following each legislative council.

Following the update, the Manual is to be available on the District website.

Section 1.2 Scope and Purpose

The District Manual Procedure is a reference for Rotary leaders and contains the book of rules for the conduct of District business. Principally it contains the governance that is specific to this District. The District shall have rules only in accordance with the Rotary International Constitution and Bylaws and “in keeping with the spirit and principles of Rotary”, Article 15.

The Rotary International Manual of Procedure contains the Rotary International Constitution and Bylaws, the Rotary Foundation Bylaws, the Standard Club Constitution and Recommended Bylaws for Rotary Clubs and other documents and interpretations. That Rotary International Manual, and all its parts, is hereby referenced to and made a part of this District’s Bylaws as if written herein. When District rules conflict with Rotary International rules, Rotary International rules supersede.

Section 1.3 Interpretation

Throughout this Manual of Procedure, the following rules of construction shall apply. The words “shall,” “will,” “must,” “is,” and “are” are mandatory. The words “may” “can,” and “should” are permissive. Reference to or pronouns of either the masculine or feminine gender shall include the other gender. The terminology “mail,” “mailing,” and “ballot-by-mail” will include utilization of electronic media (e-mail) and other applicable internet technology to reduce costs, improve efficiency, increase responsiveness and to provide for quicker delivery of message.

Section 1.4 Code of Policy

The Rotary Code of Policies will serve as the District guide for all general and permanent policies of Rotary International.

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Section 2: The District

Section 2.1 Purposes

The purposes of District 5750 are:

1. To encourage, coordinate, promote and extend Rotary throughout the District.
2. To support and assist Clubs in the District in their pursuit of programs and activities that promote the Object of Rotary.
3. To act as intermediary between Rotary International and the Clubs, and aid Clubs in sharing ideals of service.
4. To recognize outstanding activities of Clubs and individuals, and to encourage other Rotarians to emulate these activities.

Section 2.2 The District Defined

Individual Rotary Clubs are members of Rotary International. For administrative purposes, the Rotary International Board has divided groups of Clubs into Districts. This District, known as District 5750, is comprised of chartered Rotary Clubs in Oklahoma and as officially defined by Rotary International.

Section 2.3 Incorporation

The District is an administrative unit of Rotary International without legal standing. If Rotary International provides for the District to incorporate under local law, the District Executive Committee is authorized to incorporate District 5750 if the District gains administrative, financial or legal benefit.

Article 2: District Leadership Plan

This District Leadership Plan, presented and accepted by Rotary International, herein called the Leadership Plan, was developed with a focus on the following primary goals:

- To maintain the leadership benefits of Past District Governors;
- To utilize effectively the talent and commitment of past Club Presidents and outstanding District Rotarians as District leaders;
- To increase the communications structure and District “camaraderie” and to maintain the basic infrastructure of District 5750;
- To provide better District/Club relationships, better and prompt need-identification and response to Clubs;
- To reduce the time constraints and workload of the District Governor providing for more flexible visits to Clubs;
- To provide Assistant District Governors training and experience for future leadership positions;
- To assure flexibility for the District Governor to maintain current authority and ability to delegate certain administrative tasks to Assistant District Governors.

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Article 3: District Governance

The “District Governor’s Training Manual”, and any updates or addendum subsequently issued, is referenced and hereby made a part of this District Manual. District Governor Elects and Nominees shall become familiar with Rotary International manuals pertaining to their roles.

The District Governor Elect and District Governor Nominee shall attend the Institute’s GETS (Governors Elect Training Seminar) at least once to be eligible for office, and the District Governor Nominee Designate should plan to attend GETS/GNETS as they advance upward in the Governor string. However, both District Governor Elect and District Governor Nominee are encouraged to attend both training seminars, one per year. Before assuming office as District Governor, each of these officers are encouraged to attend at least one International Convention.

Section 3: District Governor

Section 3.1 Office

The District Governor, under the District Leadership Plan and in accordance with the Rotary International Manual of Procedure, is the chief operating officer of the District, and is an officer of Rotary International. This Leadership Plan does not relieve the District Governor of any authority or responsibilities within the District outside of those provided in the Plan. The District Governor is the only officer of the District selected by the District.

The Governor is authorized to execute contracts for and on behalf of the District. In the event of a vacancy in the office of District Governor, the Board of Directors of Rotary International are responsible for a replacement as detailed in *Vacancy in the Office of the Governor* of the Rotary International Bylaws.

Section 3.1.1 Duties

The District Governor will:

- Develop and implement District Governor Club visitation/communication plan with the Assistant District Governors and provide the Assistant District Governors with a “brief report form” to be completed after the initial Club visit by the Assistant District Governor during the current Rotary year. This form will be received from the Assistant District Governor, reviewed, and commented upon and actions taken when deemed necessary.
- Appoint or reappoint Assistant District Governors during the time serving as District Governor Elect. This process should be completed by January 30 but no later than the District Governor Elect taking office.
- Make a personal visit/communication to/with each Club and as well as the Club Officers/Board of Directors. A pre-visit may be assigned to the Assistant District Governor (ref: 3.3.6). This pre-visit meeting will be to review the Club Goals and Objectives progress, provide appropriate motivation, and to review progress on plans to eliminate challenges reported by the Assistant District Governor.
- Throughout the Rotary year: (1) recognize outstanding contributions of Rotarians; (2) call attention to important and current Rotary issues; (3) provide special attention to Clubs with problems; (4) ensure Clubs are in good standing with Rotary International, and are timely forwarding all required reports to the District and Rotary International; (5) motivate Rotarians to participate in service; and (6) provide for more District/Club communication and District services to the Club.
- Publish to the Clubs the selection of a Nominee for District Governor, handle any challenges and voting which might arise, as provided by Rotary International’s Manual, and declare who has been selected to serve as District Governor Nominee or District Governor Nominee Designate.

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- Continually evaluate emergency needs within the District and worldwide, and, as needed, initiate programs addressing humanitarian needs in the spirit of Rotary.
- Supervise all channels of District communication.
- Together, with the District Secretary, work to bring Club, District and Rotary International records into concurrence.
- Share the Rotary International President's yearly theme and goals with the District membership.
- Develop an effective public relations/image campaign to build public awareness of Rotary and strive to increase District pride in its membership.
- Encourage growth in membership and Foundation giving.
- Develop better communication within the District and better use of electronic communication.
- Preside at all Conferences and special meetings.
- Refer any conflicts which arise between two or more Rotary Clubs or members to the District Executive Committee for mediation when a resolution cannot be obtained between them by negotiation.
- Complete all responsibilities pursuant to the Rotary International and District Manual of Procedure, and perform other such duties pertaining to the office, consistent with the District's strategic plan.

Section 3.2 District Executive Continuity

The current District Governor, District Governor Elect, District Governor Nominee and District Governor Nominee Designate shall hold meetings as deemed necessary to ensure continuity of leadership for the District. Past District Governors may be asked to attend from time to time for their valuable insight. The District string is encouraged to meet monthly, but shall meet at least quarterly.

Section 3.3 District Executive Committee

District leadership, oversight, and coordination between Rotary years will be provided by a District Executive Committee that is chaired by the District Governor; and is comprised of District Governor, District Governor Elect, District Governor Nominee, Immediate Past District Governor, District Secretary and District Treasurer. Persons serving the said positions on July 1, the start of the Rotary year shall constitute the committee for one year. The Executive Committee will serve as an official advisory committee to the District Governor, and shall meet at the call of the District Governor or at the call of any two of the other members.

Section 3.4 District Governor's Advisory Council

This Council shall be composed of Past District Governors in the District who are still Rotarians in good standing, and shall act in an advisory capacity to the District Governor during their administration. The sole purpose of this committee is to advise and counsel on District organization and programs. This Council shall meet at the request of the District Governor.

Section 3.5: Assistant District Governors

Section 3.5.1 Requirements, Appointments and Terms

Assistant District Governors will be appointed by the District Governor Elect. Each Assistant District Governor at the time of taking office must:

- be a member of the District Club for three or more years and be in good standing
- have served as a Club President, of any Rotary Club, for a full term

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- have been a member of Rotary for a total of five or more years

The Assistant District Governors:

- Will be appointed and committed prior to March of the year of office, except for filling a part-year vacancy
- Will be considered a District Officer
- Will serve a term of one year
- Should serve no longer than three consecutive one-year appointments
- Should not be a past District Governor

Section 3.5.2 Purpose

The Assistant District Governor acts in place of the District Governor as the advisor for a group of Clubs, and is responsible for providing support and guidance. They will normally be responsible for a group of Clubs as determined by the District Governor Elect for their respective year of service. The District Governor Elect assigns the Clubs.

Section 3.5.3 Training

All Assistant District Governors shall read the “Guide for Training Assistant Governors” and are expected to attend any applicable training seminar that supports this position. The Assistant District Governors are encouraged to attend PETS, District Conference and District Assembly for additional training and information.

Section 3.5.4 Funding

Assistant District Governors will operate at no expense to Rotary International. Expenses to perform the duties of Assistant District Governor are not a line item in the budget; however, at the discretion of the District Executive Committee certain expenses may be reimbursed to alleviate any financial hardship.

Section 3.5.5 Pre-Year Visits

The Assistant District Governor will visit with the Club officers-elect prior to PETS or District Assembly. The purpose of this official visit is to meet with the Club officers-elect and the board of directors-elect to assist in the formation of Club Goals and Objectives for the coming year and complete the Planning Guide for Effective Clubs and the goals for giving to The Foundation. The meeting should culminate with these documents completed for the coming Rotary year. This process will assure that the Assistant District Governor will deliver the Planning Guide for Effective Clubs and the Foundation giving goals documents to the District Governor Elect and District Secretary by July 1.

Section 3.5.6 “Official Visit”

If assigned to make the “Official Visit”, the Assistant District Governor will fill out the Rotary International Form and forward it to the District Governor, and will write the follow up letter to the Club President after such visit reiterating the positive points and challenges, with blind copies to the District Governor, District Governor Elect and Club President Elect.

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Section 3.5.7 Duties

In addition, the Assistant District Governor may be assigned duties as requested by the District Governor.

Section 3.6 District Officers

Section 3.6.1 Rotary International Officer

The District has one officer of Rotary International, the current District Governor, elected by Rotary International at the annual Rotary International Convention. The District nominates a candidate for election as an Rotary International officer. Each Past District Governor is a Past Officer of Rotary International.

Section 3.6.2 District Participation in Other Rotary International Leadership

Section 3.6.2.1 The District shall elect the District Representative to the Rotary International Council on Legislation and the alternate representative, according to rules stated in the Rotary International Bylaws.

Section 3.6.2.2 The District shall elect the District Representative and the alternate representative to the Zone Nominating Committee for the selection of Directors of Rotary International, according to rules stated in the Rotary International Bylaws.

Section 3.6.3 Selection of District Governor Nominee Designate

The Nominating Committee for District Governor shall be composed of at least 7 Rotarians, but not greater than 11. The composition shall be Rotarians with the following criteria and shall follow the directives set forth in the Bylaws and Manual of Procedure of Rotary International:

- Rotarians in good standing and a Club member within the District.
- Immediate Past District Governor and will serve as the committee chair.
- District Governor, District Governor Elect and District Governor Nominee and shall have one vote among the 3 positions.
- Remaining committee members to be composed of the District membership from various sized Clubs, and may include: Past District Governors, Assistant District Governors, immediate past Club Presidents, each representing different sized Clubs in the District (Club membership of under 25 in number; Club membership of 25-50 in number and Club memberships of 51 or more in number).

Section 3.6.3.1 Quorum

A quorum is established at a count greater than 50% of the total number of committee members.

Section 3.6.3.2 Call for Nominations

The call for nominations from the Clubs of the District will be sent out in September by publication in District's multiple communication platforms. The deadline for nominations shall be set at November 30th.

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Section 3.6.3.3 Qualifications of a District Governor Nominee Designate

Unless specifically excused by the board, no person shall be selected as Nominee Designate for District Governor unless the Rotarian has the following qualifications at the time of selection.

- a. The Rotarian must be a member in good standing of a functioning Club in the District.
- b. The Rotarian must have full qualifications for such membership in the strict application of the provisions therefore, and the integrity of the Rotarian's classification must be without question.
- c. The Rotarian must have served as President of a Club for a full term or be a charter President of a Club having served the full term from the date of charter to 30 June, provided that this period is at least six months.
- d. The Rotarian must demonstrate willingness, commitment, and ability, physically and otherwise, to fulfill the duties and responsibilities of the office of District Governor as provided in *Duties of a Governor* in the Rotary International Bylaws.
- e. The Rotarian must demonstrate knowledge of the qualification, duties, and responsibilities of a District Governor as prescribed in the bylaws and submit to Rotary International, through its General Secretary, a signed statement that the Rotarian understands clearly such qualifications, duties, and responsibilities. Such statement shall also confirm that the Rotarian is qualified for the office of District Governor and willing and able to assume the duties and responsibilities of that office and to perform them faithfully.
- f. Unless specifically excused by the board, a District Governor at the time of taking office must have attended the International Assembly for its full duration, been a member of one or more Rotary Clubs for at least seven years, and must continue to possess the qualifications in *Qualifications of a District Governor Nominee* in the Rotary International Bylaws.
- g. Unless specifically excused by the board, a District Governor at the time of taking office must have been a member of a functioning Club in the District for four years.

Section 3.6.3.4 Qualified Candidates

Clubs may submit qualified candidates to the Chairman of the Nominating Committee on or before the date established by the Committee.

Section 3.6.3.5 Nomination Limits

The Nominating Committee shall not be limited in making its selection to those names submitted by the Clubs.

Section 3.6.3.6 Meeting Deadline

The Nominating Committee shall meet no later than January 31st of the year following the call for nominations to make their selection.

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Section 3.6.4 Notification and Challenge

The District Governor will immediately notify all Clubs of the choice of the Nominating Committee. All Clubs shall have the right of challenge and to propose a challenging candidate, all as set forth in Rotary International Bylaws.

Section 3.6.5 Succession

The District Nominating Committee shall select a Nominee Designate for District Governor not more than 30 months, but not less than 24 months prior to the day of taking office. The Nominee will be elected at the Rotary International 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 District Governor Elect and assume office on 1 July in the calendar year following election.

The District Nominating Committee should ensure that there is always one District Governor and two District Governor Nominees. The Nominating Committee will consider all Nominees for District Governor as submitted by the Clubs in according with rules of nomination and may consider Rotarians not nominated to be a candidate.

Article 4: Appointed District Leaders and Staff

Section 4.1 District Treasurer

The District Treasurer is appointed for one year to serve no longer than three consecutive one-year appointments by the District Governor string with the approval of the Finance Committee. The Treasurer shall be the receiving and disbursing officer of all District Funds, and shall issue all checks upon the authority of a majority of the Finance Committee or District Governor. In case of death, disability, or inability of the Treasurer to act, the District Governor may sign instead of the Treasurer, disbursements of the funds to be made at the direction of the Finance Committee. The Treasurer shall be charged with the duty of collecting Club assessments within the District. All funds that are collected shall be kept in a depository or depositories approved by the Finance Committee. See Section 6.1.1 for disbursement guidelines.

The primary duties include:

- The District Treasurer, with such assistance from the District Governor as may be appropriate, shall oversee the collection and deposit of all assessments due and all monies payable to the District. All monies so received in such banks as seem to the District Treasurer proper in the name of Rotary International District 5750 and said monies shall be known as the District Operating Fund. The Treasurer shall withdraw and expend such funds only upon voucher or bill that is submitted in compliance with the approved current fiscal year budget. Checks drawn on such banks where current funds are maintained require only the signature of the District Treasurer.
- The District Treasurer shall authorize the sending to the Secretary of each Club in the District a per capita dues invoice based on each Club's membership as of June 30 and December 31 of each year. Such invoices shall be mailed on or about the 15th day of July and January. The Treasurer shall report delinquencies to the District Governor.

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- The District Treasurer shall file with the District Governor, to be published at the District Conference, an interim financial report of receipts and expenditures.
- The District Treasurer shall provide, in time to be published not later than the October issue of the Governor's Monthly communication, a complete and final report of all receipts and expenditures for the past Rotary year, for each year and all District funds. The District Governor each year shall provide for and cause to be made a review of all accounts in the custody of said Treasurer of said District funds as soon as practicable after the close of the Rotary year, June 30th. The review shall be completed within three (3) months of the close of the Rotary year.
- The District Treasurer shall file all required financial and tax forms required of the District in a timely manner and provide a copy of all such forms to the District Governor.
- The District Treasurer and Assistant Treasurer, if any, shall furnish to the District Governor a fidelity bond in such sum and with such surety or sureties as shall be approved by the District Governor, the cost of same to be paid out of District funds.
- The District Treasurer serves at the will of the District Governor, may be removed upon written notice from the District Governor, and may be re-appointed and serve successive terms.

Section 4.2 Assistant District Governors

Assistant District Governors are appointed for one year to serve no longer than three consecutive one-year appointments. The rules and procedures governing Assistant District Governors are contained in this District Manual in Article 3, Section 5 and its sub-parts.

Section 4.3 District Trainer

The District Trainer is appointed for one year to serve no longer than three consecutive one-year appointments, on the recommendation of the District Governor Nominee to the District Governor Elect for appointment. The District Trainer is responsible for supporting the District Governor and District Governor Elect in training Club and District leaders. The District Trainer will chair the Training Committee, plan the District Assembly and may make recommendations to the District Governor and District Governor Elect in the selection of its members.

Minimum qualifications for the District Trainer should include: (a) membership, in good standing in a Club in the District for at least three (3) years; (b) status as a past governor, a past assistant governor, past District committee chair or past Club president. Duties include assisting the District Governor Elect with training at PETS, the District Assembly, the District Rotary Foundation Seminar, and the District Membership Seminar and may include training for Assistant District Governors.

Section 4.4 District Secretary

The District Secretary shall be an active Rotarian and shall be appointed by the District Governor to serve a term of one year but no longer than three consecutive one-year appointments that coincides with the term of the District Governor. The District Secretary shall assist the District Governor as requested and shall carry out the primary duties as outlined:

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- The District Secretary shall assist the District Governor in whatever way may be required and serve as Secretary of the District Conference, District Assembly and shall keep the minutes of all District meetings called by the District Governor when requested to do so. The duties of the District Secretary may be assigned to or fulfilled by the District Administrator.
- The District Secretary shall keep all District records and papers, maintaining continuity in District affairs and shall see that such records and papers are suitably filed and preserved and handed over in good condition to his/her successor when qualified.
- The District Secretary shall provide suitable space for the safekeeping of the current records of the District, preferably in an electronic cloud storage format.
- The District Secretary shall keep a roster of membership in every Club in the District from information furnished and updated annually by each Club secretary with the “Annual Report.”

Section 4.5 District Administrator

The District Administrator is the only salaried employee position in the District should the District determine the need for this position. The person holding this position is required to be a Rotarian, and is not an officer of the District. The Administrator is hired by the District Governor. The duties of the Administrator are as assigned by the District Governor, with their day-to-day operations directed and supervised by the District Governor. Funding for the position is provided through the District Fund. The purpose of the staff position is to provide, with continuity, the services required for efficient, timely and comprehensive communications, information, reports and historical and current records of and for the District. The District Administrator shall serve, advise, and assist the District Governor as requested by the District Governor and perform other duties as may be assigned by the District Governor and as outlined in the job description.

Section 4.6 Representative of the Council of Legislation

The Representative and an Alternate to the Council on Legislation shall be elected at the Rotary District Conference two years preceding the year in which the Council on Legislation is to meet. The election shall be held in accordance of the Bylaws of Rotary International. The candidate receiving a majority of the votes cast shall be the representative to the council. The candidate receiving the second highest number of votes shall be declared the alternate representative, to serve only in the event the representative is unable to serve.

Article 5: District Committees

Section 5.1 Appointments and Removal

All committees are appointed by the District Governor. If the District Governor does not appoint a chair, the members may elect their own officers. The District Governor shall have the right, with the approval of the Executive Committee and concurrence by the chair of the affected committee, to remove a committee member for cause and inactivity. The District Governor shall consider all good standing Rotarians when naming any replacement, and such replacement shall finish serving the term of the replaced member.

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Section 5.2 Permanent Standing Committees

Section 5.2.1 Composition

Each of the following permanent committees shall consist of Rotarians in good standing, and the number of members for each committee may vary. The District Governor Elect shall appoint the new members for their respective term and may designate the chairman for each committee for that year; or, the committee will elect its chair. The duties of the various committees shall include but not be limited to, those set forth. The District Governor is an ex-officio member of all District committees and may vote in case of a tie.

Section 5.2.2 Vacancies

When a vacancy occurs by other than the end of the member's term, the District Governor may appoint a person to fill the unexpired portion of a term in which the vacancy occurs, in addition to appointing a member to a full term. The District Governor may appoint no more than two members to any Permanent Committee. If more than one vacancy exists at one time, the committee shall operate with fewer members until the vacancies are filled.

Section 5.2.3 Finance Committee

The Finance Committee shall supervise all matters pertaining to the day-to-day and budgetary finances of the District and order disbursement by the Treasurer or recommend action thereon to the District Governor. Matters coming to the District Governor's attention and having to do with finance shall be referred to the Finance Committee for its consideration and recommendation prior to any commitment of District funds. The District Governor may provide input and recommendations to the Committee. Expenditures of District Grant monies are approved by the Foundation Committee, and the disbursement is handled by the District Treasurer. The committee shall approve depositories and the Treasurer's bond and set the amount of such bond. The Treasurer shall serve as the Chair of the Finance Committee. Expenditures will be made in accordance with the approved fiscal budget and as directed by the District Finance Committee.

Disbursement guidelines are outlined in Section 6.1.1.

Section 5.2.4 Membership Committee

The membership committee encompasses three parts:

- Membership development: the expansion of the membership of the District;
- Orientation: the proper education in Rotary programs and activities when member is joining and putting avenues of service to work.
- Retention: through combined education and motivation, survey of needs and desires of members.

Section 5.2.5 Rotary Foundation Committee

This committee and its sub-committees shall have the responsibilities of and be governed by the rules and policies of The Rotary Foundation.

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Section 5.2.5.1 Foundation Sub-Committees

While these committees do not have the restrictions on diversity required of Standing Committees, every attempt shall be made to include all geographical areas and demographics of the District. At the same time, their nature and participation by members demonstrate the need for terms longer than 1 year. These committees fall under the umbrella of the Foundations Committee so appointments will be made in consultation with the chair of the Foundation Committee and District Governor and District Governor Elect.

Section 5.3 Other Permanent Committees

These permanent committees are like the Permanent Standing Committees of Section 5.2, shown above, except that there are specific terms on their composition or length of service.

Section 5.3.1 Strategic Committee

Section 5.3.1.1 Purpose and Scope

To fulfill the purposes of Section 2.1, the District shall develop a strategic plan. The strategic planning committee shall develop, recommend and update a strategic plan for consideration by the Executive Committee and the leadership of the District; shall survey Rotarians and Rotary Clubs at least every three years in discharge of its duties to review and make recommendations pertaining to the strategic plan; review and counsel the District Governor Elect on the program for the upcoming year; and to undertake other duties assigned by the District Governor and executive committee.

Section 5.3.2 Program Committees

Section 5.3.2.1 Appointment and Terms

The District Governor shall appoint or reappoint such Program committees as are required to manage the ongoing programs of the District. The term of service of program committees shall end with the close of the Rotary year for which such program committees are appointed. However, the Rotary Code of Policy recommends that Program Committees have a majority of the members reappointed from the prior year to assure continuity. Program committees may vary in number of members and are not required to represent geographic distribution, as are Permanent Committees, though District-wide representation is preferable on most committees.

Section 5.3.2.2 Types of Committees

The types of committees include such as, but not limited to: Conference, Public Relations, Electronic Communication, Training, World Community Service, Disaster Response, Youth Exchange, Four-Way Test Speech Contest, Interact, Rotaract and RYLA.

Section 5.3.2.3 Conference Committee

The District Conference Committee shall plan and coordinate operation of the District Conference and District Assembly, in cooperation with the District Governor. In conjunction with the District Governor, they shall prepare a budget for the next Conference that will be approved by the Finance Committee. If pre-approved circumstances

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should result in a deficit in the Conference budget, the Finance Committee shall have the authority, in its discretion, to use District Funds to make up the deficit.

Section 5.3.2.4 Public Relations/Image Committee

The purpose of this committee is to raise awareness by the public as well as Rotarians to the object, activities and accomplishments of Rotary. Besides establishing a District effort, the committee will assist Clubs in establishing and improving public relations in their locality, including cooperative joint area efforts. They will assist the Clubs in using Rotary International resources. They will also assist in helping Clubs in an area to develop joint area-wide projects, and assist or develop financial support for Clubs in need of that assistance.

Section 5.3.2.5 Training Committee

This committee is responsible for training incoming officers and enhancing the education of all the members of the District. The Chair of this committee is the District Trainer, who may make recommendations to the District Governor for the additional members. In addition to their joint efforts at District meetings, some of the members will be responsible for additional training within their operating areas. They will be responsive to a Club or committee who requests their additional help.

Training Committee shall be responsible for coordinating with the District Governor, District Governor Elect and District Trainer to plan PETS, Assembly, Assistant District Governor training and Leadership Training for Club leadership, as outlined by Rotary International. This Committee shall develop and implement a Leadership Institute to train any Rotarian interested in future role in District Leadership. Where there is a multi-District PETS, this committee shall work in coordination with the Organizing Committee of the multi-District PETS organization.

Section 5.3.2.6 Meeting Program Committee

The Program Committee shall consider the needs of future District meetings. It shall work with and assist the Ad Hoc Committees working on the Agenda and assist in the booking of speakers. It deals with long-range planning; the Ad Hoc or Host Site committee will work on the details and specific agenda. This committee will serve as a resource, assist in planning of various type meetings, as requested by the District leaders or meeting chairpersons. In case of multi-District meetings, this committee will serve as the contact with the like committees from the other District.

Section 5.4 Ad Hoc Committees

An Ad Hoc committee is a special committee appointed by the District Governor to serve for a specific purpose and until its specific purpose is accomplished. The number of people in each such committee will depend upon the needs of that committee, and are not required to represent geographic distribution, as are Permanent Committees, though such diversity is desired. The District Governor may appoint Ad Hoc committees for temporary programs such as activities and programs specific to the goals of the District Governor or Rotary International for their year in office.

Article 6: District Funds

Section 6.1 Accounting for District Funds

The Treasurer and the Finance Committee shall comply fully with the requirement in the Rotary International Bylaws that all District funds of any type, including those raised independently of the District but using the name of Rotary, be reviewed and reported to the District membership. The Treasurer shall provide to the District each year, or by mail no later than September 30, an independently audited annual statement of District finances. Rotary International Bylaws require that the District provide, at the next District Conference following the end of a Rotary year, an Annual Statement and Report of District Finances that shall include, but not limited to:

- all sources of the District's funds (Rotary International, The Rotary Foundation, District and Club)
- all funds received by or on behalf of the District from fund-raising activities
- grants received from/of The Rotary Foundation designated by the District for use
- all financial transactions of District Committees
- all financial transactions of the District Governor by or on behalf of the District
- all expenditures of the District's funds

Section 6.1.1 Disbursement of District Funds

Expenditures for the District are supervised by the Finance Committee with the following guidelines to allow an efficient means for disbursement:

- Disbursements exceeding approximately 3% of the budget shall be approved by the Finance Committee.
- Disbursements that are less than 3% may be issued with approval of the District Governor.
- Funds relating to the Rotary Foundation/Grants are approved by the District Foundation Chair for Global Grants and the District Grant Chair for the District Grants.

Section 6.2 District Fund

The primary fund is the District Fund. While various programs and committees may have their separate accounting, all are part of the District Fund.

Section 6.2.1 Approval of Source and Application

The District Fund shall be based on a per capita levy assessed each year, one half in each six months of the Rotary year, according to the levy amount approved by the District in a public vote taken in accord with Rotary International Bylaws. The per capita levy and budget proposal shall be prepared by the Finance Committee and distributed to the President of each Club 30 days prior to the date of the first day of the meeting at which the vote on the levy and budget is to occur. Information copies shall be provided to all Past District Governors, District Officers, and Assistant District Governors at the same time. The proposed per capita levy shall be accompanied by a line-item budget that establishes how the District Fund shall be spent during the ensuing Rotary year. The per capita levy and budget are effective for the ensuing year only, and each shall be submitted to a District vote for each Rotary year. After approval of the budget according to the Rotary International Bylaws, the budget becomes the controlling document for expenditures of the District per capita levy funds, administered by the Finance

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Committee. If a per capita levy or budget fails to be approved by the District for the next year, the per capita levy and the budget in effect at that time will continue in effect for the subsequent year.

Section 6.2.2 Publication

The yearly District budget, as approved by rules of procedure, will be published on the District website.

Section 6.3 Funds and Allocations

Section 6.3.1 Conference and Assembly Allocations

To achieve successful District Conferences and Assemblies, the District Finance Committee shall include in the annual District Budget allocations sufficient for conducting the District Conference and District Assembly. A portion of the Conference allocation may be used to provide a gift of appreciation for the outgoing District Governor and Rotary International Representative attending the Conference.

Section 6.3.2 District Governor's Fund

For making logistics possible for the District Governor when making official visits, attending the International Convention, and numerous official visits and numerous District functions and covering the cost of official duties beyond payments from Rotary International; the District Budget shall include a line item allocation for expenses of the District Governor. The District Treasurer shall remit to the District Governor from this Fund, according to budget, for expenses related directly to the performance of their duties as District Governor, upon receipt from the District Governor of standard expense reports with documentation. The District Governor should be allocated funds to plan or assign the planning of an Installation Event for the incoming District Governor.

Section 6.3.3 District Leader and Staff Reimbursements

The appointed District officers, leaders and staff shall be entitled to reimbursements from the District Fund to cover expenses incurred in performance of their official duties, as allocated in the annual budget. Each request for reimbursement shall be accompanied by standard expense reports with documentation. The Financial Committee/District Treasurer shall approve the expense reports of all reimbursements, including the District Governor, except for that of the Treasurer, which shall be approved by the Chair of the Finance Committee, or the full committee, at the decision of the Chairperson.

Section 6.3.4 Budgeted Funds

All funds allocated in the District Budget shall be disbursed based on receipts or upon request as deemed prudent by the District Treasurer in accordance with the approved budget, with the advice and counsel of the Finance Committee chair, or the full committee at the request of the chair.

Section 6.3.5 District Reserve Funds

The District Reserve Fund is comprised of those District levy monies remaining in the District Treasury at the end of a Rotary year because of not being spent in the year for which they were budgeted.

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Section 6.4 Special Funds of the District

The following are special funds of the District, serving under special rules as set forth.

Section 6.4.1 Special Projects

Special District undertakings may be selected by the District Governor with the advice and assistance of the Ad Hoc Committee, if created for such special project. If funding is necessary, the District Executive and Finance Committees will be the approval process.

Article 7: District Meetings

Section 7.1 District Conference

The District Conference provides education, motivation, project awareness, and fellowship. In addition, the Conference is the normal agenda for conduct of any business items of the District, including resolutions and legislative action. Electors, based on membership size, are required for certain types of business. For procedures, Reference Section 8.2 below; for electors: Section 8.4

Section 7.2 District Assembly

The District assembly is held annually between PETS and July 1 to provide Rotary instruction, information and coordination of District activities. The assembly shall be planned and conducted by the District Governor Elect and District Trainer with the cooperation of the sitting District Governor. The assembly shall not be held simultaneous with PETS, although the meetings may be held consecutively at the same site if required by distance, weather or cost. Those specifically invited are the incoming Presidents, Secretaries, Treasurers, Foundation Chairs and President Nominees, but all Rotarians are encouraged to attend. Like the District Conference, conduct of any business item may occur; and procedures are referenced in Section 8.2 below and Section 8.4, for electors.

Section 7.3 President Elects Training Seminar (PETS)

The annual PETS meeting is for orientation and training of Club President Elects and Nominees. It is scheduled after the International Assembly (typically between February and April) and conducted by the District Governor Elect and District Trainer in cooperation with the sitting District Governor. In the case of multi-District PETS, scheduling and operation will be in coordination with the Organizing Committee of the multi-District PETS organization.

Section 7.4 Budget

The District budget will be approved at District Conference, District Assembly or ballot-by-mail/electronic media. Voting as outlined in Section 8.3 will be used for the budget approval.

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Section 7.5 Business

Since any other business would require special notification to the Clubs and the certification of electors based on size of membership, the District Assembly or District Conference is normally a business meeting. If other business is desired, see Rotary International Bylaws on “Extraordinary Meeting”.

Section 7.6 Multi-District

As approved by Rotary International, two or more Districts may join to hold their PETS, Assembly or Conference. However, for any business discussions or voting shall be done separately by each District.

Section 7.7 Requirements for President Elects

In accordance with Rotary International rules, President Elects must attend both the PETS and District Assembly; and must attend District Conference, except as follows. If they do not attend and are not excused, they shall not be able to serve as Club President. With the approval of, and at the sole discretion of, the District Governor Elect, attendance at PETS of another District may be substituted. With sufficient serious reason, the President Elect may request of the District Governor Elect to be excused. If so excused, the President Elect shall send a designated Club representative who will attend and vote, and report back on the training and vote. At the sole discretion of the District Governor Elect, there may be substituted a one-on-one meeting with the President Elect and the District Governor Elect or Assistant District Governor to provide training in any or all those areas the District Governor Elect feels needs to be addressed. It is at the sole discretion of the District Governor as to whether the President Elect is sufficiently trained to accept the position of Club President.

Article 8: District Procedures

Section 8.1: Selection of the District Conference and District Assembly Sites

The site of the annual District Conference and District Assembly shall be selected by the District Governor annually.

Section 8.2: Presentation of Matters for District Vote

Section 8.2.1: Presentation

Any resolution, enactment, proposal, or measure, which shall be called proposed legislation, that is proposed to be voted on at a District meeting shall be presented each to the District Governor and the District Executive Committee not less than 60 days before the opening day of the District meeting.

At least 30 days prior to the District meeting where the vote will occur, the District Governor shall issue to each Rotary Club in the District the proposed legislation. This is for study by the individual Clubs of the District, so that each elector attending the District Conference may be instructed by his Club’s attitude on each proposal.

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Section 8.2.1.1 Legislation for Rotary International – Council of Legislation

All legislation from a Club, intended for submission to Rotary International must first be submitted to the District Conference for a vote on whether it is to be endorsed. Where time does not allow for legislation to first be considered at the District Conference, the District Governor may submit to it the Clubs through a ballot-by-mail, to include electronic media in accordance with Rotary International Bylaws. All legislation submitted to the Rotary International General Secretary for consideration by the Council on Legislation shall be accompanied by communication from the District Governor stating whether it has been considered by a Conference or ballot-by-mail/electronic media, and whether it has been endorsed. (A Club may transmit to the General Secretary legislation so considered, irrespective of whether the proposed legislation has been endorsed.)

When such legislation is ready for submission, the District's Council Legislation Representative will do so by the current online procedures.

Section 8.3: Voting

Voting at all District meetings on all District matters shall be conducted as prescribed in the Rotary International Bylaws. Votes upon matters regarding District business such as, but not limited to District officers and representatives, District governance and legislative, such as Amendments to the Bylaws or Manual of Procedure, may be taken at the District Conference, District Assembly or ballot-by-mail/electronic media. Votes on District per capita levy and annual budget may be taken at District Conference, District Assembly or ballot-by-mail/electronic media, when proper and sufficient notice and publication is given. Any member in good standing of a Club in the District may vote on other matters; however, any elector shall have the right to demand a poll upon any matter, in which case only electors shall be allowed to vote.

Section 8.4: Electors

Each Club's President shall serve as the Club elector. However, if the Club President is unwilling or unable to serve as elector the Club President may appoint a member of their respective Club as the replacement. Electors are to attend District business meetings, or specially called business meetings, as stated in the Rotary International Bylaws. The number of electors varies with membership size; namely, one elector for each 25 members or major fraction thereof. For example, a Club with 38 to 50 members would have 2 electors. Each Club shall be entitled to at least one vote. Any Club with a membership of more than 25 shall be entitled to one additional vote for each additional 25 members, or major fraction thereof. Such membership shall be determined by the number of members in the Club as of the date of the most recent semi-annual payment preceding the date on which the vote is to be held. For purposes of electors, Clubs in good standing shall include having paid their dues assessment through 9 months prior to the date of the meeting. Only Clubs in good standing may vote, and each Club in good standing shall have at least one elector. No proxies will be allowed. To be counted, the elector must be present at the time of a vote.

Section 8.5 Ballot-By-Mail/Electronic Media

Ballot-by-Mail/Electronic Media shall follow Rotary International Bylaws covering same. When voting on matters which require electors, each Club shall have the number of votes based on the size of their membership. Each Club shall be entitled to at least one vote. Any Club with a membership of more than 25 shall be entitled to one additional vote for each additional 25 members, or major fraction thereof. Such membership shall be based upon their membership as of their last semi-annual report.

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Section 8.6 Insurance and Indemnification

When a person is sued or prosecuted in a criminal action, either alone or with others, because such person is or was an officer of the District or an agent acting for or on behalf of the District, in any proceeding arising out of alleged misfeasance or nonfeasance in the performance of such person's duties or out of any alleged wrongful act against the District or by the District, such person shall be indemnified for all reasonable expenses, including attorneys' fees incurred in the defense of the proceedings, if both the following conditions exist:

- The person sued is successful in whole or in part, or the proceeding against him is settled with the approval of the court.
- The court finds that such person's conduct fairly and equitably merits such indemnity.

The amount of such indemnity which may be assessed against the District by the court in the same or in a separate proceeding shall be so much of the expenses, including attorneys' fees incurred in the defense of the proceedings, as the court determines and finds to be reasonable. Application for such indemnity may be made either by the person sued or by the attorney or other person rendering services to such person in connection with the defense, and the court may order the fees and expenses to be paid directly to the attorney or other person, although not a party to the proceeding. Notice of the application for such indemnity shall be served upon the District, and upon the plaintiff and other parties to the proceeding. The District may purchase and maintain such Directors and Officers coverage and liability coverage as the District Executive Committee deems appropriate.

Section 8.7 Fiscal Year

The fiscal year shall be July 1 through June 30.

Section 8.8 Parliamentary Authority

The most current revision of "Robert's Rules of Order" shall govern the District in all cases to which it is applicable, and in which it is not inconsistent with the Constitution and Bylaws of Rotary International.

Article 9. Amendments

Section 9.1 Amendments to District Manual of Procedure

The Manual of Procedure for the District may be amended by a two-thirds vote of those present and voting at the District Conference or at any District meeting to which all Clubs are entitled to send a representative, provided the proposed amendments have been sent to the Clubs 30 days prior to the District Conference or any other District meeting as described above. Enactments for changing the rules for amendments stated in this Section, and any proposed changes related to District funds or fiscal management must be approved by a two-thirds majority of the those present and voting. All other enactments amending the District Manual of Procedure must be approved by a simple majority of those present and voting. In Ballot-by-Mail, enactments requiring two-thirds majority must be approved by two-thirds of the sum of all votes to which Clubs are entitled to send electors to votes taken at District meetings, and enactment requiring simple majority must be approved by a simple majority of the sum of all votes to which Clubs are entitled to send electors to votes taken at District meeting.