

SECTION I
GUIDELINES CONCERNING THE GOVERNANCE OF
ROTARY DISTRICT 5930

The Rotary International Constitution and By-laws contain sufficient flexibility for districts to make choices, allow interpretations, or develop procedures to implement their provisions. These Guidelines describe the duties, responsibilities and limitations of District Officers and Committees, and other provisions for the effective operation of the District. Nothing in the Guidelines is intended to violate or otherwise be in disconformance with the R.I. Constitution, By-laws, or Code of Policies.

The Guidelines are divided into two sections: Section I addresses operations pertaining to the general administration of the District. It can be amended by action of the District Executive Committee. Section II concerns the District Fund provided by assessments on the clubs in the District. It is amended by action of the District Executive Committee.

SECTION I: DISTRICT OPERATIONS

A. ASSISTANT DISTRICT GOVERNORS

1. The District Governor shall appoint a qualified Rotarian to serve as Assistant District Governor (ADG) for each of the geographic areas in the District established by the District Governor and the District Executive Committee. The District Governor may appoint one or more Lieutenant Governors (LG) to assist other ADGs and coordinate the activities of the District.
2. Each area should include three to five constituent clubs as determined by the District Governor and the District Executive Committee.
3. These areas shall serve as geographic areas for the 4-Way Test Speech Contest, The Rotary Foundation, and other District programs and activities as appropriate.

B. DISTRICT EXECUTIVE COMMITTEE (Standing Committee)

1. The District Executive Committee shall be comprised of the preceding five (5) Past District Governors who are active Rotarians residing in the district and willing to serve in such capacity, the District Governor, and the District Governor Elect. The (sixth) Past District Governor who is an active Rotarian living in the District shall be the First Alternate and shall attend all meetings and vote in the event of an

absence at the meetings of the District Executive Committee, the next (seventh) PDG who is an active Rotarian living in the District shall be the Second Alternate, and then the others in sequence as needed provided they are active Rotarians living in the District. Any member unable to attend the meetings of the District Executive Committee shall notify the Chair who will notify the alternates(s). There will be no voting by proxy. The Immediate Past District Governor shall serve as Chair. The District Governor Nominee (DGN) and District Governor Nominee Designate (DGND) should attend when possible, but will not have a vote.

2. The District Executive Committee shall meet a minimum of two (2) times per year. The District Governor shall publish the dates and times of these scheduled meetings in his/her District directory.
3. One meeting per year shall include the consideration of a District Fund Budget for the subsequent year which has been submitted by the District Governor Elect and the Finance Committee. Upon approval of such budget and any approved changes, it shall be submitted for action by the club Presidents Elect at the District Assembly.
4. Minutes of meetings of the District Executive Committee shall be recorded by the District Parliamentarian and distributed to the Committee members at least ten (10) days prior to the next District Executive Committee meeting, with a copy kept in a permanent file of the District Governor. This file is to be passed to the succeeding District Governor.
5. The District Governor shall call all scheduled, special, and emergency meetings of the District Executive Committee.
6. The District Executive Committee Chair formulates agendas for all meetings based on agenda items desired by the District Governor and those that may be requested by the District Executive Committee members and others.
7. Agenda items shall be finalized and presented to District Executive Committee members prior to committee meetings by the Chair of the District Executive Committee.

C. DISTRICT LEGISLATIVE COMMITTEE (Standing Committee)

1. The Committee shall be comprised of the District Parliamentarian as Chair, the First Alternate member of the District Executive Committee, one Past District Governor at Large, and the current District representative to the R.I. Council on Legislation.
2. Duties of the Committee shall include:

- a. Maintaining the District Guidelines.
- b. Preparing materials concerning district and R.I. legislative matters.
- c. Reviewing annually the District Guidelines for governing the District and making recommendations for changes, if deemed necessary and appropriate.
- d. Reviewing Guidelines Sections I and II early in the calendar year with the DGE and DGN, the Incoming District Treasurer, and the Incoming District Secretary.

D. DISTRICT NOMINATING COMMITTEE (Standing Committee)

1. The District Executive Committee shall serve as the Nominating Committee. The Immediate Past District Governor shall serve as Chair.
2. The duties of the committee shall include interviewing candidates and selecting who, in the committee's estimation, is the best Rotarian available to serve as District Governor Nominee, the District Governor Nominee Designate, and the District Governor Elect. The present District Governor will determine the date when the Committee will interview candidates and select the DGE, the DGN, and the DGND.
3. The District Nominating Committee shall recommend to R.I. a qualified PDG to fill the office of District Governor in the event of a vacancy in that office for any cause or reason.

E. DISTRICT FINANCE COMMITTEE (Standing Committee)

1. The District Finance Committee shall safeguard the assets of the District fund by reviewing and studying the amount of the per capita levy and necessary expenses of District administration, and shall prepare an annual report on the status of the District's finances for the District Assembly.
2. The responsibilities of the Finance Committee include the following:
 - a. Preparing a budget of District revenues and expenditures in cooperation with the District Governor to be submitted to the clubs at least four weeks prior to the District Assembly and approved at a meeting of club Presidents Elect at said Assembly.
 - b. Reviewing and recommending the amount of per capita levy to be approved in accordance with R.I. Bylaws, Section 15.060.2.
 - c. Assuring that proper records of District income and expenditures are kept.

- d. Preparing a yearly financial report to be presented at the District Assembly and which is reviewed by a qualified accountant or District audit committee appointed by the Finance Committee and approved by the District Executive Committee.
3. A member of the committee, preferably the current District 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 District.
4. Membership of the Finance Committee consists of the immediate past District Treasurer, the current year's district Treasurer, and the District treasurer for the next year, each serving a three-year term after the initial staggered terms.

F. DISTRICT STRATEGIC PLANNING COMMITTEE (Standing Committee)

1. The District Strategic Planning Committee provides direction and focus to the District Governor and the District Executive Committee through the formulation, implementation and evaluation of a District Strategic Plan.
2. Committee responsibilities include:
 - a. Formulating the District Strategic Plan for the next three-to-five years, including formalizing the District's Mission Statement, determining the District's Strategic Objectives, and selecting the strategies to be employed in carrying out the District Mission and accomplishing the District's Strategic Objectives
 - b. Assisting in the implementation of the Strategic Plan throughout the District
 - c. Periodically evaluating the effectiveness of the plan and its execution
 - d. Modifying the Strategic Plan and taking corrective action as necessary over time to ensure accomplishment of the District Mission and achievement of the District's Strategic Objectives.
3. Members of the District Strategic Planning Committee include the District Governor (DG), the District Governor Elect (DGE), the District Governor Nominee (DGN), 2 Rotarians at large (RAL), the immediate Past District Governor, and 1 Past District Governor at Large, all with staggered four-year terms to ensure continuity of strategic planning over a three-to-five year planning horizon.

4. Initial membership to the Committee is appointed by the DG except for automatic members. Subsequent appointments are made by the DG when terms expire.
5. Each subsequent Governor is responsible for continuing the implementation of the District Strategic Plan as modified over time, based on periodic evaluations of the plan's appropriateness regarding pursued strategies and established objectives. Implementation and follow-up (specific annual objectives of clubs and areas, individual roles and responsibilities, financial resources required, and all specific action plans) are to be developed by each Governor, working with the Strategic Planning Committee and the Executive Committee.

G. DISTRICT TECHNOLOGY COMMITTEE (Standing Committee)

1. The District Technology Committee makes recommendations to the District Governor and the District Executive Committee regarding the efficient and appropriate use of information technology to achieve District strategic objectives.
2. The District Technology Committee is appointed by the District Governor and is comprised of no more than three members possessing appropriate professional technological expertise.
3. Appointees to the District Technology Committee will serve three-year staggered terms.

H. COLLEGE OF GOVERNORS (Standing Committee)

1. All Past District Governors (PDGs) who are active Rotarians residing in the district shall comprise a College of Governors. The College of Governors will advise the District Governor and the District Executive Committee members and may attend all meetings of the District Executive Committee. The College of Governors advisory role is voluntary, except for the District Executive Committee as previously described. Only the District Executive Committee may vote on agenda issues requiring a vote of the District Executive Committee.
2. The College of Governors is a resource for the DG for special committees or assignments using the expertise and experience of the PDGs and will hold formal meetings at the discretion of its Chair. The chair of the College of Governors is a PDG appointed by the District Governor and serves a one year term.

3. Continued service and fellowship are important for the College of Governors. One meeting a year of the College of Governors will be a fellowship meeting, with partners invited to attend.

I. DISTRICT ORGANIZATION

1. DISTRICT COMMITTEES

- a. The District Governor shall appoint district committees that are representative of the on-going needs and programs of the district, to assist in fostering new activities.
- b. Minutes of any meetings of district committees shall be kept and forwarded to the District Governor within 30 days.

2. DISTRICT OFFICERS

- a. **DISTRICT SECRETARY.** The District Governor shall appoint a District Secretary to serve for a one-year term of office to perform the general duties as outlined by the District Governor as well as to accomplish the following:
 - (1) Take minutes of the Presidents Elect business sessions at the District Assembly
 - (2) Take minutes of business sessions and other official enactments at the District Conference
 - (3) Maintain a compilation of club attendance for district records.
- b. **DISTRICT TREASURER.** The District Governor shall appoint a District Treasurer to perform the general duties as outlined by the District Governor, as well as to supervise and account for collections and expenditures at both the District Assembly and the District Conference. The collection of District assessments shall be a responsibility of the District Treasurer. The District Treasurer shall ensure that the District files comply with all IRS requirements. The District Treasurer will serve on and chair the District Finance Committee.
- c. **DISTRICT PARLIAMENTARIAN.** The District Governor shall appoint a District Parliamentarian. The duties of the Parliamentarian include advising and counseling the District Governor and the District Executive Committee on matters of parliamentary procedure and serving as the Chair of the District Legislative Committee.

J. DISTRICT FILES

1. The District Governor shall transfer all District files to the succeeding District Governor. The Governor's Monthly Newsletters shall be transferred and maintained for the record.
2. During the term of office the District Governor shall maintain the records of the five previous administrations. The records of the sixth previous administration shall be disposed of at the discretion of the District Executive Committee.
3. File information and other records deemed appropriate by the District Executive Committee shall be kept as computer files. The District Executive Committee shall determine the storage location of such files.
4. The District Governor shall complete and submit an annual report to the District Executive Committee. The report shall follow a standard format approved by the District Executive Committee.

K. CLUB ACHIEVEMENT/RECOGNITION

1. Annually, each District Governor will recognize outstanding Rotary Clubs through a standard permanent, consistent, competitive, continuous and timely Club Excellence/Recognition Program that is supportive of R.I.'s annual awards/recognition program.
2. The District Governor will utilize the District Website, the District Newsletter, club emails and personal appeals to publicize and promote the standard excellence/recognition program. Recognition and awards will be presented at the District Conference and/or other appropriate venues.
3. In addition to the standard excellence/recognition program, the District Governor may initiate and bestow other individual or club achievement awards as deemed appropriate.

L. PRESIDENTS ELECT TRAINING SEMINARS

1. The District will utilize the Lone Star PETS each year as the primary training session for club Presidents Elect. Each club President Elect is required to attend Lone Star PETS or another multi-district PETS prior to assuming the club presidency.
2. The clubs should be encouraged to budget for this expenditure.

3. The District Governor and District Governor Elect will strongly encourage all club Presidents to attend Lone Star PETS.
4. The DG will encourage the participation of Past District Governors, other Rotarians and their partners of District 5930 in Lone Star PETS leadership positions, by District assistance in defraying expenses incurred, to the extent possible as determined by the budget.
5. The DG will require all first-year Assistant Governors to attend Lone Star PETS (if/when an Assistant Governor seminar is provided by Lone Star PETS). The District shall reimburse the expenses of new Assistant Governors and their partners to the extent possible as determined by the budget.

M. DISTRICT CONFERENCE

1. The DGE shall designate a site and date for the District Conference that will occur in his/her year of duty.
2. The District Governor shall poll the club Presidents Elect to determine agreement with the selected District Conference site and dates.
3. A majority of club Presidents Elect must state its disagreement in writing with the selected site and/or dates in time for either to be changed.

N. INSTALLATION OF DISTRICT GOVERNOR

1. The District Governor and the District Governor Elect shall plan jointly the installation ceremony for the Incoming District Governor.
2. Such installation is recommended to be held during June, but no later than July 10th.
3. The ceremony shall include the installation of other district officers and leaders as determined by the DGE.

O. TERMINATION OF CLUBS

1. In meeting the obligation of overseeing club functions in the District, the District Governor identifies those clubs which are failing to function as Rotary clubs in accordance with the Manual of Procedures.
2. Such clubs are to be notified in writing of their failures by the District Governor with a date given for correcting deficiencies. These clubs shall be considered to be “on probation” with the District during this period.

3. During this period of probation such a club may request an audience before an *ad hoc* committee of the District Executive Committee, or it may request a visit by a subcommittee of the Extension Committee if there is a current Extension Committee.
4. Failure of such a club to request the above assistance or to correct deficiencies will subject the club to further District procedures to revoke the club's R.I. charter.

P. SPECIFIC RESPONSIBILITIES FOR CERTAIN GIFTS

The Guidelines for District Funds refer to several instances where gifts are purchased for the District and presented to certain recipients in the name of District 5930.

1. The District Governor Elect shall be authorized to purchase from the District Fund an Immediate Past District Governor's lapel pin with diamond (See Guidelines Section II, E, 8b), or other appropriate gift for the retiring District Governor. It will be the Incoming District Governor's responsibility to bestow the pin or gift upon the outgoing District Governor at the Installation Ceremony of the Incoming Governor.
2. The District Conference Chair shall be authorized to purchase an appreciation gift for the R.I. Representative. The choice of gift shall be approved by the District Governor. The gift for the President's Representative should be one which reflects the essence of South Texas' culture.
3. The gift for the R.I. President's Representative shall be presented to that person by the District Governor during the District Conference.

Q. DISTRICT ASSEMBLY

1. The DGE shall plan and coordinate the District Assembly in accordance with the Manual of Procedures on a date approved by the District Executive Committee. The DGE and the Treasurer for the DGE shall be responsible for collecting all fees and paying all financial commitments associated with the District Assembly.

SECTION II

***GUIDELINES CONCERNING THE GOVERNANCE OF
ROTARY DISTRICT 5930***

R.I. requires the establishment and operation of a District Fund supported by club assessments.

This section of the Guidelines contains the current policies and procedures in operating this fund, (in accordance with the current Rotary Manual of Procedures and the R.I. Code of Policies).

SECTION II: DISTRICT FUND GUIDELINES

A. THE DISTRICT FUND

A fund shall be maintained by the District to supplement operational funds received by the District Governor from sources other than club assessments.

B. DISTRICT FUND ACCOUNTS

The District Fund shall contain these accounts and any other accounts deemed necessary:

The District Governor's Operations
District Conference
District Youth Exchange Program
District Group Study Exchange Program
Contingency Fund
Humanitarian Fund

C. CLUB ASSESSMENTS

1. Each club shall pay annual per capita amounts into the District Fund based on budgeted amounts which have been approved by the Presidents Elect or their designated representatives at the District Assembly. If an increase over the previous year's assessment is requested, a notice with an explanation shall be distributed to each club's President Elect at PETS and/or sent to them at least 30 days prior to the District Assembly.
2. The per capita assessment shall be an amount approved by at least 3/4 of the

Presidents Elect or their delegated representatives at the District Assembly. The club assessment shall be based on club membership certified to R.I. on July 1 each year with the recommendation of the Finance Committee.

3. The annual per capita assessment shall be payable to the District Treasurer by July 1 in each year. Failure to pay the per capita assessment shall constitute “failure to function as a Rotary Club.”

D. OTHER FUND INCOME

Funding received from R.I. or The Rotary Foundation for specific projects (e.g., Group Study Exchange) and from other sources for specific projects shall be credited to those specific accounts.

E. FUND OPERATION

1. The District Finance Committee ensures that the district funds are being expended in accordance with the intent of the assessment or other source of the moneys (see Section E.1. of Guidelines and Section 17.060 of Rotary Code of Policies), is responsible for developing and approving a District Fund Budget for the following Rotary year, and makes a recommendation for the club assessments necessary to support the proposed District Budget.
2. The recommended budget and assessments are to be submitted to the Club Presidents Elect at the District Assembly immediately prior to the budgetary fiscal year for their approval.
3. If the District Governor finds that it is necessary to transfer funds from one budgeted item to another in that year’s budget, the Governor must request approval of that action from the District Finance Committee and the District Executive Committee, after providing a reason for such action. Upon approval of the requested budget change by the District Finance Committee and the District Executive Committee, the budget may be appropriately amended.
4. The District Treasurer shall keep official records of District income and expenditures. These records shall be reviewed after the end of the Rotary year by a qualified District audit committee or someone not on the Finance Committee who is a qualified accountant. A copy of this review is to be submitted each year to the members of the Finance Committee and to the clubs in the district by November 15.

5. Any surplus remaining in accounts shall be transferred at year's end to the Contingency Fund or the General Fund as the District Governor sees fit with the approval of the District Executive Committee.
 - a. An amount to be determined each year may be taken from the Contingency Fund and indicated in the budget as the Governor's Disaster Fund. This fund is earmarked for expenditure by the District Governor for disasters as determined by the District Governor.
 - b. Any expenditure from the Contingency Fund, other than that provided to the Governor's Disaster Fund, must be approved in advance by the District Executive Committee.
6. The choice of financial institutions for the holding of District funds shall be made by the District Governor.
7. An amount shall be budgeted in the District Governor's Operations Account for the District Governor Elect's "start up" expenses prior to the taking of office, preferably by December 1.
8. The budget for the District Governor's Operational Account should include these items:
 - a. Office supplies not covered by other allocations.
 - b. A Past District Governor's lapel pin with diamond (.20 carat limit) or other appropriate gift.
 - c. The official expenses of the District Governor, District Governor Elect, and District Governor Nominee and their spouses to attend the Zone Institute. Lone Star PETS, District Conference, and District Assembly will be reimbursed as allowed by the budget. The official expenses of the District Governor Elect and partner to the International Convention will be reimbursed if requested.
 - d. Speech contest awards.
 - e. Club and individual achievement awards.
 - f. Other proper expenses of carrying out the duties of the office and promoting Rotary in the District (e.g., theme pins, the distribution of the Governor's Monthly Letter to persons other than Past District Governors, club Presidents and Secretaries).
 - g. The IRS allowable rate for business mileage shall be used to compute reimbursement for automobile travel.

9. The District Conference Account should include these items:
 - a. General conference expenses to reduce registration costs for attendees.
 - b. Appreciation pin or gift for the District Governor, not to exceed \$250 unless otherwise authorized by the District Executive Committee. The selection of the pin or gift shall be the responsibility of the DGE.
 - c. Appreciation gift for the R.I. President's Representative not to exceed \$150 unless otherwise authorized by the District Executive Committee.

F. 4-WAY TEST SPEECH CONTEST SCHOLARSHIPS

1. District 4-Way Test Speech Contest winners shall be entitled to the following awards for educational, professional, or personal development:
 - a. First Place \$1,500 and trophy/plaque
 - b. Second Place \$1,000 and trophy/plaque
 - c. Third Place \$ 750 and trophy/plaque
 - d. Each other person competing in the District contest
 \$ 250 and Certificate of Merit
2. A First Place winner in any year shall not be eligible for any subsequent District-sponsored speech contest.
3. Shortly after the district contest, the District Treasurer shall send a check for the amount of the award to the student's sponsoring club for direct presentation in a manner which the club deems appropriate.