

District 5730

Rotary International

By- Laws

Revised May 21, 2016



**DISTRICT 5730
ROTARY INTERNATIONAL
BY LAWS**

AS OF JULY 1, 2016

(PER REVISIONS APPROVED ON MAY 21, 2016)

ARTICLE I. *Purpose.*

The purpose of Rotary District 5730 shall be to help individual Rotarians and Rotary Clubs advance the Object and Principles of Rotary. All Rotarians and Rotary Clubs of District 5730 shall be governed by the Constitution and By Laws of Rotary International and these By Laws.

ARTICLE II. *Definitions.*

As used herein, the following terms have the following meaning:

“RI” means Rotary International.

“The Board” means the duly elected and currently serving Board of Directors of Rotary International.

“The By Laws” means the duly adopted and current By Laws of Rotary International.

“Governor” means the duly elected and serving District Governor of Rotary International District 5730.

“Vice Governor” means the duly selected and serving District Vice Governor of Rotary International District 5730.

“Governor Elect” means the duly selected District Governor Nominee of Rotary International District 5730 who will become District Governor on July 1 of the next ensuing calendar year.

“Governor Nominee” means the duly selected District Governor Nominee of Rotary International District 5730 who will become District Governor Elect on July 1 of the next ensuing calendar year.

“Treasurer” means the duly selected District Treasurer of Rotary International District 5730.

ARTICLE III. ***Nominations Committee – Selection of Governor Nominee Candidate.***

Section 1. Responsibility of Nominations Committee.

The Nominations Committee has the responsibility to seek out and propose the best available candidate for Governor Nominee. *(Note that Article III-A of these By Laws also charges the Nominations Committee with the responsibility to select the Vice Governor.)*

Section 2. Composition.

(a) Subject to Sections 2 (b) and (c), the Committee shall be composed of the three Past District Governors who have most recently served as Governor who are living in the district and who are willing to serve, and two Past Club Presidents appointed by the Governor.

(b) No Rotarian shall serve on the committee for more than three consecutive years.

(c) Each member of the committee must be a member of a different Rotary Club.

Section 3. Convener and Chair.

The Past District Governor who has most recently served as District Governor shall be convener and Chair of the Committee.

Section 4. Publication of Names of Members.

The names of committee members shall be posted on the district website or published in the District Directory, as the Governor may elect.

Section 5. Required Resignations.

(a) In the event a member of the committee is suggested as Governor Nominee, that member shall immediately resign from the committee.

(b) In the event a Rotarian who is a member of the same Rotary Club as a member of the committee or who resides in the same city as a member of the committee, is suggested as Governor Nominee, that committee member shall immediately resign from the committee.

Section 6. Vacancies.

(a) In the event a Past District Governor member of the committee is required to resign or becomes unable or unwilling to continue to serve, the Past District Governor who has most recently served as Governor, who is living in the district, and who is willing to serve shall fill the vacancy.

(b) In the event a Past Club President member of the committee is required to resign or becomes unable or unwilling to continue to serve, the Governor shall appoint a Past Club President to fill the vacancy.

Section 7. Quorum.

Three members of the committee shall constitute a quorum.

Section 8. Nominations.

(a) Following the procedure set out in the By Laws, the Governor shall invite clubs to submit their suggestions for Governor Nominee.

(b) Such invitation shall outline the status, qualifications, and responsibilities of the Governor.

(c) In submitting suggestions Clubs shall comply with the requirements of the By Laws.

(d) The committee is not limited in its selection to those Rotarians suggested by clubs.

Section 9. Interviews and Selection.

(a) The committee shall interview each prospective nominee and their spouse.

(b) The committee shall select the best qualified Rotarian who is available to serve.

Section 10. Election as Governor Nominee.

(a) The Governor shall comply with the By Laws in announcing to the clubs the Rotarian selected as Governor Nominee by the committee.

(b) If the selected Governor Nominee is not challenged as provided in the By Laws, the Governor will declare and certify the nominee in accordance with the procedure required by the By Laws.

(c) If a challenge is made in accordance with the requirements of the By Laws, the procedure set out therein shall be followed.

(d) After election at the RI Convention, the selected nominee shall become Governor Nominee.

Section 11. Campaigning.

All Rotarians shall observe the letter and spirit of the By Laws concerning campaigning, canvassing and electioneering.

Section 12. Election as Governor Elect.

Upon election at the RI Convention, the Governor Nominee shall become Governor Elect.

ARTICLE III-A. ***Vice Governor – Selection, Role, and Responsibilities.***

Section 1. Role and Selection.

(a) The role of the Vice Governor will be to replace the Governor in case of temporary or permanent inability to continue in the performance of the Governor's duties. The Nominations Committee established by Article III will select one available Past District Governor to be named as Vice Governor.

(b) Selection of the Vice Governor shall be based upon the following:

(1) The Vice Governor shall have served as Governor within the past six (6) Rotary years.

(2) The Vice Governor shall be recommended by the Governor Elect who has, prior to the meeting of the Nominations Committee, asked and received confirmation of acceptance from the recommended Past District Governor.

(3) If none of the Past District Governors in the pool of those who served as Governor within the past six (6) Rotary years is available to serve as Vice Governor, the Governor Elect will recommend a candidate from a pool of Past District Governors of the District who served as Governor during the six (6) years prior to the first pool.

(4) A Vice Governor may serve no more than three (3) terms consecutively. If a Vice Governor fills a vacancy in the office of Governor, he or she shall not serve again as Vice Governor.

(5) A Vice Governor shall not be a member of the same club as the Governor.

(c) The Vice Governor is not an officer of RI.

Section 2. Responsibilities.

(a) The Vice Governor is authorized to attend and participate in all meetings of District committees on a non-voting basis. The Vice Governor will be a contributing member of at least one District committee, per prior arrangement with the Governor Elect at the time of the Vice Governor's appointment.

(b) A Vice Governor who fills a vacancy in the office of Governor prior to RI's International Assembly shall be invited to attend the International Assembly at the

expense of RI. If a Vice Governor fills a vacancy in the office of Governor after the International Assembly is held, the Vice Governor who has filled the office of Governor shall receive, at RI's expense, such training as is determined appropriate by RI's General Secretary (in accordance with RI's Code of Policies 19.050, January 2015, or as that policy may be amended from time to time).

(c) The District will provide funds for the Vice Governor as allocated in the District budget.

ARTICLE IV. ***Governor's Advisory Council.***

Section 1. Members.

All Past District Governors residing in the district who remain active in district affairs shall be members of the Governor's Advisory Council.

Section 2. Purpose.

The sole purpose of the Council is to advise the Governor as the Governor may request.

Section 3. Council Programs.

The Council shall not plan or institute any program that is contrary to the best interests of Rotary or which is incompatible with the Governor's plans for the year.

Section 4. Meetings.

(a) There shall be at least two meetings of the Council during each Rotary year.

(b) Subject to Section 5, the Governor shall act as Chair of the council and select the time and place of each meeting.

(c) The Governor may call additional meetings as deemed necessary.

(d) In meetings called by the Governor, a quorum shall consist of the members present.

(e) The Governor shall invite the Governor Elect and Governor Nominee to be observers at meetings of the council.

(f) No person, other than those named herein, shall attend meetings of the council unless such person is requested to make a report to the council.

Section 5. Special Meetings Called by Council Members.

- (a) Any five members may call a special meeting of the council by giving written notice to all other members of the council.
- (b) Such notice shall include the purpose of the meeting.
- (c) At the special meeting, five members shall constitute a quorum.
- (d) At a special meeting, the council may take such action as determined by majority vote of the members attending and voting.

ARTICLE V. ***Governor's Cabinet.***

Section 1. Composition.

The following officers shall constitute the Governor's Cabinet:

Vice Governor
Governor Elect
Governor Nominee
Chair of the District Finance Committee
District Secretary
District Treasurer
Assistant District Governors

Section 2. Authority.

The Governor may delegate such authority and responsibility to the Cabinet as the Governor deems necessary and appropriate.

Section 3. Meetings.

The Cabinet shall meet at such times and places as the Governor deems necessary.

ARTICLE VI. ***District Committees.***

Section 1. District Standing Committees.

All district committees are expected to:

- Work with the governor, governor-elect, governor-nominee, and assistant governors to plan strategies for achieving goals.
- Promote and attend district training meetings and the district conference.

- Relay information between Rotary International, the district, and club members.
- Work closely with club leaders to provide support and guidance.
- Share materials received from the Secretariat, RI committees, and the regional support team with clubs.
- The Chair and as many members as possible should attend training conducted by the Rotary coordinator in the area of their responsibilities.

The following committees are standing committees and subcommittees of the district:

(a) **Convention Promotion.** This committee promotes attendance at the annual Rotary International Convention to Rotarians throughout the district.

Responsibilities:

- Attend club and district meetings to promote the convention.
- Serve as a local resource for convention materials and information.
- Communicate with and assist the zone-level Rotary International Convention promotion committee member assigned to your district.
- Contact potential registrants.
- Contribute convention articles and information to district newsletters, publications, and directories.
- Translate important convention information into local languages, if necessary.
- Create or expand a district website with links to the convention information at www.riconvention.org.

(b) **District Conference.** This committee plans and promotes the district conference and helps achieve maximum attendance. Responsibilities:

- Recommend the district conference venue and make all related logistical arrangements.
- Coordinate conference finances to achieve maximum attendance.
- Promote conference attendance, with particular emphasis on new Rotarians, new clubs, and representation from every club.

- iv. Publicize the district conference to external audiences, such as the media, community leaders, and beneficiaries of Rotary's programs.
 - v. In cooperation with the district trainer, arrange a district leadership seminar to be held in conjunction with the conference.
 - vi. Consider including time in the agenda to report on Rotary Foundation activities if no report has been or will be provided at another district meeting.
- (c) **District Programs.** These committees promote district groups, programs, and activities, providing guidance to Interact, Rotaract, and Rotary clubs. District Governor may establish the optional committees as necessary.
- i. District Programs Committees:
 - a. **Community Service**
 - b. **International Service**
 - c. **Vocational Service**
 - d. **Interact/Rotaract**
 - e. **Rotary Youth Exchange (RYE)**
 - f. **Rotary Youth Leadership Awards (RYLA)**
 - g. Rotarian Action Groups (optional)
 - h. Rotary Community Corps (optional)
 - i. Rotary Fellowships (optional)
 - j. Rotary Friendship Exchange (optional)
 - ii. Responsibilities of District Programs Committees:
 - a. Coordinate districtwide efforts related to the program.
 - b. Promote program participation through regular contact with assistant governors and clubs.
 - c. Promote successful programs at district meetings and during club visits by inviting program participants to speak and encouraging clubs to get involved.

- d. Consult with Rotary coordinators to identify program expertise in your region.
 - e. Assist club program committee chairs in carrying out their responsibilities.
 - f. Encourage clubs to determine whether the program can address local needs.
 - g. Identify potential areas of cooperation between district programs and local non-Rotary service organizations.
 - h. Encourage participants of one program to participate in others offered in the district.
- (d) **Extension.** This committee develops and implements plans to organize new Rotary clubs within the district. Responsibilities:
- i. Identify communities without Rotary clubs that have a population capable of meeting the requirements for chartering a new club.
 - ii. Find communities where additional Rotary clubs could be established without detracting from service provided by existing clubs.
 - iii. Assist in organizing and establishing new clubs.
- (e) **Finance.** This committee supervises district funds by reviewing and studying the amount of per capita levy and district administration expenses. It also prepares annual reports on the district's finances. The structure and responsibilities of the Finance Committee are specified in ARTICLE VII of these Bylaws.
- (f) **Membership Development.** This committee identifies, markets, and implements membership development strategies that are appropriate for the district and will result in membership growth. Responsibilities:
- i. Plan, market, and conduct a district membership development seminar in consultation with the governor-elect and district trainer.
 - ii. Assist clubs' member recruitment efforts, paying special attention to small and struggling clubs.
 - iii. Encourage clubs to strive to represent the demographic composition of the community's professionals.
 - iv. Ensure that clubs are aware of the membership tools available from Rotary International and that membership information is reported promptly to Rotary International.

- v. Work and communicate regularly with the district governor and club leaders to ensure that the district achieves its membership goals.
- vi. Coordinate districtwide membership development activities.
- vii. Encourage clubs to participate in Rotary or presidential membership development and recognition programs.
- viii. Work with the district extension and public relations committees to plan activities that will aid membership development efforts.
- ix. Assist club membership committee chairs in carrying out their responsibilities.
- x. Visit clubs to speak about innovation, flexibility, diversity, and ways to engage members.
- xi. Work with the Rotary coordinator to plan membership activities in the district.
- xii. Ensure that each club committee has a copy of *Attracting and Engaging Members* (formerly known as *Membership Development Resource Guide*) and is aware of resources available on rotary.org.

(g) **New Generations.** This committee develops, implements, and supports New Generations activities in the district and coordinates with other committees to engage youth. The district governor may determine the best structure for the committee and its relationships with other district committees. Responsibilities:

- i. Promote New Generations Month (September).
- ii. Coordinate with the district Interact, Rotaract, RYLA, Youth Exchange, Community Service, International Service, and Vocational Service committees to foster cooperation.
- iii. Emphasize service in each of the New Generations programs (Interact, Rotaract, RYLA, and Youth Exchange).
- iv. Encourage and facilitate relationships with other organizations to expand opportunities for young people.
- v. Encourage and facilitate young people's transition from one program or activity to another, and offer progressively increasing responsibility as they acquire leadership skills.
- vi. Engage with former New Generations program participants to maintain their contact with Rotary.

- (h) **Nominating.** This committee nominates the most qualified Rotarian who is available to serve as governor. Composition and procedures for the Nominating Committee are specified in ARTICLE III of these Bylaws. (*Note: See also ARTICLE III-A regarding the Nominating Committee's role in the selection of a vice governor.*)
- (i) **Public Relations.** This committee promotes Rotary to external audiences and fosters understanding, appreciation, and support for the organization's programs. It also helps Rotarians understand that effective external publicity, favorable public relations, and a positive image are goals for Rotary. Responsibilities:
- i. Maintain contact with the district governor and key committee chairs to stay informed about district projects and activities that can be promoted — particularly those that are of interest to the public.
 - ii. Promote Rotary to external audiences, such as the media, community leaders, potential partner organizations, program beneficiaries, and the general public.
 - iii. Contact the media with newsworthy stories of district projects and events, and share district and club stories via social media.
 - iv. Share Rotary public relations materials with clubs and encourage them to make public outreach a priority, using both traditional and social media.
 - v. Seek opportunities to speak to individual clubs about the importance of club public relations, including developing websites geared toward the public.
 - vi. Promote Rotary initiatives, such as PolioPlus, grant successes, alumni activities, and awards, to districts and the Rotary community.
 - vii. Committee members should attend public relations workshops held in conjunction with Rotary training meetings whenever possible, as well as the regional seminar held by the Rotary public image coordinator.
- (j) **Rotary Foundation.** This committee assists the governor in educating, motivating, and inspiring Rotarians to participate in Foundation programs and fundraising activities. It serves as a liaison between the Foundation and club members. The district governor is an ex officio member of the committee and has voting privileges. The committee chair should serve as an ex officio member of all subcommittees to stay informed of their progress and directly support them as needed. The members of the district Rotary Foundation committee serve as chairs of four subcommittees:

- i. **Fundraising** — Coordinates the district's fundraising goals for the Annual Fund, PolioPlus Fund, and the Endowment Fund, soliciting gifts and educating Rotarians about their gift options.
- ii. **Grants** — Oversees the qualification of clubs, assists clubs in applying for Rotary Foundation grants, ensures that proper stewardship and grant management practices are implemented, reports irregularities in grant-related activities, and promotes Rotary Foundation grants.
- iii. **PolioPlus** — Supports Rotary's commitment to polio eradication and encourages participation in PolioPlus activities.
- iv. **Stewardship** — Responsible for ensuring the careful management of Rotary Foundation grant funds and educating Rotarians on proper and effective grant management. Other subcommittees may be established to support specific District activities and goals.
- v. Responsibilities of the Chair of the Rotary Foundation Committee:
 - a. Assist the district governor in presenting a district Rotary Foundation seminar for club presidents, presidents-elect, club Foundation committees, and other Rotarians.
 - b. Help the district training committee conduct Foundation sessions each year at the presidents-elect training seminar and district training assembly.
 - c. Encourage clubs to offer at least two programs on the Foundation annually, paying special attention to November, which is Rotary Foundation Month.
 - d. Promote high levels of financial support for Foundation programs by encouraging regular contributions to the Annual Fund, PolioPlus Fund, and the Endowment Fund.
 - e. Coordinate all district Foundation fundraising and program participation.
 - f. Encourage clubs to find current Foundation information at rotary.org.
 - g. Work with the district governor and governor-elect to decide how to use the District Designated Fund.
 - h. Help the governor-elect gather input from club-level Rotarians before establishing district Foundation goals for the upcoming year.
 - i. Manage the DDF distribution process and work with the district governor to authorize the use of the fund for program, grant, and fundraising purposes.

- j. Ensure that satisfactory final reports on district-sponsored programs and activities are submitted to The Rotary Foundation on time.
 - k. Serve as an ex officio member of all subcommittees, maintain contact with them to stay informed of their progress, and directly support them as needed.
 - l. Help the governor select qualified recipients for Foundation awards.
 - m. Qualify the district and its clubs to use Rotary Foundation grants.
 - n. Ensure that all clubs interested in participating in Rotary Foundation grants are able to qualify.
 - o. Help organize grant management seminars to qualify clubs.
 - p. Confirm that clubs applying for global grants are qualified.
- (k) **Training.** This committee supports the district governor and governor-elect in training club and district leaders and overseeing the district's overall training plan. The district trainer serves as the chair of the training committee and assigns responsibility for training meetings and functions as necessary.
- Responsibilities:
- i. Work with the governor-elect, who has final approval on the program, speakers, training leaders, evaluations, and logistics for the presidents-elect training seminar (PETS), district training assembly, and district team training seminar, which includes assistant governor training. A district participating in a multidistrict PETS should have a training committee member selected by the governor-elect to develop and conduct training at the seminar.
 - ii. Work with the governor, who has final approval on the program, speakers, training leaders, evaluations, and logistics for the district leadership seminar, club-level and Rotaract leadership training, and other training and leadership development programs, as appropriate.
 - iii. Consult on training issues for the district Rotary Foundation seminar and district membership seminar. (These meetings are the primary responsibility of other district committees.)
 - iv. Support club trainers as needed.
 - v. Work with the district governor and the district Rotary Foundation committee chair to plan, organize, and promote the district Rotary Foundation seminar and work with the district governor-elect to promote the grant management seminar.

Section 2. Chairpersons of Standing Committees.

- (a) The Governor Elect shall appoint a chairperson for each standing committee.
- (b) Such chairperson shall serve for one year coterminous with the year the Governor Elect serves as Governor.

Section 3. Other Committees.

- (a) The Governor or Governor Elect may establish such other committees as deemed necessary or as required by Rotary International.
- (b) Any committee established by the Governor Elect shall begin its term of service when the Governor Elect takes office as Governor.

Section 4. Publication of Names of Chairpersons.

The Governor or Governor Elect shall cause the names of Chairpersons of standing and other committees to be published on the district website or otherwise as the Governor or Governor Elect may chose.

ARTICLE VII. ***Finance Committee.***

Section 1. Purpose.

The Finance Committee (for the purposes of Article VII, the “Committee”) shall review, study, and plan for the financial administration of the District and its programs and projects.

Section 2. Composition.

- (a) The Committee shall be composed of eight Rotarians, to include seven (7) voting members and the non-voting Treasurer, all of whom shall be members in good standing of a Rotary club of the District, and each shall be appointed or designated and shall serve as provided in this Section.
- (b) Each Governor Elect, prior to taking office as Governor, shall appoint two members for a three year term beginning July 1 of the year in which the Governor Elect shall serve as Governor. With respect to these appointments:
 - (1) The Governor Elect is encouraged to consider any District Rotarian who has experience and knowledge in financial and budgetary matters, including candidates such as a Past District Governor, a past president of a club, a current or former active participant in other District committees, and any other District Rotarian who demonstrates financial and budgetary skills that are

coupled with the ability and the commitment to work cooperatively with the other members of the Committee.

(2) If a Committee member appointed under this Subsection resigns from the Committee or ceases to be a member of a Rotary club in the District, the officer who made the initial appointment to the vacated position shall, within 30 days, appoint a replacement to serve the remaining term of the member who vacated the Committee position.

(c) The most recent Chair of the Committee whose term as an appointed member of the Committee has ended shall serve an additional one-year term on the Committee.

(d) The seven members of the Committee appointed or designated under the provisions of Subsections 2(b) and 2(c) shall have full voting rights on any matter considered by the Committee.

(e) The Treasurer shall serve as a non-voting member of the Committee for the year this person serves as the Treasurer.

(f) Each member of the Committee must be a member of a different Rotary club.

(g) No Governor nor anyone in the Governor line of succession shall be a member of the Committee.

(h) If a currently serving member of the Committee is elected into the Governor line of succession, the vacancy created on the Committee shall be filled within 30 days in the manner provided in Subsection 2(b)(2) of this Article. The replacement Committee member shall immediately step into the slot of the outgoing member and shall complete the remaining term of the outgoing member. Immediately upon election into the Governor line of succession, the outgoing member shall have no voting rights on the Committee.

Section 3. Chair and meetings of the Committee.

(a) The Chair shall be a member of the Committee who is elected to a one year term by the members of the Committee. To be eligible for election as the Chair, the member must be a voting member who is in the second or third year of the member's three-year term on the Committee. Other than as provided herein, any member of the Committee may be elected as Chair. A Chair may be re-elected to serve one additional, consecutive one-year term.

(b) If, during the Chair's term of office, the Chair becomes unable to fulfill the duties of the Chair, the members of the Committee shall select another voting member of the Committee to serve as the Temporary Chair until such time as the Chair becomes able to fulfill the duties of the Chair.

(c) The Chair shall schedule and convene meetings of the Committee. A called meeting of the Committee may be convened by the other members of the Committee upon delivery of a joint written notice, which notice may be given by electronic means, executed by at least four voting members that is provided to all members of the Committee at least five days prior to the date of the called meeting.

Section 4. Treasurer.

(a) With the approval of the Governor Elect, the Committee shall appoint a certified public accountant to serve as Treasurer.

(b) The Treasurer shall be a non-voting member of the Committee.

Section 5. Preparation and Submission of District Budget.

(a) Not later than 60 days prior to the District Training Assembly, each District committee that intends for the District's annual operating budget to provide funding for said committee's programs or activities during the coming year shall submit to the Governor Elect and the Committee a proposed budget for such activity or program during the coming year, setting out estimated income and expenses of such committee and reporting any and all funds such committee has on deposit or otherwise available.

(b) Budget recommendations:

(1) The Governor Elect shall prepare and submit to the Committee a proposed annual operating budget that sets forth the estimated income and expenditures for the District for the next succeeding Rotary year. The Committee and the Governor Elect shall jointly review the proposed budget and reach agreement on a recommended budget that is acceptable to the Governor Elect and the Committee.

(2) If the Governor Elect and the Committee are not able to agree upon a recommended budget, the Governor Elect and the Committee shall each prepare their own respective versions of a recommended budget for distribution to the clubs, as provided in Subsection 5(e).

(c) The recommended budget shall provide for a per capita levy on clubs of the District.

(d) The recommended budget shall provide adequate funds to ensure the effective operation of District activities, programs, and projects.

(e) At least four weeks prior to the District Training Assembly, the Governor Elect, with prior notification to the Committee, shall submit the recommended budget to the clubs in the District by distributing a copy to the appropriate officers of each club and by posting a copy on the District's website. If the Governor Elect and the Committee are proposing different versions of a recommended budget, the

Governor Elect shall submit both versions to the clubs in the District as specified herein.

Section 6. Adoption of Budget.

(a) During consideration of the budget at the District Training Assembly, amendments to the budget may be proposed by:

(1) the Governor Elect;

(2) a member of the Committee; or

(3) any voting delegate (a President Elect or the designated representative of a President Elect) of a club in the District who is present at the District Training Assembly.

(b) The budget, including any amendments adopted in accordance with Subsection 6(a) and with the per capita levy specifically indicated, shall be the adopted budget ("adopted budget") if approved by three-fourths (3/4) of the club Presidents Elect or their designated representatives present and voting at the District Training Assembly.

(c) In order for a designated representative to exercise the vote of a club President Elect who is not in attendance at the District Training Assembly, the Governor Elect must receive, prior to a vote on the budget, a notification in writing in which the club President Elect certifies the identity and authority of the designated representative.

Section 7. Rejection of Budget.

If a budget is not approved by the club Presidents Elect as provided in Section 6, the Governor Elect and members of the Committee who are present at the District Training Assembly shall meet with the club Presidents Elect or their designated representatives to discuss objections to the budget. The Governor shall preside over such a meeting.

Section 8. Submission of Amended Budget.

(a) After the discussion as provided in Section 7, the budget may be amended and submitted for approval by a subsequent vote.

(b) An amended budget shall be the adopted budget if approved at the subsequent vote by the club Presidents Elect or their designated representatives as set out in Section 6.

Section 9. Supplemental Fund Raising.

The Governor may supplement budgeted funds by auctions, raffles, conference registration fees, or other voluntary fund raising activities that do not constitute a levy on the clubs in the District.

Section 10. Adjustments to Budget.

(a) The Governor may make adjustments to the adopted budget that was adopted at the District Training Assembly without the approval of the Committee, subject to the following limitations:

(1) The combined total decrease(s) in one or more line items, matched by corresponding increase(s) in one or more other line items, shall not exceed 5% of the amount budgeted for any of the line items involved.

(2) The cumulative total of budget adjustments made during the year under the authority of this Subsection shall not exceed 5% of the total adopted budget.

(3) Each budget adjustment made by the Governor during the year under the authority of this Subsection shall be reported to the Committee at the time the adjustment is made.

(b) For a budget adjustment that is not approved under the authority of Subsection 10(a):

(1) the Governor may submit to the Committee a request for an adjustment to the adopted budget; and

(2) the Committee may approve any such proposed budget adjustment the Committee deems necessary and appropriate.

(c) Any overall increase or decrease in the total adopted budget shall require the approval of the Governor and the Committee.

Section 11. Operating Fund.

(a) The Committee shall establish a "District Operating Fund".

(b) Payments from the per capita levy shall be deposited into the operating fund.

(c) Monies in the operating fund may be used to pay budgeted expenses.

(d) Any excess funds in the operating fund shall be transferred to the Contingency Fund established by Section 12.

Section 12. Contingency Fund.

- (a) The Committee shall establish a "District Contingency Fund".
- (b) Monies in the contingency fund may, upon approval of the Governor and a majority of the Committee, be used to pay expenses in unusual or emergency conditions.
- (c) Excess monies in the contingency fund may be deposited into the reserve fund.

Section 13. Reserve Fund.

- (a) The Committee shall establish a "District Reserve Fund".
- (b) The reserve fund shall be maintained in an amount equal to the average of the last three years actual expenditures of the final approved budget.
- (c) Monies on deposit in the reserve fund may only be used to pay expenses in unusual or emergency conditions when there are no funds to pay such expenses in the contingency fund and only after approval by a three-fourths (3/4) vote of the members of the Advisory Council present and voting at a meeting called by the Governor to consider such expenditure.
- (d) The per capita levy, as provided for in Subsection 5(c), may be increased in the budget for the following Rotary year in an amount necessary to maintain the balance of the reserve fund as required by Subsection 13(b).
- (e) Interest earned on the monies deposited in the reserve fund shall be deposited into the contingency fund.

Section 14. Dedicated Funds.

- (a) The Committee may establish one or more District Dedicated Funds.
- (b) Monies on deposit in such funds may be used only for the purpose to which the fund is dedicated.
- (c) Interest earned on any monies in such funds shall remain in such funds.

Section 15. Depositories.

All funds shall be held in the name of the District in one or more bank accounts in any financial institution whose deposits are insured by FDIC and which are approved by the Committee.

Section 16. Signatories.

The Committee Chair, one other member of the Committee, and the Treasurer, shall be authorized signatories on such accounts, with any one signature required on an instrument drawn on such accounts.

Section 17. Investment Committee.

- (a) The Committee shall be the investment committee for the reserve fund and any dedicated funds.
- (b) The Committee shall determine the type, length, and place of investments.
- (c) Such investments shall be fully insured by FDIC or be held in U. S. bonds, bills, or notes of not longer than five years maturity.

Section 18. Records and Reports.

- (a) The Treasurer shall keep careful, accurate and detailed records of all receipts and expenditures of District funds.
- (b) The Treasurer shall prepare and submit such reports to the Governor and the Committee as may be requested by the Governor or the Committee.
- (c) At least once each quarter, the Treasurer shall submit to the Governor an itemized report on the condition of the annual budget.
- (d) Not later than August 1 of each year, the Treasurer shall submit to the Committee a final report on the condition of all District accounts ending on June 30.
- (e) The Treasurer shall prepare and timely file all returns and reports required by the Internal Revenue Service or Rotary International.
- (f) The Governor, together with the Committee, shall provide a report of District finances to each club in the District within three months of the completion of the Governor's year in office.

Section 19. Payees of Funds.

Payment of expenses may be made to the person indicated in the approved budget as the responsible person for the program or activity or directly to a vendor when authorized in writing by the aforementioned responsible person.

Section 20. Committee Financial Accounts.

- (a) No District committee, program or activity shall establish or maintain a financial account unless authorized to do so by the Governor, the Governor Elect, and the Committee.

(b) Each authorized District committee shall furnish periodic reports of income and expense to the Governor, the Committee, and the Treasurer.

(c) Any District committee or activity authorized to maintain a separate account, may transfer funds in such account to a subsequent budget year.

(d) Funds maintained by such an authorized District committee or activity may not be transferred to any other District committee or activity without the authorization of the Governor, the Governor Elect, and the Committee.

Section 21. Financial Resolutions.

At the District Conference, the Committee may present for adoption appropriate resolutions authorizing the Committee to act with regard to funds in District accounts during the next Rotary year.

Section 22. Internal Rules.

The Committee may adopt such internal rules as it deems necessary for the efficient completion of its duties.

Section 23. TRF Grant Funds.

(a) The District Foundation Committee shall establish one District account (the "Account") for TRF grant funds (the "Grant Funds"). The Account may not be an investment account, including, without limitation, mutual funds, certificates of deposit, bonds and stocks.

(b) All monies on deposit in the Account shall be used solely for Grant Funds.

(c) Interest earned on the Grant Funds in the Account shall be deposited/credited to the Account.

(d) The Account shall be held in the name of the District in any financial institution whose deposits are insured by the FDIC and approved by the District Foundation Committee.

(e) The Governor, the Governor Elect, and the District Foundation Committee Chair shall be authorized signatories on the Account, and the signature of any one of these signatories is required on any instrument drawn on the Account.

ARTICLE VIII. ***Assistant District Governors.***

Section 1. Purpose and Responsibilities.

The Governor shall appoint Assistant District Governors (“Assistant Governor(s)”) to serve at the District level and to assist with the administration of their assigned clubs. Each club will be assigned an Assistant Governor who shall serve and carry out his or her duties in a manner consistent with RI guidelines. District responsibilities of the Assistant Governors include, but are not limited to:

- (a) assist in developing District goals;
- (b) help in the coordination of the Governor’s official club visits;
- (c) promote the District Leadership Plan, the Club Leadership Plan, and all applicable RI online tools and resources;
- (d) communicate to the Governor the goals, strengths, and weaknesses of each club;
- (e) motivate clubs to follow through with the Governor’s requests to maximize club effectiveness;
- (f) participate in and promote District meetings and The Rotary Foundation programs, events, and fund raising;
- (g) identify and encourage the development of future District leaders; and
- (h) brief the incoming Assistant Governor on the status of clubs.

Section 2. Selection of Assistant Governors.

- (a) The Governor Elect shall appoint as many Assistant Governors as the Governor Elect deems necessary to serve for one year, coterminous with the year the Governor Elect serves as Governor.
- (b) An Assistant Governor shall not serve fewer than three (3) clubs nor more than eight (8) clubs. The number of Assistant Governors appointed shall be based on the needs of the District, taking into consideration factors such as the balance of strong and weak clubs in each area, the distance to be traveled, the number of clubs an Assistant Governor can reasonably be expected to support, and the RI recommendation from the Rotary Code of Policies.
- (c) An Assistant Governor shall serve no more than three consecutive terms. The Governor Elect is encouraged to foster continuity by reappointing immediate past Assistant Governors who have demonstrated effectiveness.

(d) Assistant Governors are not officers of RI.

(e) A Past Governor shall not be appointed as an Assistant Governor.

(f) To be eligible to be appointed, a Rotarian must have served as a club president for a full one year term, be a member (other than an honorary member) of a club in this District, be a member in good standing in the District for at least three years, have demonstrated outstanding dedication and performance, be willing to accept the duties and responsibilities of an Assistant Governor, and exhibit potential for future district leadership roles.

(g) Vacancies in an Assistant Governor position during the Governor's term shall be filled as the Governor elects, in accordance with the criteria established in this Section.

Section 3. Expenses of Assistant Governors.

Expenses of Assistant Governors will be paid or reimbursed as provided by the District budget.

ARTICLE IX. ***District Electors.***

Section 1. Selection and Number.

The By Laws will govern the selection and number of electors to which each club is entitled.

Section 2. Credentials.

Clubs will utilize the "Credential Certificate" form supplied by RI to certify electors.

ARTICLE X. ***Vacancy in the Office or Incapacity of the District Governor.***

Section 1. Initial Notification.

The Vice Governor should be notified immediately by any Rotarian having knowledge that the sitting Governor has become incapacitated or is unable to continue to serve as Governor.

Section 2. Called Meeting of Advisory Council, Governor Elect, and Governor Nominee.

(a) The Vice Governor shall call a meeting of the Advisory Council, Governor Elect, and Governor Nominee as soon after the notification as practicable to inform those in attendance of the procedure that will be followed and to respond to any questions.

(b) The Vice Governor shall act as Chair of the called meeting.

Section 3. Additional Notifications.

(a) The Vice Governor shall immediately notify the RI President and the sitting Zone Director of all actions taken.

(b) The Vice Governor shall notify all Assistant Governors and club Presidents of all actions taken.

ARTICLE XI. ***Customs, Etiquette and Protocol.***

Section 1. Installation of Governor.

On or about July 1 and at a date mutually agreed upon, the outgoing Governor should attend a regular meeting of the home club of the Governor Elect and perform the proper installation of the Governor Elect as Governor.

Section 2. Recognition of Outgoing Governor.

On or about July 1 and at a date mutually agreed upon, the Past District Governor named in Article X, Section 1, should attend a regular meeting of the home club of the outgoing Governor, to present the outgoing Governor with a Past District Governor's lapel pin.

Section 3. Lapel Pin.

(a) Utilizing District funds, the Past District Governor named in Article X, Section 1, shall be responsible to purchase a PDG lapel pin for the outgoing Governor.

(b) Such pin shall be a standard pin with a diamond insert not exceeding 20 points.

Section 4. Past District Governor's Dinner.

(a) Each year during the District Conference, a formal dinner shall be held for Past District Governors residing within the district.

(b) The Rotary International President's personal representative to the Conference shall be invited to the dinner as an honored guest.

(c) The Governor will serve as host of the dinner.

Section 5. Incoming President's Dinner.

Each year during the District Conference, the Governor Elect will act as host at an informal dinner for incoming Club Presidents.

Section 6. Deaths.

- (a) In the event of the death of a Past District Governor, the Governor shall, as soon as practicable, take steps to notify members of the Advisory Council of the death and the time and place of services, if known.
- (b) The District should be represented at services by the Governor or the Governor's designee.
- (c) The Governor or the Governor's designee should take steps to insure that an appropriate memorial in the name of the district is sent to the services or to the family.
- (d) In the event of the death of a serving Club President, the District should be represented at services by the Governor or the Governor's designee.
- (e) The Governor or the Governor's designee should take steps to insure that an appropriate memorial in the name of the district is sent to the services or the family.

ARTICLE XII. ***Sexual Abuse or Harassment Reporting and Prevention Policy and Plans.***

The District shall comply with all sexual abuse or harassment reporting and prevention policies and plans adopted by Rotary International.

ARTICLE XIII. ***Method of Amendment of By Laws.***

Section 1. Resolutions to Amend.

- (a) A resolution to amend these By Laws may be submitted by any Rotary Club in District 5730 or the appointed District By Laws Committee.
- (b) A resolution must be in writing, stating the intention to amend these By Laws and naming the specific portion to be amended.

Section 2. Certification of Resolutions.

Such resolution must be accompanied by a certification signed by the Club President and Club Secretary stating that the resolution was duly adopted by a majority vote of the club members present at a regular meeting of the club. When such resolution is submitted by the appointed District By Laws Committee, a certification signed by the By Laws Committee Chair and the Committee Secretary stating that the resolution was adopted by a majority vote of the Committee members present must accompany the resolution.

Section 3. Time to Submit.

The Governor must receive the resolution not later than sixty (60) days prior to the first day of the District Conference.

Section 4. Publication of Resolutions.

All timely received resolutions shall be distributed to the appropriate officers of each club in the District at least 45 days prior to the first day of the Conference and also be published in the monthly newsletter for the month preceding the month in which the Conference is held.

Section 5. Presentation of Resolutions.

All such resolutions shall be presented by the Governor, or the Governor's designee, at a business session during the District Conference.

Section 6. Seconding of Resolutions.

A member of a club other than the submitting club, must second the resolution.

Section 7. Voting on Resolutions.

If duly seconded, the resolution shall be put to a vote by the electors present at the conference.

Section 8. Adoption of Resolutions.

The amendment will be adopted if approved by a two-thirds (2/3) majority of electors present at the conference and voting.

Section 9. Amendment of Resolutions.

Prior to adoption, a resolution may be amended in accordance with proper parliamentary procedure.