

DISTRICT 5730
ROTARY INTERNATIONAL
BY LAWS

APPROVED May 14, 2005

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.

“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.***

Section 1. Responsibility.

The Nominations Committee has the responsibility to seek out and propose the best available candidate for Governor Nominee.

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 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:

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.

The following committees are standing committees of the district:

Finance
Nominations
Conference
Insurance
Resolutions
Public Relations
On to RI Convention
Historian
Trainer
Credentials
Assembly
Four Avenues of Service
Club Service
Outstanding Rotarian and Club Awards
Community Service
Rotaract
Interact
Vocational Service
RYLA
Paige Carruth Foundation Scholarship
Diabetic Camp
Recreational Vocational Fellowship
International Service
World Community Service
Youth Exchange
Friendship Exchange
Rotary Foundation
International Service
Permanent Fund

Benefactors
Share Program
Matching Grants
Ambassadorial Scholarships
Alumni
Polio Plus
Group Exchange

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 shall review, study, and plan for the financial administration of the district and its programs and projects.

Section 2. Composition.

- (a) The Finance Committee shall be composed of three Rotarians, each appointed as provided in this Section.
- (b) Each Governor Elect, prior to taking office as Governor, shall appoint one member for a three year term beginning the following July 1.
- (c) The terms of the Chair, selected as provided by Section 3, and the District Treasurer, selected as provided by Section 4, shall begin the following July 1.

Section 3. Chair.

- (a) The Chair and convener shall be the longest serving member unless that member declines to serve.
- (b) In the event such member declines to serve as Chair, the Governor Elect shall appoint the Chair.

Section 4. District 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. District Budget.

- (a) Not later than 60 days prior to the District Assembly, each District committee anticipating an expenditure of district funds shall submit to the finance committee a proposed budget for such activity or program setting out estimated income and expense and reporting any funds such committee has on deposit.
- (b) In cooperation with the Governor Elect, the finance committee shall annually prepare a budget of estimated income and expenditures for the district for the next succeeding Rotary year.
- (c) Such budget shall provide for a per capita levy on clubs of the district.
- (d) The proposed budget shall provide adequate funds to insure the effective operation of district activities, programs, and projects.
- (e) At least four weeks prior to the District Assembly, the proposed budget shall be submitted to the clubs in the district by mailing a copy to each Club President or by posting a copy on the district web site.

Section 6. Adoption of Budget.

The proposed budget, with the per capita levy specifically indicated, will be adopted if approved by three-fourths (3/4) of the club Presidents Elect or their designated representatives present and voting at the District Assembly.

Section 7. Rejection of Proposed Budget.

If the proposed budget is not approved as provided in Section 6, the Governor, Governor Elect and members of the Finance Committee who are present, shall meet with the club Presidents Elect or their designated representatives to discuss objections to the proposed budget.

Section 8. Submission of Amended Budget.

- (a) After the discussion as provided in Section 7, the proposed budget may be amended and submitted for approval by a subsequent vote.
- (b) The amended budget will be adopted if approved at the subsequent vote by the number of 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 fund raising activities.

Section 10. Adjustments to Budget.

With the approval of the Governor, the finance committee may adjust the approved budget from time to time during the Rotary year as deemed necessary.

Section 11. Operating Fund.

- (a) The Finance 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 Finance Committee shall establish a "District Contingency Fund".
- (b) Monies in the contingency fund may, upon approval of the Governor and a majority of the Finance 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 Finance 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 Section 5 (b), 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 Section 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 Finance 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 Finance Committee.

Section 16. Signatories.

The Finance Committee Chairperson, one other member of the committee, and the District 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 Finance Committee shall be the investment committee for the reserve fund and any dedicated funds.

(b) The Finance 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 Finance Committee as may be requested by the Governor or 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 each year, the Treasurer shall submit to the Finance Committee a final report on the condition of all district accounts.

(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 Finance Committee, shall provide a report of district finances to each club in the district within 90 days after completion of the Governor's term of office or as otherwise required by the By-Laws.

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 such 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.

(b) Each such authorized committee shall furnish periodic reports of income and expense to the Governor or Finance Committee.

(c) Any 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 committee or activity may not be transferred to any other committee or activity without the authorization of the Governor.

Section 21. Financial Resolutions.

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

Section 22. Internal Rules.

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

ARTICLE VIII. *District Leadership Plan*

Section 1. Purpose.

Each Governor shall establish and implement a District Leadership Plan to:

- (a) provide faster and more responsive support to and improved communications with clubs and club officers;
- (b) effectively utilize the talent and commitment of past club presidents;
- (c) further develop future district leadership;
- (d) allow delegation of some of the Governor's responsibilities and administrative duties;
- (e) allow greater flexibility in the Governor's official visit schedule; and
- (f) provide increased participation in Rotary Foundation and District activities.

Section 2. Assistant District Governors.

- (a) Subject to Section 2 (b), (e), and (f), the Governor Elect shall appoint no more than ten (10) Rotarians as Assistant District Governors to serve for one year, coterminous with the year the Governor Elect serves as Governor.
- (b) No Assistant Governor shall serve more than three consecutive terms.
- (c) Subject to Section 2 (b), the Governor Elect is encouraged to foster continuity by re-appointing those past assistant governors who have demonstrated effectiveness.
- (d) Assistant Governors are not officers of Rotary International.
- (e) No Past District Governor shall 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, have demonstrated outstanding dedication and performance, be willing, and have the ability, physically and otherwise, to accept the duties and responsibilities of an Assistant Governor, and exhibit potential for future district leadership roles.
- (g) The duties, responsibilities, and authority of Assistant Governors will be set by the Governor Elect consistent with RI guidelines.

Section 3. Assistant Governor Areas.

- (a) The Governor Elect shall divide clubs in the district into geographical areas in a manner that most effectively utilizes the services of the Assistant Governors.

(b) The Governor Elect shall assign an Assistant Governor to each area but no Assistant Governor shall be assigned to an area containing more than eight (8) clubs.

Section 4. 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 Past District Governor most recently serving as Governor who is available 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. Additional Notifications.

(a) The Past District Governor named in Section 1, shall notify all Assistant Governors and the Governor Elect.

(b) Each Assistant Governor shall notify Club Presidents in their assigned area.

Section 3. Meeting of Advisory Council.

(a) The Past District Governor named in Section 1, shall call a meeting of the Advisory Council as soon after the notification as practicable.

(b) The Past District Governor named in Section 1, shall act as Chair of such meeting.

(c) If deemed necessary, the advisory council will adopt a plan of action to insure the continued operation of district administration, programs, and projects and request the Board to appoint a qualified Rotarian as Acting Governor until the Board fills the vacancy or the Governor is able to resume the duties of Governor.

Section 4. Notification of Rotary International.

The Past District Governor named in Section 1, shall immediately notify the President of Rotary International and the sitting Zone Director of the actions taken by the advisory council.

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.
- (b) Such a resolution must be in writing, clearly state the intention to amend these By Laws, name the specific portion to be amended, and set out the language of the proposed amendment.

Section 2. Certification of Resolutions.

Such resolution must be accompanied by a certification signed by the Club President and Club Secretary that the resolution was duly adopted by a majority vote of the club members present at a regular meeting of the club.

Section 3. Time to Submit.

The Governor must receive the resolution not later than ninety (90) days prior to the first day of the District Conference.

Section 4. Publication of Resolutions.

All timely received resolutions shall 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.