



MANUAL OF PROCEDURE

Rotary District 5710

Fifth Revision
April 29, 2011

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MANUAL OF PROCEDURE

ROTARY DISTRICT 5710

Fifth Revision – April 29, 2011

I. PURPOSE

A. Manual of Procedure

This manual sets forth the procedures and traditions developed over the years in this District, and puts in permanent form certain resolutions adopted by past District Conferences.

B. Supplemental to Rotary International Manual

A major portion of the Rotary International *Manual of Procedure* is devoted to District Administration. This District manual supplements the R. I. manual by stating the procedures which are peculiar to District 5710. The R. I. *Manual of Procedure* will govern if there is a direct conflict.

II. ORGANIZATION OF DISTRICT

A. District Governor

1. The District Governor is the officer of Rotary International in the District. The Governor shall administer the District and supervise the clubs of the District, under the general control of the Board of Rotary International.
2. The Governor is nominated according to Article XIII of the Nominating Procedure for Governor in the R. I. *Manual of Procedure* and elected by the convention of Rotary International.

B. District Governor-Elect

1. It is now the policy of Rotary District 5710 to have a District Governor-Elect, a District Governor-Nominee, and a District Governor Nominee-Designate. They will ascend to the office of District Governor during the first, second, and third Rotary year respectively following the District Conference.
2. A District Governor-Nominee-Designate shall be selected in accordance with the procedure set forth in II-F-1-b of the manual to serve as Governor during the third Rotary year following the District Conference when nominated.

C. Assistant District Governors

1. District 5710 has adopted The District Leadership Plan suggested by Rotary International.
2. The Governor shall appoint qualified Rotarians as Assistant District Governors to represent the Governor at designated clubs.
3. Such ADG's shall assist the Governor in routine matters of Administration and serve as advisors to the clubs and to the Governor.

D. Other Offices of the District

1. A District Secretary shall be appointed by the Governor to serve during the Governor's term. If necessary, the Secretary shall assist the Governor in arranging District meetings, keep all minutes thereof, and conduct correspondence and records as directed by the Governor.

The secretary shall also be responsible for purchase of the Past District Governor's pin to be presented at the District Assembly or the incoming Governor's Installation, transfer of the District Governor's "Home Club" banner, maintain a current address file on Past District Governors and their spouses, and maintain District archives and equipment.

The secretary shall also be responsible for presenting any resolutions to be acted upon at the District Conference.

2. A District Treasurer shall be appointed by the District Governor and will automatically become a member of the Finance Committee. He or she shall collect and disburse the funds of the District and keep records thereof under the supervision of the Finance Committee. The Treasurer in agreement with the Finance Committee shall name a second person to co-sign District checks.

E. Incapacity of Officers

1. In the event the Governor becomes temporarily or permanently incapacitated, and until an Interim District Governor is appointed by the President of Rotary International, the most recent Past District Governor who is willing and able to do so shall serve as Interim Governor.
2. If the Secretary is unable to serve, the Governor shall appoint a replacement.
3. If the Treasurer is unable to serve, the chairman of the Finance Committee shall appoint an interim treasurer from among the members of that committee.

F. District Committees

1. District Executive Committee

The District Executive Committee shall consist of five members: the second immediate Past District Governor, the immediate Past District Governor, the District Governor, the District Governor-elect, and the District Governor-nominee. The Executive Committee shall serve as a resource to the District Governor, providing input as needed on matters concerning the ongoing affairs of the District.

2. District Nominating Committee

- a. The District Nominating Committee shall consist of six members: a chairperson, who shall be the immediate past District Governor, the District Governor, and four elected members, none of whom shall be a past or present officer of Rotary International, chosen at the District Conference, as follows:

Three members elected for rotating three-year terms, one from each of the membership size groups of clubs, these being grouped into sizes of 50 and fewer members, 51 through 100 members, and over 100 members, and one elected for a one-year term from the same size group as the three-year member to be elected that year.

- b. The Nominating Committee shall follow the procedures for selecting a Governor-Nominee as set forth in Article 13 of the Rotary International bylaws.

Also in accordance with Article 13 of the Rotary International bylaws, the Nominating Committee for Governor-Nominee shall not be limited in its selection to those names submitted by clubs in the District. The Committee shall nominate the best qualified Rotarian who is available to serve as Governor.

Resolutions from clubs proposing candidates must be received by the Nominating Committee at least 90 days prior to the District Conference. The Nominating Committee shall report its selection to the District Governor not later than 60 days prior to the District Conference.

- c. It shall also be the responsibility of the Nominating Committee to nominate members for the Nominating Committee in accordance with procedures set forth in II-F-2-a of these By-Laws and for the Finance committee in accordance with procedures set forth in II-F-3-a of these By-Laws. These nominees are subject to election at the District Conference or Assembly.
- d. In case any position on the Nominating Committee or Finance Committee becomes vacant by death, resignation, retirement, disqualification, or any other cause, the Nominating Committee shall, with the consent of the District Governor, fill such vacant position by naming a member who shall serve for the remainder of that Rotary year.

The replacement member must be from a club of the same membership size as the vacating member. At the District Conference following such replacement, the vacated office shall be filled, for the balance of the term originally vacated, by nomination and election in accordance with the regular procedure.

- e. District Representative to the R.I. Council on Legislation
The Council meets every third year. The Nominating committee shall nominate candidates for representative and an alternate. They are to be elected at the District Conference held in the 2nd. Rotary year preceding that during which the Council on Legislation is to meet; and they are to be certified in writing by the District Governor. (7/1/01)

The representative to the Council shall be a past or present officer of Rotary International (or upon certification by the District Governor that no past or present officer is available in the District, the incoming District Governor). The representative shall be an active member of a club in the District. (7/1/01)

In the event that neither the representative nor the alternate is able to serve, the District Governor may designate some other qualified member. (7/1/83)

3. District Finance Committee

- a. The District Finance Committee shall consist of seven members, including a chairperson who shall be the second immediate Past District Governor, the District Governor, the District Governor-elect, and four members elected at the District Conference as follows:
Three members elected for rotating three-year terms, one from each of the membership size groups of clubs, these being grouped into sizes of 50 and fewer members, 51 through 100 members, and over 100 members, and one elected for a one-year term from the same size group as the three-year member to be elected that year.
- b. The committee shall hold and invest the funds of the District, recommend an annual budget to the District Governor, including any change in per capita dues, designate a depository for the District funds, and disburse the same, subject to the approval of the District Governor. The Finance Committee must provide an audited annual statement of the District finances as of June 30 to the outgoing District Governor. This audited annual statement shall also be presented, discussed (if need be) and formally adopted by the following District Conference.

No nominee for membership on the committee shall be a present or past officer of Rotary International, except the chairman.

4. Other Committees

The District Governor shall appoint and designate Chairpersons of committees on such other subjects as deemed appropriate.

III. DISTRICT FINANCES

- A. The financial affairs of the District shall be administered by the Governor with the assistance from the Finance Committee.
- B. District assessment, in amounts per member as set forth in the annual budget, shall be paid by the clubs on July 1 of each year. This sum shall be used to pay the expense of the District Conference, to enable the Governor, Governor-elect, and Governor-Nominee to promote the objectives of Rotary within the District and to pay the cost of District programs not otherwise provided for.

In addition, each club will pay, along with the annual District assessment, the cost of registration for the club president-elect to attend President-elect Training Seminar (PETS).

The Finance Committee shall prepare the annual budget to be recommended to the District Governor and submitted to the clubs at least four weeks before the District Assembly, and approved at a meeting of the incoming club

presidents or their proxy at said Assembly. The Finance Committee shall provide the District Governor a report as of June 30 detailing the state of the District Finances. This report shall be forwarded to the clubs by the Governor.

C. Investment and Spending Policy

Introduction

Rotary District 5710 at one time received a bequest to enhance the Youth Exchange program. The district has also accumulated funds from the District budget of previous years that were not spent. This policy will guide the investment and expenditure of these funds.

The establishment of a District foundation has been discussed but not accomplished. The reason to establish a foundation would be to solicit additional donations that would not be taxed. This is not envisioned. We are already a tax-exempt organization thus the expense of setting up another foundation is unwarranted.

Rationale

The investment objective for these funds is the long-term growth of these dollars to provide income for the programs and maintain the earning power at or above inflation. The number of dollars involved is too small to set up a desirable diversified asset allocation by itself. Thus, a diversified fund seems the best option. When evaluated historically the stock market out performs fixed income investments. If District Rotarians were polled there would be many favorite funds suggested. To provide stability in the investment vehicle through changing leadership, a non-controversial fund the Vanguard Total Market fund will be used.

Investment Policy

Two investment accounts will be maintained with Vanguard Total Market Fund. The Rotary Youth Exchange account will contain the money received to enhance this program. The District 5710 account will contain the district's unspent funds.

Spending Policy

The value of each these funds will be established each year as the average of their value at the end of the previous twelve quarters (initially, the value will be the average of the value at the end of all quarters the account has existed until it is three years old). The distributable income for the year will be 5% of that value. Distributable income not spent in one year can be carried over to the next year.

Rotary Youth Exchange Fund

The donor requested that this donation be used to enhance the existing Youth Exchange Program by providing funding or additional programs and activities the district was not presently funding. The donor did not restrict expenditure

of the corpus of this gift. However, in order to have funds available long term it seems prudent to spend only from the distributable income.

The Rotary Youth Exchange Committee will recommend to the Finance Committee, for their approval, a plan for the expenditure of these funds. The expenditures will be included in the District budget approval process. The same process will approve any expenditure from the corpus.

District 5710 Fund

Expenditure of the corpus of this fund is not restricted. In order to have funds available to enhance District programs for a long period of time it is advisable to spend only the distributable income.

District committees will recommend to the Finance Committee, for their approval, plans for the expenditure of these funds. The expenditures will be included in the district budget approval process. The same process will approve any expenditure from the corpus.

IV. DISTRICT MEETINGS

A. President-elect and Secretary-elect Training Seminar PETS/SETS

1. Together with Districts 5650, 5670, and 5690, a training session for incoming club presidents and club secretaries shall be held each year following the International Assembly.
2. It shall be called and arranged for by the District Governor-elect in cooperation with the District Governor.

B. District Conference

1. A conference for all Rotarians in the District shall be held each year.
2. The purpose of the conference shall be to further the program of Rotary through fellowship, inspirational addresses, and discussion of the affairs of the clubs, the District, and Rotary International, and to conduct official District business.
3. The Governor shall be responsible for the conference.

C. District Assembly

1. A District Assembly shall be held each year.
2. The District Assembly shall serve as a training session for incoming club officers, and shall be the responsibility of the District Governor-elect in cooperation with the District Governor. Official business also may be conducted as determined by the District Governor.

V. Transaction of District Business

- A. In the transaction of official District business, each club shall have one vote for each 25 members or major fraction thereof (37 or less, 1 vote; 38 to 62, 2 votes; 63 to 87, 3 votes; 88 to 112, 4 votes, etc.) Club of less than 25 members shall be entitled to one vote. This definition recognizes the long-standing procedure followed by the District as a matter of tradition.

VI. Amendments

- A. This manual may be amended at any District Conference or District Assembly by a resolution specifying the page, section, and paragraph to be amended.
- B. Any club may pass such a resolution at a regular meeting and submit it in writing to the Governor 60 days before the conference.
- C. A District Resolutions Committee may be appointed by the Governor to consider and recommend such resolutions to be submitted no later than 60 days before the conference.
- D. All club presidents will be advised by the District Governor of these resolutions no later than 30 days prior to the District Conference or District Assembly.
- E. Immediately following assumption of office, the District Governor shall revise the District Manual of Procedure by incorporating adopted amendments. Revised copies shall be supplied to club presidents, committee chairpersons, and Past District Governors.

Rotary District 5710 Manual of Procedure
Change History

Date	Description of Change
April 29, 2011	1. Sec. II-B-1 and 2 – Change title “District Governor Nominee-Nominee” to “District Governor Nominee-Designate”. 2. Sec. II-D-2 – Add “or she” to line 2: “He or she shall....” 3. Sec. II-F-2-c – Correct reference to II-F-1-a and II-F-2-a to read II-F-2-a and II-F-3-a, respectively. Add “or Assembly” to line 2: “....to election at the District Conference or Assembly.” 4. Delete Sec. II-F-4, District Ambassadorial Scholarship Committee; specific reference no longer needed. 5. Delete Sec. II-F-5, District Rotary Foundation Committee; specific reference no longer needed. 6. Delete Sec. III, District International Scholarships; program discontinued for lack of use by clubs and in favor of club-specific scholarship programs. 7. Delete Sec. IV-C reference to dollar amount of District Assessments; remove from MOP and transfer disclosure of annual assessments to district web page. 8. Amend Sec. IV-C process for annual budget approval to match process set forth in RI MOP and Code of Policies. 9. Delete Sec. IV-D, Annual funding for District Governor travel to RI Convention and funding for District Scholarships; outdated and no longer necessary. 10. Sec. IV-E – Change line 1, paragraph 1 from “Rotary District 5710 has recently received...” to read “Rotary District 5710 at one time received...” 11. Added Manual of Procedure Change History.