

**UNICO NATIONAL, INC.**  
**DISTRICT GUIDELINES**

**1. Budget**

- a) District budgets are to be approved, by majority vote, at a district meeting where a quorum is present.
- b) UNICO National will provide a budget form to each District. This will allow for uniformity within all the Districts of UNICO National. The form will require two signatures, that of the District Governor and the District Treasurer or other District designee.
- c) The budget will cover the fiscal year of July 1 through June 30.
- d) Revenue and expense items are to be identified.
- e) Budget is to be filed with the National Office no later than November 1<sup>st</sup> of each fiscal year.
- f) Chapter assessments from Districts that fail to file an approved budget with the National Office by November 30<sup>th</sup> of each fiscal year will not be considered a UNICO National indebtedness.

**2. District Administration Expenses**

Appropriate district administration expenses, as per Article IX, Section 9 of the UNICO National constitution are:

- a) The expenses of the District Governor and the Deputy District Governors or Alternate Deputy District Governors for attendance at meetings of the National Board of Directors, Regional meetings and District Governor Conferences shall be borne by the chapters in said district.
- b) Said expenses shall include travel, room and registration fees. In addition, expenses of the Office of the District Governor shall include such other reasonable expenses deemed necessary for the operation and maintenance of the office of District Governor.
- c) The method of financing these expenses, and the amount of such expenses, shall be determined by a majority vote at a District meeting.

- d) The obligation of each chapter to pay its proportionate share of such expenses shall be considered indebtedness to UNICO National, provided, however, that none of the provisions of this Section X, shall impose liability for District obligations or expenses on UNICO National.
- e) Any chapter not meeting its obligations under this Section shall not be permitted to vote at the District meetings as provided for in Article IX, Section 6(b), Subsections 1 and 2.
- f) Such expenses as are authorized hereunder for attendance at meetings of the National Board of Directors, Regional Meetings and District Governor Conferences shall be expended only if the District Governor and/or the Deputy District Governors or Alternate Deputy District Governors are actually in attendance and participate in such meetings.
- g) \*\* Operating expenses, i.e. printing, copying, etc.

\*\* This item does not currently appear in the UNICO National Constitution.

### **3. General Compliance**

- a) Each district shall maintain a District checking account and shall have two signatures on all checks.
- b) Each district must have a federal tax identification number as a subordinate group of UNICO National.
- c) Each district must meet federal and state tax compliance requirements.

### **Conclusion**

Based on the above guidelines, districts are determined to be a subordinate group of UNICO National. This classification is exactly how local chapters are now recognized by the Internal Revenue Service.

**UNICO NATIONAL, INC.**  
**DISTRICT \_\_\_\_\_**

**BUDGET**

**For the period July 1, \_\_\_\_ to June 30, \_\_\_\_.**

**REVENUE:**

Chapter Assessment, specify:  
(i.e. per capita, level assessment, per chapter, etc...)

\_\_\_\_\_ \$ \_\_\_\_\_

Other, specify:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TOTAL REVENUE** \$ \_\_\_\_\_

**EXPENSES – OFFICERS**

Meeting expenses for District Governor, Deputies,  
Alternate Deputy District Governors:

National Convention \$ \_\_\_\_\_

National Board of Directors \_\_\_\_\_

Regional Meeting \_\_\_\_\_

District Governor Conferences \_\_\_\_\_

Regional Chairman (Optional) \_\_\_\_\_

Administrative Expenses:

District Meetings \_\_\_\_\_

Printing \_\_\_\_\_

Postage \_\_\_\_\_

Copies \_\_\_\_\_

Other, specify:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOTAL EXPENSES** \$ \_\_\_\_\_

\_\_\_\_\_  
District Governor Signature

\_\_\_\_\_  
District Treasurer or Designee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Approved at a District meeting held on \_\_\_\_\_.  
Date