

# **CODE OF POLICIES OF ROTARY INTERNATIONAL DISTRICT 9650 INCORPORATED**

Adopted by Resolution Annual General Meeting  
at District Conference Coffs Harbour 28 March 2014.

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## **PREAMBLE**

The district is an incorporated entity, under the Associations Incorporation Act (NSW).

Further, the district is an administrative unit of Rotary International (RI) and it is bound by the RI constitutional documents and the policies of RI.

To the extent that any of the district's rules, regulations and policies are not in harmony with the RI constitutional documents and policies, the latter shall prevail, provided the same is not contrary to law.

As an incorporated entity in the State of NSW, it is obliged to have a set of rules, or constitution that is filed with the Department of Fair Trading. There are a minimum set of requirements that must be addressed in that set of rules.

In addition, RI have a minimum set of requirements for the district to be authorised to incorporate.

Finally, for taxation and associated reasons, the incorporated entity must have certain provisions in its rules, or constitution.

All these matters are dealt with in a document entitled 'Rules of Rotary International District 9650 Incorporated' and filed with the NSW Department of Fair Trading.

This set of policies attempts to codify those procedures etc that are not required to be included in any constitution or rules of incorporation for the district, but nevertheless are used to ensure consistency in the administration of the district.

With the exception of the Contents, headings and article numbering, the type faces in this document represent the following:

### **BOLD: RI BY-LAWS**

### **REGULAR: DISTRICT RULES**

References to articles, in brackets, are to the relevant provisions of the Bylaws of RI, which form part of the constitutional documents and which can only be changed as prescribed therein. They are included in this document for the following reasons:-

1. By their inclusion, it provides the reader with a single document reference for the policies which determine the manner by which we conduct business in this district.
2. While such provisions are, in the main, mandatory they are not such that they are required to be included in the constitutional document of the district.

## **ARTICLE 1. DEFINITIONS**

As used in these Rules, unless the context otherwise clearly requires, the words in this article shall have the following meanings:-

**Assistant Governor:**

A member appointed by the Governor to assist the Governor in the administration of the District.

**Board:**

**The Board of Directors of Rotary International. (ARTICLE 1(1))**

**Club:**

A Rotary Club being a member of RI District 9650 Incorporated.

**Constitutional Documents:**

The R I Constitution and By-laws and the Standard Rotary Club Constitution.

**District: The incorporated association known as Rotary International District 9650 Incorporated.**

**District Executive Committee:**

The District Governor, District Governor Elect, District Governor Nominee, Secretary, and Treasurer (being the Office Bearers of the District as defined in Rule 6.02.2 of the Rules of Rotary District 9650 Incorporated)

**District Management Committee**

The Committee appointed by the Annual General Meeting to administer the District for one year from the 1<sup>st</sup> July next after the conclusion of the annual general meeting comprising the District Executive Committee, the immediate Past District Governor, the Foundation Chairman, the Public Relations Director, Membership Director, 2 Service Projects Directors (Vocational & Youth Services Director and International & Community Services Director), and 2 representatives from the Assistant Governors. The District Governor Nominee is also the Club Administration Director. Should any position be held by the holder of another named position then additional members may be appointed to a maximum number of 15 members of the District Management Committee. Other members so appointed will be members of the District Management Team.

**District Management Team:**

The Team appointed by the Annual General Meeting to manage the District for one year from the 1<sup>st</sup> July next after the conclusion of the annual general meeting comprising the District Governor, District Governor Elect, District Governor Nominee, Secretary, Treasurer, and any or all of the following Immediate Past District Governor, District Trainer, District Directors and the Chairman of each of the following District Committees – Community, International, New Generations and Vocational, & and the Assistant Governors.

**General Secretary:**

**The General Secretary of RI.**

**Governor:**

**The Governor of RI District 9650 Incorporated. (ARTICLE 1(5))**

**Governor-elect:**

The incoming Governor of the District.

**Governor- nominee:**

The Governor of the District to follow the Governor -elect

**Member:**

**A member, other than honorary, of a Rotary club.**

Past District Governor:  
A past governor of R I resident within the District.

**RI:**  
**Rotary International. (ARTICLE 1(7))**

Secretary;  
The Secretary of RI District 9650 Incorporated

Treasurer:  
The Treasurer of RI District 9650 Incorporated

**Year:** The twelve month period which begins on 1 July. **(ARTICLE 1(10)).**

## **ARTICLE 2. MEETINGS**

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### 2.01 **District Training Assembly (ARTICLE 15.020)**

**2.01.1 A district training assembly, which may be a multidistrict training assembly, shall be held annually, preferably in April or May, to develop Rotary club leaders who have the necessary skills, knowledge and motivation to:**

- 2.01.1.1 sustain and/or grow their membership base;**
- 2.01.1.2 implement successful projects that address the needs of their communities and communities in other countries; and**
- 2.01.1.3 support The Rotary Foundation through both program participation and financial contributions.**

**2.01.2 The governor-elect shall be responsible for the district training assembly.**

**2.01.3 The district training assembly shall be planned and conducted under the direction and supervision of the governor-elect.**

**2.01.4 In special circumstances, the board may authorise the holding of a district training assembly at a date other than provided herein.**

**2.01.5 Those specifically invited shall include the incoming presidents and the members of clubs assigned by the incoming president to serve in key leadership roles in the upcoming year.**

### 2.02 **Presidents Elect Training Seminar (PETS) (ARTICLE 15.030)**

**2.02.1 A PETS, which may be a multidistrict PETS, shall take place for the purpose of orientation and training of club presidents-elect in the district as determined by the board.**

**2.02.2 The PETS shall be held annually, preferably in either February or March.**

**2.02.3 The governor-elect shall be responsible for the PETS.**

**2.02.4 The PETS shall be planned and conducted under the direction and supervision of the governor-elect.**

**2.03 District Management Team Training Seminar**

2.03.1 The district management team training seminar is intended to develop a cohesive team of district leaders who have the necessary skills, knowledge, and motivation to support the clubs in the district to:-

2.03.1.1 Sustain and increase their membership base

2.03.1.2 Implement successful projects that address the needs of their communities and communities in other countries

2.03.1.3 Support The Rotary Foundation through both program participation and financial contributions

2.03.1.4 Develop club leaders capable of serving in Rotary beyond the club level

2.03.2 A full day seminar should be held annually for the District Management Team, preferably in February after the governor-elect returns from the International Assembly. Participants attending the seminar should include:

2.03.2.1 Incoming Secretary, Incoming Treasurer, District Governor Nominee, Incoming assistant governors, incoming district directors and incoming district committee chairs for the following committees – Community, International, Youth and Vocational.

2.03.2.2 Governor-elect, who is responsible for the overall program.

2.03.2.3 District Trainer, who is responsible for planning and conducting the seminar under the supervision of the governor-elect.

2.03.2.4 Training leaders, as required.

**2.04 District Conference (ARTICLE 15.040)**

**2.04.1 Time and Place (ARTICLE 15.040.1)**

**2.04.1.1 A conference of Rotarians of the district shall be held annually at such time and place as agreed upon by the governor and the presidents of a majority of the clubs of the district.**

**2.04.1.2 The conference dates shall not conflict with the district assembly, the international assembly, or the international convention.**

**2.04.1.3 The board may authorise the district and one or more districts to hold their conferences together.**

**2.04.1.4 Further, the district may hold a district resolutions meeting at a time and place determined by the governor, provided twenty-one (21) days notice is given to all clubs in the district.**

**2.04.2 Site Selection (ARTICLE 15.040.2)**

**2.04.2.1. Where a governor nominee has been selected and certified to the general secretary, the district conference for the year of the governor nominee's service may be planned in advance.**

- 2.04.2.2 The governor-nominee and a majority of the current presidents of the clubs of the district must agree to the site for such conference.
- 2.04.2.3 With the approval of the board, a district may also select the site of the district conference for the year of the governor-nominee's service by the vote of the governor-nominee and the majority of those persons who will serve as club presidents during the same year.
- 2.04.2.4 Where a club has not selected its future president, the current president of that club shall vote on the site of such conference.

2.04.3 **Conference and District Resolutions Meeting actions** (ARTICLE 15.040.3)

- 2.04.3.1 The district conference and district resolutions meeting may adopt recommendations upon matters of importance in the district, provided such action shall be in accordance with the constitution and by-laws and in keeping with the spirit and principles of Rotary.
- 2.04.3.2 The district conference and district resolutions meeting shall consider and act upon all matters submitted to it for consideration by the Board and may adopt resolutions thereon.

2.04.4 **Conference Chairman and Secretary** (ARTICLE 15.040.4)

- 2.04.4.1 The governor shall appoint a conference chairman and secretary after consultation with the president of the host club.
- 2.04.4.2 The conference chairman and secretary shall cooperate with the governor in planning the conference and recording the proceedings thereof.

2.04.5 **Conference Report** (ARTICLE 15.040.5)

The governor or acting chairman along with the secretary, shall prepare and execute a written report of the conference proceedings within 30 days of the adjournment of the said conference. They shall transmit three copies of such report to the general secretary and one copy thereof to the secretary of each of the clubs of the district.

2.04.6 **Conference and District Resolutions Meeting Voting** (ARTICLE 15.050)

2.04.6.1 **Electors** (ARTICLE 15.050.1)

Each club in the district shall select, certify and send to the annual district conference and district resolutions meeting (if one is held) at least one elector. Any club with a membership of more than 25 shall be entitled to one additional elector for each additional 25, or major fraction thereof, of its members. That is, a club with a membership of up to 37 members is entitled to one elector, a club with 38 to 62 members is entitled to two electors, a club with 63 to 87 members is entitled to three electors and so on. Such membership shall be determined by the number of members in the club as of the date of the most recent semi-annual payment preceding the date on which the vote is to be held. However, any club whose membership in RI

has been suspended by the board shall not be entitled to any electors. Each elector shall be a member of the club. An elector must be present at the district conference or district resolutions meeting to vote.

**2.04.6.2 Conference and District Resolutions Meeting Voting Procedures  
(ARTICLE 15.050.2)**

**Every member in good standing of a club in the district present at the district conference or district resolutions meeting shall be entitled to vote on all matters submitted to a vote at such conference or district resolutions meeting, except for the selection of a governor-nominee, election of a member and alternate member of the nominating committee for director, composition and terms of reference of the nominating committee for governor, election of the club representative and alternate representative of the district to the council on legislation and the decision as to the amount of the per capita levy. However, any elector shall have the right to demand a poll upon any matter presented to the conference or district resolutions meeting. In such cases, voting shall be restricted to electors. When voting on the selection of the governor-nominee, all votes from a club with more than one vote shall be cast for the same candidate.**

**2.04.7 Resolutions**

**2.04.7.1 Procedure**

The procedure relating to resolutions and other items for consideration by the district conference shall be:

- 2.04.7.1.1 Proposed resolutions, or matters for consideration at the district conference, shall be submitted to the governor in writing not less than forty five (45) days before the date of the district conference.
- 2.04.7.1.2 All such proposals shall then be referred to a District resolutions committee appointed by the governor. Such committee appointed by the governor shall ensure that the proposals are in accordance with the constitution and by-laws of RI, in keeping with the spirit and principles of Rotary and worded in such a manner that their intention is clear and capable of implementation along correct lines, if adopted by the district conference.
- 2.04.7.1.3 The proposal, in amended form, if considered necessary or desirable by the resolutions committee or the governor, shall then be circulated to all clubs in the District not less than thirty one days before the date of the district conference.
- 2.04.7.1.4 Clubs shall endeavour to ensure that such proposals are discussed at club level before the conference. Club representatives should not, however, be limited in their action by binding instructions to vote for or against any proposal, but according to their best judgment, in consideration, not only of the consensus of the club but also of debate and discussion to the conference.

2.04.7.1.5 Copies of proposals for consideration by the conference shall be available to conference members when they register on arrival at the district conference.

2.04.7.2 Records

The District resolutions committee shall ensure that:

2.04.7.2.1 Proper records are kept of all resolutions affecting District affairs; and

2.04.7.2.2 a copy of each such resolution is forwarded to the incoming governor and all clubs in the District, as soon as practicable after the district conference at which it is adopted, and not later than the first day of July after that district conference.

2.04.8 Conference function for past RI Officers

A function is to be provided, as part of the programme for all District conferences for those Rotarians attending who are past officers of RI and their spouses.

2.05 Standing orders for District Meetings

2.05.1 All speakers are to use the following form of address:

Mr. Chairman, District Governor, Rotarian friends and friends of Rotary.

2.05.2 A timekeeper shall be appointed, for all speakers.

2.05.3 No speaker shall speak for longer than two (2) minutes with the exception of the mover of the motion who may speak for three (3) minutes and have two (2) minutes for the right to reply. Provided that there is majority vote, the chairman may accept a motion "That the speaker be further heard".

2.05.4 Speakers are to be taken in order – one "for" the motion, followed by one "against" the motion.

2.05.5 Parliamentary rules of debate are to apply.

2.05.6 Except for voting on constitutional matters, when the normal club voting/delegate system shall apply a majority vote of all eligible voters present and voting shall be required to adopt a proposed resolution.

**ARTICLE 3. FINANCES, FEES AND DUES**

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**3.01 District Fund. (ARTICLE 15.060.1)**

**3.01.1** The district may establish a fund to be called "The District Fund" for financing district-sponsored projects and the administration and development of Rotary in the district.

**3.01.2** The District Fund shall be established by resolution of the district conference.

**3.02 Approval of Levy. (ARTICLE 15.060.2)**

The District Fund shall be financed by all clubs in the district by way of a per capita levy on the members of those clubs. The amount of the levy shall be decided by:

**3.02.1** The district training assembly after the approval of three-fourths of incoming club presidents present, provided that where a president-elect is excused from attending the district training assembly by the governor-elect in accordance with Article 10 section 5(c) of the standard club constitution, the designated representative of the president-elect shall be entitled to vote in the president-elect's place.

**3.02.2** The district conference by a majority of the electors present and voting

**3.02.3** At the option of the district, the district presidents-elect training seminar after the approval of three-fourths of the incoming club presidents present, provided that where a president-elect is excused from attending by the governor-elect in accordance with article 10, section 5(c) of the standard club constitution, the designated representative of the president-elect shall be entitled to vote in the president-elect's place.

**3.03 Per Capita Levy. (ARTICLE 15.060.3)**

The per capita levy is mandatory on all clubs of the district. The governor shall certify to the board the name of any club that has failed for more than six months to pay such levy. The Board shall suspend the services of RI to the delinquent club while the levy remains unpaid.

**3.04 Annual Statement and Report of District Finances. (ARTICLE 15.060.4)**

**3.04.1** The governor must provide an annual statement and report of the district finances that has been independently reviewed to each club in the district within three months of the completion of the governor's year in office. It may be reviewed either by a qualified accountant or by a district audit committee as may be decided by the district conference. If an audit committee approach is selected, then it must:

- (a) be composed of at least three members;
- (b) have all the members be active Rotarians;
- (c) have at least one member who is a past governor or a person with audit experience;

- (d) not allow the following to serve on the audit committee for the year in which they serve in these positions: governor, treasurer, signatories of district bank accounts, and members of the finance committee; and
- (e) have the members selected by the district in accordance with the procedures established by the district.

**3.04.2 This annual statement and report shall include but not be limited to details of:**

- 3.04.2.1 all sources of the district's funds (RI, The Rotary Foundation, district and club);**
- 3.04.2.2 all funds received by or on behalf of the district from fundraising activities;**
- 3.04.2.3 grants received from The Rotary Foundation or funds of The Rotary Foundation designated by the district for use;**
- 3.04.2.4 all financial transactions of district committees;**
- 3.04.2.5 all financial transactions of the governor by or on behalf of the district;**
- 3.04.2.6 all expenditures of the District's funds; and**
- 3.04.2.7 all funds received by the governor from RI.**

**3.04.3 The annual statement and report shall be presented for discussion and adoption at the next district meeting to which all clubs are entitled to send a representative and for which 30 days notice has been given that the statement and report of district finances will be presented. If no such district meeting is held, the statement and report shall be presented for discussion and adoption at the next district conference.**

3.04.4 The District shall hold a Special Meeting prior to end of November each year to receive, discuss and adopt the Annual Statement and Report. Clubs are entitled to the same voting entitlements as apply in clause 2.04.6.1 and any Club that cannot attend the Special meeting may exercise their vote by Proxy Vote that must be received by the District Secretary 48 hours prior to the Special Meeting.

**3.05 Preparation and Submission of Budget**

The finance committee shall prepare a budget of estimated District income and expenditure and desired District per capita levy for the coming year, and shall submit to all incoming presidents at the Presidents Elect Training Seminar before the District assembly, to enable the incoming presidents to discuss it with their boards and obtain instructions to approve or reject the proposed per capita levy at the District assembly.

**3.06 Operation of District Accounts**

All bank accounts involving funds of any District committee shall be conducted in the name of "Rotary International District 9650 Incorporated" under the control of the District finance committee, who may from time to time authorise operation on any such account by such members of any District committee and on such terms as the District finance committee may from time to time determine, bearing in mind, at all times, the aims and wishes of the sub-committee concerned.

**3.07 Financial Statement for District Conference**

The District finance committee shall prepare and circulate to the Clubs, for consideration by those attending the District conference, a comprehensive financial statement for the current financial year from 1 July to end January. Such statement shall contain a comparison of income and expenditure against the budget.

### 3.08 Audit of District Finances

All funds in the hands of District committees shall be accounted for, and relevant books of accounting handed to the District treasurer, by July 15 in each year. The District treasurer shall prepare a statement of receipts and payments as at June 30 each year, and such statement of receipts and payments shall be duly audited and a copy thereof shall be forwarded to each Club in the District not later than September 30 in that year (in conformity with Article 3.04 of these rules.

### 3.09 Application of Surplus Funds

District funds which have accumulated as a result of savings on the District budget and on conference estimates, shall be applied first to renew or maintain conference and District equipment. Any surplus shall be invested in a reserve account to be administered by the District finance committee.

### 3.10 Transportation of District Equipment

3.10.1 The costs of packing and all transportation of district flags and other district equipment when made available for use by a club of the district shall be met by that club; and

3.10.2 The district finance committee shall make provision for the cost of packing and all transportation to be a charge on district funds when such equipment is made available for use at the chartering of a club or of a Rotaract or Interact club or is being transported to an approved district activity

### 3.11 Subsidy for District Officers' Accommodation.

The District finance committee shall make provision in the budget for Rotarians on District committee business to be subsidised for essential overnight accommodation

### 3.12 DGE and DGN Travelling Allowance

The District finance committee shall make provision in the budget of an allowance for the governor elect and the governor nominee for travelling to essential District and other meetings.

### 3.13 Governor's Jewel

The District finance committee shall make provision in the budget for the purchase of a past governor's lapel badge and jewel for the retiring governor in each year.

### 3.14 Contribution to Rotary Institute

The District finance committee shall make provision in the budget for such sum as required with respect to Institute registration, travel costs and accommodation expenses of the governor, the governor elect and the governor nominee to attend such annual Zone institute.

### 3.15 Council on Legislation

The District finance committee shall make provision in the budget for a subsidy to be paid to the representative of the District attending the council on legislation of RI. The amount of the subsidy shall be determined from time to time by the District finance committee and one third of the estimated subsidy required provided for each Rotary year.

### 3.16 Travelling Expenses

- 3.16.1 The District finance committee shall make provision for payment from the District fund, of an allowance to the governor to be subject to the expense claim reimbursement process as approved by the District Management Committee, the total amount being confirmed as a part of the District Budget; and
- 3.16.2 Travelling expenses paid to the governor be those as determined and advised monthly by Rotary International South Pacific and Philippines Office or failing any such advice then as set, from time to time, in the regulations of the New South Wales Public Service Act, official business rate, such travelling expenses to be used for the purpose of attending District committee meetings, selections, briefings, seminars, welcomes and farewells, club celebrations and the chartering of Rotary, Rotaract or Interact clubs.

### 3.17 Conference Expenses

The District finance committee shall make provision in the District budget to cover the full costs of halls, printing, stationery and associated expenses of staging the District conference each year.

## **ARTICLE 4. DISTRICT OFFICERS**

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### 4.01 **Qualifications of a Governor-nominee. (ARTICLE 15.070)**

**Unless specifically excused by the board, no person shall be selected as nominee for governor unless the Rotarian has the following qualifications at the time of selection.**

- 4.01.1 **Rotarian in Good Standing. (ARTICLE 15.070.1)**  
The Rotarian must be a member in good standing of a functioning club in the district.
- 4.01.2 **Rotarian Maintaining Full Qualifications of Membership. (ARTICLE 15.070.2)**  
The Rotarian must have full qualifications for such membership in the strict application of the provisions therefore, and the integrity of the Rotarian's classification must be without question.
- 4.01.3 **Rotarian's Qualification as Past President of Club. (ARTICLE 15.070.3)**  
The Rotarian must have served as president of a club for a full term or be a charter president of a club having served the full term from the date of charter to 30 June, provided that this period is at least six months.
- 4.01.4 **Rotarian's Ability to fulfil Duties of Governor. (ARTICLE 15.070.4)**

The Rotarian must demonstrate willingness, commitment and ability, physically and otherwise, to fulfil the duties and responsibilities of the office of governor as provided in Section 15.090 (See Article 5.02 of this Code of Policies).

- 4.01.5 Rotarian's Certification of Qualifications. (ARTICLE 15.070.5)**  
The Rotarian must demonstrate knowledge of the qualifications, duties and responsibilities of governor as prescribed in the by-laws and submit to RI, through its general secretary, a signed statement that the Rotarian understands clearly such qualifications, duties, and responsibilities. Such statement shall also confirm that the Rotarian is qualified for the office of governor and willing and able to assume the duties and responsibilities of that office and to perform them faithfully.

**4.02 Qualifications of a Governor. (ARTICLE 15.080)**

Unless specifically excused by the board, a governor at the time of taking office must have attended the international assembly for its full duration, been a member of one or more Rotary clubs for at least seven years and must continue to possess the qualifications in Section 15.070 (See Article 4.01 of this Code of Policies).

**4.03 Duties of a Governor. (ARTICLE 15.090)**

The governor is the officer of RI in the district, functioning under the general control and supervision of the board. The governor is charged with the duty of furthering the Object of Rotary by providing leadership and supervision of the clubs in the district. The governor should work with district and club leaders to encourage participation in a district leadership plan as may be developed by the board. The governor shall provide inspiration and motivation to the clubs in the district. The governor shall also ensure continuity within the district by working with past, current, and incoming district leaders in fostering effective clubs. The governor shall be responsible for the following activities in the district:

- 4.03.1 organising new clubs;**
- 4.03.2 strengthening existing clubs;**
- 4.03.3 promoting membership growth by working with district leaders and club presidents to establish realistic membership goals for each club in the district;**
- 4.03.4 supporting The Rotary Foundation with respect to program participation and financial contributions;**
- 4.03.5 promoting cordial relations among the clubs and between the clubs and RI;**
- 4.03.6 planning for and presiding at the district conference and assisting the governor-elect in the planning and preparation for the presidents-elect training seminar and district assembly;**
- 4.03.7 providing for an official visit meeting individually or in multi-club meetings conducted throughout the year to take place at a time that maximises the governor's presence for the purpose of:**
  - 4.03.7.1 focusing attention on important Rotary issues;**
  - 4.03.7.2 providing special attention to weak and struggling clubs;**

- 4.03.7.3 motivating Rotarians to participate in service activities;
- 4.03.7.4 Ensuring that the Constitution and bylaws of Clubs comply with the constitutional documents, especially following council on legislation; and
- 4.03.7.5 personally recognising the outstanding contributions of Rotarians in the district.

- 4.03.8 issuing a monthly letter to each club president and secretary in the district;
- 4.03.9 reporting promptly to RI as may be required by the president or the Board;
- 4.03.10 supplying the governor elect, as soon as possible after his/her election, and prior to the international assembly, full information as to the condition of clubs with recommended action for strengthening clubs;
- 4.03.11 assuring that district nominations and elections are conducted in accordance with the RI constitution, the by-laws of RI, and the established policies of RI;
- 4.03.12 inquiring on a regular basis about the activities of Rotarian organisations operating in the district (Friendship Exchanges, intercountry committees, Global Networking Groups, etc.);
- 4.03.13 transferring continuing district files to the governor-elect; and
- 4.03.14 performing such other duties as are inherent as the officer of RI.

**4.04 Selection of a Governor-Nominee (ARTICLE 13.010)**

The district shall select a nominee for governor not more than 38 months, but not less than 24 months, prior to the day of taking office. The nominee shall assume the title of governor-nominee-designate upon selection and shall assume the title of governor-nominee on 1 July two years prior to assuming office as governor. The board shall have the authority to extend the date under section for good and sufficient reasons. The nominee shall be elected at the RI convention held immediately preceding the year in which such nominee is to be trained at the international assembly.

The nominee so elected shall serve a one- year term as governor- elect and assume office on 1 July in the calendar year following election.

**4.05 Nominating Procedure for Governor (ARTICLE 13.020)**

**4.05.1 Nominating Committee for Governor**

**4.05.1.1 Nominating Committee for Governor**

The district shall select its governor-nominee either by a nominating committee procedure as hereinafter provided or by a direct ballot-by-mail as provided in (RI Bylaw section 13.040 or, alternatively, at the district conference as provided in (RI Bylaw subsection 13.020.13, the choice of which shall be decided by a resolution adopted at a district conference by a majority of the votes of the electors of the clubs present and voting. (ARTICLE 13.020.1)

**4.05.1.2** In districts adopting a nominating committee procedure for selection of governor-nominee, the nominating committee for governor shall be charged with the duty to seek out and propose the best available candidate for governor-nominee. The terms of reference of the committee, including the method for selecting members, shall be determined in a resolution adopted by the electors of the clubs present and voting at the district conference. Such terms of reference may not be inconsistent with the by-laws of RI. (ARTICLE 13.020.2)

**4.05.1.3** **Failure to Adopt Nominating Committee Procedure**  
If the district has adopted the nominating procedure for the selection of governor-nominee but fails to select members of a nominating committee as required in subsection 13.020.2 of the bylaws of RI it shall utilize the five most recent past governors who are still members of a club in the district as its nominating committee. The committee so constituted shall function in accordance with section 13.020 of the bylaws of RI. Where five past governors are not available, the president of RI shall appoint additional suitable persons from the district so that the committee contains five members. (ARTICLE 13.020.3)

4.05.2 **Nominating Procedure**

**4.05.2.1** **Suggestions by Clubs for Governor**  
If the district has adopted the nominating committee procedure for selection of governor-nominee the governor shall invite the clubs to submit their suggestions for nominations for governor which shall be considered by the nominating committee so long as they reach the committee by the date established and announced by the governor. Such announcement shall be made to the clubs in the district at least two months before such suggestions must reach the nominating committee. The announcement shall include the address to which suggestions shall be sent. The suggestions shall be submitted in the form of a resolution adopted at a regular meeting of the club naming the suggested candidate. The resolution shall be certified by the club secretary. A club may suggest only one of its own members as a candidate for governor-nominee. (ARTICLE 13.020.4)

4.05.2.2 The governor shall circulate to each member of the nominating committee the full name, short biography and all relevant details of each candidate for the office of the governor in order to reach the committee member no later than two (2) weeks before the committee is scheduled to hold its first meeting.

**4.05.2.3** **Nomination by Committee of Best Qualified Rotarian**  
The nominating committee for governor 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. (ARTICLE 13.020.5)

**4.05.2.4** **Notification of Nomination**  
The nominating committee shall notify the governor of the candidate selected. The governor shall then publish to the clubs of the district the name and club of the nominee. (ARTICLE 13.020.6)

- 4.05.2.5 Committee Inability to Select Nominee**  
Where the nominating committee cannot agree upon a candidate, the governor-nominee shall be elected in a ballot-by-mail as provided in
- Section 13.040.** Alternatively the governor-nominee may be selected from among those candidates suggested to the nominating committee at the district conference in accordance with Section 15.050. (ARTICLE 13.020.7)
- 4.05.2.6 Challenging Candidates**  
Any club in the district which has been in existence for at least one year as of the beginning of that year may also propose a challenging candidate for governor-nominee. A club in existence for less than one year as of the beginning of that year may propose a challenging candidate provided such candidate is a member of that club. The challenging candidate must have been duly suggested to the nominating committee. The name of the challenging candidate shall be submitted pursuant to a resolution by the club adopted at a regular meeting. The club must file the resolution with the governor by the date determined by the governor. Such date shall be at least two weeks after publication of the announcement of the selection for governor-nominee by the nominating committee. (ARTICLE 13.020.8)
- 4.05.2.7 Concurrence to Challenges**  
The governor shall inform all clubs through a form prescribed by RI of the name of any challenging candidate who has been proposed as specified above. The governor shall also inquire whether any club wishes to concur with the challenge. A club must file a resolution of the club adopted at a regular meeting to concur with any challenge. Such resolutions must be filed with the governor by the date determined by the governor. Only challenges that have been concurred to by at least five other clubs which have been in existence for at least one year as of the beginning of that year or 10 percent of the total number of clubs as at the beginning of that year in the district which have been in existence for at least one year as of the beginning of that year, whichever is the higher, shall be considered valid. (ARTICLE 13.020.9)
- 4.05.2.8 Absence of Challenging Candidate**  
The governor shall declare the candidate of the district nominating committee to be the governor-nominee where no such challenging nomination has been received by the established date. Such declaration shall be made to all clubs in the district within 15 days of the deadline. (ARTICLE 13.020.10)
- 4.05.2.9 Challenging Nominations**  
The governor shall notify all clubs in the district where a challenging nomination has been received by the deadline and continues effective for 15 days thereafter. Such notice shall include the name and qualifications of each such challenging candidate and state that such candidates will be balloted upon in a ballot-by-mail or alternatively at the district conference. (ARTICLE 13.020.11)



**4.05.2.10 Failure of Challenging Nomination to Remain Effective**  
Where no challenging nomination continues effective following the 15-day period, the governor shall declare the candidate of the district nominating committee as governor-nominee. The governor shall notify all clubs in the district of such nominee within 15 days. (ARTICLE 13.020.12)

**4.05.2.11 Ballot at District Conference for Election of Governor-nominee**  
The ballot at the district conference will follow as closely as possible the provisions for a ballot-by-mail. All votes from a club with more than one vote shall be cast for the same candidate failing which the votes from such club shall be deemed to be spoiled votes. (ARTICLE 13.020.13)

**4.05.2.12 Selection through Ballot-by-Mail of Governor**  
The district shall select its nominee for governor in a ballot-by mail without the assistance of a nominating committee where circumstances require such action under (RI Bylaw subsection 13.020.1) or when permission is given by the board. (ARTICLE 13.030)

(Note: As the circumstance is unlikely to occur in the district, the procedures have not been reproduced in this document. Reference should be made to RI Bylaws **ARTICLE 13.030.1-13.040.5** inclusive.)

#### **4.06 Vacancy in the Office of Governor**

##### **4.06.1 Vice-Governor**

The nominating committee for governor will select one available past governor to be named vice-governor. 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 (ARTICLE 6.120.1)

#### **4.07 Appointment of Assistant Governors**

4.07.1 The governor, on the advice of the District Executive committee, shall appoint assistant governors and shall allocate their duties at the time of appointment.

4.07.2 Assistant governors shall be appointed yearly, provided an assistant governor shall not serve for more than three years in total.

4.07.3 Assistant governors are not officers of RI.

#### **4.08 Qualifications of Assistant Governors**

4.08.1 Membership, other than honorary, in good standing in a club in the district for at least three years.

4.08.2 Service as president of a club for a full term.

4.08.3 Willingness and ability to accept the responsibilities of assistant governor.

4.08.4 Demonstrated outstanding performance at the district level.

4.08.5 Potential for future leadership in the district.

#### **4.09 Duties of Assistant Governors**

The duties of the assistant governors shall be to:-

4.09.1 Attend the management team training seminar for the district and other management team organisational meetings.

- 4.09.2 Attend and participate in the presidents' elect training seminar and the district training assembly.
- 4.09.3 Work with the governor to develop goals for the district.
- 4.09.4 Advise the incoming governor on subcommittee selections.
- 4.09.5 Meet and assist the incoming presidents of the clubs in their group before the Rotary year to discuss the clubs' goals and to review the "Summary of Plans and Objectives".
- 4.09.6 Visit each club in their group regularly with a minimum of one visit each quarter of the Rotary year.
- 4.09.7 Conduct a meeting with the club board mainly to review the club's "Summary of Plans and Objectives".
- 4.09.8 Maintain regular contact with club presidents and secretaries within their cluster and where possible hold a regular meeting with them to discuss matters of interest or concern.
- 4.09.9 Plan for the visit of the governor to each club or area.
- 4.09.10 Inform the governor of the progress of the clubs.
- 4.09.11 Encourage the clubs to follow through on requests and recommendations of the governor
- 4.09.12 Attend and promote attendance at the district conference and other district meetings.
- 4.09.13 Participate in The Rotary Foundation programs.
- 4.09.14 Monitor each club's performance with service projects.

## **ARTICLE 5 COMMITTEES**

### Index

- 5.01 General Provisions
- 5.02 Management Committee
- 5.03 Nominating Committee for District Governor
- 5.04 Finance Committee
- 5.05 Other Committees

### 5.01 General Provisions

- 5.01.1 Committees are charged with carrying out the goals of the district as formulated by the governor with the advice of the District Management Committee.
- 5.01.2 Committees shall be appointed to address ongoing administrative functions, and should include:-
  - 5.01.2.1 Training
  - 5.01.2.2 Membership Development
  - 5.01.2.3 Extension
  - 5.01.2.4 Finance
  - 5.01.2.5 District-level programs that are ongoing, eg Youth Exchange
  - 5.01.2.6 Public relations
  - 5.01.2.7 District Conference
  - 5.01.2.8 The Rotary Foundation
  - 5.01.2.9 RI Convention Promotion
 (Note: Information regarding the specific purpose, duties and responsibilities, additional qualifications, and additional training requirements for these committees can be found in Section 17.020.3 of the Rotary Code of Policies.)

- 5.01.3 Additional district committees should be appointed only when they serve a specific function identified by the governor and the district management committee
- 5.01.4 **Committee Structure.**  
To be effective, the committees must have continuity of members and a focus on succession planning for the workings of the committee. Ideally, the governor should appoint a minimum of three members to each district committee-at least one to serve one year, one to serve two years, and one to serve three years. Thereafter, each succeeding year the governor in office should appoint at least one Rotarian for a period of three years to fill the vacancies. Each year, the governor shall appoint one member of each committee to serve as chair.
- 5.01.5 **Committee Qualifications.**
- 5.01.5.1 The minimum recommended qualification for appointment to a district committee is membership, other than honorary, in good standing in a club in the district.
- 5.01.5.2 In addition, it is desirable that the chair selected be a past governor, a past assistant governor, a past effective Club President or an effective past district committee member who has had previous experience as a member of the district committee.
- 5.01.6 **Training Requirements**  
District Management Committee members should attend the district team training seminar and other district meetings as appropriate.
- 5.01.7 Committees shall report to their responsible Director and the governor on the status of their activities on a regular basis. In addition, Directors shall provide a written report of their Plans and Objectives and outcomes achieved to the District Governor to enable the District Governor to report to the district conference.
- 5.01.8 In accordance with the District Leadership Plan which specifically requires District Leaders including District Committees to ensure continuity of leadership within the district, District Officers including chairs of each district committee should ensure that they hand over to their successors, after due consultation & near as practical to 1 July each year, or on the occasion of a casual vacancy and in any case as soon as practicable upon request from their successor, all relevant files & records, preferably in electronic format

## 5.02 Management Committee

The constituent members, duties and functions of this committee are as set out in the 'Rules of RI District 9650 Incorporated'

## 5.03 Nominating Committee for District Governor

5.03.1 The nominating committee shall comprise:-

5.03.1.1 The governor;

5.03.1.2 The two (2) most recent past governors available, who have served as governor within any part of the current district 9650 boundaries;

5.03.1.3 The governor-elect;

5.03.1.4 The governor-nominee; and

5.03.1.5 One (1) member per cluster, being the Assistant Governor if available otherwise a representative elected by the clubs within each of those clusters; provided that no person (except current, past and elected future officers of RI) shall be eligible for membership of the nominating committee if a candidate for selection as governor is nominated by that person's club.

5.03.2 In the event of a vacancy arising in the nominating committee for any reason, the next available past district governor shall take the place of a past district governor affected, and the alternate representative elected in accordance with by-law 5.03.4 shall take the place of the cluster representative affected. In the event of no nominations being received from a cluster, or if neither of the elected cluster representative is available, then the governor shall appoint a representative from that cluster.

5.03.3 To be eligible for membership of the nominating committee, a Rotarian must be a member of a club in good standing within District 9650, and must be a past president or past secretary of a Rotary club.

5.03.4 The governor shall chair the committee, except that in the absence of the governor, the committee will elect a chairman. Each committee member shall have one vote. In the event of a tied vote, the chairman shall have the casting vote.

5.03.5 If as a result of the unavailability of an Assistant Governor to be part of the Nominating Committee, the governor will call for nominations for cluster representative of the nominating committee.

#### 5.04 Finance Committee

5.04.1 While the overall management of the district is the responsibility of the management committee, this committee shall be responsible for the management of the district's finances. The committee's duties and powers are set out in Article 3 of this Code of Policies

5.04.2 The committee shall comprise:-

5.04.2.1 The governor.

5.04.2.2 The governor - elect.

5.04.2.3 The governor nominee.

5.04.2.4 The immediate past district governor

5.04.2.5 The district treasurer.

5.04.2.6 The district Secretary

5.04.2.7 and one other member with formal Accounting qualifications and current or recent practical experience if none of the other Committee members have such experience. The governor shall select one of the committee to serve as chair for the year.

5.04.3 The committee shall meet not less than three times a year.

#### 5.05 Other Committees

5.05.1 Vocational Training Team Committee

- 5.05.1.1 A district Vocational Training Team committee should be appointed for such period as may be necessary to arrange for both the receiving and sending of teams involved in a particular vocation activity;
- 5.05.1.2 In the event that a further Vocational Training Team award is to be applied for, prior to completion of an exchange under an award already granted, the committee appointed to arrange the new exchange should include at least three members of the existing committee, to ensure continuity;
- 5.05.1.3 The governor's representative to lead a Vocational Training Team should be chosen by the governor, after consultation with the district Vocational Training Team committee, and after considering any recommendation made by them. If possible the governor should be present at interviews with candidates and should act as a member of the committee for the purpose of this selection;
- 5.05.1.4 The governor's representative so chosen should be present at final selection of the Vocational Training team, but shall not have a deliberate vote on the selection; and
- 5.05.1.5 The Vocational Training Team program of The Rotary Foundation of RI be continued in the district and that the governor be authorised to seek participation in the programme.

#### 5.05.2 Youth Exchange

- 5.05.2.1. The governor should appoint a district Youth Exchange committee as suggested in the Manual of Procedure. While recognising that clubs may arrange exchanges directly with other clubs, the district committee may inform, advise and assist recommend standards and standard procedures, arrange exchanges and transport, conduct interviews and selections, and generally act for clubs and co-ordinate their participation in the programme.
- 5.05.2.2 The district should endorse the policy of selecting candidates in "Youth Exchange Manual-Australia" so as to ensure the selection of the best possible ambassadors for Australia, for the district and for RI.
- 5.05.2.3 Any special conditions of selection determined by the district Youth Exchange committee for a particular year should be made fully known to all sponsor clubs not later than the time of calling for applications in that year.
- 5.05.2.4 The district should encourage attendance of the governor and/or the governor elect and/or the Youth Exchange committee chairman nominee at the annual Australian conference of Youth Exchange committee officers.
- 5.05.2.5 The payment of school fees levied on incoming Youth Exchange students, for enrolment, tuition or for any other purpose shall not be charged against, or recouped from, the district fund except in the most exceptional cases of urgency and then only with the governor's prior approval.

#### 5.05.3 Insurance Committee

An insurance committee comprising at least The District Insurance Officer, shall be appointed to develop, protect and advise clubs on insurance cover and costs within and outside the district.

5.04.4 Child Protection Committee

A child protection committee shall be appointed to maintain district child protection procedures that reflect current law and best practice. The committee shall be chaired by the district's child protection officer and another of its members shall be the Chairman of the district's Youth Committee.

5.05.5 Nominating Committee for representative to Council on Legislation

The District representative and alternative representative to the three yearly Council on Legislation shall be selected by a nominating committee procedure, as recommended in the Bylaws of Rotary International. This Committee is required to be appointed in the Rotary year immediately following each Council on Legislation.

The committee shall consist of a minimum of three past officers of Rotary International, none of whom wishes to be available to serve as either a representative or alternative representative.

The appointments shall be made by the District Governor, in consultation with the District Governor Elect, and shall be finalised by the 31 July of the Rotary year immediately following the most recent Council on Legislation. Each member of the nominating committee should have served as a representative to a Council on Legislation.

The following timetable shall apply in the specified Rotary year in relation to the activities of the appointed nominating committee:

- a. Clubs will be invited to submit to the nominating committee, by 31 October, names of eligible past officers to serve as the district representative and alternative.
- b. The nominating committee will meet before 30 November to select the representative and alternative, where more than one name has been submitted. The committee shall not be limited in its selection to names submitted by clubs.
- c. The district governor will advise all Clubs in the District of the name of the selected representative and alternative prior to 31 December.
- d. Clubs wishing to challenge the choice of the nominating committee may do so by advising the district governor, and submitting the name of an alternate candidate for the position by 31 January. Such candidate must be from the names suggested to the nominating committee in 1 above. Only challenges that have been supported by at least five other clubs shall be considered valid.
- e. In the event of a valid challenge as detailed above, a ballot will be conducted at the District Conference to be voted on by the delegates of clubs in the district."

**ARTICLE 6. MISCELLANEOUS**

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6.01 District Awards

### 6.01.1 Submissions for District Awards

6.01.1.1 The eligibility period for all District awards commences from the closure date of the previous year's submissions.

6.01.1.2 All submissions for District awards are to be in the hands of the District Director or Committee Chairman of interest not less than thirty (30) days before the date of presentation of the Awards.

### 6.01.2 District awards

The District awards are as set out in rule 13.04 hereto, or as subsequently varied.

## **ARTICLE 7. SCHEDULES**

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  - 7.02 Clubs
  - 7.03 Clusters and Member Clubs
  - 7.04 District Awards
- 

### 7.01 Territorial Limits

That portion of the State of New South Wales north along the Pacific east coast from Seal Rocks in the south to Corindi Beach in the north. Thence due west at south latitude 30 degrees to Ben Lomond, thence north west to Ashford, and thence due west to the intersection of the Castlereagh Highway. Thence south longitude 147 degrees 30 minutes along a line 20 kilometres west and parallel to the Castlereagh Highway to Gulargambone; thence in a straight line to Binnaway, thence due east to Wallabadah, and thence in a straight line south east to Seal Rocks.

It is agreed that any changes to the Territorial Limits as approved by RI be altered in this Policy with approval of the Management Committee and by reporting by the District Governor to the Club Presidents.

### 7.02 Clubs

Armidale, Armidale AM, Armidale Central, Armidale North, Barraba, Bellingen, Boggabri, Coffs Harbour, Coffs Harbour City, Coffs Harbour Daybreak, Coffs Harbour South, Coonabarabran, Coonamble, Dorrigo, Forster-on-Wallis, Gloucester, Great Lakes, Gunnedah, Gunnedah West, Gunnedah 2380, Guyra, Inverell, Inverell East, Kempsey, Kempsey West, Laurieton, Lightning Ridge, Macksville, Manilla, Moree, Moree-on-Gwydir, Nambucca Heads, Narrabri, Old Bar, Port Macquarie, , Port Macquarie Sunrise, Port Macquarie West, Quirindi, Sawtell, South West Rocks, Tamworth, Tamworth First Light, Tamworth North (known as eClub9650 Rotary Club), Tamworth on Peel (known as Calala Rotary). Tamworth Sunrise, Tamworth West, Taree, Taree North, Taree-on-Manning, Tuncurry Forster, Uralla, Walcha, Warialda, Wauchope, Wee Waa, Wingham, Woolgoolga.

It is agreed that any changes to the Clubs as approved by RI be altered in this Policy with approval of the Management Committee and by reporting by the District Governor to the Club Presidents.

### 7.03 Clusters and Member Clubs

Cluster 1 COFFS COAST: Dorrigo, Sawtell, Coffs Harbour, Coffs Harbour City, Coffs Harbour South, Coffs Harbour Daybreak, Woolgoolga.

Cluster 2 NAMBUCCA-MACLEAY: Bellingen, Nambucca Heads, Macksville, Kempsey, Kempsey West, South West Rocks.

Cluster 3 PORT MACQUARIE-HASTINGS: Laurieton, Port Macquarie, Port Macquarie Sunrise, Port Macquarie West, Wauchope.

Cluster 4 MANNING-GREAT LAKES: Wingham, Taree, Taree North, Taree-on-Manning, Tuncurry-Forster, Great Lakes, Gloucester, Old Bar and Forster-on-Wallis.

Cluster 5 NEW ENGLAND: Armidale, Armidale Central, Armidale North, Armidale A.M., Walcha, Uralla, Guyra.

Cluster 6 TAMWORTH REGION: Manilla, Tamworth, Tamworth North (known as eClub9650 Rotary Club), Tamworth on Peel (known as Calala Rotary), Tamworth Sunrise, Tamworth West, Tamworth-First Light, Quirindi.

Cluster 7 COONABARABRAN-LIVERPOOL PLAINS: Coonabarabran, Boggabri, Gunnedah, Gunnedah West, Gunnedah 2380.

Cluster 8 MOREE-GWYDIR: Moree, Moree-on-Gwydir, Warialda, Inverell, Inverell East, Barraba.

Cluster 9 NAMOI: Coonamble, Lightning Ridge, Narrabri, Wee Waa.

It is agreed that any changes to the Clubs as approved by RI and the corresponding required changes to the Clubs in a Cluster be altered in this Policy with approval of the Management Committee and by reporting by the District Governor to the Club Presidents.

#### 7.04 District Awards

- A. Conference attendance (PDG Alfred CC Holtz Trophy).
- B. Spouse/partner conference attendance (PDG Col Holton Trophy).
- C. Club membership growth (PDG Wal Oakes Trophy).
- D. Community Service (PDG Jim Small Trophy).
- E. Club attendance (PDG Charles May Trophy).
- F. International Service (PDG Gordon Fisher Trophy).
- G. World Community Service (PP Tub Nardy Trophy).
- H. Vocational Service (PDG Kevin Hardes Trophy).
- I. Rotary Foundation (PDG Art Brand Trophy).
- J. Club bulletin (PDG Barrie Titcume Trophy).
- K. Golf (PDG Roger Dulhunty Trophy).
- L. Golf Partners (Denis and Christine Carter Award).



- M. R I Significant Achievement Award PDG Harry Durey Trophy).
- N. Preserve Plant Earth (PDG Bill Forrest Trophy).
- O. Youth Service (PDG Warren Newman Trophy).
- P. Annual Report (PDG Dal Fayle Trophy).
- Q. Australian Rotary Health Research Fund Award.
- R. FAIM Involvement (PDG Keith Hopper Trophy).
- S. District Historic Archives Award (PDG David McIntyre Trophy).
- T. Colin Ruprecht –Member introduction Trophy.
- U. PDG Garrick C Baker Award for Public Relations
- V. Most First Time District Conference Attendees Award (PDG John Barwick Trophy).
- W. Youngest Rotarian at District Conference Award (PDG Garry Johnson Trophy).
- X. Learn to Live Award (PDG John and Dorothy Burkey Award).

**ARTICLE 8. AMENDMENTS**

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- 8.01 RI Provisions
- 8.02 Other Provisions

- 8.01 RI Provisions  
 Those parts of this Code of Policies that appear in **bold** print, or are identified as being part of the Bylaws of RI can only be amended as provided in the Bylaws of RI (see **ARTICLE 24**).  
 Any such changes as approved by RI can be implemented by the District Governor in this Policy and such changes are to be advised to Club Presidents and the Management Committee by the District Governor.
- 8.02 All other parts of this Code of Policies may be amended only by a majority vote taken in accordance with the procedures as set out in Article 2.04 of this Code of Policies.

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**RULES OF ROTARY INTERNATIONAL DISTRICT 9650 INCORPORATED**

(as amended at Annual General Meeting held at District Conference at Coffs Harbour 28 March 2014)

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## **ARTICLE 1. DEFINITIONS**

As used in these Rules, unless the context otherwise clearly requires, the words in this article shall have the following meanings:-

Act: Associations Incorporation Act 1984 NSW

Assistant Governor:

A member appointed by the Governor to assist the Governor in the administration of the District.

**Board:**

**The Board of Directors of Rotary International.**

Club:

A Rotary Club being a member of RI District 9650 Incorporated.

Committee:

The District Management Committee that is the body that governs or has the management of the District.

**Constitutional Documents:**

**The R I Constitution and By-laws and the Standard Rotary Club Constitution.**

**District: The incorporated association known as Rotary International District 9650 Incorporated.**

**General Secretary:**

**The General Secretary of RI.**

**Governor:**

**The Governor of RI District 9650 Incorporated.**

Governor-elect

The incoming Governor of the District.

**Member:**

**A member, other than honorary, of a Rotary club.**

Ordinary Member:

A member of the committee who is not an office-bearer of the District, as referred to in Article 7.02.2.

Past District Governor:

A past governor of R I, who is a member of a club.

Public Officer:

The person who is for the time being the public officer of the district under the Act.

**RI:**

## **Rotary International.**

Regulations:  
Associations Incorporation Regulation, 1994.

Secretary:

- (a) the person holding office under these rules as secretary of the District; or
- (b) if no such person holds that office - the public officer of the District;

Special General Meeting:

A general meeting of the District other than annual general meeting.

**Year:**

The twelve month period which begins on 1 July.

### **ARTICLE 2. NAME**

The name of this incorporated association shall be Rotary International District 9650 Incorporated.

### **ARTICLE 3. OBJECTS**

The objects of the District are to:

- 1) provide for the efficient administration of the clubs within the District by RI and the Governor.
- 2) help the clubs within the District advance the Object of Rotary.

### **ARTICLE 4. MEMBERSHIP**

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- 4.01 Current Membership
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- 4.07 Disciplining of Clubs or members
- 4.08 Right of appeal of disciplined Club or member
- 4.09 Duration of membership

#### 4.01 Current Membership

The members of the District shall be the clubs that are located within its territorial limits.

#### 4.02 Membership Qualifications

4.02.1.1 Membership of the District is available only to a club.

4.02.1.2 A club is qualified for membership of the District if, but only if, the club is a person referred to in section 15(1) (a), of the Act.

4.02.1.3 A club has been chartered since incorporation.

4.02.2 A club within the territorial limits of the District automatically becomes a member of the District upon becoming a member of RI.

#### 4.03 Register of Clubs

4.03.1 The public officer of the District must establish and maintain a register of the clubs specifying the name and address of each club that belongs to the District.

4.03.2 The register of clubs is also required to be printed in the form of a directory by the district and circulated as considered necessary by the governor.

#### 4.04 Fees, Subscriptions, etc.

A club shall pay annual dues to the District, the amount being determined by the governor in consultation with the clubs at the District Assembly.

#### 4.05 Clubs liabilities

The liability of a club to contribute towards the payment of the debts and liabilities of the District or the costs, charges and expenses of the winding up of the District is limited to the amount, if any, unpaid by the club in respect of membership of the District as required by Article 5.04.

#### 4.06 Resolution of internal disputes

Disputes between clubs, disputes between members relating to District affairs, disputes between clubs and the District and between members and the District are to be resolved as provided for in the constitutional documents and these rules.

#### 4.07 Disciplining of Clubs or members

4.07.1 A complaint may be made by any club or member that some other club or member:

4.07.1.1 has persistently refused or neglected to comply with a provision or provisions of these rules; or

4.07.1.2 has persistently and willfully acted in a manner prejudicial to the interests of the District;

4.07.2 On receiving such a complaint, the committee:

4.07.2.1 must cause notice of the complaint to be served on the club or member concerned; and

4.07.2.2 must give the club or member at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint; and

4.07.2.3 must take into consideration any submissions made by the club or member in connection with the complaint.

4.07.3 The committee may, by resolution, require the governor to refer the matter to RI for resolution.

#### 4.08 Right of appeal of disciplined club or member

4.08.1 A club or member may appeal to the District in general meeting against a resolution of the committee which is confirmed under Article 4.07.3, within 7 days after notice of the resolution is served on the club or member, by lodging with the secretary a notice to that effect.

- 4.08.2 The notice may, but need not, be accompanied by a statement of the grounds on which the club or member intends to rely for the purposes of the appeal.
- 4.08.3 On receipt of a notice from a club or member under Article 4.08.1, the secretary must notify the committee which is to convene a general meeting of the District to be held within 28 days after the date on which the secretary received the notice.
- 4.08.4 At a general meeting of the District convened under Article 4.08.3:
  - 4.08.4.1 no business other than the question of the appeal shall be transacted; and
  - 4.08.4.2 the committee and the club or member shall be given the opportunity to state their respective cases orally or in writing, or both; and
  - 4.08.4.3 the clubs present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- 4.08.5 If at the general meeting the District passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

#### 4.09 Duration of membership

A club shall remain a member of the District while ever it continues to be a member of RI and is within the territorial limits of the district and has paid its annual dues as and when required by the District Treasurer.

### **ARTICLE 5. MEETINGS**

#### Index:

- 5.01 Annual general meetings - holding of
- 5.02 Annual general meetings - calling of and business at
- 5.03 Special general meetings - calling of
- 5.04 Notice
- 5.05 Procedure
- 5.06 Presiding member
- 5.07 Adjournment
- 5.08 Making of decisions
- 5.09 Special resolution
- 5.10 Voting

#### 5.01 Annual General Meetings - Holding of

- 5.01.1 With the exception of the first annual general meeting of the district the district must, at least once in each calendar year and within the period of 6 months before the expiration of each year, convene an annual general meeting of the district.
- 5.01.2 The district shall hold its first annual general meeting -
  - 5.01.2.1 within the period of 18 months after its incorporation under the Act; and
  - 5.01.2.2 concurrently with, and at, the annual conference of the district.
- 5.01.3 Articles 5.01.1 and 5.01.2 have effect subject to any extension or permission granted by the Minister under section 26(3) of the Act.

5.01.4 Unless otherwise determined, the annual general meeting of the district shall be held concurrently with, and at, the annual conference of the district.

5.02 Annual general meetings - calling of and business at

5.02.1 The annual general meeting of the district shall, subject to the Act, and to Article 5.01, be convened on such date and at such place and time as the committee thinks fit.

5.02.2 In addition to any other business that may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:

5.02.2.1 to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting;

5.02.2.2 to receive from the committee and sub-committees reports on the activities of the district during the last preceding financial year;

5.02.2.3 to elect or confirm office-bearers of the district and ordinary members of the committee;

5.02.2.4 If not already dealt with at a Special General Meeting, to receive and consider the statement of finances that is required to be submitted to clubs pursuant to section 26(6) of the Act.

5.02.3 An annual general meeting must be specified as such in the notice convening it.

5.03 Special General Meetings - Calling of

5.03.1 The committee may, whenever it thinks fit, convene a special general meeting of the District.

5.03.2 The committee must, on the requisition in writing of at least 10 per cent of the total number of clubs, convene a special general meeting of the District.

5.03.3 A requisition of clubs for a special general meeting:

5.03.3.1 must state the purpose or purposes of the meeting; and

5.03.3.2 must be signed by the clubs making the requisition; and

5.03.3.3 must be lodged with the secretary; and

5.03.3.4 may consist of several documents in a similar form, each signed by one or more of the clubs making the requisition.

5.03.4 If the committee fails to convene a special general meeting to be held within 1 month after that date on which a requisition of clubs for the meeting is lodged with the secretary, any one or more of the clubs who made the requisition may convene a special general meeting to be held not later than 3 months after that date.

5.03.5 A special general meeting convened by a club or clubs as referred to in clause (4) must be convened as nearly as is practicable in the same manner as general meetings are convened by the committee and any club who thereby incurs expense is entitled to be reimbursed by the District for any reasonable expense so incurred.

#### 5.04 Notice

- 5.04.1 Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the District, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, cause to be sent by pre-paid post to each club at the club's address appearing in the register of clubs, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- 5.04.2 If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the District, the secretary shall, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be sent to each club in the manner provided in Article 5.04.1 specifying, in addition to the matter required under Article 5.09.1, the intention to propose the resolution as a special resolution.
- 5.04.3 No business other than that specified in the notice convening a general meeting shall be transacted at the meeting except, in the case of an annual general meeting, business that may be transacted pursuant to Article 5.07.2.
- 5.04.4 A club desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

#### 5.05 Procedure

- 5.05.1 No item of business shall be transacted at a general meeting unless a quorum of clubs entitled under these rules to vote is present in person or by proxy during the time the meeting is considering that item.
- 5.05.2 Five clubs present in person (being the duly appointed representatives of clubs entitled under these rules to vote at a general meeting) and at least 50% of the clubs in attendance either in person or by proxy constitute a quorum for the transaction of the business of a general meeting.
- 5.05.3 If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
  - 5.05.3.1 if convened upon the requisition of clubs is to be dissolved; and
  - 5.05.3.2 in any other case is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to clubs given before the day to which the meeting is adjourned) at the same place.

#### 5.06 Presiding member

- 5.06.1 The governor or, in the governor's absence, the governor elect, is to preside as chairperson at each general meeting of the District.
- 5.06.2 If the governor and the governor elect are absent or unwilling to act, the clubs present must elect one of the clubs duly appointed representatives to preside as chairperson at the meeting.



## 5.07 Adjournment

- 5.07.1 The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of clubs present at the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 5.07.2 If a general meeting is adjourned for 14 days or more, the secretary shall give written or oral notice of the adjourned meeting to each club stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- 5.07.3 Except as provided in Articles 5.12.1 and 5.12.2, notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

## 5.08 Making of decisions

- 5.08.1 A question arising at a general meeting of the District is to be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the District, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- 5.08.2 At a general meeting of the District, a poll may be demanded by the chairperson or by at least 3 clubs present at the meeting. If proxies have been received, then the Chairperson is required to undertake a poll on each agenda item for which proxies have been received.
- 5.08.3 If a poll is demanded at a general meeting, the poll shall be taken:
- 5.08.3.1 immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment; or
- 5.08.3.2 in any other case, in such manner and at such time before the close of the meeting as the chairperson directs,
- and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter.
- 5.08.4 In taking a poll a club shall be entitled to the number of votes it is eligible to exercise by virtue of the constitutional documents.

## 5.09 Special resolution

- 5.09.1 A resolution of the District is a special resolution:
- 5.09.1.1 if it is passed by a majority which comprises not less than three-quarters of the votes of the clubs as, being entitled under these rules so to do, vote in person or by proxy at a general meeting of which not less than 21 days' written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules; or

5.09.1.2 where it is made to appear to the Department of Fair Trading that it is not practicable for the resolution to be passed in the manner specified in Article 5.09.1.1 if the resolution is passed in a manner specified by the Department of Fair Trading.

## 5.10 Voting

- 5.10.1 On any question arising at a general meeting of the District a club has the number of votes to which it is entitled by the constitutional documents.
- 5.10.2 All votes must be given personally if the Club is represented in person at the meeting otherwise a Club may exercise its vote by proxy providing such proxy has been received by the District Secretary at least 48 hours before the meeting.
- 5.10.3 In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- 5.10.4 A club is not entitled to vote at any general meeting of the District unless all money due and payable by the club to the District has been paid other than any amount of the annual subscription payable in respect of the then current year, providing that any such amount is not more than 60 days overdue.
- 5.10.5 Apart from the provisions of these rules applicable to voting in person, all decisions and elections that the constitutional documents specify are to occur at a District conference or District training assembly may be made by the clubs of the District by a ballot-by-mail. Such ballot-by-mail shall follow as near as possible the procedures in Article XIII Section 13.050 of the by-laws of RI.

## **ARTICLE 6. THE COMMITTEE**

### Index

- 6.01 Powers of the Committee  
6.02 Constitution and membership  
6.03 Election of members  
6.04 Secretary  
6.05 Treasurer  
6.06 Casual vacancies  
6.07 Removal of member  
6.08 Meetings and quorum  
6.09 Delegation by committee to sub-committee  
6.10 Voting and decisions
- 

### 6.01 Powers of the Committee

The committee is to be called the District Management Committee and, subject to the Act, the Regulations, the constitutional documents, the district by-laws and these rules and to any resolution passed by the District in general meeting:

- 6.01.1 is to control and manage the affairs of the District;
- 6.01.2 may exercise all such functions as may be exercised by the District other than those functions that are required by these rules to be exercised:
- 6.01.2.1 by a general meeting of clubs; or

6.01.2.2 by the governor as required by the constitutional documents and these rules;

6.01.3 has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the District.

## 6.02 Constitution and membership

6.02.1 Subject in the case of the first members of the committee to section 21 of the Act, the committee is to consist of:

6.02.1.1 the office-bearers of the District; and the immediate Past District Governor, the Foundation Chairman, the Public Relations Director, Membership Director, 2 Service Projects Directors (being Vocational & Youth Services Director and International & Community Services Director) and Club Administration Director (being the District Governor Nominee), and 2 representatives from the Assistant Governors and up to two (2) additional members.. Should any position be held by the holder of another named position then additional members may be appointed to a maximum number of 15 members of the District Management Committee. Other members so appointed will be members of the District Management Team as defined in the definition section of the Code of Policies of Rotary International District 9650 Incorporated each of whom with the exception of the governor, the governor elect and the governor-nominee is to be elected at the annual general meeting of the District pursuant to rule 6.03.

6.02.2 The office-bearers of the District shall be:

6.02.2.1 the governor, who shall be the presiding officer of the District and the chairman of the committee;

6.02.2.2 the governor-elect;

6.02.2.3 the governor-nominee;

6.02.2.4 the secretary; and

6.02.2.5 the treasurer.

6.02.3 Each member of the committee is, subject to these rules, to hold office for one year from 1st July next after the conclusion of the annual general meeting following the date of the member's election.

6.02.4 In the event of a casual vacancy occurring in the membership of the committee, with the exception of the governor, governor elect and governor nominee the committee may appoint a member to fill the vacancy and the member so appointed shall hold office, subject to these rules, until 30th June next following the date of the appointment.

6.02.5 The members of the committee shall be limited to Members.

6.03 Election of members

6.03.1 Nominations of candidates for election as office-bearers of the District or as ordinary members of the committee must be published in the notice of the annual general meeting at which the election is to take place.

6.03.2 The election of office-bearers and ordinary members of the committee is to be conducted at the annual general meeting in such usual and proper manner as the committee may direct.

6.04 Secretary

6.04.1 The secretary of the District shall, as soon as practicable after being appointed as secretary, lodge notice with the District of his or her address.

6.04.2 It is the duty of the secretary to keep minutes of:

6.04.2.1 all appointments of office-bearers and members of the committee;

6.04.2.2 the names of members of the committee present at a committee meeting or a general meeting; and

6.04.2.3 all proceedings at committee meetings and general meetings.

6.04.3 Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

6.05 Treasurer

6.05.1 It is the duty of the treasurer of the District to ensure:

6.05.1.1 that all money due to the District is collected and received and that all payments authorised by the District are made; and

6.05.1.2 that correct books and accounts are kept showing the financial affairs of the District including full details of all receipts and expenditure connected with the activities of the District.

6.06 Casual Vacancies

6.06.1 For the purpose of these rules, a casual vacancy in the office of a member of the committee occurs if the member:

6.06.1.1 dies; or

6.06.1.2 ceases to be a member of a club; or

6.06.1.3 becomes an insolvent under administration within the meaning of the Corporations Law; or

6.06.1.4 resigns office by notice in writing given to the secretary; or

6.06.1.5 is removed from office under rule 6.07; or

6.06.1.6 becomes mentally incapacitated person whose person or estate is liable to be dealt with in any way under the law relating to mental health; or

6.06.1.7 is absent without the consent of the committee from all meetings of the committee held during a period of 6 months.

#### 6.07 Removal of member

6.07.1 The District in general meeting may by resolution remove any member of the committee, with the exception of the governor, governor elect and governor nominee, from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.

6.07.2 If a member of the committee to whom a proposed resolution referred to in clause (1) relates makes representations in writing to the secretary or governor (not exceeding a reasonable length) and requests that the representations be notified to the members of the District, the secretary or the governor may send a copy of the representations to each member of the District or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

#### 6.08 Meetings and Quorum

6.08.1 The committee must meet at least 3 times in each period of 12 months at such place and time as the committee may determine. Meetings can be facilitated by teleconference, video conference and in person at the appointed venue or any combination of these.

6.08.2 Additional meetings of the committee may be convened by the governor or by any three members of the committee.

6.08.3 Oral or written notice of a meeting of the committee shall be given by the secretary to each member of the committee at least 48 hours (or such other period as may be unanimously agreed upon by the members of the committee) before the time appointed for the holding of the meeting.

6.08.4 Notice of a meeting given under clause (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business that the committee members present at the meeting unanimously agree to treat as urgent business.

6.08.5 Any 5 members of the committee constitute a quorum for the transaction of the business of a meeting of the committee, provided always that one of such members of the committee is the governor.

6.08.6 No business is to be transacted by the committee unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week.

6.08.7 If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.

6.08.8 At a meeting of the committee:

6.08.8.1 the governor or, in the governor's absence, the governor-elect shall preside; or

- 6.08.8.2 if the governor and the governor-elect are absent or unwilling to act such one of the remaining members of the committee as may be chosen by the members present at the meeting is to preside.

## 6.09 Delegation by Committee to Sub-Committee

- 6.09.1 The committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such person or persons who are members of a club as the committee thinks fit) the exercise of such of the functions of the committee as are specified in the instrument, other than:
  - 6.09.1.1 this power of delegation; and
  - 6.09.1.2 a function that is a duty imposed on the committee by the Act or by any other law including the constitutional documents.
- 6.09.2 A function the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- 6.09.3 A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function the subject or as to time or circumstances, as may be specified in the instrument of delegation.
- 6.09.4 Despite any delegation under this rule, the committee may continue to exercise any function delegated.
- 6.09.5 Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the committee.
- 6.09.6 The committee may, by instrument in writing, revoke wholly or in part any delegation under this rule.
- 6.09.7 A sub-committee may meet and adjourn as it thinks proper.

## 6.10 Voting and decisions

- 6.10.1 Questions arising at a meeting of the committee or any sub-committee appointed by the committee are to be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.
- 6.10.2 Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- 6.10.3 Subject to rule 6.08.5, the committee may act notwithstanding any vacancy on the committee.
- 6.10.4 Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub-committee appointed by the committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

## **ARTICLE 7. FINANCES**

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- 7.01 Funds -source
  - 7.02 Funds -management
  - 7.03 Funds –distribution.
- 

#### 7.01 Funds –source

7.01.1 The funds of the district are to be derived from annual dues of clubs, donations, and subject to any resolution passed by the district in general meeting, such other sources as the committee determines.

7.01.2 All money received by the district must be deposited as soon as practicable and without deduction to the credit of the district's bank account.

7.01.3 The district must, as soon as practicable after receiving any money, issue an appropriate receipt.

#### 7.02 Funds –management

7.02.1 Subject to any resolution passed by the district in general meeting the funds of the district are to be used in pursuance of the objects of the district in such manner as the committee determines.

7.02.2 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 members of the committee being members authorised to do so by the committee.

#### 7.03 Funds –distribution

The district shall be a non-profit, non-share capital and/or not-for-profit entity. The assets and income of the district shall be applied exclusively to the promotion of its objects and no portion shall be paid or distributed directly or indirectly to the clubs, members or officers except as bona fide remuneration for services rendered or expenses incurred on behalf of the district.

## **ARTICLE 8. MISCELLANEOUS**

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- 8.01 Insurance
  - 8.02 Custody of books, etc.
  - 8.03 Inspection of books, etc.
  - 8.04 Service of Notices
  - 8.05 Winding up
  - 8.06 Interpretation
  - 8.07 Amendments
  - 8.08 Dissolution
- 

#### 8.01 Insurance

The District will effect and maintain insurance.

8.02 Custody of books, etc.

Except as otherwise provided by these rules, the public officer must keep in his or her custody or under his or her control all records, books and other documents relating to the District.

8.03 Inspection of books, etc.

The records, books and other documents of the District must be open to inspection, free of charge, by a member of the District at any reasonable hour.

8.04 Service of notices

8.04.1 For the purpose of these rules, a notice may be served on or given to a person:

- 8.04.1.1 by delivering it to the person personally, or
- 8.04.1.2 by sending it by pre-paid post to the address of the person, or
- 8.04.1.3 by sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice.

8.04.2 For the purpose of these rules, a notice is taken, unless the contrary is proved, to have been given or served:

- 8.04.2.1 in the case of a notice given or served personally, on the date on which it is received by the addressee, and
- 8.04.2.2 in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
- 8.04.2.3 in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent or, if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.

8.05 Winding Up

In the event of the district being dissolved, the amount which remains after such dissolution and the satisfaction of all debts and liabilities, shall be paid and applied by the committee in accordance with their powers to any fund, institution or authority which has similar objects and which has rules prohibiting the distribution of its assets and income to its members; and in accordance with the Act.

8.06 Interpretation

If any provision of these rules is not in conformity with the constitutional documents, or policies of RI, as amended from time to time, then to the extent not contrary to law and of the non conformity, the terms of the constitutional documents, or policies of RI, shall prevail.

8.07 Amendments

8.07.1 The statement of objects and these rules may be altered, rescinded or added to only by a special resolution of the District.

8.07.2 Any amendments to these rules that do not offend against the provisions of Article 8.07 shall be made at the conference or such other special general meeting duly convened specifically for the purpose of amending these rules and in conformity with the provisions of Article 5.04.



## 8.08 Dissolution

The district shall immediately and automatically cease operations and begin dissolution proceedings upon a special resolution of the clubs at the district conference of District 9650 or in a ballot-by-mail or upon directive of the Board. The Governor shall provide the Board with notice of a decision by the clubs to dissolve the district and shall provide a final report upon the completion of the dissolution process to the general secretary.

## **ARTICLE 9. CHARITABLE FUNDRAISING**

### Index:

- 9.01 Compliance with Charitable Fundraising Act 1991
  - 9.02 Dispute Resolution
- 

### 9.01 Compliance with Charitable Fundraising Act 1991

- 9.01.1 This rule applies whilst the District holds an Authority to Fundraise for charitable purposes under the Charitable Fundraising Act 1991.
- 9.01.2 The District shall comply with such of the provisions of the Charitable Fundraising Act 1991 and the regulations thereunder as are applicable to it.
- 9.01.3 Where any conflict arises between the provisions of the rules of the District and the Charitable Fundraising Act 1991 and the regulations there under the latter shall prevail.
- 9.01.4 The District shall ensure that a mechanism is established that will properly and effectively deal with complaints made by members of the public and grievances from employees.

### 9.02 Dispute Resolution

- 9.02.1 In the event of a complaint being made by a member of the public or a grievance received from an employee of the District:-
  - 9.02.1.1 The secretary shall, within seven (7) days from the date of receiving the complaint or grievance appoint a time and place where a representative of the District and the complainant shall meet for the purpose of attempting to resolve the complaint. The time for such meeting shall not be more than fourteen (14) days from the receipt of the complaint by the District.
  - 9.02.1.2 Where the representative of the District and the complainant cannot reach a satisfactory resolution of the complaint or grievance the parties shall, within seven (7) days from the date of such meeting, submit the complaint or grievance to an independent person to be agreed or in the absence of agreement to be nominated by the President of Rotary International. The decision of the independent person so agreed upon or appointed shall be final and binding upon the parties. Each party shall bear its own costs.

