

# CODE OF POLICIES OF ROTARY INTERNATIONAL DISTRICT 9650 INCORPORATED

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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: DISRICT 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. DEFINITIIONS**

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

- 1) **Assistant Governor:**  
A member appointed by the Governor to assist the Governor in the administration of the District.

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- 2) **Board:**  
The Board of Directors of Rotary International. (ARTICLE 1(1))
- 3) **Club:**  
A Rotary Club being a member of RI District 9650 Incorporated.
- 4) **Constitutional Documents:**  
The R I Constitution and By-laws and the Standard Rotary Club Constitution.
- 5) **District:** The incorporated association known as Rotary International District 9650 Incorporated.
- 6) **General Secretary:**  
The General Secretary of RI.
- 7) **Governor:**  
The Governor of RI District 9650 Incorporated. (ARTICLE 1(4))
- 8) **Governor-elect:**  
The incoming Governor of the District.
- 9) **Member:**  
A member, other than honorary, of a Rotary club.
- 10) **Past District Governor:**  
A past governor of R I resident within the District.
- 11) **RI:**  
Rotary International. (ARTICLE 1(6))
- 12) **Year:**  
The twelve month period which begins on 1 July. (ARTICLE 1(8)).

## **ARTICLE 2. MEETINGS**

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- 2.01 **District Assembly**
- 2.02 **Presidents Elect Training Seminar (PETS)**
- 2.03 **District Team Training Seminar**
- 2.04 **District Conference**
- 2.05 **Standing Orders for District Meetings**
- 2.01 **District Assembly (ARTICLE 15.020)**

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2.01.1 A district assembly, which may be a multidistrict 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 assembly.

2.01.3 The district 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 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 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 Team Training Seminar

2.03.1 The district 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:-

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- 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, preferably in February after the governor-elect returns from the International Assembly. Participants attending the seminar should include:

- 2.03.2.1 Incoming assistant governors, district directors and district committee chairs and members.
- 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.

### 2.04.2 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.

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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 actions (ARTICLE 15.040.3)

2.04.3.1 The district conference 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 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.

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2.04.6 Conference 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 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 to vote.

2.04.6.2 Conference Voting Procedures (ARTICLE 15.050.2)

Every member in good standing of a club in the district present at the district conference shall be entitled to vote on all matters submitted to a vote at such conference 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. 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.

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## 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.
- 2.04.7.1.6 At the governor's discretion, and with the approval of the club representatives, resolutions other than those dealing with changes to these Policies, may be accepted from the floor of the district conference.

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## 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, Ladies, Gentlemen and Fellow Rotarians.

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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- 3.02 **Approval of Levy**
- 3.03 **Per Capita Levy**
- 3.04 **Annual Statement and Report of District Finances**
- 3.05 **Preparation and submission of budget**

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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 assembly after the approval of three-fourths of incoming club presidents present, provided that where a president-elect is excused from attending the district assembly by the governor-elect in accordance with Article 9 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, or, at the option of the district,

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 9, section 5(c) of the standard club

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