

## DISTRICT 9690 REGULATIONS

<b>Topic</b>	<b>Regulation</b>
Annual District Budget - distribution	1
Annual Resolutions Session	9.1
Audited District Accounts - distribution	1.7
Budgets	5
Budgets – sub-Committee	5.1
Child Protection	8.3
Council on Legislation	11
Council on Legislation - Representative	11.1
Council on Legislation – Selection Committee	11.2
District Fund	1
District Administration and Finance Committee	1.4
District Administration and Finance Committee - members	1.4.4
District Activities - Programs	7
District Assets	2
District Committees	4
District Committees – Appointments	4.3
District Committees - Expenditure	1.8.6
District Committees - Expenditure outside of their budget	1.8.7
District Committees – Length of Service	4.1
District Committees – Training	4.2
District Finance Management – Guidelines	1.8
District Governor – Briefing of	3.7
District Governor – Challenging nomination	3.10
District Governor – Medically fit	3.6.1
District Governor Nomination	3
District Governor – Procedure after Selection	3.8
District Governor Nominating Committee	3.1
District Governor Nominating Committee - duties	3.5
District Governor Nominating Committee - Election of	3.3
District Governor Nominating Committee - Membership of	3.2
District Governor Nominating Committee – Selection procedure	3.6
District Governor Nominating Committee - Zones	3.4
District Governor Nomination Procedures – Timing for	3.9
District Open Forum	13
District Reserve	1.4.3
District Strategic Plan	12
Financial responsibility	1.8.1
Group Study Exchange	14
Insurance	8.2
Resolutions and Legislation	9
Resolutions, Enactments and Memorials to RI	9.2
Rotary Zone Institutes	10
Risk Management	8.1
Semi- annual dues (per capita levy) - mandatory	1.5
Semi- annual dues (per capita levy) - approval of and where	1.6
Semi- annual dues (per capita levy) - pro rated for new members	1.6.1
Sexual Harassment	8.4
Signatories on accounts	1.8.3
Signatures required on accounts	1.8.4
Youth Exchange Committee account	1.8.2
Youth Exchange Committee – Student Assistance Fund	6.1
Youth Exchange Committee – Student Assistance Fund allocation	6.2

## 1. DISTRICT FUND [2002]

The District Fund shall comprise contributions made by the Rotary Clubs of the District, surplus funds from District activities and donations by individuals or organisations. The Fund shall be subject to the following conditions:

- 1.1 The custodian of the Fund shall be the District Governor.
- 1.2 The funds shall be held in a bank account in the name of the District and shall be operated by the District Governor or the District Treasurer or such other District officer or officers as may be appointed by the District Governor.
- 1.3 Payments from this account shall be made only as authorised by the District Governor or, in the event of the death or incapacity of the District Governor or other emergency, by the District Administration and Finance Committee.
- 1.4 **The District Administration and Finance Committee**
  - 1.4.1 shall review and study the necessary expenses of the District.
  - 1.4.2 shall approve the Annual District Budget prepared by the District Governor Elect who will present the Annual District Budget to the incoming Presidents at the Presidents Elect Training Seminar (PETS), or at least one month before the District Assembly, whichever ever occurs first, for the Rotary year in which they will serve as Presidents, taking into consideration in the preparation of such estimates, the cost of authorised District activities, the full and necessary expenditure to be incurred by the District Governor in their term of office and
  - 1.4.3 shall maintain a reserve equal to at least half of the annual budgeted expenditure.
  - 1.4.4 shall be comprised of:- the Immediate Past District Governor (Chairman), District Governor, District Governor Elect, District Governor Nominee, District Treasurer, Immediate Past District Treasurer, Three Club Representatives, District Secretary/Administration Officer, Immediate Past District Secretary/Administration Officer, District Governor Elect's Treasurer, District Governor Nominee's Treasurer.
  - 1.4.5 The operations of the District Administration and Finance Committee shall be as outlined in its current Policy and Procedures document as adopted by Resolution of the District.
- 1.5 The per capita levy is mandatory on all Clubs of the District. The Board of Rotary International shall suspend the services of Rotary International to any Club that has failed, for more than six months, to pay this levy.
- 1.6 The amount of the levy shall be decided by the approval of three-quarters of the incoming Presidents present at a District Assembly.
  - 1.6.1 A pro-rated per capita levy shall be payable by Clubs in the District in respect of new members on the same basis as pro-rated per capita dues are payable to Rotary International (2006).
- 1.7 On vacating office, the District Governor shall submit an audited account of the District Fund to their successor, for the year ended June 30 last, together with income and expenditure and accumulation accounts with full particulars of all assets of the District and copies of such accounts shall be forwarded to all Clubs not later than September 30 of each year and copies shall be sent to the General Secretary of Rotary International.
- 1.8 **District Financial Management**

The following procedures are provided to assist District Governors and District Committees in the financial management of their operations.

  - 1.8.1 The District Governor retains the final responsibility for all District activities.
  - 1.8.2 The incorporated District Youth Exchange Committee is the only Committee to operate its own financial operations through a bank account other than the District Fund.
  - 1.8.3 Signatories to both bank accounts must be financial members of a Rotary Club in District 9690.
  - 1.8.4 A minimum of two signatures must appear on cheques issued from either account.
  - 1.8.5 Operators of accounts are required to keep comprehensive records of receipts and payments and to prepare a financial statement of the operations to June 30 each year.
  - 1.8.6 Committees that do not generate their own funds may incur expenditure in accordance with the District budget. Accounts signed by two Committee members should be directed to the District Treasurer for payment.
  - 1.8.7 When a District Committee wishes to expend funds not included its annual District budget it shall make a submission to the District Treasurer providing relevant information for referral to the next District Administration and Finance Committee meeting.

## 2. DISTRICT ASSETS (2002)

- 2.1 A register of District assets shall be compiled and maintained by the District Secretary/Administration Officer and shall be updated in each Rotary year.
- 2.2 The register shall list all District assets, wherever they may be and will detail information as to:
  - 2.2.1 description of asset;
  - 2.2.2 any identifying and/or serial model/number;
  - 2.2.3 date of purchase;
  - 2.2.4 purchase cost;
  - 2.2.5 depreciated value;
  - 2.2.6 estimated useful life;
  - 2.2.7 the Rotarian having custody of the asset ;
  - 2.2.8 his/her address and contact number;
  - 2.2.9 any useful information.
- 2.3 The District Secretary/Administration Officer shall issue copies of a standardised asset reporting form to District Officers and each District Chairman not later than July 31 in each year and it shall be the responsibility of each District Chairman to ensure that all of their Committees who hold or may hold District assets will complete an asset reporting form for lodgement with the District Secretary/Administration Officer not later than September 30 in each year.
- 2.4 The District Asset register shall accompany the audited income and expenditure and accumulation accounts forwarded to all Clubs not later than September 30 of each year.

## 3. NOMINATION OF DISTRICT GOVERNOR (2002)

- 3.1 **The District Governor Nominating Committee.**

The District Governor Nominating Committee shall be responsible for the selection of a Rotarian for the office of District Governor and shall conduct its affairs in accordance with the terms and conditions of the By-Laws of Rotary International.
- 3.2 **Membership of the District Governor Nominating Committee.**

The District Governor Nominating Committee shall comprise the District Governor as Chairman and Convenor, the Immediate Past District Governor, incoming District Governors together with members elected from the Zones designated from time to time. If any other member of the Committee is unable to act, then the District Governor will invite a suitably qualified Rotarian from the relevant Zone to fill the vacancy as an ordinary member of the District Governor Nominating Committee.

**3.3 Election of the District Governor Nominating Committee.**

One member shall be elected at the Annual Resolutions Session for the District Conference from each of the designated Zones. Each member of the Committee must be a member of a Rotary Club in the District and hold or have held the office of President of a Rotary Club. Each Club may nominate not more than one Rotarian for the Zone in which it is placed. Nominations shall close at the office of the District Governor on a date not less than four weeks before the Annual Resolutions Session for the District Conference.

All Clubs shall be advised of the nominations received by a date not later than three weeks before the date of the election. If more than one nomination is received from any Zone a ballot shall be held at which only the voting delegates from the Clubs within the Zone shall be eligible to vote.

**3.4 Zones.**

In determining the composition of the Zones, the District Governor shall provide for the most equitable distribution of voting delegates based on Club membership.

**3.5 Duties of the District Governor Nominating Committee.**

The District Governor Nominating Committee should actively promote interest in the office of District Governor. The District Governor Nominating Committee will maintain a list of prospective District Governors. This list should be reviewed every year and those Rotarians whose names are retained or added to the list should be approached personally to ascertain that Rotarian's current interest. The District Governor Nominating Committee should communicate with the Club President of each Rotarian on the list and advise them of the Committee's interest in that Rotarian as a prospective District Governor.

**3.6 Procedure up to Selection by District Governor Nominating Committee.**

The procedure will be in accordance with the By-Laws of Rotary International. The District Governor will distribute to Clubs a statement of the status, qualifications and duties of a District Governor and will call for the proposal of Rotarians who are qualified and considered suitable for the office of District Governor.

Such proposals are to be received by the District Governor, in writing and in the form required, by a date set by the District Governor.

Immediately after the date set, the District Governor will send to members of the District Governor Nominating Committee, a copy of each proposal, the names of those Rotarians, the Rotarian's Club and the proposing Club, if this is not the Rotarian's Club, together with brief details of their Rotary service. The District Governor Nominating Committee is not limited to the names proposed by Clubs.

**3.6.1** The District Governor should be satisfied that the candidate chosen is medically fit and prepared to accept the nomination.

**3.7** The District Governor shall arrange for a full briefing of all candidates and their partners.

**3.8 Procedure to be followed by District Governor after Selection.**

On receiving the advice of the District Governor Nominating Committee, the District Governor will take the following steps in accordance with the By-Laws of Rotary International:

**3.8.1** The District Governor will then advise each proposing Club of the decision of the District Governor Nominating Committee and the date by which any challenging nomination must be received by the District Governor.

**3.8.2** If no challenging nomination is received by the date set or a challenging nomination is not endorsed by at least five Clubs by the date set, the District Governor shall declare the candidate nominated by the District Governor Nominating Committee.

**3.8.3** The District Governor will advise Rotary International in the prescribed form.

**3.9 Timing for District Governor Nomination Procedures.**

The By-Laws of Rotary International require that the final selection of the District Governor Nominee shall be no more than 36 months but not less than 24 months out from the commencement of the term of office.

Notification must be received by the General Secretary of Rotary International on or before 30 June each year. The timing sequence shall be:

- No later than 1 February – District Governor calls for proposals from Clubs.
- No later than 1 April – Date set by District Governor for receipt of proposals. Copies of candidates' proposals forwarded to all members of the District Governor Nominating Committee. The District Governor briefs all candidates.
- No later than mid April – The District Governor Nominating Committee interviews the candidates and nominates their selection of a Rotarian for the office of District Governor.

The District Governor shall advise each proposing Club of the nomination and shall set the date by which challenging nominations must be received.

**3.10** If after 15 days, a challenging nomination has not been received, the District Governor shall declare the candidate to be the District's nominee and announce this to the candidate's Club and all other Clubs within the District.

**4. DISTRICT COMMITTEES (2002)**

**4.1 Length of service on a District Committee.**

**4.1.1** No Rotarian should serve more than three years in succession on a particular District Committee.

**4.1.2** A fourth year may be served as Chairman of that Committee to preserve continuity.

**4.1.3** New members should be appointed on a rotational basis.

**4.2 District Training.**

**4.2.1** The District Governor shall appoint a Training Team consisting of the District Trainer, an Assistant District Trainer and one other member with appropriate vocational training experience.

**4.2.2** The Committee under the direction of the District Governor and the District Governor Elect, whichever is appropriate for the training event, shall undertake the duties as detailed in the Manual of Procedure and additional strategies as per the District Strategic Plan.

**4.3 District Committee Appointments (2003).**

Wherever possible incoming District Governors should select a Rotarian for no more than one Committee when appointing members to District responsibilities.

**5. BUDGETS (2002)**

**5.1** Each District Committee and or sub-Committee shall prepare a budget for their area of service and submit the proposed budget to the District Governor Elect by the 31st December of the year preceding the year in which the budget is to apply so as to allow the District Administration and Finance Committee to review and determine:

**5.1.1** whether the proposals meet District programs and

**5.1.2** allocations of funds, if any, are to be included in the District budget for the ensuing financial year.

**6. STUDENT ASSISTANCE FUND – YEP (2002)**

**6.1** The District Youth Exchange Committee shall establish a fund to be known as the District 9690 YEP Students Assistance Fund, the purpose of which shall be to provide financial assistance to students selected to take part in the YEP Program but who are not able to meet the full financial costs of such activity.

6.2 In each instance of funds being solicited, the District YEP Committee shall make a recommendation to the District Governor who shall, together with the two past District Governors appointed by the Governor, determine the result of that recommendation.

## **7. DISTRICT ACTIVITIES (2002) (2008)**

From time to time, District 9690 shall adopt activities with the common condition that a Committee be appointed to organise and conduct that activity. Further any surplus funds derived from associated activities shall be set aside within the District Administration Fund for the specific purpose of the promotion, administration and development of that program.

## **8. RISK MANAGEMENT (2002) (2009)**

The District shall have Policy and Procedure documents for Risk Management, Insurance, Child Protection and Sexual Harassment with officers appointed for each area individually or collectively to assist in the compliance of all relevant legislation. The content of the Policies and Procedures documents will be as agreed from time to time by the Presidents of the District.

### **8.1 Risk Management**

The District Risk Management Officer shall be responsible for advice and monitoring of the District Risk Management Policy and Procedures relative to public liability, personal injury to participants on Rotary activities and inclusive of damage to Rotary/Rotarian property associated with recognised activities.

### **8.2 Insurance**

The District Insurance Officer shall be responsible for assisting District Clubs and District Committees for the following insurance matters:

8.2.1 answer District Clubs' questions on the Australian Rotary Districts' Insurance Policies by obtaining advice from the Australian Rotary Districts' Insurance Brokers.

8.2.2 obtain Certificates of Currency on behalf of District Clubs from the Australian Rotary Districts' Insurance Brokers.

8.2.3 provide assistance to District Clubs who have claims.

8.2.4 provide the Australian Rotary Districts' Insurance Brokers with accurate information on an annual basis for the renewal of the Australian Rotary Districts' Insurance Policies.

### **8.3 Child Protection**

The District Child Protection Policy and Procedures document shall be the management document for all District Clubs and District Committees. The District Child Protection Officer shall assist District Clubs and District Committees to:

8.3.1 comply with all relevant legislation through appropriate training and communication.

8.3.2 maintain an up-to-date register of members, volunteers and hosts who have signed the Prohibited Employment Declaration (PED).

### **8.4 Sexual Harassment**

The District Sexual Harassment Policy and Procedures document shall be the management document for all District Clubs and District Committees. The District Sexual Harassment Officer shall assist District Clubs and District Committees to:

8.4.1 comply with all relevant legislation through appropriate training and communication.

8.4.2 be informed of the correct procedures when dealing with matters involving allegations of Sexual Harassment.

## **9. RESOLUTIONS AND LEGISLATION (2002)**

### **9.1 Annual Resolutions Session:**

9.1.1 All proposed District Resolutions for consideration at the Annual Resolutions Session for the District Conference shall be in the hands of the Resolutions and Legislation Committee (to ensure the validity of the proposal) not less than twelve weeks before the opening date of the Annual Resolutions Session for the District Conference.

9.1.2 The Chairman of the Resolutions and Legislation Committee shall have circulated such proposals to reach all Clubs no later than eight weeks before the opening date of the Annual Resolutions Session for the District Conference.

9.1.3 Where the Resolution concerns a District activity or project, it shall additionally be approved by at least two-thirds of the Clubs in the District.

### **9.2 Resolutions, Enactments and Memorials to RI:**

9.2.1 It is recommended that all proposed Resolutions and Enactments to be considered at any Council on Legislation and all proposed memorials to the Board of Rotary International, should be submitted to the District Resolutions and Legislation Committee, not less than twelve weeks before the opening date of the Annual Resolutions Session for the District Conference, at which the proposals will be considered.

9.2.2 While this Resolution will not remove the right of a Club to propose Resolutions and Enactments directly to the Council on Legislation or memorials directly to the Board of Rotary International, it is highly recommended that all such proposals be considered at an Annual Resolutions Session for the District Conference to determine the degree of support for the proposals.

## **10. ROTARY ZONE INSTITUTES (2002)**

10.1 This District shall reimburse the District Governor, District Governor Elect, District Governor Nominee and their partners the following costs of attending the training and Zone Institutes, once each year:

10.1.1 the actual expenditure incurred, up to the cost of economy class air fares.

10.1.2 accommodation, breakfasts, lunches and dinners.

10.2 District funds shall be credited with any reimbursement under the Travel Equalisation plan and any funds received from Rotary International to cover the Governor Elects Training Seminar.

10.3 The rate at which these reimbursements take place will be determined by using the formula adopted by Rotary International for travel expenses.

10.4 Further, if the District Governor, District Governor Elect or District Governor Nominee uses their own motor vehicle for travel to and from the Institute, they will be reimbursed at the kilometre rate adopted by Rotary International for use of personal vehicles, up to an amount that does not exceed the cost of an economy class air fare.

## **11. COUNCIL ON LEGISLATION (2002)**

11.1 The District shall select a Representative for the Council on Legislation using a selection Committee, as per the current Manual of Procedure.

11.2 The selection Committee shall comprise the District Governor and 4 Past District Governors duly elected at the District Conference 3 years preceding each Council on Legislation.

## **12. DISTRICT STRATEGIC PLAN (2002)**

12.1 The District Governor and District Governor Elect are to implement the recommendations of the District Strategic Plan in a timely fashion.

12.2 A District Strategic Planning Committee shall be established to manage in conjunction with the District Governor the District Strategic Plan. The Committee will consist of the District Governor as Chairman, District Governor Elect, District Governor Nominee and at least three other members appointed by the District Governor. The Committee will determine its terms of reference.

**13. DISTRICT OPEN FORUM (2003)**

Future Annual Resolutions Session for the District Conferences shall incorporate a business segment to provide a forum for the discussion of new ideas and changing policies. Items presented would be pertinent to the current Rotary year and of general interest to all attending Rotarians.

**14. GROUP STUDY EXCHANGE (2007)**

No member of the District Group Study Exchange Committee, including any member who subsequently resigns from such Committee, shall be eligible to nominate for the position of Group Study Exchange Team Leader in the year in which such Committee operates.