

Rotary International District 9810 Inc

By-laws

ROTARY INTERNATIONAL DISTRICT 9810 INC

BY-LAWS

These Rotary International District 9810 Inc By-laws are to be read in conjunction with the Rules of Rotary International District 9810 Inc. At all times this document shall be in harmony with the Constitution and By-laws of Rotary International.

1. DISTRICT

District 9810 consists of the geographical territory as ceded to it on its formation (as District 981) by Rotary International and established 1st July 1982.

Its territory is shared by its member clubs and is situated within the Cities and Shires of Bayside, Cardinia, Glen Eira, Greater Dandenong, Kingston, Knox, Manningham, Maroondah, Monash, Whitehorse and Yarra Ranges. The District's boundaries are detailed in Appendix 1.

2. FINANCE

- 2.1 The District Auditor appointed pursuant to Rule 5.5 shall not be from the same Member club as the District Treasurer.
- 2.2 (a) All Member clubs (including committees appointed by those clubs) who are requested by the District Governor or the District Governor-Elect to implement a project on behalf of the District shall present a budget for approval at a meeting of:
- (i) the District Governor, and
 - (ii) the District Secretary, and
 - (iii) the District Treasurer, and
 - (iv) the District Governor Elect.
- Such approval or otherwise shall be reported upon at the next meeting of the District Administration Committee.
- (b) For the purpose of determining the financial controls of projects the District Treasurer shall be an ex-officio member of the relevant meetings of the Members clubs.

- (c) Any surplus funds derived from such projects shall be forwarded to the District Treasurer within two months of the conclusion of the project with a supporting statement.

3. DISTRICT BUDGET

3.1 Further to Rule 4.2, provision shall be made in the District Budget for:

- (a) all those expenses associated with the office of District Governor which are not recouped from Rotary International.
- (b) all those expenses associated with the office of District Governor-Elect and District Governor Nominee.
- (c) such other operating expenses as are required for the District.
- (d) a District Conference contribution and associated Member club levy with a minimum per capita amount of \$5 or as otherwise agreed upon or varied from time to time by the incoming Presidents at the District Assembly where the District budget shall be presented.
- (e) District Committees.

3.2 In January the District Treasurer shall send to all clubs a semi-annual adjustment of dues for new members inducted into clubs from 1st July to 15th December. The charge per new member shall be:-

- (a) District Dues - 50% of the full per capita levy, and
- (b) Conference Levy – 100% of the full per capita levy, and
- (c) Insurance premium/levy – 100% of the full per capita amount.

4. SPECIAL FUNDS

4.1 Reserve Fund

The maximum amount of general funds that shall be held as a Reserve Fund by the District at the end of any financial year shall not exceed 100% of the sum of the District and Conference Levies received from Member clubs during that year, and shall exclude any funds held for specific purposes.

4.2. District Fund

- (a) A District Fund shall be set up to receive funds which are surplus to the normal level of prudent reserves held in the District operating accounts.
- (b) The purpose of the fund is to finance
 - (i) District-sponsored projects, and
 - (ii) the administration and development of Rotary in District 9810.
- (c) The District Fund shall be administered by the District Administration Committee.

4.3 Emergency Relief Fund

- (a) A Fund shall be established for the purpose of relief in the case of a State, National or International disaster.
- (b) The Fund shall be maintained at a level set by the District Governor with the approval of Member club Presidents, sufficient to meet any demand upon it.
- (c) Without further reference the District Governor may make assistance contributions from the Fund up to an aggregated total of \$5,000. Further contributions beyond this amount whether to the same relief cause or to other causes may be made to specific relief causes with the approval of Member clubs within the District.
- (d) The Governor may make an appeal to Member clubs at any time for replenishment of the fund to a suitable level.

5 MEMBERSHIP

5.1 Application For Membership

- (a) Further to Rule 4.1, to become a Member of the Association a Rotary Club formally chartered by R.I. and residing within Rotary International District 9810 shall make it's application using the format in Appendix 2 of these By-laws.

- (b) An Application for Membership shall be forwarded to the District Secretary.

5.2 Appointment of Voting Delegate

- (a) Further to Rule 18, a Member shall appoint a voting delegate by completing the Appointment form in Appendix 3 of these By-laws.
- (b) The Appointment form must be received by the District Secretary no later than 14 days prior to the relevant meeting of the Association.

5.3 Appointment of Proxy

- (a) Pursuant to Rule 21, a Member may appoint a proxy to vote on its behalf by completing the Proxy Form in Appendix 4 of these By-laws.
- (b) The Proxy Form shall be received by the District Secretary no later than 24 hours prior to the relevant meeting of the Association.

6. INSURANCE

- 6.1 The District Administration Committee, in consultation with the District Insurance Officer, shall adopt the insurance cover most appropriate to the Member clubs of District 9810, Rotarians, Rotaractors, and all persons involved in any Rotary program or project.

7. NOMINATION OF DISTRICT GOVERNOR

- 7.1 The By-laws in this section are to be read in conjunction with the By-laws of R.I. 13.010, 13.020 and 15.070.
- 7.2 The District Nominating Committee shall select a Nominee for District Governor not more than 30 months and not less than 24 months prior to the day the Nominee takes office as Governor.
- 7.3 The Nominating Committee shall comprise:
 - (a) The District Governor, and
 - (b) The District Governor Elect, and

- (c) The two most recent Past District Governor available, with the more recent acting as Secretary, and
- (d) Four Past Presidents or Presidents at the time of nomination elected by a ballot of Members from candidates nominated by those Members. A Past President or President shall not serve on the Nominating Committee if he/she:
 - (i) served on the Nominating Committee in the immediate preceding year, and/or
 - (ii) has served on the Nominating Committee for a total of three (3) times.
- (e) The District Governor Nominee shall be invited to attend as an observer, but shall have no voting rights.

7.4 In regard sub-By-law 7.3 (d) above, a Member club can only nominate one person to stand for the Nominating Committee.

7.5 The Nominating Committee must include members from at least six Member clubs.

7.6 Should nominations be received for a representative from three or more Member clubs already represented on the Nominating Committee only two of those representatives shall be able to serve – the top two in the subsequent ballot.

7.7 Except for the District Governor, a member of the Nominating Committee shall withdraw from the committee should a nominee for District Governor be a member of the same Member club. The Committee vacancy so caused shall be filled by: -

- (a) The candidate from the nominations for the Nominating Committee with the next highest number of votes received in the District ballot, or if necessary, by a further ballot.
- (b) A Past Governor, District Governor Elect or District Governor Nominee withdrawing shall be replaced by the most recent Past District Governor available.

- 7.8 At least seven days prior to a meeting of the Nominating Committee, the Committee members shall be given the names of the Rotarians suggested for consideration, their Member clubs and classifications, together with a general background of their service in Rotary.
- 7.9 The Nominating Committee for Governor shall not be limited in its selection to those names submitted by Member clubs in the District. The Committee shall nominate the best qualified Rotarian who is available to serve as Governor.
- 7.10 Six members of the Committee shall form a quorum, and in a selection of the Committee's nominee, the votes of at least five of the Committee shall be cast in favour of such nominee.

8. RESOLUTIONS

- 8.1 A special general meeting shall be held in accordance with the requirements of Rule 12 during the District Conference for the purpose of voting on resolutions and proposals submitted by Member clubs, District Committees, or individual Rotarians. This Special Meeting shall be known as the Conference Resolutions Meeting.
- 8.2 At the discretion of the District Governor, a meeting of Member club representatives shall be held before the District Conference to consider and discuss resolutions and proposals which will be submitted to the Conference Resolutions Meeting. The purpose of this earlier meeting is to allow adequate time for discussion of such resolutions and proposals.
- 8.3 All and any such resolutions are to be delivered to the District Governor by no later than eight (8) weeks prior to the Conference Resolution Meeting. All such resolutions shall be referred to the District Resolutions Committee, appointed by the District Governor, who will seek to obtain all pertinent facts bearing on the submitted resolutions before deciding to make any recommendation to the Conference Resolution Meeting. The District Resolutions Committee shall prepare a short statement on the reasons for so recommending.

- 8.4 Notwithstanding Rule 14.1, copies of resolutions shall be circulated to all Member clubs at least four (4) weeks before the start of the Conference Resolution Meeting.
- 8.5 Any amendments to proposed resolutions are to be returned to the District Resolutions Committee within 14 days prior to the Conference Resolution Meeting so that the amendments can be circulated to all Member clubs.
- 8.6 Resolutions will be offered in four (4) groups:
- (a) **District Governance** – Proposed amendments to the Association’s By-laws (as per Rule 39).
 - (b) **District Resolutions** - A resolution whereby the District expresses the sentiment of those present on a purely District matter.
 - (c) **Memorial to the Board of Directors of R.I.** - A resolution whereby the District and/or Member club recommend that the R.I. Board give consideration to a certain matter.
 - (d) **Proposed Legislation** - A resolution of the District whereby the District offers a proposed enactment or a proposed resolution for transmittal to and action by the R.I. Council on Legislation.
- 8.7 Voting by Members on resolutions shall be as provided in Rule 18.

9. THE ROTARY FOUNDATION - DISTRICT DESIGNATED FUNDS

- 9.1 The District Governor Nominee/Elect shall consult with Member club Presidents Nominee/Elect regarding the allocation of program funds from the District Designated Fund (DDF) which will be made available from The Rotary Foundation for his/her term of office.
- 9.2 Following such consultation, the District Governor Nominee’s/Elect’s suggested allocation of funds shall be forwarded to all Member club Presidents Nominee/Elect for their approval. The funds allocation must be approved by not less than 75% of those Member club Presidents Nominee/Elect who vote.

10. AMENDMENTS TO DISTRICT BY-LAWS

- 10.1 Further to Rule 39, these By-laws may be added to, amended, cancelled or revoked at a properly constituted Conference Resolutions Meeting. A majority vote of those representatives present shall be necessary to effect any additions, amendments, cancellations or revocations.
- 10.2 Voting by Member clubs on amendments to the By-laws shall be as provided by Rule 18.

11. EFFECTIVE DATE

- 11.1 These By-laws shall become effective upon the incorporation of the Association.

APPENDIX 1

BOUNDARIES OF ROTARY DISTRICT 9810

The boundaries of Rotary District 9810 are as set out :-

APPENDIX 2

ROTARY CLUB OF _____ INC.

**APPLICATION FOR MEMBERSHIP
OF ROTARY INTERNATIONAL DISTRICT 9810 INC.**

In accordance with Rule 4.1 of Rotary International District 9810 Inc.

The Rotary Club of _____ Inc.

whose address is _____, Victoria, 3_____,

being a club formally Chartered under the Constitution and Policies of Rotary International,
and in accordance with a Resolution taken by this Club, desires to become a Member of
Rotary International District 9810 Inc.

In the event of our admission as a Member, we agree to be bound by the Rules of the
Association for the time being in force.

(Signature) President

Date:

(Signature) Secretary

Date:

APPENDIX 3

**ROTARY INTERNATIONAL DISTRICT 9810 INC.
APPOINTMENT OF VOTING DELEGATE**

In accordance with Rule 18 of Rotary International District 9810 Inc.

The Rotary Club of _____ Inc.,
a Member Club of Rotary International District 9810 Inc, hereby appoints its Club Member
_____ to be an authorised delegate to
attend and vote on it's behalf at the Annual General Meeting*/ Special General Meeting* of
the Association to be held on the _____ day of _____ ,
2_____ and at any adjournment of that meeting.

** Delete whichever is not applicable*

(Signature) President

Date:

(Signature) Secretary

Date:

APPENDIX 4
ROTARY INTERNATIONAL DISTRICT 9810 INC.
APPOINTMENT OF PROXY

In accordance with Rule 21 of Rotary International District 9810 Inc.

The Rotary Club of _____ Inc.,
a Member Club of Rotary International District 9810 Inc, hereby appoints

the **District Governor*** or **The Rotary Club of** _____ **Inc.***

as it's Proxy to attend and vote on it's behalf at the **Annual General Meeting*/ Special
General Meeting*** of the Association to be held on the _____ day
of _____ , 2_____ and at any adjournment of that meeting.

Our proxy is authorized to vote in **favour of*/against*/as seen fit*** re the following
resolution/s (*insert details of resolution*):

(Signature) President

Date:

(Signature) Secretary

Date:

** Delete whichever is not applicable*

TO BE COMPLETED IF THE PROXY IS NOT THE DISTRICT GOVERNOR

The Rotary Club of _____ Inc. (the Proxy club)
has approved it's Club Member _____ to act as
Proxy for the Rotary Club of _____ Inc.
and to vote in accordance with that Club's instructions.

(Signature) President of Proxy Club

Date:

(Signature) Secretary of Proxy Club

Date: