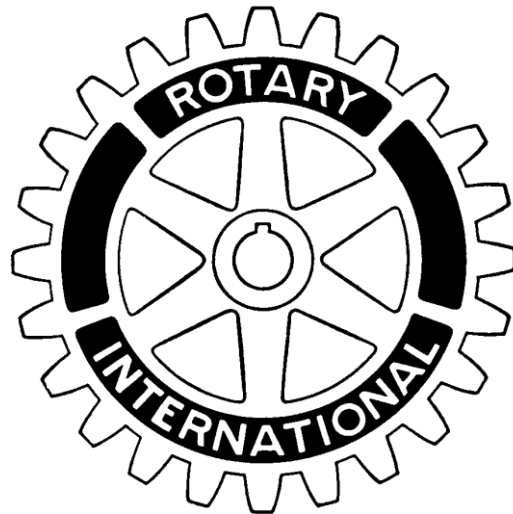


ROTARY INTERNATIONAL DISTRICT 9685 Inc.

ABN 21 256 468 211



REGULATIONS

These Regulations were adopted at a Special General Meeting of representatives from Clubs forming Rotary International District 9685 Inc. held at the Muirfield Golf Club on Thursday, 20 November 2014.

Changes to these Regulations were made at the Annual General Meeting of RI District 9685 Inc on Saturday, 3 October 2015 at Hornsby RSL Club

These changes have been registered with NSW Fair Trading and take effect from 26 November 2015

ROTARY INTERNATIONAL DISTRICT 9685 INC. REGULATIONS

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1. DISTRICT FUNDS

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

- 1.1 The custodian of the District Funds 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 Committee of the Association (hereafter referred to as the Committee or COTA).
- 1.4 Budgets for each Fund shall be prepared by the incoming Treasurer in consultation with the District Governor Elect, and shall be submitted to the Committee for approval.
- 1.5 The Budget approved by the Committee, including the per capita levy required to finance the District Funds, shall be submitted to the District Assembly of the Presidents Elect (or Designated Representatives) and must be approved by three-quarters of those voting. The Budget (including the proposed per capita levies) shall be in the hands of the Clubs at least 28 days prior to the District Assembly.
- 1.6 The control of all assets, accumulated funds, reserve funds, surplus and other funds and items of additional Budget expenditure shall be administered by the Committee.
- 1.7 Sale of any asset and any expenditure that would incur a further levy on the Clubs must be referred to the Clubs for Ballot-by-Mail decision in accordance with RI Bylaw 15.120.
- 1.8 The District Funds shall be held in a bank account styled 'Rotary International District 9685 Inc. – Administration Account' conducted at a bank acceptable to the Committee. The operation of the Bank account shall be by resolution of the Committee and shall have as signatories or the authorisation of any two of the following; District Governor, District Secretary, District Treasurer and any other person or persons specified by resolution of the Committee.
- 1.9 Maintain a reserve equal to at least half the annual budgeted expenditure.
- 1.10 Unless previously approved by the Committee, all District sub-Committee expenditure shall be within Budget. All District sub-Committee payments shall be approved by the Chair of the sub-Committee prior to payment by the Committee. No District sub-Committee shall operate a separate Bank account unless authorised by the Committee of the Association or mandated by RI or The Rotary Foundation.
- 1.11 The District Treasurer shall:
 - 1.11.1 Maintain double entry accounts detailing all income and expenditure.
 - 1.11.2 Shall circulate to each member of the Committee an Income and Expenditure compared to Budget statement and Balance Sheet prior to each Committee of the Association meeting.
 - 1.11.3 The District Treasurer shall ensure a draft set of the District accounts are ready for auditing by 31st August each year.
 - 1.11.4 Final Audited Accounts shall be made available to all Clubs in the District prior to the Annual General Meeting each year.
- 1.12 The Auditor, who shall be a registered Company Auditor under the Corporations Law, shall be appointed by the members at the AGM.
- 1.13 The annual 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.

1.14 On vacating office, the District Governor shall submit an audited account of the District Administration Account to their successor, for the year ended 30th June, 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 30th September each year.

1.15 District Financial Management

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

1.15.1 The District Governor retains the final responsibility for all District activities.

1.15.2 Signatories to the bank account must be financial members of a Rotary Club in District 9685 Inc.

1.15.3 A minimum of two signatories must appear on cheques issued.

1.15.4 Sub-Committees that do not generate their own funds may incur expenditure in accordance with the District budget. Accounts signed by two sub-Committee members, one of whom shall be the Chair, should be directed to the District Treasurer for payment.

2. DISTRICT ASSETS

2.1 A register of significant District assets that are determined to be so by the committee of the Association shall be compiled and maintained by the District Treasurer 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 Asset register shall accompany the audited income and expenditure and accumulation accounts forwarded to all Clubs not later than 30th September each year.

3. DISTRICT ACTIVITIES - PROGRAMS

From time to time, District 9685 shall adopt activities with the common condition that a sub-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 Account for the specific purpose of the promotion, administration and development of that program at the discretion of the COTA.

4. DISTRICT SUB-COMMITTEES

4.1 Length of service on a District sub-Committee.

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

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

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 sub-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 coordinate additional training activities as per the District Strategic Plan or at the direction of the District Governor.

5. DISTRICT GOVERNOR NOMINATION

5.1 The District Governor Nominating sub-Committee.

The District Governor Nominating sub-Committee shall be responsible for identifying suitably qualified Rotarians and the selection of a Rotarian to be nominated for the office of District Governor and shall conduct its affairs in accordance with the terms and conditions of the Bylaws of Rotary International.

5.2 Membership of the District Governor Nominating sub-Committee.

The District Governor Nominating sub-Committee shall comprise the District Governor, the two most recent Past District Governors who served in District 9685, the District Governor Elect, the District Governor Nominee together with five members elected from the Zones/Groups designated from time to time.

The Chair and Convenor shall be the second most recent Past District Governor who served in District 9685.

If any other member of the sub-Committee is unable to act, then the District Governor will invite a suitably qualified Rotarian from the relevant Zone/Group to fill the vacancy as an ordinary member of the District Governor Nominating sub-Committee.

5.3 Election of the District Governor Nominating sub-Committee.

Zone/Group Members shall be elected at the Annual General Meeting from each of the designated Zones/Groups. Each member of the sub-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/Group 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 General Meeting.

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/Group a ballot shall be held at which only the voting delegates from the Clubs within the Zone/Group shall be eligible to vote.

5.4 Zones/Groups.

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

5.5 Duties of the District Governor Nominating sub-Committee.

The District Governor Nominating sub-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 sub-

Committee should communicate with the Club President of each Rotarian on the list and advise them of the sub-Committee's interest in that Rotarian as a prospective District Governor.

- 5.6 Procedure up to Selection by District Governor Nominating sub-Committee. The procedure will be in accordance with the Bylaws 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 sub-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 sub-Committee is not limited to the names proposed by Clubs.
- 5.6.1 The District Governor should be satisfied that the candidate chosen is medically fit and prepared to accept the nomination.
- 5.7 The District Governor shall arrange for a full briefing of all candidates and their partners.
- 5.8 The Committee shall meet with and interview each candidate and subsequently make their determination.
- 5.9 Procedure to be followed by District Governor after Selection. On receiving the advice of the District Governor Nominating sub-Committee, the District Governor will take the following steps in accordance with the Bylaws of Rotary International:
- 5.9.1 The District Governor will then advise each proposing Club of the decision of the District Governor Nominating sub-Committee and the date by which any challenging nomination must be received by the District Governor.
- 5.9.2 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 sub-Committee.
- 5.9.3 The District Governor will advise Rotary International in the prescribed form.
- 5.10 Timing for District Governor Nomination Procedures. The Bylaws 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 30th June each year. The timing sequence shall be:
- No later than 1st March – District Governor calls for proposals from Clubs.
 - No later than 1st May – Date set by District Governor for receipt of proposals. Copies of candidates' proposals forwarded to all members of the District Governor Nominating sub-Committee.
 - No later than mid May – The District Governor Nominating sub-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.
- 5.11 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.

6. RISK MANAGEMENT

The District shall have Policy and Procedure documents for Risk Management, Insurance, Child Protection, Sexual Harassment and Privacy 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 Committee of the Association.

6.1 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.

6.2 Insurance

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

6.2.1 Answer District Clubs' questions on the Australian Rotary Districts' Insurance Policies by obtaining advice through the Australian Rotary Districts' Insurance Brokers.

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

6.2.3 Provide assistance to District Clubs who have claims.

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

6.3 Child Protection

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

6.3.1 Comply with all relevant legislation through appropriate training and communication.

6.3.2 Maintain an up-to-date register of members, volunteers and hosts who have signed the NSW Working with Children Check – Volunteer/Student Declaration.

6.4 Sexual Harassment

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

6.4.1 Comply with all relevant legislation through appropriate training and communications.

6.4.2 Be informed of the correct procedures when dealing with matters involving allegations of Sexual Harassment.

6.5 Privacy Policy

The District Privacy Policy shall be the management document for all District Clubs and District sub-Committees. The District Privacy Policy shall assist District Clubs and District sub-Committees with the privacy issues and the individual's right to privacy in relation to the collection, retention and disclosure of personal information.

7. GOVERNANCE

7.1 Annual Resolutions Session:

- 7.1.1 All proposed District Resolutions for consideration at the Annual General Meeting shall be in the hands of the District Governance sub-Committee (to ensure the validity of the proposal) not less than six weeks before the opening date of the Annual General Meeting.
- 7.1.2 The Chairman of the District Governance sub-Committee shall have circulated such proposals to reach all Clubs no later than four weeks before the opening date of the Annual General Meeting.
- 7.1.3 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.

7.2 Resolutions, Enactments and Memorials to RI:

- 7.2.1 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 Governance sub-Committee, not less than six weeks before the opening date of the Annual General Meeting, at which the proposals will be considered.
- 7.2.2 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 General Meeting to determine the degree of support for the proposals.

8. ROTARY ZONE INSTITUTES

- 8.1 This District shall reimburse the District Governor, District Governor Elect, District Governor Nominee, their partners, and the District Trainer (if attending) the following costs of attending the training and Zone Institutes, once each year:
 - 8.1.1 The actual expenditure incurred on travel, up to the cost of economy class air fares and travel expenses incurred in getting to and from the nearest airport if air means are used.
 - 8.1.2 Accommodation, breakfasts, lunches and dinners.
- 8.2 District funds shall be credited with any reimbursement under any Travel Equalisation plan and any funds received from Rotary International to cover the Governor Elect's Training Seminar (GETS).
- 8.3 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.

9. COUNCIL ON LEGISLATION

- 9.1 The District shall select a Representative for the Council on Legislation using a selection sub-Committee, as per the current Manual of Procedure.
- 9.2 The selection sub-Committee shall comprise the District Governor and 4 Past District Governors duly elected at the Annual General Meeting 3 years preceding each Council on Legislation.
- 9.3 No Rotarian may be selected as Representative for two consecutive Councils on Legislation.

10. DISTRICT STRATEGIC PLAN

- 10.1 The District Governor and District Governor Elect are to implement the recommendations of the District Strategic Plan in a timely fashion.
- 10.2 A District Strategic planning sub-Committee shall be established to manage in conjunction with the District Governor the District Strategic Plan. The sub-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 sub-Committee will determine its terms of reference.

11. NOMINATING SUB-COMMITTEE FOR ZONE 8 DIRECTOR

- 11.1 The District 9685 Representative and the Alternative Representative to serve on the Nominating sub-Committee for Zone 8 Director shall be elected as set out in the current Manual of Procedure in the Rotary year immediately preceding the year in which the Nominating sub-Committee is to meet.

12. AMENDMENT OF THESE REGULATIONS

The Regulations may be amended by a Resolution at the Annual General Meeting or a Special General Meeting passed by a two thirds majority of Clubs present and voting.