

ROTARY INTERNATIONAL DISTRICT 9910 Inc.**DISTRICT BYLAWS**

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1 BYLAWS

1 – 1 Preamble

The Bylaws for Rotary International District 9910 (District) are written to complement the Rotary International District 9910 Inc. Constitution, regulate the District and provide an orderly and useful system of maintaining records and resolutions. Definitions are the same as those listed in paragraph 1.02 of the RI District Incorporated Constitution.

1 – 2 R.I. Manual of Procedure

The District Bylaws should be read in conjunction with the current Rotary International District 9910 Inc. Constitution, Rotary International Manual of Procedure, (hereafter called The Manual of Procedure) and in particular, the Constitution and Bylaws of Rotary International, the Bylaws of the Rotary Foundation of Rotary International, the Standard Rotary Club Constitution and the Rotary Club Bylaws. When the document is not in accordance with the listed documents of Rotary International the Rotary International documents shall take precedence.

1 – 3 Current Edition

To ensure that up to date and complete copies are used, each page in this Record is numbered. The last page is so designated. The issue date is shown on Page 1. Users should check with the District Secretary to ascertain the latest issue date of the current edition. Other editions should be destroyed.

1 – 4 Amendments

It is the responsibility of the Governor through the Board of District to ensure that the Bylaws are amended to record current practice as decided by Rotary International and/or The Council on Legislation. Any amendments may be proposed by District, and Club, or any member (other than an honorary member) of a Club. Amendments must be in harmony with those documents listed in section 1 – 2. Any alteration to these Bylaws may be made at a District Conference, by a resolution of which thirty days notice has been given in writing or by electronic means to all Clubs in the District. Any such proposed amendments should be presented to the Governor in writing or by electronic means no less than sixty days prior to the District Conference. The Bylaws will be amended by a majority vote of electors (as specified in section 11 – 5) who vote. It will then be mandatory for the Board/District to adopt the Bylaw change(s).

1 – 5 Distribution

This document will be available on the R.I District 9910 Web Page, access at <http://rotarydistrict9910.org> . The following District Officers will hold hard copies of these guidelines: Governor, Governor Elect, Governor Nominee, Assistant Governors, Members of DAC, District Treasurer, District Secretary, District Editor and Chairpersons of District Committees. One copy of the amended Bylaws will be issued to each club, to be held by the current President. Each Club President is asked to file this copy with the Club Bylaws and to ensure that it is handed on to his/her successor.

1 – 6 Cost

The cost of printing and distribution of the Bylaws document will be met from the District Fund.

1 – 7 Review

Each year it is the Governor's responsibility to determine whether or not a review of these Bylaws is required.

2. DISTRICT FILES, RECORDS, REGALIA MATERIAL AND EQUIPMENT

- 2 – 1 Working Files
All information and reports pertaining to the smooth running of the District and to the Office of the Governor will be in the possession of and under the control of the current Governor. It is the responsibility of the Governor to maintain such working files and to hand them to his/her successor when he/she takes office.
- 2 – 2 Flags and Banners
Flags, Banners and other equipment used from time to time at District functions will be in the possession of either the Governor or District Secretary and held by them or on their behalf in suitable storage. This regalia may be borrowed by clubs for their own activities but should be returned immediately upon completion.
- 2 – 3 District Marketing Display and Signs
District display material, including a portable stand, carry case, lighting, signage and brochures are available to promote Rotary. The display material will be stored under the control of the District Secretary and may be used at District or Club activities or at trade or promotional shows. This material may be borrowed by the clubs for their own activities but should be returned immediately upon completion. Clubs are encouraged to supplement the material with their own promotional material.
- 2 – 4 District Equipment
From time to time, District will acquire various equipment such as computers, telephones, photocopiers, projectors, screens, filing cabinets, stationery etc. An Asset Register (a record of all this material) shall be kept by the District Secretary.
- 2 – 5 Governor's Chain of Office and Lapel Badges
The Governor's Chain of Office will be held in safe keeping by the current Governor during his/her year of office, to be worn on all occasions as a mark of that office. It is the responsibility of the current Governor to arrange for the engraving of his/her successor's name on the Chain of Office before handing over to the incoming Governor. The District provides a Governor's lapel pin to be presented to the incoming Governor at his/her induction. A Past Governor's lapel pin will be provided by District and is to be presented to the Governor by his/her successor at the time of the successor's induction.
At the time of changeover, District may give the outgoing Governor and partner a gift up to the value of \$350 in appreciation of the work and service they have given to the District.
- 2 – 6 Archives and District Files
- a) District Files for prior years are to be placed in the custody of the District Archivist for safekeeping. The Governor and the District Archivist should ensure that all District files prior to the current year are placed in the District Archives.
 - b) The District Archivist shall advise and direct the formulation and implementation of the District Archives Policy. Consideration should be given to the benefits of the National Archives Records Centre to assist the District and Clubs in adoption of up to date archival methods and techniques.
 - c) Club Officers and members should be made aware of the importance of establishing a procedure for preserving the historical records of the clubs.
 - d) *Record Retention* – A full set of audited or independently reviewed financial statements together with working papers should be retained in secure storage for the period stated under the Incorporated Societies/Charitable Act.
 - e) *International Youth Exchange Records*-all records relating to Incoming Students stay in New Zealand home hosting, counselling and any other matter that is material to the International Rotary Exchange Students stay in New Zealand.

All records relating to home hosting by Rotarians for youth engaged in Rotary sponsored programmes will be filed in District 9910 Inc. Archives and kept secure and only available with the express permission of the Governor.

3. ORGANISATION, COMMITTEES, PROGRAMMES.

3 – 1 Setting Up

The District Committee organisation shall be flexible and shall be adapted to meet the changing needs of the Governor during his/her year of preparation.

The Governor Elect will examine the organisation of the District and will set up appropriate committees with terms of reference for each to ensure the smooth running of the District during his/her year in office as Governor.

As a first step, the Governor Elect should appoint the Assistant Governors and the Committee Chairpersons and with their assistance, select further members as he/she considers necessary. In selecting District Committee members, the Governor Elect shall also consult the Governor, members of DAC, the Nominating Committee and Club Presidents. Full details of District Committees will be published in the District Directory issued by the Governor for his/her year in office and be shown on the District web site.

3 – 2 Tenure of Office on District Committees

As a general rule, tenure of office as a member of a District Committee is for three years. In setting up a District Committee, it should be recognised that continuity is essential and if necessary, this term of office can be extended to ensure that experienced members are on each Committee to provide that continuity.

The usual term of office for each Committee Chairperson is three years, not counting those years gaining experience as a member of the Committee.

3 – 3 Governor Ex Officio Member

The Governor is ex official a member of all District Committees and will receive notice of all meetings to be held. It will not be possible for the Governor to attend all meetings and an apology should be recorded automatically as he/she is unable to attend. It may be appropriate for the Governor Elect also to attend these meetings but the approval of the Governor should first be sought before this is arranged.

3 – 4 Committee Minutes

The Chairperson of each District Committee will arrange for minutes to be kept of each meeting. Copies of committee minutes should be sent to the Governor, the Governor Elect and Governor Nominee.

3 – 5 Publications by Committees

When a District Committee proposes to print a booklet or circular or place information of the District web site for the first time or if a new edition is to contain significant changes, a draft must first be referred to the Governor and no copies are to be printed for issue without his/her approval.

3 – 6 Distribution of Manual of Procedure

As each new edition of the Manual of Procedure becomes available, the District Secretary will obtain and supply, at a District expense, a copy to the following District Officers and ensure that there is a link to the Manual of Procedure on the District web site: The Governor, Governor Elect, Governor Nominee, Assistant Governors and District Secretary.

The District Secretary should review the distribution each year when the District Directory is issued to ensure the Officers newly taking up positions are supplied. The Manual of Procedure is available in full in the Rotary International web site

<https://my.rotary.org/en>

4. INCORPORATION OF CLUBS IN DISTRICT

4 – 1 Club Incorporation

Rotary Clubs in the District are strongly recommended to incorporate because of the legal protection that it affords members. After incorporation, the Club becomes a separate legal entity and members would have no personal liability for the debts, contracts or other obligations of their Club, provided that they have not acted fraudulently.

Claims for substantial settlements have faced Rotary Clubs in which there was a distinct possibility that insurance would not cover claims made by the Rotary Club concerned. In such instances, Club members may be personally liable for the obligations of their Club if they are not incorporated.

4 – 2 The Advantage of Incorporation

The advantage of incorporation may be summarised as follows:-

- a) The Club becomes a separate legal entity
- b) Members have no personal liability for the debts, contracts or other obligations of their Club with one or two exceptions
- c) Property and other chattels belong to the Club and no individual has personal interests of rights in the property

4 – 3 Annual Financial Statements for Registration

The only additional requirements of an Incorporated Club are to file a set of Financial Statements each year with the Registrar of Incorporated Societies which has been approved by the members at an Annual General Meeting.

4 – 4 Procedure for Club Incorporation

A set of papers advising the procedures relating to Incorporation is available from the District Secretary.

5. STATUS OF CLUBS IN RESPECT OF INCOME TAX AND GST

The Governor will appoint a properly qualified person to advise him immediately this section becomes invalid for any reason and that the information will be immediately circulated to the members. The appropriate amendments to these bylaws will be prepared and presented to the resolutions to the next District Conference.

PLEASE NOTE: The reference to GST and Income Tax Liability relates to New Zealand based Clubs only and does not apply to the offshore clubs in the District. It should be noted that District 9910 is registered for GST.

5 – 1 Liability for Income Tax

Club's treatment of receipts for income tax purposes is dependent on the Club's Income Tax status and any exemption available to it as a result of that status.

Clubs are encouraged to form a Charitable Trust associated to the club as a tax exempt fund raising and distribution mechanism.

5 – 2 Registration for GST

Clubs with "taxable supplies" in excess of \$60,000 per annum are required to register for GST.

Clubs with "taxable supplies" below \$60,000 need not register but can register voluntarily. Club Officers and members should nevertheless be aware of the definitions of Taxable Supplies and Non Taxable Supplies so as to determine whether registration for GST by their Club is warranted.

5 – 3 New Zealand Rotary Club Charitable Trust

- a) This Trust has been granted special status by legislation to facilitate its use by Rotary Clubs throughout New Zealand. It is an umbrella Trust to be used for all National, International, District and Club special funds.
- b) The Trust is exempt from Tax on Income and withholding tax although there are some restrictions. The special exemption allows interest to be received without deduction of withholding tax. The Trust however is not registered for GST purposes and will not be able to obtain refunds of GST paid. The exemptions for overseas purposes don't apply to what is called "Business Profits".
- c) Donations received from individuals and public companies qualify for tax rebates and are exempt from gift duty. The structure is such that individual Clubs retain control of any funds lodged from activities such as fund raising. The Guardian Trust provides full custody, management and accounting for each account. A once only fee of \$100 is charged for the establishment of each account within the Trust.
- d) The Trust maintains a separate account administered by its Auckland Branch designated for Paul Harris Fellowship donations.
- e) The Guardian Trust has the duties as Trust Administrators to ensure that a distribution is made to or for a charitable purpose.

6 DISTRICT TRAINING COMMITTEE

6 – 1 Dates and Venues

Dates and Venues for PETS, South Pacific PETS, District Training Assembly and District Conference will be set by the Governor Elect for the following year, having regard to Annual Convention, International Assembly, and other Conferences and functions which might interfere with attendance at these functions.

6 – 2 Programme – Pre-President Elect Training Seminar (PrePETS, President Elect Training Seminar (South Pacific PETS) and District Training Assembly.

The Leadership Development Programme set by Rotary International is a complete three stage programme. It begins with International Assembly which the incoming Governor is required to attend and at which the R.I. theme and special emphasis for the year are set out. The second and third stages are the President Elect Training Seminar and the District Training Assembly at which the theme and emphasis for the year are communicated to the incoming Club Officers, and at which further information and instruction in administration duties are presented to help those officers provide motivation, inspiration and leadership in service, in the Clubs. It is the responsibility of the Governor Elect, with the co-operation and help of the Governor and District Training Team set up by the Governor, to plan and conduct the programmes for PrePETS, South Pacific PETS and District Training Assembly.

R.I. issues several Handbooks to assist the Governor Elect and the District to plan and arrange the training information and development programmes.

Incoming Governors may wish to give serious consideration to providing additional specialist training to incoming Club Secretaries and Club Treasurers. Experience suggests that more detailed explanation of Rotary Club secretarial and financial practices and procedures is usually warranted. The Governor Nominee should review as part of their training plan the district participation in the multi district training programme know as South Pacific PETS.

6 – 3 District Leadership Plan

The purpose of the District Leadership Plan is to recognise the Governor as the sole representative of Rotary International within the District. The Assistant Governors are the Governor's official liaison with assigned Clubs and assist the Governor to train, encourage, motivate and monitor Clubs.

A. Role of the Assistant Governor

- i) To attend the AG Training Sessions organised by the District Training Committee.

- ii) To attend the PrePETS, South Pacific PETS and the District Training Assembly.
- iii) To meet with the Presidents and Board of each Club in his/her assigned Area before 30 June to discuss the Club's Plans, Objectives and to complete the Strategic Plan for the year.
- iv) To work with the Governor to develop goals for the District.
- v) To meet under the Chairmanship of the Governors to review the Clubs performance and keep the Governor informed about projects, special events, activities and Clubs requiring special assistance.
- vi) To visit the assigned Clubs on at least a quarterly basis and to provide encouragement and advice.
- vii) To hold monthly meetings of Club Presidents.
- viii) To schedule and plan for the visit of the Governor to the area.
- ix) To prepare a memo of visit of each Club for submission by the Governor to Rotary International.
- x) Encourage Clubs to participate in all District Activities.

B. Term of Appointment

To be appointed by the Governor to serve for one year. For continuity of leadership, it would be advisable for the Governor Elect and the Governor Nominee to be involved in the selection of the Assistant Governor, that a maximum of three one year terms is served. It is also recommended that the terms of Assistant Governors are staggered so that only a third are retiring in any one time.

C. Assistant Governor Training

Formal training and development will be borne by the District and the meal costs of visits to Clubs will be on a "no Charge" basis, i.e. as a guest of the Club. Other than small mileage contribution, the Assistant Governor would be expected to cover his/her own expenses.

7 FINANCES

7 – 1 Rules for District Funds

This section should be read in conjunction with the Rules for the District Reserve Fund and the District Finance Committee, details of which are outlined elsewhere in the Bylaws. **PLEASE NOTE:** The reference to GST and Income Tax Liability related to New Zealand based Clubs only and does not apply to the Offshore Clubs in the District. It should be noted that the District 9910 is registered for GST.

7 - 2 Annual Statement and Report of District Finances

The governor must provide an annual statement and report of the district's 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:

- I. Be composed of at least three members
- II. Have all members being active Rotarians
- III. Have at least one member who is a past governor or a person with audit experience
- IV. 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
- V. Have the members selected by the district in accordance with the procedures established by the district.

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

- I. All sources of the district's funds (RI, TRF, district committees and clubs)
- II. All funds received from the Rotary Foundation of funds of the Rotary Foundation designated by the district for use
- III. All financial transactions of district committees
- IV. All financial transactions of the governor by or on behalf of the district
- V. All expenditures of the district funds: and
- VI. All funds received by the governor from RI

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. If the statement is not adopted after presentation, it shall be discussed and adopted within three months of the conclusion of the district conference 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 a district meeting does not take place, the governor shall conduct a ballot by mail within 60 days thereafter.

7 – 3 Mishandling of district finances

Any person who fails to follow RI bylaw requirements, including improperly administering the district fund, is prohibited from holding and Rotary or district office until the irregularities are resolved.

7 – 4 District Committee Statement of Financial Position

Each year at the 30th June all District Committees are required to complete the standard "Statement of Financial Position" to be lodged with the incoming Governor by no later than 31st August each year. This requirement applies even when Committees are able to make a NIL return. District Committees are not required to pass across to the District Reserve Fund surplus funds held although it is desirable that such surplus funds are maintained at a modest level.

7 – 5 District Committee Claims

Where a District Committee wishes to make a claim for inclusion in the ensuing year's District Budget, such a claim must be in the hands of the Governor Elect by no later than 15th February in the calendar year in which such Governor assumes office. Such claims must be in writing clearly setting out the details of the claim together with supporting evidence where possible. Any part of the grant must be returned to the District Reserve Fund.

7 – 6 District Committee Banking

All District Committees shall use the District banking arrangements, to enable the overview of all transactions of Rotary International District 9910 Incorporated.

7 – 7 Annual RI District Allocation Budget for the Governor

The Governor Elect, with the help and guidance of the District Finance Committee, will prepare an Annual District Budget for the ensuing year, setting out the proposed District Levy and Dues. District Levies and Dues will be apportioned to Clubs on a membership basis, based on membership figures at the preceding 31st December. The Budget must show clearly

Any Governor, Governor Elect's honoraria and the recommendations shall be distributed to Clubs at least 30 days prior to District Training Assembly.

The budget should also include the N.Z. Public Relations contribution, insurance costs, training and theme material.

The Governor Elect, with the Chairman of the District Finance Committee, will present the Budget for approval to the Incoming Club Presidents at the District Training Assembly or District Conference. A three fourths majority of the Incoming Presidents present at the District Training Assembly or District Conference is required to approve the Budget. The Governor may authorise expenditure with the annual District Budget, any other payments not authorised by the Budget, (except those authorised by the Governor) in excess of the total amount allowed by the Budget or not approved by the majority of Clubs, may be made only with the approval of a majority of the District Finance Committee or on request, by the Governor, by Rotary International District 9910 Incorporated Board approval.

7 – 8 R.I. Budget for Governor

The Budget set by R.I. for the Governor at the beginning of his/her term of office does not form part of the District Fund. The Governor is accountable to R.I. directly for the R.I. Budget. It should be noted that only those expenses relating to the Governor's role as the Representative of R.I. are a charge on this Budget. Expenses relating to District or other activities are specifically excluded. The items are specified by R.I.

7 – 9 Accounts for District Operational Levies

The District Treasurer will send to each Club, an account showing the amount of District Levy payable, based on the membership of the Club as at 31st December of the previous Rotary year. The rate of this levy will be that approved by the Clubs.

7–10 Accounts for District Training Levies.

Assistant Governor's Training, PrePETS, South Pacific PETS and District Training Assembly
The training component of these District events shall be funded by

- i) A levy on Clubs agreed by Clubs in the budget proposed by the Governor Elect each year.
- ii) The RI additional training grant for Pacific Island Clubs.
- iii) The RI additional training grant for Assistant Governors Training.

The travelling expenses to the training and subsistence during training shall be the responsibility of trainee or trainee's Club unless otherwise determined by the Governor Elect

7–11 Governors Changeover

This event shall be self-funding.

7--12 Conference Accounts

a) The Conference Levy:

The Conference Levy approved by the Clubs' representative at District Training Assembly is to be held in the Conference Account. This levy forms part of the District Conference Committee's income and is intended to cover the cost of, visiting V.I.Ps, R.I. President's Representative, Visiting Governor representing the NZ Districts and other Dignitaries.

b) Conference Budget:

The Conference Committee will prepare a separate Conference Budget and fix the Registration Fee.

c) Conference Operating Income:

Any operating surplus on a Conference is to be paid into the District Fund. The District Finance Committee may apply to the District Reserve Fund Committee to request a payment from the District Reserve Fund to meet an operating deficit, after considering the final Statement of Receipts and Payments.

7–13 District Function – Fund Raising

District Functions – Conference, Assemblies, Seminars, Welcomes and Farewells, etc should not be used as fund raising activities. The organising committee may, with the approval of the Governor, arrange a separate fund-raising activity to be conducted in conjunction with a District Function – sale of material, jackets, shirts, badges, produce or collection for charitable purposes.

Accounting for the fund-raising activity will be kept separate from that for the District Function and separate accounts submitted to the District Finance Committee.

7–14 Expense Reimbursement for Governor

The Governor will be reimbursed to the amount approved in the Annual District Budget towards the cost of providing leadership in the District and on those activities excluded from R.I. Budget.

This expense reimbursement (in addition to an honorarium) is to include the cost of his/her and partner's attendance at Zone Institute and will include travel, accommodation and meals whilst on District Committees and other official activities, stationery, clerical and communication expenses relating to District activities.

7 – 15 Expense Reimbursement for Governor Elect

The Governor Elect is entitled to claim reimbursement (in addition to the budgeted honorarium) for actual costs (including those of partner) of attendance at the Zone Institute, up to the amount approved in the Annual District Budget. The cost will include Travel at District Rates, Registration, Accommodation and Meals.

7 – 16 Expense Reimbursement for Governor Nominee

The Governor Nominee is entitled to claim reimbursement for actual costs (including those of a partner) of attendance at the Zone Institute, up to the amount approved in the Annual District Budget. The costs will include Travel at District Rates, Registration, Accommodation and Meals.

7–17 Rotaract District Representative, Annual Training Seminar

The District Rotaract Representative for District 9910 is entitled to claim reimbursement for a share of the cost of Travel and Registration for the Annual Training Seminar subject to the prior approval of the Governor and in accordance with the provisions made in the approved District Budget.

8. THE DISTRICT FINANCE COMMITTEE

8 – 1 Committee Membership

The District Finance Committee shall consist of Members appointed by the Governor of whom at least one shall be a Past Governor and whenever practicable shall also include the Governor Elect who is to succeed the current Governor.

A committee numbering between 3 and 5 persons is recommended.

8 – 2 Assistance with Budget for Incoming Governor

The District Finance Committee shall confer with the Governor Elect and the Governor to set the Budget for the fiscal year of the administration of the Governor Elect who is to succeed the current Governor. It shall, in addition, be available to give, or arrange, financial or budgetary advice in respect of activities carried out by Clubs on behalf of District.

8 – 3 Annual Finance Report for District

The District Finance Committee shall cause a Financial Report to be made available each year for Conference and will have a copy forwarded to each Club in the District. This Finance Report shall include independently reviewed figures for the immediate past Rotary year plus the budget figures (as approved at District Training Assembly) and the previous year's figures for

comparative purposes. The independent review will be conducted by a competent person or persons appointed by the Board. Independently reviewed statements of Receipts and Payments relating to all District Conferences and other meetings shall be supplied to the District Finance Committee Chairperson as soon as practicable after the holding of such function.

8 – 4 Administration of District Funds

The District Finance Committee shall administer the District Fund and the District Reserve Fund on behalf of the District.

8 – 5 Surplus Funds

At the end of the year, any surplus fund held by the District Treasurer or the District Finance Fund shall be paid into the District Reserve Fund.

8 – 6 Disaster Appeals

Disaster Appeals are currently addressed by the Governor. In the event of a grant being made for disaster relief on behalf of or received from Clubs in the District, such contributions should be forwarded to the District Treasurer and placed in a Special Purpose Account. If funds are transmitted direct, these must be reported to the Governor and the amount recorded by the District Treasurer and noted in the Special Purposes Account report for that particular Appeal.

9 THE DISTRICT RESERVE FUND (DRF)

9 – 1 Establishment

There shall be constituted a fund to be known as “The District Reserve Fund” which shall comprise monies forming surplus annual receipts from District, Regional Forums and other District Meetings, contributions from Clubs, the proceeds of special efforts, donations or other income arising from Rotary Facilities in the District. The purpose of the Reserve Fund is to hold and to invest surplus District Funds which are to be applied to the benefit of Rotary on a District basis. Any expenditure to be applied as the District Reserve Fund Committee deems appropriate. Any surplus funds in the District Fund at the end of any given Rotary year shall be transferred to the DRF once the audit is completed for the year.

9 – 2 Administration

The Fund shall be held and administered by the District Finance Committee.

9 – 3 Bank Accounts, Investments

- a) All monies forming part of the Fund shall be lodged in an account or accounts to be known as “District 9910 of Rotary International” at recognized and reputable Licensed Banks or as provided for in 9 – 3 (b) thereof. Payments from the Fund shall be made by cheque drawn on the bank account of the Fund and signed by any two of the Committee members of the District Finance Committee. Payment of any amount over \$2,000 must first be authorised by the Board of R.I. District 9910 Inc.
- b) The Committee may invest such sums as it considers desirable in any securities provided the committee exercises the care diligence and skill that a prudent person of business would exercise in managing the affairs of other and otherwise in accordance with the Trustee Act 1956 and its amendments. In matters of doubt the Governor should be consulted.

9 – 4 The Purpose of the Fund

As the monies forming the Fund arise from the activities of Rotary as a whole within the District, the expenditure shall similarly be applied for the benefit of Rotary on a District basis. All payments shall require the prior approval of the District Committee Members (and where appropriate, as provided in Para. 9-3 (a), Board approval) and the following forms of expenditure are illustrated of those intended to be made from the Fund.

- a) The meeting of losses and deficiencies, if any, in the running of District Conferences, and other meetings within the District, the holding of which have been approved by the Governor. Special hospitality provided that the budgets for such functions and/or meetings have first been approved by the Governor.
- b) With the approval of the District Finance Committee, the provision of financial assistance to a Governor for the time being, to enable him/her to carry out the duties of his/her office.
- c) Unforeseen losses incurred in conducting the District mandatory seminars such as the Annual District Training Assembly of Incoming Officers.
- d) Capital and Administrative Expenditure, special hospitality, provided that the budgets for such expenditure have first been approved by the Governor.
- e) Other District Expenses that the Members of the District Finance Committee may consider necessary.
- f) Any other specific purposes which the District Conference by resolutions may recommend to be approved by the Board.

9 – 5 Annual Accounts of the Funds

The District Finance Committee members shall present an independently reviewed annual Statement of Receipts and Payments and of the capital position of the Fund (containing the previous year's figures by way of comparison) to the District Conference in each year. The independent review is to be conducted by a competent person or persons appointed by the Board.

9 – 6 Fund Surplus

If in the opinion of the Finance Committee the Reserve Fund assets are greatly in excess of any foreseeable call on them for the next 4 years, then the Committee may recommend to the District Board that the surplus be used to support Rotary projects or activities of a humanitarian or Educational nature (within New Zealand or the Pacific Islands). These activities include District projects and support for Trusts associated with the District. The proposed action is to be approved by resolution at District Conference and ratified by the Board.

10. DISTRICT AND CLUB INSURANCES

10 – 1 District Combined Liabilities Policy

District shall maintain a Combined Liabilities cover for District, Rotary Club, Charitable Trust, Rotaract Club and Interact Club Activities in New Zealand. The cost of these insurances shall be obtained by the Governor Elect prior to the preparation of the District Budget for the forthcoming year. It is the responsibility of the Governor to ensure that adequate District Insurances are in place at the commencement of his/her year in office. Professional advice should be taken at the time of renewal to ensure that the categories of cover and claim limit remain adequate. **NB** All Trustees of a Charitable Trust must be current Rotarians.

10 – 2 The Indemnity

The policy shall provide (bracketed figures indicate 2013 limits).

- a) General Liability Cover for the District and its Clubs (at an amount of \$5,000,000) for any one occurrence including indemnity for individual members and any other persons engaged in any Rotary activity for those clubs world-wide excluding USA and Canada.
- b) Directors and Officers Liability (\$1,000,000 = \$900,000 damages and \$1,000,000 legal costs) to indemnify officers of the District, Clubs and individual members for all Loss arising from a Wrongful Act, for which they become legally liable to pay, including claims made for a breach of professional duty worldwide excluding USA and Canada. The definition of insured under the policy shall mean any past present or future officer or member or employee or any other natural person acting on behalf of and at the District or Club at the

direction. The definition further includes estates, heirs and their legal representatives in the event of death or incapacity of a member.

- c) Employers Liability within New Zealand for the District and its Clubs (to an amount of \$1,000,000) covering awards and the cost of defending a claim alleging breach of duty causing injury or illness where Accident Compensation Commission cover is not available.
- d) Statutory Liability (including Health and Safety in Employment Act) within New Zealand for the District and Clubs (to amount of \$1,000,000) covering fines and penalties and legal and professional fees awarded against a District or Club in respect of any breach of any Act, Code or Regulation. (The cover excludes criminal acts).
- e) Additional indemnity in the event of a person sustaining injury during the course of working. Where the Club is held liable to pay damages, it is covered.
- f) Professional Indemnity within New Zealand (\$1,000,000)
- g) Employment Disputes within New Zealand (\$250,000)
- h) Crime within New Zealand (\$50,000)
- i) Internet Liability worldwide (\$250,000)
- j) Criminal Defence Legal Costs within New Zealand (\$1,000,000)

10 – 3 District Owned Property

The Governor shall ensure that all the Districts tangible assets are covered against material loss and/or damage. Provision should be made within the policy for such cover, including Emergency Boxes and Donations in Kind. Money and Transit risks in New Zealand should be insured and the cover has been extended to District Assets in the Pacific Islands taken there by the Governor on his/her visits.

NOTE: Non-accompanied shipments (e.g. containers of goods/equipment for World Community Projects) must be insured separately and should be charged to the respective programmes.

10 – 4 Insurance for Which Separate Application Must be Made

The District Policy does not automatically provide for the following risks. Where these risks are required to be covered, the District and/or Clubs will need to contact the organising Brokers with whom the necessary arrangements may be made.

- a) Clubs outside New Zealand.
- b) Where a Club owns, maintains or uses a boat exceeding eight (8) meters in length.
- c) Where a Club owns, maintains or uses an aircraft.
- d) Charity yacht races.
- e) Club's own tangible assets, including buildings and chattels.
- f) Donations in Kind materials in transit overseas.
- g) Rotary Volunteers travelling abroad.

10 – 5 Charity Yacht Races

Where a Club organises a charity yacht race, it should confirm the existence of appropriate insurance for the protection of Rotary and its members and should also ensure that all the owners participating in the race either skipper or provide a skipper for their own boats and have current insurance on their vessels.

10 – 6 Rotary Volunteers

Normal travel policies exclude accident and injury whilst working overseas – either voluntarily or for remuneration. However, through RDU, New Zealand based District have insurance which is available for Rotary Volunteers to cover both injury and usual travel requirements. If Rotary Volunteers are going overseas, they should arrange their own cover prior to departure.

10 – 7 Life and/or Disability Cover

The Governor shall arrange as a charge against District, for Life Cover for himself/herself for his/her term of office and for the Governor Elect prior to the latter's attendance at International Assembly, for a total sum insured of \$100,000 each. The beneficiaries shall be

District 9910 for \$50,000 and the estate of the Governor or Governor Elect for \$50,000 in the form of a lump sum payment in the event of death. Consideration should also be given to the provision of cover for a lump sum payment in the event of permanent disability and a weekly allowance as a result of a temporary disability. The main purpose of the insurance on the Governor is to ensure that funds are made available to enable the work of the office of Governor to carry on in the event that the Governor is unable to continue due to death, injury or illness.

10 – 8 Travel Insurance

The District shall provide Overseas Travel Insurance for the Governor and the Governor Elect plus their respective partners for their term in office.

10 – 9 District or Club Programmes or Projects

Members arranging special District or Club programmes or projects should check the adequacy of existing insurances before engaging in the activity. It is desirable to appoint a Safety Officer to ensure that safety procedures are in place for the protection of persons and/or their property. Requirements legislated under Occupational Safety and Health, Equal Opportunities and Human Rights Acts and amendments should also be taken into account.

10 – 10 Notice of Claim

It is important that, upon becoming aware of any situation that could give rise to a claim, it be reported immediately to the Governor and Organising Brokers (currently Crombie and Lockwood) who will then advise the Insurers. Failure to do so may result in the claim not being accepted.

11. DISTRICT RESOLUTIONS COMMITTEE AND COUNCIL ON LEGISLATION (COL)

11 – 1 Function of the District Resolutions Committee

The District Resolutions Committee shall keep the resolutions of the District in conformity with the Constitution and Bylaws of Rotary International. The Committee will receive and process all resolutions to be considered by the District Conference including changes to the District Bylaws. The Committee shall also receive and process all enactments and resolutions to be submitted from District or Clubs to the Council on Legislations. All memorials to the Rotary International Board should be submitted through this Committee.

11 – 2 Composition of Committee

The District Resolutions Committee shall consist of members appointed by the Governor, at least one of whom shall be a Past Governor including where possible, the Immediate Past Governor.

11 – 3 The Duties of the District Resolutions Committee

- a) Assisting Clubs and individuals in formulating and formatting resolutions in liaison with the Governor, but the committee shall have no power of veto of such resolutions.
- b) Working closely with the elected District Representative to the Council on Legislation in the period preceding the next Council of Legislation.
- c) Conducting business sessions at the District Conference if so required by the Governor.
- d) Monitoring the Bylaws to ensure that they are current.
- e) To receive, process and then deliver to all Member Clubs in District 9910, at least 30 days prior to the District Conference, any resolutions to be considered by the District Conference, except those of a congratulatory or commendatory nature and refer to the succeeding Resolutions Committee and resolutions proposed by any Club which are received too late for the achievement of such distribution within 30 days preceding the District Conference.
- f) Receiving, compiling and processing District and/or Club enactments or resolutions to the Council on Legislation.

g) Processing any Memorials of the Rotary International Board.

11 – 4

Election of Representative to Council on Legislation

The Representative and an Alternate shall be elected at the District Annual Conference held in the Rotary year two years preceding the Council on Legislation.

Prior to the relevant District Conference and in terms of the Rotary International Constitution, the Governor shall call for nominations from Clubs for representative to the Council.

To qualify, each candidate must be or have been an Officer of Rotary International and must furnish a statement that he/she:

- a) Clearly understands the qualifications, duties and responsibilities of the representative.
- b) Is qualified, willing and able to assume the duties and responsibilities.
- c) Will attend the meeting of the Council for its full duration.

No Rotarian shall attend more than three Council of Legislation as a representative.

12

NOMINATION OF GOVERNOR

12 – 1

The District Nominating Committee

The District Nominating Committee is responsible for the selection of a Rotarian to Office of Governor. It will conduct its affairs in accordance with the then current terms and conditions in the Manual of Procedure including the R.I. Constitution and Bylaws.

12 – 2

Membership of the District Nominating Committee

The Nominating Committee consists of the four Past Governors most recently in office together with the Governor. The Governor Elect and Governor Nominee will be invited to attend all meetings. The longest serving of the Past Governors on the Committee will be the Convenor. If the Convenor for the year is not able to act, then the District Governor will appoint the next longest serving member of the Committee to be the Convenor. If any other member of the Committee is unable to act, then the Governor will invite the Past Governor next most recently in office and available, to fill the vacancy as an ordinary member of the Nominating Committee.

12 – 3

Duties of the Nominating Committee

The Nominating Committee should actively promote interest in the Office of Governor.

The Nominating Committee will maintain a list of prospective Governors. This list should be reviewed each year and those Rotarians whose names are retained or added to the list approached personally to ascertain those Rotarians' current interest. The Nominating Committee should communicate with the Club President of each Rotarian on the list and advise him/her of the Committee's interest in that Rotarian as a prospective Governor. The Nominating Committee will process the nominations received and table its recommendations for the office of Governor and Alternate for the Governor's final approval. The name of the Alternate will not be announced.

12 – 4

Procedure up to Selection by the Nominating Committee

The procedure will be in accordance with the latest Manual of Procedure including RI Constitution and Bylaws.

The Nominating Committee shall select a nominee for Governor not more than 36 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 1st July two years prior to assuming office as Governor. The RI Board shall have the authority to extend the date under this section for good and sufficient reason. The Nominee will be elected at the RI Convention held immediately preceding the year in which such Nominee is to be trained at International Assembly. Nominee so elected shall serve a one-year term as Governor Elect and assume offices on 1st July in the calendar year following election.

The Governor will distribute to Clubs a statement of the status, qualifications and duties of a Governor and will call for proposals of those Rotarians who are qualified and considered suited to the Office of Governor. Such proposals are to be received by the Governor in writing and in form prescribed in the current RO Bylaws, by a date set by the Governor.

Immediately after the date set, the Committee Chairperson will send CONFIDENTIALLY to each member of the Nominating Committee, a copy of each proposal, the respective Rotarian's Club and Proposing Club (if this is not the Rotarian's Club) together with brief details of his/her Rotary service. The Nominating Committee is not limited to the names proposed by Clubs may be also consider any other qualified Rotarians including these determined under Clause 12 – 3.

After considering the recommendations of the Committee, the Chairperson of the Nominating Committee will formally advise the Governor of the names and Clubs of the Rotarians selected to be Governor Nominee Designate and Alternate.

12 – 5

Procedure to be Followed by District Governor after Selection

On receiving the advice of the Nominating Committee, the Governor will take the following steps in accordance with the RI Bylaws including:

- a) He/she will satisfy himself/herself that the candidate chosen is medically fit, has furnished a medical certificate.
- b) Accordingly and is prepared to accept the nomination. He/she will then advise all Clubs in the District of the nomination and to each club that has already made a proposal, the date by which any challenging nomination made under the Terms of the RI Bylaws, must be received by the Governor. Note that only a Club that has previously suggested a candidate may challenge another nomination.
- c) If, by the date set, a challenging nomination is received in the form prescribed by the RI Bylaws, the Governor will immediately advise all Clubs, and set the date by which each Club may endorse the challenging nomination.
- d) If, by the date set, the challenging nomination has been endorsed by the required number of clubs as prescribed by the RI Bylaws, then the Governor will conduct a ballot in the manner and form as prescribed in the RI Bylaws.
- e) If no challenging nomination is received by the date set; OR if any challenging nominations not meet the criteria as prescribed: OR after the result of the ballot has been decided, the Governor will within fifteen days of the determined date:
 - i) Declare the candidate nominated by the District Nominating Committee, or elected ballot by the Governor Nominee.
 - ii) Announce the nomination to the Candidate's Club first of all the thereafter
 - iii) Announce the final results to all Clubs.
- f) The Governor will advise Rotary International in the prescribed form.

12 – 6

Timing for Nomination Procedures

January – March	Governor calls for proposals from Clubs
March – April	Date set by Governor for receipt of Proposals and copies of Proposals to other members of the Nominating Committee.
April – May	The Nominating Committee interviews candidates and tables to the Governor their recommendations of Rotarian for the Office of Governor and Alternate.
Before May 31 st	Governor advises each proposing Club of the nomination and sets the date by which challenging nominations must be allowed.
June 20 th (approx)	Date set by Governor for receipt of Challenging Nominations. <ol style="list-style-type: none"> a) If no challenging nominations has been received, Governor declares the Nominee to be Governor Nominee and then proceeds to announce to the Nominee's Club and thereafter to all Clubs and also to notify Rotary International. b) If a challenging nomination is received, the Governor immediately advise all Clubs in the form prescribed by Rotary

- International and sets the date by which endorsements must be received from those clubs qualified to challenge.
- June 30th (approx) Date set by the Governor for receipt of endorsements. If the criteria are met that nullifies all challenges, the Governor declares the Nominee to be Governor Nominee and then proceeds to announce the Nominee's Club, then to all Clubs and to notify Rotary International.
- August If on receipt of a valid challenge, then fifteen days after receipt the Governor conducts a ballot by mail.
- September Once the ballot is decided, the Governor declares the highest polling Rotarian as the Governor Nominee and proceeds to announce to the Governor Nominee's Club and then to all Clubs and to notify Rotary International.
- 12 – 7 Campaigning, Canvassing, Electioneering
Rotary International Bylaws (10.060) makes provision to the effect that no Rotarian shall campaign, canvass or electioneer for any elective position in Rotary International nor allow such activity on his/her behalf, nor shall any brochures, literature, letters or other material be distributed or circulated by a Rotarian or on their behalf to any Clubs or members of Clubs. This prohibition applies from the time that the Clubs are notified that they may submit names until the completion of the electoral process. During this period, all communications from as Club relating to the elective position must be directly with the Governor. No Club or Rotarian should communicate with another Club or member of another Club on the matter of a proposal, nomination or endorsement of a challenging nomination. Such communication is in breach of the Rotary International Bylaws.
- 12 – 8 Vice Governor
The Nominating Committee for Governor will select one available past Governor to be named Vice Governor. The role of Vice Governor will be to replace the Governor in case of temporary inability to continue in the performance of the Governor's duties, in accordance with the Manual of Procedure.
- 13 DISTRICT CONFERENCE**
- 13 – 1 The Conference
The District Conference shall be held annually at a location and time as determined by the Governor for that year.
- 13 – 2 Funding from the District
The District may levy each Rotarian in the District annually, a sum as agreed by two thirds majority of the President Elects attending the District Training Assembly the year before the Conference. This levy shall be used by the Governor to contribute towards the costs of running a successful Conference.
- 13 – 3 Conference Budget
The budget for the District Conference is to be approved by the Governor.
- 13 – 4 Conference Accounts
The Conference Committee shall submit a detailed statement of income and expenditure to the District Finance Committee before 30th June of that Rotary year and shall remit any surplus funds of the Conference Committee to the District Finance Committee by the 30th September.
- 13 – 5 Attendance at District Conference
Under normal circumstances, attendance for the full duration is desired and therefore registration fees should be struck accordingly.

As many Rotarians and their partners as possible should be encouraged to attend the Conference. As many International Youth Exchange Students and Matched Student Exchange Students as possible should be encouraged to attend Conference. Cost to attend is normally met by the sponsor club of the student.

13 – 6 Refunds of Conference Registration Fees

Refunds of Conference registration fees would not be considered under normal circumstances. However, a written request may be submitted to the Conference Secretary for consideration.

13 – 7 District Conference – Web Site

Consideration should be given to providing information on individual Conference highlights, accommodation, programme, speakers, events and tours, voting remits and procedures on the District web site. Consideration should also be given to registration forms being available on the web site.

13 – 8 Conference Sponsorship

The Conference Committee should actively seek sponsorship for the Conference to defray costs and encourage greater attendance.

13 – 9 Special Guest Speakers/Masters of Ceremonies

Apart from the normal costs incurred for the attendance of the RI Representative and the Governor representing the other Districts, the Conference Levy and Registration Fee should not cover the costs of any other special guest speakers at District Conference. The cost to cover these Speakers/Masters of Ceremonies if any should be covered by outside sponsorship.

13-10 Voting at Conference and District Legislation Meetings

a) Voters

Every member in good standing of a club in a district present at the district conference or a district legislation meeting shall be entitled to vote on all matters submitted to a vote at such conference or district legislation 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 council on resolutions,
- the decision as to the amount of the per capita levy,
- and changes to the District Bylaws and constitution.

Voting on these excluded matters shall be voted by the Registered Electors or proxies present or by another process specified in these bylaws.

However, any elector shall have the right to demand a poll upon any matter presented to the conference or district legislation meeting. In such cases, voting shall be restricted to electors.

b) Electors.

Each NZ incorporated club (Member) in the district shall select, certify, and send to its annual district conference and district legislation 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.

Such membership shall be determined by the number of members in the club as of the date of the most recent club invoice 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 or proxy must be present at the district conference or a district legislation meeting to vote. The Governor shall send to each club prior to Conference a form of certification to be completed by club officers and submitted by lectors on arrival at Conference.

All votes from a club with more than one vote shall be cast for the same candidate or proposition. For votes requiring or utilizing a single transferable ballot with three or more candidates, all votes from a club with more than one vote shall be cast for the same ordered choices of candidates.

c) Non incorporated clubs

Clubs in the District that are not incorporated under NZ law may exercise their vote(s) through a proxy by arrangement with a NZ sister club that is incorporated. Such club must obtain the consent of the governor for such proxy. The designation must be certified by the president and secretary of such club.

d) Proxy voters.

A club may designate a proxy for its absent elector(s). Such club must obtain the consent of the governor for such proxy. The proxy may include a member of its own club or a member of any club in the district in which the club is located. The proxy designation must be certified by the president and secretary of such club. The proxy shall be entitled to vote as proxy for the non-attending elector(s) represented,

14 DISTRICT ADVISORY COMMITTEE (DAC)

14 – 1 Function of Advisory Committee

The purpose and function of the District Advisory Committee is to advise and assist the Governor and Governor Elect regarding all aspects of District Administration. This advice and assistance to be provided on an “as required” basis.

14 – 2 Composition of Committee

The District Advisory Committee is composed of all Past Governors resident in District 9910 and who, at present, hold Active membership in a Rotary Club in the District. A Past Governor who resigns as a Rotarian or becomes an Honorary Member surrenders any previous status and is not eligible.

14 – 3 Attendance of Governor Elect and Governor Nominee

The Governor Elect and Governor Nominee will be invited to attend meetings of the District Advisory Committee.

14 – 4 Meeting

It is recommended that the Governor calls at least two meetings of the District Advisory Committee per year, one of these coinciding with District Conference. The Governor will be Chairman of all the meetings of this Committee. The Secretary shall be the Governor Elect. Additional semi-social meeting may be called and these may include partners.

14 – 5 Cost

All expenses incurred by members attending these meetings shall be met personally by the respective members.

14 – 6 Circulars and Newsletters

Members of the DAC are to be included in the distribution list for the Governor’s Newsletter, news faxes and all circulars to Club Presidents.

15 ROTARY PROGRAMMES

15 – 1 General

The District fosters and encourages many Rotary programmes. The Governor may set up District Committees to encourage, promote and co-ordinate these programmes.

15 – 2 Committees to be Self Funding

Each District Committee is encouraged to operate on a self funding basis in accordance with District Policy.

15 – 3 Sponsorship and Publicity

Each District Rotary Committee is encouraged to seek outside sponsorship to help defray costs. The Governor is encouraged to market and publicise as many Rotary programmes as possible. When seeking participants or sponsorship, District's Committees are encouraged where practicable, to combine and promote as many as possible of the programmes.

15 – 4 Web Site

Each District Committee is encouraged to provide an up to date web page attached to the District site. The contents of this web page shall be approved by the Governor prior to publication.

15 – 5 Rotary Programmes

a) **Vocational Training Teams (VTT)**

VTTs take the GSE concept of enabling young professionals to observe their profession in another country a step further by offering participants the opportunity to use their skills to help others. A vocational training team (VTT) is a group of professionals who travel to another country either to learn more about their profession or to teach local professionals about a particular field. Rotary Foundation district and global grants both support VTTs, but each grant type has different requirements:

- i. District Grant VTTs must support The Rotary Foundation's mission to promote goodwill and peace, improve health, support education, and alleviate poverty.
- ii. Global Grant VTTs must align with one or more areas of focus, build the capacity of either the team members or the benefiting community, and have a sustainable and measurable impact. The VTT must be sponsored by Rotary clubs or districts from two countries. The grant (>\$30K) may support the travel of more than one team.

The Governor may seek to establish a VTT and to appoint a person or committee to further this wish.

All committees set up to interview and select candidates for VTT must be predominantly Rotarian in composition.

The cost of the VTT operation will be largely covered by the grant from TRF: however within the amount allowed in the Annual Budget and subject to the approval of the Governor, District will usually meet additional necessary costs for establishing and preparing a VTT team. Examples of these costs are:

- i) Advertising expenses for seeking team members
- ii) Administration expenses for selection of the Team Leader and the Team
- iii) Motel and meal costs for a final selection weekend meeting.

- iv) A contribution towards the cost of a meeting of the Team and Leader as part of the Team's preparation.
- v) District Officers involved may claim reimbursement of travel costs at the discretion of the Governor.

b) International Youth Exchange (IYE). Short Term and Long Term.

This programme is designed for secondary students from 16 – 17 ½ preferably in the top third academically, who understand and are willing to abide by the general rules of International Student Exchange. Under the direction of the Governor, the International District Youth Exchange Committee shall be responsible for all the arrangements relating to the organisation of the International Exchange incoming and outgoing long and short term students in District 9910. Any Club sponsoring an outbound student may be required to host an incoming student.

A standard jacket for the outgoing student is required and the cost is usually met by the sponsoring Club. All incoming students are allocated to Clubs by the District Committee. A host Club/s will normally cover the cost of school fees and pocket money. Participation of outbound and inbound students in orientation and other District events (including conference fees for inbound students) is also covered by the host/sponsoring Club. A South Island Tour is at the cost of the student.

c) Rotary Districts in New Zealand are registered Practice under a Pastoral Care of under Section 238F of the Education Act 1989. The Code is designed to protect the interests of all international students who are studying in New Zealand. Accordingly, a Club must have robust procedures for the selection and monitoring of home stay carer and home stay residents, including New Zealand Police vetting all persons aged 18 or over, residents in the household, (excluding other international students). Every member of an intended host household who is over 18 years of age need to be asked to complete a separate application on a form to be supplied by the District Committee. Once completed, it should be forwarded to the Police through the Rotary Club that is organising the host families, with a return stamped envelope enclosed that is addressed to **Chairman, International Youth Committee (use address as in D9910 Directory for that year).**

The Chairman will notify the Rotary Club of the households that have been cleared and attach a letter for the Club to give to the school. The information supplied by the Police will be held by the Chairman for three months and then destroyed.

d) Rotary Australia New Zealand Student Exchange (RANZSE)

This is a reciprocating exchange programme which gives 14-15 year olds the opportunity to spend three months living and attending school in Australia and then hosting an Australian student for three months on their return. From time to time students from other South Pacific countries take part in the programme.

All incoming Students are allocated to Clubs by the District Committee in association with the overseas reciprocating District. Sponsoring parents will normally cover the cost of school fees, pocket money plus event participation.

District Committee organise a standard uniform which consists of jacket, rugby and polo shirt along with sports bag and hold all for outgoing Students and cost of this is met by the sponsoring Club. Local parents cover all costs or come to an arrangement with overseas parents. The sponsoring club also covers the cost of the ruruku weekend for each inbound and outbound student.

e) Other District Programmes.

The District conducts several special programmes which may require a co-ordinating committee at District level.

A District Programme Committee may be selected by the incoming Governor to advise and where appropriate, assist the host organising Clubs selected as sponsor or wishing to participate in the programme for the Rotary year.

District Programmes currently include:-

Rotary Youth Leadership Award Seminar (RYLA)

Model United Nations Assembly (MUNA)
 Rotary Youth Programme of Enrichment (RYPEN)
 Rotary Challenge Camp
 Rotary Youth Speak Up (RYSUP)
 Rotary Organised Community Knowledge in Schools (ROCKS)
 Rotary Challenge Quiz
 Science Schools
 Trees for Survival

16 FUNDING

16 – 1 Trust Funds Available for New Zealand Community Projects

There are a number of Trusts that are available to consider appeals for support to assist individuals in the community in need or help in conjunction with Rotary Clubs projects. Similarly, a number of Trusts consider providing contributions to Rotary Club projects aimed at helping New Zealand Communities in other ways. Such Trusts include The Harold Thomas Rotary Trust, The J R McKenzie Trust Board (Inc), J R McKenzie Youth Education Fund, Auckland Rotary Jubilee Trust, Chenery Trust.

Details of conditions of eligibility and the procedure for applying are shown in the District 9910 Directory or Club Resource Manual or may be obtained through the District Secretary.

16 – 2 Trust Funds in District 9910

The formation of Trusts using District Funds is to be discouraged unless it is approved by a majority vote at District Conference.

There are two Trust Funds formed by Rotary Clubs in District 9910 of which club officers should also be aware. These are as follows:-

1. The Conference Trust Fund (1990)

a. Formation of Trust

The Conference Trust Fund was formed with an original grant of \$50,000 by the Conference Committee of the Rotary Clubs of Warkworth, Noumea and Noumea Ducos Boulari as an extension to the theme of the 1989/90 “Conference of Friendship” to strengthen the bond of friendship between the District 9910 Island Clubs and the Clubs in New Zealand. The Fund was provided with the injection of an additional \$15,000 from the surplus from the 1994 Conference in New Caledonia.

b. Appointment of Trustees.

The Trustees of the Conference Trust Fund are appointed in accordance with the Deed of the Conference Trust Fund, a copy of which is available from the Fund Secretary and is also posted on the District 9910 web site.

c. Purpose of the Fund

Funds are available for the following purposes:

- i) To assist financially and support Charitable projects in the Pacific Islands situated within the Rotary District 9910 and providing public benefit.
- ii) To assist financially and support any underprivileged person situated in the Island countries of District 9910.
- iii) To assist financially and support educational and vocational exchange between people in the Pacific Island countries of District 9910 and New Zealand.
- iv) For charitable purposes as defined in the Charities Act 2005.

d. Application for Assistance.

Application for assistance through the use of the Conference Trust Fund 1990 should be made through the Fund Secretary who will supply the official application form.

e. Financial Statement.

Trustees of The Conference Trust Fund 1990 are requested to present Annual Financial Statements at Conference. These Financial Statements are to include previous year’s figures for comparative purposes.

2. The Vicki Chevolot District 9910 Youth Exchange Trust.

a) *Formation of Trust*

This Trust was founded in 1995 by Robert and Viki Chevolot of Noumea, New Caledonia because of the love they share for the Rotary International Youth Exchange programme and youth in general.

b) *Purpose*

To assist students who exhibit the character and ability to take part successfully in the District 9910 Rotary IYE Programme who are unable to do so because of financial circumstances.

c) *The Trustees of the Fund*

The Trustees of the Fund are appointed in accordance with the Deed of The Viki Chevolot District 9910 Youth Exchange Trust, a copy of which is available from the District Secretary. Applications should be made through the Fund Secretary.

Refer to the District 9910 Directory for current contact details.

17 CHARTER OF NEW CLUBS

17 – 1 General

The establishment and Charter of a new Club will be in accordance with the Manual of Procedure and the Rotary International Extension Manual.

17 – 2 Clubs to Assist

Clubs are encouraged to assist in all possible ways with the chartering of New Clubs and to refrain from objecting on the grounds that they will lose members or potential members. A New Club can only be chartered with a maximum of three currently active Rotary members who transfer from existing neighbouring Clubs.

17 – 3 Costs to Charter

The Sponsor Club will be responsible for the charter fee for the New Club and will provide the gavel and gong. Neighbouring Clubs are encouraged to supply the remaining furnishing and regalia. The Charter Presentation Evening will be planned to be self supporting. District will be responsible for the New Club admission fee paid to Rotary International.

17 – 4 E-Clubs

Districts are encouraged to form E-Clubs under the current Bylaws. An E-Club is one that meets electronically and conducts its business through a very interactive and well designed website. The importance of the website cannot be underestimated as it is the pivotal centre of activity and information for an E-Club. Meetings are weekly in that the site is updated on that frequency, however E-Members may “attend” at any time and any day of the week as their schedule permits. The official meeting time for an E-Club is when the Webmaster or Secretary posts material for weekly discussion. Weekly matters or issues are discussed through a chat room or similar. Though much work is performed electronically E-Club Members do meet physically at projects, conference, dinners or special functions. For an E-Club to operate efficiently at least one member must be very proficient in website design, maintenance and operations. Because the meeting venue is on a website, E-Clubs must have:-

- i) A dedicated website
- ii) Online meeting software to host a meeting
- iii) Private sections of the website that protect confidential data of members
- iv) Online financial systems capability for payment of dues and other remittances.

17 – 5 Satellite Clubs

A Club may establish one or more Satellite Clubs.

Detailed information regarding establishment of a Satellite Club is available on the Rotary website www.rotary.org/myrotary/en/home

Satellite Clubs are an extension of the Sponsor Club and offer an alternative meeting time, place and culture to the Sponsor Club. A member of a Satellite Club is a member of the Sponsor Club thus the Sponsor and Satellite Clubs are permanently linked since the members of both clubs belong to the Sponsor Club. That tie can only be broken if the Satellite Club charters as an independent club. The Satellite Club shall operate under the Constitution, By-Laws and Rules of the Sponsor Club unless both clubs agree to special by-laws and rules which may be enacted for the Satellite Club. The Satellite Club shall establish its own Board and club officers.

The Sponsor Club must apply to the Governor for approval to start a Satellite Club and approval must be given in writing prior to releasing publicity about the new club.

The Sponsor Club AND the Satellite Club must apply (through the Governor) for approval to establish the Satellite Club. This application should follow invitations, public meetings, vote on Satellite Club leaders, etc. but prior to induction of new members.

The Sponsor Club and its Satellite Club/s must meet together at least once per quarter.

18. DISTRICT COMMUNICATIONS AND WEBSITE

18 – 1 Purpose and Goals

A growing need for up to date and accessible information and resources has resulted in a desire for Clubs and District to adopt newer technology that will assist in faster communication and more efficient exchange of information.

It is District's Policy to encourage the introduction of any new communication methods and technology when such developments prove cost effective and practicable.

District will take advantage of the increased promotion and marketing possibilities available through this new communication technology in order to retain and extend membership.

18 – 2 Electronic Communications

- a) District will maintain a website that is located within the umbrella of the New Zealand Rotary District website at <http://www.rotarysouthpacific.org/>
- b) Rotary International maintains a World Wide website www.rotary.org as a source of information and resource.
- c) The New Zealand Rotary District website is linked to other websites including RDU, RI and other national or worldwide links.
- d) District and Clubs shall abide by the Rotary International rules for electronic communications.
- e) District and Clubs shall abide by the Guidelines covering the use of the Internet and email entitled District 9910 Internet Policies and Procedures.
- f) The District website shall be regularly maintained and upgraded. It shall be under the control of the District Webmaster who shall account directly to the Governor and who shall also regularly liaise with the NZ National Webmaster.
- g) The electronic communication network of the District and Clubs operate under a predefined hierarchical structure of information giving the owner of the information the responsibility for the maintenance and privacy of his/her own information.
- h) The District website requires maintenance and upgrading each Rotary year.
- i) The District Webmaster shall work with the team involved in compiling the annual District Directory and within the provision of the Privacy Act, shall seek to have this Directory available on the District website.

- j) The District Webmaster shall work with the District Editor and shall seek to have the Governor's Newsletter available on the District website.
- k) Consideration must be given to all Rotarians wishing to keep personal details private. However, all official District Officers, including Assistant Governors, District Secretary, District Treasurer, District Editor, District Chairpersons and Club Presidents are encouraged to have their email addresses advertised.
- l) District is encouraged to seek sponsorship for its website but such sponsorship shall comply with the Rotary International Constitution and not be flamboyant or interfere with the sponsorship sought by the New Zealand Rotary Districts' website.
- m) Rotary Clubs are encouraged to establish their own websites and these shall be linked directly to the District website. Each Club with a website shall nominate a Club Webmaster who shall communicate with the District Webmaster.
- n) Through their Webmaster, Clubs are encouraged to make a database of email addresses of those members who have access to the internet and who consent to have that information so recorded. The email addresses shall not appear on any website.
- o) In all electronic communications, Webmasters must comply with the Privacy Act.

18 – 3

The District Newsletter.

The Governor shall be responsible for monthly newsletters. It is the Governors responsibility to distribute the newsletter as effectively as possible.

19.

THE ROTARY FOUNDATION

19 – 1

Policies and Practices

These change from time to time and reference should be made to the Rotary Foundation web pages in my-rotary <https://www.rotary.org/myrotary/en/my-rotary/rotary-foundation>
A summary is available in 'The Rotary Foundation Reference Guide'

19 – 2

District Designated Fund (DDF)

This is credit allocated to a district by the SHARE system. It is a partial return of funding to the District based on contributions made by the District three years previously. The DDF may be used for District Grants or Global Grants. The Governor, Chairperson of The District Foundation and Chairperson of the Grants Committee shall determine which programmes are of the greatest interest and value to the District and how the funding should be allocated. Clubs may approach the Foundation Committee to request DDF for their project

District grants fund small-scale, short-term activities that address needs in the local communities and communities abroad. Each district chooses which activities it will fund with these grants.

These may include:

- Humanitarian projects, including service travel and disaster recovery efforts
- Scholarships for any level, length of time, location, or area of study
- Vocational Training Teams expenses

Global Grants require partnership between the district or club where the activity is carried out and a district or club in another country. Minimum budget is USD 30,000

To be successful, the project must:

- Be sustainable and include plans for long-term success after the project completion
- Include measurable goals
- Align with one of Foundations six areas of focus
- Respond to real community needs
- Actively involve Rotarians and community members
- Meet the eligibility requirements in the grants terms and conditions

19 – 3

The Rotary Foundation Financial Support

The Rotary Foundation is supported solely by voluntary contributions from Rotarians and friends of The Rotary Foundation who share its vision of a better world.

District seeks to encourage Club and Individuals to maximise their contributions to The Foundation each year.

Contributions are:

a) Annual Giving

Unrestricted contributions from District Clubs and Rotarians into the Annual Programmes Fund. Contributions from this Fund provide for the programme awards for most Foundation Programmes except Polio Plus.

Clubs are encouraged to donate NZ \$125 per member each year towards Annual Giving as part of the Clubs contribution. In addition individuals are encouraged to join the Centurion Programme by making a personal donation of NZ\$100 per year towards Annual Giving.

b) Permanent Fund Giving

Contributions to the Permanent Fund are not spent, but are invested and only a portion of the earnings generated are used to support Foundation Programmes. The Rotary Foundation recognises as a Benefactor anyone who informs The Foundation in writing that they have made provision in a will or other estate plan for a legacy to The Rotary Foundation's Permanent Fund or who makes an outright gift of at least US\$1,000.00 to the Permanent Fund.

Apart from Club contributions and the Centurion Programme, the following funding methods are also available: Memorial Giving, Non-Cash Contributions, Restricted Contributions, Major Gifts, Bequest Society, Corporate Solicitations and Corporate Matching Grants.

Some contributions to The Rotary Foundation are directed by the donor to a specific fund such as Polio Plus Partners. This is Restricted Contribution and still qualifies for Paul Harris Fellow Recognition but not for the District's SHARE total.

19 – 4

Paul Harris Fellows

A Paul Harris Fellow recognition is given, upon request, to an individual who contributes, or in whose name is contributed, US\$1,000.00. Each person who receives this recognition is presented with a commemorative certificate, pin and medallion. When a further US\$1,000.00 is contributed, an existing Paul Harris Fellow will receive upon request, a Paul Harris Fellow pin with a sapphire. Each additional US\$1,000.00 contribution will qualify for further sapphire or ruby pins. Paul Harris Sustaining Member is an individual who contributes, or in whose name is contributed a minimum of US\$100.00 per annum with the stated intention of becoming a Paul Harris Fellow by contributing a total of US\$1,000.00.

19 -5

Paul Harris Society

The Paul Harris Society recognises Rotarians and friends of The Rotary Foundation who personally contribute US\$1,000 or more to the Annual Fund, Polio Plus or an approved Foundation Grant each year. Life Membership to the PHSF is achieved once the individuals have contributed US\$10,000 or more.

Society contributions may also count towards Rotary Foundation Sustaining Membership, a Paul Harris Fellow, Multiple Paul Harris Fellow and Major Donor recognition.

All members of the PHS receive a wearable recognition insignia in appreciation of their support. The Rotary Foundation also provides a PHS Certificate and invites PHS Members to recognised events.

19 – 6

Summary

Gifts to The Rotary Foundation enable Rotary's worldwide network of dedicated humanitarians to implement projects that address pressing needs in communities around the world. These contributions enable Rotary to do good in the world in many ways, including:

- i) Children are vaccinated against polio and other diseases.
- ii) Adult and children alike can learn to read and write.

- iii) Women are given microloans and vocational training that enables them to support themselves and their families in a healthy and dignified way.
- iv) Teachers and schoolchildren have access to toilet facilities and clean drinking water.
- v) Scholars are able to study ways to prevent maternal and child mortality.
- vi) Professionals from around the world convene to discuss strategies for resolving conflict and fostering peace.

20. AWARDS AND RECOGNITION

20 – 1 General

It is current practice to decide District Awards within the Rotary year. When possible, awards will be presented at District Conference. Some awards may be decided and announced during June and trophies presented at a suitable time at the discretion of the Governor.

20 – 2 Holding of Awards

The Trophies will be held by the winning Club for nine months after presentation but must be returned to the Governor after that period.

20 – 3 Granting of Awards

The recipients of all District Awards shall be decided by the Governor. The Governor may confer with the Assistant Governors prior to making the awards. Throughout the year, nominations will be called by the Governor for all Rotary International and The Rotary Foundation Awards.

20 – 4 District Awards

District Awards include:

- a) Membership Award – The Les Colgan Trophy.
Presented by the Rotary Club of New Lynn to the Club recording the greatest percentage increase of membership over the period July 1st to the month prior to the District Conference.
- b) Bulletin Editors Award – The Jack Keys Trophy.
Presented by the Rotary Club of Warkworth to the bulletin Editor and Club for the best bulletin throughout the year, based on presentation, information, Rotary coverage, interest and style.
- c) The Foundation Award – The White-Dixon Trophy.
Presented by the 1991 GSE Team from District 1200 (SW England) to the Club making the greatest per capita contribution to the Rotary Foundation in the prior Rotary year. To be presented at Conference.
- d) Rotary Profile Award – The Roger Manuel Trophy.
Presented by PG Roger and Bea Manual to the Club @for initiating a programme most likely to enhance the image of Rotary International during the Rotary year.
- e) Rotarian of the Year Trophy – The David Oliver and Geoff Dainty Trophy.
Presented by PG David Oliver and PG Geoff Dainty to the Rotarian who best epitomise the Rotary motto “Service Above Self” in the Rotary year.
- f) The Millennium Cup.
Presented by PG Michael Hill for the best club project, judged on innovation, service to the community, membership involvement, public recognition and presentation.
- g) The South Pacific Exchange Trophy – The Kevin and Lyn Hartley Award.
For presentation to the Club considered to have made the greatest contribution to the South Pacific (Matched Student) Exchange Programme during the current Rotary year. Rotary Australia New Zealand Student Exchange (RANZSE).
- h) The International Youth – Mark Taylor Award.
Presented by Past Chairman Mark Taylor to the Club making the greatest contribution to the IYE Programme during the current year (nominated by IYE Committee).

- i) **New Generations Trophy.**
Presented by Christine and Ron Bray, awarded to the Club that inducts and retains new younger members, in each of the following age groups: Under 30, 31-40, and 41-45. Closing date one month prior to Conference.
- j) **The Fortune Group Trophy.**
For presentation to the Club making the highest total of donations to the Rotary Foundation within the Rotary year.
- k) **Diversity in Rotary Award.**
Recognising the commitment a Club had made to representing the widely diverse NZ Community in their membership.
- l) **Assistant Governor of the Year.**
Recognising an outstanding contribution by an Assistant Governor fulfilling their tasks, well respected by Area Presidents and acting as strong support to the Governor.
- m) **Effective Social Media/Best Website Award.**
An award made to the Club demonstrating the most effective use of electronic media and attraction to membership through this source.

20 – 5

Rotary International Award.

There are a number of annual awards initiated by Rotary International such as:

- a) **Presidential Citation.**
Presidential Citation is to recognise outstanding Clubs that undertake a well rounded programme of activities within each avenue of service. Clubs are identified by the Governor.
- b) **Four Avenues of Service.**
For Rotarians of good standing who have supported activities in all avenues of service and are nominated by Clubs.
- c) **RI Annual Membership Award.**
Awarded annually to the Club with the highest growth rate, the Club that brought in the most new members, the Club with the highest retention rate and the Rotary Clubs who sponsored new Clubs.
- d) **RI Public Relations Award.**
Awarded to the Club that best generates increased awareness and understanding of Rotary through outstanding media coverage or public relations efforts.
- e) **Significant Achievement Award.**
Awarded to the best club project in the District.

20 – 6

The Rotary Foundation Service Award

There are a number of annual Rotary Foundation Awards given to Rotarians such as:

- a) **The Rotary Foundation District Service Award.**
The Governor may annually award up to 20 certificates to Rotarians for service to The Foundation.
- b) **The Rotary Foundation Citation for Meritorious Service.**
Awarded by The Foundation Trustees to a single Rotarian within the District who has rendered outstanding service to The Foundation.
- c) **The Rotary Foundation Distinguished Service Award.**
Awarded annually by The Foundation Trustees to a Rotarian who have rendered exceptional service to The Foundation beyond the District level for an extended period of time.

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