

**ROTARY INTERNATIONAL DISTRICT 9910 Inc.**

**DISTRICT BYLAWS**

	<b>INDEX</b>
<b>Bylaws</b>	<b>1</b>
Preamble	1 - 1
RI Manual of Procedure	1 - 2
Current Edition	1 - 3
Amendments	1- -4
Distribution	1 - 5
Cost	1 - 6
<b>District Files, Records, Regalia Material and Equipment</b>	<b>2</b>
Working Files	2 - 1
Flags and Banners	2 - 2
District Marketing Display and Signs	2 - 3
District Equipment	2 - 4
Governor’s Chain of Office and Lapel Badges	2 - 5
Archives and District Files	2 - 6
<b>Organisation, Committees, Programmes</b>	<b>3</b>
Setting up	3 – 1
Tenure of Office on District Committees	3 – 2
Governor Ex Officio Member	3 – 3
Committee Members	3 – 4
Publications by Committees	3 – 5
Distribution of Manuals of Procedure	3 - 6
<b>Incorporation of Clubs in District</b>	<b>4</b>
Club Incorporation	4 – 1
The Advantage of Incorporation	4 – 2
Annual Statement	4 – 3
Procedure for Club Incorporation	4 – 4
<b>Status of Clubs in Respect of Income Tax and GST</b>	<b>5</b>
Liability for Income Tax	5 – 1
Registration for GST	5 – 2
New Zealand Rotary Clubs Charitable Trust	5 – 3
<b>District Training Committee</b>	<b>6</b>
Dates and Venues	6 – 1
Programmes – PEDS, South Pacific PEDS and CLS	6 – 2
District Leadership Plan	6 – 3
<b>Finances</b>	<b>7</b>
Rules for District Funds	7 - 1
Annual Statement and Report of District Finances	7 - 2
Mishandling of District finances	7 - 3
District Committee Statement of Financial Position	7 – 4
District Committee Claims	7 – 5
District Committee Banking	7 – 6
Annual RI District Allocation Budget for the Governor	7—7

R.I. Budget for Governor	7 – 8
Accounts for District Operational Levies	7 – 9
Accounts for District Training Levies	7–10
Governor’s Changeover	7–11
Conference Accounts	7 - 12
District Function – Fund Raising	7–13
Expense Reimbursement for Governor	7–14
Expense Reimbursement for Governor Elect	7 – 15
Expense Reimbursement for Governor Nominee	7 – 16
Rotaract District Representative, Annual Training Seminar	7 – 17
<b>The District Finance Committee</b>	<b>8</b>
Committee Membership	8 – 1
Assistance with Budget for Incoming Governor	8 – 2
Annual Financial Report for District	8 – 3
Administration of District Funds	8 – 4
Surplus Funds	8 – 5
Disaster Appeals	8 – 6
<b>The District Reserve Fund (DRF)</b>	<b>9</b>
Establishment	9 – 1
Administration	9 – 2
Bank Accounts, Investments	9 – 3
The Purpose of the Fund	9 – 4
Annual Account of the Fund	9 – 5
Fund Surplus	9 – 6
<b>District and Club Insurances</b>	<b>10</b>
District Liabilities Policy	10 - 1
Club Liabilities	10 - 2
<b>District Resolutions Committee and Council on Legislations and Resolutions</b>	<b>11</b>
Function of the District Resolutions Committee	11 - 1
Composition of Committee	11 - 2
The Duties of the District Resolutions Committee	11 - 3
Election of Representatives to Council on Legislation/Resolution	11 - 4
<b>Nomination of Governor</b>	<b>12</b>
The District Nominating Committee	12 – 1
Membership of Nominating Committee	12 – 2
Duties of the District Nominating Committee	12 – 3
Procedure up to Selection of the Nominating Committee	12 – 4
Procedure to be Followed by Governor after Selection	12 – 5
Timing for Nomination Procedures	12 – 6
Campaigning, Canvassing, Electioneering	12 – 7
Vice Governor	12 – 8
<b>District Conference</b>	<b>13</b>
The Conference	13 – 1
Funding from District	13 – 2
Conference Budget	13 – 3
Conference Accounts	13 – 4
Attendance at District Conference	13 – 5
Refunds of Conference Registration Fees	13 – 6
District Conference Web Site	13 – 7

Conference Sponsorship	13 – 8
Special Guest Speakers/Master of Ceremonies	13 – 9
Voting at conference and District Legislation Meeting	13-10
<b>District Advisory Committee</b>	<b>14</b>
Function of Advisory Committee	14 – 1
Composition of Committee	14 - 2
Attendance of Governors Elect and Nominee	14 – 3
Meeting	14 – 4
Cost	14 -.5
Circulars and Newsletters	14 - 6
<b>Rotary Programmes</b>	<b>15</b>
General	15 – 1
Committees to be Self-Funding	15 – 2
Sponsorship and Publicity	15 – 3
Web Site	15 – 4
Rotary Programmes	15 – 5
<b>Funding</b>	<b>16</b>
Trust Funds Available for New Zealand Community Projects	16 – 1
Trust Funds in District 9910	16 – 2
<b>Charter of New Clubs</b>	<b>17</b>
General	17 – 1
Clubs to Assist	17 – 2
Costs to Charter	17 – 3
E-Clubs	17 – 4
Satellite Clubs	17 – 5
<b>District Communications and Web Site</b>	<b>18</b>
Purpose and Goals	18 - 1
Electronic Communications	18 – 2
The District Newsletter	18 - 3
<b>The Rotary Foundation</b>	<b>19</b>
Policies and Practices	19 – 1
District Designated Fund (DDF)	19 – 2
The Rotary Foundation Financial Support	19 - 3
Paul Harris Fellows	19 - 4
Paul Harris Society	19 - 5
Summary	19 – 6
<b>Awards and Recognition</b>	<b>20</b>
General	20 – 1
Holding of Awards	20 – 2
Granting of Awards	20 – 3
District Awards	20 – 4
Rotary International Awards	20 – 5

## 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, and in accordance with local legislation.

### 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/Administrator 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 the District to ensure 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 the 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 receive a copy of these guidelines electronically: Governor, Governor Elect, Governor Nominee, Assistant Governors, Members of DAC, District Treasurer, District Secretary/Administrator, District Editor and Chairpersons of District Committees. A copy of the amended Bylaws will be issued to each club electronically, 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

Where required, the cost of printing and distribution of the Bylaws hard copy\_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/Administrator 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, and signage are available to promote Rotary. The display material will be stored under the control of the Governor or District Public Image Chair 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 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/Administrator.

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 appropriate 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 of 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* -financial records including independently reviewed financial statements together with working papers should be retained in secure storage. In accordance with NZ Law.
- e) *Rotary 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. These should be paper/hard copies and are kept for 60 years. Archives are 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 Elect and Governor Nominee, 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 officio 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 on 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/Administrator should ensure there is a link to the Manual of Procedure on the District web site and the following District Officers are aware of its location: The Governor, Governor Elect, Governor Nominee, and, Assistant Governors.

The District Secretary/Administrator 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 under the provisions of the Incorporated Societies Act 1908, because of the legal protection it affords members. After incorporation, the Club becomes a separate legal entity and members would generally have no personal liability for the debts, contracts or other obligations of their Club, provided they have not acted fraudulently or personally entered into or “held out” they had authority to enter into any contracts or similar arrangements.

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.

Only Incorporated Clubs are able to take up the insurance package offered to clubs through APEX.

4 – 2

The Advantage of Incorporation

The advantage of incorporation may be summarised as follows:-

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

4 – 3

Annual Financial Statements for Registration

The only additional requirements of an Incorporated Club are each year to file a set of Financial Statements with the Registrar of Incorporated Societies which have 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/Administrator or from the Registrar of Incorporated Societies website. You should note that to incorporate you must have at least 15 members.

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

The Governor will appoint a properly qualified person to advise him/her immediately this section becomes invalid for any reason and 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. Offshore clubs are required to follow the appropriate legislation in their country or legal jurisdiction.

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) The New Zealand Rotary Clubs Charitable Trust (NZRCCT) was established by the Deed of Trust dated 27 February 1986.
- b) Perpetual Trust Limited is the "Trustee". The District Governors, the Governors Elect and the Governors Nominees for the time being of Rotary Districts 9910, 9920, 9930, 9940, 9970 and 9980 or any of those districts or successor districts are the 'Advisory Trustees'.
- c) NZRCCT is the sole shareholder of ROZOPS Limited and Rotary New Zealand world community Service (RNZWCS).
- d) The trustees entered into a Management Agreement with ROZOPS Limited from 1 July 2020 to carry out the operational management tasks in operating the Trust.
- e) The Governor, Governor Elect and Governor Nominee should familiarise themselves with the NZRCCT deed, purpose and activities.

**6 DISTRICT LEARNING COMMITTEE**

6 – 1 Dates and Venues

Dates and Venues for President Elect Development Seminar (PEDS) South Pacific Presidents Elect Development Seminar (SPPEDS). Club Leaders' Seminar (CLS) 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 – (PEDS, SPPEDS) and CLS.

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 PEDS and CLS 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 Learning Team set up by the Governor, to plan and conduct the programmes for PEDS, SPPEDS and CLS.

The Rotary Learning Centre has several online courses to assist the Governor Elect and the District to plan and arrange the learning 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 administration and financial practices and procedures is usually warranted. The Governor Nominee should review as part of their learning plan the district participation in the multi district learning programme known as SPPEDES.

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 Learning Sessions organised by the District Learning Committee.
- ii) To attend the PED, SPPEDES and CLS.
- 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 regular meetings of Club Presidents.
- viii) To schedule and plan for the visit of the Governor to the area.
- ix) To report monthly on their area to the District Management Meeting.
- x) To assist the Governor in preparation of the report to Rotary International on each club in their area.
- xi) 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 the terms of Assistant Governors are staggered so only a third are retiring in any one time.

#### C. Assistant Governor Learning

Formal learning and development costs 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 the District Funds

This section should be read in conjunction with the Rules for the District Reserve Fund Article 9 and the District Finance Committee Article 8. **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 the District 9910 is registered for GST (registration number 055-035-598).

7 - 2

#### Annual Statement and Report of District Finances

Within one year of serving as Governor, the Immediate Past Governor must provide each club with an independently reviewed annual statement and report on the District's finances and have it discussed and adopted at a District meeting to which all clubs are entitled to send a representative and for which 30 days' notice has been given.

Alternatively, within one year of serving as Governor, the Immediate Past Governor may ask the Governor to conduct a club ballot for adoption of the statement and report. This report shall be sent, at least 30 days, before the club ballot. The Governor shall start this process within 30 days of receiving the request from the Immediate Past Governor.

The review may be conducted by either a qualified accountant or by a district audit committee as may be decided by the District Conference or if no direction is given at the District Conference then by resolution of the District Board.

If an audit committee approach is selected, then it must:

- i. Have at least three active Rotarian members: and
- ii. Have at least one member who is a past governor or an independent, financially literate person: and
- iii. Not include any current governor, treasurer, signatories of district bank accounts and members of the District Finance Committee; and
- iv. Have the members selected by the District at the District Annual General meeting or failing that by resolution of the District 9910 Board.

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

- i. All sources of the District's funds (from RI, TRF, district committees and clubs);
- ii. Funds received by or on behalf of the District from fundraising activities;
- iii. Grants received from TRF or TRF funds designated by the District for use
- iv. All financial transactions of District Committees
- v. All financial transactions of the Governor by or on behalf of the District
- vi. All expenditures of the District Fund: and
- vii. All funds received by the Governor from RI.

7 - 3

#### Mishandling of District Finances

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

The District Finance Chair will investigate any impropriety brought to their attention and if necessary, consult with 2 past district governors as to the scope of the investigation and any appropriate actions that may be required.

7 - 4

#### District Committee Statement of Financial Position

Each year at the 30<sup>th</sup> 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 31<sup>st</sup> August each year. This requirement applies even when Committees can 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 15<sup>th</sup> 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 unused part of the claim will be included in calculating any surplus or deficit for the period and that surplus or deficit will be dealt with in accordance with Article 8-5.

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 District 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, using the membership figures recorded in the Rotary International data base, as at the last day of the month, which occurs 60 days prior to the date the budget is presented for approval at the District Club Leaders' Seminar or District Conference. The Budget recommendations shall be distributed to Clubs at least 30 days prior to District Club Leaders' seminar or District Conference.

The Governor Elect, with the Chairman of the District Finance Committee, will present the Budget for approval to the incoming Club Presidents at the Club Leaders' seminar or District Conference. A three fourths majority of the Incoming Presidents present at the Club Leaders' Seminar or District Conference is required to approve the Budget. The Governor may authorise expenditure within 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, to the Rotary International District 9910 Incorporated Board for approval.

7 – 8 R.I. Budget for Governor

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.

- a) The District Fund will receive 100% of the Governor RI Funding from RI on 1 July each year and the District Finance Committee will distribute this to the Governor for eligible expenses (based on eligible expenses advised by the RI Parramatta Office) on presentation of an expense claim supported by appropriate documentation.
- b) The Governor will collaborate with the Finance Committee to prepare and submit a Governor funding report in the prescribed form to RI by 31 July immediately after their term as DG ends.
- c) The District Finance Committee will ensure that any unused funds from the Governor's RI funding is returned to RI no later than 90 days following the end of term (30 September).
- d) The Immediate Past Governor and the Finance Committee will collaborate to prepare the Annual Statement and Financial Report as required in Article 7-2.
- e) Consider advance to Governor Elect cover expenses.

7 – 9 Accounts for District Operational Levies

The District Treasurer will send to each Club, an account showing the amount of District Levy payable, the Conference Levy, the Insurance Levy and Theme Materials, based on the membership of the Club recorded in the Rotary International data base, as at the last day of

the month, which occurs 60 days prior to the date the budget is presented for approval at the District Club Leaders' Seminar or District Conference.

7 -10

#### District Learning Levy

##### 7—10 District Learning Levy

Prior to holding learning sessions in their governor-elect year, the governor-elect is required to estimate the cost of preparatory sessions for incoming NZ-based club officers, such as President-Elect Development (PEDS), Club Leaders Seminar (CLS) and South Pacific Presidents-Elect Development (SPPEDS).

The cost of these sessions is funded by a District Learning Levy which is:

- I. Included in the District invoice invoiced to NZ-based clubs in August of the Governor-Elect's year as Governor.
- II. Pro-rated based on club membership numbers recorded in the Rotary International data base, as at the last day of the month, which occurs 60 days prior to the date the budget is presented for approval at the District Club Leaders' Seminar or District Conference.
- III. Included in the budget presented by the Governor-Elect for approval at the Club Leaders' Seminar or District Conference.

Travel expenses to the learning sessions and subsistence catering during these sessions shall be the responsibility of the attendee or the attendee's club unless otherwise determined by the Governor-Elect and incorporated in the District Learning Levy.

Expenses for Pacific Island Assistant Governors' and Pacific Islands Clubs participation in these development sessions are accounted for in the RI allocation.

Development sessions will be conducted on a breakeven basis, any surplus or deficit will be carried forward in the financial records to the Governor-Elect's year as Governor.

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 Club Leaders' seminar is to be transferred from the District Fund and held in the Conference Account. This levy forms part of the District Conference Committee's income and is to be used by the Governor to contribute towards the cost of running a successful conference

##### 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 Reserve Fund. The Conference Committee may apply to the District Finance Committee to request a payment from the District Reserve Fund to meet an operating deficit.

##### d) Conference Financial Report

The Conference Committee will collaborate with the Finance Committee in producing a Financial Report for the Conference forthwith after the Conference and this is to be included in the Annual Statement and Financial Report to Clubs and RI as required by Article 7-2.

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 the R.I. Funding.

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 attending District Committee meetings and other official activities, stationery, clerical and communication expenses relating to District activities.

7 – 15 Expense Reimbursement for Governor Elect (GE)

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.

Certain office expenses incurred as GE and as designated by RI will be reimbursed from the DG's future RI Funding and funded in the meantime from the District Fund.

7 – 16 Expense Reimbursement for Governor Nominee (GN)

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, Registration, Accommodation and Meals.

Certain office expenses incurred as GN and as designated by RI will be reimbursed from the DG's future funding allocation and funded in the meantime from the District Fund.

Additionally, the GN can claim for a laptop/printer and any other reasonable electronic device to enable them to fulfil their duties over the ensuing three years. These will be funded by the District Reserve Fund, however, at the end of the Governor's year any outstanding capital amount must be reimbursed by the Governor to the District Reserve Fund.

7 –17 Rotaract District Representative, Annual Training Seminar

The District Rotaract Representative for District 9910 is entitled to claim reimbursement for 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.

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. 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 collaborate with the Immediate Past Governor to prepare and cause the Annual Statement and Financial Report as required by Article 7-2 to be prepared, reviewed and made available each year for the Conference and will have the Governor forward a copy 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 the Club Leaders' Seminar) and the previous year's figures for comparative purposes.

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.

The District Finance Committee will authorise payment of eligible expense reimbursement to the Governor from the Governor's RI Funding and District Funding.

8 – 5 Surplus Funds

- a. As soon as the financial situation for the Governor's year has been finalised, and presented to and approved by the Clubs, any surplus balance but excluding any RI Funding surplus, Conference surplus or deficit for the corresponding year, or any unusual funds from the Governors' RI Funding as per 7 – 8c, will be refunded to D9910 Clubs on the same basis as the Club levies were invoiced for that Governor's year. The refund will be by deduction from the next District Levy Invoice.
- b. If the Governor's year results in a deficit balance (excluding any Conference surplus or deficit for the corresponding year), there will be no refund to Clubs nor recovery from Clubs.
- c. There will be no refund if the result of making the refund will reduce the quantum of the Reserve Fund to a figure of less than \$80,000 at 30 June 2021, or \$60,000 at 30 June 2022.
- d. Conference surplus for the Governor's year 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.

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 “Rotary International District 9910 Inc.” at a recognised and reputable Licensed Banks or as provided for in 9 – 3 (b) thereof. Payments from the Fund shall be made by electronic transfer and authorised by any two of the Committee members of the District Finance Committee. Payment of any amount over \$5,000 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, Governor Elect or Governor Nominee 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 Club Leaders’ Seminar 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 in accordance with Article 7-2.

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 Liabilities Policy**

District shall maintain a Liabilities cover for District 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 adequate District Insurance are in place at the commencement of his/her year in office. Professional advice should be taken at the time of renewal to ensure the categories of cover and claim limit remain adequate.

### **10 – 2 Club Liabilities Policy**

Rotary and Rotaract Clubs are expected to maintain a Liabilities cover for their Club and any associated Charitable Trust activities in New Zealand.

Professional advice should be taken at the time of renewal to ensure the categories of cover and claim limit remain adequate.

Only Incorporated Clubs are able to take up the insurance package offered to Clubs through APEX.

## **11. DISTRICT RESOLUTIONS COMMITTEE, COUNCIL ON LEGISLATION (COL) and COUNCIL ON RESOLUTIONS (COR)**

### **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 and Resolutions. 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/Resolutions in the period preceding the next Council of Legislation and Resolutions.
- 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 with 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/ Resolutions

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.
- d) Will participate annually in the online voting of Resolutions and any urgent enactments.

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 1<sup>st</sup> 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 1<sup>st</sup> 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 RI 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 and 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 and is prepared to accept the nomination.
- b) 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 nominations are received by the date set; OR if any challenging nominations do 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 by ballot, by the Governor Nominee.
  - ii) Announce the nomination to the Candidate's Club first of all then 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 <sup>st</sup>	Governor advises each proposing Club of the nomination and sets the date by which challenging nominations must be allowed.

June 20 <sup>th</sup> (approx.)	Date set by Governor for receipt of Challenging Nominations. 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 30 <sup>th</sup> (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.

### **~~12~~ 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 Club Leaders' Seminar or District 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 30<sup>th</sup> June of that Rotary year and shall remit any surplus funds of the Conference Committee to the District Reserve Fund by the 30<sup>th</sup> 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 long and short term Rotary Youth Exchange Students as possible should be encouraged to attend Conference.

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 RI Committee,
- 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 electors 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) though 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. The Governor will be Chairman of all the meetings of this Committee.

The Secretary shall be the District Secretary/Administrator. Additional semi-social meetings 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 District\_Newsletter.

**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 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) Rotary Youth Exchange (RYE). Short Term and Long Term.** This programme is designed for secondary students preferably in the top third academically, who understand and are willing to abide by the general rules of Rotary Youth Exchange. Under the direction of the Governor, the District Rotary Youth Exchange Committee shall be responsible for all the arrangements relating to the organisation of the Rotary Youth 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 (excluding District Conference registration fees, accommodation and travel expenses at the Conference: such costs to be met by District) 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** 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 Challenge Camp
- Rotary National Science and Technology Forum
- Rotary Youth Driver Awareness (RYDA)

## **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 on the District website, in the District 9910 Directory or may be obtained through the District Secretary/Administrator.

### **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 Chevolut District 9910 Youth Exchange Trust.**

a) *Formation of Trust*

This Trust was founded in 1995 by Robert and Viki Chevolut 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 Chevolut District 9910 Youth Exchange Trust, a copy of which is available on the District website or from the District Secretary/Administrator. Applications should be made through the Fund Secretary. Refer to the District website or 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 or social media page. 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 or fortnightly, 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) Or social media page 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](http://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, ByLaws 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 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.rotarydistrict9910.org>
- b) Rotary International maintains a World Wide website [www.rotary.org](http://www.rotary.org) as a source of information and resource.
- c) District and Clubs shall abide by the Rotary International rules for electronic communications.
- d) District and Clubs shall abide by the Guidelines covering the use of the Internet and email entitled District 9910 Internet Policies and Procedures.
- e) 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.
- f) 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.
- g) The District website requires maintenance and upgrading each Rotary year.

- h) 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.
- i) The District Webmaster shall work with the District Newsletter Editor and shall seek to have the District Newsletter available on the District website.
- j) Consideration must be given to all Rotarians wishing to keep personal details private. However, all official District Officers, including Assistant Governors, District Secretary/Administrator, District Treasurer, District Editor, District Chairpersons and Club Presidents are encouraged to have their email addresses advertised.
- k) District is encouraged to seek sponsorship for its website but such sponsorship shall comply with the Rotary International Constitution and not be flamboyant.
- l) Rotary Clubs are encouraged to establish their own websites and these shall be linked directly to the District website. Each Club with a website are recommended to nominate a Club Webmaster who shall communicate with the District Webmaster.
- m) All electronic communications, 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, Rotary Clubs and friends of The Rotary Foundation who share its vision of a better world.

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

Contributions are:

## a) Annual Fund Giving

Unrestricted contributions from District Clubs and Rotarians into the Annual Fund. Contributions from this Fund provide for funds for the Foundation Global Grant and District Grant projects.

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) Polio Plus Fund Giving

Contribution from District Clubs and Rotarians in support of the Polio Plus programme go into a separate Polio Plus Fund which is focused solely on supporting Rotary's project for the eradication of Polio in the world. Contributions are currently receiving a \$2 match from the Gates Foundation for each \$1 contributed.

Clubs are encouraged to donate NZ \$50 per member each year towards Polio Plus giving as part of the Clubs contribution.

## c) Endowment Fund Giving

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 Endowment Fund.

Contributions to the Endowment Fund are not spent, but are invested.

The benefactor can choose how their contribution is to be treated. They can:

- Select **Endowment-SHARE** and the District will receive a portion of the earnings in its District Designated Fund in perpetuity. The rest going to The World Fund.
- Direct their contribution to go in support of one of the seven areas of focus, or
- If the legacy is for US\$25,000 or more, then the benefactor can request a named fund be established (e.g. for Rotary Peace centres).

If the benefactor does not designate where their gift is to go, it will go (by default) to the **Endowment-World Fund**, which allows the Trustees to direct support where it is most needed around the world.

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. This is a Restricted Contribution which 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 (if a medallion is given it is to be ordered separately and the cost is the responsibility of the club). 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 PHS 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 or the District Changeover. 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 and District Chairs 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 1<sup>st</sup> 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 and Rotary Foundation Awards.

There are a number of annual awards initiated by Rotary International and The Rotary Foundation, which recognise either a club, or an individual Rotarian or non-Rotarian.

These awards, their criteria and application deadlines are – listed in My Rotary at <https://my.rotary.org/en/learning-reference/learn-topic/awards>.

**THIS PAGE IS THE LAST PAGE IN THIS DOCUMENT.**