



DISTRICT 9800 CLUB ADMINISTRATION GUIDELINES MANUAL

Revised November 2019

PURPOSE OF THIS MANUAL

BACKGROUND

This manual is a practical GUIDE ONLY providing information on many, but not all, of the Rotary procedures arising in the course of a Rotary Club's day-to-day operations.

It is intended to assist the Club Secretary, office bearers and members of the Board in their approach to club administration. The contents represent an accumulation of precedents extracted from Board decisions and rulings of a typical Rotary Club. It supplements the Rotary International Manual of Procedure; Rotary Code of Policies and the Club's own Rules and By-Laws and other Rotary International official publications.

Any suggestions or ideas on how this Manual may be improved or items added or amended will be welcomed and appreciated. Please contact the District Secretary.

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ABBREVIATIONS ACRONYMS & ROTARY LANGUAGE

“ROTARYSPEAK”

The following is a by-no means complete list of the various acronyms and Rotary language used internally in minutes of meetings, bulletins and other club communications. Where possible the stationery order form number is shown against publications.

Abbreviation Acronym/Language	Brief Meaning	Brief Description
85 Rule	RI attendance policy	Rotarians can be excused from attendance if the combined total of their years of membership in one or more clubs plus their age equals at least 85, with their years of membership totalling at least 20.
4-Way Test of the things we think, say or do	Adopted by Rotary in 1943. Author Herb Taylor donated copyright to RI when he became RI President in 1954	1. Is it the truth? 2. Is it fair to all concerned? 3. Will it build goodwill and better friendships? 4. Will it be beneficial to all concerned?
ABC of Rotary	Compact guide of Rotary history and traditions etc. (363-EN)	Collection of informative items compiled by PRIP Cliff Dochterman and revised subsequently
AusAID	Aust International Aid Bureau	A Federal Government overseas aid agency
AG	Assistant Governor	One of a number of senior Rotarians (Past President) appointed by District Governor (DG) to assist with administration of a group of clubs in that year
Active Member	Main type of club membership	A club member who has been elected under a classification of business or profession
AKS	Arch Klumph Society	A donor who makes cumulative donations of at least US\$250,000 to The Rotary Foundation
Annual Fund	Annual Fund of the Rotary Foundation that accepts club's and individual contributions	Contributions are invested for three years with income earned paying for all Foundation's program operations. Therefore every dollar contributed is available for programs three years later
Alumni	Alumni of The Rotary Foundation	The fraternity of past Rotary Foundation awardees encompassing Group Study Exchange team (GSE) members, now known in District 9800 as Group Vocational Exchange (GVE), Ambassadorial Scholars, Peace Fellows, Rotary Volunteers and other Foundation program and Global grant recipients
Areas of Focus		Rotary is dedicated to six areas of focus to build international relationships, improve lives, and create a better world to support our peace efforts and end polio forever.
ARH	Australian Rotary Health	Tax-deductible fund to assist medical research, scholarships and grants
Avenues of Service	The five principal activities of service	Expressed as Club, Vocational, Community, International and Youth
Benefactor	Provision made in a Will for gift to The Rotary Foundation	A person who informs in writing they have made provision in will or estate planning or gift or donation of at least US\$1,000 specifically to the Endowment Fund. Receives a certificate and insignia.

Bequest Society	Provision made in a Will for gift to The Rotary Foundation	A person who informs in writing they have made provision in will or estate planning or gift or donation of at least US\$10,000 specifically to the Endowment Fund. Receives an engraved crystal recognition piece and pin.
Board	The governing body of a Rotary club expected to meet monthly	Normally consists of President, Vice President(s), President Elect, Immediate Past President, Secretary, Treasurer, Directors and others as the Club By-Laws shall provide
Bylaws	Set of rules by which a club operates Refer to RI Website	May be amended by club action to meet its own conditions but remain in harmony with the club's and RI constitution
Catalog(ue)	List of all major publications, supplies etc available from RI(CD3-019-EN)	Supplementary updates issued annually in July. Contains order forms to send to RI South Pacific and Philippines Office(Gratis)
Charter Member	The original members of a chartered club	Identified with a special lapel badge
Classification	A principle concept to assure each Rotary club represents cross section of business/professions	Describes the distinct and recognised business or professional service that the Rotarian renders to society. (Not position held)
Club Assembly	Assembly of whole club	A meeting of all club members held for the purpose of conferring on the program and activities of the club or for membership education. Club assemblies are often held when the AG visits and at other appropriate times.
Club Banner(ette) or Friendship Banners	A small flag expressive of the community, country or region of a club	Commonly used to present to visitors or exchange with clubs visited throughout the world
Club Charter	A document issued when a new club is admitted to Membership in RI	Signed by RI Pres, General Secretary and DG. Date thereon represents date of official membership. Framed and preserved
Club Committees	The "action" groups within a club	Comprise standing committees under the five Avenues of Service plus others approved by the Board. Each headed by a Director, with Deputy and committee members
Club Committee Manual	A component of the RI Club Officer's Kit (226-EN)	Overviews the responsibilities and roles of Club committee chairpersons
Club President's Manual	A component of the RI Club Officers' Kit (222-EN)	Booklet that overviews the role of Club president and vital club functions such as membership, service projects, public relations, fundraising and Rotary Foundation
CPO	Club Protection Officer	Club Officer to Administer District Protection Policy
Club Secretary's Manual	Issued by RI to each incoming Club Secretary as a component of the Club "Officer's Kit (229-EN)	Contains procedures and guides to dates and secretarial functions etc as well as roles of Club Treasurer and Sergeant-at-arms
Club and District Changeovers	A mainly formal event held annually just prior to a new Rotary year and includes partners	Formal changeover to new President and team of incoming Officers/Directors and provides a review of past year achievements and activities
Club Forum	Formal meeting of entire Club	Called to update members about service activities and progress of projects. An opportunity for open discussion by members on projects or club administration matters
Code of Policies	RI publication (016-EN-(W)	Compilation of RI policies as determined by RI Board decisions

Constitution (or SRCC)	Standard Rotary Club Constitution	Provides the framework for all clubs in the world and is a condition to receiving a charter
Council of Governors	A District committee	Comprised of the District Governor and Past District Governors who may convene to give advice and guidance on programs, policies and procedures
Council On Legislation	The legislative body of Rotary International	Composed of one delegate from each Rotary District that meet each three years to consider proposed changes to the Rotary Constitution and Bylaws emanating from clubs and the RI Board
Council On Resolutions		The Council on Resolutions meets online each year. Representatives from all of Rotary's districts vote on resolutions that clubs, districts, the RI Board, and the General Council or Conference of RIBI have proposed.
DFC	District Finance Committee	A committee of the Board to review finance matters and finance policies and make recommendations
DG	District Governor	Officer of and directly responsible to the Board of Rotary International (RI) for the supervision of clubs within a designated district. Nominated by a club and must have been a Rotarian for seven or more years and served as a club president
DGE	District Governor-Elect	District Governor in next Rotary year
DGN	District Governor Nominee	Nominated by the clubs via a District Nominating committee and elected by the convention of RI
DGND	District Governor Nominee Designate	The Rotarian who has been selected in the year before becoming DGN
District Assembly	An annual assembly of all incoming club officers and leaders	For the purpose of Rotary information and co-ordination of club administration and activities. An assembly of incoming presidents, officers and others from all clubs in the District
DCM	District Committee Manual (249-EN)	An RI booklet as part of an orientation kit for training incoming Director and Chair of District committees
District Conference	Annual event for members, partners and alumni	Held annually in each District to further the programmes of Rotary through fellowship, inspiring speakers and discussion on or recognition of club activities etc
DDF	District Designated Fund. Part of the Rotary Foundation	Refer to Manual of Procedure for further details
DLP	District Leadership Plan (245-EN Guidelines)	Guidelines for your club to be a vibrant one
DLT	District Leadership Team	An organisational structure, in a District, to enable cost-effective growth and faster, more responsive support to clubs.
DPO	District Protection Officer	District Officer role to administer the District Protection Policy
DRFC	District Rotary Foundation Committee	Committee formed within a District to promote activities and contributions to the Foundation
DRR	District Rotaract Representative	Rotaractor appointed to represent all Rotaract Clubs in a District during a year
DSA	Distinguished Service Award	Awarded by District for distinguished service

EarlyAct		EarlyAct is a school-wide service club for primary school students. It is sponsored by the local Rotary Club. In Australia, Earlyact operates as a voluntary club from Years 4 to 7
EN	English language	Suffix on Rotary stationery forms to denote printed in English
Endowment Fund	Receives bequests from Benefactors to the Rotary Foundation in perpetuity	A permanent source of income to support Foundation programs. The principal is never spent and only earnings used to support programs
EREY	Every Rotarian Every Year In District 9800 also known as a Centurion	The Every Rotarian, Every Year (EREY) initiative encourages all Rotary club members to contribute \$100 every year to support the Rotary Foundation.
Extension	Term for extending the number of clubs within a District	Identifying communities without Rotary clubs and to recommend and assist establishment
Fellowship	A major club function	Promotes acquaintance among members through participation in clubs recreational and social activities
Founder of Rotary	Refers to Paul P. Harris	Organised the first Rotary Club in Chicago in 1905. Born 19 April 1868 died 27 January 1947
Five Avenues of Service	The major elements of the "Object of Rotary"	Term used to refer to: Club Service; Vocational Service; Community Service, International Service and Youth Service
Friendship Club	A less formal agreement than a Sister Club status between clubs	Mutual arrangement less demanding of co-operation until proper communication lines and philosophy is established
GETS	Governor-Elect Training Seminar	Seminar held to train and inform incoming District Governors
Global Grants	Grants provided by The Rotary Foundation to Rotary clubs and districts to assist in international service projects of Rotary clubs and districts	For projects involving Clubs or Districts in two or more countries for humanitarian service to non-Rotarians and thereby further international goodwill and understanding Grants range from US\$15,000. Minimum budget US\$30,000.
Global Grant Scholars	Can be sponsored by club(s) or District	The post Graduate scholarship has replaced the Ambassadorial scholarship. In District 9800 the value of the scholarship is up to USD60,000 and is for overseas study for a master's degree. The scholar must pursue a course of study aligned with one of the six focus areas as defined by The Rotary Foundation
Helping Grants	No longer in existence. Projects now funded under the "District Block Grant Program"	For projects local (within Australia) or in an overseas country, grants matched dollar for dollar up to \$2,500 for local grants and 50 cents in the dollar for International grants to a max grant of \$10,000
Honorary Member	Recognition of a past member or non-Rotarian	Persons who have distinguished themselves by meritorious service in the furtherance of Rotary ideals. This is highest distinction a Club can bestow and should only be conferred in exceptional circumstances.
Inner Wheel	An international organisation of women throughout 94 countries	An independent service group open to wives, widows, partners, mother, sister, daughter of present and past Rotarians
Interact	Interaction between youth and service	World-wide Rotary sponsored group of young people aged 14-18 dedicated to service and international understanding and is open to students in their last four years of secondary education

International Convention	World-wide gathering of all Rotarians and partners	Held usually in May/June each year in a different country chaired by RI President
International Assembly	An annual assembly of District Governors Elect held in San Diego, California, USA in January	To educate, instruct and inspire DGE and adoption of RI theme and new programs of RI
Interplast	International Plastic Surgery Program	Established by District 9800 in 1983 and sends teams of volunteer surgeons and nurses to developing countries to operate on deformities, burns etc
IPDG	Immediate Past District Governor	District Governor of previous Rotary year
IPP	Immediate Past President	Club President of previous Rotary year
LOA	Leave of Absence	May be granted to excuse Club member from meetings for a specified length of time but does not operate to give credit for attendance. (See Make-Ups)
Major Donor		A donor to The Rotary Foundation whose cumulative donations total US\$10,000 or more. Donors can choose to receive a crystal recognition piece and a Major Donor lapel pin or pendant
Make-Ups	Making up of attendance at meetings or another Rotary Club or Club/District meeting or agreed Club service project	A card is obtained from the visited club in order that credit for attendance is gained. Make-ups can be within 14 days prior to or following the normal meeting
MDPELD	Multi District Presidents Elect Leadership and Development Seminar	Joint meeting of several districts held annually for incoming Presidents (and partners) to be trained in the administration of their clubs
MOP	Manual of Procedure (EX3-035-EN)	A reference manual for Rotary Leaders updated each three years. Contains policies & procedures for club and RI administration
MUNA	Model United Nations Assembly	An international youth project that simulates the workings of the United Nations. Usually held annually for two days in March depending on district
NGSE	New Generations Service Exchange	A is a short-term, customizable program for university students and professionals up to age 30
NYSF	National Youth Science Forum	A program sponsored supported by a number of industry, academic and scientific organisations. The program is unique to Australia enabling selected secondary science students to attend a science forum annually
NCC	National Coordinating Committee of RAWCS	Australia-wide committee established to coordinate world community service activities with one voice to governments etc
NID	National Immunisation Days	Mass immunisation of children
Object of Rotary	A single stated purpose or goal with four parts as set out in the Rotary Constitution	The object or "golden rule" is to encourage and foster the ideal of service as a basis of worthy enterprise
Official Directory	An RI annual publication (007-EN)	A world-wide book containing list of all clubs, names and addresses of all RI officers & club presidents, secretaries, time and place of meetings etc. Available from Club Secretary or on the RI website
PE	President Elect	Incoming Club President for ensuing year

Peace Fellow		Each year, Rotary selects up to 100 professionals from around the world to receive fellowships to study at one of the peace centres.
Permanent Fund	Receives bequests from Benefactors to the Rotary Foundation in perpetuity	A permanent source of income to support Foundation programs. The principal is never spent and only earnings used to support programs
PELDS	President Elect Learning and Development Seminar	Held annually for incoming Club presidents (and partners) to be trained in the administration of their club
PHF	Paul Harris Fellow	An individual who contributes, or on whose behalf is contributed US\$1,000 or more, is recognised, upon request, as a PHF
PHS	Paul Harris Society	A group of individuals electing to contribute US\$1,000 or more per year to the Foundation
PolioPlus	An international program of Rotary Foundation began in 1985	To protect all of the world's children from poliomyelitis through national immunisation days, laboratory networks and reporting of suspected cases
PP	Past President	A Rotarian who has previously served as a Club President
PN	President Nominee	Rotarian selected as Club President after President Elect
PRID	Past Rotary International Director	Having served as a Director of RI
PRIP	Past Rotary International President	Having served as President of Rotary International
PROBUS	Professional and Business	A Rotary sponsored group for retirees and semi-retired professional and business people. Meets monthly
Provisional Club		Meets regularly until admitted to membership of Rotary International with minimum of 20 charter members
RAM	Rotarians Against Malaria	Project to support anti-malaria projects in selected countries in Asia Pacific region
RAWCS	Rotary Australia World Community Services Ltd	A public company formed 1987 to co-ordinate and authorise the various international activities within Districts
RCC	Rotary Community Corps	Interested groups of non-Rotarians that facilitate Rotary international projects
RCP	Rotary Code of Policies RI publication (016-EN-(W)	Compilation of RI policies as determined by RI Board decisions
RDU	"Rotary Down Under" The approved Regional Rotary magazine for the South West Pacific region	Distributed monthly by post to Rotarians address. Subscription is compulsory. Two Rotarians residing at the same address may choose to subscribe jointly to the Rotarian or to the regional magazine prescribed for their club
RI	Rotary International. Formed in 1910 in Chicago at a convention of 16 clubs and 60 delegates.	The association of Rotary Clubs throughout the world which holds as its principal motto "Service Above Self"

RIBI	Association of clubs in Great Britain and Ireland	Clubs located in England, Scotland, Wales, Ireland, Channel Is and Isle of Man
RID	Rotary International Director	An experienced Rotarian (PDG) appointed to the Board of RI Directors for specific term
RIP	Rotary International President	Elected President of Rotary International
RISPPO	Rotary International South Pacific and Philippines Office” based in Parramatta, NSW	Serves Rotary clubs and Districts in Australia, NZ and Pacific Islands
RITS	Rotary International Travel Service	Official travel agency arm of RI it is to be used for all RI funded travel. Including VTT, Global Grant Scholars etc
RIPR	Rotary International President Personal Representative	Rotarian selected by RI President to represent him/her at official functions such as District Conferences etc
RLI	Rotary Leadership Institute	A course to provide those identified as future club leaders with a quality education in Rotary knowledge and leadership skills so important in voluntary organisations.
ROCAN	Ovarian Cancer Research (D9800 only)	A program to promote awareness of ovarian cancer
ROMAC	Rotary Oceania Medical Aid for Children (Australia and NZ Only)	A program initiated in D9800 and now widely spread in Australia/NZ that reaches out to children in under-developed countries to bring them to Australia for sophisticated surgical operations with support from the medical profession and hospitals.
Rotaract	A Rotary sponsored service group	For young adults aged 18 to 30 who meet each two weeks to foster service to the community and for personal development.
Rotary	Founded 23 February 1905 by Paul Harris in Chicago, Illinois USA. Meetings began in rotation at members’ places of business	An organisation of business and professional persons united world-wide who provide humanitarian service, encourage high ethical standards in all vocations and help build goodwill and peace in the world
Rotary Emblem	An emblem representing “civilisation and movement”	A gear wheel with 6 spokes and 24 cogs. A key was added in 1923 to signify the wheel was a “worker” not an “idler”. Official Rotary colours are Royal Blue and Gold. See MOP for more detail.
Rotary Themes or Mottos	Official slogans adopted annually by an RI President. eg: “Lend A Hand” (2003-2004)	A theme that changes yearly to reflect the philosophy and programmes for the year. However, principal motto that remains constant is “Service Above Self”
ROTEX	Rotary Exchange Returned Students	Past outgoing/incoming exchange student association that meet for fellowship etc
RRVF	Rotary Recreational and Vocational Fellowships (729-EN)	Means to promote friendships between common interest groups of Rotarians
Rtn	Rotarian	A financial member of a Rotary Club (a club is a member of RI)
RVRL	Rotary Volunteer Resource List (288-EN)	Issued by Rotary International and identifies a number of volunteer organisations that may place volunteers
RYLA	Rotary Youth Leadership Award	Leadership training program to assist young people aged 14-30 engaged in youth work. Seminars held in March/April. Ages vary from district to district also timings

RYPEN	Rotary Youth Programme of Enrichment	A programme of weekend seminars for young people aged 14 to 17 years. Two seminars held Oct and March. Timings vary by district
Sapphires and Rubies	Supplementary recognition levels to an original Paul Harris Fellow (PHF)	Sapphire: A special recognition gold pin with blue stone to represent additional financial contribution of US\$1,000 or multiples up to US\$6,000 by an individual or on his/her behalf to Rotary Foundation. Maximum is PHF + 5. Ruby: Gold pin with ruby stone for additional contributions over US\$7,000 to US\$9,000. Maximum is PHF +3 Maximum is PHF + 8
SAR	Semi-annual Report	Per-capita dues payable to RI each half-year on behalf of every club member
Satellite Club		A satellite club is defined as “a potential club whose members shall also be members of the sponsor club”.
Service Above Self	Official and principal Rotary motto	Proposed in 1910 but not officially adopted by RI until 1950.
SAS	Service Above Self Award	Rotary’s highest honor recognizes Rotarians who demonstrate Rotary’s motto, Service Above Self, by volunteering their time and talents to help others.
SHARE	Rotary Foundation system that allocates a District’s contributions to fund programs of its choice	Of a District’s annual giving, 50% is credited to District Designated Fund (DDF) and 50% to World Fund (WF)
Sister Club	Relationship agreement between clubs in other Countries/districts	To foster better understanding and fellowship exchange and mutual support and co-operation on humanitarian projects
Southwest Pacific Service Centre	Now known as “Rotary International South Pacific and Philippines Office” (RISPPO) based in Parramatta, NSW	Serves Rotary clubs and Districts in Australia, NZ and Pacific Islands
SWSL	Safe Water Save Lives	Project teams of up to three weeks to funding and assisting install fresh clean water tanks and dams in overseas communities
SRCC	Standard Rotary Club Constitution. Originally adopted 1922. (EX3-12A-EN) or RI website	Provides the framework for all clubs in the world and is a precondition to receiving a charter
Sustaining Member	Instalment contributions to the Rotary Foundation	A person who states in writing their intention to contribute US\$1,000 to the Annual Programs Fund over a period of 10 years with minimum first gift of US\$100.
The 4-Way Test	Developed in 1943 as a measure of conduct and thinking for all Rotarians	1. Is it the truth? 2. Is it fair to all concerned? 3. Will it build goodwill and better friendships? 4. Will it be beneficial to all concerned?
TARFT	The Australian Rotary Foundation Trust.	A trust fund that offers Rotarians and corporations etc a tax deduction on donations to the Rotary Foundation
The Rotary World	An RI publication	Copy sent bi-monthly to all club presidents direct from RI

Theme Months	Focus in various months on major activities	Gives specific attention to Membership (August) Basic Education and Literacy (Sept) Economic and Community Development (Oct) Foundation (Nov) Disease Prevention and Treatment (Dec) Vocational Service (Jan) Peace and Conflict Prevention/Resolution (Feb) Water and Sanitation (March) Maternal and Child Health (April) Youth Service (May) Rotary Fellowships (June)
TR	"The Rotarian"	A monthly Rotary Magazine whose editorial and business offices are in Evanston, Illinois, USA
TRF	The Rotary Foundation. Administered by 15 Trustees elected by the RI Board	An RI not-for-profit organisation for worldwide humanity grants and scholarships supported by voluntary club and individual contributions
UNESCO	United Nations Educational, Scientific and Cultural Organisation	An international educational and cultural exchange organisation, the seed for which was planted at a Rotary Conference in 1942
VP	Vice President	Person elected by a Club to act in the President's absence from time to time
World Fellowship Groups	International vocational and/or recreational programs	For the many groups of Rotarians sharing common sporting, recreational and vocational interests and encourages reciprocal visits to other countries where home-hosted
YEP	An international youth program of exchange	Reciprocal one year secondary school exchanges between students sponsored by local and overseas Districts and clubs for purpose of advancing international understanding and goodwill
VTT	Vocational Training Team	Vocational training teams are groups of professionals who travel abroad either to teach local professionals about a particular field or to learn more about their own. Teams can be funded by district grants and global grants.

ANNUAL GENERAL MEETING (AGM)

The Club is required to hold an annual general meeting, in Victoria, within five months after the end of the association's financial year. (By November 30th).

Notify members of the AGM date and agenda

- a. at least 21 days' notice of a general meeting if a special resolution is to be proposed at the meeting;
or
- b. at least 14 days' notice of a general meeting in any other case.

Prepare an AGM agenda that includes the election of officers and auditor for the following Rotary year and approval of accounts from the prior Rotary year.

Ensure minutes of the AGM are recorded, approved at the next Board meeting and filed.

Lodge an annual statement by the Secretary/Public Officer with Consumer Affairs Victoria within one month of the AGM. (In Victoria the Secretary is also the Public Officer)

ASSET REGISTER

BACKGROUND:

Club's are encouraged to keep a register of their assets.

The following is a sample list of property, memorabilia etc which are the typical property assets of most clubs and are generally held by the Archivist for safe keeping in the absence of permanent storage facilities of the club. It is by no means complete as many Clubs will have additional assets such as BBQs, trailers etc. Some assets are required to be reported to the Insurance officer each year to ensure they are covered under the Rotary Insurance Policy.

CURRENT LIST OF CLUB'S PROPERTY AND ASSETS: *SAMPLE ONLY*

ITEM NO.	DESCRIPTION POSITION	IF DATED	HELD BY	
1	Charter Certificate in glass frame 50x40cm	3rd April 1987	On wall at Venue or Storage	Club Admin
2	Original of Sister Club Agreement (in blue cloth folder)	26th March 1996	Album at Venue or Storage	Archivist
3	Original of Friendship Agreement with RC _____	15th August 1995	Storage	ditto
4	Club Bulletins including originals	All Years	ditto	ditto
5	Annual Reports	All Years	ditto	ditto
6	Album containing Certificates and Club Citations	All Years	ditto	ditto
7	Collection of Photographs	All Years	ditto	ditto
8	General Correspondence file	Keep at least 7 years	ditto	ditto
9	Original Incorporation file	Forever	ditto	ditto
10	Certificate of Incorporation	Forever	ditto	ditto
11	Board Minutes	Keep at least 7 years	ditto	ditto
12	Brass Gong and Coin Bucket		Venue	Club Admin
13	Box with Meetings Badges/Partners Badges		Venue	ditto
14	Other Club Bannerettes		Venue	ditto
15	Brass plaque stating time of meeting		Venue	ditto
16	Camera, Computer, Data Projector Microphone, Lectern		Home/Venue	Club Admin

ASSOCIATIONS INCORPORATION REFORM ACT 2012 - VICTORIA

BACKGROUND:

All clubs in District 9800 have been incorporated under the above State Act. The principle responsibilities of every Rotary Club that is incorporated are as follows:

Notify any change to the appointment or change in the Club Secretary.

1. Ensure that the club's Secretary is aware of the changes to the Act in particular to those clauses that attract financial penalties for non-compliance.
2. Club must hold its Annual General Meeting (AGM) within five (5) months of the end of the financial (Rotary) year. ie before the last day in November. Election of Board Members must take place at that AGM.
3. Club Secretary must complete and forward the appropriate Annual Return to the Consumer Affairs Victoria with the Prescribed Fee.
4. Within one month after the Annual General Meeting, the Secretary must provide a statement online to the Consumer Affairs Victoria containing the club's financial statements. Such statements must disclose particulars of any TRUST in which the club's assets are placed and also be made available to the club members on request. (Penalty for non-compliance).
5. The Club Secretary must ensure that any changes to the Club Rules and Constitution and or the Club's Bylaws are forwarded to the Consumer Affairs Victoria within 28 days after the alteration was passed by special resolution. Usually changes every three years to the RI Constitution requires clubs to update the Club Constitution also.
6. Club Secretary to ensure that the Club Rules and Constitution include a DISPUTE RESOLUTION clause or GRIEVANCE procedures. (Section 14B).
7. Club's full name and registered number must appear in all notices, advertisements, official publications of the club (eg Bulletins) and in all business documents including statement of account, invoice, business cards etc.
8. Every incorporated Rotary club must have a registered address for the serving of notices. Any change to a club's registered address must be notified in writing to the Consumer Affairs Victoria within 14 days. (Section 13A) (Penalty for non-compliance).
9. Clubs are encouraged to have their accounts audited by a qualified person for transparency and good housekeeping, however your Club may have further financial reporting requirements depending on its total revenue and rules. The law sets out a three-tiered reporting framework, based on your Club's total revenue in its financial year:
 - i. Tier one: less than \$250,000
 - ii. Tier two: \$250,000 - \$1,000,000
 - iii. Tier three: more than \$1,000,000.
10. Total revenue refers to a Club's total income from all its activities during the last financial year, before any expenses are deducted.
11. Tier one associations do not have any additional reporting requirements. They do not need to have their financial statements externally reviewed or audited unless:
 - its rules state otherwise
 - a majority of members vote to do so at a general meeting, or

- Consumer Affairs Victoria directs them to do so.
12. Tier two associations must have their accounts reviewed by an independent accountant. The accountant's report of the review must be presented to members at the annual general meeting. Tier two associations do not have to audit their accounts unless its rules require an audit.
 13. Tier three associations must have their accounts audited by an independent auditor. The audit report must be presented to members at the annual general meeting.
 14. Clubs must retain all accounting records for seven years. (Penalty for non-compliance).
 15. As from December 1, 2010, the role of the Public Officer was dispensed with and these duties became the responsibility of the Club Secretary.

ATTENDANCE AND MAKE-UPS

BACKGROUND:

One of the fundamental requirements of club membership is regular engagement through attendance at regular club meetings or other activities as noted below.

COUNCIL OF LEGISLATION DECISIONS 2016

Ability to change rules: Clubs may relax or tighten attendance requirements and termination policies for non-attendance.

MOP – Club Constitution Article 9 Section 3 Excused Absences

**EXTENDED LEAVE OF
ABSENCE SAMPLE
ONLY**

ROTARY CLUB OF

RETURN TO:

THE SECRETARY,

BOX _____ P.O.

_____ Post Code _____ or fax to Club Secretary.

REQUEST FOR LEAVE OF ABSENCE

(required only where a member will be absent for more than four regular club meetings)

I hereby advise that I shall be absent from
(Rotarian)

regular meetings of The Rotary Club of _____ for the
period:

From: To

Reason for Absence is: (eg: protracted ill health, overseas, partner's illness, moving
to another State etc. etc)

.....
.....
.....
.....
..... /..... /.....

Signed

CLUB USE ONLY:

Confirmed by Board at meeting held on:/...../.....

Excused from attendance applies Yes/No

Recorded in Club computer on: /...../.....

AWARDS ROTARY INTERNATIONAL

There are a large number of Rotary International awards available to recognise:-

- Club
- Rotarians
- Non Rotarians
- Interact
- Rotaract

Full details of each award, who can apply and how to apply are located in My Rotary.

<http://www.rotary.org>

Login to My Rotary

Under the heading Member Centre look for Awards and Recognitions Click on Awards

BADGE ORDERING – MEMBERS AND PARTNERS

BACKGROUND:

For the purpose of familiarity, in particular for new members, every member and partner is issued with a MEETING BADGE to be worn at all times at regular meetings and at special events or functions arranged by the club.

MEMBERS' MEETING BADGES:

Will highlight the first name of the member (called the “badge name”) followed by surname and classification in full. Many clubs highlight on the badge if the member is the current or a Past President.

Members' Meeting Badges should be handed in at the end of meetings or after fellowship functions and stored in carry case provided.

Meeting Badges will be replaced upon request of member or at initiation of the Board in event of:

- change in Classification (approved by Board)
- change in membership type eg. Active or Honorary
- change in marital status if surname changes
- name change by Deed Poll
- change to name of the club
- on passing to role of President and then Past President

It is suggested that Clubs have a recognisable badge for the “GUEST SPEAKER” to enable identification of the guest speaker before and during meetings.

ORDERING:

Badges are ordered from local suppliers in the clubs' geographic location.

LAPEL BADGES:

Issued to all new members on loan only basis. Members are encouraged to wear lapel badge at all times.

Lost lapel badges may be replaced at member's cost. Replacements are obtainable from RDU Supplies in Sydney and usually held by the Secretary or Treasurer.

Replacement PHF badges can be obtained from RISPPPO in Parramatta NSW at member's cost.

BANNERS AND BANNERETTES

Large portable pull-up Banners or small Club bannerettes (Friendship Banners) with Club name may be ordered as necessary from local suppliers.

Club bannerettes or Friendship Banners are not an official RI item, however, RI recognises that good and useful purpose may be served by the exchange of banners, flags and pennants between clubs. Where practiced, such bannerette design should be distinctive, appropriate and expressive of the community, country and district of which the club is a part.

PULL-UP BANNERS AND SPECIFIC EVENT BANNERS

A large range of standard pull-up banners is available from RDU Supplies – see their website - <http://rdusupplies.com.au/banners/>.

Clubs may produce pullup banners for specific events or projects and should be mindful in their design that the use of the Rotary logo meets RI criteria. Information on the use of the logo is found on the RI website.

BOARD MEETINGS

BACKGROUND:

An **AGENDA** should ideally be forwarded by Secretary to all Board members at least one week prior to the meeting advising date, venue, starting time and mention any items of general business scheduled for discussion.

Board meetings are to be held regularly, at least monthly. Directors are required to attend meetings and to provide a brief and concise written **ACTIVITY REPORT** on the various activities of their committee in the past month or to date.

A special meeting of the Board may be called by the President whenever deemed necessary eg: for discussion and voting on any matter of urgency or to approve applications from new members. A special Board meeting can also be called upon the request of two (2) members of the Board, due notice having been given.

BOARD MEETINGS:

Meetings to be opened, closed and conducted throughout by the President (or Vice President). Normally a majority of the total Board members shall constitute a quorum however check your own Club rules.

A full set of Minutes is to be recorded including apologies, confirmation of previous Board Minutes (to be moved as accepted and seconded) and matters arising there from. Minutes when issued should contain record of what actions are required and who will take that action and by when. Eg:

ACTION REQUIRED	BY WHOM	BY DATE

Reports from Secretary, Treasurer and from each Director are to be distributed and tabled. Ideally subsequent discussion on Directors' Reports should be limited to five minutes only and relate only to new proposals for consideration and/or seeking approval of expenditure within or outside the approved Budget.

Adequate time is to be allowed for items of General Business and date, time and venue set for next Board meeting.

ACTIVITY REPORTS:

Should comprise one or two pages and be headed thus:

CURRENT PROJECTS

PROGRESS TO DATE

1. Current Projects must list the major objectives of the Committee and may be added to or deleted as new projects are taken up or dropped throughout the year as approved by the Board.
2. Progress To Date must advise the steps taken to date and state if a project is behind schedule or might not be completed on time. A new completion date should be set. This section also to be used to request any action or approval by the Board.
3. It is desirable that Activity Reports be emailed to the Club Secretary and all Board members at least two days prior to the scheduled Board meeting and extra copies brought to the Board meeting for distribution if necessary. This enables Board members to read the reports prior to the meeting.
4. Directors should maintain copies of Activity Reports and all correspondence relating to their committee on file for handing to an incoming Director at end of Rotary year.

5. Similar Activity Reports may be requested by Directors in obtaining progress on activities from members of their committee. These should be summarised onto the Directors Report to the Board and not simply attached thereto.
6. It is Recommended that the decisions taken at Board be communicated to the Membership at the next Club meeting.
7. RI Rules advise that written minutes should be prepared to all Club Board Meetings and be made available to members within 60 days of that meeting.

REFERENCES:

Manual of Procedure
Club Bylaws and Rules

BOARD MEETINGS – SAMPLE AGENDA

This is a suggested agenda only and will need to be amended for each Clubs own use.

ROTARY CLUB OF

BOARD MEETING

MONTH, YEAR

To be held at **LOCATION** on **DAY, DATE**
Commencing at **TIME**

AGENDA

1. Welcome by President
2. Apologies
3. Confirmation of Minutes of previous Board Meeting
4. Business arising from above minutes
5. President's report
6. Secretary's report
7. Treasurer's report
8. Committee Reports Vice President(s) Club Administration Foundation Membership
Community Service International Service Youth Service Vocational Service Service
Projects
9. General Business
10. Date of next Board meeting will be DAY and DATE

BOARD MEETINGS – Sample Activity Report

ROTARY CLUB OF _____ Inc.

.....COMMITTEE MEETING
ACTIVITY REPORT

DATE:/...../.....

PRESENT:

APOLOGIES:

CURRENT PROJECTS	PROGRESS TO DATE
1	
2	
3	
4	
5	
6	

Note:

This form to be used to report progress to the Board on projects or activities within a Committee.

Form should be distributed to Club Secretary and Board Members at least two days prior to the Board Meeting.

Extra copies of completed form should be taken to Board meeting for distribution as necessary.

BOARD MEETINGS – Minute Taking Suggestions

Take a laptop to the meeting and start with a blank template or a copy of the previous month's minutes that you have already removed finalised business from and added new agenda items to so that you have a head start before the meeting.

Alternately, if a laptop is not available, you can follow the above procedure and print out the minute's template, leaving sufficient space in each section to handwrite the required information.

The minutes should be an accurate reflection of the main points discussed / action required / decisions made.

We suggest that the use of individual names is kept to a minimum and that the following type of phraseology is used ...

- The meeting was advised ...
- The President advised ...
- It was agreed ...
- Make sure the Proposer and Secunder for all motions is recorded.
- Make sure that all decisions relating to expenditure of funds is recorded including the Proposer and Secunder.
- Distribute the minutes within two to three days of the Board Meeting to the President for verification and then distribute to all Board members.

BUDGET

Information to help Treasurers set the Clubs' annual budget

BACKGROUND:

Every club is expected to prepare an **ANNUAL BUDGET** for income and expenditure at the beginning of the new Rotary year i.e. 1st July. (Refer Article 12 of the Recommended Club By-Laws).

In-coming Treasurer should confer with the retiring Treasurer to determine the past expenditure for normal out goings such as meal cost, postage, stationery etc.

The meeting of the Joint Board in early May should recommend any increase in Members' Subscriptions and have it approved by the Board at the June meeting. Invoices for annual subscriptions need to be emailed/handed to each Member immediately on the 1st July to ensure that sufficient funds are in hand for payment of RI and District dues and Insurance before 31st July.

RI DUES:

Per-member cost paid half-yearly on 1st July and January based on US dollar equivalent exchange rate advised to clubs by District Treasurer or available on www.rotary.org.

Treasurer to pay by EFT, Credit Card or cheque in Australian dollars plus GST. Member list via My Rotary should be reviewed and up-dated to reflect the correct number of members as at July 1st or January 1st, as RI invoice may not be altered once generated.

Any Clubs who have outstanding accounts of more than US\$250.00 the following actions will be taken by RI:

- 60 days (two months) from due date, the RI secretariat will send reminder notices to all club secretaries
- Termination of clubs with unpaid financial obligations in excess of US\$250 will occur 120 days (four months) from due date.

Requirements to Reinstate a Terminated Club

To be reinstated within 150 days from the termination date, a club must fully pay:

- Its outstanding financial obligations at the time of termination
- All semi-annual dues that continue to accrue thereafter AND
- A US\$30 per member reinstatement fee.
- The club will then be reinstated automatically.
- *It is important to note that clubs terminated for non-payment of financial obligations to RI are ineligible for participation in Rotary Foundation Programs. Pending applications for which a club serves as the host or international partner will be considered as withdrawn. Grants for such clubs serving as host or international partner will be cancelled. Terminated clubs are required to immediately return all funds and interest earned on cancelled grants to The Rotary Foundation, and account for all grant funds previously spent. Questions regarding this matter can be directed to the District Foundation Committee.*

Notes on Australian Goods & Services Tax (GST) as it applies to RI Membership Dues

Under Australian taxation legislation, clubs in Australia are liable for GST on membership dues because a service is provided in Australia (a taxable supply of membership rights).

In June 2000, Rotary International sought legal advice regarding the GST treatment of semi annual dues. In addition two officials from the Australian Taxation Office visited Rotary International Parramatta office to obtain an understanding of operations and treatment of membership dues and other receipts and payments.

The advice received was that the semi annual dues paid by Rotary Clubs to Rotary International will attract 10% GST as Rotary International is granting a taxable supply of membership rights to the clubs.

Rotary International is required to account for GST to the Australian Taxation Office on the dues. Conversely, a club will be entitled to an input tax credit for the GST paid if the club is registered for GST.

This is the case regardless of whether the club pays the dues amount to Rotary International's Parramatta office or sends the dues directly to Evanston, USA.

There is an obligation on Australian clubs to remit to RI the GST in addition to the RI prescribed per capita dues and the COL levy. The GST component will be deducted from moneys received by RI and if there is any shortfall the club's account will be debited for the shortfall; if clubs pay the correct amount inclusive of GST there is no need to debit the club's account.

The finance department in Parramatta office remits the GST to the Australian Taxation Office.

Even if a club remitted its semi-annual dues direct to the US instead of through Parramatta Office, the Club still has an obligation to pay the GST on their remittance as the legislation catches such overseas remittances of membership dues for services provided in Australia.

Remittances direct to the US are returned to Parramatta Office for processing in Australia.

DISTRICT DUES:

The Draft District budget is presented to the Presidents Elect at the President Elect Training Seminar. Each President Elect is then charged with obtaining her/his Club's approval for the budget. The President Elect then votes his/her Clubs decision at District Assembly and the cost per member determined. The budget is normally on a break- even basis and includes major items such as the Presidents Elect Learning and Development Seminar and the District website.

Dues including GST are invoiced to Clubs by District six monthly on 1st July and January. Audited District annual accounts are presented at the AGM of District 9800 Inc.

INSURANCE:

The District pays its share of the National Insurance Program for District 9800 and recoups the cost by charging each club on a per member basis including GST. Normally invoiced to Clubs with the July District dues.

ROTARY DOWN UNDER (RDU):

The receipt of a Rotary Official Magazine by all members is mandatory under Rotary rules. In Australia it is recommended that we receive "Rotary Down Under" magazine in order to achieve economies of scale in publication costs.

The per-member cost including GST is payable half-yearly on July 1st and January 1st and will be invoiced directly to clubs by RDU and are payable directly to RDU..

Two members residing together may elect to receive only one "Rotary Down Under" magazine. Cost per member includes home delivery costs. RDU is posted directly to each member's private address monthly, or it may be viewed online.

DISTRICT TRAINING ASSEMBLY:

The District Training Assembly is normally held in May each year and is the major training venue for incoming officers, new members etc.

The District Governor normally appoints a host Club(s) to organise the event who will seek to recoup outgoings on a per member basis.

Clubs are generally expected to meet this expense out of their normal running cost.

BUDGET – Financial Estimates Template

Outline Of Financial Estimates For Year

The administration items and projects listed in this template are for example only. Clubs should amend the template to reflect their own requirements.

INCOME:		
Membership Fees		
Bank Interest		
Fines		
Meal		
Joining Fees		
Gross Income		
EXPENDITURE:		
Membership Directory		
Membership Recruitment		
Meal Costs		
Bulletin		
PR		
Miscellaneous		
Postage and Post Box		
Bank Fees/Merchant Fees		
District Assembly		
Gifts/Flowers/Cards		
Badges/Engraving		
District Levy	Cost x members =	
Insurance	Cost x members =	
RDU	Cost x members =	
RI	Cost x members =	
Printing & Stationery		
Annual Report		
Family of Rotary		
Planning Day		
President's Allowance		
Legal Fees		
Computer Hardware/Software		
Consumer Affairs		
Total Expenditure		
Surplus/Deficit		

* All figures include GST

COMMITTEES:	200?-200? budget	200?-200? actual
FUNDRAISING:		
Charity Gala		
Art Auction		
Puddings/Cakes/Hams		
Wine Sales		
Eminent Speakers		
Trivia Night		
Total Income for Projects		
COMMUNITY SERVICE:		
Christmas Hampers		
Drought Relief		
Australian Rotary Health Lift the Lid		
Camp Getaway		
Busyfeet		
Shine on Awards		
Life After Stroke		
Total Community		
FOUNDATION:		
District Grants		
Royce Abbey Awards		
PolioPlus		
Foundation Annual Contribution		
Total Foundation		
INTERNATIONAL:		
Donations in Kind		
World of Difference		
Safe Water – Save Lives		
ROMAC		
Literacy Projects		
RAM		
Disaster Aid		
Interplast		
Total International		

MEMBERSHIP:		
New Member Function		
Publicity material		
Total Membership		
YOUTH SERVICE:		
Youth Exchange/In/Out		
Youth at Risk		
Rotaract/Interact		
YOUTH Month		
RYLA		
RYPEN		
MUNA		
NYSS		
Total New Generations		
VOCATIONAL:		
Ethics Debate		
Vocational Directory		
Career Interviews		
New Generations Service Exchange		
Total Vocational		
Total Expenditure		
Excess/Deficit for Year		
CONSOLIDATED:		
Membership Income		
Fundraising		
Total Income		
Membership Services		
Committee Expenditure		
Total Expenditure		
Movement for Year		

CHANGE OF CLUB NAME OR LOCALITY

(note: Locality does not mean regular meeting location) BACKGROUND:

All Clubs must designate its locality in its Constitution. Each provisional Club must adopt a name that identifies it with its locality. The name should be easily identifiable on a map of the area.

Changing the name or locality of a Rotary Club requires an affirmative vote of not less than two-thirds of all members present and voting at a regular club meeting.

In addition, the change requires the PRIOR approval of the Board of Directors of Rotary International and the District Governor.

In Victoria under the Associations Incorporations Act, an incorporated Club must seek and obtain the approval of Consumer Affairs.

Concurrence must also be sought from neighbouring Rotary Clubs or those with similar or like names if there is potential for dissension or that the name may be confusing.

PROCEDURE:

1. Pass a motion at Club Board meeting and record the approval clearly in Board Minutes of that meeting.
2. Place matter on the agenda for a vote by all members present at a regular Club meeting and record any objections.
3. Seek written permission of District Governor.
4. Write to and seek approval of RI via RI South Pacific & Philippines Office at Parramatta, NSW (use standard form see sample).
5. Seek concurrence in writing of neighbouring Clubs or Club that may be impacted by change in name or locality.
6. Apply to Registrar at Consumer Affairs to change name (not locality) under the Associations Incorporations Act (use standard form which can be downloaded from <http://www.consumer.vic.gov.au>)
7. On receipt (not before) of approval of Consumer Affairs, email to District Secretary to place notice of change of name or locality in District Governor newsletter and advise DG, DGE and DGN and AG officially.
8. Email to RI Office in Parramatta to change their records and or effect change on RI website via "My Rotary".
9. Email to RDU to place notice of change of name or locality in next issue.
10. Change or overprint any notices of name change in venue foyer or street signs.
11. Change all details on Club website and letterheads etc.
12. Have Club banner replaced at your Club cost..
13. Ensure your Club Constitution is amended.
14. Ensure all Clubs in the District are informed.

REFERENCES:

RI Manual of Procedure

Website of Consumer Affairs: <https://www.consumer.vic.gov.au/>

APPLICATION FOR CHANGE OF CLUB NAME AND LOCALITY

SAMPLE ONLY

Follow these three steps to request a name and locality change for your club:

1. Vote to change the club name and locality by a two-thirds affirmative vote of all members present and voting at a regular club meeting, provided a quorum is present (see Article 19, Section 2 of the Standard Rotary Club Constitution for more information).
2. Notify your district governor of your proposed new name and locality.
3. Obtain the approval of the RI Board of Directors by completing this form and submitting it to your RI Club and District Support (CDS) representative.

As club officers, we certify the following information to the RI Board:

1. We verify that our club voted at our regular meeting on by a two-thirds affirmative vote of all members present to change our name and locality as indicated below in accordance with the provisions of article 19, section 2 of the Standard Rotary Club Constitution.
2. Our club has notified the district governor about our plans to change the club's name and locality.
3. Our current name is _____
Our proposed new name is _____

Please note that you must provide the full club name as it would appear in the Official Directory, including state/province (where applicable) and country.

4. Our current locality is _____
Our proposed new locality is _____
5. The reason for our proposed name and locality change is as follows: _____
6. We would like a replacement charter Yes No

(Please note that the replacement charter will be signed by the current RI President.)

Signature of Club President _____

Signature of Club Secretary _____

(Your signature verifies that the above steps have been followed.)

Date

Date

CHANGE OF ROTARY CLUB NAME

Follow these three steps to request a name change for your club:

1. Vote to change the club name by a two-thirds affirmative vote of all members present and voting at a regular club meeting, provided a quorum is present (see Article 19, Section 2 of the Standard Rotary Club Constitution for more information).
2. Notify your district governor of your proposed newname.
3. Obtain the approval of the RI Board of Directors by completing this form and submitting it to your RI Club and District Support (CDS) representative.

As club officers, we certify the following information to the RI Board:

1. We certify that our club voted at our regular meeting on by a two-thirds affirmative vote of all members present to change our name as indicated below in accordance with the provisions of article 19, section 2 of the Standard Rotary Club Constitution.
2. Our club has notified the district governor about our plans to change the club's name.
3. Our current name is _____
Our proposed new name is _____

Please note that you must provide the full club name as it would appear in the Official Directory, including state/province (where applicable) and country.

4. The reason for our club name change is as follows: _____
5. We would like a replacement charter Yes No

(Please note that the replacement charter will be signed by the current RI President.)

Signature of Club President _____

Signature of Club Secretary _____
(Your signature verifies that the above steps have been followed.)

Date

Date

CHANGE OF ROTARY CLUB LOCALITY

Follow these three steps to request a locality change for your club:

1. Vote to change the club's locality by a two-thirds affirmative vote of all members present and voting at a regular club meeting, provided a quorum is present (see Article 19, Section 2 of the Standard Rotary Club Constitution for more information).
2. Notify your district governor of your proposed new locality.
3. Obtain the approval of the RI Board of Directors by completing this form and submitting it to your RI Club and District Support (CDS) representative.

As club officers, we certify the following information to the RI Board:

1. We certify that our club voted at our regular meeting on..... by a two-thirds affirmative vote of all members present to change our locality as indicated below in accordance with the provisions of article 19, section 2 of the Standard Rotary Club Constitution.
2. Our club has notified the district governor about our plans to change the club's locality.
3. Our current locality is
Our proposed new locality is
4. The reason for our locality change is as follows:

Signature of Club President _____

Signature of Club Secretary _____

(Your signature verifies that the above steps have been followed.)

Date

Date

CHANGEOVER FUNCTION – CLUB

BACKGROUND:

Whilst not the case in all Rotary clubs, it has been traditional in many clubs that the President Elect be responsible for the co-ordination of the CLUB CHANGEOVER FUNCTION to be held prior to end of June or within the first two weeks of July where possible. The President Elect would be assisted by members of the Club.

The philosophy of the Changeover is to provide the outgoing President with an opportunity to inform the members and partners of the past year's achievements and to equally enable the incoming President to outline the ensuing year's program and to introduce the new Board of Officers and Directors. It is also an opportunity to present various Rotary recognition awards for outstanding service.

In some clubs, the incoming President may invite guests at the expense of the club. Such guests may be in addition to a member of the District Governor Team (DG, DGE, DGN) and the respective Assistant Governor and partner.

PROCEDURE:

1. In consultation with current President, President Elect to determine a date and select a venue at earliest opportunity.
2. An early invitation to be extended to a member of the District Governor Team.
3. President to determine the recipients of any Meritorious Service Awards, Rotarian of the Year Award and the issue of appropriate gifts. PHF Nominating Committee to recommend and Board to approve any PHF Recognitions to be presented at the Changeover.
4. Ensure the ordering and necessary engraving of Collar Badges is commenced and the ordering of respective Member Badges/Lapel Badges for incoming and outgoing officers is in hand.
6. President requests the Directors to prepare a Report on the activities of their Committees together with photographs for preparation of the **ANNUAL REPORT** that may be made available at the Changeover. Secretary or member preparing the annual report will co-ordinate all committee reports and arrange for printing, collating etc. Clubs may wish to consider the provision of this report to members in pdf form on a CD or USB. The benefits of this media are considerable cost savings and friendlier to our environment.
7. Design and printing of any documents (eg menu) to be arranged by President Elect together with a Table Plan and any gifts needed.
8. Toast to Rotary International may be requested of the visiting District Governor, DGE or AG attending. If a response is required it may only be given by a DG or PDG.

REFERENCE:

Following is list of suggested Changeover Requirements.

The contents of this list are only suggestions of what may be required and each Club should personalise it for their own use.

SUGGESTED CHANGEOVER REQUIREMENTS

ITEM	NO.	OBTAIN FROM AND/OR TAKE TO: (suggested suppliers)	DUTY OF:	DATE REQUIRED
BADGES AND COLLAR BARS:				
Bar to President's Collar engraved “(Name).. 201?-201?”	1	RDU Supplies		
If applicable - Bar to Sgt At Arms collar engraved “(Name).....201?-201?”	1	RDU Supplies		
Lapel Badge for " PRESIDENT"	1	RDU Supplies		
Lapel Badge for "PAST PRESIDENT"	1	RDU Supplies		
Meeting Badge for incoming President to read: “PRESIDENT 201?-201?”		Patricks Australia P/L 30-34 Provost Street North Melbourne		
Meeting Badge for outgoing President to read: "PAST PRESIDENT 201?-201?"	1	Patrick Australia P/L 30-34 Provost Street North Melbourne		
Lapel Badge for "PAST SECRETARY"	1	RDU Supplies		
Lapel Badge for "PAST TREASURER"	1	RDU Supplies		
Lapel Badge for incoming "SECRETARY"	1	RDU Supplies		
Lapel Badge for incoming "TREASURER"	1	RDU Supplies		
TROPHIES:				
President's Rotarian Of Year Award engraved "(Name)..... 201?-201?"		Handover from current holder.	Current President	
Family of Rotary Award engraved "(Name)..... 201?-201?"		Handover from current holder.	Current President	
ROYCE ABBEY AWARD		RC Essendon	As determined by the Club President and/or the Board	
Certificate of Achievement or Appreciation Awards to Club Members or non-Rotarians		As determined by the Club President and/or the Board	As determined by the Club President and/or the Board	
PAUL HARRIS FELLOW: PHF Recognition Awards with badge, Citation and inscribed certificate (Check wording on receipt)		Rotary Service Centre Parramatta NSW	Recommendations PHF Nominating Committee. Board approval.	

NB: It is recommended that PHF regalia be ordered well in advance (early May) to avoid disappointment.

ITEM ITEM	NO.	OBTAIN FROM AND/OR TAKE TO: (suggested suppliers)	DUTY OF:	DATE REQUIRED
DIRECTORIES:				
New "Members Directory"	??	Collect from Printer		
REPORTS:				
Annual Report (if applicable)	??	Printing or on CD or USB Collect from ???		
MEETING BADGES:				
Members Meeting Badges		From meeting venue		
Partners Meeting Badges		From meetingvenue Check against list to ensure they are all on hand		
BANNERS:				
Club Banner		From Club Venue		
Theme banner		RDU Supplies		
RAFFLES:				
Raffle Tickets	??	Purchased as required		
Raffle Prizes		Direct from Donor		
Raffle proceeds might cover	??	Costs of flowers, printing of program, other costs		
TABLE PLAN:				
Table Plan and Table Names		Take to Venue		
DISPLAYS:				
Photo Display of Year's Events	1	Take to Venue		
Photos on night		Camera	Club Photographer	
FLOWERS: some clubs organise donations to selected charities rather than flowers.				
Outgoing President's Partner	1	Deliver direct to Venue	President Elect and Admin Committee	
Incoming President's Partner	1	As above	ditto	
Partners of PHF		As above	ditto	
DG's Partner		As Above	ditto	
VENUE:				
Select Venue		Book at last 5 months ahead of date	President Elect and Admin Committee	
Negotiate price per person and Menu		Set price per head for attendees taking into account a surcharge to cover guests, and other costs	President Elect and Admin Committee	

PROGRAM:

Design Program and timings

Incoming President
and Admin Committee

GUESTS:Invite Special Guests
eg DG, DGN or AGWritten invites in
February at latest.President Elect

PRINTING:

Printed Program/Menu

?? Take to venue prior to
start of evening

CIRCULARISATION AND COMMERCIALISATION

DISTRICT 9800 POLICY:

With the exception of approved inter-district projects, District 9800 clubs should not expect to receive approval from the DG to contact clubs outside our district to assist with fund raising projects etc. The DG will generally not grant permission to clubs from other districts to raise funds in our district.

RI POLICY – Refer Code of Policies

Rotary Clubs - Approval to Solicit Cooperation, Financial Aid, or Participation in Commercial Ventures

A club desiring to actively request (using e-mail, telephone, mail, fax, etc.) the cooperation of one or more other clubs or members of other clubs, shall first submit its purpose and plans to the governor or governors of the involved area and secure his, her or their approval. Clubs requesting cooperation with non-active methods (using websites, social media or other emerging technologies that rely on individuals or groups opting in to share or receive communications) are exempt from this policy.

No club shall actively solicit financial assistance or participation in commercial ventures from any other Rotary club or from individual Rotarians other than its own members unless it first secures authorisation from the RI Board.

A Rotarian shall not circularise Rotary clubs or other Rotarians on matters affecting his or her individual business interests.

A Rotary club(s) engaging in these types of activities must comply with RI policy for use of the Rotary Marks, including use of proper identification and qualifying language regarding the Rotary club(s).

The general secretary shall request the governors of any districts having clubs involved in unauthorised active solicitations to take action to end such activities. Continued non-compliance with this policy shall be reported to the RI Board for possible discipline for cause, up to and including termination of the club. (11.010.1.)

Multidistrict Activities and Projects – Approval to Solicit Cooperation, Financial Aid, or Participation in Commercial Ventures, including Telemarketing

A multidistrict entity desiring to request the cooperation of clubs or Rotarians, outside its own membership, in connection with any matter whatsoever, by any means, including telemarketing, shall first submit its purpose and plans to the governor or governors of the involved area and secure his, her, or their approval.

A multidistrict entity(ies) engaging in these types of activities must comply with RI policy for use of the Rotary Marks, including use of proper identification and qualifying language regarding the multidistrict entity(ies).

No multidistrict entity shall solicit financial assistance or participation in any commercial venture from any Rotary club or from Rotarians other than its own members without authorisation from the RI Board.

Multidistrict entities that are not in compliance with this circularisation policy could lose their multidistrict status. (11.010.2.)

Global Networking Groups - Approval to Solicit Cooperation, Financial Aid, or Participation in Commercial Ventures, including Telemarketing

A Global Networking Group desiring to request the cooperation of districts, clubs or Rotarians outside of its own membership in connection with any matter whatsoever, by any means, including telemarketing, shall first submit its purpose and plans to the governor or governors of the involved area and secure his, her, or their approval.

Global Networking Groups engaging in these types of activities must comply with RI policy for use of the Rotary Marks, including use of proper identification and qualifying language regarding the Global Networking Group.

No Global Networking Group shall solicit financial assistance or participation in commercial ventures from any Rotary district or club or from individual Rotarians other than its own members unless and until it first secures an authorisation from the Board.

Even within the limits described above, it is not permissible for a Rotarian to circularise other Global Networking Group members on matters affecting his or her individual business interests. (11.010.3.)

Telemarketing to the Public by Clubs, Districts, and other Rotary Entities

Rotary clubs, districts and other Rotary Entities, other than Rotary International and The Rotary Foundation, desiring to use a commercial telemarketing, internet web hosting and/or email firm to solicit the public on their behalf shall:

- first submit its purpose and plans to the governor or governors of the involved area and secure his, her or their approval;
- comply with existing Rotary circularisation policy;
- include proper identification and qualifying language regarding the Rotary club(s), district(s) or other Rotary Entity(ies) to be represented.

The general secretary shall request the governors of any districts that are not in compliance with the above policy to take action to end such activities. Continued non-compliance with this policy shall be reported to the RI Board for possible discipline for cause, including termination. (11.010.4.)

Limited Exception to Circularisation Policy

Requests from districts or clubs for cooperation and assistance with a specific international service project or activity are not subject to the limitation placed upon general circularisation rules where such requests are directed to one or a limited number of districts or clubs. (11.010.5.)

Use of Official Directories for Commercial Purposes or Circularisation

No member of a Rotary club shall use the *Official Directory* or any other database or list of names compiled in connection with a Rotary-related project or activity for commercial purposes. The official directories of RI, its districts and clubs, as well as any other database or list of names compiled in connection with a Rotary-related project or activity shall not be made available by Rotarians or by clubs or districts for the purpose of circularisation. This applies to directories in electronic and printed formats. (11.010.6.)

Club and District Directories

Any club or district publishing a directory shall publish in that directory a notice to the effect that the directory is not for distribution to non-Rotarians nor may it be used as a commercial mailing list. (11.010.7.)

REFERENCES: Rotary International Code of Policies

CLASSIFICATIONS

BACKGROUND:

Rotary International regards the adherence to the Classification principle as essential. The classification principle helps clubs achieve a more diverse representation of their communities. Each active member of a Rotary club is classified by his or her current or former business, profession, or type of community service.

DEFINITION:

Classifications are determined by activities or services to society rather than the position held by a particular individual.

The use of "major-minor" systems, such as "EDUCATION - SECONDARY" is discouraged in favour of terminology "SECONDARY EDUCATION" or "RETAIL BANKING" rather than "BANKING - RETAIL" (Major-minor style classifications are not acceptable on charter lists for new clubs).

Rotary International recommends that each club adopt a rule that, to be eligible for membership in the club under a given classification, at least 60% of a person's commercial, industrial, professional or institutional life must be devoted to that activity.

Retired persons being inducted into active membership in a Rotary club shall use their former profession as their classification but this will not be counted toward the club's limit of members in a single classification.

LIMITATIONS:

Clubs should carefully consider the classification practice and broaden the interpretation of classifications where necessary to meet the current business, professional, and community service environment.

SURVEY/ROSTER:

A classification survey should enable a roster to be compiled of filled and unfilled classifications using a business directory of the club's territory. RI does not maintain a list of general classifications.

PROCEDURE:

Applications for new membership should be referred to the Classifications Officer to avoid conflict with other classifications existing in the club.

The Classifications Officer may distribute a list of UNFILLED classifications to members compiled mainly from resigned members and from suggested industries, professions, institutions etc not currently represented and that may enhance a balanced membership base.

REFERENCES:

Rotary International Code of Policies

CLUB HISTORY

BACKGROUND:

Rotary encourages all Clubs to research and record their Club history so that past events and people are not lost in time. Rotarians and others should be able to reflect on some of the many great projects and programs that Clubs in District 9800 can be justly proud of.

REPOSITORY:

With this in mind District Administration has made arrangements with the Prahran Mechanics' Institute – Victorian and Local History Library regarding a permanent repository for holding Rotary Club histories.

The not-for-profit Prahran Mechanics' Institute is located at 140 High Street, Prahran and began in 1854. It is one of a small number that still provides a lending collection specialising in the history of Victoria.

The Prahran Mechanics' Institute Library have offered to receive, catalogue and display your Rotary Club history on their shelves for access by the general public, other interested Rotarians or for the purpose of research and referral on site or loan. Your Club history will be located with other local history books of your city, suburb or town. Your Club history may be lent out, to any of your members or other interested persons just as with any normal lending library. There is no cost for depositing your history. If you are interested in lodging your Club history for posterity in a centrally located, highly respected institution but would like more details about the Prahran Mechanics' Institute, you can access their website at: <http://www.pmi.net.au> Clubs may lodge their history direct to the library.

Items will only be accepted as follows:

Completed published book or booklet or various editions thereof, or CD or DVD. OR unpublished manuscripts, which must first be typed and filed in an appropriate ringed binder with title, author(s) and date details (folders containing past Board minutes, correspondence etc cannot be accepted)

PRINTING:

The Prahran Mechanics' Institute Library also operates a press with the aim of assisting societies to publish histories from prepared manuscripts or can advise on design, layout and liaison with printers etc. Rotarians are invited to call and view the vast range of local histories or check out their online catalogue at <http://www.pmi.net.au>

CLUB HEALTH CHECK (BEING A VIBRANT CLUB)

A healthy, vibrant club is one that provides opportunities for its members and other community stakeholders to engage in a range of interesting humanitarian projects that promote what Rotary does to make a difference to the lives of others.

We need to pull apart what being a vibrant club looks like for future and existing members. Being friendly, inclusive, caring, respectful and so on. Why do we meet? Is it because we have a wonderful guest speaker program, for fellowship or because we have to? Whatever it is, make it a good reason and let it reflect something of value to all members.

Once your club knows the value proposition, you need to package it in a way that can be promoted to those you want to buy it. Be strategic in who you approach and think about how they would fit into what the club offers.

Does it include Local business people, Young professionals, People of certain vocations (teacher, doctor, dentist, accountant, lawyer, government official, business owner, estate agent etcetera) or Corporations. Whoever you include, ask how the club and they would benefit from coming together.

The Process

- Undertake a Club Health Check.
- Develop a strategic process that will clearly identify where your club wants to be in future.
- Look more at the opportunities than the obligations.
- Assess where is the club NOW?
- What are the things you need to address to get where you want to be?; and
- How do we address the possible challenges?

The Plan

Outline the detail.

How many members; meeting structure; member engagement plan for every member that includes beyond the club opportunities; project ideas; project development; partnerships with other clubs and community stakeholders for larger impact projects.

Every Rotarian and every club has an obligation to tell their stories, because it is what we do and who we help that others are inspired by. The clubs are the cog of Rotary, but clubs must embrace and tell the success stories that go beyond the club.

Talk about DIK, better still, take them there.
Explain Rotary.

Ask the community what they would like to see tackled in the community.
Projects should be partnerships.
Big projects bring more attention.

CLUB LEADERSHIP PLAN

BACKGROUND:

The Club Leadership Plan is the recommended administrative structure for Rotary clubs. It is based on the best practices of effective Rotary clubs. Because each Rotary club is unique, the Club Leadership Plan is flexible enough to support the individual needs of clubs around the world. Although it isn't mandatory for any club to adopt the Club Leadership Plan, every Rotary club, new and old, can benefit from standardising its administrative procedures based on these best practices:

- Develop long-range goals that address the elements of an effective club.
- Set annual goals that support long-range goals.
- Make sure that all club members feel involved and informed.
- Keep the lines of communication open, both in the club and with the district.
- Ensure continuity in leadership from year to year.
- Customize the bylaws to reflect club operations.
- Provide regular fellowship opportunities.
- Actively involve all club members.
- Offer regular, consistent training.

CLUB COMMITTEES:

While many clubs may choose to continue their current committee structure, clubs may wish to consider the following five standing committees to carry out the club's annual goals:

Membership: This committee develops and implements a plan for recruiting and retaining club members.

Public relations: This committee develops and executes a plan to provide the public with information about Rotary and promote the club's service projects and activities.

Club administration: This committee conducts all the club's administrative activities. The club secretary and treasurer should be members of this committee.

Service projects: This committee plans and carries out educational, humanitarian, and vocational projects that address the needs of the club's community and communities in other countries.

The Rotary Foundation: This committee develops and carries out plans to support The Rotary Foundation through financial contributions and club participation in Foundation programs.

To ensure continuity in each committee's activities, appoint committee members to three-year terms, whenever possible. The club president-elect is responsible for filling vacancies and appointing committee chairs. The president-elect should also conduct planning meetings with incoming committees before the next Rotary year begins. The Club Leadership Plan recommends that each committee chair have previous experience on that committee.

The club should appoint additional committees and subcommittees as needed, such as for special projects or to reflect the traditional activities of the club. Each standing committee should set goals in support of the club's annual and long-range goals.

Each club committee should report regularly to the club's board about the progress of their activities. Many clubs use assemblies for this purpose. Each committee should also take advantage of district support by communicating regularly with the club's assistant governor and the appropriate district committees.

If your current structure serves your club well, change isn't necessary. The recommended committee structure is only one part of the Club Leadership Plan, and it's intended to align the club with major operational activities and the district structure.

REFERENCES:

RI Website: <http://www.rotary.org>

CLUB MEETINGS

Essential changes from the 2016 Council on Legislation (numbers in parentheses identify the relevant legislative enactments).

ABILITY TO CHANGE MEETING SCHEDULES

Clubs can now vary their meeting days and times, and can cancel meetings, as long as they meet at least twice a month. However, any club that wishes to adhere to the traditional requirements regarding meetings and cancellations may do so. (16-21)

CANCELLING A MEETING

Clubs can cancel a meeting if it falls during a week that includes a holiday. (16-26)

IN-PERSON AND ONLINE MEETING PARTICIPATION

Clubs can have in-person meetings, online meetings, allow online participation for an in-person meeting, or switch between any of these formats. (16-30).

CHANGE IN TIME OR VENUE

Where there is a change in times or venues these need to be notified to:

Rotary International: www.rotary.org

Needs to be updated using “My Rotary” by clicking on Club data.

Alternatively by formal letter on Club letterhead emailed to Rotary International at Parramatta, NSW. This will effect changes in the RI Official Directory and on the RI database.

District 9800: Within our District you need to advise the District Secretary and the District News Editor. This will update the District Administration records for a Club and advise other Clubs and members in the District.

CLUB MEETINGS - REGULAR

BACKGROUND:

The Club Service/Administration Committee is responsible to ensure that the meeting place is of a suitable standard and that meals and levels of service are of an acceptable standard.

The Chairperson is responsible to ensure the meeting runs professionally and commences/finishes on time. Also to ensure that all facilities requested by the guest speaker are available.

Secretary or Club Service/Admin Director to ensure that appropriate gift is on hand for presentation to Guest Speaker.

LOYAL TOAST (OPTIONAL):

There is nothing in Rotary International procedures or in the Club Constitution or By Laws that require meetings to include a Loyal Toast or toast to Rotary International.

Some Clubs propose a toast to Rotary International rather than a loyal toast.

However, there remains a tradition in many clubs to open or close meetings with some formal toast. Where a member is called upon to provide the traditional Loyal Toast it is suggested they choose either of:

**“A Toast to Australia” OR
“A Toast to the Peoples of Australia”**

ROTARY INVOCATION/GRACE (OPTIONAL):

Rotary clubs throughout the world include members who have many different religious beliefs and values and yet are united by their service to humanity. Each Rotary club uses its own judgment in conducting its meetings in a manner that reflects Rotary's principle of tolerance and emphasizes shared Rotarian service ideals and projects.

In many countries it is a tradition that meetings start with an invocation or grace but is not a requirement nor a rule of Rotary and in Australia it is an exception rather than the rule.

If a club does include and Innovation/Grace the member called upon may choose the standard and simple verse: “For good food, fellowship and the opportunity to serve others through Rotary, we give thanks.”

GREETING GUESTS:

It is recommended that the President greet all members and their guests as they arrive at the venue.

VISITING ROTARIANS:

Should be introduced to the President who will appoint a member to ensure their comfort and seating.

GUEST SPEAKER:

Should be introduced to President immediately on arrival and be guided by the Chairperson to the main table.

Ideally they should be provided a Guest Speaker badge.

CHAIRPERSON:

Chairperson for the day / host for the meeting will be seated at main table and handed control of the meeting by the President following welcome.

Chairperson is encouraged to follow the suggested running sheet on next page and should ensure that meeting is scheduled to allow at least 20 minutes for the Guest Speaker plus five minutes for questions.

CLUB MEETING AGENDA OR RUNNING SHEET SAMPLE ONLY

President greets members and visitors at entrance.

Chairperson rings bell to be seated.

OPTIONAL

President welcomes all to the meeting of the Rotary Club of
and asks the Chairman for the Day to give the Toast

President asks visiting Rotarians to stand and introduce themselves (exchange banners if appropriate)

President asks members to introduce their Guests and President briefly welcomes Guest Speaker

Chairperson calls for announcements from Directors, program chairs

President's announcements, new member inductions (if any), award presentations (if any)

President hands over meeting to Chairman for the Day.

OPTIONAL

Sergeant at Arms (Fines Session)

Chairperson introduces GUEST SPEAKER, reads brief resumé and gives the subject of the talk.

SPEAKER IS ALLOCATED 20 MINUTES

Chairman invites questions then thanks Guest Speaker, presents gift and hands meeting back to President.

President also thanks Guest Speaker then thanks guests and members for their attendance. Announces next weeks Chairperson and Door/ set-up duty roster.

Meeting closed.

It is extremely inconsiderate if a Guest Speaker's time is cut short or no time is available for questions.

Chairperson is to ensure the Sergeant session or committee announcements do not impinge on Speaker's allotted time.

CLUB PRESIDENT – NOMINATION OF

BACKGROUND:

Many clubs have established a NOMINATING COMMITTEE to advise on the nomination of a new President each year. The Nominating Committee is a Standing Committee and is to meet on a strictly confidential basis.

Always refer to your Clubs Bylaws and Rules to ensure that the method you use for nomination and election of candidates complies with them.

SCOPE:

Nominating Committee to first meet in September each year to draw up a select list in preferred order of potential candidates.

Qualifications might include:

- having chaired a Club committee or
- has the esteem and confidence of fellow members
- is a regular attendee of regular meetings
- having adequate administrative support base
- must be able to attend the President Elect Learning and Development Seminar and District Assembly.

COMMITTEE STRUCTURE:

Depending on the size of club a Nominating Committee could consist of (refer to your Club Bylaws for your own Club's nominating committee composition):

- Current President
- A number of Past Presidents of the club (These should be the most recent to have held office / or are available or willing to act.)
- President-Elect of current Rotary year
- One or two members of the Club nominated by majority vote of the Club members
- To be chaired by the current President.
- Nominations to be by majority vote of committee.

PROCEDURE:

From the select list, President to approach the preferred candidates in order and obtain expressions of interest. If accepted, then to report back to Nominating Committee who then inform the Board.

VOTING:

If the nomination is accepted by the Board, then President is to verbally confirm with Nominee. In terms of Club Constitution the Secretary/Presiding Officer shall, one month prior to a regular meeting, ask for nominations by all members for President, Secretary, Treasurer and members of the Board.

Nomination by Nominating Committee may be placed before members at an Annual General Meeting of the club prior to the end of November (to comply with Victorian Incorporations Act). or at a regular meeting prior to 31st December. If more than one nomination, then all to be placed on a ballot in alphabetical order under each office and voted on.

INDUCTION:

At the Club Annual Changeover, to be held within two weeks either side of the end of Rotary year the President Elect will be inducted by the current President and all regalia and badges of office transferred. The President's Elect's partner is invited to join him/her for the presentation.

FEES:

Some clubs have ruled that the President does not pay regular meeting fees or an annual subscription during the Presidential year or alternatively some have budgeted for a President's allowance to cover these and other expenses during the year. This is a matter for each club to determine.

CLUB PRESIDENT - INDUCTION SAMPLE ONLY

INDUCTION CHARGE OF A NEW PRESIDENT

To be read out by out-going President

“ _____(name)_____”, you have been chosen by the Rotary Club of _____to assume the high office of Club President for the year/..... as we believe you possess the quality of leadership and the esteem and confidence of your fellow members.

You have served Rotary and the Club with distinction and in a commendable manner and you have a working knowledge of the Constitution and By-Laws of the Club and the Object of Rotary.

You have attended the President-Elect’s Training Seminar and the District Assembly as required in preparation for your term in office. You have undertaken to give the time and effort necessary to lead and carry on the work of the club in a meaningful and dignified manner.

We, the members of the Rotary Club of _____pledge to you our support and loyalty during the year as together we strive to achieve the ideals of Rotary Service.

I now have pleasure in presenting you with your President’s lapel badge and the Regalia of Office and inducting you as the President for the year...../.....

We congratulate you on your appointment and I now present to the Club, President _____(and his/her partner _____.)”

CLUB RULES AND CONSTITUTION AND BYLAWS

BACKGROUND:

All Rotary clubs throughout the world, and also Rotary International itself, are governed by a Standard Constitution (originally adopted in 1922) and By-Laws. These documents outline the administrative techniques in holding regular meetings, procedures for membership and classifications, conditions of attendance and payment of dues, and other policies relating to public and political issues.

CLUB RULES AND CONSTITUTION:

The Standard Rotary Club Bylaws and Constitution must be adopted by all clubs admitted to membership of Rotary International. This includes ALL clubs in District 9800.

AMENDMENTS:

The Standard Club Bylaws and Constitution may be amended only by the Council on Legislation of Rotary International that meets every three years.

Only amendments that can be made by a club relate to Change of Club Name (Article 2) and/or Change to Territorial Limits (Article 3). These amendments require a quorum being present and by the affirmative vote of majority present and voting. Members must have received at least 10 days notice in writing before meeting and change requires approval of the Board of Directors of RI through the District Governor.

CLUB BY-LAWS:

Recommended Club By-Laws and Constitution are outlined in the Manual of Procedure. These are recommendations only and may be changed by any Rotary club to meet its own conditions, provided such changes are not out of harmony with the Club Constitution and By-Laws of Rotary International also outlined in the Manual of Procedure.

AMENDMENTS:

Amendments to By-Laws do not require the prior approval of RI but must comply with and be accepted by the Victorian Office of Fair Trading in terms of the Associations Incorporation Reform Act 2012.

DISTRICT 9800:

A template for the Club Constitution and By Laws will be made available to each Club at a minimal cost for them to customize to suit their own Club.

REFERENCES:

Manual of Procedure
Rotary Code of Policies

CLUB – STRATEGIC PLANNING

BACKGROUND:

Following the allocation of club members to respective committees, some clubs hold a special meeting of members following the District Assembly to give all Directors and their committees the opportunity to propose and document a program in line with the overall vision of the President Elect.

This meeting (Club Planning Day/Strategic Planning) is designed to encourage member involvement in the planning process and thereby ensure their interest, satisfaction and commitment to the overall club philosophy and aims.

PROCEDURE:

1. President Elect suggests and arranges a suitable venue and determines a suitable date on a Saturday or Sunday morning or afternoon for a period of about three hours.
2. Invite District Governor Elect (and/or Assistant Governor) if available to attend to present an opening address outlining the vision for the District and that of Rotary International.
3. President Elect to follow with an outline of his/her philosophy and any challenges the Club faces for the coming year. Regard should be given to the RI Theme and any Strategy Plan for the District.
4. President Elect should ensure that there are, by having incoming Directors speak to their committee, sufficient members present to enable a full and frank discussion on planning for the following committees:

CLUB ADMINISTRATION

FELLOWSHIP

FOUNDATION

FUNDRAISING

MEMBERSHIP PUBLIC RELATIONS

COMMUNITY SERVICE

INTERNATIONAL SERVICE

VOCATIONAL SERVICE

YOUTH SERVICE

SPECIAL COMMITTEES

Relative committees to break into groups under direction of the incoming Director or representative who is to encourage members to:

1. Propose a number of major PROJECTS/OBJECTIVES for the committee.
2. List a series of MAJOR ACTIONS needed to achieve those objectives.
3. Estimate an EXPENSE budget needed to finance the objectives and/or INCOME budget if the project is also planned to produce income.
4. Update the long-term Strategic Plan of previous years (if available).
5. List the member(s) who will be allocated the particular task or project and responsible to the Director for its achievement.
6. Director to record all proposals and actions etc resulting from group discussion and present the findings to all participants at end of Seminar. Making sure there is sufficient time for all members in attendance to comment on the proposed plans and objectives.
7. President Elect should conclude the seminar by summarising the various plans and objectives and thank the participants for taking the time to attend and participate.

STRATEGIC PLAN:

President Elect to arrange for results of Club Planning Day / Strategic Planning Day to be compiled into a formal STRATEGIC PLAN document and finalised with all Directors and Officers prior to being outlined to all members and partners at Club Changeover and distributed to members at the first meeting of the new Rotary year.

Club plans should not be finalised too early and also remain flexible to enable the Club to have an opportunity to adopt any new project or program that inspires them during the year.

District 9800 has Strategic planning brochures and templates available from the District Club Service Chair.

CLUB FACILITATION PROGRAM

The motto “Service Above Self” has been providing Rotarians with a reason for belonging almost since Rotary began. Each Rotary Club is unique in how it goes about its service work, how it is organised and how it is perceived by its community and neighbouring Rotary clubs.

How a club practices “Service Above Self” is often dependent on the president of the day, the most influential personality or the member with the most time or the most ideas.

The Club Vision Facilitation Program assists clubs to develop a shared vision and long- range plans for their future progress towards that vision. Using independent, trained Rotary facilitators, the process encourages consensus amongst members with consistency and continuity of strategic planning over a three year period. The simple act of writing down goals in a group setting builds camaraderie and fosters agreement on a vision. Club planning is no longer left to an enthusiastic few.

The outcome of a Vision Facilitation session is not decided by Rotary International or your Rotary District. It is a unique vision designed and agreed to by the club’s own members.

After a four-hour vision session, members will have prioritised specific goals, reached agreement on what their club stands for, set a three-year target for membership, identified their club’s attributes, identified three objectives for each Avenue of Service and their involvement with the Rotary Foundation.

For further information on the program or to arrange a session contact a member of the team – details at

<https://rotarydistrict9800.org.au/sitepage/club-service/club-vision>

<https://rotarydistrict9800.org.au/committee/club-vision>

CLUB VOLUNTARY CLOSURE INFORMATION

CHECK LIST

BACKGROUND:

This information and check list has been developed by Andrew Best from RI South Pacific office in Parramatta.

Please contact Andrew Andrew.best@rotary.org or Club Support staff if you have any questions regarding this process.

VOLUNTARY RESIGNATION OF CLUBS FROM RI

Information for Clubs and Districts

This information is intended for the assistance of clubs that wish to *resign* membership from RI (to *voluntarily* close down).

From time to time a club may reach a stage where it has lost membership and cannot “see” any other option than to resign its membership of RI and hand in its charter. Such a decision should only be taken after the district / district governor has taken steps to assist the club to “turn around” its situation.

If the only feasible decision is that the club *resigns its membership of RI* there is a formal process to be followed. This process is alluded to in RI By-law Article 3.010 (page 2 RI Bylaws). The resignation must be accepted by the RI Board (via this office) before the “resignation” becomes official. It is “tidier” to receive the news of a club’s intention to “resign” its membership *before* it ceases operations.

Here are some steps to guide you:

The club forwards a letter addressed to the RI Board (General Secretary) via this office explaining why they have chosen to disband and makes a request to RI to accept it resignation. The letter should also state that the vote was a vote of the club (**not** just the board) and tell us when the vote was taken. This letter should be signed by the president and secretary and be submitted to RI (this office) before any further action can be taken.

An example of the contents of the letter would be:

The Rotary Club of xxxxx, *state, country*, has resolved to hand in its charter. (*The charter is to be posted to SPPO- if handed to DG, please post to us. It must be returned to RI*);

1. The club was steadily losing members over the last few years and was no longer viable in the community;
2. Efforts to recruit new members proved unproductive; various strategies were tried (give examples) to revitalize the club;
3. The club had held a special meeting on *day/ month/ year* and voted to cease operations on *day/ month/ year* and to disband;
4. Its members have decided to join a nearby Rotary club (state the name of the club or clubs if known);
5. The District Governor has been made aware of and has endorsed the club’s decision;
6. We will seek confirmation from the District Governor that the club has made this decision with his/her knowledge. Please also inform RI what steps both the club and the district have taken to help this club. [We are required to attach a summary of the “justification” for any resignation to the RI Board. So details of action that the district/DG has taken will be part of that “justification”.]

The club will need to have paid any financial obligations outstanding to RI before it resigns.

As a courtesy: If the club is incorporated it would need to have completed formalities to meet government authority requirements for winding up of incorporated associations and in this regard the club should seek legal advice.

Once we receive the formal advice and the governor's confirmation (via email or fax / letter) we can put in process the RI formalities to terminate the membership of the club and stop further dues being billed. Sometimes, the RI billing has been *run* before the club's advice is received and the club is charged. So, in this regard, it is important that we receive the formal advice and your confirmation regarding the club's resignation as soon as possible.

Foundation Points

Please note that any points that the club has accrued will be lost as soon as the club is terminated. The club should decide what it wants to do with any such points, and make the necessary arrangements prior to the date of termination. Any individual points accrued by a member will transfer to their new club, providing they retain their existing Rotary ID number. Contact the Parramatta Office to confirm that all accounts have been paid. Sometimes there may be a small amount owing due to a currency adjustment.

CHECKLIST - CLUB VOLUNTARY RESIGNATION

Club Meeting Requirements

- Club votes on decision to voluntarily resign. Quorum needed (Check legislation to see minimum). Needs to be club vote not just board vote. Club should vote on the proposed effective voluntary resignation date. Advise date of meeting and date of intended resignation, reasons for closing, what club has done to continue. For closures in period ending 30 June, it is better if undertaken earlier to ensure District Directory is updated and correct re club not being included for following year, members are in the new clubs, etc.
- Treasurer and Board to review liabilities – what are they and ensure they are paid.
- Brainstorm to check with members what they are aware of – ie do they have any awards, equipment, etc.
- Decide if the Board / Club wish to make PHF recognitions using credits at TRF. (Note – TRF credits for club do not transfer to another club)

Communication with RI Office

- Club sends an email to Rotary International outlining the date of the vote, the date of proposed resignation, the reasons for the resignation and the strategies that were tried. Email is copied to the District Governor. A check of any outstanding financial obligations to RI will be made and advised to club by Club and District Support staff.
- District Governor confirms to RI office that they acknowledge and support the resignation
- Club pays any outstanding financial obligations to Rotary International.
- Club finalises any outstanding grants with The Rotary Foundation.
- Club sends Charter Certificate back to RI office. It will be kept in the club's historical files.

Club Sponsored Organisations

- Does club have a Satellite Club. If so, contact CDS for current policy re sponsorship.
- Does club have any of the following clubs: Rotaract, Interact or Rotary Community Corps?. If so and they are the sole sponsor club, the CSOs will need to be assigned a new sponsor club, or they terminate.

Incorporation / Legislative Requirements

- If club is incorporated, check the relevant legislation/club rules regarding winding up and retention of records.
- Complete final BAS Statement (for Australia) if registered for GST
- If incorporated, inform authority of decision to resign
- Advise relevant government departments re cancellation of Fundraising authority, check re Working with Children cards.

Club Operations

- Advise your venue that you will be closing – and date of your final meeting.
- Check what equipment etc. is kept at your meeting venue and arrange to go through and dispose of appropriately.
- Do you have a Post Office Box for your club? If so, cancel it from required date. Check who has keys and at the required timing, gather them and return to Post Office.
- What will you do with mail received after the close of the club – will it simply be returned by the Post Office?
- Provide your club with details of local clubs in the area and e-clubs, so they can explore new clubs for transfer.
- Notify your local council to ensure your records are removed from publications and local websites
- Ask members to check at homes and businesses what equipment / items they have which belong to the club.
- Advise suppliers of close of club for their records
- Check you have finalised all projects
- Check that there are no projects listed on Ideas Exchange (on www.rotary.org) or local project websites such as RAWCS as seeking contributions / support, etc.
- Do you have ongoing projects which you would like to pass on – who is the best group to offer it to?

Assets Disbursement and Finalisation

- Club makes decisions around disbursement of funds – ie donations to The Rotary Foundation, other Rotary projects.
- Check on the Government “Unclaimed Monies” site and see if you have any related to your club. If so, claim it and you can then include in your final disbursements.
- Club decides how on disposal of assets – both monetary and physical.
- Close bank account/s.
- Check if you have any contracts in place which need to be cancelled.
- Do you have any grants to be acquitted – both within and outside Rotary (ie Volunteer Grants, Local Government Grants, etc.)

Celebrate Club Achievements

- Club plans event to celebrate the achievements of the club.
- Invite as many former members as possible to make this a true celebration.
- Invite AG, DG, etc.
- Invite your club alumni to join the celebration.
- Make PHF Recognitions – consider both club and community.

Record Keeping on My Rotary / Transferring Process for Members

- Members remain active until the effective termination date when they are terminated at the same time as the club (if not transferring earlier).
- If a member wants to transfer to another club prior to the termination of the club, remember to terminate them in My Rotary or advise the RI office. Terminating the member allows them to be transferred to the new club. The new club cannot add a member who is still active in the RI database.
- Inform members intending to transfer of their RI membership ID so that they can maintain continuous history when they join another club.
- Provide a letter to each member confirming they have no outstanding financial liabilities to the club (helps the transfer process particularly if they don't join new club until after your club termination date).

Update Local Organisations

- Notify your local council to ensure your records are removed from publications and local websites.
- Advise your local Parliamentarians.
- If you have signage at the town boundaries etc. – organise for this to be removed or updated with other club details.
- Advise groups who you have partnered with and thank them for their valued partnership.
- Advise all local schools that you work with
- Share with your local Rotary clubs that you are closing and invite them to join in the celebration.
- Contact your local Historical Association and ask if they would like your historical documents / summary / Annual Reports for their records.

Technology

- Remember to close down your club website, cancel the contract and ensure it is finalised.
- Close your Social Media accounts – Facebook, Twitter, Instagram, Linked in
- Google your club name and see where you are listed – and then arrange cancellation if listed on groups, etc.
- Cancel your club email address.
- If you have a mobile phone – cancel it or dispose appropriately.

CODES OF CONDUCT FOR ROTARIANS IN D9800

From Rotary International

This code was adopted by the Board of Rotary International and applies to all Rotarians:

As a Rotarian, I will

1. Act with integrity and high ethical standards in my personal and professional life
2. Deal fairly with others and treat them and their occupations with respect
3. Use my professional skills through Rotary to: mentor young people, help those with special needs, and improve people's quality of life in my community and in the world
4. Avoid behavior that reflects adversely on Rotary or other Rotarians
5. Help maintain a harassment-free environment in Rotary meetings, events, and activities, report any suspected harassment, and help ensure non-retaliation to those individuals that report harassment. (*January 2019 Mtg., Bd. Dec. 119*)

GOVERNANCE POLICIES

All D9800 Governance Policies are listed and maintained on the D9800 website. These include but are not limited to policies related to working with youth and the privacy of information.

<https://rotarydistrict9800.org.au/sitepage/governance/>

AVENUE OF SERVICE PROGRAM POLICY

All information about this can be found on the District website under the Governance Section:

<https://rotarydistrict9800.org.au/sitepage/governance/>

DISTRICT RECOGNITIONS

PURPOSE OF RECOGNITIONS

The purpose of District Recognitions is to acknowledge and encourage “excellence” in a variety of key areas.

They are designed to give Clubs and their members pride in their achievements and to set the benchmark in what Clubs can do to make a difference within our community.

The categories align to the Avenues of Service, with six categories in total, that continue to align to the District 9800 Strategic Goals and Objectives.

A maximum of two projects will be selected in each category thereby making no more than 12 Recognitions being celebrated as being the ‘best of the best’. A project/event can only be nominated in one category (to avoid duplicate awards).

All recognitions within the six categories can be nominated by the Club’s AG or an Avenue of Service Chair who would then encourage the Club to apply and provide supportive documentation.

Clubs can also continue to self-nominate but would need to seek an endorsement from their AG /Avenue of Service Chair to ensure the project/event fits the criteria outlined. This will ensure Clubs do not spend time making submissions that would not qualify for selection.

District Recognitions Assessment Team The DG/Club Service Chair will make determinations re selection of successful nominations in each of the categories with the relevant Avenue of Service Chair/Directors being part of the assessment team, for their area.

Celebrating the District Recognitions

It is envisaged that the District Recognitions recipients will be announced at the District Changeover and Certificates of Excellence will be presented to Club representatives in attendance.

The District Recognition ‘Symbol of Excellence’ will be provided to Clubs for their ongoing promotional use.

Contact

The criteria and nomination forms will be on the District website at the appropriate time.

CLUB PLANNING GUIDE

BACKGROUND:

All clubs are requested by the incoming District Governor to prepare a “Club Planning Guide” document for the approaching year. A draft form is perused and discussed with President Elects at the PETS Seminar for completion by 15th July. (always check the due date as it can alter from year to year).

The document is updated annually by District to reflect the new programs or projects being introduced or past programs that have been deleted.

PROCEDURE:

President Elect is requested to conduct early meetings with the incoming club Board to examine which current club projects should be ongoing and to solicit fresh ideas for some new projects.

Incoming Directors and Officers (and new members) should attend the annual District Training Assembly around mid May to hear of the wide range of District and International projects that can be optionally taken up by clubs. Directors then have the opportunity to propose any of these projects for their committee and have them included in the club’s annual plans and objectives.

Once completed the document must be signed and dated by the incoming President.

If projects are likely to cover more than one Rotary year courtesy dictates the agreement of the President Nominee.

The final plans are to be completed before the 15th July and forwarded electronically to the District Governor and District Secretary with a copy to the Assistant Governor.

A Club copy is to be held with Board minutes for record purposes and also for use at the scheduled Club Assembly with the Assistant Governor.

DOCUMENTS/RECORDS – RETENTION OF

BACKGROUND:

All incorporated Clubs are required by Victorian law to retain certain documents for future reference in event of dispute or investigation. Other documents are not subject to law but are useful to retain for long periods in event of the Club writing or updating its history.

Items such as Club Bulletins, board minutes, general correspondence, membership applications and resignations, photo images on disks or prints etc may be very handy when and if a Club decided to write or update its published history or manuscript. It is an individual Club Board decision to destroy such documents or to retain them for extended periods until no longer useful.

The Associations Incorporations Act in Victoria requires incorporated associations to retain financial documents and statements for a period of seven years. There are also requirements by Taxation Office that financial documents and statements relating to GST be retained for reference, also seven years. (Some tax issues require documents to be kept indefinitely).

Other documents such as original Charter Certificate from RI and the original or amended Certificate of Incorporation should either be on display at meeting venue or held by the Club Secretary for quick and easy reference at all times.

Rotary District 9800 encourages Clubs to have a uniform guideline as to what should be retained and for how long before destruction. (See guidelines attached). Clubs should maintain an off-site register of documents held in storage and labelled with a forward destruction date. (Refer to “Asset Register” in this manual for format of register).

REFERENCES:

Section in this Manual headed “Associations Incorporations Reform Act 2012 Victoria

Website of Consumer Affairs-Vic.

Section in this Manual headed “Club History”

Section in this Manual headed “Asset Register”

Record Title Record Title	Record Description	Examples	History or Legal	Suggested Minimum Retention Time	Suggested Custodian
Award Certificates	Awards received by Club	RI Presidential Challenge	History	Life of Club	Archivist
Board Minutes	Decisions made by Board	Expenditure Approvals	Legal	Life of Club	In storage
Club Charter Certificate	Usually framed		Legal	Life of Club	At meeting venue
Certificate of Incorporation	Usually framed		Legal	Life of Club	Secretary
Club Bulletins	Regular publications		History	10 years plus	Club Historian
Club History	Books or manuscript	Published history booklets	History	Life of Club	Prahran Institute Library
Club Policies and Guidelines	Manuals or Folders		History	Until Superseded	Secretary
Club Rules and Constitution	Folder	Current copy	Legal	Until Superseded	Secretary
Club Bylaws	Folder	Current copy	Legal	Until Superseded	Secretary
Contracts, Leases and Agreements			History and Legal	7 Years after all terms expired	Secretary
Directors reports to Board	Folders	Committee monthly reports	History	To be kept with Board minutes	Secretary
Financial Reports	Annual Audit Reports		Legal	7 years by law	In storage
	Reports to Corporate Affairs				
	GST Returns				
General Correspondence	e-mail and hard copy.		History	7 years plus	In storage
Insurance	Certificate of Currency	Annual certificate	Legal	For one year only	Secretary
Insurance Claims	Details of any Claims lodged		Legal	10 years plus	In storage
Project Files	Folders	Budgets and Project Plans	History	2 years after Project Closes	In storage
Trust Documents	All relevant documents	Trust deeds Financial Accounts	History and Legal	15 years	In storage

Record Title	Record Description	Examples	History or Legal	Suggested Minimum Retention Time	Suggested Custodian
MEMBERSHIP:					
New Member Applications	Form Signed by new members giving permission for names to be advertised		History and Legal	Permanent	Secretary
Change of Status	Folders	Classification Change	History	5 years	Secretary
		Resignation or Termination	History	10 years plus	Storage
		Type Change (eg Active to Exempt)	History	5 years plus	Secretary
Honorary Memberships	Folder		History	10 years plus	Secretary
Police Checks or WWC	Approval for working with children	Copy of Club Register	Legal	5 years from expiry	Protection Officer
ATTENDANCE:					
Attendance History	Attendance History on RI CAS		History	5 years on disk	Secretary
Meeting Attendance Sheets	Report sheets			2 years	Secretary

EXTERNAL REQUESTS FOR ASSISTANCE

- ASSESSING OF

BACKGROUND:

Guidelines are considered essential by some clubs in the light of many and varied requests presented through committees to the Board for financial assistance from charitable bodies and other organisations.

These guidelines endeavour to encourage a more “hands-on” approach to community and humanitarian service rather than funds disbursement, however, where Rotary does agree or offer to assist financially then due recognition of the club in relevant publications etc should be a **pre-condition** of such support.

Every committee prior to proposals or submissions being made to the Board should consider these Guidelines.

GUIDELINES:

Is there a clear, demonstrated need?

Should the need be met in other ways?

Would we be simply supplementing government or other major sources of revenue?

Does the project meet our preference for:

- Projects that relate to a “one-off” need rather than recurrent or maintenance needs?
- Projects which would be unlikely to happen without our help?
- Projects which allow for the development of a relationship with our club – ie. good communications, opportunities for some involvement and interest on the part of our members?
- Projects that give due recognition to assistance from our club? What is the potential to enhance our public relations?
- Avoiding tipping funds into an organisation’s “consolidated revenue”?
- Avoiding projects in which we would be involved in divisive controversy within the club or the wider community?
- Having a local community orientation?

Does it fall within the Club’s/Committee’s objectives (and budgets)?

Is there an existing relationship?

What is the potential for new members as a result of Club being involved?

FINANCE GUIDELINES – CLUB TREASURER

- Support President and Secretary in successful functioning of club. Serve on Board of Directors.
- Custodian of Club financial records.
- Prepare Club Budget.
- Obtain Board approval of Budget.
- Ensure prompt payment of RI Semi Annual Dues, District Dues, Insurance Levy and RDU subscriptions (see also Budget - Setting Club).

CLUB PAYMENTS

Rotary International Semi-Annual Dues

Semi-annual Dues are payable on July 1 and January 1 at the exchange rate promulgated to Clubs by Rotary International.

Payment by EFT as per details on invoice or by cheque to Rotary International South Pacific and Philippines Office, PO Box 1415, Parramatta, NSW 2124 or may be paid by credit card (**Do NOT send direct to RI – Evanston, USA**)

District 9800 Semi-Annual Dues and Insurance Levy

The District budget (on which the Semi Annual District dues are based) is approved by the Presidents Elect at the District Assembly.

Semi Annual District dues are payable on July 1st and January 1st. The District Insurance Levy is due on 1st July.

On receipt of invoice EFT payment as per details on invoice or mail cheque to District Treasurer. Current details are listed in the District Directory.

Rotary Down Under Subscriptions

Semi Annual subscriptions are payable on July 1st and January 1st and will be invoiced directly to clubs by RDU and are payable directly to RDU.

- If Club registered for GST ensure payment of quarterly BAS return.
- Only make payments in accordance with Board authority and allocate against approved Budgets.
- Maintain and reconcile Club bank accounts.
- Bank funds regularly.
- Issue receipts where appropriate.
- Consider separate bank accounts, particularly for large projects. However refer to individual Club Constitution.
- Ensure members funds are separate from charity funds. May be maintained separately in accounts. Again refer to Club Constitution.
- Issue Club subscription invoices and collect outstandings. These may be issued semi-annually.
- Prepare a statement of financial performance and position (profit and loss and balance sheet) for every board meeting together with a list of payments for approval.
- Ensure Board adopts a policy and records a minute in the event charity funds are to be used to cover administration costs (i.e. timing differences) **NOT RECOMMENDED**.
- Pay all accounts promptly by due dates to ensure the maintenance of Rotary and your Club's reputation.
- Ensure bank accounts require two signatures.
- In conjunction with the President arrange the appointment of an auditor at the next annual general meeting.
- Ensure preparation of year end profit and loss accounts and hand to auditor.

- Present previous year's financials at the AGM.
- Ensure accounts are lodged with Consumer Affairs by the Public Officer.
- For further information contact the District Treasurer

FINANCE REQUIREMENTS AND GUIDELINES

DISTRICT COMMITTEES AND OFFICIAL DISTRICT EVENTS

BACKGROUND:

It is considered desirable to formalise the requirements and guidelines for District Committees and Clubs organising Official District events in a compact form and to more clearly define the intentions.

OVERVIEW:

This document aims to assist District Committees, and Clubs organising Official District Functions, by outlining some requirements and guidelines for District Finances.

These requirements are only an extract from and form part of the Bylaws on finance.

For full details, refer to the list of Bylaws of District 9800 on District website:

<http://www.rotarydistrict9800.org>

OFFICIAL DISTRICT FUNCTIONS:

All Clubs requested by the District Governor or District Governor Elect to host an official District function must produce a fully prepared budget which is to be approved by the District Board prior to the admittance fee being set.

- a) If a function makes a "profit", the "profit" shall be forwarded promptly to the District Treasurer.
- b) If a function makes a "loss", then the Host Club is entitled to submit a claim to the District Board for reimbursement. Such claims will only be considered favourably if:
 - o the original budget and admission fee have been approved by the District Board, and
 - o the loss was brought about by factors beyond the control of the Host Club.

DISTRICT COMMITTEES FUNDED BY DISTRICT:

These guidelines are intended to assist District Committees (excluding MUNA, RYPEN, RYLA and Youth Exchange) to facilitate the programs and policies of the District Governor.

Funding Purposes:

Funding allocations provided by District are intended to cover primarily the administration costs of District Committees (postage, stationery, etc.) and possibly "seed" money for special projects. Special Projects (including seminars and workshops) should generally be self funding, unless specifically included in the District Budget as approved at District Assembly by the Presidents Elect.

Budgets:

Budget requests from District Committees must be submitted to the District Governor Elect and District Treasurer Elect on request, and at least 6 weeks prior to District Training Assembly (to enable the District Budget to be presented to Clubs within the required notice of at least four weeks before the District Training Assembly).

Bank Accounts:

District Committees funded by District should not open their own bank accounts unless approved by the District Governor with signatories including the District Governor and District Treasurer.

Submission of Expense Claims:

Customary expense claims should be submitted promptly to the District Treasurer with supporting documentation. Claims of \$100 should be submitted monthly - smaller claims may be submitted quarterly. Abnormal expense claims should be reviewed with the District Governor as appropriate.

SEMINARS AND WORKSHOPS:

Seminars and Workshops should generally be planned as self-funded events with an appropriate "per capita" charge levied to cover hire of facilities, materials for participants, and refreshments or meals.

Budgets must be submitted and reviewed in advance with the District Governor or District Governor Elect whoever will be responsible for the event.

Refundable advances may be requested from District to cover the cost of booking fees and initial expenses for organising and promoting the events.

Surpluses or losses incurred: Refer to "Official District Functions".

Financial Reports – a Statement of receipts and expenditure should be submitted promptly to the District Governor and District Treasurer after accounts are finalised.

SELF-FUNDED DISTRICT COMMITTEES: (MUNA, RYPEN, RYLA, YEP)

MUNA, RYLA, RYPEN, and Youth Exchange are ongoing District Committees that operate on a self-funded basis, with their own bank accounts.

Primary Funding: Registration Fees for Program Participants, Bank Interest, Profits from functions, excursion, or sales of souvenirs, etc.

Secondary Funding: Refundable loans or non-refundable grants from District 9800 (where necessary).

Budgets: Annual budgets must be submitted to the District Governor Elect and District Treasurer Elect on request and at least six weeks before the District Assembly.

Bank Accounts: The District Committee Signatories would normally include the Chairman, Treasurer and Secretary, as well as the District Governor and District Treasurer.

Customary Expenses: Administration expenses for Committee (stationery, phone, computing/printing, postage), training programs and workshops, district selection programs, briefings and debriefings.

MUNA: (MODEL UNITED NATIONS ASSEMBLY: Attendance of two students from D9800 at the Sydney MUNA weekend.

YOUTH EXCHANGE PROGRAMME (YEP): Business Cards and Badges for outgoing youth exchange students, approved attendance at the Annual National Youth Exchange Chairman's Conference and sundry National Youth Exchange levies.

Finance Reporting: Financial Statements of Committee income and expenditure, and balances should be reported to the District Committee monthly, and must be sent to the District Governor and District Treasurer at least quarterly.

Assets: Any assets required for use by the District Committee (e.g. laptops, printers etc) will be obtained by District 9800 or the District Committee, after approval by the District Governor and will remain the property of District 9800 and recorded in the District Asset Register.

Reserves: Surplus funds from the Operations of these District Committees may with the approval by the District Governor, be used as a reserve fund for future Committee Operations. Reserve Funds should not normally exceed 25% of the prior year's expenses, and must not be used to subsidise normal operations.

Donations of surplus funds may be made to approved Rotary Trust Funds. e.g. the District 9800 Youth Exchange Trust Fund. All donations must be specifically approved by the District Governor.

Audits: Arrange annual audit of Committee accounts and submit audit reports to the Immediate Past District Governor and Past District Treasurer by 31st August in the next following Rotary year.

OFFICIAL DISTRICT EVENTS ORGANISED BY CLUBS:

These guidelines are intended to assist Clubs organising Official District Functions such as DG Changeover, District Assembly; P.E.T.S.; any Rotary International endorsed vocational exchange program; Charter Nights; and District Conference.

Funding: The District Budget may include some allocations for DG Changeover and District Conference to cover expenses that are customarily paid by District, rather than just those attending the particular District Function.

Official District Functions: Non-paying guests, approved by the District Governor, will be paid for from the General Account.

PETS is totally funded by the District Budget. All other function costs should be paid for out of Registration Fees for the function.

Budgets: Must be prepared and reviewed in advance with the District Governor or District Governor Elect, as appropriate. Refer "Official District Functions".

Bank Accounts: Temporary Bank Accounts may be established to assist with managing the District Function Finances. These should then be closed on completion of the particular event with any surplus funds being remitted promptly to the District Treasurer.

Refundable District Advances: These may be requested from District to cover (for example) Booking Fees and initial expenses incurred in organizing and promoting District Functions.

Surpluses or Losses: Refer to District Finance requirements "Official District Functions".

Finance Reports: A detailed statement of receipts and expenditure should be submitted promptly to the District Governor and District Treasurer when the accounts for the District Function have been finalised.

REFERENCES:

District Bylaws available on District website <http://www.rotarydistrict9800.org.au>

FRIENDS OF ROTARY – GUIDELINES FOR “FRIENDS OF ROTARY” GROUPS

BACKGROUND

As a result of a desire to bring Rotary to more people in the community in the hope that they will become full members and/or achieve the objects of Rotary some clubs have formed groups of “Friends of Rotary” for the express purpose of utilising resources of extra persons who may be interested in assisting as volunteers at Rotary programs and activities whilst not committing to the responsibilities of membership of Rotary. Such persons have been welcomed at club meetings and fellowship events.

This phenomenon is not peculiar to District 9800.

The Board of District 9800 considers that, in the interests of good governance and consistency of club operations in the District, it is appropriate for it to publish guidelines for the recommended operation of such groups in the District.

Accordingly the Board has resolved to publish the following guidelines for the operation of “Friends of Rotary” groups and recommends that clubs within the District that form such groups comply with the guidelines.

GUIDELINES

1. A Friend of Rotary is not a member of the sponsoring club and therefore is not entitled to the rights nor subject to the responsibilities of membership of the club, and thus of Rotary, as provided for in the club rules and bylaws.
2. A Friend of Rotary will be approved as a member of the group by the sponsoring Rotary club through a process identified by that club. It is recommended that, as with club membership, the approval will be from the Board of the club after nomination by a member.
3. A Friend of Rotary can hold that position for a period as determined by the club. It is recommended that the position be renewable annually.
4. A Friend of Rotary shall not be entitled to wear the Rotary lapel badge or any insignia containing the Rotary wheel.
5. A Friend of Rotary may wear a badge describing him or her as a “Friend of the Rotary Club of _____”.
6. A Friend of Rotary is not entitled to hold office in the club or vote at any meeting of the club.
7. A Friend of Rotary may have the following financial obligations:
 - a. Joining Fee - If used, an amount determined by the club.
 - b. RI and District Dues – as Friends of Rotary are not members of the club, RI dues do not apply however as Friends of Rotary receive the benefit of the insurance cover provided to the club, they may contribute to District dues.
 - c. Annual Dues – an amount determined by the club.
 - d. Meal Costs – an amount determined by the club.
8. It is recommended that the annual dues cover the costs to the club of administering the Friends of Rotary group so that club members are not subsidising the group.
9. A Friend of Rotary is entitled to receive the club bulletin if so determined by the club.
10. A Friend of Rotary is not entitled to receive the Rotary Down Under magazine unless so determined by the club. If so, it is recommended that the cost be met by the Friend of Rotary.
11. A Friend of Rotary may attend regular club meetings by invitation.
12. A Friend of Rotary may participate in club programs and fellowship functions on such terms as determined by the club.

13. Friend of Rotary is obliged to comply with all applicable District Protection Policies with respect to programs and activities of the club that involve youth and vulnerable adults. It is the responsibility of the club to ensure that all Friends of Rotary are aware of their legal obligations under the relevant legislation and their obligations under the applicable District Policies.
14. A membership of a Friend of Rotary may be terminated by the club by a process determined by the club.
15. The composition of Friends of Rotary groups is a matter for the sponsoring club but clubs may wish to consider the following potential sources of members:
 - past club members;
 - individuals with past Rotary experience such as RYLA students, GSE team members, Youth Exchange students and the like;
 - friends of club members who wish to participate in club programs and activities without the commitment of membership of the club;
 - corporations in the club's locality which wish to assist the club in its programs and activities; and
 - any other person the club deems suitable.
16. If at any time a Friend of Rotary expresses a wish to become a member of the club, the normal procedures for qualification as a member, nomination and acceptance by the Board of the club shall apply as for any newmember.
17. A Friend of Rotary association with the club is open to existing club members with the agreement of the Board however the member must first resign from the club.

FUNDRAISING APPEALS ACT IN VICTORIA

*In conjunction with this information please read the **ADVICE from District Director Governance which follows.***

BACKGROUND:

Rotary Clubs that conduct certain fundraising events are required by law to register with Consumer Affairs Victoria (CAV) in relation to operation of a specific fund raising activity. Registration is required under the provisions of the Fundraising Appeals Act 1998 (the Act) and associated Regulations. The Act is intended to protect the public from disreputable fundraising practices. Compliance is required and significant penalties for failure to comply may be applied.

To satisfy the requirements set out by CAV, all persons associated with or directly involved in fundraising activities on behalf of Rotary Clubs must be made fully conversant with the requirements of the Act. The Club, its directors, officers and members are required to comply with the provisions of this legislation.

REGISTER ACTIVITY IN ADVANCE:

In advance of the activity commencing, registration must be sought from CAV for each fundraising activity that is not exempt. At least 28 days should be allowed from the time an application is lodged until fundraising approval – the delay could be even longer if further explanations are sought from Clubs by CAV pursuant to its powers under sub section 18D(1) of the Act. Also, registration is not automatically granted.

Rotary Clubs' traditional sources of funds to support their charitable projects fall, in the main, within the "exempt list". What the Club must do is ensure that if it proposes to seek donations from sources that fall outside this list" registration should be applied for.

While the Act has not been changed in any significant way since it was enacted in 1998, it is clear that administration of this legislation is now being applied more rigorously. It is very important that Clubs ensure continuing compliance.

The following "Questions and Answers" provides further information on the content of the Act.

FUNDRAISING APPEALS ACT – SOME COMMON QUESTIONS and ANSWERS

What is a Fundraising Appeal?

Fundraising appeals include door knock appeals; telemarketing; dinner dances and balls; trivia nights and auctions; golf days and movie nights; traffic intersection / highway collections; donations to clothing bins; sale of goods at opportunity shops; appeals run by commercial fundraisers; public appeals to support a club or association, or an environmental or community cause; public appeals to support a cause, person or group of persons; or the selling of goods where portions of the sale price are donated to a charitable organisation or cause.

Unless exempt from registration, anyone wishing to conduct a fundraising appeal or appeals during a year is required to register with Consumer Affairs Victoria before they commence fundraising.

Who should Register?

Some fundraisers are exempt from registration. These organisations are permitted to fundraise in the same way as registered fundraisers, even though they don't appear on the public register. Exempt organisations are, state schools, council schools or registered schools, and some kindergartens; universities, TAFE Colleges and other tertiary educational institutions; hospitals or other registered health agencies funded by the state government; religious bodies with authority to marry people; registered political parties, registered trade unions and registered workplace relations or industrial relations organisations; not for profit organisations that receive less than \$10,000 gross in a financial year from fundraising, and use only unpaid volunteers;

licensed children's services that receive funding for a pre-school program from the Department of Human Services; and the Anti Cancer Council.

What are Exempt Activities?

Some activities are, by their nature, not subject to the requirement to register under the Act. Organisations that only undertake the following activities are not required to register:

- Raffles, lotteries or other activities permitted under the Gaming Act No 2 1997
- (Raffles and bingo require a separate permit from the Victorian Commission for Gambling Regulation).
- Asking a person to become a member of an organisation.
- Asking for property bequests.
- Memorial gifts.
- Giving to a patriotic fund.
- Fundraising in the workplace for the benefit of an employee or his or her close family.
- Soliciting or receiving government grants.
- Sponsorships from commercial organisations (such as corporations, partnerships or trusts) which are permitted to donate money or benefit to charity.
- A fundraising event internal to an organisation that is targeted at past and present members, their relatives and personal acquaintances.
- Soliciting or receipt of any money or benefit by, or on behalf of, a person or organisation in lieu of flowers being sent to a funeral or to a deceased person's family during the bereavement period.

Fundraiser Responsibilities

Both registered and exempt fundraisers have certain ongoing responsibilities, the intention being to protect the public from disreputable fundraising practices. There is no fee to register as a fundraiser.

The fundraiser must:

Notify the Registrar of a change of appeal manager(s); a disqualifying offence, insolvency or represented person; new beneficiaries; using the services of a new commercial fundraiser; a change of contact person; a change of responsible person (for associations incorporated outside Victoria); and renewal of registration:

Lodge with the Registrar any information sought by the Registrar in relation to any matter subject to the provisions of the Act:

Maintain accurate financial records in accordance with Part 3 of the Act.

Appeal managers and other influential persons associated with each appeal must provide an authority for a police check.

REFERENCES:

Further information on this matter may be obtained from Consumer Affairs Victoria.

A copy of the Act and associated Regulations, may be downloaded from <https://www.consumer.vic.gov.au>.

Once there click on Clubs and Not-for-Profits. In This Section click on Fundraising. Club Secretary is advised to download and print off a copy of the Fundraising Appeals Act so that any member may be able to refer to it.

FUNDRAISING ACT (AUGUST 2015)

ADVICE - Governance Director, Rotary District 9800 Inc August 2015

This advice is of a general nature to assist Rotary Clubs in District 9800 to determine obligations that they have, or may have, under the Fundraising Act 1998 (the Act).

Do Rotary Clubs need to register under the Act?

If a Rotary Club conducts one or more fundraising appeals, then the Rotary Club needs to be registered.

Under section 5 of the Act:

“A fundraising appeal occurs if a person solicits or receives money or a benefit on the basis of a representation that the soliciting or receiving is not solely for the profit or commercial benefit of the person or any other person, cause or thing on whose behalf the person is soliciting or receiving the money or benefit.”

Beautifully written by a lawyer. Try this instead.

If you ask for money or goods or take money or receive goods or other benefits and the person who gives does so on the basis of a representation (which might be something you said, or some signage that you use) that you are requesting money or receiving goods or benefits not solely for the profit or commercial benefit of you or your organisation.

Clearly if you are raising money for a named charity, it is a fundraising appeal. If you are raising money for “various community and international projects” it is still a fundraising appeal.

Examples of what might be a fundraising appeal:

1. A collection of goods for redistribution to charity.
2. A raffle for the benefit of a community organisation or project.
3. The selling of goods where there is a representation that monies will be applied to charity from the proceeds or the profits.

It is inevitable that each Rotary Club in the District needs to be registered under the Act.

Who conducts a fundraising appeal?

Almost always this will be the Club. Under section 6 of the Act a person conducts a fundraising appeal if he or she:

1. organises the appeal in a capacity other than as an employee or agent; or
2. is the sole participant in the appeal; or
3. is one of a number of participants in the appeal, but is not participating in the appeal as an employee or agent.

As a general proposition a member of a Rotary Club might organise an appeal in the capacity as agent on behalf of the Club. That means it is the Club which is conducting the appeal.

Who is an Associate?

The Act refers to associates. In terms of Rotary Clubs, an Associate is a person who is able or will be able to have a significant influence over or with respect to the management or operation of the fundraising activities of the Club.

In your Club there might be no such persons, or it might be the present Secretary and Treasurer. Every Club will be different.

Raising money for nominated charities or organisations

If you nominate in your promotional material that you are raising money for a particular organisation, then you need the consent in writing of that organisation to use the organisation's name in connection with your appeal.

If, for example, you propose to raise money for the neonatal unit at the Royal Children's Hospital, you would require the Royal Children's Hospital's consent to the use of its name in connection with the fundraising appeal.

If on the other hand you were raising money for neonatal care, you would not require the consent of any organisation.

Another example might be the Nepal earthquake. If you are raising money for the victims of the Nepal earthquake you would not need the approval of any organisation.

If, on the other hand, you were raising money for a particular fund assisting in the relief of victims of the Nepal earthquake, you would require the consent of that organisation to use its name.

Banking arrangements

Under the Act each organisation that conducts a fundraising appeal is required to have separate banking arrangements for monies raised during the course of a fundraising appeal unless:

1. the proceeds of the appeal are deposited in an account held in the name of the sole intended beneficiary of the appeal; or
2. you receive the consent of the Director of Consumer Affairs to conduct your banking in a different way (see sections 27, 19C and 23).

Effectively, without the consent of the Director of Consumer Affairs the bank account must:

1. be used exclusively for monies received in the course of fundraising appeals;
2. has a name that indicates that it contains fundraising appeal money; and
3. from which it is only possible to withdraw money by a cheque signed by at least two persons.

This does not mean that you need to open a separate account for each fundraising appeal, but if you do not do so then the Club must keep records in relation to the bank account that enables the money to be readily identified as having been received in the course of a particular appeal AND you should not mix your Club's money with funds raised.

Note a number of Clubs have successfully made application to the Director of Consumer Affairs to run a single account, and use the accounting system to differentiate between administration funds and fundraising funds.

Finally, a copy of the Act can be downloaded from www.legislation.vic.gov.au. The penalties for non-compliance with the Act are significant.

Information about the Act can also be found on the Consumer Affairs website – www.consumer.vic.gov.au.

INSURANCE – ROTARY NATIONAL SCHEME

District 9800 participates in the Rotary Australia National Insurance Program.

All insurance documents are on the District Website, under the Governance tab.

The following documents are available for download

- Insurance Certificates of Currency for each Club
- The most up-to-date Rotary Insurance Summary
- Travel Insurance Form
- Personal Accident & Travel Insurance FAQ's
- Market Stalls and Car Boot Sales Insurance
- Risk Management Checklist
- Risk Management Form
- Event Organiser's Form

COMMUNICATION WITH YOUR DISTRICT INSURANCE OFFICER:

You can contact District Insurance Officer, by telephone or email. Details are on the District website. Always contact the Insurance Officer before filling in claims forms.

When in doubt, make contact!

INSURANCE – RISK MANAGEMENT GUIDELINES

INTRODUCTION:

There are a number of types of "risk" associated with Rotary's activities, some of which are:

- the risk that a particular project does not achieve its desired goal – or worse, that money is actually lost on the venture – sometimes called business or opportunity risk
- the risk that Rotary might injure someone, damage property, or incur a liability through actual or perceived negligence (lack of due care) on the part of a Rotary Club, Rotary District or Rotary organisation or its members - generally called Public Liability.
- the risk of personal injury or sickness for one or more of its members whilst on Rotary duty either in the home country or overseas.
- the risk of damage to Rotary or Rotarian's property

While there is a responsibility to control and properly manage all forms of risk to achieve a successful outcome, this paper is primarily concerned with risks associated with "Public Liability", personal injury to Rotarians and other Rotary participants while on Rotary duties, and damage to Rotary and Rotarian's property.

BACKGROUND:

Rotary has a duty of care to its members and, in certain circumstances, to members of the public and must make reasonable endeavours to ensure due diligence with respect to public safety. Statutory obligations and the common-law duty of care apply to all Rotarians, Rotary clubs and districts and other Rotary organisations in the conduct of any activity undertaken by them. Until recently it was generally accepted that insurance provided the protection against the risk of public liability claims resulting from Rotary's activities. However the ability to gain insurance at affordable rates or, in some cases, insure against legal responsibility necessitates that Rotary must now re-evaluate how we identify, define and manage the risk associated with our activities in order to retain insurance cover. Generally individual Rotarians are not personally named as defendants in claims for damages as a result of an alleged negligence. Nevertheless a claimant may believe that an individual or group of Rotarians are personally responsible and may name them as the defendant or joint defendants.

To reduce the risk of a negligence claim being lodged against it, a Rotary club, district or organisation should examine the health and safety requirements that apply to any specific activity in view of the potential risk of injury to themselves, other participants and members of the public and make an assessment of the risks involved. In all situations, Rotary leaders of the activity should document the factors considered when making the assessment and the documents should be kept on file for legal and insurance purposes in the event of a claim being lodged at a later date. Production of these records may be required before a claim is accepted. In situations assessed as high risk, Rotary leaders must consider whether to cease, continue with some changes or continue and accept the resultant risk of a liability claim.

The process of examination and assessment is called risk management and this document has been prepared to assist Rotary leaders in clubs, districts and other organisations to apply risk management procedures to all their activities.

RESPONSIBILITY:

Rotary leaders at club, district and organisation level are expected to implement health and safety procedures for all activities undertaken by ensuring that:

all participants are;

- aware of and comply with all statutory health and safety requirements;
- provided with adequate training to discharge their statutory responsibilities;
- provided with training and supervision to enable them to carry out their tasks in a safe manner;

all non participants are;

- provided with adequate information in regard to health and safety requirements;
- kept away from areas of potential hazard;

all incidents or accidents are investigated promptly and details of the incident, those involved and witness statements are recorded and maintained in the district/club/organisation files; the necessary corrective action is initiated and, where required, the appropriate reporting action is taken.

RISK MANAGEMENT:

The principle of "Risk Management" is based on the following procedural steps;

- identify, analyse and prioritize the potential hazard (the possible source of an injury, illness disease, loss or damage);
- assess the risk (likelihood of the hazard resulting in an injury, illness, disease, loss or damage);
- control the risk (determine what action should be taken to remove or reduce the risk);
- ongoing review and evaluation to ensure continued effectiveness of the controls;
- provide adequate insurance protection in the event that a potential hazard does result in an injury, illness, disease, loss or damage.

CONDUCTING RISK MANagements AUDITS:

Rotary, at all levels, should appoint a risk management authority within their organisation with the responsibility to appraise, control and monitor the risk factors involved in all current and future activities. At club level, this could be a single person or a sub committee within the Club Service portfolio. At District level, it could be a specially designated committee, a nominated Assistant Governor or the District Insurance Officer. Rotary organisations involved in Multi District or National activities should also designate a specific person or a small sub committee to undertake Risk Management Audits.

IDENTIFICATION OF HAZARDS:

All Rotarians should become aware of the sources of possible injury, illness, disease, loss or damage associated with each and every activity which they plan to undertake or are currently undertaking. By identifying the source of the risk, the form that the risk could take, and the priority or seriousness of the risk, they can devise appropriate procedures to minimise the possibility of the injury, illness, disease, loss or damage occurring and, thereby, eliminate or reduce the risk.

Methods of identifying the Hazards.

Existing activities

- observe the activity being undertaken,
- describe each identifiable hazard in detail.
- discuss the activity and potential hazards with other participants,
- discuss the activity with other clubs or organisations who undertake similar activities.

Planned activity.

- using a "what if" scenario describe each potential hazard in detail.
- discuss with other clubs or organisations who undertake similar activities.

ASSESS THE RISK:

After identifying each potential hazard, produce a detailed analysis of each hazard including:

- the particular form that each hazard takes;
- the environment surrounding each hazard;
- the frequency in which the hazard occurs;
- the personnel potentially affected by the hazard;
- the likely injury, illness, disease, loss or damage caused by the hazard;
- the potential seriousness of the injury, illness, disease, loss or damage;
- the potential long term result.
- the person responsible for managing the risk.

RISK CONTROL:

Taking each hazard in turn ascertain the impact on the activity or proposed activity if the hazard was removed from the activity totally. If total removal can be achieved the hazard no longer represents a risk. If it is ascertained that total removal is not a feasible option, identify the actions that need to be taken to control or reduce the risk. The following points need to be considered;

- substitution – ie can a less hazardous item be used?;
- separation – ie can the person be moved away from the hazard or a barrier established?;
- redesign – ie can the hazard be enclosed, isolated or relocated?;
- protection – ie can protective equipment or clothing be used?;
- timing – ie can the time of exposure to the hazard be reduced?;
- control measures – ie can new operating procedures reduce exposure?;

Using the above evaluation procedures the list of potential hazard can be divided into those hazards that can be reduced to an acceptable level by the application of control measures and those that cannot. Those hazards whose risks cannot be reduced to an acceptable level need to be reviewed to ascertain if additional or alternative controls can be applied

At this stage each activity needs to be considered in relation to a "cost/benefit" analysis.

- What is the potential benefit to the organisation if the activity is carried out in its present form?;
- What will be the cost to the organisation if the activity is cancelled?;
- What is the potential cost to the organisation and members if the activity continues and the potential hazard occurs?;
- What is the potential benefit to the organisation if the activity is carried out with the hazard existing but controlled?;

Unless the benefit greatly outweighs the cost, the activity should not be pursued. The final decision should be based on facts and not on emotion or "gut feelings".

REVIEW AND EVALUATION:

This final step is as important as all the others. Control measures must undergo continuous review to ensure that the risks of the potential hazard have been reduced. Furthermore the evaluation process ensures that the controls are still valid and that the potential hazard has not changed. For activities conducted regularly, the evaluation process should be ongoing. For those activities conducted periodically, the evaluation process should occur each time prior to the activity being conducted.

INSURANCE:

The role of insurance cover is to provide the final level of protection in the event that a potential hazard situation does occur despite all the appropriate precautions and risk reduction procedures having been implemented. Insurance protects the club, district, organisation or individual Rotarian against potentially devastating liability claims. Club, districts, organisations and Rotarians who do not implement proper risk reduction controls could be held to have been negligent, or contributed to the negligence and could be required to contribute to the settlement of a claim.

Rotarians should not assume that each and every activity which they conduct is automatically covered by the Rotary insurance scheme. No insurer will provide blanket cover. It is imperative that Rotarians, Rotary clubs and districts and other Rotary organisations ensure, before they conduct an activity, that it falls within the ambit of cover provided by the Rotary policy. In addition Rotary cannot provide indemnity under the Rotary policy to third parties without the prior agreement of the insurer. This is particularly so where any sort of commercial arrangement exists.

CLAIMS MANAGEMENT AND CONTROL:

In order for Rotary to maintain control over our insurance cover, it is essential that all claims against the Rotary insurance are reviewed at District level and "signed off" by the District Governor before being forwarded to our broker. The review should be conducted by the District Risk Management authority to ensure that the claim is valid, that all the proper procedures have been carried out, and that the complete documentation is attached to the claim. It is the District's responsibility to validate the claim not the insurance broker.

CONCLUSION:

We have a unique and comprehensive Rotary insurance scheme which provides adequate cover at affordable premiums to all Rotarians in their role of providing service to the community. It is our duty to protect and maintain that insurance cover for future generation of Rotarians. *(Prepared by B. P. Doyle, Chairman, Rotary Zone 7A 7 8A Insurance Committee July 15, 2002)*

DISTRICT 9800 – WEBSITE:

These forms are available on the District website: <http://www.rotarydistrict9800.org.au>

Risk Management Checklist

Risk Management Form Event Organiser's Form

INTERNET AND ELECTRONIC COMMUNICATIONS

Rotary Entity's website is a "publication," just as a Rotary Entity's newsletter is a "publication". The primary purpose of any Rotary publication, printed or electronic, is to advance the Object of Rotary.

Content and design of such publications should be under the direct supervision of the publishing entity's highest officer, whether it be the Rotary club president, governor, or fellowship chair, and must conform to current RI policies.

In particular, whenever the name "Rotary," the Rotary Emblem or other of the Rotary Marks are used, Rotary Entities should use the further identifier of the name of the Rotary Entity involved. When selecting a domain name that includes the word "Rotary," Rotary Entities should also include further identifying language of the name of the Rotary Entity and not solely the word "Rotary." Members are reminded that no abbreviations of the Rotary Marks, such as "Rota," are permitted.

All information relating to the use of the Rotary Identity are on the Rotary International website under My Rotary / brand center.

REFERENCES:

RI Code of Policy Cross References

MANUAL OF PROCEDURE RI 2016

NOTE: This publication should be used in conjunction with the Rotary International Code of Policies as many items previously included in the MOP have been moved to the Code of Policies.

BACKGROUND:

The Manual is published every three years.

A pdf copy of the Manual of Procedure is available. You will need to login in to My Rotary then go to:

Learning and Reference Policies and Procedures Governance Documents

A hard copy can be purchased through the RI store.

SUMMARY OF CONTENTS

Part One – Carrying Out Rotary’s Mission

1. Guiding Principles

Part Two – Governance Documents

2. Constitution of Rotary International
3. Bylaws of Rotary International
4. Standard Rotary Club Constitution
5. Recommended Rotary Club Bylaws
6. Bylaws of the Rotary Foundation of Rotary International

MEMBERSHIP

Essential changes from the 2016 Council on Legislation

RULES AND QUALIFICATIONS

Clubs may determine their own rules or requirements for transferring members, dual membership, and honorary members. They are also free to continue following the traditional provisions for these members. The only mandatory qualifications for membership are that Rotarians must be adults who have demonstrated good character, integrity and leadership; have a good reputation in their business, profession and community; and are willing to serve in their community and around the world.

NEW MEMBERSHIP TYPES

Clubs may offer associate, corporate, family, or other membership types. Clubs offering these additional types would report these members to Rotary as “active” for purposes of inclusion on the club invoice. Other financial obligations (club dues, meal costs, etc.), attendance requirements, and service expectations for these members are determined by the club. However, only active members may be considered for office and count in determining a club’s voting strength.

DUAL MEMBERSHIP IN ROTARY AND ROTARACT CLUBS

Rotaractors can simultaneously hold separate membership in a Rotaract club and a Rotary club.

TRANSFERRING MEMBER STATEMENT

Potential members who owe money to another club are ineligible for membership. Clubs must seek confirmation that a former Rotarian does not have any outstanding debt to their previous club. When a club requests a statement from the club of a member who wishes to transfer, or who was previously a member, as to whether that person owes money, the request must be responded to within 30 days. If no response is provided, it is assumed that the member doesn’t owe anything.

MEMBERS – PROPOSING OF A NEW MEMBER

PROPOSING:

At each Club's discretion, a potential new member may be invited to two only regular Club meetings without payment and as guest of the club.

- If being introduced by a current member or another known Rotarian, have the prospective member complete the attached Form with all details and in particular sign and date where indicated. The proposal for the time being should be kept confidential if practicable.
- If not introduced by a current member or another Rotarian and has responded to advertisement or Rotary promotion etc, the Membership Committee or President/Past President should interview the applicant to discuss his/her expectations and to ensure a good understanding of Rotary ideals and obligations. A personal reference from a reputable source may be requested.
- A transferring or former member of another club may be proposed to active membership by the former club. (Note reference to no additional joining fee), a club may request that transferring members provide written proof that no money is owed to the other Club.

The completed form is to be submitted to the Membership Committee OR to the Secretary for consideration by the Board.

The Board considers the recommendation and satisfies itself that a suitable classification has been allocated. Approval or disapproval must be given within 30 days.

If approved by Board, sponsor is notified through the Membership Committee OR Secretary and applicant can be advised and informed of the purposes of Rotary and the privileges and responsibilities of membership.

The Applicant's name and details are published in the Club Bulletin at least seven days prior to induction to allow any objection to be lodged by members. Objections must be in writing to the Board within seven days following publication. Objectors must comply with State and Federal laws relating to discrimination on grounds of sex, race, religion and disability.

If there are no objections, potential member is formally invited to join and an Induction date arranged. Upon payment of joining fee (if applicable) is considered to be elected to membership.

Partner of a new member should be invited to the Induction. President is to nominate a convenient date for the Induction but without undue delay.

If currently a Rotarian, he/she must lodge/have lodged resignation with former Club.

PAYMENT OF FEES:

Payment of the full Admission/Joining Fee (if applicable) and the Annual Subscription on a pro-rata month basis must be paid on Invoice from the Treasurer following Induction. There is no additional Joining Fee if transferring member is a former member of another Rotary club.

FEES FOR CLERGY:

Some Clubs maintain a practice of discounting half the joining fee and annual subscription for Clergy of any religion. This is entirely optional.

REFERENCES:

Manual of Procedure
Club Rules

MEMBERS – APPLICATION FORM

Sample

APPLICATION FOR MEMBERSHIP

I, have been made aware of the requirements for membership as outlined in the “Introduction to the Rotary Club of ???? ” Booklet which has been provided to me. I would like to apply for Active membership under the classification of (please insert your area of vocational experience)

.....
I am either actively engaged in that business or profession or am retired from it. I understand that if approved for membership, and as a member of Rotary International, I am expected to exemplify the Object of Rotary (*) in my daily contacts and activities, and to abide by the By-Laws and Rules of Rotary Club of ????

I agree to pay the joining fee (if applicable) and the annual fee as outlined in the information booklet. I give my permission for the Club to publish my name and my partner’s name, my residential and/or business addresses, telephone, email details and proposed classification to its members for information purposes, and as necessary, within Rotary. (Please refer to Privacy Statement below).

I understand that it is an expectation of the Club that I shall obtain a Working with Children card. (If already registered, please provide number (.....) and complete the Rotary Youth Volunteer Information and Declaration form which is part of this application.

Date:...../...../.....**Signature**.....

(*) THE OBJECT OF ROTARY

The Object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:

1. The development of acquaintance as an opportunity for service;
2. High ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying of each Rotarian’s occupation as an opportunity to serve society.
3. The application of the ideal of service in every Rotarian’s personal, business and community life;
4. The advancement of international understanding, goodwill and peace through a world fellowship of business and professional persons united in the ideal of service.

PRIVACY OF INFORMATION STATEMENT

Rotary Club of ???? is committed to protecting the privacy and confidentiality of your personal information. Our privacy policy adheres to the National Privacy Principles as required under the Privacy Act 1988. The personal information that you submit to us is collected in order to provide information services to you which in turn, allows the co-ordination of meetings, fellowship and fundraising activities and community service and vocational programs conducted by Rotary Clubs within the District.

As such, we may:

- a) share the information with Rotary International and other Rotary Clubs and Districts in Australia and overseas.
- b) disclose the information to outside parties in the course of undertaking Rotary activities and programs;
and
- c) use the information with your consent or as otherwise required by law.

We will not disclose, sell or trade your personal information to any organisation other than as set out above. You may access your information at any time. If you do require access to your personal information, or have any concerns regarding its use please contact the Club Secretary. If any of the information we hold is incorrect, inaccurate or out of date, please contact us immediately and we will amend the information.

You have the option of not providing information requested. Please note that this may prevent the District and Club from effectively providing information services to you and managing its various activities and programs.

MEMBER DETAILS

1. PERSONAL:

Title: Mr/Mrs/Miss/Ms/Rev/Prof/Dr: _____ First Name: _____
 Last Name: _____ Preferred First Name: _____
 Residential Address: _____ P/Code: _____ Private Phone: _____
 _____ Private Fax: _____ Mobile: _____
 _____ Home Email: _____ Date of Birth: . / /

BUSINESS: (Or if retired, details of previous business or profession)

Company: _____
 Position/Occupation: _____
 Location/Address: _____ P/Code _____
 Bus. Phone: _____
 Mobile: _____ Business Email: _____
 Honours (if any) _____
 Qualifications etc _____

FAMILY:

Partner's First Name: _____ Last Name. _____ Date of Birth: / /
 . / Anniversary / /
 Dependant(s) Name Gender Date of Birth 1. _____
 / /
 2. _____ / /
 3. _____ / /

Partner is/was a Rotarian Yes/No Club _____

CLUB DETAILS: (Existing member only to complete)

Classification: _____ Sponsor's
 Name _____
 Member Type: Active/Honorary
 Current Committee / Position Held _____

NOTES:

Hobbies and Interests: _____
 Other Items of Interest or Achievements or Community Positions held etc.

 Other Languages _____
 Previous Rotary Clubs (1) _____ From: Year _____ To _____
 Previous Rotary Clubs (2) _____ From: Year _____ To _____

MEMBERS – INDUCTION OF (Sample)

INDUCTION KIT:

Following the approval by the Board of a new member application, the Membership Committee or Secretary will prepare a NEW MEMBERS INDUCTION KIT for presentation on the day of the induction.

Clubs may make up their own induction kits inside a Welcome to Rotary Folder available from RDU Supplies – most of the items listed in the New Member kit below are available for purchase as individual items. You may wish to include your Club Plans, welcome letter etc.

Or

A Rotary New Member Kit can be purchased from RDU Supplies containing inside a white glossy cover:

- Induction certificate
- Object of Rotary certificate
- Four Way Test certificate
- A current edition of the Rotary Down Under Magazine
- Rotary Sticker
- "What in the World does Rotary do?" brochure
- Your choice of Rotary pin

SUGGESTED STEPS:

1. New members should be seated with their sponsor at start of meeting.
2. Secretary/Membership person to ensure lapel badges and meeting badges are on hand.
3. President to announce induction and call new member forward.
4. Sponsor brings new member (and partner) forward to rostrum.
5. Sponsor introduces new member to meeting thus:
 - a. name/partner's name; age of children
 - b. company and position
 - c. how long known
 - d. hobbies and interests
 - e. if former Rotarian- which club?
 - f. other items of interest
6. President delivers the Induction Charge.
7. President requests sponsor to pin on lapel badge and presents meeting badge.
8. President presents new member kit and briefly explains contents.
9. President calls the appointed Mentor and also the relative Committee Director forward and personally introduces them.
10. President requests all members to stand and welcome the member.
11. President asks all members to be seated.
12. President invites new member to briefly respond.
13. Meeting is resumed.

INDUCTION CHARGE SAMPLE ONLY

BACKGROUND:

The following is **suggested** wording that **may** be used to induct a new member:

“ INSERT NAME

You have been invited to join the Rotary INSERT NAME because we believe you have the character and leadership qualities expected of a member of Rotary .

You are aware of “The Object of Rotary” and have agreed to give your support by working actively for the club.

You will represent your vocation under the classification, INSERT CLASSIFICATION and we look forward to your contribution to Rotary projects and activities that in turn help us better serve our community.

I present you with your Meeting Badge and various Rotary publications that will help inform you of the amazing things that Rotary does in the world.

I now have pleasure in presenting you with your Rotary lapel badge, which I ask your sponsor INSERT NAME to pin. This badge is loaned to you while you remain a member of Rotary. Please wear it with pride.

I now introduce you to your Mentor INSERT NAME, who will help you over the next six months engage in the world of Rotary.

You have been allocated to assist the INSERT NAME Committee and I now introduce you to the Chair, INSERT NAME.

I offer you the hand of Rotary Friendship and welcome you to our Club and the worldwide family of Rotary.

Will you all please stand and welcome our newest member.

Invite new member to respond.

MEMBERS – MENTORING

BACKGROUND:

In addition to attracting new members, it is equally, or more important to retain those new members by simple mentoring.

MENTOR:

The Mentor is usually selected by and appointed by the President and could be the Rotarian who introduced/proposed the new member or another Rotarian in the club with at least three to four years experience.

Alternatively, some Clubs appoint a “New Member Mentoring Group” of about 6 or 7 caring members who will specialise in the art of mentoring and may have 2 or 3 mentees over a period.

The Mentor should be present and made known at the Induction Ceremony.

TERM:

The mentoring role should last for at least three months to ensure the new member becomes familiar with the club's activities and the members.

DUTIES:

1. Introduce new member to all current members
2. Educate on the ideals of Rotary and what Rotary does.
3. Encouragement to participate in fellowship events and projects.
4. Maintain a watchful eye on attendance patterns and absenteeism.
5. Encourage and assist in “make-ups” at other clubs.
6. Enquire if receiving Club Bulletin.
7. Ensure new member is receiving RDU and District Newsletters.

CONFIRMATION LETTER:

To ensure that the Mentor is fully aware of his/her responsibilities towards the new member, the President may forward the attached sample letter (optional) to the Mentor promptly following the Induction.

MEMBERS – MENTORING LETTER SAMPLE ONLY

Rotary Club of _____

Dear (Name of Mentor)

Date: / /

Re: New Member Mentor Program

New members are extremely important to the ongoing well being of our club. The loss of new members for reasons within our control is an issue that has been thoroughly canvassed recently. As a result, it is appropriate that we give greater commitment to our Mentor Program and this is why I am asking you to be the mentor for our new member

_____ who will be inducted on _____.

Your role as Mentor:

In mentoring a new member, your role during the first few weeks will mainly involve:

- Providing a warm welcome to meetings and an introduction to other members.
- Staying close to new member. (A private invitation for a “coffee” away from the Club may be appropriate).

After the first few weeks, your role will expand and will include the following:

- Explaining what Rotary is and what it does.
- Joining with your new member to visit another Rotary Club.
- Arranging to sit with a Board Member or Director at each meeting to help your new member understand the role of these offices.
- Encouraging participation in fellowship events and outings.
- Being in-tune with the member as a way of detecting any concerns they may have.
- Keep an eye on attendance patterns – regular or lengthy absences may indicate some level of dissatisfaction.

After say three months your role as mentor should diminish. It is suggested that you:

- review the previous three months membership
- congratulate your new member on their progress
- review any earlier concerns which may have been raised
- ensure that they are receiving “Rotary Down Under” and Club Bulletin when absent
- announce the completion of the formal Mentor Program, but restate your ongoing availability and willingness to assist.

Thank you for taking on this important role and good mentoring.

Regards President

MEMBERSHIP – HONORARY

BACKGROUND:

Some clubs have approved internal guidelines for the awarding of Honorary Membership by the club.

The following Guidelines are a suggested format only and intended to enhance but not replace Article 10 Section 6 of the Standard Club Constitution.

CRITERIA:

- Persons who have distinguished themselves by meritorious service in the furtherance of Rotary ideals.
- Persons who in the Board's opinion are considered a friend of Rotary for their permanent support of Rotary's cause.
- Persons may hold honorary membership in more than one club.

DUAL MEMBERSHIP:

Although a person may hold Honorary membership in more than one club, no person shall simultaneously hold active membership and honorary membership in the same club.

DUES ETC.

Shall be exempt from the payment of admission (joining) fees and dues. However, will be expected to pay for usual regular meeting cost and for attending any fellowship or other events conducted by the club.

VOTING:

Shall have no vote and shall not be eligible to hold any office in the club.

CLASSIFICATION:

Shall not be considered as representing a classification and shall not have the privilege of proposing prospective members.

OTHER CLUBS:

Shall not be entitled to any rights and privileges in any other club except for the right to visit other clubs without being the guest of a Rotarian.

TENURE:

The term of honorary membership shall be as determined by the Board.

REFERENCE:

Manual of Procedure – Club Constitution – Article 10 Section 6.

HONORARY MEMBERSHIP LETTER OF CONFIRMATION SAMPLE ONLY

Dear _____,

In recognition of the exemplary support you have given this Rotary Club in undertaking various projects such as _____ the Board of Directors have voted to extend an invitation to you to become an **HONORARY MEMBER** of this Club.

Honorary Membership in Rotary is deemed to be a distinction for meritorious service in the furtherance of Rotary ideals.

This would enable you to, but you are not obliged to do so, attend any regular meeting of this Club and other fellowship functions at the normal cost and enjoy all the other privileges of this Club without joining fees or subscriptions.

It will not entitle you to vote or hold office in a Rotary Club except the right to visit other clubs without being a guest of a Rotarian. We will endeavour to forward you copies of our Club Bulletin and annual report from time to time and make your new role known to our members and other Rotary clubs.

It will give us great pleasure if you were to accept this invitation and to be our guest at an appropriate welcoming ceremony when convenient.

Yours in Rotary,

President

MEMBERS - RESIGNATIONS, TERMINATIONS, SUSPENSION

BACKGROUND:

In accordance with the Club's Rules the resignation of any member from the club shall be in writing addressed to the president or secretary and shall be accepted by the Board, provided that all indebtedness of the member to the club has been paid.

OUTSTANDING DUES ETC:

In effect, an unfinancial member who resigns from the club after the club has paid the half-yearly RI dues or the annual District dues in respect of that member, may, at the discretion of the Board, be requested to pay any amounts outstanding in that regard.

RETURN OF BADGES ETC:

Rotary lapel badges and meeting badges were issued at induction on an "on-loan" basis and upon accepting a resignation, the Board is entitled to tactfully request the return of such badges. PHF medallions and other award certificates, plaques for individual service and achievements are retained by the resigned member.

SUSPENSION OF MEMBERSHIP

Clubs may suspend a member for a maximum of 90 days. At the end of that time, they must either terminate or reinstate the member. A suspended member has the right to appeal the suspension or request mediation or arbitration.

TERMINATION:

It requires a vote of not less than a majority of the Board to terminate the membership of any member who ceases to have the qualifications for membership in the club.

REFUND OF DUES:

Clubs do not receive a refund from RI or District on per-capita dues paid for members. It is not general practice to refund all or part RI or District Dues, Insurance, RDU etc to a member upon termination.

LETTER OF ACCEPTANCE:

It is recommended that the Board instruct the Secretary to write to the member officially accepting the resignation with sincere regret, commenting on the highlights of the member's achievements and contributions if significant. If appropriate, the letter may extend a standing invitation to visit the club at any time and rejoin if and when convenient.

REFERENCES:

Rotary International Standard Bylaws and Constitution for full details relating to suspension or termination

Club Bylaws and Rules

OBJECT OF ROTARY

BACKGROUND:

First formulated in 1910, the Object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and in particular, to encourage and foster:

FIRST.

The development of acquaintance as an opportunity for service;

SECOND.

High ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying of each Rotarian's occupation as an opportunity to serve society;

THIRD.

The application of the ideal of service in each Rotarian's personal, business and community life;

FOURTH.

The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

PAUL HARRIS FELLOW RECOGNITION – NOMINATION OF

BACKGROUND:

Primarily, if an individual, club or district contributes US\$1,000 to The Rotary Foundation, credit from this contribution may be used to bestow a Paul Harris Fellow Recognition (PHF). A growing number of Rotarians have chosen to donate US\$1,000.00 to The Rotary Foundation and request recognition as a Paul Harris Fellow for someone for whom they have a high regard. Quite often, that person may be their spouse as a gesture of appreciation for their support of Rotary and its activities.

In Australia and New Zealand a tradition has built up whereby a club may determine to recognise a member as a Paul Harris Fellow for meritorious service. To facilitate the latter approach, some clubs form a Nominating Committee to consider, select and recommend the awarding of a PHF for approval by a majority of the Club Board. The Nominating Committee may be a standing committee and be conscious of the prestige of the PHF and to maintain discretion in the number of such awards by the club in any one year. The President may nominate a Non-Rotarian or other club member direct to the Board if so desired but such recognition should receive majority Board approval.

NOMINATING COMMITTEE:

If established, might consist of President, (Chair), President Elect and three or four past Presidents in succession who are current club members, and the Club Secretary.

CRITERIA FOR SELECTION:

In making its assessment, the Nominating Committee may have regard for:

Current Rotarians:

Exceptional (outstanding) service as judged by the Nominating Committee

Non-Rotarians:

Selfless service to the community and/or disadvantaged citizens of the world as evidenced by documentation/ news items etc or for outstanding and long term service to industry/ arts/ research/ public, legal or diplomatic service or similar bodies as determined from adequate research.

NOMINATIONS:

To be discussed at meeting of Nominating Committee called by Chairman. Club Secretary to be requested to research broad history of the nominee's service, date joined Rotary, positions held and other significant contributions of nominees. Subsequent meetings are held to finalise recommendations to Board. The current President, in conjunction with the Club Service Committee, should determine the timing and place of approved presentations (see sample).

ROTARIANS OF OTHER CLUBS:

Where a member from another club is nominated by this club, the President should contact the current President of the other club to obtain their concurrence. Club Secretary/Administration Officer is requested to research or verify the bona-fides of the nominee.

CITATION:

This is unique to only some clubs and is not a Rotary form. (See sample). It is prepared by Club Secretary from research undertaken from club historic records and reports, discussions with fellow members and other parties, newspaper and magazine items etc.

FUNDING:

Each PHF or Sapphire costs currently US\$1,000. They can be funded either by:

Paul Harris Fellow:

- an individual making own donation in full of US\$1,000 to Rotary Foundation.
- by the club making a new donation of US\$1,000 direct to the Foundation on behalf of an awardee.
- club using existing PHF credits available from past contributions to the Foundation. (The latter has been a common method by clubs to date)

Paul Harris Sustaining Member:

- an individual making own donation in direct instalments from US\$100 to US\$999
- by club using existing credits to match instalments by Sustaining member.

Multiple Paul Harris Fellow: (Sapphire or Ruby)

by an individual donation of US\$1,000 by an existing PHF or by a club using its available credits.

Paul Harris Society:

a group of individuals electing to contribute US\$1,000 or more per year to The Rotary Foundation.

CLUB RECOGNITION CREDITS:

Available on My Rotary or may be requested from RI Parramatta.

STEPS FOLLOWING BOARD APPROVAL:

Club Secretary lodges application form (102-EN—(512)) by email to risppo@rotary.org
Mark URGENT if necessary or otherwise allow at least two weeks delivery. (Allow at least four weeks if between May and June each year).

On receipt of PHF badge and Certificate, immediately verify details such as full name, if signed etc. If any discrepancy, contact RI Parramatta and request new certificate be issued.

Draft a CITATION (Optional - see sample) detailing a history of the recipient and have President approve and sign/date.

Have CITATION laminated at local printers or glassframed.

PUBLICATION:

Ensure details of presentation and copy of CITATION be featured in next Club Bulletin.

PAUL HARRIS FELLOW RECOGNITION – PRESENTATION OF

PHF PRESENTATION: SAMPLE ONLY

Introduction:

One of the highlights of being a President (*or Rotary Foundation Chairman*) is the opportunity to recognise a person whose life demonstrates a shared purpose with the objectives of the Rotary Foundation. A PAUL HARRIS FELLOW is a RECOGNITION that was introduced in 1957 in honour of Paul Harris who founded Rotary in 1905. It was established to express appreciation for a contribution of US\$1,000 or more to the humanitarian and educational programs of the Rotary Foundation. We recognise a person today (on whose behalf, our Club) or (who) has made a contribution of \$1,000 US dollars, to the Rotary Foundation to enable it to carry out programs that may improve conditions in the world such as increased food production, literacy, polio immunisation, goodwill and understanding.

I have much pleasure in asking (name) _____ (and his/her partner (name) _____ to come forward.

When the recipient is the donor:

(Name) _____, your contribution to the Rotary Foundation of Rotary International is allaying suffering, improving living conditions, and providing educational opportunities to young people somewhere in the world. This is a truly selfless action.

When the recipient is a family member or friend of the donor:

(Name) _____ you are being recognised today as a Paul Harris Fellow in special appreciation for the ways in which your life exemplifies the humanitarian and educational objectives of the Rotary Foundation.

You were designated to receive this honour by (name of donor) _____ (Add any personal information on recipient, as appropriate)

When the recipient is being recognised by the Club or is another individual:

I have known (name) _____ for about _____ years, his/her dedication and achievements are well known to every Rotarian in this Club.

We believe that (name) _____ upholds the Rotary ideal of “Service Above Self” by his/her service to _____ (relate history of community service etc).

Presentation:

“I have great pleasure in presenting you with these two emblems of a Paul Harris Fellow: the certificate and lapel pin. The certificate states that you have been named a Paul Harris Fellow, *“in appreciation of the tangible assistance given for the furtherance of better understanding and friendly relations between peoples of the world”*. Please accept congratulations and sincere appreciation for your commitment to our common goals of world understanding and peace.

Would you like to respond?

Would you all rise and join me in congratulating our newest recipient of a Paul Harris Fellow Recognition (name)

PHF CITATION (OPTIONAL) SAMPLE ONLY

ROTARY CLUB of

PAUL HARRIS FELLOW RECOGNITION

A Paul Harris Fellow is a Recognition that was introduced in 1957 by the Rotary Foundation of Rotary International in honour of Paul Harris who founded Rotary in 1905. To recognise the achievements of our member JOHN SMITH, our club has made a donation of \$1,000 US dollars, in his name, to the Rotary Foundation to enable it to carry out programs that may improve conditions in the world such as increased food production, literacy, polio immunisation, goodwill and understanding.

(Name) was introduced to this Rotary Club by member (Name), and was inducted into membership on 22nd September 1997. In 1998-1999 he was introduced to an idea in its infant stages to install pre-fabricated water tanks in the remote villages of Papua New Guinea.

(Name) was asked to undertake some exploratory work in West New Britain during a working visit to the region with his engineering company. He has had decades of experience dealing with remote and outback communities including Australia's Northern Territory and PNG and he quickly befriended the head of the Church Mission and other locals.

On that initial visit, (Name) prepared preliminary plans for a clean water system. Then over the next many months, he finalised these plans into working drawings for four settlements needing twelve tanks in the region of (Name of region). His committee began drafting plans for a Rotary Foundation Matching Grant of A\$65,000 in conjunction with our sister club, in (Name of Place), Japan with "hands-on" support from the Rotary Club of (Name). Following approval of the grant, (Name)'s growing enthusiasm inspired a team of seven Rotarian volunteers to undertake what resulted in a most gruelling trip, via erupting volcanoes, to lay the tank foundations.

Then in October 2002, he led a second team of volunteers to successfully install the planned water supply systems in the villages of (Place name). The success of this trip, also haunted by difficulties with terrain, humidity, cancelled flights, missing materials, mosquitos etc, was a tribute to the long and complex planning by (Name), drawing on his decades of project-engineering and logistics experience in tropical conditions.

We believe (Name)'s selfless and generous contribution of team-leadership skills to this humanitarian project and his undoubted determination against constant risk of accident and, illness made it an outstanding success. He has displayed the Rotary Ideal of "Service Above Self" and we believe him worthy of this Paul Harris Fellow Recognition.

President 200? - 200?

Date

PROTOCOL MATTERS – GENERAL

BACKGROUND:

The following comments on protocol within Rotary District 9800 are offered only as a guide and are designed to enhance the image of Rotarians within the public eye and to make your Rotary club more attractive to potential members, visiting Rotarians and Guest Speakers etc.

GUEST SPEAKERS:

Should be given the courtesy of being asked whether they would prefer to sit through the “sometimes long-winded Rotary business” or would they like to speak first and then depart. It is extremely inconsiderate if a Guest Speaker's time is cut short or no time is available for questions. The Chairman for the Day should ensure that the regular business of the club does not impinge on a Speaker's allotted time.

VISITING ROTARIANS:

It is normal for all visiting Rotarians to pay their own expenses when visiting a club meeting, however it is the general rule that if a member of the District Support Team (DST) is invited to attend a club on official business the club should cover the expense.

CONTROL OF REGULAR MEETINGS:

The President should control the procedure of the regular meeting in conjunction with the Chairman for the Day. At the very least the person on duty at the door must ensure that the President knows the names of all guests, how to spell and pronounce their names, that a Club Bannerette is available for exchange if required.

The Chair should ensure the meeting begins on time and members are punctual. Club Service Chair should ensure that those on duty attend the reception desk, setup and pack up after meetings.

The Sergeant should at all times refrain from racial, discriminatory or rude jokes or stories and should insist that other members/speakers do likewise.

GREETINGS:

The President should preferably stand at the door to personally greet members and guests. President should ensure guests are hosted by a member and made welcome. Some Clubs have a greeter on the door to welcome and introduce guests to members.

SPECIAL INVITE:

When the District Governor or Assistant Governor is invited and they are on the program to speak, please re-confirm with them at least three days beforehand.

PAUL HARRIS FELLOWS:

The Trustees of the Foundation have stated that the correct terminology for the acknowledgement of the required donation or presentation is “Paul Harris Fellow Recognition” (not Paul Harris Fellowship or Paul Harris Award).

The PHF lapel pin can be worn at any time and does NOT have to be worn with a Rotary pin as many recipients are not Rotarians.

However, if wearing both, the PHF pin is worn at a lower level than the Rotary pin. Some Rotarians incorrectly believe the PHF pin may be worn instead of the Rotary pin.

This is not the case.

GOOD MANNERS IN ROTARY

Effective Rotary Club and District meetings can be interesting as well as being business-like and fun – all at the same time.

In 2004 PRID John Thorne was prompted to write a small booklet on essential protocol, hints and etiquette in Rotary. It was published by Rotary Down Under and was quite well received.

Four editions were published and all were distributed at a low cost. It has now been decided to produce a new edition entirely and make it available through Kindle.

You can get a copy by going to the Kindle Store or App Shop and search for 'Rotary Manners' or use this link <https://www.amazon.com.au/Good-Manners-Rotary-John-Thorne-ebook/dp/B074PL4SFH>

There is a small cost (through Kindle), but 100% of the proceeds go to The Rotary Foundation. The booklet is a service to clubs and Rotarians. It is considered that all leaders should have a copy including district leadership and club leadership, then after reading the guidelines, to take action.

The original content has been wholly revised, updated and enhanced for this digital edition.

RI MEMBER ACCESS – MY ROTARY

My Rotary is an online portal provided by Rotary International (RI) which has a vast range of information on it.

It allows access to membership and Club databases, dependent on Club position. Secretaries Presidents, Executive Secretaries, Membership and Foundation Chairs can carry out a range of administrative tasks online; including recording of new members and resignations, transfers etc, the payment of semi annual dues, search the RI official Directory and view contributions to the Rotary Foundation.

It allows Presidents to setup their plans for the year and report on progress towards Rotary Citation.

District Governors/District Governors Elect can view all Clubs in the District, RI Foundation contributions, monthly contribution reports and Club Recognition Summaries for the District.

All members need a logon to access My Rotary.

Three (3) items of information are required to obtain logon:

- Your District Number: D9800
- Your Club Number:
- Your Rotary Membership ID (available on Club SAR>Returns)

Establishing your logon is done on at Rotary International web site www.rotary.org and select My Rotary from the top menu. Click on Register and follow the instructions.

NB: If Clubs have not provided the details of incoming Club Officers (as above) prior to June 30th to RI access to Club information will be denied.

ROTARY CODE OF POLICIES January 2019

HISTORY and PURPOSE:

This volume constitutes the first known codification of the general and permanent policies of Rotary International. The decisions of the RI Board, the RI Conventions, and the RI Councils on Legislation in establishing such policies have been collected and compiled since 1910, but without any systematic arrangement. Thousands of decisions were reviewed in preparing this Code, and many were found to be duplicative or outdated. However, several hundred were found to still be in effect, and they are set forth in the Code.

The purpose of the Code is to place all general and permanent policies of the RI Board, the RI Conventions, and the RI Councils on Legislation, which are currently in effect, into an integrated and comprehensive volume with the topics arranged in logical order and with consistent language. The existence of such a code will make it easier for members of the Board, and those charged with the responsibility to administer the policies, to be familiar with all general and permanent policies currently in force, regardless of the dates of their adoption. This inaugural Code of Policies is expected to provide an important source of information for Rotary leaders.

This first version of the Code is limited to a compilation of general and permanent policies currently in effect. It is recognised that some areas still need the development of policies and that some of the policies shown in the Code need restatement. Therefore, it is contemplated that the various chapters will be revised and supplemented, as time permits, in order to perfect and refine the Code as a comprehensive document. It is hoped that at least one of chapters can be revised and supplemented each year for the next several years until the Code is improved to the point of optimum usefulness. The goal is to make the Code a practical and helpful document, which will serve as a model for Rotary clubs and districts.

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Download a pdf of the document at:

My Rotary

Learning and Reference Policies and Procedures Governance Documents

ROTARY DOWN UNDER

BACKGROUND:

The Rotary Down Under office in NSW manages all matters relating to the Regional Magazine (Rotary Down Under) and the administration of RDU House, 2nd floor, 43 Hunter St. Parramatta, NSW. 2150 Australia.

RDU MAGAZINE:

It is a condition of Rotary membership that every Rotarian subscribes to an Official Rotary Magazine. In the USA and most other countries they subscribe to the "Rotarian".

In Australia, nearly all Rotarians subscribe to their own regional magazine called "Rotary Down Under" which is posted to the home address monthly.

Two Rotarians residing at the same address may choose to subscribe jointly to The Rotarian or to the regional magazine prescribed for their Club.

New member subscriptions and alterations to existing member are completed online by the Club Secretary at:-

<https://database.rotarydownunder.com.au/SignIn?returnUrl=%2Flogin.php>

HOW TO GET YOUR STORY PUBLISHED:

Every Rotary club project is a chance to gain new members and support for the success of all your club activities.

By telling the story of your club and its service successes, you are, in effect, pre-selling your future projects by showing you are active in your community with well-run, successful projects.

Every time you write a good article with a quality photo it can be widely used in your club bulletin, District newsletter, "Rotary Down Under" magazine, your local newspaper, sponsor and beneficiary newsletters, on your club's website, community notice boards, in club promotional material and blogs.

GETTING PUBLISHED

Tip the scales in your favour, it is quality of words written, not the quantity.

The specification for articles to "Rotary Down Under" is similar to most print media requirements:

- 300 to 500 words in MS Word format.
- Attach the text file and the photo file separately to the same email – do not embed photo in an MS Word document.
- Give them your two best pictures only. If they want more, they will ask for them.
- Pictures must be at least 300 pixels per inch and in jpeg format. If you set your camera to its finest quality setting, the file size should look after itself. If in sending the image by email, your server asks if you want to reduce the file to make it easier to email, say NO!
- Include a caption for the photo in the email and name all the people featured.
- Make sure you include a contact for further information if required.
- Send the information to editorial@rotarydownunder.com.au

SOME TIPS:

- Get compelling action photos – show the sweat not the cheque presentation.
- Do not be afraid to pose the photos for best effect.
- The first sentence should establish the topic and set the tone – tell the most important facts – who, what, where, when, why.
- Include lots of quotes.
- Everyone holds fundraisers and some programs are quite run-of-the-mill so take care to point out what makes the project unusual, unique or innovative.
- Consider how you would view the article as a reader. Does it inspire you? ... give you new ideas?

“Rotary Down Under” has a practical application in all aspects of Rotary and can be easily used to support club and District objectives – membership – public image – member education and more.

It is a superb reference resource that on a day-to-day basis will provide ideas and inspiration for projects and events. Give copies to all who have contact with your club as many know little about Rotary – ask them to join if you think they would make good members.

Go to www.rotarydownunder.com.au for lots more useful information Or contact them on the following email addresses:

GENERAL ENQUIRIES : enquiries@rotarydownunder.com.au

EDITORIAL : editorial@rotarydownunder.com.au

SUBSCRIPTIONS : subscriptions@rotarydownunder.com.au

ADVERTISING : advertising@rotarydownunder.com.au

ROTARY EMBLEM (Logo) – USE OF

BACKGROUND:

Protecting the integrity of the Rotary marks is a matter of the highest Priority to Rotary International and should be to every Rotarian. Rotary Districts are authorised to use the name and the emblem on District programs and projects as long as they are approved by the District Governor.

DISTRICT PROJECTS:

In publications and elsewhere a district-only project should NOT be identified as a “Rotary Project” but must have specific identification such as “Rotary District 9800 Tree Planting Project” or “A Project of Rotary District 9800”. The activity must relate directly to the district or districts involved.

CLUB PROJECTS:

Individual clubs or groups of clubs may use the name and emblem in connection with their activities PROVIDED that any promotional materials or publicity clearly identifies the participating clubs by name and does not relate the activity to Rotary International. Correct use is “A project of the Rotary Club of _____”

Promotional materials and publicity relating to any merchandise bearing the Rotary Emblem must include the name of the club or district, a reference to the fundraising event, and the date or duration of the activity. The same information must appear on the merchandise itself.

OTHER GROUPS:

When Rotary clubs co-operate with other groups or organisations – commercial or otherwise – in sponsoring a local activity, published materials should NOT display the Rotary Emblem in a manner which could lead a viewer to conclude a relationship exists with the other group using another emblem in the design of the publication.

STATIONERY USE:

Clubs are permitted to use the Rotary name and emblem on their stationery and all printed matter, BUT must refrain from using the word “Rotarian” as part of the name of their publication.

COMMERCIAL USE:

Neither the Rotary name or emblem may ever be used to further any commercial purpose or a political campaign. The emblem may NOT be used on business stationery or business cards.

ALTERATIONS:

The Rotary name or emblem should not be altered, modified, obstructed or presented in other than its complete form. When included in a publication with only one colour ink, the emblem may be printed in that colour but if more than one colour, the emblem must be printed in the official Rotary colours.

AVAILABLE FROM:

The Emblem can be downloaded from the RI website <http://www.rotary.org>.

REFERENCES:

RI Code of Policies – Article 34 – Rotary Marks

RI Voice and Visual Identity Guidelines (Form No. 547A-EN- 16) which can be downloaded from www.rotary.org - sign into Brand Centre

ROTARY LEADERSHIP INSTITUTE (RLI)

RLI is “fun, fast paced and totally interactive”. This program is delivered as four-parts over two days in both the metropolitan and rural areas of our District.

It has been designed to further Rotary knowledge, and leadership, management and interpersonal skills and behaviours.

During the sessions participants will share their ideas and Rotary experiences in small and whole group contexts, engage in facilitated experiences and complete a range of set tasks.

They will also learn a little more about Rotary, the early history, traditions, the Rotary Foundation, and its relevance in the world today while making new friends in an enjoyable environment.

This program is perfect for members who have joined Rotary in the last 12 months and indeed people who may be interested in becoming involved in Rotary activities.

For dates of courses, application forms and contact details:

<https://rotarydistrict9800.org.au/sitepage/learning-and-development/overview>

There is no cost to the individual or Club.

ROTARY MERCHANDISE, PUBLICATIONS

STATIONERY

BACKGROUND:

All clubs, mainly through the Club Secretary or Membership Committee, maintain a supply of Rotary items, forms for inductions, changeovers, gifts for guests speakers etc.

SUPPLIERS:

Rotary International – <http://www.rotary.org>

To view and purchase items from the Rotary International Shop:

- Login to My Rotary
- Under the Manage Tab look for Products and Services
- Select Shop.rotary.org

You can then search using specific terms such as publication code or browse under the various headings.

Payment for orders is made by credit card and will be charged in US dollars.

RDU Supplies – Parramatta – www.rdusupplies.com.au

Types of merchandise available includes:

- Rotary, Rotaract, Interact and Probus emblem merchandise
- Clothing including caps, hats, jumpers, ties, belts etc
- Badges, pins, ribbons, collars, decals and general merchandise
- Australian giftware and presentation items
- RI International Theme eg banner, decals etc
- Certificates, flags, banners
- Plaques and trophies, glassware, pewter, jewellery Wallets, diaries, key rings, pencil sets etc
- Guest Speaker pens, mugs, meeting requirements,
- Youth Exchange requirements, RYLA etc.

Payment can be made by credit card, paypal or cheque

Orders can be placed online, by email: sales@rdusupplies.com.au or PH: 2 9633 4888

REFERENCES:

RI Website: www.rotary.org

RDU Supplies Website: <http://www.rdusupplies.com.au>

ROYCE ABBEY AWARD PROGRAM

The Award recognises a Club member who demonstrates understanding, enthusiasm and outstanding commitment to the Ideals of Rotary.

Each awardee is selected by the Club's Board on the recommendation of the Club President.

On bestowing an Award the Club contributes AU\$1,000 to the Royce and Jean Abbey Endowed Fund. Plus an administration fee of \$195.00 to the RC of Essendon to maintain the program.

For further information and application form: <http://royceabbey.com/>

SATELLITE CLUBS

WHAT IS A SATELLITE CLUB?

Satellite clubs provide a new option for creating Rotary clubs. A satellite club functions as a short-term, transitional step on the way to becoming a full, independent Rotary club.

This allows interested persons to become Rotarians without meeting the requirement of having at least 20 persons to organize a separate Rotary club. Rotarians who are absent from regular Rotary club meetings can make these up by attending satellite club meetings.

STARTING A CLUB

How does a club apply to have a satellite club?

The sponsor club president sends an application to Club and District Support.

Is there a minimum or maximum number of members for a satellite club?

New satellite clubs must have at least 8 members at the time they form in order to satisfy the requirements of Article 10, Section 6(b) of the Standard Rotary Club Constitution. There is no maximum number of members.

Is there a minimum number of members for the sponsor club?

No. Clubs with fewer than 20 members can form a satellite club.

Can e-clubs be sponsors or satellites?

Yes. E-clubs can sponsor both regular and e-club satellites, and regular clubs can sponsor satellite e-clubs.

Is a satellite club sponsor the same as a new club sponsor?

No. The role and responsibilities of a new club sponsor are different.

Can a weak club convert to a satellite club and retain its charter and history?

If the members of a weak Rotary club want to become a satellite club, they must first resign their charter. They would then be free to form a satellite club and become members of the sponsor club. However, satellite clubs are not intended to strengthen weak clubs. If a club needs extra guidance and support, a district governor may assign a stronger club or a special representative to mentor the weak club.

Can Rotaract clubs be converted into satellite clubs as a transition to becoming a full Rotary club?

Yes. Some or all of the members of a Rotaract club may form or join a satellite club.

How are satellite clubs named?

Satellite clubs have the same name as the sponsor club plus a qualifier that distinguishes it from the sponsor, for example:

If the sponsor and satellite clubs meet at different times

Sponsor:	Rotary Club of Bangkok North
Satellite:	Rotary Satellite Club of Bangkok North Evening

If the sponsor and satellite clubs have different meeting locations

Sponsor:	Rotary Club of Chicago Lakeview
Satellite:	Rotary Satellite Club of Chicago Lakeview Broadway

E clubs follow the same naming format:

Sponsor: Rotary Club of Bangkok North
Satellite: Rotary Satellite E-Club of Bangkok North Evening

Sponsor: Rotary E-Club of Taipei
Satellite: Rotary Satellite E-Club of Taipei [qualifier]

How do satellite clubs change their names?

The sponsor or satellite club should contact Club and District Support. The CDS representative will confirm the name change in writing with the sponsor club president and satellite club chair. No change will be made unless they are in agreement.

BOARD AND GOVERNANCE

Can satellite clubs create a separate board with a different set of officers from the sponsor club?

Satellite clubs set up their own board and have their own officers. However, instead of a president, a satellite club has a chair.

If there are two boards, how are disagreements handled?

The board of the sponsor club has the final authority if there are disagreements.

Does the leadership of the satellite club have a position on the sponsor club's board?

This is not required, but is highly recommended.

Can a satellite club have separate bylaws?

Yes. The satellite club determines its own bylaws in collaboration with its sponsor club.

Who decides where and when the satellite club meets?

The satellite club determines its meeting place and time in consultation with its sponsor club.

Does the satellite club meet together with the sponsor club?

The satellite club should have a separate meeting, although it may meet jointly with the sponsor club from time to time.

Can satellite clubs sponsor Interact or Rotaract clubs?

No. But if the satellite's sponsor club sponsors an Interact or Rotaract club, it may appoint a satellite club member to serve as the Rotarian contact and mentor for the Interact or Rotaract club.

Do satellite clubs need to set goals? Can they set goals in Rotary Club Central?

All clubs, including satellite clubs, are strongly encouraged to set goals to achieve success. However, Rotary Club Central can't accommodate satellite club goals at this time.

Does someone who has only served as the chair of a satellite club meet the qualifications for district governor-nominee?

No, only Rotary club presidents can be nominated for district governor. However, the district can ask the RI President to waive this requirement.

MEMBERSHIP AND DUES

Are satellite club members Rotarians?

Yes, they are members of the sponsor club.

Does the sponsor club need to approve new satellite club members?

The sponsor and satellite clubs should work out a process for adding new satellite club members at the time the satellite is being formed. The sponsor club should also add that process to its bylaws. If a conflict arises with satellite club membership, the sponsor club has the final say. As members of the sponsor club, satellite club members are ultimately subject to the authority of the sponsor club's board.

Do satellite club members pay Rotary dues?

Yes. Satellite club members are Rotarians and pay the same Rotary dues as the sponsor club's members.

Do satellite clubs receive a dues invoice?

No. The satellite club members are included on the sponsor club's dues invoice.

Can a satellite club have a separate dues structure?

Yes. The satellite club determines its dues structure in collaboration with its sponsor club.

CHANGES IN CLUB STATUS AND SPONSORSHIP**How long can a satellite club exist?**

Satellite clubs are intended as a temporary step on the way to becoming a full, independent Rotary club. However, there is no time limit on the life of a satellite club.

How does a satellite club apply to become a new, independent Rotary club?

The satellite club works with the sponsor club and district governor to complete Rotary's new club application.

Can a satellite club transfer to a different sponsor club?

No. The sponsor and satellite clubs are permanently linked. The satellite club would need to be terminated and the members would have to start a new satellite club with a different sponsor club.

How does a sponsor club terminate a satellite club?

The sponsor club president or secretary terminates each satellite club member as provided for in Article 15 of the Standard Rotary Club Constitution. Next, the sponsor president or secretary removes the terminated members from the sponsor club roster, either in My Rotary or by emailing Data Services (data@rotary.org). Finally, the sponsor club president notifies Club and District Support. The CDS representative will confirm that the satellite club no longer has any members, request termination, and notify the sponsor club president when the process is complete.

How does a sponsor club resign?

The sponsor or satellite club should contact Club and District Support. The CDS representative will confirm the resignation in writing with the sponsor club president and satellite club chair. No change will be made unless they are in agreement.

If the sponsor club is terminated, can the satellite club continue on its own?

No, the satellite club is terminated with the sponsor club.

If an existing weak club becomes a satellite club, can it revert to autonomous club status?

Satellite clubs are a new way to start a Rotary club. When a satellite club is ready, it may apply to become a full Rotary club.

SISTER/FRIENDSHIP AND TWIN CLUB AGREEMENTS

BACKGROUND:

In the interest of international and inter-district co-operation, RI and District 9800 strongly encourages Clubs to seek and establish strong relationships with other Rotary Clubs throughout the world or in districts within Australia or within District 9800 itself.

District 9800 has an existing Sister relationship with a district in Turkey.

GOALS OF OTHER CLUB RELATIONSHIPS:

The goal should be

- to emphasise the international aspect of Rotary service and friendship
- to establish a long-term relationship with another club that will lead to ongoing projects
- to enhance understanding of another culture and foster goodwill.

TYPES OF RELATIONSHIPS:

Clubs have or may establish various forms of close relations with other Clubs as follows:

SISTER CLUB:

A formal written agreement is entered into and signed by both Clubs designed for a long term basis of two-way friendship exchange, support for each other's projects, exchange of Club Bulletins and generally maintaining regular communications relating to the Four Avenues of Service and youth matters.

FRIENDSHIP CLUB:

Is a form of "pre-nuptial engagement" formalized by written agreement or verbally. Is designed as a kind of probationary step before a Sister Club relationship and is usually for no longer than two or three years before formalizing.

TWIN CLUB:

Where twin clubs from different countries or districts agree to partner with each other to complete a specific program or project.

DETERMINE COMPATABILITY:

Finding a suitable partner should be a club effort and all members asked for their input. Both Clubs should be able to clearly identify their interest, strengths, and weaknesses. When selecting a partner, consider clubs that:

- Hold similar interests
- Face similar challenges and have like membership numbers
- Possess expertise in an area that their club would like to improve
- Are located in a geographical region of interest to club members
- Be easily accessible for purpose of travel, friendship exchange etc
- Share a common language or have resources available for translation
- Is a club with a similar name to your club or meets at similar times

WHERE TO FIND:

First determine which geographical location will suit your club then search the RI Official Directory by country, region, district then clubs.

COMMUNICATING

Is the most essential requirement for success and where allowed to lapse usually causes the relationship to die. Once established, ensure a person or small committee is formed in your club to send copies of Club Bulletin, annual reports, major events etc on a regular basis. Exchange handicrafts and local products or email digital photos of important events or of your members.

REFERENCES:

Attached sample of a broad but brief Sister Club Agreement between two Clubs can be adapted for use.

SISTER / FRIENDSHIP / TWIN CLUB AGREEMENT

SAMPLE ONLY

Agreement between

The Rotary Club of..... in District 9800

and

The Rotary Club of in District

This Agreement is to confirm that the above named ROTARY CLUBS are now SISTER CLUBS with the common aims of:

- Providing an opportunity for FRIENDSHIP between Rotarians and Partners of each Club.
- Exploring JOINT PROGRAM with humanitarian, health, hunger and educational ideals and consider support for their respective major events.
- HOSTING individuals or groups of Rotarians and Partners when visiting.
- Maintaining COMMUNICATIONS between each Club relating to the Five Avenues of Service.

This AGREEMENT will be effective from the.....day of 20??

and

continue indefinitely or until both Clubs mutually agree in writing to cancel or suspend.

President 20?? – 20??
Rotary Club of

President 20?? – 20??
Rotary Club of

Witness (President Elect 20?? – 20??)

Witness (President Elect 20?? – 20??)

Witness (Secretary 20?? – 20??)

Witness (Secretary 20?? – 20??)

SPEAKERS BANK

The Speakers Bank is a very useful resource that assists Clubs in sourcing interesting and diverse speakers to enhance their weekly meeting program.

Program Directors are encouraged to access the Speakers Bank database to find contact details of presenters who have impressed other Rotarians and their clubs.

Have you had an interesting Speaker at your Club that you think may be of interest to other Clubs? Please ask the Speaker if they would be interested in talking at other Clubs and send the details to the speaker bank coordinator.

Details are on the District website.

While genuine submissions from the public for listing are welcome, speakers wishing to promote their own business or enterprise for personal gain will be discouraged.