



ROTARY INTERNATIONAL
DISTRICT 9510 INC
BYLAWS

Incorporating changes adopted at the District Assembly on 1st May 2022

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**ROTARY INTERNATIONAL
DISTRICT 9510
BYLAWS**

1. AUTHORITY AND APPLICATION

1.1 Authority for Bylaws

These Bylaws are issued under the District Constitution, and shall be binding on each District officer and each Member Club of the District. Where any inconsistency arises between these Bylaws and the Constitution, the provisions of the Constitution are paramount.

1.2 Bylaws shall not Overrule or Restrict

Provided that it is not inconsistent with the District Constitution or Australian law, nothing in these Bylaws shall be deemed to overrule any procedure, definition, bylaw or announced policy of Rotary International, nor restrict the District Governor in the performance of his duties as required by Rotary International.

1.3 Interpretation

In interpreting and applying these rules, reference may be made to the definitions in the glossaries to the District Constitution and these Bylaws, and Rotary International Code of Policies and Manual of Procedure

2. DISTRICT LEADERSHIP BOARD

2.1 Composition

There shall be a District Leadership Board (herein referred to as "DLB") in accordance with Article 8 of the Constitution of Rotary International 9510 Incorporated (the Constitution) and shall be the:

- 2.1.1 District Governor, as Chairperson
- 2.1.2 District Governor Elect
- 2.1.3 District Governor Nominee
- 2.1.4 Immediate Past District Governor
- 2.1.5 District Secretary
- 2.1.6 District Finance Chair or Delegate
- 2.1.7 Director - Resources (includes the Rotary Foundation)
- 2.1.8 Director - Areas
- 2.1.9 Future Directions & Diversity - Membership Chair
- 2.1.10 Two (2) appointed Rotarians

A maximum of eleven (11) positions, all of whom will be members of accredited Clubs in the District.

3. DISTRICT COMMITTEES, SUB-COMMITTEES, OFFICES AND OFFICERS

3.1 Committees and Offices

Except for elected offices in 2.1, the District Foundation Chair, the International Service Chair, and the select committee responsible for Selection the District Governor, all other District committees and offices shall operate at the discretion of the District Governor in consultation with the DLB.

3.2 Standing Committees

There shall be the following two (2) standing committees which can be administered either jointly or severally by a Director appointed by the District Governor:

- 3.2.1 Resources Committee
- 3.2.2 Areas Committee

3.3 Appointment of Officers

Except for elected positions, all District appointments shall be made at the discretion of the _____

District Governor, in consultation with the existing DLB, to serve in the District Governor's term of office.

3.4 Appointment of Rotarians to District Leadership Board

In consultation with the DLB, the District Governor may appoint up to 2 Rotarians to be District Representatives on the DLB to fulfil specific roles the District Governor considers warranted.

- 3.4.1 Appointments under this section are valid for one (1) year but can be extended by successive District Governors in consultation with the DLB.
- 3.4.2 The maximum term served from the initial appointment under this section is three (3) years.
- 3.4.3 No voting rights are extended to appointments made under this section.

3.5 Quorum for Board Meetings

- 3.5.1 Fifty percent (50%) plus one ignoring fractions of the voting members of the DLB, including the District Governor, constitute a quorum.
- 3.5.2 No business may be conducted unless a quorum is present.
- 3.5.3 If within 30 minutes of the time appointed for the meeting a quorum is not present or if there ceases to be a quorum present at the meeting then the meeting must stand adjourned to a place and time determined by the Chairperson which shall not be more than seven (7) days from the date specified in the notice of meeting.

3.6 Consultation and Coordination

While Articles 3.1, 3.2 and 3.3 are paramount, the District Governor shall consult with the District Governor Elect (and where known the District Governor Nominee) and DLB, and:

- 3.6.1 Except for the District Foundation Chair, the District Membership Chair and the District International Service Chair, who are appointed for three-year terms¹, Chairs of District Committees are encouraged to serve in that role for two consecutive years, with an option for a third year.
- 3.6.2 Express a preference for staggered retirement dates for committee members to ensure continuity of experience while still achieving Rotary's rollover principle.

3.7 Ex Officio Authority

The District Governor may temporarily or permanently assume the chair of any District Committee (by virtue of the office and official position). The District Governor and District Governor Elect shall be ex-officio members of all District Committees with voting rights, and the power of veto in the case of the District Governor. If the District Governor exercises a power of veto, they must give their reasons in writing to the committee, and these must be tabled at the next DLB meeting.

4. DISTRICT FINANCES

4.1 District Finance Committee

4.1.1 Role of the Committee

The District Finance Committee (DFC) shall assist the District Governor and Board in applying and safeguarding the assets of the District; and:

- 4.1.1.1 Arrange for all District committees to submit a budget of income and expenditure in time for the DFC to incorporate it in the District budget to be presented to the DLB.
- 4.1.1.2 Manage the District Operating Fund, Rotary District 9510 Disaster Fund and any other special District Funds not expressly assigned to a specified District committee;
- 4.1.1.3 Submit a draft annual report including an audited statement of District finances to the DLB before 31 August each year; and
- 4.1.1.4 Such other administrative and financial duties as are prescribed in the RI

¹ RI Code of Policies Article 17.030.1

Bylaws².

4.1.2 Members of Finance Committee

- 4.1.2.1 District Finance Chair*
- 4.1.2.2 Treasurer*
- 4.1.2.3 District Governor
- 4.1.2.4 District Governor Elect
- 4.1.2.5 District Governor Nominee
- 4.1.2.6 Immediate Past District Governor
- 4.1.2.7 Rotarian to be appointed by the District Governor.

*The District Finance Chair or the Treasurer must possess appropriate Accounting qualifications or experience.

Four (4) members of the Finance Committee with voting rights shall form a quorum

4.1.3 Vacancies

Any casual vacancy shall be filled by a suitably qualified Rotarian appointed by the District Governor to serve out the term of the member replaced.

4.2 District Funds

The District is to establish a fund or funds for financing district-sponsored projects and the administration and development of Rotary in the District. These funds shall comprise:

- 4.2.1 the District Operating Fund; and
- 4.2.2 such other special district funds as required by these Bylaws or determined by the DLB.

All District receipts shall be paid into the appropriate fund, and all district payments shall be made from the appropriate fund.

4.3 District Bank Accounts

4.3.1 District Bank Account

District committees shall operate through a single district bank account that is to be held by the District except where the DLB approves in writing on the recommendation of the District Finance Committee.

4.3.2 Subsidiary Accounts

Where the holding of a separate bank account is so approved, the responsible committee shall maintain proper subsidiary accounts. The signatories to the account will be one from the District Finance Committee and one from the committee chair or a committee member with two to sign jointly. All signatories will be authorised to obtain bank information on the account as and when required. Where electronic banking is undertaken, two signatories to the account must approve the transaction in writing before making the electronic transfer of funds.

4.3.3 Bank, Building Society or Other Trustee Status Accounts

The Finance Committee shall have the authority to open or terminate Australian Deposit Institute Accounts in Banks, Building Societies or other financial institutions in the style of "Rotary District 9510 Administration Fund" and arrange signatories and endorsements on such accounts. The authorised signatories shall be the District Governor, the District Finance Chair, the District Treasurer, the District Secretary, and one other Board member, all instruments to be signed by any two of them jointly. Where electronic banking is undertaken, two signatories to the account must approve the transaction in writing before making the electronic transfer of funds.

4.4 District Committee Budgets, Accounts, Records and Audit.

4.4.1 Responsibility

The District Finance Chair with the District Treasurer shall be responsible for the day-to-day operations of the district finances and shall maintain complete books or records of all district financial matters in such a manner as will:

² For example, in RI Bylaws Article 15.060

- 4.4.1.1 readily show funds held and the progressive budget against the actual position of each particular item, highlighting variances;
- 4.4.1.2 enable the convenient and timely preparation of annual auditable accounts; and
- 4.4.1.3 ensure compliance with any RI or State and Commonwealth legislation.

4.4.2 **Budgets**

District committee budgets shall be submitted to a standard required by the District Finance Committee. Expenditure incurred by district committees and district officers above approved budgets shall not be reimbursed from the Fund unless approval has been given before the costs have been incurred.

4.4.3 **Subsidiary Accounts**

- 4.4.4 Where District committees are approved to operate subsidiary accounts, proper accounts and records shall be maintained at all times, as required by the District Governor through the District Finance Committee, sufficient to enable the timely preparation of District accounts and their proper audit.

4.4.5 **Audit**

The DLB shall authorise on at least an annual basis:

- 4.4.5.1 A consolidated audit of all or part of the District's funds, including subsidiary accounts, in which case the audit costs may be apportioned across relevant District activities based on a fair and reasonable base such as turnover on the relevant accounts.
- 4.4.5.2 Where the operation of separate bank accounts has been approved, the DLB shall require the responsible committee to provide the District Finance Committee with a copy of its accounts and an auditor's certificate, at its own expense, by 15 August each year.

4.5 **Audited Statement of District Finances.**

The District Governor must supply an audited annual statement of the District finances to each Member Club in the District within twelve (12) months of completing the Governor's year in office. This audited annual statement shall also be presented and discussed at the District Annual General Meeting.

4.6 **District Operating Fund.**

4.6.1 **Income of the Fund**

4.6.1.1 **The District Operating Fund shall be financed by:**

- a. All Member Clubs in the District by way of a single annual per capita levy based on the active membership of those Clubs as listed by Rotary International as at the 1 July each year;
- b. Surplus funds from District activities;
- c. Donations by individuals or organisations;
- d. Interest earned; and,
- e. Any other income deemed by the DLB to be legitimate district income.

4.6.1.2 **District Dues**

The per capita levy shall be referred to as 'District Dues'. The amount of District Dues for the next Rotary year shall be decided by a meeting of Presidents Elect of Member Clubs at the District Training Assembly preceding that year. The District Budget incorporating District Dues shall be circulated to President Elects 60 days before District Assembly. Presidents Elect of Member Clubs are to present the District budget to their Club before the District Assembly.

4.6.1.3 **Approval of District Budget**

The District Budget must be approved by at least a three-fourths majority of Presidents Elect votes accepted at a General Meeting of the District held at the main District Training Assembly. Presidents Elect can vote in

person, by proxy or electronic voting.

Where the President Elect is excused from attending the main District Assembly by the District Governor Elect, Presidents Elect of Clubs may appoint a Rotarian attending the main District Assembly to vote on their behalf and may instruct such proxy as to how to vote.

4.6.1.4 **Electronic voting**

The option to vote by electronic means shall be dispatched to President Elects 60 days before the main District Training Assembly together with the District Budget.

In order to be counted, votes cast by electronic means must be lodged with the District Secretary no later than 48 hours before the main District Assembly.

The District Secretary shall declare the electronic voting results after determining the results and announcing them at the main District Assembly.

The non-receipt by a President-Elect of the electronic communication advising of the electronic voting processes and procedures shall not invalidate the vote.

4.6.1.5 **Invoicing and Payment of Dues.**

- a. Invoices for District Dues issued to Member Clubs will be due from 1 July, and Member Clubs shall pay District Dues to the District within ninety days of the date of issue of invoices.
- b. Any dues outstanding by 30 September of that year may incur an additional administration fee as set by the District Finance Committee to cover the additional cost of collection.
- c. No pro-rata dues will apply to new members joining after 1 July, nor will credits be applied for members leaving after 1 July.

4.6.1.6 **Levy Mandatory**

All Clubs in the District must pay the per capita levy. Once the Rotary International Board receives certification from the Governor that a club has failed to pay the levy for more than six months, it may suspend Rotary International services to the Club while the levy remains unpaid, provided that the District fund has been operated as herein provided. Any club that fails to pay its approved contributions to the District fund may have its membership in Rotary International suspended or terminated by the Rotary International Board. Clubs may only participate in voting for the member and alternate member of the nominating committee for Director, for the selection of the Governor Nominee, or by electors at a District Conference if they have paid their District dues and are not indebted to the District as determined by the District Governor.

4.6.2 **District Operating Expenditure**

District Operating Expenditure may include reasonable expenses such as:

- 4.6.2.1 Expense allowances for the District Governor, District Governor Elect and District Governor Nominee.
 - 4.6.2.2 Expenditures necessarily incurred by District or other authorised committees or officers.
 - 4.6.2.3 Rotary International protocol, including expenditure by the District Governor on other items directly related to the District, including any official visit to the District of a President of Rotary International or their representative.
 - 4.6.2.4 District conferences and assemblies.
 - 4.6.2.5 All District training.
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- 4.6.2.6 District publications, such as district directories.
- 4.6.2.7 District insurance, property or paraphernalia, including acquisition and maintenance of National Flags, Rotary Wheels and other District emblems or property.
- 4.6.2.8 Reimbursement of economy class return airfare and reasonable accommodation expenses incurred by the District Governor and partner, District Governor Elect and partner, District Governor Nominee and partner, in attending the Zone Regional Institute and Pre Institute Training.
- 4.6.2.9 Reimbursement of economy class return airfare and reasonable accommodation expenses of Rotarians appointed by the District Governor to attend Zone Development Seminars (in which case costs are to have prior approval of the DLB).
- 4.6.2.10 An annual expense allowance for office bearers and Area Governors as approved by the DLB.
- 4.6.2.11 Any other expenditure deemed by the DLB to be legitimate District expenditure.

4.7 Special District Funds

The following Special District funds and accounts may be established either in the District Operating fund or, if approved in accordance with 4.3.2 above, as a separate banking account.

4.7.1 The Rotary District 9510 Disaster Fund

There may be a Disaster Fund established and operated in District 9510 to be known as the "Rotary District 9510 Disaster Fund" on the following basis:

4.7.1.1 Purpose

The Disaster Fund shall be used to make donations and facilitate projects in the name of "Rotary District 9510" to alleviate distress following disasters, such as floods, fires, earthquakes, etc., in Australia and in other areas defined by Rotary International as being in Zone 8.

4.7.1.2 Amount of Fund

The Disaster Fund shall be maintained at an amount of at least \$15,000 and if the amount falls below \$15,000 in any one year, it would be reimbursed by; contributions from individuals clubs, the conduct of an appeal or calls for/promotion of regular donations, and funds accrued through prudent financial management.

4.7.1.3 Donations in the Name of Rotary District 9510

Donations from Clubs and individuals must include for accountability; date of financial contribution, contributor name and the purpose/event if specified for which the donation was made. Every donation to the fund is to be accepted subject to the proviso that any unspent funds on a specific disaster be available to be used on other disaster projects at the discretion of the DLB.

4.7.1.4 Administered by District Leadership Board

The DLB shall administer the Disaster Fund in consultation with the Rotary District 9510 Disaster Fund Committee. Notwithstanding, the District Governor has the discretionary power to allocate up to \$5000 without additional approval for a particular event.

4.7.1.5 Investments and Interest Earned

The Disaster Fund may be invested in an Australian Deposit Institute Account at the discretion of the DLB on the recommendation of the DFC.

4.7.1.6 Report by District Leadership Board

The DLB shall report on the Disaster Fund's activities at each Annual General Meeting. Such a report will be included in the Annual Report of the District's finances.

4.7.2 The Rotary District 9510 Foundation Account

This account is primarily for receiving and disbursing monies relating to District Grants. It may also be used to receive and disburse funds contributed by Clubs in support of Global Grants. Funds deposited in this account may be expended with the approval of all of the following: District Governor, the District Rotary Foundation Committee Chair and the District Grants Committee Chair.

4.8 District Property

4.8.1 The District Governor shall appoint a District Property Officer.

4.8.2 The duties of the District Property Officer are:

- 4.8.2.1 Oversee and be responsible to the DLB for all district property.
- 4.8.2.2 Keep and maintain a list of all district property, including property on loan.
- 4.8.2.3 Ensure that all district property is valued adequately and insured.
- 4.8.2.4 Before 31 January each year, prepare an annual budget for purchasing, repairing, or replacing property as required for inclusion in the District Budget.
- 4.8.2.5 Encourage Clubs to make use of District property and to share their property with other Clubs in the District.
- 4.8.5.6 Report on the above duties quarterly to the District Finance Committee.

5. SELECTION OF DISTRICT GOVERNOR

5.1 Selection Committee.

5.1.1 Formation and Structure

The District Selection Committee shall be charged with the duty to seek out and propose to Rotary International the best available candidate for District Governor Nominee for the following Rotary year consisting of:

- 5.1.1.1 current District Governor;
- 5.1.1.2 current District Governor Elect;
- 5.1.1.3 current District Governor Nominee;
- 5.1.1.4 two most recent and available, Past District Governors and
- 5.1.1.5 two District representatives of Member Clubs who are not past District Governors.

5.1.2 Selection Committee Chairperson

The Selection Committee Chairperson shall be the current District Governor Nominee or, in the absence of the current District Governor Nominee the Selection Committee shall elect a Chairperson.

5.1.3 Vacancies on Selection Committee

If a vacancy occurs during the term of the Selection Committee, the District Governor shall appoint a qualified Rotarian to fill the vacancy.

5.1.4 Convening and Quorum at Selection Committee Meetings

The District Governor shall call meetings of the Selection Committee. Five Selection Committee members shall form a quorum at any meeting of the Committee.

5.2 District Representatives on Selection Committee

5.2.1 District Representatives

A representative of a Member Club can be nominated by the Club or self-nominate to be a District Representative on the Selection Committee for a period of two (2) years. Past District Governors are ineligible to be nominated.

5.2.2 Nomination for District Representatives

On or before 15 January, the District Governor shall require Member Clubs to submit to the District Governor Elect the name of any consenting Past President or President whom they desire to nominate as a member of the Selection Committee.

Nominations will close no later than 15 February.

5.2.3 **District Representative Selection**

In the event of requiring a ballot to determine the representatives, the District Governor shall require the Director Areas to conduct a ballot by 1 March. The ballot shall be between the Area Governors. The nominees gaining the most votes will be elected to the Selection Committee.

5.3 Nomination Process – District Governor Nominee

5.3.1 **Invitation to Submit Names of Candidates**

At least two months before the closing date for District Governor nominations, the District Governor shall invite Club Presidents, in writing, to submit for consideration of the Selection Committee names of candidates who are prepared to stand for the position of District Governor. The Governor's letter will explain the role and responsibilities associated with the position of District Governor.

5.3.2 **Closing date for District Governor Nominations**

5.3.3 Nominations shall be returned to the District Governor not later than 1 March (or such an earlier date as determined by the District Governor). The Selection Committee shall not be limited to the candidates submitted by Clubs. The Committee shall nominate the best-qualified Rotarian who is available to serve as Governor. (RI Bylaw 12.030.4)

5.3.4 **Biographical form for each Candidate**

The District Governor will then send to each candidate a standard biographical form that allows the candidate to outline their Rotary, business and civic record and other relevant information. These forms and a current photograph of the candidate shall be returned to the District Governor within one month of the determined closing date (i.e., 1 April, or such earlier date as determined by the District Governor).

5.3.5 **Information circulated to Committee Members**

The current District Governor Nominee shall circularise to each member of the Selection Committee the names, standard biography and relevant details of each candidate for the office of District Governor Nominee.

5.3.6 **Meeting of Selection Committee**

The current District Governor Nominee shall convene a meeting of the Selection Committee on or before the first Saturday in April to consider the nominations received.

5.3.7 **Endorsement of Candidate**

The Selection Committee's recommended candidate shall be endorsed by an absolute majority of Selection Committee Members.

5.3.8 **Procedure where Selection Committee in Agreement**

In the event of the Selection committee agreeing to the suitability of one of the candidates, their name shall be published in accordance with Rotary International Bylaw 12.030.5.

5.3.9 **Procedure where Selection Committee Not in Agreement**

In the event of the Selection Committee not agreeing on the suitability of any of the candidates presented, they shall proceed to obtain and nominate a candidate in accordance with Rotary International Bylaw 12.030.6.

5.3.10 **Canvassing Disqualification**

No Rotarian shall canvass or campaign for any elective position in Rotary International nor allow campaigning on their behalf, nor shall any brochures, literature or letters other than what is expressly provided for in the Bylaws of Rotary International be distributed by a Rotarian or on their behalf to any Club or member of a Club.

5.3.10 **Challenging Nominations**

Rotary International Manual of Procedures, Only Clubs who have nominated a candidate are eligible to challenge the selection made by the Selection Committee.
Rotary International Bylaws 12.030.9

6. DIRECTORS

6.1 Director

Two Rotarians will be appointed as Director by the District Governor in consultation with the DLB to assist in the administration of the District. Each to serve a maximum term of two years.

6.2 Director Resources

The Director Resources will direct and coordinate the work of the District Committees and their relationship with Clubs. The Director Resources will chair the Resources committee, meeting not less than four times a year. The membership of that committee will be:

- 6.2.1 District Governor Elect
- 6.2.2 District Governor Nominee
- 6.2.3 Alumni Chair
- 6.2.4 Communications Chair (including Digital Communications and Public Image)
- 6.2.5 Culture and Ethics Chair
- 6.2.6 Future Directions & Diversity – Membership Chair
- 6.2.7 Governance Chair (including Risk, Insurance, & Protection)
- 6.2.8 International Service Chair
- 6.2.9 Learning and Development Chair
- 6.2.10 Partnerships Chair (Community, Vocational and Local Government)
- 6.2.11 Rotaract Chair
- 6.2.12 The Rotary Foundation Chair
- 6.2.13 Youth Programs Chair (including Youth Exchange, RYLA etc.)

6.3 Director Areas

The Director Areas will direct and coordinate the Area Governors and chair the Areas Governors committee meeting not less than four times a year. The membership of the Areas Governors committee will be:

- a. District Governor Elect
- b. District Governor Nominee
- c. All Area Governors

7. AREAS, AREA GOVERNORS AND AREA COMMITTEES

- 7.1 Clubs will be grouped into a number of Areas, with each Area being represented by an Area Committee comprising all the Club Presidents and chaired by the Area Governor. Such grouping of Clubs to Areas will be subject to annual review.
- 7.2 The Area Committee will provide opportunities for all Clubs to work together and have meaningful involvement in the running of Rotary in the District. The Committee will work with their Area Governor to assist Clubs in becoming more vibrant, innovative, flexible, enticing, and growing Rotary membership.
- 7.3 The Area Governor will fulfil the roles and functions outlined by Rotary International and those tasks assigned by the Director Areas or the District Governor.
- 7.4 The Area Governor may serve a term of up to 3 years.
- 7.5 In consultation with the District Governor, the District Governor Nominee, and the Director Areas, the District Governor-Elect shall appoint an Area Governor to oversee an Area.
- 7.6 Following approval, the Director Areas will advise the club presidents in the Area of the proposed appointment with an opportunity for any objection to be received.

8. GENERAL MEETINGS

8.1 General Meetings (GM):

- 8.1.1 The DLB must convene an Annual General Meeting (AGM) by 30 November each
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year³;

- 8.1.2 The Business session conducted at the District Conference shall be considered a General Meeting of the District.
- 8.1.3 At any time, a Special General Meeting may be convened.
- 8.1.4 A General Meeting may adopt recommendations upon matters of importance in the District, provided such action shall be in accordance with the Constitution and Bylaws of Rotary International, keeping with the spirit and principles of Rotary, and compliance with the relevant State and Commonwealth Legislation.

8.2 Resolutions

The Annual General Meeting shall consider and act upon all matters submitted to it for consideration by the Board and may adopt Resolutions thereon.

8.3 Electors

- 8.3.1 Each Club in the District shall select, certify and send to a General Meeting one voting delegate up to the first 25 of its members and an additional voting delegate for every additional 25, or major fraction thereof (38-49), of its members. Such membership shall be determined by the number of members in the Club as of the most recent semi-annual payment preceding the convening of the General Meeting.
- 8.3.2 Each Club in the District, which has no outstanding indebtedness to Rotary International for more than six months preceding the Conference, shall be entitled to at least one delegate. Each delegate shall be a member of the Club. A delegate present at the Annual General Meeting shall vote at the meeting; however, a Club may elect to vote by electronic means such as email.

8.4 Procedure relating to Resolutions

The procedure relating to Resolutions and other items for consideration by the Annual General Meeting or General Meeting shall be:

8.4.1 Proposed Resolutions submissions

Proposed Resolutions, or matters for consideration at the Annual General Meeting or the Conference, shall be submitted to the Governor in writing not less than 90 days before the date of the AGM or Conference, respectively.

8.4.2 Proposed Resolution compliance

All such proposals shall then be referred to a District Resolutions Committee appointed by the Governor. Such committee appointed by the Governor shall ensure that the proposals are in accordance with the Constitution and Bylaws of Rotary International, the Constitution and Bylaws of this District and compliant with the Incorporation of Associations Act 1985, as amended.

8.4.3 Manner of drafting Resolutions

All such proposals shall be in keeping with the spirit and principles of Rotary and worded in such a manner that their intention is clear and capable of implementation along correct lines, if adopted by the Annual General Meeting or the Conference, respectively.

8.4.4 Proposals to be circulated

The proposal, in amended form, if considered necessary or desirable by the Resolutions Committee, or the Governor, shall then be circulated to all Clubs in the District not less than four weeks before the date of the Conference or Annual General Meeting.

8.4.5 Proposals to be discussed

Clubs shall ensure that such proposals are discussed at Club level before the Annual General Meeting or Conference, as may be applicable. Delegates are permitted to participate and vote according to their best judgment after considering any views of their Club, the debate and discussion at the General Meeting.

8.4.6 Additional Resolutions from the Floor

Resolutions other than those dealing with changes to these Bylaws may be accepted from the floor at the discretion of the Governor.

8.5 Proper Records of Resolutions

³ Section 23 of the Act - A longer period of 18 months is allowable for the first meeting after incorporation. After that, any later date must be allowed by the Commissioner, in each particular case, given advanced notice in writing.

District Governor shall appoint a District Resolutions Committee, which shall ensure that:

8.5.1 Proper Records

Proper records are kept of all Resolutions affecting District affairs; and

8.5.2 Copy of Resolutions to be sent

A copy of each such resolution is forwarded to the District Governor-Elect and all Clubs in the District as soon as practicable after the Annual General Meeting or the Conference at which it is adopted, and not later than two months after the AGM or Conference.

8.5.3 Voting

Notwithstanding the generality of 8.1, except for voting on constitutional matters (where the normal club delegate voting system shall apply), a majority vote shall be required to adopt a proposed resolution.

9. POLICIES

9.1 Policies

9.1.1 The District may establish policies to assist in good administration of the District.

These policies shall be available to members.

9.1.2 Clubs may put forward policies for adoption at a general meeting.

9.1.3 The DLB may also put forward policies for adoption at a general meeting. The DLB shall keep all policies in a file accessible to Rotarians in the District.

10. AMENDMENTS

10.1 Alteration to Bylaws

An alteration to these Bylaws may be made by a special resolution of the Annual General Meeting, or a Special General Meeting convened for that purpose.

10.2 Number of Voting Members.

These Bylaws may be amended by the affirmative vote of a simple majority of voting members.

10.3 Who May Propose.

Amendments to these Bylaws may be proposed only by a Member Club or the DLB.

10.4 Procedure.

10.4.1 Delivery of proposal for amendments by a member club

Any proposal to amend these Bylaws shall be delivered to the District Secretary not later than 90 days before a meeting at which the proposed amendment is to be considered.

10.4.2 Notice sent to Clubs.

The District Secretary shall send copies of all duly proposed amendments to each Club not later than 28 days before the meeting at which the amendments are to be voted upon. The proposed amendments may also be made available via the Rotary District website.

10.4.3 Consideration of Proposals

The meeting shall consider and act upon each duly proposed amendment transmitted to it and any amendment thereof.

11. CHANGES TO ROTARY INTERNATIONAL MANUAL OF PROCEDURE

When as a result of enactments of the Council on Legislation, changes in sections of the Constitution or Bylaws of Rotary International occur, the District Governor, with advice from the District Legislation Committee, is hereby empowered to alter and/or amend District 9510 Bylaws so as to bring the District Bylaws into conformity with the Constitutional Documents of Rotary International.
