

**BYLAWS OF ROTARY INTERNATIONAL
DISTRICT 9800 INC**

A. FINANCE

1. DISTRICT BOARD FINANCES

1.1 The District Governor Elect shall, in consultation with the District Board, draw up a budget for the following year for presentation to Clubs at least four weeks before the District Training Assembly, together with a recommendation as to the funds required for the next year. The amount of the District levy shall be decided at the District Training Assembly after the approval of three fourths of the incoming Club Presidents present in compliance with the Manual of Procedure.

1.2 . In preparation of the annual budget provision shall be made for:

- (i) such expenses, as are agreed upon, associated with the office of District Governor, to the extent that they are not recouped from Rotary International;
- (ii) such other operating expenses as are required for District purposes and are agreed upon;
- (iii) such amount as is agreed upon for District Conference purposes;
- (iv) expenses of such programs as Youth Exchange, World Community Service, RYLA, Group Study Exchange, The Rotary Foundation, Interact and Rotaract;
- (v) payment of an equal share of the Travel Equalization Fund that equalizes travel expenses of the District Governor, the District Governor Elect, the District Governor Nominee, to the Annual Regional Rotary Institute;
- (vi) payment of economy air fare and reasonable associated expenses incurred by the representatives of the district in attending Council on Legislation meetings in the event of such payment not being made by the Board of Directors of Rotary International;
- (vii) payment out of District Funds each year of the economy air fare and reasonable associated expenses of the District Governor, the District Governor Elect and the District Governor Nominee to attend the annual meeting of the Australian Regional Rotary Institute;
- (viii) the purchase of a past District Governor's jewel each year.

1.3 All surplus of Income over Expenditure from all District Conferences, Assemblies, Institutes, Seminars, Forums, Changeovers, Receptions and other District Functions shall be forwarded to the District Board, and any loss on such activities shall be borne from District Funds, except as provided in 1.9 below.

1.4 The maximum surplus funds that shall be held as Reserve Funds by the District at the end of any year shall be the actual expenditure of the District, exclusive of income producing committee expenditure, for the year preceding the budgetary period under consideration, with the minimum surplus funds being 50 % of the actual expenditure of the District for this period.

- 1.5 No District bank account will be opened without the authority of the District Governor. All District bank accounts shall be operated in the name of “Rotary International District 9800 Inc.” and on a basis of requiring two signatures for validation of withdrawals and cheques. Authorized signatories shall be determined by each responsible committee but the number of authorised signatories shall exceed two. The District Governor and District Treasurer shall be authorized signatories for all District bank accounts.
- 1.6 The District Governor Elect shall nominate a qualified auditor for appointment by the assembled Presidents Elect at the District Training Assembly. As the Honorary Auditor of the District for the financial year, the District Auditor shall be required to audit the financial transactions of the District including the Committees and report to the District Governor.
- 1.7 The District Governor shall submit the audited statement of accounts to his/her successor and shall send a copy thereof to Rotary International in accordance with the Manual of Procedure.
- 1.8 The District Treasurer is authorized to subsidise the cost of non-paying guests at Official District Functions by drawing cheques on the general District account. The decision on which events are to be recognised as Official District Functions and which guests are to be approved as “non-paying, can only be made by the current District Governor, except in the case of the District Governor Changeover when both the District Governor and the District Governor Elect will have authority to nominate non-paying guests including family and friends.
- 1.9 All Clubs which are requested by the District Governor Elect to host an Official District Function shall produce a fully prepared budget which is to be approved by the District Board prior to the admittance fee being set. In the event that the function results in a “profit” being made, such “profit” shall be forwarded to the District Treasurer and used at the discretion of the District Board. In the event that the function results in a “loss”, then the Host Club is entitled to submit a claim to the District Board for reimbursement, but such claim will only be favourably considered if –
 - (a) the original budget and admission fee has been approved by the District Board; and
 - (b) the loss was brought about by factors beyond the control of the Host Club.
- 1.10 The finance requirements and guidelines for District Committees and Official District Functions which apply to all Clubs and Rotarians in the District are set out in Appendix A to these Bylaws.

2. DISTRICT DISASTER RELIEF FUND

- 2.1 In the event of a Natural Disaster occurring which warrants consideration as being a worthy cause, the District Governor shall appoint an investigation committee comprising the District Governor Elect (as Chairman), the Director

of the District Community Service Committee and one other Rotarian to submit a full report to the District Governor on the disaster for which the assistance is being considered.

- 2.2 In the event the District Governor, acting on the advice of the Committee, accepts the natural disaster as one worthy of support, the Governor will invite Clubs, Rotarians, or other benefactors to make a financial contribution to the disaster on a voluntary basis in a manner as they deem fit. The monies received will be held in a separate account within the District General Funds and disbursements will be made by the District Treasurer upon the recommendations of the Committee, after endorsement by the Governor.
- 2.3 The funds shall be solely for the purpose of making payments in the name of Rotary to alleviate distress following a natural disaster.
- 2.4 In the event the funds are not totally exhausted for the purpose for which they have been raised, the monies will be held in trust by District for a future natural disaster and may be distributed by the Governor at that time on a recommendation of the Disaster Committee at that time.
- 2.5 The Governor shall prepare a financial report to the District on the disbursement of the Disaster relief funds during his/her year of office, and such report will be included as part of the annual Financial report to the District.

B. ADMINISTRATION

3. NOMINATION OF DISTRICT GOVERNOR

3.1 In accordance with RI Bylaws, the District shall select a nominee for Governor not more than 36 months, but not less than 24 months prior to taking office. The Board of RI shall have the authority to extend the date under this provision for good and sufficient reason. The nominee will be elected at the RI Convention held immediately preceding the year in which such nominee is to be trained at the international assembly. Nominees so elected shall serve a one year term as Governor Elect and assume office on 1 July in the calendar year following election.

3.2 The Nominating Committee of the District shall consist of:

- (a) the District Governor as Chairperson;
- (b) the most recent Past District Governor available;
- (c) the current District Governor Elect;
- (d) the current District Governor Nominee; and
- (e) three Past Presidents of Clubs in the District, not being members of the same club, Honorary Members or Past District Governors, elected by the Clubs in the District. A Past President elected under this provision shall not serve on the Committee for two successive years.

- 3.3 The District Governor shall call for nominations by 1st October in each year for the Nominating Committee under 3.2 (e), such nominations to be received by a date not later than the 31st October in each year.
- 3.4 If more than the requisite nominations are received to fill the positions under 3.2 (e) the District Governor shall arrange for a ballot by mail no later than 14th November to be concluded not later than 15th December in each year.
- 3.5 The District Governor shall advise Clubs by the 1st January in each year of the constitution of the Nominating Committee.
- 3.6 When calling the meeting of the Nominating Committee the District Governor shall inform members of the Committee confidentially of the names of the Rotarians suggested for consideration, their Clubs, and Classifications together with a general background of their services in Rotary. Five members of the Nominating Committee shall form a quorum, and in selection of the Committee's nominee for District Governor, the votes of at least four of the Committee shall be cast in favour of such nominee.
- 3.7 If for any cause whatsoever the nominee selected by the nominating Committee at its meeting is unable to serve, the Committee shall select another nominee for the District Governor either in a ballot by mail or by electronic mail or at an emergency meeting of the Committee.
- 3.8 The procedure to be followed for the appointment of the District Governor Nominee shall be as set out in the Rotary International Bylaws and as described in the Rotary Code of Policies of Rotary International.

4. PROCESS TO SUBMIT RESOLUTIONS TO THE DISTRICT CONFERENCE

- 4.1 Resolutions from Rotarians or Clubs must be submitted to the members of the Club initiating the Resolution for endorsement by a majority vote, prior to being forwarded to District.
- 4.2 Resolutions must be submitted on the Club letterhead and personally signed by an officer of the Club confirming the Resolution has been approved by the majority of the Club members.
- 4.3 Resolutions may also be submitted by the District Governor for consideration by delegates at the District Conference.
- 4.4 Resolutions must be submitted to the Chairman of the District Resolutions Committee not less than 75 days prior to the District Conference in order for the matter to be considered by the District Governor and Resolutions Committee to ensure the item is in accordance with the Constitution and Bylaws, and in keeping with the principles of Rotary, prior to being distributed to Clubs.

4.5 All resolutions to be considered by the Club voting delegates assembled at the Conference must be circulated to each Club secretary at least 45 days before the opening date of the District Conference to enable Club discussion and full consideration by Club voting delegates, apart from minor amendments and except for such Resolutions arising out of Conference discussion, or as accepted by the Conference at the time.

4.6 Following the District Conference, all resolutions passed at the District Conference are to be circulated to all Clubs for their information and the District website to be updated.

5. DUTIES AND FUNCTIONS OF RESOLUTIONS COMMITTEE

5.1 The Past District Governor who is elected to represent the District at each Rotary International Council on Legislation shall hold the office of District Resolutions Committee Chairman and Manual of Procedures Adviser until the election of the representative for the following Council.

5.2 The duties of the Past District Governor representative are spelt out in the Manual of Procedure but, in addition, he/she has the following responsibilities

- (a) to assist Rotarians to understand the meaning and effect of the Constitution and Bylaws of Rotary International and of Rotary Clubs, and the Resolutions from time to time adopted at a District Conference or Annual General Meeting;
- (b) to receive from the District Governor, or from Clubs of the District, proposed Resolutions and Enactments prior to submission to the District Conference or Annual General Meeting and to assist in the drafting of Resolutions and Enactments and recommend to the District Governor such amendments as are considered by the Committee to be appropriate, and to correct errors or inconsistencies;
- (c) to consider proposed Resolutions and Enactments coming before the Council on Legislation and to provide a source of information and advice to Clubs and Rotarians regarding the effect of such Resolutions and Enactments on the Constitution and Bylaws of Rotary International and Rotary Clubs;
- (d) to give advice to the District Board on the impact, if any, that District Resolutions already approved may have on the operations of the Board.

5.3 The District Governor of the day has the right to appoint others to work with the Past District Governor elected to represent the District at a Council on Legislation if such additional appointments are considered to be appropriate.

6. INFORMATION FORUM TO DISCUSS ANY PROPOSALS FOR REDISTRICTING

6.1 In addition to the procedure for redistricting laid down in the Manual of Procedure, it is recommended to the District Governor of the day that he/she call an information forum of all Clubs in the District to discuss any proposals for redistricting prior to receiving advice from the Clubs of their attitude to the proposal.

7. HOSTING OF DISTRICT FUNCTIONS

7.1 The District Governor Elect shall invite clubs in the District, including his/her own Club, to host District functions including the District Conference, District Training Assembly, Presidents Elect Training Seminar(s), District Governor's Changeover and others occurring during the year of office as District Governor. When selecting a Club as host consideration is to be given to participation within the previous five years and, where possible, preference given to a Club which has not hosted the event under consideration within those five years.

8. DELEGATE TO COUNCIL ON LEGISLATION

8.1 No Rotarian can be elected to represent the District at the Council on Legislation on any more than two occasions, these not necessarily being consecutive.

9. DISTRICT CONFERENCE

9.1 Clubs organizing future District Conferences be encouraged to provide an interesting program for children to attract the interest and support of Rotarians considering bringing their families to future conferences.

9.2 The expenses of travel and accommodation for members of Group Study Exchange Teams (including Leaders) and for Rotary Foundation Scholars who are invited by the District Governor to attend a District Conference be borne by District Funds.

Ratified by the Rotary District 9800 AGM 12th November 2015