

BYLAWS OF ROTARY INTERNATIONAL DISTRICT 9800 INC

Ratified November 2017

A. FINANCE

1. DISTRICT BOARD FINANCE

- 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 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, any Rotary International endorsed vocational exchange program, Rotary Foundation, Interact and Rotaract;
 - (v) 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;
 - (vi) payment out of District Funds each year of the economy air fare and reasonable associated expenses of the District Governor, the District Governor Elect, the District Governor Nominee and the Immediate Past District Governor and their respective partner/spouse to attend the annual meeting of the local Rotary Zone Institute;
 - (vii) 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 1.10 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 75% 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" and on a basis of requiring two signatures, or electronic authorisations, for validation of withdrawals and cheques. Authorised 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 authorised signatories for all District bank accounts.
- 1.6 The Board may authorise the District Treasurer to expend District funds by electronic transfer up to a specified limit and subject to electronic authorisation pursuant to section 1.5.

- 1.7 The District Governor Elect shall nominate a qualified auditor for appointment at the District Annual General Meeting. As the 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, Board and members.
- 1.8 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.
- 1.9 The District Treasurer is authorised to subsidise the cost of non-paying guests at Official District Functions by drawing cheques, or making an electronic funds transfer, 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.
- 1.10 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.
- 1.11 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. FINANCE COMMITTEE

- 2.1 A Finance Committee has been constituted by the Board as a standing committee in accordance with clause 27 of the Rules and Statement of Purposes of the District incorporated body (“the Rules”) to assist the Board in relation to matters of policy relating to the district’s compliance with its financial responsibilities.
- 2.2 The Committee’s purpose is to report to the District Governor and/or the Board on the business delegated to it by either the District Governor or the Board.
- 2.3 Without limiting the generality of the business that may be delegated to the Committee, the business may include reporting on :
 - (i) review and recommendation of policies to ensure compliance with the District’s statutory financial reporting obligations;
 - (ii) review of the financial performance of the District;
 - (iii) review and monitoring of the District’s budgetary processes;
 - (iv) review of matters of financial significance or with inherent risk to the District.

3. DISTRICT DISASTER RELIEF FUND

- 3.1 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.

- 3.2 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 with in the District General Funds and disbursements will be made by the District Treasurer upon the recommendations of the Committee, after endorsement by the Governor.
- 3.3 The funds shall be solely for the purpose of making payments in the name of Rotary to alleviate distress following a natural disaster.
- 3.4 In the event the funds are not totally exhausted for the purpose for which they have been raised, the monies will be held 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.
- 3.5 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

4. NOMINATION OF DISTRICT GOVERNOR

- 4.1 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.
- 4.2 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.
- 4.3 The District Governor shall call for nominations by 1 st October in each year for the Nominating Committee under 4 .2 (e), such nominations to be received by a date not later than the 31st October in each year.
- 4.4 If more than the requisite nominations are received to fill the positions under 4.2 (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.
- 4.5 The District Governor shall advise Clubs by the 1st January in each year of the constitution of the Nominating Committee.
- 4.6 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.

- 4.7 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.
- 4.8 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.
- 4.9 The nominating committee will also select one past governor to serve as a Vice Governor for the next Rotary year, as provided by the Rotary International Manual of Procedure.

5. DUTIES AND FUNCTIONS OF RESOLUTIONS AND COMPLIANCE COMMITTEE

- 5.1 A Resolutions and Compliance Committee has been constituted by the Board as a standing committee in accordance with clause 27 of the Rules to assist the Board in relation to matters of policy relating to the District's compliance with the Constitution and Bylaws of Rotary International and local law.
- 5.2 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 and Compliance Committee Chairman until the election of the representative for the following Council.
- 5.3 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 ;
 - (b) 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;
 - (c) to give advice to the District Board on the impact, if any, of changes to the Constitution and Bylaws of Rotary International and Rotary Clubs, and local legislative changes, on the operations of the Board and the District;
 - (d) to represent the District at the Council on Resolutions.
- 5.4 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.
- 5.5 Any Club wishing to propose a resolution for the Council on Legislation must do so in accordance with the Rotary International Manual of Procedure. The Resolutions and Compliance Committee may assist the Club in so doing.

6. DELEGATE TO COUNCIL ON LEGISLATION & COUNCIL ON RESOLUTIONS

- 6.1 No Past District Governor can be elected to represent the District at the Council on Legislation & Council on Resolutions on any more than two occasions, these not necessarily being consecutive.

7. INFORMATION FORUM TO DISCUSS ANY PROPOSALS FOR REDISTRICTING

- 7.1 In addition to the procedure for redistricting laid down in the Rotary International 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.

8. HOSTING OF DISTRICT FUNCTIONS

- 8.1 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, 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 an event under consideration within those five years.

9. DISTRICT CONFERENCE

- 9.1 Clubs organising 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 any Rotary International endorsed vocational exchange program (including leaders) and for Rotary Foundation Scholars who are invited by the District Governor to attend a District Conference be borne out of District funds,
- 9.3 A District Legislation Meeting shall be conducted in accordance with the procedure set out in the Rotary International Manual of Procedure if the Board resolves to submit matters of importance to the District to such a meeting, to be held in conjunction with a District Conference.

APPENDICES TO BYLAWS

ratified November 2017

APPENDIX A – FINANCE REQUIREMENT AND GUIDELINES FOR DISTRICT COMMITTEES AND OFFICIAL DISTRICT FUNCTIONS

It is considered desirable to formalise the requirements and guidelines for District Committees and Clubs organising Official District functions in a compact form at the same time elaborating in some sections to more clearly define the intentions.

INTRODUCTION

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

1. DISTRICT FINANCE REQUIREMENTS

- 1.1 These requirements apply to all District Committees
- 1.2 District Officer Responsibilities
 - District Governor**
 - (i) Chair District Board
 - (ii) Efficient collection, receipt, disbursement and administration of all monies within the central District organisation, including its Committees
 - (iii) Administer District funds to the benefit of member Clubs
 - (iv) Receive the District Auditor's report on the financial affairs of the District for the last preceding year and to present that Report to the Annual General Meeting within the time specified

District Board

- (i) Assist and advise the District Governor
- (ii) Operate to facilitate the programs and policies of the District Governor
- (iii) Ensure appropriate financial records are kept for preparation of required annual financial statements
- (iv) Monitor financial transactions of District and its Committees, and present periodic financial reports to the District Governor
- (v) Promptly bank all monies received, and determine any investment other than with a bank
- (vi) Advise each District Committee at the start of each year of the way in which its budget will be funded, and when the Committee shall submit Statements of Receipts and Payments to the District Board
- (vii) Ensure sufficient funds are available to the District Governor and to District Committees as from 1 July of each year
- (viii) Ensure required audits are completed
- (ix) Maintain a register of all assets owned by the District

District Governor Elect

- (i) Ratify the appointment of the District Treasurer Elect
- (ii) Draw up budget for the following year, in conjunction with the District Board
- (iii) Present budget to Clubs at least four weeks before the District Training Assembly with recommendation as to funds required for the next year (best done at Presidents Elect Training Seminar)
- (iv) Nominate a qualified auditor for appointment as District Auditor by the Presidents Elect at the Annual General Meeting

Immediate Past District Governor

- (i) Submit audited statement of accounts for year of office to current Board and send a copy to Rotary International
- (ii) Send a copy of financial accounts for all District Accounts pertaining to year of office to all Clubs in District by 30th September (i.e. within 3 months of DG Changeover)

District Auditor

- (i) Audit financial transactions of the District including its Committees, Assemblies, Institutes, Seminars, Forums, Changeover, Receptions and other District Functions (to the Auditor's satisfaction)
- (ii) Report to the District Governor, Board and members for that year

Assistant Governors

- (i) Recommended the District Governor appoint Assistant Governors in accordance with RI Board policy as set out in the Manual of Procedure to assist the Governor with the administrative work associated with club operations for designated clubs within an assigned geographic area. They are not officers of Rotary International.

1.3 Bank Accounts District Bank Accounts

- (i) Shall be operated in the name of "Rotary International District 9800 Inc"

Validation of Withdrawals and Cheques

- (i) Two signatures, or electronic authorisations, are required

Authorised Signatories

- (i) Shall be determined by each responsible committee
- (ii) Number of authorised signatories shall exceed two
- (iii) District Governor and District Treasurer shall be authorised signatories to all District Bank Accounts (so, if need be, they can operate on any of the District Accounts)

1.4 Official District Functions

- (i) 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
- (ii) If a function makes a “profit”, the ‘profit” shall be forwarded promptly to the District Treasurer
- (iii) 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 be considered favourably if the original budget and admission fee have been approved by the District Board and the loss was brought about by factors beyond the control of the Host Club.

1.5 Non-Paying Guests at Official District Functions

- (i) The District Treasurer is authorised to subsidise the cost of non-paying guests at all Official District Functions by drawing cheques, or electronic funds transfer, on the general District Account
- (ii) The current District Governor must decide which events are to be recognised as “Official District Functions” , and which guests are approved as “non-paying”
- (iii) DG Changeover Dinner: Both the District Governor and District Governor Elect have authority to nominate non-paying guests, including family and friends.

1.6 Reserve Funds

- (i) The maximum amount of surplus funds that shall be held as a reserve fund at the end of any year shall not be more than the actual expenditure of the District (excluding income producing committee expenditure) for the year preceding the budgetary period under consideration, with a minimum amount of 75 % of the actual expenditure for the preceding year.

2. DISTRICT FINANCE GUIDELINES

2.1 DISTRICT COMMITTEES FUNDED BY DISTRICT

Introduction

These guidelines are intended to assist District Committees 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 (fax, postage, stationery, etc) and possibly “seed” money for special projects.

Special projects (including seminars and workshops) should generally be funded by other means than District Funds, unless specifically included in the District Budget as approved at District Training 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 before District Training Assembly

(to enable the District Budget to be presented to Clubs with the required notice of at least 4 weeks before District Training Assembly)

Bank Accounts

District Committees funded by District should not open their own bank account 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 is 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 expenses should be submitted promptly to the District Governor and District Treasurer after accounts are finalised.

2.2 DISTRICT COMMITTEES SELF FUNDED (MUNA, RYLA, RYPEN, YOUTH EXCHANGE)

Introduction

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 programs, participants, bank interest, profits from functions, excursions, or sales of souvenirs, etc

Secondary Funding

Refundable loans or non-refundable grants from District (where necessary).

Budgets

Annual budgets must be submitted to the District Governor Elect and District Treasurer Elect on request and at least 6 weeks before the District Assembly.

Bank Accounts

Refer to District Finance Requirements. 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 (such as stationery, phone, Computing/printing, postage), training programs and workshops, District selection programs, briefings and debriefings.

MUNA

Attendance of two students from the District at the Canberra MUNA weekend.

Youth Exchange Program

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 expenses, and balances should be reported to the District Committee monthly, and must be sent to the District Governor and District Treasurer at least quarterly. For incorporated District

Committees, refer to the relevant Victorian law for statutory reporting requirements to annual general meetings and the relevant statutory body.

Assets

Any assets required for use by the District Committee (eg. computers) will be obtained by the District or the District Committee, after approval by the District Governor and will remain the property of the District and be recorded in the District Assets Register.

Reserves

Surplus funds from the operations of these District Committees may with the approval of 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, eg. 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.

2.3 OFFICIAL DISTRICT EVENTS ORGANISED BY CLUBS

Introduction

These guidelines are intended to assist Clubs organising Official District Functions such as DG Changeover, District Assembly, PETS, 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 from the general account.

PETS is now totally funded by the District Budget. All other functions 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 function 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 organising and promoting District Functions.

Surpluses or Losses

Refer to District Finance requirements "Official District Functions".

Finance Reports

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

District Expenses

District Function – Expenses Customarily Paid by District

District Governor's Changeover

One table of guests for the DG and for the DGE Other items to be defined

PETS

All seminar expenses including hire of facilities, accommodation, meals, administration expenses of organising committee, etc.

District Training Assembly

District personnel attending and any members of sub-committees actually presenting.

District Conference**Charter Nights**

Non-paying guests approved by the District Governor

Special Events (approved by the DG as "Official District Function")

Non-paying guests approved by the District Governor