

ROTARY INTERNATIONAL DISTRICT 9810 INC.

BYLAWS

As amended 28 May 2014



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ROTARY INTERNATIONAL DISTRICT 9810 INC

BYLAWS

These Bylaws must not be inconsistent with the Rules of this District or the Constitution and Bylaws of Rotary International but otherwise provide additional provisions for the government of this District.

1. DISTRICT

District 9810 consists of the geographical territory as ceded to it on its formation (as District 981) by Rotary International and established 1st July 1982.

Its territory is shared by its member clubs and is situated within the Cities and Shires of Bayside, Cardinia, Glen Eira, Greater Dandenong, Kingston, Knox, Manningham, Maroondah, Monash, Whitehorse and Yarra Ranges. The District's boundaries are detailed in Appendix 1.

2. FINANCE

2.1 The District Auditor shall not be a member of the same member club as the District Treasurer.

2.2 All member clubs (including committees appointed by those clubs) who are requested by the District Governor or the District Governor-Elect to implement a project on behalf of the District shall present a budget for that project for approval at a meeting of:

2.2.1 the District Governor, and

2.2.2 the District Secretary, and

2.2.3 the District Treasurer, and

2.2.4 the District Governor Elect.

Such approval or otherwise shall be reported upon at the next meeting of the District Administration Committee.

2.3 For the purpose of determining the financial controls of projects the District Treasurer shall ex-officio be a member of the relevant meetings of the member clubs.

2.4 Any surplus funds from such projects shall be returned to the then District Treasurer within two months of the conclusion of the project with a supporting statement.

3. DISTRICT BUDGET

3.1 Provision shall be made in the District Budget for:

3.1.1 all those expenses associated with the office of District Governor which are not recouped from Rotary International;

3.1.2 all those expenses associated with the office of District Governor-Elect and District Governor Nominee;

- 3.1.3 such other operating expenses as are required to be borne by the District;
 - 3.1.4 a District Conference contribution and associated member club levy with a minimum per capita amount of \$5 or as otherwise agreed upon or varied from time to time by the incoming Presidents at the District Assembly where the District Budget shall be presented; and
 - 3.1.5 District Committees.
- 3.2 In January the District Treasurer shall send to all clubs a semi-annual adjustment of dues for new members inducted into clubs from 1st July to 15th December. The charge per new member shall be:
- 3.2.1 District Dues - 50% of the full per capita levy;
 - 3.2.2 Conference Levy – 100% of the full per capita levy; and
 - 3.2.3 Insurance premium/levy – 100% of the full per capita amount.

4. SPECIAL FUNDS

4.1 Reserve Fund

The maximum amount of general funds that shall be held as a Reserve Fund by the District at the end of any financial year shall not exceed 100% of the sum of the District and Conference Levies received from member clubs during that year, and shall exclude any funds held for specific purposes.

4.2 District Reserve Fund

- 4.2.1 a District Reserve Fund shall be set up to receive funds which are surplus to the normal level of prudent reserves held in the District operating accounts.
- 4.2.2 the Fund shall be utilised to finance;
 - 4.2.2.1 District-sponsored projects, and
 - 4.2.2.2 the development of Rotary in District 9810.
- 4.2.3 in determining the cost of a project under 4.2.2 the cost shall be net after allowing for grants, refunds, etc. received or receivable from Rotary International or from other sources.
- 4.2.4 the District Reserve Fund shall be administered by the District Administration Committee, subject to:
 - 4.2.4.1 the District Governor having the right to commit payments from the Fund in accordance with 4.2.2 up to an aggregated total of \$5,000; and
 - 4.2.4.2 a project with a net cost in excess of \$10,000 being adopted by the District Administration Committee but only with the approval of member clubs within the District.
- 4.2.5 the execution of a project under 4.2.4.2 may be extended beyond the Rotary year in which the project was proposed and approved.

4.3 Emergency Relief Fund

- 4.3.1 a Fund shall be established for the purpose of relief in the case of a state, national or appropriate international disaster.
- 4.3.2 the Fund shall be maintained at a level set by the District Governor with the approval of member club presidents, sufficient to meet any demand upon it.
- 4.3.3 without further reference the District Governor may make assistance contributions from the Fund up to an aggregated total of \$5,000. Further contributions beyond this amount whether to the same relief cause or to other causes may be made to specific relief causes with the approval of member clubs within the District.
- 4.3.4 the District Governor may make an appeal to member clubs at any time for replenishment of the fund to a suitable level.

5. MEMBERSHIP

5.1 Application For Membership

- 5.1.1 further to Rule 8.3, a Rotary Club formally chartered by RI and residing within the District may make application for membership of this District using the format in Appendix 2 of these Bylaws.
- 5.1.2 an Application for Membership shall be forwarded to the District Secretary.

5.2 Appointment of Proxy

- 5.2.1 pursuant to Rule 22, a member may appoint a proxy to vote on its behalf by completing the Proxy Form in Appendix 4 of these Bylaws.
- 5.2.2 the Proxy Form shall be received by the District Secretary no later than 24 hours prior to the relevant meeting of the Association.

6. INSURANCE

- 6.1 The District Administration Committee, in consultation with the District Insurance Officer, shall adopt the insurance cover most appropriate to the member clubs of District 9810.

7. NOMINATION OF DISTRICT GOVERNOR

There shall be a Nominating Committee which shall select an associate member as nominee for appointment by Rotary International (**RI**) to the position of District Governor of the District and shall notify the secretary in writing of that nomination not more than 36 months nor less than 24 months prior to the date upon which it is intended that such nominee will take office as District Governor of the District. In making that selection the Nominating Committee shall comply with the provisions of this Bylaw subject always to the provisions of the RI Bylaws as follows:

- 7.1 The Nominating Committee shall comprise the following:
 - 7.1.1 five ex-officio members being:
 - 7.1.1.1 the District Governor; and
 - 7.1.1.2 the District Governor Elect; and

- 7.1.1.3 the District Governor Nominee; and
- 7.1.1.4 the two most recent Past District Governors available to serve;
and
- 7.1.2 five elected members each of whom:
 - 7.1.2.1 is a president or past president of a member of the District; and
 - 7.1.2.2 is an associate member of the District; and
 - 7.1.2.3 is nominated by and is the only nomination of a member of the District; and
 - 7.1.2.4 was not a member of the immediately preceding Nominating Committee; and
 - 7.1.2.5 is not a member of the same club as an ex-officio member of the Nominating Committee; provided that,
- 7.1.3 if there are insufficient nominations to fill the five elected member positions the Board will fill each such vacancy with an appointee who possesses the qualifications provided in sub-bylaw 7.1.2; and provided further that,
- 7.1.4 a member of the Nominating Committee, other than the District Governor, who is a member of the same club as any nominee for the position of District Governor whose nomination is submitted to the Nominating Committee must withdraw from office and will be replaced:
 - 7.1.4.1 in the case of the withdrawal of an elected member by the candidate who obtained the next highest number of votes to those who were elected as elected members; and
 - 7.1.4.2 in the case of the withdrawal of an ex-officio member or there being no candidate available to replace a withdrawing elected member, by the most recent District Governor available to serve who is not an ex-officio member.
- 7.2 In carrying out the selection process:
 - 7.2.1 the Nominating Committee will notify the secretary in writing of the date upon which it wishes to commence the selection process and the Board will call for nominations from members of the District of associate members suitable for selection as nominee for appointment by RI as District Governor of the District and shall deliver the names of the associate members so nominated together with their respective classification and their respective service in Rotary to the Nominating Committee not less than seven days before such date; provided that,
 - 7.2.2 in the event of there being more than ten (10) nominations for selection as nominee for District Governor of the District the Board may suggest to the Nominating Committee the eight (8) nominations which it considers the most appropriate for consideration.
- 7.3 The Nominating Committee shall not be limited in its selection to those names submitted to it pursuant to sub-bylaw 7.2. The Committee shall nominate the best qualified associate member who is available to serve as District Governor.

- 7.4 Seven members of the Nominating Committee shall form a quorum and in making its selection of a nominee for appointment by RI as District Governor, the votes of at least six members of the Committee must be cast in favour of such nominee.

8. RESOLUTIONS

- 8.1 A special general meeting shall be held in accordance with the requirements of Rule 16 for the purpose of voting on resolutions and proposals submitted by members. This special meeting shall be held:
- 8.1.1 at any time determined by the District Governor, or
 - 8.1.2 during the District Conference, in which case the special meeting shall be known as the Conference Resolutions Meeting.
- 8.2 At the discretion of the District Governor, a meeting of member club representatives may be held before the special meeting to consider and discuss resolutions and proposals which will be submitted to the special meeting. The purpose of this earlier meeting is to allow adequate time for discussion of such resolutions and proposals.
- 8.3 All and any such resolutions are to be delivered to the District Governor by no later than eight (8) weeks prior to the special general meeting. All such resolutions shall be referred to the District Resolutions Committee, appointed by the District Governor, who will seek to obtain all pertinent facts bearing on the submitted resolutions before deciding to make any recommendation to the special general meeting. The District Resolutions Committee shall prepare a short statement on the reasons for so recommending.
- 8.4 Without in any way limiting or restricting the provisions of sub-rule 18.1 copies of resolutions delivered to the District Governor pursuant to Bylaw 8.3 shall be circulated to all member clubs not less than four (4) weeks before date of the special general meeting.
- 8.5 Any proposed amendments to proposed resolutions other than proposed amendments to special resolutions must be delivered to the District Resolutions Committee not later than 14 days prior to the special general meeting in order to permit their prompt circulation to member clubs.
- 8.6 Resolutions will be offered in four (4) groups:
- 8.6.1 **District Governance** – Proposed amendments to the Association’s Bylaws (as per Rule 42).
 - 8.6.2 **District Resolutions** - A resolution whereby the District expresses the sentiment of those present on a purely District matter.
 - 8.6.3 **Memorial to the Board of Directors of RI** - A resolution whereby the District and/or member club recommend that the RI Board give consideration to a certain matter.
 - 8.6.4 **Council on Legislation** –
 - 8.6.4.1 elect the District’s representative to the Council on Legislation during the Rotary year two years before the Council on Legislation

8.6.4.2 a resolution of the District whereby the District offers a proposed enactment or a proposed resolution for transmittal to and action by the RI Council on Legislation.

8.7 Voting by members on resolutions shall be as provided in the Rules .

9. THE ROTARY FOUNDATION - DISTRICT DESIGNATED FUNDS

9.1 The District Governor Nominee/Elect shall consult with member club Presidents Nominee/Elect regarding the allocation of program funds from the District Designated Fund (DDF) which will be made available from The Rotary Foundation for his/her term of office.

9.2 Following such consultation, the District Governor Nominee's/Elect's suggested allocation of funds shall be forwarded to all member club Presidents Nominee/Elect for their approval. The funds allocation must be approved by not less than 75% of those Member club Presidents Nominee/Elect who vote.

10. AMENDMENTS TO DISTRICT BY-LAWS

In addition to and not in substitution for Rule 42:

10.1 these By-laws may be added to, amended, cancelled or revoked at a properly constituted meeting of Members. A majority vote of those delegates present shall be necessary to effect any additions, amendments, cancellations or revocations;

10.2 the Rules for Rule 18.

APPENDIX 1

BOUNDARIES OF ROTARY DISTRICT 9810

The boundaries of Rotary District 9810 are as set out:

APPENDIX 2

ROTARY CLUB OF _____ INC.

**APPLICATION FOR MEMBERSHIP
OF ROTARY INTERNATIONAL DISTRICT 9810 INC.**

In accordance with Rule 8.3 of the Rules of Rotary International District 9810 Inc. (district)

the Rotary Club of _____ Inc. (club)

whose address is _____, Victoria, 3_____,

being a club formally chartered under the Constitution and Policies of Rotary International within the district area of the district, and in accordance with a resolution taken by this Club, hereby applies to become an ordinary member of the District.

In the event of its admission as ordinary members , we agrees to be bound by the Rules and Bylaws of the District for the time being in force.

(Signature) President

Date:

(Signature) Secretary

Date:

APPENDIX 3

ROTARY INTERNATIONAL DISTRICT 9810 INC.

APPOINTMENT OF VOTING DELEGATE

In accordance with Rule 18 of Rotary International District 9810 Inc.

The Rotary Club of _____ Inc., a Member Club of Rotary International District 9810 Inc. hereby appoints the under-mentioned Club member to be an authorised delegate to attend and vote on it's behalf at the Meeting of the Association to be held on the _____ day of _____ , 20____ and at any adjournment of that meeting.

Club President* OR*

- **Delete whichever is not applicable**

Appointment of Additional Authorised Delegates

For Member clubs who, under Rotary International Rules are entitled to more than one delegate, the following Club Member/s are also appointed as an authorized delegate with the same voting rights as the Club President or his/her nominee (above).

1st Additional: _____

2nd Additional: _____

3rd Additional: _____

(Signature) President

(Signature) Secretary

*****(Delete whichever is not applicable)***

VOTING BY THE AUTHORISED DELEGATE OR BY EACH OF THE AUTHORISED DELEGATES

Every Authorised Delegate is authorized to vote in favour of / against *** the following resolution (insert details of resolution).

**APPENDIX 4
ROTARY INTERNATIONAL DISTRICT 9810 INC.
APPOINTMENT OF PROXY**

In accordance with Rule 21 of Rotary International District 9810 Inc.

The Rotary Club of _____ Inc., a Member Club of Rotary International District 9810 Inc. hereby appoints

the **District Governor*** or **The Rotary Club of _____ Inc.*** as it's Proxy to attend and vote on it's behalf at the **Annual General Meeting*/ Special General Meeting*** of the Association to be held on the _____ day of _____ , 2_____ and at any adjournment of that meeting.

Our proxy is authorized to vote in **favour of*/against*/as seen fit*** re the following resolution/s *(insert details of resolution)*:

(Signature) President
Date:

(Signature) Secretary
Date:

*** Delete whichever is not applicable**

TO BE COMPLETED IF THE PROXY IS NOT THE DISTRICT GOVERNOR

The Rotary Club of _____ Inc. (the Proxy club) has approved it's Club Member _____ to act as Proxy for the Rotary Club of _____ Inc. and to vote in accordance with that Club's instructions.

(Signature) President of Proxy Club

Date:

(Signature) Secretary of Proxy Club

Date: