Rotary International District 9640 Ltd

STANDING RESOLUTIONS

1. Generally

Nothing in the Resolutions of Rotary International District 9640 Ltd. shall be deemed to over-rule any procedure or announced policy of Rotary International, nor to restrict the District Governor in his/her performance of Rotary duties required by Rotary International. The District Governor will be an ex-officio member of all District Committees. *(1983) (Amended 2006, 2016))*

2. Finance

2.1 Rotary International District 9640 Ltd. Administration Fund There shall be established for the object of the necessary and adequate administration and development of Rotary in Rotary International District 9640 Ltd. a fund subject to the following conditions: *(1983) (Amended 2006, 2008)*

2.2 The Fund shall be known as the Rotary International District 9640 Ltd. Administration Fund. (1983) *(Amended 2006, 2008)*

2.3 The Fund shall comprise:

(i) Dues and/or contributions towards District activities and expenditure made to it by Rotary Clubs of R.I. District 9640 Ltd. And Rotarians and others, from time to time; *(2014)*

(ii) Surplus funds from R.I. District 9640 Ltd. activities such as conferences, assemblies, institutes, District Changeovers and the like;

(iii) Donations by other persons. *(1983) (Amended 2006, 2008)*

2.4 Rotary International District 9640 Ltd Rotary Foundation Fund There shall be established for the adequate administration of Rotary Foundation District Grant funds in Rotary International District 9640 Ltd. a fund subject to the conditions as specified in the Rotary Foundation "District Qualification Memorandum of Understanding". *(2014)*

2.5 The Custodian of the Funds, as detailed in 2.1 and 2.4 above, shall be Rotary International District 9640 Ltd. *(2014)*

2.6 The District Finance Committee shall be comprised of:

(a) The District Governor;

(b) The Immediate Past District Governor;

(c) The District Governor Elect;

(d) The Secretary; and *(2014)*

(e) Two other Rotarians from R.I. District 9640 Ltd. to be appointed by the District Governor. *(Amended 2006, 2008)*

(f) (i) In making the two appointments referred to in sub-clause (e) above of this resolution, the District Governor in office shall appoint a suitably qualified Rotarian to be the District Finance Committee Chairman, and a suitably qualified Rotarian to be District Treasurer, both appointments taking effect from July 1 in the year of the appointment. *(Amended 2014, 2015)*

(ii) The District Finance Chairman and/or the District Treasurer so appointed in 2.6 (f) (i) shall possess qualifications as defined in the Corporations Act 2001 – Section 88B. *(2014, 2015, 2026)*

(g) The Secretary so appointed in sub-clause (d) above, shall have no voting rights *(2014)*

(h) In addition to the appointments under sub-clause (e) above, the District Governor Elect shall invite the Rotarians who he/she proposes to appoint as his/her District Finance Chair and District Treasurer, if they are not the same people as those appointed under sub-clause (e) above, to attend meetings of the District Finance Committee as observers without voting rights. The District Governor Nominee shall also be invited to attend meetings of this committee but shall not have voting rights. *(Amended 2015)*

(i) Any casual vacancy in the membership of the Committee shall be filled by a Rotarian appointed by the District Governor, and his/her term of office shall be for the unexpired period of the office so vacated. *(1983) (Amended 1993 and 2002, 2008)*

2.7 The duties and powers of the District Finance Committee shall be;

(a) To report to the District Governor on such matters as he/she refers to it for consideration.

(b) To review and study the necessary expenses of the District Administration and report thereon to the District Governor. *(Amended 1990, 2008)*

(c) To review/amend and approve a draft budget of District income and expenditure, as prepared by the District Governor Elect, and submit this budget at the annual District Conference. When adopted (with or without amendment) by a majority of three fourths of Club Delegates present and voting, it shall be known as the District Budget [for the next fiscal Rotary year]. *(Amended 1990)*

(d) To receive all District funds and bank these in an account styled "Rotary International District 9640 Ltd. Administration Fund" which shall permit electronic banking by whatever means. Banking of these funds may be via District transfer accounts to facilitate banking procedures available to the District. *(Amended 2011, 2013)*

(e) To consider and adopt/amend a statement of income and expenditure of the District Administration Fund for the year ending June 30 in each year, prepared by the District Treasurer. *(Amended 2000, 2008)*
(f) To forward to the District Auditor or Reviewer all records of the District, together with the statement of Income and Expenditure and request the auditor or reviewer to audit or review those records and report on the statement in accordance with normal auditing or reviewing procedures. *(Amended 2000, 2002, 2008, 2011)*
(g) To forward to each Club in the District, by the last day in January each year, a copy of the audited or reviewed statement of income and expenditure of the fund for the previous financial year. *(Amended 1997, 2002, 2011)*
(h) To present to the next Annual General Meeting of the Company the audited statement or review referred to in the above clause, together with such report thereon as the committee considers advisable. *(Amended 2002, 2008, 2011)*
(i) To present the audited or reviewed Accounts and Annual Report for each Rotary Year, including for the period from 1st July, 2006, to the respective Annual General Meeting of Rotary District 9640 Ltd., for acceptance and the Annual District Conference Business Session, for adoption, as per the District Constitution, and that such Accounts incorporate, as notes to those accounts, financial information and comments giving details of each individual Rotary District 9640 program and event, conducted during that year. *(2009, 2011)*
(j) To require and obtain from any District Committee to which it has advanced funds in excess of $100 statement of receipts and payments, such statements to be furnished to the District Finance Committee within three months of the holding of the event or function for which the funds were advanced. *(Amended 2008)*
(k) To require and obtain from a committee or Club controlling a District Assembly or other District function within three months of the holding of the assembly or function (by the end of that year for the District Conference) a statement of income and expenditure and 80 percent of any surplus funds arising from the Assembly or function. The reimbursement of any losses incurred by the committee or Club controlling a District Assembly or other District function (excluding District Conference) will be made up to 80 percent of the loss incurred provided a budget of income and expenses was submitted to and approved by the District Finance Committee prior to the date of the Assembly or function. Liability for losses incurred by the expenditures not provided for in the controlling Club's or committee's budget as approved by the District Finance Committee will only be met from the Rotary International District 9640 Ltd. Administration Fund on approval by a majority of three fourths of the Club Delegates present and voting at the next following Annual Conference. *(1983) (Amended 2006, 2008)*
(l) To receive from Clubs such amounts as they have agreed to pay in terms of the District Budget including annual per capita dues for each and every active member payable semi-annually on 1st July and 1st January based on the number of such members on the Rotary International database at that date. In the case of new Clubs chartered after 1st July, the per capita dues are to be based on the number of Charter Members and will be payable pro rata for the number of complete calendar months to 31st December and 30th June following the date of Charter. *(1984, Amended 2002, 2008, 2015)*
(m.i) To receive 80% or more of any surplus from a District Conference *(Amended 2008)*
(m.ii) To receive any other contributions to the District Fund. *(Amended 2008)*
(n) To make payments from the District fund for -
(n.i) Amounts necessary to implement expenditure provided for in the District Budget.
(n.ii) Amounts for items not covered in the District Budget.
(n.ii.i) If not exceeding $5,000 for any one item, then as approved by the District Governor; or, *(Amended 2002, 2008, 2014)*
(n.ii.ii) If not exceeding $10,000 for any one item then as approved by the District Governor and two other members of the District Finance Committee *(Amended 1993, 2008, 2014)*
(n.iii) Amounts exceeding $10,000.00 as approved by a majority vote of - *(Amended 2013, 2014)*
(n.iii.i) Club delegates present and voting at an Annual District Conference or,
(n.iii.ii) Clubs in the District by ballot via electronic or other forms of communication or, *(Amended 2013)*
(n.iii.iii) Past District Governors at a meeting called for that purpose. *(Amended 1997 & 2002, 2008)*

2.8 District Budget

(a) Each year the District Governor Elect shall prepare a draft budget to present to the Annual District Conference for adoption. This budget must first be presented to the District Finance Committee for its acceptance and/or amendment. *(Amended 2008)*
(b) A copy of the draft Budget shall be forwarded to each Club and each Past District Governor (who is still a Rotarian and residing within the District) not later than six (6) weeks prior to the date of the District Annual Conference. *(Amended 1993, 1997, 2002, 2008, 2012)*
(c) When adopted (with or without amendment) by a majority of three fourths of the Club Delegates present and voting

at the Annual Conference, it shall be known as the District Budget. *(Amended 1990, 2008)*

(d) The District Finance Committee shall ensure that all other District Committees responsible for District Programmes/Activities involving finance submit a budget for such program/activity for inclusion in the annual District Budget. *(Amended 2008*

2.9 Finances Management

(a) All payments from the District Fund shall be made electronic bill payment in accordance with the District Finance Manual, after a request has been issued by the relevant committee chairman, District Governor, or other District Officer who certifies thereby that the payment was necessarily incurred, was the fairest for the service or goods received and that the services have been received or goods provided as requested by the relevant Committee or District Officer and that the expense is within the District budget related item. *(Amended 2000, 2008, 2011, 2014, 2015, 2026)*

(b) No District committee may operate outside of the rules as promulgated within the District Resolutions or claim benefit from the District or its Clubs therein or its members thereof unless the funds so collected are forwarded on receipt to the District Treasurer for incorporation within the Rotary International District 9640 Ltd. Administration Account. *(Amended 2000, 2006, 2008)*

(c) All District funds collected by a District Committee, Club of the District or Rotarian being a member of a Club of the District, relating to a District activity, shall be forwarded intact without deduction whatsoever, to the Rotary International District 9640 Ltd. Administration Fund via the District Treasurer by utilising a third party pre-coded triplicate deposit book system, a copy of which shall be forwarded for each deposit to the District Treasurer by the depositor providing full details of such bank deposit into the District Administration Fund. *(Amended 2000, 2002, 2006, 2013)*

(d) Conference Expenses.

(d.i) The District Finance Committee shall ensure that the District Governor Elect incorporates, in the per capita levy in the District Budget for submission to Club Delegates at the District Conference each year, an amount to cover the full costs of venues, printing, stationery, and associated expenses of staging the District Conference each year, to eliminate any payment of a conference registration fee, levy or other payment excepting for meals and accommodation which will be optional. *(1983) (Amended 1990, 2002, 2008, 2012)*

(d.ii) The District Finance Committee is authorised to make a financial advance of $5,000 to the District Conference Committee in January of the year prior to the year in which the District Conference is to be held and that such amount be recouped in the District Budget for the year in which the Conference will be held. *(2010)*

(d.iii) In respect of each District Conference the District Finance Committee shall obtain from the host Club not later than nine months prior to the date of the Conference, budgets of income and expenditure relating to the Conference. When the budget (with / without amendment) is approved by the District Finance Committee, then not-withstanding any other restrictions in these conditions on its powers to make payments, the Committee may advance to the host Club such amounts as it deems fit. *(1983) (Amended 2008)*

(d.iv) The treasurer shall open an imprest account in the administration books of the District, make funds available to the District Conference Committee and send the invoices and receipts to the Rotary International District 9640 Ltd Auditor or Reviewer. *(1983) (Amended 2000, 2002, 2008, 2011)*

2.10 District Governor's Expense Allowance.

A District Governor's expense allowance shall be included as an item in the annual budget authorised by the Finance Committee. *(1983) (Amended 2002, 2008)*

2.11 Transportation of District Equipment.

The cost of packing and all transportation of flags and other District equipment when made available for use by a Rotary Club of the District shall be met by that Club, and the District Committee be requested to make provision for the cost of packaging and all transportation to be a charge on District funds when such equipment is made available for use at the chartering of a Rotaract or Interact Club, or being transported to a District Assembly and/or Conference. *(1983) (Amended 2008)*

2.12 District 9640 Disaster Fund.

(a) A fund, to be known as the Rotary District 9640 Ltd. Disaster Fund, shall be created by the allocation of $10,000 within the District Administration Fund. *(1984) (Amended 2006, 2008)*

(b) Payments of up to $5,000.00 to be paid from the Fund on the approval of the District Governor and two other members of the District Finance Committee. *(1984) (Amended 2008)*

(c) Payments in excess of $5,000.00 to be made after the approval of the Presidents of a majority of Clubs in the District, to be obtained by ballot via electronic or other forms of communication. *(1984) (Amended 1990, 2008, 2013)*

(d) Any payments for relief of a natural disaster shall be made through Rotary Clubs and/or Rotary Districts in the affected area according to paragraphs 2.12 b and c above. *(2008, 2026)*
(e) At the time of preparation of the District Budget each year an amount shall be provided in the Budget to reinstate the Rotary International District 9640 Ltd. Disaster Fund to $10,000.00 *(1984) (Amended 1990, 2008)*

3. Nominating Committee for District Governor and District Vice-Governor.

(a) The selection of a District Governor nominee of this District shall be by Nominating Committee procedure generally in accordance with the appropriate/current Manual of Procedure (MOP) and/or the current Code of Policies. (2018)
The Nominating Committee for District Governor shall consist of the District Governor, the District Governor Elect, and the three most recent Past District Governors of the District (or part thereof) who are still Rotarians within the District. The District Governor shall serve as Chairman of that committee *(1983) (Amended 1993, 2002 & 2005, 2014,)*
(b) The Immediate Past District Governor, generally in accordance with the appropriate/current Manual of Procedure (MOP) and/or the current Code of Policies, shall serve as District Vice-Governor *(2014, 2018)*

4. Australian Institute of Rotary Governors - Past, Present and Incoming.

The District Governor, the District Governor Elect and the District Governor Nominee shall attend the Rotary Zone Institute. The District shall meet the shortfall, if any, of economy class return airfare and reasonable accommodation expenses as arranged by the Institute for the duration of the Institute. The District shall also pay the reasonable expenses of the spouses of the District Governor, the District Governor Elect and the District Governor Nominee to attend the Institute. *(1983) (Amended 1993, 1998, 2002, 2008)*

5. District Governor's Monthly Newsletter.

The District Governor is authorised to widen the distribution of the Governor's monthly newsletter beyond the two copies per Club plus one copy to each Past District Governor, residing in the District, and one copy to each member serving on a District Committee. The District Governor is further authorised to transmit the monthly newsletter by electronic mail with the approval of the recipient. *(1983) (Amended 1999, 2008)*

6. District Resolutions (and Proposed Enactments) Committee.

6.1 A District Resolutions Committee shall be appointed each year and given the responsibility of ensuring that:
(a) Proper records be kept of all resolutions affecting District affairs.
(b) A copy of all such resolutions complete with any additions or amendments adopted at the last District Conference is forwarded to the District Governor Elect. *(1983) (Amended 2008)*
6.2 (a) A copy of the District Resolutions shall be included and maintained on the District website *(1983) (Amended 1998, 1999, 2008, 2014)*
(b) A copy of the District Finance Manual and a copy of the Company Constitution (RI District 9640 Ltd.) shall be included and maintained on the District website *(2014)*
6.3 All resolutions and proposed enactments for consideration at the District Conference and/or the Annual General Meeting of the Company shall be checked by the Resolutions Committee prior to their being considered at either of these meetings with a view to ensuring the wording, purpose and intent are appropriate. *(2008)*

7. Annual General Meeting & District Conference Resolutions and Proposed Enactments.

7.1 All resolutions and proposed enactments for consideration at the District Conference other than those of loyalty and appreciation shall be in the hands of the District Governor not less than nine (9) weeks prior to the date of the District Conference. The District Governor shall take necessary steps to have these circulated to all Clubs in the District so that they shall be in the hands of the Clubs not later than six (6) weeks prior to the District Conference *(1983) (Amended 2008)*
7.2 Resolutions, and amendments to resolutions, in relation to these Standing Resolutions, may be proposed by the following:
(a) Any Rotary Club in the District, provided the proposed amendment has been approved by the Club at a regular meeting, and this action is confirmed over the signature of the President and Secretary of the proposing Club
(b) A meeting of Past District Governors, called by the District Governor. *(Amended 2008)*
(c) The District Resolutions Committee. *(2005)*
7.3 All proposed resolutions and/or enactment must include a written statement of purpose and intent which will clearly demonstrate the aim of the resolution and how its implementation will achieve those aims. *(2006) (Amended 2008)*
7.4 Where resolutions amend existing standing resolutions the proposed resolution (amendment) will also indicate the words being deleted, as well as those being added. *(2006) (Amended 2008)*

7.5 Resolution Identification

The year of adoption of any resolution shall be shown in brackets at the end of the resolution, together with the year of any amendment thereto, and District resolutions shall be grouped so that all resolutions dealing with specific areas of District activity shall be grouped together. The current numbering shall be changed to delete the year reference in the number and all resolutions will be numbered consecutively. *(1983) (Amended 1998, 1999, 2002, 2008*)

8. Youth Programmes

8.1 (a) All activities of District 9640 associated with youth shall at all times be subject to the District "Youth Protection Strategy", Queensland and New South Wales State Law with respect to "working with young people", and the "Working with Youth Accreditation Requirements" of Rotary International as amended from time-to-time. *(2008) (Amended 2019)*

8.1 (b) All initial approaches, by prospective applicants, in relation to all District youth programs shall be made to local Rotary clubs and all direct approaches to District shall be referred back to clubs for initial interview and/or processing. *(2019)*

8.2 Rotary Youth Leadership Award.

It is recommended to the District Governor each year that:

(a) A Rotary Youth Leadership Award (RYLA) Seminar is conducted by a District Committee appointed for that purpose.

(b) All Clubs be encouraged to sponsor at least one RYLA Awardee to each seminar. There shall be no limit to the number of awardees that any Club may sponsor, subject to availability of accommodation at the seminar venue.

(c) Any limits required because of venue accommodation shall be determined by the District Committee Chairman in consultation with the District Governor. *(1983) (Amended 1998, 2008)*

8.3 International Students Projects and Youth Exchange.

It is recommended to the District Governor that a District Committee be appointed whose purpose is to promote the international exchange of youth as defined in the Manual of Procedure. The District Committee shall promote, inform, advise and recommend standards and standard procedures, arrange exchanges and transport, conduct interviews and selections and generally act for Clubs and co-ordinate their participation in the program. *(1983) (Amended 2002, 2008)*

8.4: Youth Trust Fund.

(a) There shall be established for the object of providing financial assistance to participants in District 9640 Rotary youth programmes who are unable to contribute the whole of the finances required for their participation in these programmes. a Trust fund known as the Rotary International District 9640 Ltd. Youth Trust Fund. (*Amended 2026*)

(b) The corpus of the Youth Trust Fund shall have a minimum of $100,000 and shall not be capped.

(c) The funds available for use under (a) of this resolution shall be the income earned on investment of the corpus referred to in (b) above, and any donations to the fund that are not corpus donations, and income earned on investment of these funds.

(d) When a donation is made to the Youth Trust Fund, the donor may specify that this donation is either a corpus donation, or a donation that should not go to the corpus. If a donor does not specify how their donation should be used the Trustees shall determine whether to apply the donation to the corpus or not. (2017)

9. Rotary Foundation Alumni.

9.1 All Rotary Foundation Scholars who have completed their year/s of study overseas, all scholars studying in Queensland and New South Wales area of District 9640, persons who have given personal service to the 3H Program of Rotary International, all Rotary Foundation Group Study Exchange Awardees and any other person who has been awarded a grant by The Rotary Foundation e.g. a Rotary Volunteer, shall be encouraged to participate as active members of the Rotary Foundation Alumni Association. *(1983) (Amended 2002, 2008)*

9.2 It is recommended to the District Governor that he/she appoint one or more Rotarians, as part of The Rotary Foundation Committee, to deal with matters affecting the Rotary Foundation Alumni. *(2002) (Amended 2008)*

10. Governor's Jewel.

10.1 The District shall authorise the purchase from District Funds of a Past Governor's lapel badge and jewel for the retiring District Governor in each year.

10.2 The District shall also present the retiring District Governor with a gift in appreciation of his/her year of service to Rotary. (This gift is usually arranged by the District Governor Elect in consultation with the District Governor.) (2008)

11. District Leadership Plan.

11.1 District 9640 shall operate with a District Leadership plan in accordance with Rotary International Guidelines for the District Leadership Plan, and the District Leadership Plan as set out in the District 9640 District Directory. The Plan can be varied from year to year by resolution carried by the Club delegates present and voting at the Annual Conference Business Session. *(Amended 2008)*

11.2 The plan will incorporate a number of Assistant Governors, appointed by and responsible to the District Governor. They are appointed on an annual basis with a maximum of three one year terms.

11.3 The Assistant Governors will liaise between the District Governor in his/her administration of the District and a number of designated Clubs, within a geographical area. *(Amended 2008)*

11.4 There shall be no automatic progression, either real or implied, to the position of District Governor.

11.5 In addition the plan may incorporate a number of coordinators of Avenues of Service appointed by and responsible to the District Governor to liaise between the District Governor and the District Committees in that avenue of service in order that the District and International goals are efficiently and effectively achieved. The coordinators will be an ex-officio member of the committees of his/her avenue of service. *(Amended 2008, 2013)*

11.6 Clubs are encouraged to grant the same privileges and courtesies to Assistant Governors on their official visits as they would grant to the District Governor on his/her official visit. *(Amended 2008)*

11.7 The District Governor shall continue to be selected in accordance with District Standing Resolution 3. *(1998) (Amended 1999, 2002, 2008)*

11.8 A position specification for Assistant Governor and Coordinator of the Avenue of Service is to be included in the District Directory (Appendix 1). *(Amended 2008)*

11.9 The District Leadership Plan (Organisational Plan) forms a part of this document (Appendix 2). *(1998) (Amended 1999 & 2002)*

12. District Finance Manual.

A District Finance Manual is adopted for use by the District and by the Company. The processes and procedures set out therein are mandatory. *(Amended 2013, 2014)*

13. Rotary Oceania Medical Aid for Children.

Rotary International District 9640 Ltd. consents to and supports the multi-District activity known as ROMAC to include all of the Australian Districts. It is noted that this project brings children in need of urgent surgery to Australia and New Zealand for medical attention. *(2002) (Amended 2008)*

14. District Training Committee.

14.1 A District Trainer and a District Training Committee shall be appointed to assist the District Governor Nominee with his/her training program. *(Amended 2008, 2012)*

14.2 The District Governor Nominee shall, in consultation with the District Governor, the Immediate Past District Governor and the District Governor Elect, appoint the District Trainer for his/her years of office. In accordance with the current District Governor's Training Manual, the District Trainer should normally have experience in training, education, or facilitation. *(Amended 2012)*

14.3. The District Governor Nominee shall, in consultation with the District Trainer, appoint the Chair and members of his/her District Training Committee. *(Amended 2012)*

(a) The District Trainer so appointed for the District Governor Elect shall attend the Rotary Zone Institute Training Session for District Trainers (2015)

(b) The District shall meet the cost of economy class airfare and reasonable accommodation expenses, as arranged by the Institute for the duration of the District Trainers training session (2015)

15. Council on Legislation

The representative and alternative representative to the Council on Legislation shall be selected by a nominating committee procedure, as recommended in the Bylaws of Rotary International. The committee shall consist of three past officers of Rotary International, none of whom shall be eligible to serve as either representative or alternative representative. The appointments shall be made by the District Governor, in consultation with his/her successor, and shall be finalised by 31 July of the Rotary year immediately following the previous Council on Legislation. All members should have served as representatives to a Council on Legislation. The following timetable shall apply in relation to the activities of the nominating committee. (2016)

(a) Clubs will be asked to submit to the committee, by 31st October in that year, names of eligible past officers to serve as the district representative.

(b) The committee will meet before 30th November to select the representative and alternative, where more than one name has been submitted.

(c) The notification of the representative selected and the alternate representative selected shall be in accordance with the appropriate/current Manual of Procedure (MOP) and/or the current Code of Policies. *(2014, 2018)*
(d) Clubs wishing to challenge the choice of the nominating committee shall do so in accordance with the appropriate/current Manual of Procedure (MOP) and/or the current Code of Policies., "Challenging Candidates". In the event of a challenge, such concurrence shall be obtained by delegates voting at a District Conference or voting by clubs via a ballot-by-mail to be voted on by the delegates of clubs in the district. *(2008, 2014, 2018)*

16. District Strategic Plan

District 9640 shall operate with a District Strategic Plan that is consistent with the objectives of the Rotary International Strategic Plan and in accordance with the Rotary International guidelines for a Strategic Plan. The Plan can be varied from year to year by resolution carried by the Club delegates present and voting at either the Annual General Meeting of Rotary District 9640 Ltd or at the District Conference. *(2013, 2015)*