

ROTARY INTERNATIONAL

District 9460

DISTRICT BY LAWS

(As amended 11 March 2006)

ARTICLE 1

DISTRICT APPOINTMENTS

- 1.1 All District appointments other than his/her own his/her successors and Council on Legislation Representative shall be made by the District Governor at his/her discretion, and such appointments shall coincide with the District Governor's own term of office.
- 1.2 Members of District Committees are eligible to serve up to a maximum of three consecutive one year terms on a particular District Committee. There shall be staggered retirement dates that will ensure continuity of experience, while achieving Rotary's rollover principle.

ARTICLE 2

BY LAWS SHALL NOT OVERRULE OR RESTRICT

- 2.1.1 Nothing in these By-Laws shall be deemed to overrule any procedure, definition, By-Laws or announced policy neither of Rotary International nor to restrict the District Governor in the performance of his/her duties as required by Rotary International. The District Governor shall be Ex-Officio Chairperson (i.e. by virtue of his/her office and official position) and the District Governor Elect shall be an Ex-Officio member, of all District Committees.

ARTICLE 3

DISTRICT 9460 MANAGEMENT AND FINANCE COMMITTEE

There shall be a District Management and Finance Committee (in this Article 3 referred to as "The Committee") consisting of:

- 3.1 The District Governor
The District Governor Elect
The District Governor Nominee

The three most recent Past District Governors available, who at the 1st of July each year are members of a club within the District and who at the time they held office as District Governor, had one or more of the clubs in the District under their jurisdiction. If a vacancy occurs in a position held by a Past District Governor, the District Governor shall appoint another Past District Governor to fill the unexpired portion of the term vacated

Two recent Past Presidents of clubs within the District, and who are still members of clubs within the District. The appointment of two (2) Past Presidents will be for one year only. Each year the Governor will make a new appointment if a vacancy occurs in a position held by a Past President, the District Governor shall appoint a Past President to fill the unexpired portion of the term vacated. The District Governor may elect to be Chairperson of the Committee or may appoint a Past District Governor as chair.

- 3.2 The District Governor shall make the appointment of a Treasurer and Secretary, the position of Treasurer and Secretary may be reappointed, but shall not hold office for more than three consecutive years.

- 3.3 Four members of the Committee with voting rights shall form a quorum
- 3.4 The Committee shall maintain all District records and operate in a professional and accountable manner whilst ensuring at all time compliance to the requirements of any of the following By-Laws by District personnel and committees that relate to financial management aspects of District programs and events.
- 3.6 **DISTRICT INCOME**
The income of the District shall comprise:
Annual District 9460 per capita dues, as set by the incoming Presidents voting at the preceding District Assembly
Surplus Funds from District 9460 activities
Donations by individuals or organizations
Interest earned; and
Any other income -deemed by the Committee to be legitimate District income
- 3.7 **DISTRICT EXPENDITURE**
The expenditure of the district shall include
The District Presidents-Elect Training Seminar
The Annual District Conference
The Annual District Assembly
Annual District insurance policy premiums
Publication of the District Directory
Expenditure necessarily incurred by District Committees
District Governor, District Governor Elect and Nominees expenses allowances
A Past District Governor's Lapel Badge for the retiring District Governor
Air Fare and accommodation incurred by the District Governor and partner and the District Governor Elect and Nominees, plus partners, in attending the Zones 7 (a) and 8 (a) Australian Regional Institute and District Governor Elect attending RDU briefing.
Contribution for the District Rotaract representative to attend the Rotaract Representatives Training Course
Acquisition and maintenance of National flags, Rotary wheels and other District emblems or property
Travel accommodation cost of Rotarians appointed to attend National Development seminars as required by the District Governor
Expenditure by The District Governor on other items directly related to the District, including the visit to the District of a President of Rotary
International or his/her Representative (Officio) or
Any other expenditure deemed by The Committee to be Legitimate District expenditure.
- 3.8 **RECORD KEEPING**
The District Committee through the Treasurer shall be responsible for the day-to-day operations of the District finances. The Treasurer shall maintain complete books of all District financial matters in such a manner, as will readily show funds held and the progressive budget against actual position of each particular item, highlighting variances. A Report will be presented to the District Governor by the 10th day of each month.
- 3.9 **ANNUALLY PREPARED BUDGET AND RECOMMENDED CONTRIBUTION**
Annually the Committee shall prepare a detailed budget of proposed District income and expenditure.

3.10 APPROVAL BY CLUBS AND INCOMING PRESIDENTS

The Budget and recommend per-capita dues shall be submitted to a meeting of incoming Presidents at The District Assembly On approval of the Budget by at least three fourths of the Incoming Presidents present, the Budget shall be effective from 1 July following. District dues are due and payable on 1 July. Any dues still outstanding by 31 July of that year will incur an additional administration fee as set by the district finance committee to cover the additional cost of collection.

3.11 BANK, BUILDING SOCIETY OR OTHER TRUSTEE STATUS ACCOUNTS

The committee shall have the authority to open or terminate accounts in Banks, Building Societies or other financial institutions (holding authorized Trustee Investment Status) in the style of Rotary District 9460 Administration Fund and to arrange signatories and endorsements on such accounts. The authorized signatories shall be the District Governor, the Chairperson the Treasurer and one other Committee member, all instruments to be signed by any two of them jointly. Maximum interest earning shall be sought consistent with safety of investment.

3.12 BANK ACCOUNTS OF OTHER DISTRICT COMMITTEES UTILIZING THE DISTRICT 9460 MANAGEMENT AND FINANCE COMMITTEE BANK

A separate account shall be opened in the name of each District Committee requiring a bank account and an account used to disburse Rotary Foundation funds. The account shall be titled Rotary District 9460. Signatories to be any two (2) of the three (3) designated committee members or the District Governor and the District Treasurer. Bank statements should be forwarded to the committee concerned and the District Treasurer as statements are completed or at the end of each quarter.

3.13 AUTHORITY TO INCUR EXPENDITURE AGAINST THE ACCOUNT BY DISTRICT COMMITTEES

Before a District Committee undertakes a program or project, where the proposed expenditure is in excess of \$50, that committee shall prepare a budget to be furnished to The District Management and Finance Committee for its consideration, approval or amendment before any firm commitment or expenditure is undertaken. Each committee shall report quarterly to the management and finance committee. This clause also applies to Multi-District projects.

3.14 AUDITED ACCOUNTS OF EVENTS AND FUNCTIONS BY DISTRICT COMMITTEES

The Committee shall require and obtain from any other District Committee to which it has advanced funds in excess of \$500.00 an audited Statement of Receipts and Payments. This statement shall be furnished to the Committee within two months of holding the event or function for which the funds were advanced or spent. Where District Committees hold any such events or functions during May or June, the audited statement shall be supplied on or before 31 July, of that year.

3.15 AUDITED ACCOUNTS OF CONTINUING DISTRICT COMMITTEES

In the case of continuing District Committees, each is required to submit audited financial statements to the District Management and Finance Committee by the 31st July each year for incorporation in the overall District Report

3.16 PRIOR APPROVAL FOR ABOVE BUDGET EXPENDITURE

Each committee should seek three quotations for expenditure in excess of \$1000. Expenditure incurred by District Committees, above approved budgets shall not be reimbursed from the Fund unless approval has been received before the costs have been incurred.

3.17 **STATEMENT OF INCOME, EXPENDITURE AND CAPITAL PREPARED EACH YEAR**

The District Governor will ensure that all District Committees shall prepare or cause to be prepared a Statement of Income and Expenditure and Capital position as at the 30th June each year

3.18 **APPOINTMENT OF AUDITOR**

Each year the District Governor shall appoint a suitably qualified Accountant or Auditor to carry out an audit of the Fund financial transactions and report thereon to the Committee

3.19 **AUDITED ACCOUNTS TO CLUBS AND ROTARY INTERNATIONAL**

The District Governor, in each year, shall within three months of vacating office and at the end of his/her year of service, submit an audited Annual Statement to each club in the District. This audited Statement shall be presented to the following District Conference for discussion (if need be) and formal adoption; a copy of the adopted Statement will be forwarded to the General Secretary of Rotary International

3.20 **DISTRICT PROPERTY**

The District Governor shall appoint two (2) Rotarians, one as District Property Officer and one as Assistant Property Officer, to oversee and be responsible to The District Management and Finance Committee for all District property.

Duties to include the following:

Keep and maintain a list of all District property including property on loan

To ensure that all District property is valued adequately and insured

To prepare an annual budget for purchase, replacement repair as required

To encourage clubs to make use of District property and to share their property with other clubs

To report the above information quarterly, to the District Management and Finance Committee.

ARTICLE 4

NOMINATING COMMITTEE FOR DISTRICT GOVERNOR

There shall be a District Nominating Committee for District Governor. It shall be charged with the duty to seek out and propose the best available candidate for District Governor Nominee.

Formation of Committee:

The structure, nominating procedures and operation of the Nominating Committee for District Governor shall be as follows.

4.1 **STRUCTURE**

It shall consist of:

The District Governor

The three most recent Past District Governors available, who at the 1st July each year are now members of a club within the District and who at the time they held office of District Governor, had one or more of the clubs in the District under their jurisdiction.

The District Governor Elect, and the District Governor Nominee

Four Past Presidents, who have held the office of President of a club in District 9460 during the three years immediately prior to their taking office on 1st July.

The four Past Presidents selected to this committee will be appointed by the District Governor on the following basis;

One selected from the following zones, to serve one year only.

ZONE 1

Cockburn - Fremantle - Fremantle City - Fremantle Port - Mosman Park - Applecross - Attadale - Booragoon - Melville

ZONE 2

Kwinana - Rockingham - Palm Beach - Safety Bay –Mandurah - Mandurah City - Mandurah Districts - Pinjarra - Harvey - Collie

ZONE 3

Bunbury - Bunbury Leschenault - Bunbury Central - South Bunbury - Busselton – Busselton Geographe Bay - Bridgetown - Margaret River - Manjimup

ZONE 4

Gnowangerup - Katanning - Kojonup - Narrogin - Wagin –Albany - Albany East - Albany Port - Mount Barker – Esperance –Esperance Bay

NOMINATIONS FOR ZONE REPRESENTATIVES

Sixty days prior to the date of the District Conference, the District Governor shall require the clubs within each zone to submit to the District Governor Elect the names of any consenting Past President, whom they desire to nominate as a member of the nominating Committee for their respective zone.

Nominations will close 21 days prior to the commencement of the District Conference.

BALLOT

In the event of any Zone requiring a ballot, the District Governor shall require the District Governor Elect to conduct a ballot at the District Conference between the Presidents or their representative within that zone. The Nominee gaining the most votes will be elected to the Nominating Committee

4.2 DISTRICT GOVERNOR SHALL APPOINT VACANCY

In the event of a vacancy occurring during the term of the Nominating Committee, the District Governor shall appoint such person to membership as holds the same qualifications as the person whose membership has been vacated

4.3 COMMITTEE CHAIRPERSON

The District Governor shall be Chairperson of the Nominating Committee, but in his/her absence the Committee shall elect a Chairperson.

4.4 QUORUM AT MEETINGS

Six members shall form a quorum at any meeting of the Nominating Committee called by the District Governor

4.5 INVITATION TO SUBMIT NAMES OF CANDIDATES FOR DISTRICT GOVERNOR

Early in the Rotary year, the District Governor shall invite clubs and members of the Nominating Committee to submit for consideration of the Nominating Committee the names of candidates proposed

4.6 MEMBERS OF COMMITTEE INELIGIBLE

No member of the current Nominating Committee is eligible for nomination as District Governor Nominee

4.7 CLOSING DATE FOR DISTRICT GOVERNOR NOMINATIONS

Nominations shall be returned to the District Governor no later than the 31st May in each year, or such other date as determined by the District Governor in keeping with the requirements of Rotary International

4.8 BIOGRAPHICAL FORM FOR EACH CANDIDATE

The District Governor will then mail to each candidate a standard Biographical Form that allows candidates to outline their Rotary, Civic and Business record. These forms, together with a medical certificate from the candidate's doctor and a photograph of the candidate shall be returned to the District Governor within one month of the determined closing date

4.9 INFORMATION CIRCULATED TO COMMITTEE MEMBERS

The District Governor shall circularize to each member of the Nominating Committee the names, standard Biography and relevant details of each nominee for the office of District Governor.

4.10 MEETING OF NOMINATING COMMITTEE

The District Governor shall on or before 15th June convene a meeting of the Nominating Committee for the purpose of considering the nominations receive and interviewing all eligible nominees as outlined in Article XIII, of the By-Laws of Rotary International.

4.11 ENDORSEMENT BY A TWO-THIRD MAJORITY

The Nominating Committees' candidate shall be endorsed by at least a two third majority of Nominating Committee members present.

4.12 PROCEDURE WHERE NOMINATING COMMITTEE IN AGREEMENT

In the event of the nominating committee being agreed to the suitability of one of the nominations his/her name shall be published and procedures as outlined in Article XIII, Section 7 of the By-Laws of Rotary International shall be strictly adhered to.

4.13 PROCEDURE WHERE NOMINATING COMMITTEE NOT IN AGREEMENT

In the event of the Nominating Committee not being agreed on the suitability of any of the nominations received, they shall proceed to obtain and nominate a candidate of their choice under the same conditions as referred to in Article 4.11

4.14 CANVASSING DISQUALIFICATION

No Rotarian shall canvass or campaign for any elective position in Rotary International nor allow campaigning on his/her behalf, nor shall any brochures, literature or letters other than what is specifically provided for in the By-Laws of Rotary International, be distributed by a Rotarian or on his/her behalf to any club or member of a club.

ARTICLE 5

DISTRICT DISASTER FUND

There shall be a Disaster Fund established and operated in District 9460 to be known as the "Rotary District 9460 Disaster Fund" on the following basis:

5.1 ANNUAL CONTRIBUTION

Subject to 5.5 below Clubs shall make a contribution of \$2.00 per member, per year. Individual Rotarians may also contribute.

5.2 DONATIONS IN THE NAME OF ROTARY IN WESTERN AUSTRALIA

The Disaster Fund shall be used solely for the purpose of making donations in the name of Rotary District 9460, Western Australia, to appeals to alleviate distress following disasters, such as floods, fires, earthquakes etc.

- 5.3 **ADMINISTERED BY DISTRICT MANAGEMENT AND FINANCE COMMITTEE**
The Disaster Fund shall be under the general direction of the participating Rotary Clubs and shall be administered by the District Management and Finance Committee.
- 5.4 **DISBURSEMENT LIMITS**
The District Management and Finance Committee may make a donation of NOT more than \$4,000 to an Appeal after a disaster in Australia. A maximum of \$4,000 may be donated to a disaster elsewhere in the world, provided that it is a declared disaster by Rotary International. No further donation to a particular disaster may be made without the approval of the majority of the Presidents of the clubs of the District
- 5.5 **PARAMETERS OF DISASTER FUND**
When The Disaster Fund has accumulated to the sum of \$20,000, contributions shall be suspended until the Disaster Fund drops to \$12,000, at which time contributions shall be re instituted.
- 5.6 **INVESTMENTS AND INTEREST EARNED**
The Disaster Fund shall be invested in a Bank, Building Society or other authorized Trustee Investment, at the discretion of the District Management and Finance Committee. Interest earned shall remain in the Disaster Fund. Maximum interest earning shall be sought coincident with safety of investment.
- 5.7 **REPORT BY DISTRICT MANAGEMENT AND FINANCE COMMITTEE**
The District Management and Finance Committee shall report on the Disaster Funds' activities at each Annual District Conference such report will be included in the Annual Report of the District finances.

ARTICLE 6

DISTRICT CONFERENCE WITHIN ROTARY DISTRICT 9460

- 6.1 **LOCATION OF DISTRICT CONFERENCE**
The location of the District Conference, as far as possible, will be in the ratio 3 country to 1 city within the boundaries of Rotary District 9460
- 6.2 **FOR A CONFERENCE TO BE CONDUCTED IN ANY OTHER AREA**
Permission must be sought from Rotary International and as a courtesy to the District Governor of that district to be notified.
- 6.3 **SEEKING OF VENUE FOR DISTRICT CONFERENCE**
The District Governor, for the year in which the Conference shall be held, (should seek nominations from host clubs who he/she considers would host the Conference in the best manner for all those who can attend). Nominations need to be submitted by the 31st December in the year prior to the voting by the Presidents Elect (refer to para 6.4 below).
- 6.4 **DECISION ON TIME AND PLACE OF CONFERENCE**
In accordance with the By-Laws of Rotary International Article XV, 15.040.2
Rotary International District 9460 has applied and the Board of Directors of Rotary International has approved that Conference shall be held at such time and place as agreed upon by the District Governor for the year in which the Conference will be held, and a majority of Presidents elect of the clubs represented at the Conference at which the Host Club and location of the Conference is chosen.
The Conference time and place to be decided upon, shall be the Conference venue two years hence.

6.5 ANY CLUB PROPOSING TO HOST A DISTRICT CONFERENCE

A club shall submit a formal application in writing to the District Governor of the day at least two years in advance of the Conference for which the application is made. A copy of the application will be sent to the District Governor Elect and District Governor Nominee for the Rotary years following the date of application. Any club, or group of clubs, whose formal application to host a District Conference is duly accepted, recognizes and accepts that the undertaking of that role is based on voluntary service by its members.

6.6 DISTRICT CONFERENCE FINANCE

The district membership dues shall include a conference levy designed to cover as far as possible fixed costs of conference. The levy will be calculated by the Management and Finance Committee as part of the annual dues and put to the voting delegates at conference for approval. Attendees at conference will meet the cost of conference in excess of the levy.

The conference expenses will include such costs that have been submitted to and approved by the Management and Finance committee as necessary for the successful operation of that conference. These costs shall either be included in the initial conference budget to be submitted to the Management and Finance Committee or submitted at a later date for consideration prior to those costs being incurred. Although each conference should be designed to break-even financially any unforeseen surplus will be treated as a return to the district of the fixed cost component. At completion of any conference, the requirements of District By-Laws 3.14 "Audited accounts of events and functions" shall be implemented forthwith, so as to maintain the required time frame of operations.

ARTICLE 7

AUSTRALIAN ZONE 7(a) and 8(a) INSTITUTE

The District Governor the District Governor Elect and District Governor Nominee together with their partners, should attend the Australian Regional Institute. The District shall provide economy class return airfare and reasonable accommodation expenses, as arranged by the Institute for the duration of the Institute.

ARTICLE 8

SPARE

ARTICLE 9

9.1 ATTENDANCE TROPHY

The District will make available a perpetual trophy for annual competition known as the "District Attendance Trophy". The winner each year will be the Rotary Club that has the highest attendance record forwarded to R.I. by the District Governor. The trophy will be inscribed and presented to the winning club at the District Change-Over Function following. The Trophy will be held by, and the responsibility of that club, until the next District Change-Over Function and shall be returned to the District Governor four weeks prior to the District Change-Over Function

9.2 CONFERENCE ATTENDANCE TROPHY

The District shall provide a perpetual trophy for annual competition known as the "District Conference Attendance Travel Trophy"

The formula for assessing this competition will be the club with the highest numerical figure after taking the percentage of the club's membership attending the Conference, adding 1/10 of the kilometres between the Conference and the club's meeting place. To be eligible, at least twenty per cent of the club's membership must attend. Club's membership shall be calculated as at the last day of the month preceding a full calendar month prior to Conference. The shortest practical road route shall calculate the kilometers.

E.G. Club's membership calculated as above 40 members
Number attending Conference 20 = 50%
Club to Conference distance 150 kilometres
 $50 + (1/10 \times 150) = 65$

The trophy shall be presented to the winning club at Conference at which it is gained and will be held by that Club and returned to the District Governor four (4) weeks prior to the following Conference

9.3 **RECOGNITION OF OUTSTANDING SERVICE**

Clubs and District Committees are encouraged to lodge applications with the District Governor for awards to deserving persons for service above self Awards are available in the following categories:

"Citation for Merit": may be awarded to Rotarians and Non Rotarians alike, provided evidence of a satisfactory nature is presented to the District Governor demonstrating the work performed on behalf of others by the proposed awardees.

"Distinguished Service Award": This is the highest honor the District may bestow on a Rotarian for outstanding service to Rotary
Citations of Merit are available in each of the avenues of Rotary Service.
Citations of Honour and Distinguished Service Awards do not designate a particular avenue of service but are individually inscribed with a description of the service rendered which merits the award.
In every case the District Governor, together with his/her advisers when called upon, will decide the level of any award to be made.

9.4 **ROTARY INTERNATIONAL PRESIDENTIAL CITATION**

The Citation as presented within the last twelve months be recognized at Conference

ARTICLE 10 AMENDMENTS

- 1 These By-laws may be amended, altered or replaced in whole or in any part at any District Conference held annually, provided notice of such amendment, alteration or repeal shall have been received by the District Governor at least 90 days prior to the date of the Conference for notification to all other clubs at least 60 days before the Conference.
- 2 Article 3 can be amended by a two third majority of voting delegates. All other articles can be amended by a two- third majority of active, members in good standing of a club in District 9460. Any Voting delegate shall have the right to demand a poll in which event the voting shall be restricted to voting delegates.

ARTICLE 11

Consistent with Article XV 15.090(h) of the R.I. Bylaws, the District Governor shall produce and distribute a newsletter to all clubs by the third week of each month, in compliance with Article 8 of these By Laws, which shall contain the District Clubs' monthly attendance records of attendance of regular meetings for the two months prior to the date of the newsletter.

ARTICLE 12

Consistent with the Rotary International By-laws Article 14, 4.090 each club shall forward to the Governor, monthly attendance reports of its meetings for the previous month, within fifteen days of the last meeting of each month

ARTICLE 13

Each incorporated club in District 9460 shall ensure that its Constitution complies with the provisions of the Associations Incorporation Act 1987 (as amended) of Western Australia

ARTICLE 15

MULTI DISTRICT ACTIVITIES

Service activities and projects involving clubs in two or more districts shall be held in conjunction with the Rotary International Manual of Procedures. The manual specifies approval of two-thirds of the clubs in each district. For the purpose of this section a non-response by a club in district 9460 within the time specified will indicate acceptance of the proposal.

ARTICLE 16

DISTRICT 9460 WESTERN AUSTRALIA

The portion bounded on the west by the Indian Ocean, on the south by the Southern Ocean to a point where latitude 32 degrees 30 minutes south intersects in the Great Australian Bight. On the north, westward along 32 degrees 30 minutes south to the point where the prolongation of Nicholson Road would intersect. On the east northwards along the centre of Nicholson Road to the Eastern boundary of the City of Cockburn, northwards along this boundary until it intersects with the eastern boundary of the City of Melville at the junction of Leeming and Account Roads, northwards along the eastern boundary of the City of Melville until it intersects South Street thence west along the centre of South Street to its intersection with the Kwinana Freeway to its intersection with Leach Highway, eastward along the centre of Leach Highway to a point which intersects with the prolongation of Bullcreek, along the centre of Bullcreek and Canning River to its confluence with the Swan River at Canning Bridge, on the north again westwards along the centre of the Swan River to a point opposite the northern boundary of the Town of Mosman Park, westwards along this boundary to the Indian Ocean.

END