

Rules and By-Laws

of the

**Rotary International District 9570
Inc.**

Rules and By-Laws of the Rotary International District 9570 Inc.

Change Control Sheet

Base Document –

The starting point for the changes recorded on this Change Control Sheet are the Rules and By-Laws adopted by the General Meeting of the Association held 25 March 2006. The Rules adopted at that meeting were approved by Rotary International on 5th January 2006 and were subsequently registered by the Office of Fair Trading in June 2006 (letter dated 30 June 2006).

The OFT references are: Incorporation Number IA33129, Document Number 3058545

Description of Change	Meeting at which Change Adopted	RI Approval Details	OFT Registration Details
Replace rules 23.1 (1) (a) and 23.1 (1) (b)	District Assembly 17 March 2007		
Amend clauses 11.1, 11.2, 11.3 and 11.7 and to remove clause 11.4 of the By-Laws	DFM Committee meeting 16 March 2007		
Delete Australian Rotarians Corporate Alliance Programme (ARCAP) from the Australian Rotary Programmes, Appendix 2 of District 9570 By Laws	DFM Committee meeting 16 March 2007		
Amend Appendix 1 of the By-Laws such that Group 6 is merged with Group 3 and Moranbah is moved to Group 1	DFM Committee meeting 16 March 2007		
Insert definition of “Register of Members” at 2.1 (18)	District Conference 5 th and 6 th May 2007		
Insert position description for Literacy Resource Group Chairperson	Circulated by email to DFM Committee members April 2007		

ASSOCIATIONS INCORPORATION ACT 1981 (QLD)

Rules of Rotary International District 9570 Inc.

1 Name

- 1.1 The name of the incorporated association is **Rotary International District 9570 Inc.** (in these Rules and the District By-Laws called “the Association”).

2 Definitions and Interpretation

2.1 Definitions

In these Rules and the District By-Laws, unless the contrary intention appears:-

- (1) “**Act**” means the **Associations Incorporation Act 1981 (Qld)**;
- (2) “**Associate Member**” has the meaning given in Rule 5.3;
- (3) “**Delegate**”, in respect of a District Club, means the President, President Elect and/or other duly appointed District Rotarian who represents that District Club at any General Meeting;
- (4) “**DFM Committee**” means the District Finance and Management Committee established pursuant to Rule 25 and includes the District Officers referred to in that Paragraph;
- (5) “**District**” means the geographical area in which the Rotary Clubs are grouped for RI administrative purposes ;
- (6) “**District 9570**” means the District comprising that part of Queensland between the 21st and 26th degrees latitude known as Rotary International District 9570 established for RI administrative purposes to help the District Clubs advance the Object of Rotary;
- (7) “**District Assembly**” “**President Elect Training Seminar**” and “**District Conference**”, means the General Meetings of those names held in accordance with these Rules;
- (8) “**District By-Laws**” means the by-Laws adopted or created or

amended pursuant to Rule 43 and included as Appendix 2 of these Rules;

- (9) **“District Club”** means a Rotary Club which:-
- (a) is a member of RI in good standing ;
 - (b) continues to function and perform its obligations to RI; and
 - (c) has its Club locality within District 9570;
- (10) **“District Committee”** means a Committee of District Rotarians established pursuant to these Rules or the District By-Laws to enable District 9570 to carry out its objects;
- (11) **“District Governor”** means the duly qualified, suggested, selected and elected Officer of RI in District 9570 from time to time charged with providing leadership and supervision of the District Clubs during a particular Rotary Year;
- (12) **“District Officer”** includes the District Governor, the District Governor Elect, the District Governor Nominee (when elected), each Past District Governor who remains a District Rotarian and each other District Rotarian who is duly:-
- (a) elected or appointed to the DFM Committee pursuant to Rule 25;
 - (b) appointed by the District Governor as a District Officer; or
 - (c) appointed as a Group Co-Ordinator, member of a District Committee or member of a Group Sub-Committee either by the District Governor or the Chairperson of the relevant Committee,
- in accordance with these Rules and the District By-Laws;
- (13) **“District Rotarian”** means a Rotarian who is an active member in good standing of a District Club;
- (14) **“General Meeting”** means a General Meeting of Ordinary Members convened in accordance with these Rules;
- (15) **“Group”** means a geographic grouping of District Clubs selected by

the Association to better administer District 9570.

- (16) “**Member**” means either an Ordinary Member or an Associate Member;
- (17) “**Ordinary Member**” has the meaning given in Rule 5.2;
- (18) “Register of Members” means the Register of Rotary International;
- (19) “**Regulations**” means regulations under the Act;
- (20) “**RI**” means the organisation known as Rotary International (copyright) registered in the United States of America under the Illinois General Not for Profit Corporation Act of 1996;
- (21) “**Rotary Year**” means the year ending on 30th June.

2.2 Interpretation

- (1) In these Rules and the District By-Laws, unless the contrary intention appears, reference to:-
 - (a) terms in common use in Rotary parlance have their usual meaning in these Rules and the District By-Laws;
 - (b) Subject always to the provisions of the Act and the Regulations, if any provision of these Rules and the District By-laws is not in conformity with the Constitution, bylaws, or policies of RI (as amended from time to time), the latter at all times prevail.
 - (c) the Secretary of an Association is a reference:-
 - (i) if a person holds Office under these Rules as Secretary of the Association to that person; and
 - (ii) in any other case, to the Public Officer of the Association;
 - (d) one gender includes the others;
 - (e) the singular includes the plural and the plural includes the singular;

- (f) a person includes a body corporate;
 - (g) a statute, regulation or provision of a statute or regulation (“**Statutory Provision**”) includes:-
 - (i) that Statutory Provision as amended or re-enacted from time to time; and
 - (ii) a statute, regulation or provision enacted in replacement of that Statutory Provision; and
 - (h) money is to Australian dollars, unless otherwise stated.
 - (i) “Including” and similar expressions are not words of limitation.
 - (j) Where a word or expression is given a particular meaning, other parts of speech and grammatical forms of that word or expression have a corresponding meaning.
- (2) Headings are for convenience only and do not form part of these Rules or affect their interpretation.

3 Objects

3.1 The Objects for which the Association is established are:-

- (1) To assist the District Governor in supervising District 9570 and generally in the performance of his duties and responsibilities;
- (2) To help each District Club advance and promote the Object of Rotary;
- (3) To provide leadership and supervision of the District Clubs;
- (4) To work with the District Clubs and their leaders to encourage participation in the District Leadership Plan developed by the Association;
- (5) To provide inspiration and motivation to the District Clubs;
- (6) To ensure continuity within District 9570 by working with past, current and incoming District 9570 leaders in fostering effective Rotary Clubs;
- (7) To promote demonstrate advance and encourage interest and

participation in the administration, meetings, happenings and events involving Rotary District 9570, District Clubs and District Rotarians;

- (8) To co-operate with any Government or private body in fostering the objects of the Association and RI;
- (9) To assemble and disseminate information and knowledge about matters affecting RI, District 9570, District Clubs, and District Rotarians to Members and to the public at large;
- (10) Not to diminish the services provided by District Clubs and District Rotarians on a local level;
- (11) To raise funds and receive donations or grants;
- (12) To expend all monies and funds raised or received for the furtherance of its objects;
- (13) Not to conduct the activities of the association for direct or indirect profit or gain for its Members;
- (14) Generally to do all things which in the opinion of the District Governor are incidental or conducive to the attainment of the above objects or any of them.

3.2 The Association is a non profit, non-share capital and/or not for profit entity; it must not pay a dividend and no part of its money, property or other assets is permitted to be distributed to its members, the members of its DFM committee, or District Officers.

4 Alteration of the Rules

4.1 These Rules must not be amended, repealed or added to except in accordance with the Act and the following procedure:-

- (1) Any proposed amendment is first to be considered by the District Protocols and Resolutions Committee to determine if it complies with:-
 - (a) any requirements of RI; and
 - (b) the Act;

- (2) If that Committee so determines then formal notice of the proposed amendment is to be given to the Ordinary Members in accordance with these Rules;
 - (3) The amendment is to be put to a General Meeting of the Association;
 - (4) The amendment, if passed, is to be submitted to the Authority administering the Act for registration; and
 - (5) If required by RI, notice of the Amendment is to be given to RI once the Amendment is registered by the administering authority.
- 4.2 Any amendment repeal or addition to these Rules is valid only if it is registered by the chief executive.

5 Membership

- 5.1 The membership of the Association consists of:-
- (1) Ordinary Members; and
 - (2) Associate Members.
- 5.2 The Ordinary Members of the Association are comprised of and limited to all the District Clubs.
- 5.3 The Associate Members of the Association are comprised of and limited to the District Rotarians.
- 5.4 Upon:
- (1) The granting by RI and the acceptance by a Rotary Club in the District of a Certificate of Membership in RI;
 - (2) The payment of its Membership Fee to the Association; and
 - (3) The entry of its Membership in the Register of Members;
- that Rotary Club is qualified to be and automatically becomes an Ordinary Member of the Association.

5.5 The addition or removal of a District Club or District Clubs immediately and automatically results in a corresponding change in the Ordinary Membership of the Association.

5.6 Upon:-

(1) An adult person being elected to active membership of a District Club; and

(2) Notice in writing being given by that District Club to the Association of such membership; and

(3) The entry of his or her membership in the Register of Members,

that District Rotarian is qualified to be and automatically becomes an Associate Member of the Association.

5.7 The initial Ordinary Members of the Association are the District Clubs at the time of incorporation of the association and each Rotary Club which:-

(1) Is a District Club on the day the Association is incorporated; and

(2) Does not resign or terminate its Membership of RI,

must be admitted as an Ordinary Member of the incorporated Association.

5.8 Each Rotarian who:-

(1) is a District Rotarian on the day the Association is incorporated; and

(2) Who does not resign or terminate his or her District Club Membership,

must be admitted as an Associate Member of the incorporated Association.

5.9 Membership of a Member commences and a Member is entitled to exercise the rights of Membership when the Member's name is entered in the Register of Members.

5.10 The number of Members in each class is unlimited.

6 Membership Fees

6.1 The Membership Fee for Ordinary Members:-

- (1) Is the amount decided by the Ordinary Members from time to time at a General Meeting;
- (2) Is payable when and in the manner the DFM Committee determines; and
- (3) Is to be determined on a per capita basis having regard to the number of District Rotarians in each District Club unless the Association, having regard to such other factors as the Association considers appropriate, determines the Membership Fee in a different manner; and
- (4) Is to be determined either by:-
 - (a) a majority of three-fourths of the votes of the Presidents Elect (or if absent the respective District Club Delegates) present and voting at the Presidents Elect Training Seminar or, if not then determined;
 - (b) subsequently by a simple majority of Ordinary Members present and voting at the next following General Meeting usually the District Assembly or the District Conference.

6.2 Until the Association decides otherwise, there is no Membership Fee payable by an Associate Member.

6.3 Prior to the General Meeting at which the amount of Membership Fees for Ordinary Members is to be determined, the following process is to be observed:-

- (1) The District Governor after conferring with the District Governor Elect and the District Treasurer is to prepare and submit budget estimates for the succeeding year together with a recommendation as to the amount of the Membership Fees for the succeeding year to both the Ordinary Members and the DFM Committee;
- (2) The DFM Committee is to review the budget estimate and proceed as provided in Rule 26.2(9)
- (3) Notice of the budget estimate and recommendation is to be given to the Ordinary Members at least four (4) weeks prior to the General Meeting (usually Pets) which is to determine the amount of the

Membership Fees for the succeeding year;

- (4) At the General Meeting which determines Membership Fees, the Ordinary Members may adopt or amend the District Governor's recommendation, having regard to any recommendation made by the DFM Committee in that regard;
- (5) In preparing the budget estimates and recommendations as to Membership Fees both the District Governor and the DFM committee are to have regard to the following guidelines:-
 - (a) the budget is to provide for the anticipated incomes to exceed the anticipated expenditures;
 - (b) the budget is to adequately provide for the needs of all District Committees;
 - (c) the budget is to provide for a Development and Advancement Fund.

6.4 Within twenty eight (28) days after receipt of the relevant Membership Fee under Rule 6.1(2) or notice under Rule 5.6(2), the Secretary must enter the name of the Member in the register of Members as an Ordinary Member or Associate Member as the case requires.

6.5 There is no entrance fee for Members.

6.6 An Ordinary Member of the incorporated Association which has paid its Membership Fee to District 9570 on or before the day fixed for such payment, is not liable to pay a further amount of Membership Fees for the period before the day fixed by the DFM Committee as the day on which the next Membership Fee is payable.

7 Funds Management

7.1 General Rules

- (1) The funds of the Association are to be derived from annual Membership Fees of Members, donations, incidental surplus funds from management of sundry projects, and from such other sources as the Association determines from time to time to be incidental or

conducive to the attainment of its objects.

- (2) Such funds must be received into and kept in the general account of the Association or separate or special accounts of the Association on behalf of nominated projects whether of a District, multi-District, or international nature;
- (3) The Association may act as Agent for Members, in the matter of payment of premiums for insurance for Rotarians, volunteers, properties, and third parties or incorporate such items into its Membership Fees.
- (4) Not less than two (2) District Officers appointed to implement projects on behalf of District 9570 can be authorised by the District Governor to open Bank Accounts designated in the name of District 9570 and their project and administer funds under their signatures provided that the following requirements are satisfied:-
 - (a) the written consent of the District Governor to the opening of the account is first obtained;
 - (b) the signatures of at least two (2) District Officers are required for operations on the account;
 - (c) the account is also operable by any two (2) signatures of the District Governor, the District Secretary, or the District Treasurer; and
 - (d) each such account is to be subject to annual audit.
- (5) Neither the Association nor its Members may engage in any project to raise funds for the personal benefit of its Members or in order to benefit on its or their own account.
- (6) However, project strategies to ensure no end cost to Members are acceptable, (including the provision for administration fees, or the sale of goods or services for profit where relevant).
- (7) The District Governor must arrange for the annual Audit of all District 9570 accounts by a professional Auditor or Auditors, the cost of which is to be met by the Association.

- (8) The Rotary year may be divided into two (2) halves for the payment of Membership Fees. Such Membership Fees are at the option of the DFM Committee and due and payable either annually by the 31st July or semi-annually by 31st July and the 31st January respectively in each Rotary Year.

7.2 Specific Rules

- (1) All amounts must be deposited in the financial institution accounts as soon as practicable after receipt.
- (2) Payments of \$100.00 or more must be made by cheque or electronic funds transfer.
- (3) All cheques and electronic funds transfers must be signed by any two (2) of the following:-
 - (a) the District Governor;
 - (b) the District Secretary;
 - (c) the District Treasurer;
 - (d) another Member authorised by the DFM Committee for the purpose;
- (4) Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed "not negotiable".
- (5) A petty cash account must be kept on the imprest system, and the DFM Committee must decide the amount of petty cash to be kept in the account.
- (6) All expenditure must be approved or ratified at a DFM Committee meeting.
- (7) The District Treasurer must, as soon as practicable after the end of each Rotary Year, ensure a statement containing the following particulars is prepared:-
 - (a) the income and expenditure for the financial year just ended;
 - (b) the Association's assets and liabilities at the close of the year;

- (c) the mortgages, charges and securities affecting the property of the Association at the close of the year.

8 Expenditure

8.1 The District Governor has the authority to authorise expenditure of Association funds in furtherance of the objects of the Association, on behalf of Rotary projects, on administrative procedures and equipment, including such items as:-

- (1) New and/or replacement items of technical secretarial and communications equipment;
- (2) Professional legal, accountancy or management services;
- (3) Secretarial services;
- (4) Maintenance and transport;
- (5) Printing, postage, telephone, photographic, distribution, accommodation and travelling expenses in excess of the allowance paid to the Governor by RI, but not in excess of approved budget estimates;
- (6) Subsidies for selected District 9570 events or projects;
- (7) Appropriate gifts, from time to time;
- (8) Advertising;
- (9) Venue, accommodation, and catering costs for District 9570 events as may be deemed relevant;
- (10) Capitalisation of loans for selected District 9570 events or projects;

and such other items as the District Governor deems appropriate in accordance with the Objects of the Association.

9 Register of Members

9.1 The DFM Committee must cause a Register to be kept in which shall be entered the names and addresses of all persons admitted to membership of

the Association and the date of their admission.

- 9.2 Particulars must also be entered into the Register of death, winding up, resignation, termination and reinstatement of Membership and such further particulars as the DFM Committee or the Ordinary Members at any general meeting may require from time to time.
- 9.3 The Register is to be open for inspection at all reasonable times by any Member who previously applies to the Secretary for such inspection.

10 Ceasing Membership

- 10.1 An Ordinary Member of the Association ceases to be a Member if its membership of RI is terminated in any manner.
- 10.2 An Associate Member of the Association ceases to be a Member if his or her membership of a District Club is terminated in any manner.
- 10.3 A member may resign from the Association by giving written notice to the Secretary if, and only if:-
- (1) In the case of an Ordinary Member, its membership of RI is terminated in any manner; or
 - (2) In the case of an Associate Member, his or her membership of a District Club is terminated in any manner.
- 10.4 Notice by RI to the District Governor of the election to membership, resignation or termination of membership in RI of an Ordinary Member is, for the purpose of these Rules, notice to the Association of such occurrence.
- 10.5 Each District Club must give notice in writing to the Secretary of any election to membership, resignation or termination of membership of any one or more of its District Rotarians forthwith upon the occurrence of any such event.
- 10.6 Neither the DFM Committee nor the Association has any role in determining or power to determine any question concerning the admission to membership resignation or termination of membership of:-
- (1) An Ordinary Member as a member of RI; or
 - (2) An Associate Member as a member of his or her District Club.

10.7 Any question or difference concerning the admission to membership, resignation, or termination of membership of a Member is not determined by any decision of the DFM Committee or the Association but, as a matter of fact, by whether or not:-

- (1) An Ordinary Member is a member of RI; and
- (2) An Associate Member is a member of his or her District Club.

11 Evidence of Membership, Appeals and Recording of Decisions

11.1 The Certificate of RI as to the status of membership of an Ordinary Member in RI is final and binding on the Association and that Ordinary Member.

11.2 The Certificate of a District Club as to the status of the membership in that District Club of an Associate Member is final and binding on the Association and that Associate Member.

11.3 The Association is bound to accept and implement the outcome or outcomes of the appeal or review process pursuant to which:-

- (1) An Ordinary Member is entitled to appeal or cause to be reviewed any decision or determination concerning its membership of RI; and
- (2) An Associate Member is entitled to appeal or cause to be reviewed any decision or determination concerning his or her membership of a District Club.

11.4 The role of the DFM Committee and the Association in relation to any change in status of the membership of a Member is to record any such change in the Register of Members in accordance with the provisions of these By-Laws.

12 Disputes and Mediation

12.1 The grievance procedure set out in this rule applies to disputes under these Rules or the District By-Laws between:-

- (1) A Member and another Member; or
- (2) A Member and the Association.

12.2 The parties to the dispute must meet and discuss the matter in dispute, and, if

possible, resolve the dispute within fourteen (14) days after the dispute comes to the attention of all of the parties.

12.3 If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within ten (10) days, hold a meeting in the presence of a mediator.

12.4 The mediator must be:-

- (1) A person chosen by agreement between the parties; or
- (2) In the absence of agreement the elected Zone Director of RI or his nominee appointed at the request of either party to the dispute.

12.5 The mediator cannot be a Member who is a party to the dispute.

12.6 The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.

12.7 The mediator, in conducting the mediation, must:-

- (1) Give the parties to the mediation process every opportunity to be heard; and
- (2) Allow due consideration by all parties of any written statement submitted by any party; and
- (3) Ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.

12.8 The mediator must not determine the dispute.

12.9 If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

13 Annual General Meetings

13.1 The District Governor may determine the date, time and place of the Annual General Meeting of the Association, but the Annual General Meeting must be held no later than 31st December in each Rotary Year.

13.2 The notice convening the annual General Meeting must specify that the

meeting is an Annual General Meeting.

13.3 The ordinary business of the Annual General Meeting is:-

- (1) To confirm the Minutes of the previous Annual General Meeting and of any General Meeting held since that Meeting; and
- (2) To receive from the report of the DFM Committee upon the transactions of the Association and the report of the District Governor on the status of the Association during the last preceding financial year; and
- (3) To elect and/or confirm the appointment of the District Officers, other than the District Governor, the District Governor Elect and the District Governor Nominee including the members of the DFM Committee and the District Auditor;
- (4) To receive the statement of income and expenditure, assets and liabilities and mortgages, charges and securities, affecting the property of the Association for the previous Rotary Year;
- (5) To receive the Auditor's report on the financial affairs of the Association for the previous Rotary Year;
- (6) To present the audited statements to the meeting for adoption.

13.4 The Annual General Meeting may conduct any special business of which notice has been given in accordance with these Rules.

13.5 Rule 21.5 applies in respect of an Annual General Meeting.

14 Special General Meetings

14.1 In addition to the Annual General Meeting, any other General Meetings may be held in the same year.

14.2 All General Meetings other than the Annual General Meeting are Special General Meetings.

14.3 The District Governor may, whenever he/she thinks fit, convene a Special General Meeting of the Association.

- 14.4 If, but for this sub-rule, more than fifteen (15) months are likely to elapse between Annual General Meetings, the District Governor must convene a Special General Meeting before the expiration of that period.
- 14.5 The District Governor must, on the request in writing of Ordinary Members representing not less than 10 per cent of the total number of Ordinary Members, convene a Special General Meeting of the Association.
- 14.6 The request for a Special General Meeting must:-
- (1) State the objects of the Meeting; and
 - (2) Be signed by the Ordinary Members requesting the Meeting; and
 - (3) Be sent to the address of the Secretary.
- 14.7 If the District Governor does not cause a Special General Meeting to be held within one (1) month after the date on which the request is sent to the address of the Secretary, the Ordinary Members making the request, or any of them, may convene a Special General Meeting to be held not later than three (3) months after that date.
- 14.8 If a Special General Meeting is convened by Ordinary Members in accordance with this rule, it must be convened in the same manner so far as possible as a Meeting convened by the District Governor.
- 14.9 All reasonable expenses incurred in convening the Special General Meeting must be refunded by the Association to the persons incurring the expenses.

15 Special business

- 15.1 All business that is conducted at a Special General Meeting and all business that is conducted at the Annual General Meeting, except for business conducted under the Rules as ordinary business of the Annual General Meeting, is deemed to be special business.

16 Notice of General Meetings

- 16.1 The Secretary at least fourteen (14) days, or if a special resolution has been proposed at least twenty one (21) days, before the date fixed for holding a General Meeting of the Association, must cause to be sent to each Ordinary

Member of the Association, a notice stating the place, date and time of the Meeting and the nature of the business to be conducted at the Meeting.

16.2 Notice given to an Ordinary Member is deemed to be notice to those Associate Members who are its members.

16.3 Notice may be sent:-

(1) By prepaid post to the address appearing in the register of Ordinary Members; or

(2) If the Ordinary Member provides the Association with facsimile or electronic addresses, by facsimile transmission or electronic transmission.

16.4 No business other than that set out in the notice convening the Meeting may be conducted at the Meeting.

16.5 An Ordinary Member intending to bring any business before a Meeting may notify in writing, or by electronic transmission, the Secretary of that business, who must include that business in the notice calling the next General Meeting.

17 Quorum at General Meetings

17.1 No item of business may be conducted at a General Meeting unless a quorum of Ordinary Members entitled under these Rules to vote is present by their Delegates at the time when the Meeting is considering that item.

17.2 One third of the Ordinary Members (being Ordinary Members entitled under these Rules to vote at a General Meeting) constitutes a quorum for the conduct of the business of a General Meeting.

17.3 If, within half an hour after the appointed time for the commencement of a General Meeting, a quorum is not present:-

(1) The case of a Meeting convened upon the request of Members, the Meeting must be dissolved; and

(2) In any other case, the Meeting shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairperson at the time of the adjournment or by written notice to Members given before the day to which the Meeting is

adjourned) at the same place.

- 17.4 If at the adjourned Meeting the quorum is not present within half an hour after the time appointed for the commencement of the Meeting, the Members personally present (being not less than 3) shall be a quorum.

18 Presiding at General Meetings

- 18.1 At each General Meeting of the Association:-

- (1) The District Governor, or in the District Governor's absence;
- (2) The District Governor Elect, or in the absence of the District Governor Elect;
- (3) Such other District Officer as the District Governor appoints, or failing such appointment, as the meeting appoints

is to preside as Chairperson.

19 Adjournment of Meetings

- 19.1 The person presiding may, with the consent of a majority of Ordinary Members present at the Meeting, adjourn the Meeting from time to time and place to place.
- 19.2 No business may be conducted at an adjourned Meeting other than the unfinished business from the Meeting that was adjourned.
- 19.3 If a Meeting is adjourned for fourteen (14) days or more, notice of the adjourned Meeting must be given in accordance with rule 13.
- 19.4 Except as provided in sub-rule (3), it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned Meeting.

20 Voting at General Meetings

- 20.1 A Member has the right to be heard and to vote on any question or issue at a General Meeting of the Association if and only if:-
- (1) All moneys (including Membership Fees) then due and payable by the

Member to the Association have been paid; and

- (2) The Member then qualifies as a District Club, or as the case requires, a District Rotarian; and
- (3) The Member exercises its rights to be heard and to vote in accordance with the provisions of this Rule 20.

20.2 All decisions and elections which would otherwise occur at District Conference or District Assembly may be made by the District Clubs by a ballot by mail. Such ballot by mail must follow as near as possible the procedures set out in Paragraph 13.040 of Rotary International Manual of Procedure.

20.3 An Associate Member may attend any General Meeting of the Association but has no right to be heard or to vote in the capacity of an Associate Member except at District Conference when each Associate Member is entitled to one (1) vote on all matters submitted to a vote except for:-

- (1) Those matters referred to in Clause 20.5; and
- (2) Any matter on which an Ordinary Member demands a Poll in which case voting is restricted to the Ordinary Members.

20.4 An Ordinary Member may only be heard or vote at a General Meeting of the Association by its Delegate or Delegates.

20.5 An Associate Member must not vote in that capacity at a General Meeting on matters submitted to a vote in respect of:-

- (1) The selection of a District Governor Nominee;
- (2) Election of a member and alternate member of the Nominating Committee for Director;
- (3) Composition and terms of reference of the Nominating Committee for Governor;
- (4) Election of the representative and alternate representative of the District to the Council on legislation; and
- (5) The decision as to the amount of the Membership Fees.

- 20.6 On each matter submitted to a vote at any General Meeting, each Ordinary Member is entitled to one (1) vote plus one (1) additional vote for each additional twenty five (25) (or major fraction thereof) of its District Rotarians.
- 20.7 The membership of an Ordinary Member for the purposes of Rule 20.6, is to be determined by the number of District Rotarians who are members in the Ordinary Member as of the date of the most recent semi annual payment to RI preceding the date on which the vote is to be held.
- 20.8 An Ordinary Member entitled to cast more than one (1) vote may either appoint Delegates equal in number to the number of its votes or authorise one (1) Delegate to exercise all its votes.
- 20.9 All votes must be given in the manner provided in this Clause.
- 20.10 In the case of an equality of voting on any issue or question, the Chairperson of the meeting is entitled to exercise a second or casting vote.

21 Procedure at Meetings

- 21.1 Subject to these rules, at each General Meeting:-
- (1) The Chairperson must conduct the meeting in a proper and orderly way; and
 - (2) Voting may be by a show of hands or a division of members, unless an Ordinary Member present demands a poll; and
 - (3) If a poll is held, the Chairperson must appoint two (2) District Rotarians present to conduct the poll in the way the Chairperson decides; and
 - (4) The result of a poll as declared by the Chairperson is taken to be a resolution of the meeting at which the poll was held; and
 - (5) The Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each General Meeting are entered in a minute book; and
 - (6) The Secretary must ensure the minute book for each General Meeting is open for inspection at all reasonable times by any financial member who previously applies to the Secretary for the inspection.

- 21.2 To ensure the accuracy of the minutes recorded under Rule 21.1(5):-
- (1) The minutes of each General Meeting must be signed by the Chairperson of the Meeting, or the Chairperson of the next General Meeting, verifying their accuracy; and
 - (2) The minutes of each Annual General Meeting must be signed by the Chairperson of the meeting, or the Chairperson of the next Meeting of the Association that is a General Meeting or Annual General Meeting, verifying their accuracy.
- 21.3 The provisions of Rule 21.1 apply (with any necessary modifications) to any meeting of a District Committee.
- 21.4 To ensure the accuracy of minutes recorded pursuant to the provisions of Rule 21.3, the minutes of each District Committee must be signed by the Chairperson at the meeting or the Chairperson at the next Management Committee Meeting, verifying their accuracy.
- 21.5 The Association is permitted to hold a General Meeting at two (2) or more venues using any technology that gives the Members as a whole a reasonable opportunity to participate.

22 Manner of Determining Whether Resolution Carried

- 22.1 If a question arising at a General Meeting of the Association is determined on a show of hands:-
- (1) A declaration by the Chairperson that a resolution has been:-
 - (a) carried; or
 - (b) carried unanimously; or
 - (c) carried by a particular majority; or
 - (d) lost; and
 - (2) An entry to that effect in the Minute Book of the Association:-

is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

23 Delegates

23.1 Who is a Delegate

- (1) The Delegate or Delegates of an Ordinary Member (“the Relevant Club”) at a General Meeting of the Association is or are:-
 - (a) its President if present at any General Meeting of the Association (except District Assembly);
 - (b) its President Elect (or his or her duly authorised designated representative pursuant to the Constitutional Documents in the absence of the President Elect) at the District Assembly; or
 - (c) one (1) or more District Rotarians (preferably a member of the Relevant Club) duly certified and accredited by the Relevant Club as its Delegate or Delegates.
- (2) An Ordinary Member is not required to give formal notice of appointment of its Delegate to the Association where the Delegate is its President or its President Elect in the case of the meetings referred to in Rule 23.1(1)(a) and (1)(b).
- (3) An Ordinary Member must give formal notice of appointment of each Delegate to the Association where a Delegate is appointed under Rule 23.1(1)(c).

23.2 How Delegates Are to Vote

- (1) If an Ordinary Member is entitled to cast two (2) or more votes at a General Meeting, its Delegates must cast those votes in the same way.

23.3 Rights of Delegates

- (1) A Delegate appointed to attend and vote for a Member has the same rights as the Member:
 - (a) to speak at the meeting;

- (b) to vote (but only to the extent allowed by the appointment); and
 - (c) to join in a demand for a poll.
- (2) If a Delegate is only for a single meeting the appointment may be used at any postponement or adjournment of that meeting, unless the proxy states otherwise.

23.4 Appointing a Delegate

- (1) An appointment of a Delegate is valid if it is duly signed on behalf of the Ordinary Member by its President and its Secretary and contains the following information:-
- (a) the Ordinary Member's name and address;
 - (b) the Association's name;
 - (c) the Delegate's name or the name of the office held by the Delegate; and
 - (d) the meetings at which the appointment may be used;
 - (e) the number of votes which the Delegate is authorised to cast.
- (2) An appointment may be a standing one and may authorise a Delegate to vote at his or her discretion.
- (3) An undated appointment is taken to have been dated on the day it is given to the Association.
- (4) An appointment may specify the way the Delegate is to vote on a particular resolution. If it does, the Delegate must vote accordingly.
- (5) An appointment does not have to be witnessed.
- (6) A later appointment revokes an earlier one if both appointments could not be validly exercised at the meeting.

23.5 Form of Appointment of Delegate

- (1) A form of appointment of Delegate sent out by the Association may be

in a form determined by the DFM Committee but must enable the Member to specify the manner in which the Delegate must vote in respect of a particular matter; and

- (2) The form may provide that if the Member leaves it blank as to the person appointed as Delegate or if the person or persons named as Delegate fail or fails to attend, the chair of the meeting is appointed Delegate.
- (3) Despite Rule 23.5(1) an instrument appointing a Delegate may be in the form or in a form similar to the form of Appointment of a Delegate in Appendix 1.

23.6 Receipt of Appointment of Delegate Documents

- (1) For an instrument appointing a Delegate under Rule 23.1(1)(c) for a meeting of Members to be effective, the instrument must be received by the Association no later than the time of commencement of the meeting.
- (2) If a meeting of the Association's members has been adjourned, an appointment received by the Association before the resumption of the meeting is effective for the resumed part of the meeting.

24 The District Governor

24.1 The District Governor Nominee is to be suggested, nominated, selected and elected in accordance with the By-Laws of RI as set out in Appendix 2 to these Rules.

24.2 The District Rotarian so elected is, subject to the provisions of Appendix 2, to:-

- (1) Serve as District Governor Nominee for the balance of the Rotary Year in which he is elected at the International Convention;
- (2) Serve as District Governor Elect for the term of the next following Rotary Year; and
- (3) Assume office and serve as District Governor for the next following Rotary Year.

24.3 The District Governor is:-

- (1) the officer of RI in the District functioning under the general control and supervision of the Board of RI;
- (2) charged by RI with the duty of furthering the Object of Rotary by providing leadership and supervision of the District Clubs;
- (3) The highest ranking District Officer; and
- (4) to serve as chairman of the DFM Committee.

25 The DFM Committee

25.1 The following persons (each of whom must be a District Rotarian) comprise the DFM Committee:-

- (1) The District Governor;
- (2) The Immediate Past District Governor;
- (3) The District Governor Elect;
- (4) The District Governor Nominee (when elected);
- (5) The District Secretary;
- (6) The District Treasurer;
- (7) The District Insurance Officer; and
- (8) Not more than two (2) additional District Rotarians (usually the two (2) Past District Governors who remain District Rotarians and who next preceded the Immediate Past District Governor).

25.2 Electing the DFM Committee

- (1) A member of the DFM Committee (other than the District Governor, the Immediate Past District Governor, the District Governor Elect and the District Governor Nominee who shall always automatically be members of the DFM Committee) may only be elected as follows:

- (a) any two (2) Members of the Association may nominate an Associate Member (the “candidate”) to serve as a member of the DFM Committee;
 - (b) the nomination must be:-
 - (i) in writing; and
 - (ii) signed by the candidate and the Members who nominated him or her;
 - (iii) approved in writing by the District Governor; and
 - (iv) given to the Secretary at least fourteen (14) days before the Annual General Meeting at which the election is to be held; and
 - (c) each Member present at the Annual General Meeting may vote for any number of candidates not more than the number of vacancies;
 - (d) if, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.
- (2) A list of the candidates’ names in alphabetical order, with the names of the Members who nominated each candidate, must be posted in a conspicuous place on the District 9570 Website or in the office or usual place of meeting of the Association for at least seven (7) days immediately preceding the Annual General Meeting.
- (3) If required by the DFM Committee, balloting lists must be prepared containing the names of the candidates in alphabetical order.

25.3 Resignation or Removal from Office of a Member of the DFM Committee

- (1) A member of the DFM Committee may resign from the DFM Committee by giving written notice of resignation to the Secretary.
- (2) The resignation takes effect on:-
 - (a) the day and at the time the notice is received by the Secretary;or

- (b) of a later day is stated in the notice – the later day.
- (3) The District Governor may by notice in writing remove any member of the DFM Committee (other than the District Governor Elect, the District Governor Nominee and the immediate Past District Governor) from office.
- (4) Before the District Governor removes any such member of the DFM Committee from Office:-
 - (a) the DFM Committee must give the member a full and fair opportunity to show why he should not be so removed;
 - (b) the DFM Committee must give the District Governor the opportunity to show why the member should be so removed;
 - (c) the District Governor must consider the views of the members of the DFM Committee and of the RI in relation to the matter;
- (5) A member has no right of appeal against the member's removal from office under this Rule.

25.4 The District Governor at his or her absolute discretion may appoint District Officers (other than those who are to be elected to the DFM Committee under Rule 25.2 to assist the DFM Committee including:-

- (1) A District Attendance Officer;
- (2) A District Property Officer;
- (3) A District Newsletter Editor;
- (4) A District Club Service Chairperson;
- (5) A District Community Service Chairperson;
- (6) A District International Service Chairperson;
- (7) A District Vocational Service Chairperson;
- (8) A District Youth Service Chairperson;
- (9) An Assistant Governor for each Group;

- (10) A District Training Officer;
- (11) A District Protocols and Resolutions Chairperson;
- (12) A District Historian.

25.5 The District Governor may structure these District Officers and such other District Officers as he elects as the District Administration Committee under a Chairperson appointed by the District Governor.

25.6 Save for the District Governor and the District Governor Elect, and the District Governor Nominee whose tenure is determined under Rule 24, each District Officer holds office until the end of the Rotary Year next after the date of his or her appointment.

25.7 In the event of a casual vacancy in any District Office, (other than District Governor, District Governor Elect or District Governor Nominee) the District Governor may make an appointment of a District Rotarian to the vacant office and the District Rotarian thus appointed may continue in office up to and including the conclusion of the Rotary Year next following the date of the appointment.

26 Functions and Duties of the DFM Committee

26.1 Subject to these Rules, the DFM Committee:-

- (1) Has the general control and management of the administration of the affairs, property and funds of the Association, and
- (2) Is authorised to interpret the meaning of these Rules and the District By-Laws and any matter relating to the Association on which these rules are silent.

26.2 The duties of the DFM Committee are:-

- (1) To assist the District Governor generally in the performance of his duties and responsibilities;
- (2) To attain the objects of the Association;
- (3) To meet at least three (3) times per year, the costs of such meetings to be an expense of the Association;

- (4) To review, evaluate and report on the District Leadership Plan annually. Such report to be distributed with a call for resolutions and submitted to the District Conference;
- (5) To establish and maintain a record of all District 9570 activities including:-
 - (a) procedures and protocols;
 - (b) resolutions adopted;
 - (c) trophy winners;
- (6) To maintain all District 9570 plant, equipment and other chattels and records including the set of international flags and an appropriate asset register in respect of those items;
- (7) To consider all Resolutions received;
- (8) To ensure that the Past District Governor's jewel and a badge is ordered and issued to the District Governor upon his relinquishing the office at the expense of the Association;
- (9) To review the budget of District expenditures submitted by the District Governor under Rule 6.3 with the District Governor and prepare any comment or recommendation concerning the budget prior to and for the benefit of the General Meeting at which the Membership Fees are to be determined;
- (10) To review and recommend the amount of the Membership Fees;
- (11) To ensure that proper records of income and expenditure are kept;
- (12) To prepare an audited yearly financial report for the Association as at 30th June each year no later than three (3) months after the completion of the year to be circulated to District Clubs prior to 30th September each year;
- (13) To ensure that:-
 - (a) appropriate signatories to the Association bank account(s) e.g. the District Treasurer, the District Governor and the District Secretary (any two (2) of whom may sign cheques) are

appointed and registered with the Association's banking institution;

- (b) the bank account(s) are held in the name of "Rotary International District 9570 Inc.";
- (c) that the number of Association's bank accounts is limited; and
- (d) that each separate Association's bank account (including for the Youth Exchange Program and other District 9570 Projects) is audited and the audited statements are then submitted to the District Treasurer by the 31st August each year.

27 Committees and Delegation of Powers

27.1 The District Governor is authorised to appoint:-

- (1) Individual District Rotarians as District Officers; and
- (2) District Rotarians in groups to act as District Committees,

to perform particular tasks for District 9570 in accordance with these Rules and the District By-Laws.

27.2 The District Governor is to appoint and has authority to remove the Chairman, and where the District Governor considers it necessary, the Vice Chairman and any other member of any such Committee.

27.3 The District Governor is authorised to determine the annual activities of District 9570 in accordance with the requirements of RI, and is to appoint District Officers and District Committees accordingly.

27.4 With the consent of the District Governor, the Chairman of a District Committee may appoint additional District Rotarians as members of such District Committee;

27.5 The District Governor is an ex-officio member of all District Committees and:-

- (1) Is to receive copies of Minutes of all District Committee Meetings;
- (2) Is to be informed of all proposed activities of each District Committee or Officer; and

- (3) Has the right to augment, amend, diminish or cancel the activities of any District Committee or District Officer (other than the District Governor, the District Governor Elect or the District Governor Nominee) at any time.
- 27.6 No District Committee is to seek to separately incorporate its activities without written approval of the District Governor.
- 27.7 Subject to these Rules, each member of a District Committee is to hold office until the end of the Rotary Year following the date of his or her appointment.
- 27.8 In the event of a casual vacancy occurring in any District Office (other than that of District Governor, District Governor Elect or District Governor Nominee) or in the office of a member of any District Committee, the District Governor may appoint a further District Officer to fill the vacancy and the District Officer so appointed is to hold office, subject to these Rules, until the conclusion of the Rotary Year next following the date of the appointment.
- 27.9 The District Governor:-
 - (1) Is to supervise and manage the business and affairs of the Association;
 - (2) Subject to the Act, the regulations, and these Rules, is authorised to exercise all the powers and functions of the Association other than those powers and functions that are required by these Rules to be exercised by General Meetings of the Members of the Association; and
 - (3) Subject to the Act, the regulations and these Rules, has power to perform all such acts and things as appear to the District Governor to be incidental or conducive to the attainment of the objects of the Association and the proper management of its business and affairs.

28 Commitments

- 28.1 Where deemed desirable by the District Governor, appointments of District Officers (other than the District Governor, the District Governor Elect and the District Governor Nominee) and District Committees may extend beyond one (1) Rotary Year, or may be in a manner of automatic succession (eg: the Vice-Chairman may move to the position of Chairman in the following year),

provided however that such appointment is not in conflict with the requirements of RI.

28.2 The operation of Rule 28.1 does not diminish the authority of the incoming District Governor who may in his absolute discretion review the activities of a District Committee and make such amendments as he or she deems appropriate.

28.3 Where deemed desirable by the District Governor, project commitments may be made which extend beyond a Rotary Year and:-

- (1) Successive District Governors are to honour those commitments;
- (2) But where a function is deemed by the District Governor to have been completed or to be no longer appropriate or relevant or affordable, that commitment may be terminated; and
- (3) Such termination is subject to right of appeal through resolution at any General Meeting.

28.4 In accordance with the usual Rotary practice, in the matter of the Rotary Foundation of Rotary International, a District Governor is authorised to make fiscal and project commitments to RI on behalf of District 9570, the succeeding District Governor, and the next succeeding District Governor, and these commitments are not the subject of subsequent termination or Appeal.

28.5 At all times the District Governor, the District Governor Elect, and the District Governor Nominee must use their best endeavours to work together as a team to provide:-

- (1) Continuity of leadership and direction for the District Clubs; and
- (2) A united position in District 9570 for the Australian Council of Governors.

29 Vacancies

29.1 Subject to Rule 24 and Appendix 2, the office of any District Officer becomes vacant if the officer:-

- (1) Ceases to be a District Rotarian; or

- (2) Becomes bankrupt or an insolvent under administration within the meaning of the Corporations Act ; or
- (3) Resigns from office by notice in writing given to the Secretary.

30 Meetings of the DFM Committee

- 30.1 The DFM Committee must meet at least three (3) times in each year at such place and such times as the District Governor may determine.
- 30.2 Special Meetings of the DFM Committee can be convened by the District Governor or by any four (4) members of the DFM Committee.
- 30.3 The DFM Committee may hold a meeting at two (2) or more places using any technology which gives the members attending a reasonable opportunity to participate.
- 30.4 A written resolution signed by each member of the DFM Committee for the time being entitled to receive notice of a DFM Committee meeting is as valid and effectual as if it had been passed at a committee meeting that was properly called and held.
- 30.5 A resolution mentioned in Rule 30.4 may consist of several documents in like form, each signed by one (1) or more members of the Committee.

31 Notice of DFM Committee Meetings

- 31.1 Written notice of each DFM Committee Meeting must be given to each member of the DFM Committee at least two (2) business days before the date of the Meeting.
- 31.2 Written notice must be given to members of the DFM Committee of any special Meeting specifying the general nature of the business to be conducted and no other business may be conducted at such a Meeting.

32 Quorum for DFM Committee Meetings

- 32.1 Any four (4) members of the DFM Committee constitute a quorum for the conduct of the business of a Meeting of the DFM Committee.
- 32.2 No business may be conducted unless a quorum is present.

32.3 If within half an hour of the time appointed for the Meeting a quorum is not present:-

- (1) In the case of a special Meeting, the Meeting lapses;
- (2) In any other case, the Meeting shall stand adjourned to the same place and the same time and day in the following week.

32.4 The DFM Committee may act notwithstanding any vacancy on the DFM Committee.

33 Presiding at DFM Committee Meetings

33.1 At Meetings of the DFM Committee:-

- (1) The District Governor or, in the District Governor's absence;
- (2) The District Governor Elect; or if the District Governor and the District Governor Elect are absent, or are unable to preside;
- (3) A District Officer nominated by the District Governor or failing such nomination, nominated by the Meeting.

is to preside.

34 Voting at DFM Committee Meetings

34.1 Questions arising at a Meeting of the DFM Committee, or at a Meeting of any sub-Committee appointed by the DFM Committee, are to be determined on a show of hands or, if a Committee Member requests, by a poll taken in such manner as the person presiding at that Meeting may determine.

34.2 Each Committee Member present at a Meeting of the DFM Committee, or at a Meeting of any sub-Committee appointed by the DFM Committee (including the person presiding at the Meeting), is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

35 Minutes of Meetings

35.1 The Secretary or his nominee must keep Minutes of the resolutions and

proceedings of each General Meeting, and each DFM Committee Meeting, together with a record of the names of persons present at such Meetings.

36 Documents

36.1 The DFM Committee is to provide for the safe custody of the books, documents instruments of title and securities of the Association.

37 Accounts

37.1 Proper books and accounts are to be kept and maintained either in written, printed or electronic form in the English language showing correctly the financial affairs of the Association and the particulars usually shown in the books of a like nature.

37.2 As soon as practicable after the end of each Rotary Year the District Treasurer is to cause to be prepared a statement containing the particulars of:-

- (1) The income and expenditure for the Rotary Year just ended; and
- (2) The assets and liabilities and of all mortgages, charges and securities affecting the property of the Association at the close of that year.

37.3 The District Auditor must examine the statement prepared under Rule 37.2 and present a report on it to the Secretary before the next Annual General Meeting following the financial year for which the audit is made.

37.4 The income and property of the Association must be used solely in promoting the Association's objects and exercising the Association's powers.

38 Funds

38.1 The District Treasurer must:-

- (1) Collect and receive all moneys due to the Association and make all payments authorised by these Rules or the District By-Laws on behalf of the Association; and
- (2) Keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected

with the activities of the Association.

- 38.2 All cheques, drafts, bills of exchange, promissory notes, other negotiable instruments drawn and all electronic funds transfers on the accounts of the Association must be authorised or signed as provided in Rule 7.

39 Notices to Ordinary Members

- 39.1 Except for the requirement in Rule 13, any notice that is required to be given to an Ordinary Member, by or on behalf of the Association, under these Rules may be given by:-

- (1) Delivering the notice to the Secretary or Delegate of the Ordinary Member personally; or
- (2) Sending it by prepaid post addressed to the Ordinary Member at that Member's address shown in the Register of Members; or
- (3) Facsimile transmission, if the Ordinary Member has provided a facsimile address or requested that the notice be given in this manner; or
- (4) Electronic transmission, if the Ordinary Member has provided an electronic address or requested that the notice be given in this manner.

40 Custody and Inspection of Books and Records

- 40.1 Except as otherwise provided in these Rules, the Secretary must keep in his or her custody or under his or her control all books, documents and securities of the Association.
- 40.2 All accounts, books, securities and any other relevant documents of the Association must be available for inspection free of charge by any Ordinary Member upon request.
- 40.3 An Ordinary Member may make a copy of any accounts, books, securities and any other relevant documents of the Association.

41 Other Legislation

41.1 Any other matter of Rotary business howsoever arising which is not the subject of these rules or the District By-Laws is to be conducted and administered in accordance with the usual Rotary practice provided that such conduct and administration is not inconsistent with the laws of the State of Queensland.

42 Seal

42.1 The common seal of the Association must be kept in the custody of the Secretary.

42.2 The common seal must not be affixed to any instrument except by the authority of the DFM Committee and the affixing of the common seal must be attested by the signature of the District Governor, or by the signatures either of two (2) Members of the DFM Committee or, of one (1) Member of the DFM Committee and of the public officer of the Association.

43 District By-Laws

43.1 The DFM Committee is authorised to make, amend or repeal District By-Laws, not inconsistent with these Rules, for the internal management of the Association.

43.2 A District By-Law may be set aside by a vote of Members at a general meeting of the Association.

44 Winding Up

44.1 In the event of the winding up or the cancellation of the Incorporation of the Association, the surplus assets are not to be distributed to its Members but must be disposed of to another entity that has objects similar to the Association's objects and the rules of which prohibit the distribution of the entity's income and assets to its Members.

44.2 The Association must immediately and automatically cease operations and begin the process of winding up upon either:-

- (1) the directive of the RI Board; or

(2) upon the approval or two- thirds of the District Clubs in a vote at the District Conference or in a ballot-by-mail.

44.3 Any such ballot by mail must follow as near as possible the procedures set out in Paragraph 13.040 of Rotary International Manual of Procedure.

44.4 The District Governor must give the RI Board:-

(1) notice of any decision by the by the District Clubs to wind up the Association; and

(2) a final report upon the completion of the process of winding up the Association

Appendix 1

FORM OF APPOINTMENT OF DELEGATE

The Rotary Club of..... (“the Club”) of (insert address) hereby appoints (insert name of Delegate) its properly authorised Delegate to attend and vote on its behalf at the Annual General Meeting of Rotary International District 9570 Inc. to be held on the 28th day of October 2006 and at any adjournment of that Meeting.

The Delegate so appointed is authorised to vote in favour of/against/ (delete as appropriate) as the Delegate deems appropriate concerning the resolution (insert details).

The Delegate is authorised to cast. (insert the number of votes authorised) vote/s on behalf of the Club.

NOTE:

If this form of appointment is left blank as to the person primarily appointed as proxy, and if that person fails to attend, the Chair of the meeting is appointed a proxy.

.....
President

.....
Secretary

Appendix 2

By-Laws of Rotary International District 9570 Inc.

By-Laws of Rotary International District 9570 Inc.

1 Definitions and Interpretation

1.1 Definitions

In these By-Laws, unless the contrary intention appears:

- (1) “**Association**” means Rotary International District 9570 Inc.;
- (2) “**District By-Laws**” means these By-Laws as amended from time to time;
- (3) “**DLP**” means the District Leadership Plan comprising the RI Board – Recommended Organisational Structure for Districts comprised in the District By-Laws and the Rules;
- (4) “**Rules**” means the rules of the Association;
- (5) Terms defined in the Rules have the same meaning in the District By-Laws.

1.2 Interpretation

- (1) In the District By-Laws reference to:-
 - (a) one gender includes the others;
 - (b) the singular includes the plural and the plural includes the singular;
 - (c) a person includes a body corporate;
 - (d) a statute, regulation or provision of a statute or regulation (“**Statutory Provision**”) includes:-
 - (i) that Statutory Provision as amended or re-enacted from time to time; and
 - (ii) a statute, regulation or provision enacted in replacement of that Statutory Provision; and
 - (e) money is to Australian dollars, unless otherwise stated.

- (2) "Including" and similar expressions are now words of limitation.
- (3) Where a word or expression is given a particular meaning, other parts of speech and grammatical forms of that word or expression have a corresponding meaning.
- (4) Headings are for convenience only and do not form part of these By-Laws or affect their interpretation.

1.3 Inconsistency

- (1) By-Law 2.3 applies to any inconsistency affecting the District By-Laws.

2 Introduction

2.1 The DLP strengthens RI at both District and Club levels by establishing a District Management Team and District Committees to enable:

- (1) Better planning of Club and District 9570 activities;
- (2) Better communication at all levels within District 9570;
- (3) Faster and more responsive support to clubs within District 9570;
- (4) Development of a significant pool of well-trained leaders within District 9570;
- (5) Development of a field of potential and capable candidates for the position of District Governor within District 9570
- (6) Improved participation in Rotary Foundation programmes and activities, both within and outside District 9570;
- (7) A more planned and co-ordinated approach to all RI programmes.

2.2 This DLP enables District 9570 to alter the District Governor's emphasis from Club visitations to exploring and developing innovative means of identifying and meeting the ever-changing needs of District 9570.

2.3 The DLP also provides motivational leadership for all Rotarians within District 9570 and allows RI to project a more vital and higher profile image to District Rotarians and the general public.

2.4 The DLP provides for the appointment by the District Governor of Assistant Governors to carry out much of the administrative work associated with District Club operations, thereby giving the District Governor more time to:

- (1) Emphasise the importance of membership development and retention;
- (2) Motivate Rotarians to participate in Club and District activities;
- (3) Encourage participation in Rotary Foundation seminars and Foundation programmes as well as providing financial support to the Foundation;
- (4) Recognise the work of individual Rotarians through personal recognition;
- (5) Plan for the future of the District;
- (6) Undertake the duties set forth in section 15.090 of the Rotary International By-Laws.

3 Purpose of the DLP

3.1 The purpose of the DLP is to enable the District Governor and his leadership team to better serve District 9570 and its Clubs.

3.2 The DLP makes possible the re-organisation of the way that District 9570 operates by:

- (1) Establishing the DFM Committee in accordance with the Rules;
- (2) Establishing District Committees;
- (3) Appointing an Assistant Governor to each Group;
- (4) Redistributing much of the District Governor's administrative workload among the Assistant Governors.

3.3 The plan does not remove the requirement of RI for the District Governor to make at least one official visit to each District Club.

4 District Structure

4.1 The DFM Committee

- (1) The Association is to establish and maintain the DFM Committee in accordance with the Rules.

4.2 College of Governors

- (1) The District Governor is to form an advisory committee which:-
 - (a) consists of all Past District Governors who remain District Rotarians and who wish to serve on that committee; and
 - (b) is to be called the College of Governors.
- (2) The College of Governors is to:
 - (a) be chaired by the District Governor; and
 - (b) meet at least twice per Rotary Year; and
- (3) It is recommended that such meetings occur prior to the end of November to coincide with the completion of Official Club visits by the District Governor and the planning of the budget for the next Rotary year by the District Governor Elect, and again prior to PETS.
- (4) In conjunction with PETS the District Governor Elect is to brief the College of Governors on Rotary International plans, objectives and themes for the upcoming Rotary Year.
- (5) The College of Governors is to be invited to attend PETS and District Assembly.
- (6) The District Governor Elect and the District Governor Nominee are expected to attend the College of Governors meetings.
- (7) The cost of accommodation, meals and travel expenses for attendance at such Meetings is to be borne by the Association.

4.3 District Designated Fund

- (1) The District may appoint a committee to manage the District Designated Fund (“DDF”).
- (2) This committee is to keep accurate records of the DDF account balances and recommend to the District Governor:-
 - (a) allocation of funds to programs as requested by Clubs; and also
 - (b) allocation of funds for future potential programs.
- (3) It is recommended that:-
 - (a) Committee members be Past District Governors or past Assistant Governors;
 - (b) the DDF Committee liaise closely with the Matching Grants Committee under the Rotary Foundation Committee.

4.4 Groups

- (1) The Clubs of District 9570 are divided into nine (9) Groups.
- (2) The allocation of District Clubs to their respective Groups is shown as By-Laws Appendix 1.
- (3) The District Governor is to appoint an Assistant Governor to each Group.

5 Selection and Term of Appointment of District Officers

5.1 Subject to Rules 24 and 25

- (1) The District Governor is to appoint all District Officers who are not required by the Rules or these By-Laws to be elected to their position.
- (2) District Officers are officers of the Association and not officers of RI.
- (3) For practical purposes the District Governor Elect is to select the District Officers for his or her year of Office and confirm such selections to the Association no later than the end of March preceding

the commencement of his/her term of office.

- (4) District Officers are appointed for the term of the Rotary Year coinciding with the term of office of the District Governor Elect selecting them and their appointment commences on the commencement of that term.
- (5) The District Governor Elect is to consult with both the District Governor and the District Governor Nominee before selecting and confirming his or her District Officers.
- (6) It is a paramount objective of the DLP that District 9570 maintains continuity of leadership.
- (7) It is recommended in accordance with recommendations of RI, that District Rotarians not be appointed to a particular District Office for more than three (3) consecutive yearly terms.
- (8) The Association will accept a District Officer serving for up to three (3) years in a specific Committee role, (other than that of Chairperson), and then serving for up to a further three (3) years as Chairperson of that Committee.
- (9) It is recommended in the interests of the continuity of the District 9570 Leadership, that the District Governor Elect, in selecting District Officers, will:-
 - (a) consider the term and performance of current serving District Officers;
 - (b) select approximately one third of his or her appointments from District Rotarians not presently serving on a District Committee; and
 - (c) re-appoint the remaining two thirds for his Rotary Year in office.
- (10) Chairpersons and Committee members are encouraged to document the knowledge gained and train new members for their eventual replacement so as to broaden the knowledge base of District 9570.

5.2 The District Governor may request the resignation or may terminate an appointment of a District Officer (other than the District Governor Elect and

the District Governor Nominees at any time.

- 5.3 Any such request or termination is to be confirmed in writing and follow discussion with the District Governor Elect.

6 Assistant Governors

- 6.1 The minimum recommended criteria in selecting an Assistant Governor are:-

- (1) Membership, other than honorary, in good standing in a District Club with at least three (3) years of Rotary experience;
- (2) Having served as President of a Club for a full term;
- (3) willingness and ability to attend Assistant Governor Training;
- (4) Willingness and ability to accept the responsibility of the position of Assistant Governor;
- (5) Acceptance that the role of Assistant Governor is one of communication, administration, leadership, assistance and advice;
- (6) Recognition at all times of the autonomy of District Clubs and that all Rotarians are volunteers;
- (7) Having the potential to be a future District Governor of District 9570.

- 6.2 It is recommended that no Past District Governor serve in the capacity of Assistant Governor.

- 6.3 Refer to By-Laws Appendix 2 for the Job Description applicable to the position of District 9570 Assistant Governor.

- 6.4 Assistant Governors (Group) are responsible for providing the following support to those Clubs within their respective Groups in District 9570:-

- (1) Meet with and assist the incoming Club Presidents before the beginning of the Rotary year to discuss the Clubs' goals and objectives and to review the *Planning Guide for Effective Clubs* and section 2.010.1 "*Failure to Function*" of this Code;
- (2) Meet jointly with all Club Presidents in the Group, preferably monthly and include any local District Officers and Group Representatives in

such meetings to ensure continuity and consistency of information flow;

- (3) Keep minutes of all Group meetings and forward a copy of same to the District Governor;
- (4) Report to the District Governor on the following basis:-
 - (a) Planning Guide for Effective Clubs (copy only) - 21st July
 - (b) Periodical Report - 15th November
 - (c) Semi Annual Report - 28th February
 - (d) Memo of Club Visits - 15th May;
- (5) Ensure that the completed Planning Guide for Effective Clubs for each Club is forwarded to the District Governor within the first three weeks of July;
- (6) Ensure that the names and contact details of the Presidents-Elect and the Secretaries-Elect are forwarded to Rotary International and that these details, together with the names of their partners, are forwarded to the District Governor, the District Governor Elect and the District Governor Nominee for publication in the District Directory by the 31st of December each year;
- (7) Attend each respective Club's Assembly associated with the District Governor's official visit;
- (8) Visit each Club regularly, with a minimum of one visit per quarter in that Rotary year, and meet with the Club President and other Club leadership team members to discuss and evaluate the achievement of District and Rotary International objectives, the business of the Club and resources available to it. Depending on the location of Clubs within a particular Group, a telephone conference may be acceptable but a meeting is to be the preferred option;
- (9) Assist Clubs' leadership teams in scheduling and planning for the District Governor's official visit;
- (10) Keep the District Governor informed on progress or otherwise of the

Clubs and suggest ways of enhancing Rotary development and addressing problems;

- (11) Encourage Clubs to follow through on requests from, and recommendations of, the District Governor;
- (12) Monitor each Club's performance with respect to service projects;
- (13) Identify and encourage the development of future District leaders.

6.5 Assistant Governors (Service) if appointed by the District Governor are responsible for providing the following support to Service Committees and the District Governor:-

- (1) Effective communication between Service Committees and the District Governor;
- (2) Report Service Committees activities to the District Governor as required;
- (3) Liaise between Service Committees and the District Governor.

6.6 In order to fully meet these responsibilities, all Assistant Governors are expected to:-

- (1) Attend the District Team training seminar and in particular the Assistant Governors' training session;
- (2) Attend the Presidents-Elect Training seminar and the District Assembly;
- (3) Advise the District Governor Elect on District Committee selections;
- (4) Attend and actively promote attendance at the District Conference and other District meetings;
- (5) Participate in Rotary Foundation programs, special events and any other special assignments as necessary from time to time;
- (6) Be responsible to the District Governor and to work with him/her and the other Assistant Governors to develop and achieve strategies and goals for District 9570;

- (7) Keep the District Governor informed of upcoming significant events or awards and of potential problems or disharmony in any Club;
- (8) Be an ex-officio member of all Group Committees and liaise with Group Co-Ordinators of District Committees;
- (9) Organise on behalf of the District Governor, Regional Assemblies and Regional Seminars.

6.7 Training of Assistant Governors

- (1) Training of Assistant Governors is to address the following topics:-
 - (a) duties and responsibilities;
 - (b) joint development of District Goals;
 - (c) the relationship between the District Governor and Assistant Governors;
 - (d) Club Administration;
 - (e) the system of official visits;
 - (f) the Rotary International theme and Presidential Citations;
 - (g) District finances;
 - (h) Membership and extension;
 - (i) Rotary information and resources;
 - (j) Rotary International programs;
 - (k) the Rotary Foundation;
 - (l) the Australian Rotary Health Research Fund;
 - (m) Rotary International meetings – the Institute, Convention, Conferences etc;
 - (n) task Forces and District Committees;
 - (o) the Manual of Procedure.

7 District Trainers

- 7.1 The minimum recommended criteria for selecting a District trainer are:-
- (1) Membership, other than honorary membership, in good standing in a District Club;
 - (2) A Past District Governor or Past Assistant Governor who possesses the appropriate skills;
 - (3) Willingness and ability to accept the responsibility of the position of District Trainer;
 - (4) Ability to attend and assist at Presidents Elect and Secretaries Elect Training Seminar ie PETS;
 - (5) Ability to assist with the organisation of the District Assembly.
- 7.2 District Trainer(s) is to assist the District Governor Elect in meeting the training needs of the Presidents Elect, the Secretaries Elect, the Assistant Governors, and other District Officers and provide training as necessary for both new and established District Clubs and Rotaract Clubs within the District.
- 7.3 Two or more District Trainers may be appointed and assigned separate Groups.
- 7.4 Where two or more Trainers are appointed and assigned separate Groups, it is imperative that these Trainers coordinate their activities to ensure uniformity of training quality and effectiveness.
- 7.5 Refer to By-Laws Appendix 2 for the Job Description applicable to the position of District Trainer.
- 7.6 District Governors Elect are encouraged, where possible, to include training for Rotaract Club Presidents as part of the Rotary District Assembly.

8 District Committees and Officers

- 8.1 District Committees are charged with carrying out the goals of the District as formulated by the District Governor with the advice of the Assistant Governors and address functions such as:-

- (1) Club Service - membership development, extension, and retention, Rotary education, Probus;
- (2) District Finance and Management and Retention;
- (3) District Administration – District Web Master, District Conference, District Training, District Attendance, District Historian, District Auditor, District Insurance Officer, District Protocols and Resolutions, District Newsletter Editor, District Conference Chairperson, Rotary International Convention Coordinator, District Public Relations Officer, District Conference Awards Officer and District Property Officer;
- (4) Youth Service - Youth Exchange, Rotaract, Interact, RYLA, RYPEN, RYAG;
- (5) International Service;
- (6) Australian Rotary Programs - RAWCS, ARHRF etc;
- (7) The Rotary Foundation - GSE, Scholarships, Alumni, Polio Plus, Friendship Exchange, Humanitarian Grants etc.

8.2 Additional District Committees are to be appointed by the District Governor, as deemed necessary, to perform specific tasks.

8.3 Chairperson, Group Co-Ordinators

- (1) The minimum recommended criteria for selecting District Co-Ordinators, Chairpersons, Group Representatives and District Officers are:-
 - (a) membership, other than honorary and in good standing, of a District Club;
 - (b) willingness and ability to accept responsibility for the position;
- (2) Refer to By-Laws Appendix 2 for a list of Job Descriptions applicable to appointments to District Committees.

8.4 Each District Committee is to be appointed, established and structured as provided in Rule 27.

9 District Service Committees

9.1 General

- (1) District Service Committees are to operate under a Chairperson appointed in accordance with the Rules.
- (2) The provisions of Rule 27 apply to the formation and structure of each District Service Committee in the absence of other specific provisions.
- (3) The Chairperson for each Service Committee is, with the approval of the District Governor, entitled, where considered appropriate, to:-
 - (a) appoint members to the Committee as provided in Rule 27;
 - (b) appoint:-
 - (i) a Group Co-Ordinator; or
 - (ii) Group Sub-Committees;for a Group to facilitate the work of the Committee throughout District 9570;
- (4) In small Groups it may be appropriate for the Assistant Governor to be the Group Co-Ordinator for some or all of the Service Committees.
- (5) The Chairperson of each District Committee is to:-
 - (a) conduct meetings at least quarterly with its members (including its Group Co-Ordinators, and Group Sub-Committee [if any]) by telephone or other electronic means if necessary; and
 - (b) Provide a quarterly report on committee activities to the District Governor.
- (6) The District may appoint an Assistant Governor - Service to act as a liaison between a number of Service Committee Chairpersons and the District Governor.
- (7) Refer to By-Laws Appendix 2 for a list of Job descriptions applicable to Co-Ordinators and Chairpersons of District 9570 Service Committees.

9.2 Youth Exchange Program

- (1) The Association is to establish a Youth Exchange Program Committee (“the YEP Committee”) in accordance with Rule 27.
- (2) District Rotarians seeking Membership of the YEP Committee must meet the usual District criteria and, as well, satisfy the provisions of any law relating to dealings with minors.
- (3) The YEP Committee is to appoint a Secretary and a Treasurer and is authorised to operate a separate bank account attached to the District bank account in accordance with the Rules.
- (4) In the interests of continuity, it is recommended that at least one third of YEP Committee members be retired at each General Meeting and no member serves in excess of three (3) years as a committee member.
- (5) To maintain an equitable spread of responsibilities the YEP Chairperson should appoint two (2) Liaison Officers, one (1) for Inbound Students and one (1) for Outbound Students.
- (6) The YEP Committee is to provide clearly documented rules and procedures, in line with the Rules of RI to all stakeholders involved with the program.
- (7) Clubs wishing to host inbound students must have as members two (2) trained student counsellors at all times to be eligible to host an inbound student.

9.3 Resolution of Disputes and Disciplinary Action

- (1) The District Governor and the YEP Chairperson are to document a procedure for the appropriate handling of disputes and disciplinary action for students and District Clubs and circulate same to District Clubs annually.
- (2) As the District Governor is the ultimate authority for YEP, then the District Governor may choose to appoint a panel of no less than three (3) and no more than five (5) Past District Governors to assist in making important decisions regarding disputes and discipline concerning any YEP matter.

9.4 Group Study Exchange

- (1) It is recommended that the District Governor appoints, wherever possible, a past GSE Team Leader as Chairperson of the GSE Committee.
- (2) Refer to By-Laws Appendix 2 for Job Description.
- (3) The District Governor Nominee may request the District Governor Elect to assist by making contact with a preferred District or country at the International Assembly, if possible, to facilitate an exchange.
- (4) The District Club which nominates a Team Leader or Team Member is to:-
 - (a) provide the Team jacket and tie (or equivalent) of a successful nominee; and
 - (b) if considered appropriate, contribute towards the cost of travel and accommodation of the nominee in attending interviews.

10 The District Conference

10.1 Definitions

- (1) In this By-Law the expression "Conference D.G." means the District Rotarian (or his replacement) who will be District Governor at the time the relevant District Conference is held notwithstanding his status at the relevant time may be District Governor Nominee or District Governor Elect.

10.2 The Committee

- (1) The District Governor is to appoint the Chairperson and other District Rotarians nominated by the Conference D.G. to a District Conference Committee for the District Conference to be held in the Rotary Year in which the Conference D.G. holds office as District Governor.
- (2) It is recommended that the nomination and appointment of the District Conference Chairperson and committee members be completed not less than eighteen (18) months prior to the time when the relevant District Conference is to be held.
- (3) The District Conference Committee is to act under the direction of the

Conference D.G. and is to:-

- (a) plan, promote and implement the necessary arrangements to ensure maximum attendance at the District Conference under the guidance of the Conference Chairperson;
 - (b) select the District Conference venue and coordinate all logistical arrangements;
 - (c) co-ordinate the finances of the Conference;
 - (d) promote conference attendance with particular emphasis on:-
 - (i) new Rotarians;
 - (ii) all members of newly organised District Clubs; and
 - (iii) representation from every District Club;
 - (e) promote the District Conference to external audiences including media, community leaders and beneficiaries of Rotary's programs.
- (4) It is recommended that the Conference:-
- (a) be run as near as possible on a balanced budget; and
 - (b) be self funding; and
 - (c) maintain fees and presentations to a standard likely to encourage maximum participation of Rotarians.
- (5) The Association is authorised to make a repayable advance to the Committee on account of Conference expenses incurred provided a conference budget has first been presented to and approved by the District Governor in whose term of office the advance is made.
- (6) It is recommended that:-
- (a) the Committee include the Assistant Governor in whose Group the Conference is to be held with strong representation from the successful nominating Club;
 - (b) the District Conference Manual, prepared by Rotary

International, be used to assist in planning; and

- (c) that the Committee evaluates and reviews the outcomes of the Conference held immediately prior to the one it is organising.

(7) Each District Conference Committee is to:-

- (a) prepare a post-conference report to include detail on pre-registration, advertising, finances, resolutions passed and all other relevant issues; and
- (b) deliver copies of its report within five (5) weeks of completion of the Conference to:-
 - (i) the then District Governor;
 - (ii) the District Governor Elect; and
 - (iii) the Chairperson of the Committee for the next following District Conference.

10.3 Conference Dates and Location

- (1) It is recommended that the District 9570 Conference be held over the long weekend at the beginning of May in each year or at the discretion of the Conference D.G.
- (2) Nominations from Clubs wishing to host a District Conference are to be received not later than one (1) month before the District Conference two (2) years prior to the time when the nominated conference is to be held.

10.4 Resolutions and Credentials

- (1) Proposed resolutions ("Proposals"), for consideration at the District Conference, are to be submitted to the District Governor not less than forty five (45) days prior to the date of the District Conference.
- (2) The District Governor is to refer all Proposals to the District Protocols and Resolutions Committee for consideration.
- (3) That Committee is then to ensure that the Proposals are:-

- (a) in accordance with the requirements of RI;
 - (b) in keeping with the spirit and principles of Rotary International;
 - (c) worded in such a manner that their intention is clear; and
 - (d) capable of implementation along correct lines, if adopted by delegates at the District Conference.
- (4) Each Proposal, in amended form if necessary, is to be circulated to all District Clubs not less than one (1) calendar month prior to the date of the District Conference.
- (5) Club Presidents must endeavour to ensure that the Proposals are discussed at Club level.
- (6) It is recommended that Club Delegates not be limited to binding instructions, but be permitted to participate and vote according to their best judgement, after considering the views of their club members and the debate and discussion at the District Conference.
- (7) Copies of the Proposals are to be available for the Club Delegates when they register on arrival at the District Conference.
- (8) The District Governor may accept resolutions from the floor of the District Conference, at his or her discretion.

11 Nominating Committee for Position of District Governor

- 11.1 Not later than the 1st January in each Rotary Year, the District Governor is to convene the Nominating Committee for the position of District Governor (“the Nominating Committee”).
- 11.2 The Nominating Committee is to consist of the District Governor, the District Governor Elect and the District Governor Nominee and the four (4) most recent Past District Governors of District 9570 who:-
- (1) remain District Rotarians; and
 - (2) agree and are available to serve on the Nominating Committee.
- 11.3 The District Governor is to call for suggestions from Members for the office of

District Governor Nominee not later than the 15th January in his/her year of office and the selection process is to be finalised before the 30th June in that same Rotary Year.

11.4 If the Nominating Committee considers it necessary to meet and interview the candidates for District Governor Nominee selection, expenses incurred in relation to travel and/or accommodation can be met by the Association.

11.5 If for any reason it is not possible to complete the process of selection of the District Governor Nominee prior to the 30th June, than, at the option of the District Governor in office at the 30th June:-

- (1) the process is to continue and be completed after 30th June; and
- (2) without change to the personnel constituting the Nominating Committee;

in all respects as though the 30th June had not arrived.

11.6 The District Governor is to announce the successful candidate at an appropriate time after the completion of the selection process and preferably prior to June 30.

12 Zone Institute

12.1 It is recommended that the District Governor, District Governor Elect, and District Governor Nominee attend the Australian Rotary Governor's Zone Institute.

12.2 The Association is to pay for economy air travel, registration and accommodation for the three (3) District Officers and their spouses to attend this annual Zone Institute.

BY-LAWS APPENDIX 1

Allocation of Clubs to Groups Within District 9570

- Group 1 -** Rotary Clubs of Mackay, Mackay North, Mackay Sunrise, Mackay West, Mirani, Port of Mackay, Sarina, Walkerston and Moranbah
- Group 2 -** Rotary Clubs of Mount Morgan, Rockhampton, Rockhampton Capricorn, Rockhampton East, Rockhampton North, Rockhampton South, Rockhampton Sunrise, Rockhampton West and Yeppoon
- Group 3 -** Rotary Clubs of Blackwater, Emerald, Emerald Sunrise, Barcaldine, Blackall and Longreach
- Group 4 -** Rotary Clubs of Gayndah, Monto and Mundubbera
- Group 5 -** Rotary Clubs of Bargara, Bundaberg, Bundaberg City Daybreak, Bundaberg East, Bundaberg Sunrise, Bundaberg West and Childers
- Group 6 -**
- Group 7-** Rotary Clubs of Boyne-Tannum, Gladstone, Gladstone Midday, Gladstone Port Curtis, Gladstone South and Gladstone Sunrise
- Group 8 -** Rotary Clubs of Hervey Bay, Hervey Bay City, Hervey Bay Sunrise, Maryborough, Maryborough City, Maryborough North and Maryborough Sunrise
- Group 9 -** Rotary Clubs of Biloela, Moura and Theodore

BY-LAWS APPENDIX 2

Job Descriptions

Administration Chairperson / District Secretary

Reports to: District Governor

Position Description:

- To provide a timely and effective communication link between Rotary International, Clubs and District Officers within District 9570 and the District Governor.
- To keep the District Governor fully informed on all matters and developments within the District Administration portfolio.
- To effectively manage all incoming correspondence, both electronic and hard copy, keeping a register of such correspondence and briefing the District Governor on a regular basis. Matters requiring urgent attention are to be notified to the District Governor and other relevant officers without delay.
- To manage all outgoing correspondence as directed by the District Governor from time to time, keeping an effective register of such correspondence.
- Unless otherwise directed by the District Governor from time to time (a) all inward correspondence to be shown to the District Governor and (b) outward correspondence to be presented in the first instance to the District Governor in draft format for his/her amendment and endorsement.
- To assist the District Governor in the day-to-day performance of his/her duties and to actively support him/her at meetings, conferences and training seminars.
- To meet, as necessary, with members of the District Administration Committee and to report the outcomes of such meetings to the District Governor.

Responsibilities

- To communicate effectively with the District Governor on a regular basis.
- To maintain an effective filing system for the recording and storage of incoming and outgoing information.
- To maintain a current postbox address and ensure the regular clearance of

same and appropriate dealing with mail items.

- To regularly check incoming email and deal with such items in an appropriate and timely manner.

Assistant Governor

Reports to: District Governor

General Overview:

Responsible for assisting the district governor in the execution of tasks and duties; for acting as a liaison between clubs and the district governor; for interacting with other assistant governors, committee members, and other district leaders; and for helping to promote Rotary International and Rotary Foundation activities and programs within the district. This position is to be performed in accordance with the District Leadership Plan of District 9570 and adapts suggestions made by the RI Board in *Guidelines for the District Leadership Plan (245)*.

Working Relationships:

All Rotarians in the assigned geographic area and all district leaders.

Specific Duties:

Club Administration

- Meets with and assists the incoming club presidents in his/her assigned area before the beginning of the Rotary year to discuss club goals and to review with the President and then forward to the DG the *Summary of Club plans and Objectives*.
- Reports to the district governor immediately after each club visit.
- Schedules and plans for the official visit to the area of the governor, whose primary purpose should be to advance Rotary in the district. The governor issues final schedule approval.
- Monitors:-
 - ❖ Club budgets, focusing on timely budget preparation, separation and correct allocation of charitable and club expenditures (if applicable), and specific allocations for proposed service projects,

- ❖ Each club's performance with respect to service projects.
- Updates the governor on progress within the assigned clubs, including attendance at local and district meetings, local net growth, and financial status.
- Assist the district governor in organizing and strengthening new clubs: overseeing the extension survey; making recommendations for special representatives and "sponsor clubs"; adopting and adhering to the *Standard Rotary Club Constitution* and *Recommended Rotary Club Bylaws* regarding name and territory, programs, fees/dues, and application.
- Participates in meetings with district leaders.
- Encourages clubs to follow through on requests and recommendations of the governor.
- Ensures that the details of the Presidents and Secretaries for the following year are forwarded to the District Governor Nominee for publication in the District Directory before January.

Training/Education

- Attends and actively participates in:-
 - ❖ The assistant governors' training session for the district,
 - ❖ Other training sessions held for district officers.
- May assist the governor-nominee and district trainer in organizing and conducting the Presidents-elect Training Seminar (PETS) and the district assembly.
- Conducts group assembly for all clubs within the group.

Attendance and Membership Recorder

Reports to: District Administration Chairperson /District Governor

Position Description:

- To compile and submit to the District Governor, on a monthly basis, attendance and membership reports which accurately document variations in Club and District statistics. Timelines for provision of those reports to be negotiated between Recorder, District Governor and D.G.'s Newsletter Editor.
- To provide an effective link between Clubs and District Governor on matters concerning attendance and membership.

- To participate in District Administration Committee meetings as called by the Chairperson and to provide an appropriate succinct report at such meetings.
- To calculate and advise the Conference Awards Chairperson (after the 30th April in each year) the name of the Club to be awarded the Don Moriarty Trophy for the best net gain in membership and the name of the Club to be awarded the Gregg Cupitt Trophy for best Club attendance thus allowing these trophies to be presented as determined by the DG

Responsibilities

- To maintain a register of individual Club and combined District Attendance and Membership records.
- To advise the District Governor of significant changes in District statistics and to provide reports as required.

Auditor

Reports to: District Administration Chairperson/ District Governor

Position Description:

- To provide an accurate and timely audit of District financial records as prepared and presented by the District Treasurer or as and when required by the District Governor.

Responsibilities

- To perform all audits as required by the District Treasurer or the District Governor in accordance with current legal and professional requirements.
- To immediately advise both the District treasurer and the District Governor of any discrepancies found in the financial records presented for audit.
- To participate in District Administration Committee meetings as called by the Chairperson and to provide an appropriate succinct report at such meetings.

ARHRF Chairperson

Reports to: District Governor

Position Description:

- To form a ARHRF management committee with membership based on one "group contact" in each of the nine groups in District 9570
- To organize and promote on behalf of the District Governor the program of ARHRF in District 9570

Responsibilities:

- To promote the work of the ARHRF through and to the District Clubs
- To call for financial support of the ARHRF from all Clubs in District 9570
- To organize ARHRF seminars and activities around the district in consultation with the DG
- To advise clubs of ARHRF activities planned in their area
- To report to the DG through the AG Australian Rotary Programs on a monthly basis on any National or District ARHRF achievement or activity
- To distribute ARHRF Information, including progressive level of financial contributions by individual District Clubs as and when supplied by ARHRF

Awards Officer

Reports to: District Administration Chairperson/ District Governor

Position Description

- To promote awareness, throughout the District, of the various awards made at District Conference to recognise a high level of achievement by Clubs and individual members. Such wider awareness to stimulate competition and raise the quality of performance in all areas of District activity.
- To maintain a register of the whereabouts of perpetual awards so that these may be returned prior to the next District Conference.
- To administer the process of award competition and presentation.
- To participate in District Administration Committee meetings as called by the Chairperson and to provide an appropriate succinct report at such meetings.

Responsibilities

- To ensure all Clubs/Members who are nominated to receive awards at District Conference are advised that an award(s) is to be made and that attendance by a representative at the Conference is required. The specific nature of the award

need not be advised at this time.

- To maintain an accurate and current register of awards presented as well as a record of recipients and whereabouts of perpetual trophies.

Conference Chairperson

Reports to: District Governor/District Administration Chairperson

Position Description

- To effectively liaise with the Conference host in order to ensure awareness of the District Governor's expectations of this event.
- To personally visit the host centre and conduct research into the logistics of that center and the host Club/Clubs. The Chairperson will then compile a comprehensive report to the District Governor containing a draft conference agenda and confidential advice as to the realistic expected outcomes of the event and any foreseen difficulties. Recommendations are to be included with this report.
- To regularly communicate with the conference host and the District Governor.
- To assist the District Governor to obtain the services of appropriate keynote speakers and to effectively communicate with these speakers.
- To assist the District Governor and the Conference host in the preparation and implementation of the final draft of the conference program.
- To act as Chairperson at the Conference and assist the District Governor in the performance of his duties.
- To assist with the promotion of the Conference to Clubs and individual members throughout the preceding Rotary year.

Responsibilities

- To participate in District Administration Committee meetings as called by the Chairperson and to provide an appropriate succinct report at such meetings.

Australian Rotary Programs Coordinator

Reports to: District Governor

Position Description:

- To assist the DG to monitor all activities of The Australian Rotary

Programs,Especially RAWCS, ARHRF, ROMAC, INTERPLAST, MEDIALERT and ACAP

Responsibilities:

- To monitor Australian Rotary Programs committee activity and plans by contacting committee chairmen once a month
- To prepare a report on these discussions for the DG each month
- To assist any committee in the furtherance of their goals
- To assist the DG organize, promote and motivate Clubs to develop activities in Australian Rotary Programs
- To assist the DG organise District activities within the Australian Rotary Programs portfolio.

Club Service Coordinator

Reports to: District Governor

Position Description:

- To assist the DG to monitor all activities of The Club service committees Membership Development and Extension, Rotary Education, Probus Advisor, Rotary Fellowship and Matching Clubs

Responsibilities:

- To monitor committee activities on a monthly basis and provide a report(max one page) to the DG
- To assist the DG and any committee chair to promote and organize District activities
- To be a contact for any club in seeking information on Club matters
- To act as Chairperson of one of the Club Service Committees

District Governor's Newsletter Editor

Reports to: District Administration Chairperson/District Governor

Position Description:

- To format and develop a District Governor's Newsletter, which will effectively convey the District Governor's message and theme to members throughout the District.
- To communicate regularly with the District Governor to ensure timeliness and accuracy of information contained in the Newsletter.
- To act as an effective link between the District Governor and Rotary International and the District Membership.

Responsibilities

- To prepare and distribute the DG's Newsletter to all Clubs, Rotarians, District Officers, Past District Officers and others who require copies
- To develop and establish a comprehensive mailing list in Electronic format
- To provide hard copy to persons determined to receive the newsletter in this fashion.
- To maintain current registers of District Governor's Newsletters and to make that available to District Officers, Committees and the District Governor when required.

District Governor Advisor

Reports to: District Administration Chairperson/ District Governor

Position Description

- To provide advice and support to the DG in all matters pertaining to the management of the District
- To monitor and advise on any District matter as requested by the District Governor.
- To observe and monitor the overall performance of District Officers and liaise with both the District Officers and the District Governor on such matters.

Responsibilities:

- To represent and assist the District Governor to achieve successful outcomes at the Presidents and Secretaries Training Seminar, the District assembly and the various Group Assemblies throughout the district.
- Liaise with past district leadership, the District Officers and others at the AG

training seminar, at PETS and District Assembly.

- To participate in District Administration Committee meetings as called by the Chairperson and to provide an appropriate succinct report at such meetings.

Grants (Humanitarian) and DDF Chairperson

Reports to: District Governor

Position Description:

- To form a management committee with membership based on the DG the DGE, the DGN and the two most recent PDG
- To consider and recommend to the DG on matters affecting the DDF
- To monitor the expenditure committed to District Clubs from the DDF and to maintain accurate records of the expenditure and remaining balance in the Fund

Responsibilities:

- To obtain factual information on the DDF contributions received
- To record all approvals and commitments to expend funds from the DDF
- To record when and by how much funds are actually paid out of the fund
- Maintain an accurate balance of the funds in credit within the DDF

Group Study Exchange Chairperson

Reports to: District Governor/ TRF Chairperson

Position Description:

- To assist the DG organize GSE teams as determined
- To form a committee of at least three former GSE Team Leaders that will enable continuity in the committee structure

Responsibilities:

- To Select train and promote the team from District 9570 that will travel overseas
- To establish and maintain close contact with the overseas district to ensure a successful exchange
- To organize the itinerary for the Incoming GSE Team to ensure maximum exposure to the region, to clubs, district activities and vocational interests

Historian

Reports to: District Administration Chairperson /District Governor

Position Description:

- To maintain a current history of Rotary events in District 9570 and to encourage Clubs to maintain their individual histories.
- To form a close working partnership with an assistant historian to ensure that District records are maintained

Responsibilities:

- To liaise with former and succeeding Historians to ensure a continuity and consistency of quality.
- To participate in District Administration Committee meetings as called by the Chairperson and to provide an appropriate succinct report at such meetings.
- To receive Club Bulletins and select the most worthy for District awards
- To judge Club Bulletins and recommend awards for presentation at District Conference. Such incentive to be promoted to Clubs to encourage a high level of quality and thus stimulate reader participation.
- To advise the District Conference Awards officer of appropriate award recommendations prior to District Conference.

Insurance Officer

Reports to: District Administration Chairperson/ District Governor

Position Description:

- To maintain a register of current and relevant insurance policy documentation as it applies to both individual clubs and the District as a whole.

Responsibilities:

- To advise the District Governor, in a timely fashion, of changes to rotary policy or the policies as laid down by the insurer from time to time.
- To obtain the optimum level of performance from the district insurance scheme and to advise the District Governor of changes thought necessary to achieve more effective insurance coverage for both the district and individual Rotarians.
- To provide an effective line of communication between the District Governor and clubs on all matters pertaining to insurance of Rotarians and rotary property.
- To participate in District Administration Committee meetings as called by the Chairperson and to provide an appropriate succinct report at such meetings.

Interact Chairperson

Reports to: District Governor

Position Description:

- To form an INTERACT committee with membership based on one "group contact" in each of the nine groups in District 9570
- To organize and promote on behalf of the District Governor the program of INTERACT in District 9570

Responsibilities:

- To promote the benefits of INTERACT through and to the District Clubs
- To advise and promote INTERACT clubs in all schools where they are established
- To encourage Rotary clubs to promote the establishment of INTERACT clubs in the High Schools in their local area.
- To advise clubs of INTERACT activities planned in their area
- To promote INTERACT to the youth of District 9570

International Convention Chairperson

Reports to: District Administration Chairperson/ District Governor

Position Description:

- To foster interest in the International Convention to be held in Osaka, Japan, 23-26 May 2004 and to encourage Rotarians and their partner from District 9570 to attend the Osaka Convention.

Responsibilities:

- To gain as much knowledge of the Convention as possible in order to effectively advise the District Governor and District members on matters such as content, accommodation, travel, cost and overall benefits to be had by attending the Convention.
- To participate in District Administration Committee meetings as called by the Chairperson and to provide an appropriate succinct report at such meetings.
- To assist in the promotion of this event at the District conference in October 2002
- To organise any District activities that may be developed in conjunction with the Convention Committee

International Service Coordinator

Reports to: District Governor

Position Description:

- To assist the DG to monitor all activities of International Service committees
- To assist the DG organize, promote and motivate international Service committees to be proactive in motivating Clubs to develop activities in International Service

Responsibilities:

- To Monitor District committee activity and proposed activity by contacting committee chairmen once a month
- To prepare a report for the DG each month
- To assist any International committee in the furtherance of their goals
- To assist any Club on matters of International service when requested

Interplast and Romac Chairperson

Reports to: District Governor

Position Description:

- To form a management committee with membership based on one "group contact" in each of the nine groups in District 9570
- To maintain contact with the ROMAC and INTERPLAST on behalf of District Clubs
- To organize and promote ROMAC and INTERPLAST on behalf of the District Governor in District 9570

Responsibilities:

- To promote the work of ROMAC and INTERPLAST through and to the District Clubs
- To call for financial support of the ROMAC and INTERPLAST from all Clubs in District 9570
- To organize ROMAC and INTERPLAST seminars and activities around the district in consultation with the DG
- To advise clubs of ROMAC and INTERPLAST activities planned in their area

Membership Development and Extension Chairperson

Reports to: Club Service Coordinator /District Governor

Position Description:

- To assist the District Governor in supporting clubs reach the District Goal as

- determined under the Global Quest for increased membership
- To assist the District Governor in the formation of new clubs

Responsibilities:

- To ensure all clubs have access to information on membership development and retention
- To encourage Clubs to actively implement membership development and retention systems in order to reach the Club Global Quest membership increase
- To monitor the opportunities in the District for the formation of new clubs
- To promote the extension and development of a new club where identified and when determined by the DG

Polio Plus Chairperson

Reports to: District Governor/ TRF Chairperson

Position Description:

- To promote the current Rotary International fundraising effort to ensure the eradication of Polio by the year 2005
- To encourage clubs in the district to donate through the Foundation for this worthy cause
- To encourage individual Rotarians and Business enterprises to donate to this specific cause
- To assist volunteers to be involved in the eradication program when requested

Responsibilities:

- To be proactive in disseminating information to all clubs in the district on the success of the Polio Eradication project
- To encourage the donation of money to the RF for this cause

Probus Advisor Chairperson

Reports to: Club Service Coordinator/District Governor

Position Description:

- To form a PROBUS management committee with membership based on one "group contact" in each of the nine groups in District 9570
- To organize and promote on behalf of the District Governor the establishment of PROBUS Clubs in District 9570

Responsibilities:

- To arrange for a survey of any area where it is likely that a PROBUS club could be formed
- To advise the Probus Centre of any opportunity to form a new PROBUS CLUB
- To promote PROBUS to the older generation in District 9570

Property Officer

Reports to: District Administration Chairperson / District Governor

Position Description:

- To provide and maintain a secure repository for District Equipment; to maintain an inventory of District equipment; to arrange for appropriate maintenance of such equipment as required; and to ensure that equipment is available for use at District events as required.

Responsibilities:

- To present to the District Governor, at the commencement of his/her term, a comprehensive list of items of District equipment together with their whereabouts and present condition.
- To identify to the District Governor such items requiring replacement together with such advice and recommendations, which will assist the District Governor in the course of his term of office.
- To participate in District Administration Committee meetings as called by the

Chairperson and to provide an appropriate succinct report at such meetings.

Protocols and Resolutions Chairperson

Reports to: District Admin Chair /District Governor

Position Description

- To provide advice to the DG on all matters pertaining to District By Laws and Protocols
- To consider all legal or semi legal documents as and when prepared and provide advice to the DG
- To prepare and present Resolutions as required at the District Conference

Responsibilities

- To provide appropriate advice on all matters when referred by the DG
- To maintain an overview of the District Management documentation to ensure that no conflict exists with the Protocols set by Rotary International

RAWCS Chairperson

Reports to: District Governor

Position Description:

- To form a committee with a "group contact" in each of the nine groups
- To provide information to clubs on the activities of RAWCS
- To increase the awareness within clubs of sources of funds for RAWCS projects
- To promote the uptake of RAWCS projects by clubs
- To promote DIK as an avenue of international club service

Responsibilities:

- To assist the DG organize, promote and motivate Clubs to develop International activities in conjunction with the Northern Region RAWCS

committee

- To promote the annual membership of RAWCS as a goal for all Rotarians
- To promote life membership of RAWCS for all Rotarians

RDU and Public Relations Chairperson

Reports to: District Administration / District Governor

Position Description:

- To provide an avenue for information transfer between all Clubs and the RDU
- To promote the development of improved Public Relations activities by all Clubs in the District

Responsibilities:

- To contact RDU to open lines of communication to the District Clubs
- To encourage clubs to submit stories and photographs for publication in the RDU Magazine
- To facilitate the development of TV and Radio advertisements that can be used across the District to raise the profile of Rotary in the media

Rotaract Chairperson

Reports to: District Governor

Position Description:

- To form a ROTARACT management committee with membership based on one "group contact" in each of the nine groups in District 9570
- To organize and promote on behalf of the District Governor the program of ROTARACT in District 9570

Responsibilities:

- To build close relationships with the ROTARACT Clubs in the District and to encourage their future growth
- To promote the benefits of ROTARACT Clubs through and to the District

Clubs

- To advise clubs of ROTARACT activities planned in their area
- To promote ROTARACT to the youth of District 9570

Rotaract Representative

Reports to: Youth Service Coordinator/District Governor

Position Description:

- To Represent ROTARACT clubs in District 9570 in any discussions with the District Officers
- To assist the District Rotaract Chairperson promote the benefits of ROTARACT to all Clubs

Rotary Education Adviser

Reports to: Club Service Coordinator /District Governor

Position Description:

- To assist the District Governor disseminate rotary information to clubs
- To ensure all Rotarians are aware of significant developments in Rotary International at District National and International levels

Responsibilities:

- To assist the District Governor identify Rotary information that is relevant to Club and District activities and goals
- To receive and research Rotary Information and promote relevant information to District Officers, Clubs and to the District Newsletter Editor
- To provide relevant information to the Editor of the District Governors Newsletter
- To present educational segments at District Rotary functions as required

Rotary Fellowship and Matched Clubs Chairperson

Reports to: Club Service Coordinator/District Governor

Position Description:

- To form a Rotary Fellowship and Matched Clubs management committee with membership based on one "group contact" in each of the nine groups in District 9570
- To organize and promote on behalf of the District Governor the program of Rotary Fellowship Exchange in District 9570
- To organize and promote the concept of Matched Clubs to all District Clubs

Responsibilities:

- To promote the benefits of fellowship and intellectual stimulation and world understanding from involvement in these programs to the District Clubs
- To facilitate the organization of such activities within the District
- To provide support for Rotarians wishing to travel overseas under this program

Rotary Foundation Alumni Chairperson

Reports to: District Governor/ TRF Chairperson

Position Description:

- To Record all details of new members of the Alumni and advise RI Headquarters of contact details
- To assist with promotion of TRF at district activities
- To assist clubs contact alumni of TRF when requested

Responsibilities:

- To maintain records of all alumni at district level
- To check on the movements of alumni periodically to ensure contact is retained by the District

Rotary Foundation Scholarships Chairperson

Reports to: District Governor/ TRF Chairperson

Position Description:

- To form a committee with at least two others from other groups in the District to ensure succession and continuity within the committee
- To promote the opportunities provide by the Rotary Scholarships of the TRF to all clubs and other potential candidates
- To call for applications for the above and assist the DG determine successful candidates
- To ensure incoming students are provided with a counselor and access to local Rotary Clubs as required

Responsibilities

- To be available to clubs to address them on any matter relating to TRF scholarships
- To ensure TRF scholarship literature is available to clubs when requested

Rotary Youth Leadership Award Chairperson

Reports to: District Governor

Position Description:

- To form a RYLA management committee to manage the event
- To appoint one "group contact" in each of the nine groups in District 9570 to assist the above committee
- To organize and promote on behalf of the District Governor the program of RYLA in District 9570

Responsibilities:

- To promote the benefits of RYLA through and to the District Clubs

- To advise clubs of RYLA Camp organization
- To call for and organize nominations to the RYLA
- To promote RYLA to the youth of District 9570
- To provide the DG with a final report on completion of the RYLA Camp
- To provide the DG with the name of the outstanding RYLARIAN at the annual camp

Rotary Youth Program of Enrichment Chairperson

Reports to: District Governor

Position Description:

- To form a RYPEN management committee with membership based on one "group contact" in each of the nine groups in District 9570
- To organize and promote on behalf of the District Governor the program of RYPEN in District 9570

Responsibilities:

- To promote the benefits of RYPEN through and to the District Clubs
- To advise clubs of RYPEN activities planned in their area
- To promote RYPEN to the youth of District 9570

Summer Science Schools Chairperson

Reports to: District Governor

Position Description:

- To form a Summer Science Schools committee with membership based on one "group contact" in each of the nine groups in District 9570
- To organize and promote on behalf of the District Governor the program of both the NYSF and SSS in District 9570

Responsibilities:

- To call for and organize the nomination and selection of students for the annual programs of the Summer Science Schools
- To maintain contact with the organizers of the events so that communication lines are maintained
- To promote to the District Clubs the benefits of the SSS to students in their local high school
- To provide an annual report to the DG on the results of the years activities

Secretary

Reports to: District Governor

Position Description:

- To assist The District Governor maintain the necessary records of district activity
- To assist the DG receive and maintain correspondence as required
- To be a point of contact for the DG when he is traveling on Rotary business
- To participate in the Finance and Management committee as required

Responsibilities:

- To assist as required by the DG to write, receive and respond to correspondence
- To share as required by the DG in the email activity that is the prime source of written communications
- To maintain minutes of District committees
- To maintain District Registers (Blue Card etc)
- To assist the DG with preparation of documents for District activities such as PETS and Conference
- To assist the DG in organising, filing and collating club records and district reporting activities to RI.

Trainer

Reports to: District Administration Chairperson /District Governor

Position Description:

- To prepare and initiate appropriate training programs for the benefit of District and Club Officers.

Responsibilities:

- To represent and assist the District Governor to achieve successful outcomes at the Presidents and Secretaries Training Seminar, the District assembly and the various Group Assemblies throughout the District.
- To participate in District Administration Committee meetings as called by the Chairperson and to provide an appropriate succinct report at such meetings.
- To assist in training sessions for District Officers.
- To assist the Governors-Elect and nominee in organising and conducting the Presidents and Secretaries Training Seminar (PETS) and the District Assembly.
- To assist Assistant Governors in the organising and conducting of group assemblies throughout the District.
- To coordinate efforts with appropriate past district leadership in the training of Assistant Governors at the training seminar (PETS) and district assembly

Treasurer

Reports to: District Governor

Position Description:

- On behalf of The District Governor maintain the necessary financial records of district financial activity
- To hold in safe keeping all the relevant documents and funds as received from time to time
- To make appropriate arrangements with the District Bankers for the operation of accounts on behalf of the District
- To carry out the financial activities on behalf of the District

Responsibilities:

- To make appropriate arrangements with the District Bankers as required for the proper operation of accounts
- To issue invoices and receive all income on behalf of the District.
- To pay such accounts as may be approved by the F& M Committee
- To maintain records of account such that they can be properly audited at the end of the financial year
- To provide reports on the state of District finances as required.
- To participate in the District Finance and Management Committee
- To assist the DGE prepare a budget as required for the next Rotary year

Youth Exchange Committee Chairperson

Reports to: District Governor

Position Description:

- To form a YEP management committee to provide support in organizing and managing all YEP issues
- To appoint one "group contact" in each of the nine groups in District 9570 (preferably a trained Counselor)
- To organize on behalf of the District the program of YES inbound and outbound
- To manage the program for the best interests of Rotary and the students

Responsibilities:

- To oversee the selection, training and arrangements for students wishing to travel overseas
- To manage the processing and orientation of incoming students and their allocation to clubs.
- To develop comprehensive guidelines for the YEP such that all parties, students, hosts, host clubs, counselors and the members of the YEP Committee are fully aware of processes and responsibilities of all parties

- To ensure that all necessary training and orientation programs are effectively run such that all parties are fully informed
- To oversee the conduct of all students within the District and to ensure that prompt investigation and action within the YEP guidelines is taken to ensure that the integrity of the program is preserved
- To advise the DG immediately there are matters of any nature that should be brought to his attention

Youth Service Coordinator

Reports to: District Governor

Position Description:

- To assist the DG to monitor all activities of Youth Service Committees such as: Youth Exchange Program (Y.E.P.); Rotary Leadership Award (RYLA); Rotary Youth Program for Enrichment (R.Y.P.E.N.); INTERACT; ROTARACT; Summer Schools.

Responsibilities:

- To contact each committee on a monthly basis and to prepare a report (max one page) on committee activity and planned activity
- To assist any committee in the furtherance of their goals
- When asked by Clubs, to assist them contact relevant committees
- To assist the DG organize and promote any District activity within the Youth Service Portfolio when requested

Vocational Service Committee Chairperson

Reports to: District Governor

Position Description:

- To support Clubs in honoring the Second Avenue of Service, especially in promoting the four-way test, in creating positive employer-employee relations, in encouraging high ethical standards in trade and professional relations and providing career information for youth.

Responsibilities:

- To form a Committee consisting of a Co-ordinator from each Group in the District.
- To hold Committee meetings quarterly (by phone if necessary) to formulate, implement and monitor Club and District Vocational Service Programs.
- To submit quarterly Activity Reports to the District Governor.
- To maintain a database of Club Vocational Service Programs from throughout the District.
- To disseminate good Vocational Service projects and ideas to all District Clubs.
- To encourage Rotarians to share Rotary's Ideals of Service with business associates and/or professions.
- To promote the use of the Four Way Test.
- To encourage Clubs to promote or conduct programs to improve standards of honesty, courtesy and service in business and professions.
- To encourage Clubs to conduct Career Development programs to young people.
- To encourage Clubs to conduct programs promoting good employer/employee relationships.
- To promote the Rotary Volunteers program at Club, District and International levels.
- To maintain a database of current Rotary Volunteers.
- To act as liaison officer for programs requiring Rotary Volunteers.

Web Master

Reports to: District Administration Chairperson /District Governor

Position Description:

- To review the District, R.I. and R.I. President's websites and disseminate information of interest to individuals at both District and Club levels.
- To effectively communicate with the District Governor on all matters relating to operation control, maintenance and content of the District website.
- To ensure that all information entered on to the District website is sighted and

personally approved by the Web Master acting for and on behalf of the District Governor.

- To act as liaison between the District (client) and the Service Provider.
- To provide a casual help-line facility to clubs and District Officers wishing to use the Internet to develop Rotary sites.

Responsibilities:

- To form a committee with a minimum of three members to share the work load and provide for future continuity
- To foster awareness in the District Rotary community of the existence of the District website and to promote interactive use of the site by Clubs and individual members.
- To promote development of the site as the primary communication and educational tool of District 9570.
- To prepare the fundamentals of confidentiality ethics respect and the ideals of Rotary in the operation of the website.
- To participate in District Administration Committee meetings as called by the Chairperson and to provide an appropriate succinct report at such meetings.
- Be responsible for ensuring the integrity and good name of Rotary is maintained in the District's web domain.
- Be responsible for the content of the District web site.
- Be responsible for educating all Rotarians using the Internet about the protocols recommended by Rotary International.
- Be responsible for educating District Officers and nominated club members in the use and facilities of the e-communications and group communications provided by the District's web domain.

Literacy Resource Group Chairperson

Reports to: District Governor

Position Description

- To encourage and support Clubs in their efforts to promote and support literacy development domestically & internationally

Responsibilities

- To form a District-wide Committee comprising a member from each Group of Clubs
- To encourage each Club to undertake their own literacy project
- To plan and implement annual activities that celebrate
 - ❖ International Literacy Day on 8 September
 - ❖ Rotary's Literacy Month in March
- To conduct an annual literacy seminar in collaboration with a Local Council of the Australian Literacy Educators' Association
- To sponsor a literacy speaker at the district conference
- To fund an annual District Governor's Literacy Award