



**ROTARY INTERNATIONAL  
DISTRICT 9520 INC**

The  
**Constitution**  
&  
The  
**Bylaws**

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Page Verified:

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Page Verified:

Justice of the Peace

## Contents

The Constitution of Rotary International District 9520 .....	7
Definitions.....	7
Article 1 - Name.....	7
Article 2 - Locality .....	7
Article 3 - Purposes .....	7
Section 1 - Support of Clubs .....	7
Section 2 – Coordination .....	7
Section 3 - Multi District Activities .....	7
Article 4 - Membership .....	7
Section 1 – Who can be a Member.....	7
Section 2 – Initial Membership .....	7
Section 3 – Restrictions.....	7
Article 5 - Committee of Management.....	8
Section 2 – Inclusion of Members.....	8
Section 3 – Who can serve. ....	8
Section 4 - Governor to serve as a Chair of DCM.....	8
Section 5 – Power to fill vacancies .....	8
Article 6 - Powers of District Committee of Management.....	8
Section 1 - Keeping proper records. ....	8
Section 2 - Minutes of the Meeting. ....	8
Section 3 - Limits in Financial Control. ....	8
Section 4 - Governor’s report. ....	8
Section 5 - Handling of Debt. ....	8
Article 7 - Committees.....	8
Article 8. Administration .....	8
Section 1 - Supervision. ....	8
Section 2 - Use of Information Technology. ....	8
Section 3 - Governor’s report. ....	8
Article 9 - District Conference, District Assembly and Annual General Meeting.....	9
Section 1 — Representation. ....	9
Section 2 - Electors and Voting. ....	9
Section 3 - Appointment of Auditor .....	9

Article 10 - Dues ..... 9

Article 11 - Bylaws ..... 9

Section 1 - Amendments of Bylaws..... 9

Article 12 - Amendments ..... 9

Section 1 - Number of Voting members..... 9

Section 2 - Who May Propose..... 9

Section 3 - Procedure..... 9

Article 14 - Dissolution..... 10

Section 1 - Notice to Rotary International ..... 10

Section 2 - Manner of dissolution or winding-up ..... 10

Article 15 - Compliance with the Laws of the State of South Australia and the Commonwealth of Australia. .... 10

Section 1 - Incorporation ..... 10

Section 2 - Jurisdiction ..... 10

Section 3 - Powers..... 10

Section 4 - Public Officer ..... 10

Section 5 - Purpose..... 10

Section 6 - Compliance with the Commonwealth of Australia Legislation..... 10

Section 7 - Restrictive Trade Practices; Restrictive Arrangements ..... 11

Section 8 – Disqualification of Board Members..... 11

The Bylaws of the Rotary International District 9520 Inc ..... 12

Article 1 - Definitions ..... 12

Article 2 - Name..... 12

Article 3 - Locality ..... 12

Article 4 - Objectives ..... 12

Section 1 – Administration & Compliance..... 12

Section 2 – Objectives of Rotary International ..... 12

Section 3 – Objects of Rotary ..... 12

Article 5 - Membership..... 12

Article 6 -- Duration Of Membership..... 12

Article 7 - District Meetings ..... 12

Section 1 - Annual General Meeting ..... 12

Section 2 - District Assembly..... 14

Section 3 - President Elect Training Seminar ..... 14

Page Verified:	Page Verified:
Public Officer	Justice of the Peace

Section 2 - District Conference ..... 14

Article 8 - District Committees ..... 15

Section 1 – Establishment of Committees ..... 15

Section 2 - District Committee of Management ..... 15

Section 3 - Nominating Committee ..... 15

Section 4 - Council of Past District Governors..... 15

Section 5 - District Youth Exchange Committee ..... 16

Section 6 - Other District Committees ..... 16

Article 9 - District Fees and Dues ..... 16

Section 1 - District Fund ..... 16

Section 2 - Approval of Levy ..... 16

Section 3 - Per Capita Levy ..... 16

Section 4 - Audited Statement of District Finances ..... 16

Article 10 - District Finance Committee ..... 16

Section 1 – Role of the Committee ..... 16

Section 2 - Preparation and Submission of Budget..... 16

Section 3 - Financial Operation of District Committees ..... 17

Section 4 - Transportation of District Equipment ..... 18

Article 11 - District Officers ..... 18

Section 1 - Qualifications of a District Governor-Nominee ..... 18

Section 2 - Qualifications of Governor..... 18

Section 3 - Duties of Governor ..... 19

Section 4 - Selection of District Governor-Nominee..... 19

Section 5 - Nominating Procedure for Governor..... 19

Section 6- Appointment of Vice Governor..... 20

Section 7- Assistant Governors ..... 20

Article 12 - Compliance with Constitution and Bylaws of Rotary International..... 20

Article 13 - District Awards..... 20

Section 1 - Submissions for District Awards..... 21

Section 2 – Submissions for Awards..... 21

Article 14 - Method of Voting..... 21

Article 15 - Amendments ..... 21

Schedule 1 - List of Member Clubs ..... 22

Schedule 2 - Grouping of Member Clubs ..... 22

Schedule 3 - District Awards ..... 23

1. Best Conference Attendance..... 23

2. Best Community Service Project ..... 23

3. Best Vocational Service Project..... 23

4. Best International Service Project..... 23

5. Best Displayed Club Project – The Stan Fereday Award..... 23

6. Bulletin of the Year ..... 23

7. Membership Improvement Trophy ..... 23

8. Most First Attenders ..... 23

9. The Rotary Foundation Contribution – Fred Claridge Memorial Award ..... 23

10. Best New Generations Project..... 23

11. Best Fundraising Project..... 23

12. The Ivor Lewis Trophy for Public Relations ..... 23

13. Australian Rotary Health – Bernie Jones Trophy ..... 23

14. Australian Rotary Health District Achievement Award ..... 24

15. Best Environmental Project ..... 24

16. Best Club Website Award ..... 24

Declaration of Public Officer ..... 25

Page Verified:	Page Verified:
Public Officer	Justice of the Peace

# The Constitution of Rotary International District 9520

## Definitions

As used in the constitution and Bylaws of Rotary International, unless the context otherwise clearly requires, the words in this article shall have the following meanings:

1. RI: Rotary International
2. District : Rotary International District 9520
3. Club: A Rotary club in the District.
4. District Committee of Management (DCM): The Board of Management of District 9520.
5. Governor: The Governor of District 9520
6. Year: The twelve-month period which begins on the first day of July.
7. The Act: The Associations Incorporations Act 1985 (South Australia)

## Article 1 - Name

The name of this association shall be Rotary International District 9520 Incorporated (a member of Rotary International).

## Article 2 - Locality

The locality of this District shall be as follows: Eastern part of Adelaide metropolitan area extending north and east through Adelaide Hills and Riverland in the State of South Australia and further north incorporating Sanraysia area in North Western Victoria extending to Broken Hill in the Western part of New South Wales

## Article 3 - Purposes

This association shall be a non-profit association. Its purpose shall be charitable and benevolent and to encourage, promote and extend the object of Rotary International, and to maintain the relations of a member club in Rotary International. This Association / District shall comply with the provisions of the Associations Incorporation Act and shall prohibit distribution of funds or property to its members, employees or officers. Furthermore the purpose of this association shall be::

### Section 1 - Support of Clubs

To support the clubs in the district in their pursuit of programs and activities that promote the Object of Rotary;

### Section 2 – Coordination

To coordinate, supervise and administer Clubs and Activities consistent with Rotary International Constitution.

### Section 3 - Multi District Activities

To coordinate multi-club and multi-district activities which involve clubs in the District.

## Article 4 - Membership

The membership of this Association shall be comprised of Rotary Clubs in this District.

### Section 1 – Who can be a Member

All Rotary Clubs in this District shall be members of this Association.

### Section 2 – Initial Membership

The initial membership of this Association shall be the Rotary clubs in the District as of the time of the incorporation. The additional or removal of a club or clubs from a District pursuant to the RI Bylaws shall immediately and automatically result in a corresponding change in the membership of the association..

### Section 3 – Restrictions

Only Rotary clubs in the district may be members of this association.

## Article 5 - Committee of Management

The membership of District Committee of Management (DCM) shall be determined by the members in accordance with this Constitution and with the Rotary International District 9520 Bylaws.

### Section 2 – Inclusion of Members.

The District Committee of Management of this Association (District) shall include the current district governor, the district governor-elect, and the most recent past district governor who served in this district, and such other Rotarians, if any, as may be determined by the district.

### Section 3 – Who can serve.

Only Rotarians who are member of clubs in the District may serve on the District Committee of Management (DCM).

### Section 4 - Governor to serve as a Chair of DCM.

The governor shall serve as chair of the District Committee of Management.

### Section 5 – Power to fill vacancies

The governor has the power to fill any casual vacancies on the District Committee of Management

## Article 6 - Powers of District Committee of Management

The District Committee of Management will administer the District in terms of this Constitution and the Bylaws.

### Section 1 - Keeping proper records.

DMC shall keep proper records in the meaning of the Incorporation of Associations Act..

### Section 2 - Minutes of the Meeting.

The Minutes of Meetings of the District Committee of Management shall be kept and made available to all members on request.

### Section 3 - Limits in Financial Control.

In exercising such direction and control over the funds of the district, the governor may, as fixed by the budget or budgets provided for in the bylaws and approved by the clubs, expend in any fiscal year the current income and such amount from the general surplus fund as may be necessary to accomplish the purposes of the District.

### Section 4 - Governor's report.

The governor shall report to the next District Assembly as to the special conditions under which expenditures have been made from the surplus.

### Section 5 - Handling of Debt.

The district shall at no time incur indebtedness in excess of the then current assets of the district.

## Article 7 - Committees

The Governor will establish a finance committee and all other committees as may be necessary to assist in the administration of the district.

## Article 8. Administration

### Section 1 - Supervision.

The administration of the clubs shall be under the general supervision of the governor and shall be at all times in conformity with the provision of the Rotary International Constitution and the Bylaws. District governor shall be the highest officer of this Association/District and shall serve as Chairman of the District Committee of Management. In addition, this Association/District shall elect such other officers as required by the Associations Incorporation Act.

### Section 2 - Use of Information Technology.

The District Committee of Management and clubs are encouraged to computerise their business operations to speed up and economise the operation of the Rotary organization.

### Section 3 - Governor's report.

The Governor shall report annually to the clubs on the status of the district incorporation.



## Article 9 - District Conference, District Assembly and Annual General Meeting.

Annual General Meeting shall be held annually and within 5 month of the end of the financial year or as required and in compliance with the Incorporations of Association Act 1985 as amended. A District Conference and District Assembly each shall be held annually at a time and place to be determined.

### Section 1 — Representation.

In any Conference, Annual General Meeting, or Assembly, each club shall be entitled to be represented by one delegate for every 25, or major fraction thereof, of its members. Such membership shall be determined by the number of members in the clubs of the most recent semi-annual payment proceeding the convening of the meeting.

### Section 2 - Electors and Voting.

The duly accredited delegates shall constitute the voting body of the annual general meeting and shall be known as electors. Methods for voting shall be as provided in the bylaws. A delegate must be present to vote.

### Section 3 - Appointment of Auditor

The Annual General Meeting shall appoint an auditor to audit the finances of the district each year.

## Article 10 - Dues

Every member club shall pay annually to this Association (District) per capita dues as adopted at District Assembly. For The approval of per capita dues the vote of three fourths of the Presidents Elect present at District Assembly is required.

## Article 11 - Bylaws

This Association (District) shall adopt Bylaws not inconsistent with the constitution and the bylaws of Rotary International, with the rules of procedure for an administrative territorial unit where established by RI, and with this constitution, embodying additional provisions for the governance of this Association (District).

### Section 1 - Amendments of Bylaws.

Such Bylaws may be amended from time to time by an Annual General Meeting of a Special General Meeting.

## Article 12 - Amendments

An alteration to this constitution may be made by a special resolution of the Annual General Meeting or a Special General Meeting convened for that purpose.

### Section 1 - Number of Voting members

This constitution may be amended by the affirmative vote of two thirds of voting members.

### Section 2 - Who May Propose.

Amendments to this constitution may be proposed only by a club or the District Committee of Management.

### Section 3 - Procedure.

#### (A)- *Delivery of proposal for amendments.*

Any proposal to amend this constitution shall be delivered to the district secretary not later than 90 days prior to a meeting at which the proposed amendment is to be considered.

#### (B) - *Notice mailed to Clubs*

The district secretary shall mail copies of all duly proposed amendments to each club not later than 28 days before the meeting at which the amendments are to be voted upon. The proposed amendments may also be made available via the Rotary District web site.

**(C) – Consideration of proposals**

The meeting shall consider and act upon each duly proposed amendment transmitted to it and any amendment thereof.

**Article 14 - Dissolution**

This association shall immediately and automatically cease operations and begin dissolution (winding up) proceedings upon the vote of two-thirds of its members at the Annual General Meeting or a Special General Meeting of the District or in a ballot-by-mail, or upon the directive of the Board of Directors of RI.

**Section 1 - Notice to Rotary International**

The Governor of the District shall provide the Board of Directors of Rotary International with a notice of a decision by the clubs in the district to dissolve this Association and shall provide a final report upon the completion of the dissolution process to the General Secretary of Rotary International.

**Section 2 - Manner of dissolution or winding-up**

This association may be wound up in the manner provided by the Associations Incorporations Act 1985, as amended. On winding up, the funds or property of this association shall not be distributed to members, but shall be donated to one or more charitable organizations which prohibit distribution of funds to their members.

**Article 15 - Compliance with the Laws of the State of South Australia and the Commonwealth of Australia.****Section 1 - Incorporation**

The Rotary District 9520 is an association incorporated under and is subject to the Associations Incorporation Act 1985 (as amended) and the Associations Regulations in the State of South Australia.

**Section 2 - Jurisdiction**

Insofar as the provisions of the laws of the State of South Australia, under which this Association is incorporated, shall permit, this Association shall be subject to the jurisdiction of Rotary International.

- (a) Insofar as the provisions of the laws of the State of Victoria, the State of NSW and the State of Queensland shall permit, all clubs which are members of this Association (District), but are incorporated in their respective state jurisdictions shall be subject to the jurisdiction of this Association ( District 9520) and the Rotary International.

**Section 3 - Powers**

This Association shall have all the powers conferred by section 25 of the Incorporation of Associations Act 1985 (as amended)

**Section 4 - Public Officer**

The members of this Association shall appoint the public officer of this Association.

**Section 5 - Purpose**

This Association shall be a non-profit corporation. Its purpose shall be charitable and benevolent and to encourage, promote and extend the object of Rotary International, and to maintain the relations of a member club in Rotary International.

**Section 6 - Compliance with the Commonwealth of Australia Legislation**

This Association must comply with all relevant Commonwealth legislation. If any inconsistencies or doubts arise as to the proper construction or meaning of any of articles or any part of this Constitution, then to the extent that such inconsistencies exist as to the Commonwealth Acts and Regulations, then the Acts and Regulations shall prevail.

**Section 7 - Restrictive Trade Practices; Restrictive Arrangements**

Without derogating from the specificity of the provisions in this Constitution it is not the intention of this Association (District) to establish and maintain unlawful, discriminatory, or restrictive trade practices.

**Section 8 – Disqualification of Board Members**

The office of a District Management Committee member shall become vacant if a Board member is disqualified from being a Board Member by the Section 30 of the Incorporation of Associations Act; or is expelled as a member under the rules of this Constitution or the Bylaws; or is permanently incapacitated by ill health; or is no longer a member of a Rotary Club in this District.

*End of Constitution document.  
The Bylaws continue below.*

# The Bylaws of the Rotary International District 9520 Inc

These Bylaws are to be read in conjunction with the Constitution of the Rotary International District 9520 Inc.

## Article 1 - Definitions

As used in these Bylaws, unless the context clearly requires otherwise, the words in this document shall have the following meanings:

1. RI: Rotary International
2. District : Rotary International District 9520 *Incorporated*
3. Club: A Rotary Club in the District
4. District Committee of Management (DCM): The Board of Management of Rotary International District 9520 Incorporated.
5. Governor: The *District* Governor of District 9520 *Incorporated* as appointed by RI
6. Year: The twelve-month period which begins on the first day of July

## Article 2 - Name

The name of the administration unit of RI shall be "Rotary International District 9520 Incorporated".

## Article 3 - Locality

The territorial limits or the locality of the District are as set out in Article 2 of the Constitution.

## Article 4 - Objectives

The Objectives of this Association (District) are :

### Section 1 – Administration & Compliance

To provide administrative link to Rotary International, coordination of activities of members of this District on behalf of Rotary International, supervise the compliance with the Rules and the Constitution of Rotary International.

### Section 2 – Objectives of Rotary International

To promote objectives of Rotary International

### Section 3 – Objects of Rotary

To help the Member Clubs within the district advance the Objects of Rotary.

## Article 5 - Membership

The Members of this Association shall be the Clubs that are located within the locality as described in the Article 2 of the Constitution. A list of member clubs shall be attached to this Bylaws as Schedule 2.

## Article 6 -- Duration Of Membership

A Club shall remain a member of the District while it continues to be a member of Rotary International and is situated in District Locality.

## Article 7 - District Meetings

### Section 1 - Annual General Meeting

Annual General Meeting shall be held annually and within 5 month of the end of the financial year or as required and in compliance with the Incorporations of Association Act 1985 as amended. The Annual General Meeting may adopt recommendations upon matters of importance in the District, provided such action shall be in accordance with the Constitution and Bylaws of Rotary International and in keeping with the spirit and principles of Rotary and in compliance with the relevant State and Commonwealth Legislation.

**(A) - Resolutions**

The Annual General Meeting shall consider and act upon all matters submitted to it for consideration by the Board and may adopt resolutions thereon.

**(B) - Electors**

Each Club in the District shall select, certify and send to the Annual General Meeting one voting delegate for every 25, or major fraction thereof, of its members. Such membership shall be determined by the number of members in the Club as of the most recent semi-annual payment preceding the convening of the Conference. Notwithstanding the foregoing, each Club in the District, which has no outstanding indebtedness to RI for more than six months preceding that in which the Conference is held, shall be entitled to at least one delegate. Each delegate shall be a member of the Club. A delegate present at the Annual General Meeting shall vote at meeting, however a Club may elect to vote by electronics means such a email.

**(1) Procedure relating to resolutions**

The procedure relating to resolutions and other items for consideration by the District Conference shall be;

**(A) – Proposed resolutions submissions**

Proposed resolutions, or matters for consideration at the Annual General Meeting or the Conference, shall be submitted to the Governor in writing not less than eight weeks before the date of the AGM or Conference respectively.

**(B) – Proposed resolution compliance**

All such proposals shall then be referred to a District Resolutions Committee appointed by the Governor. Such committee appointed by the Governor shall ensure that the proposals are in accordance with the Constitution and Bylaws of Rotary International and compliant with the Incorporation of Associations Act 1985, as amended

**(C) – Manner of Drafting resolutions**

All such proposals shall be in keeping with the spirit and principles of Rotary and worded in such a manner that their intention is clear and capable of implementation along correct lines, if adopted by the Annual General Meeting or the Conference respectively.

**(D) – Proposals to be circulated**

The proposal, in amended form, if considered necessary or desirable by the Resolutions Committee, or the Governor, shall then be circulated to all Clubs in the District not less than four weeks before the date of the Conference or Annual General Meeting.

**(E) – Proposals to be discussed**

Clubs shall ensure that such proposals are discussed at Club level before the Annual General Meeting or Conference, as may be applicable. Club should instruct their Club delegates not to be limited in their action by the binding instructions to vote for and against any proposal, but, should be permitted to participate and vote according to their best judgment after taking into consideration the debate and discussion at the Annual General Meeting.

**(F) – Additional Resolutions from the Floor**

Resolutions other than those dealing with changes to these Bylaws may be accepted from the floor at the discretion of the Governor.

**(2) Proper Records of Resolutions**

District Governor shall appoint The District Resolutions Committee which shall ensure that

**(A) – Proper Records**

Proper records are kept of all resolutions affecting District affairs; and

**(B) Copy of Resolutions to be sent**

A copy of each such resolution is forwarded to the District Governor-Elect and all Clubs in the District as soon as practicable after the Annual General Meeting or the Conference at which it is adopted, and not later than two month after the AGM or Conference

Page Verified:

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Page Verified:

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**( C ) - Voting**

Notwithstanding the generality of Article 7, Section 1, 1A., except for voting on constitutional matters, when the normal Club delegate voting system shall apply, a majority vote shall be required to adopt a proposed resolution.

**Section 2 - District Assembly**

District Assembly shall be held annually between 1 March and 1 July to provide for Rotary training, instruction, information and coordination of District activities.

**(A) – Role of District Governor Elect.** The Assembly shall be planned and conducted by the District Governor-Elect [DGE] and the District Trainer[s], with the cooperation of the District Governor [DG].

**(B) – Time and Location.** The District Governor-Elect shall schedule the Assembly at such time and place so that it will not conflict with the attendance of any District Assembly participant at the District Conference or at the Rotary International Convention.

**(C) - Special Circumstances.** In special circumstances, the Board may authorize the holding of a District Assembly at a date other than provided herein.

D -Those specifically invited shall include the Presidents-Elect and Secretaries-Elect of all Clubs in the District, the District Governor-Nominee and other Club leaders as the DGE or Board may designate or/and as prescribed under the Bylaws of RI

**Section 3 - President Elect Training Seminar**

An annual President Elect Training Seminar shall take place for the purpose of orientation and training of Club Presidents-Elect in the District and other Club leaders as determined by the District Governor Elect or Board as prescribed the Bylaws of Rotary International.

**(A) -- Time and Location**

The President Elect Training Seminar shall be held as soon as practicable after the International Assembly and as far as possible before the end of March as prescribed the Bylaws of Rotary International. The PETS shall be scheduled and conducted by the District Governor-Elect and the District Trainer[s] in cooperation with the Governor.

**(B) – Conflict with District Assembly**

The PETS shall not be held at the same time as the District Assembly, but the events may be held consecutively at the same location.

**Section 2 - District Conference**

A Conference of Rotarians of the District shall be held annually at such time and place as agreed upon by the District Governor and District Conference Committee.

**(A) – District Conference Committee.** District Conference Committee of three member shall be established. The committee shall include District Governor, District Governor Elect and District Governor Nominee. This committee will plan,, coordinate activities and conduct the District Conference. The District Conference Committee is empowered to co-opt other members as it deems necessary and disperse surplus funds from the Conference as it deems appropriate.

**(B) – Conflict with Other Events.** The District Conference date shall not conflict with the International Assembly, the Council on Legislation or the International Convention.

**(B) - Conference Chairman and Secretary**

The District Governor-Elect shall appoint a Conference Chairman and Secretary and other persons as appropriate after consultation with the President of the host Club.

**(C) - Conference Report**

The Governor or Conference Chairman along with the Secretary shall prepare and execute a written report of the Conference proceedings within 30 days of the adjournment of the Conference. They shall transmit copies of such report by electronic means to the General Secretary and make copies available “online” on the District Website for electronic retrieval by Clubs and other Rotary International Representatives.

Page Verified:

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Page Verified:

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**(D) - Conference Voting**

Every member in good standing of a Club in the District present at the District Conference shall be entitled to vote on all matters submitted to a vote at such Conference except for the composition and terms of reference of the nominating committee for Governor, for the Club representative of the District to the Council on Legislation and changes to these Bylaws. However, a delegate shall have the right to demand a poll upon any matter presented to the Conference. In such cases, voting shall be restricted to delegates at the Annual General Meeting.

**Article 8 - District Committees****Section 1 – Establishment of Committees****(A) - Appointment of District Officers, Directors and Chairs**

The administration of the District and the coordination of activities of Clubs shall be under the general supervision of the Governor. As the officer of RI in the District, the Governor shall appoint a team of District Officers, Chairs and Directors and other persons as may be necessary from time to time..

**(B) – Appointment of District Committees**

To assist in the administration of the District and in the advancement of the District and its programmes, the Governor may appoint such District Committees as necessary .

**Section 2 - District Committee of Management**

District Committee of Management shall consist of the Governor, the District Governor-Elect, the District Governor-Nominee [as soon as appointed], the District Secretary, the District Treasurer, the Immediate Past District Governor, District Chair –The Rotary Foundation Chair, Insurance Officer and other persons nominated by the Governor.

**(A) – Functions of Committee**

The functions of this Committee are to control and manage the affairs including the financial affairs of District, to assist the District Governor, the District Governor-Elect and the District Governor-Nominee in all aspects of the administration and governance of the District

The functions of this Committee are to identify the needs of the District, to assist in establishing programs to meet those needs and to monitor and modify District processes as required by the Governor.

**(B) – Financial Matters**

District Committee of Management will assume the role of the Finance Committee.

**(C) – Powers of District Committee of Management**

District Committee of Management shall have all powers in the meaning of the Associations Incorporation Act 1985 and all powers to plan, develop and implement policies:

- 1) for the training of present and future office holders of the District and Clubs,
- 2) for District Activities and / or programmes

**(D) – Meeting frequency**

The District Committee of Management shall meet as required, at least quarterly.

**Section 3 - Nominating Committee**

The Governor, the Immediate Past District Governor and the three most recent Previous District Governors who are still members of a Club in the District shall constitute the Nominating Committee for Governor. This Committee shall be charged with the duty to seek out and propose the best available candidate for District Governor-Nominee.

**Section 4 - Council of Past District Governors**

The Council shall consist of all Past District Governors who are currently financial members of a Club in the District. The Governor may call upon this Council for advice and assistance.

**Section 5 - District Youth Exchange Committee**

The Chairman and the Committee, as appointed by the District Governor, shall operate Youth Exchange (Long and Short term) in the District in accordance with the procedures set down in District Operational Guidelines, . Operational Guidelines may be amended, as necessary, at a full meeting of the District Committee of Management

**Section 6 - Other District Committees**

The Governor may delegate responsibilities through additional District Committees. The duties of such committees will be determined by the Governor.

**Article 9 - District Fees and Dues****Section 1 - District Fund**

The District shall maintain a fund called the "District Fund" for the administration and development of Rotary in the District and for the financing District sponsored projects.

**Section 2 - Approval of Levy**

The District Fund shall be financed by all Clubs in the District by way of a per capita levy on members of those Clubs. The amount of the levy shall be decided by the District Assembly only after the approval of three-fourths of Club Presidents-Elect present.

**Section 3 - Per Capita Levy**

Every Club in the District shall pay "Per Capita Levy" to the District. If a Club fails to pay this levy and such amount is overdue for 6 month or more, the District Committee of Management may suspend the services to such a club until the outstanding amount is paid.

**Section 4 - Audited Statement of District Finances**

The Governor must provide an audited annual statement of District finances to each Club in the District within five months of the completion of the Governor's year.

**Article 10 - District Finance Committee****Section 1 – Role of the Committee**

The finances of the District shall be administered by a District Committee of Management, however, District Committee of Management may appoint the District Finance Committee, when necessary or expedient to do so.

**Section 2 - Preparation and Submission of Budget**

The District Committee of Management (or The Finance Committee, if appointed), in consultation with the District Governor-Elect, shall prepare a budget of estimated District income and expenditure and proposed District Per Capita Levy for the coming year, and shall present it to all Presidents-Elect at least eight weeks before the District Assembly, to enable the Presidents-Elect to discuss it with their Club Boards and obtain instruction to approve or reject the proposed per capita levy at the District Assembly.

**(A) – Amendments proposed**

Any amendments to the proposed per capita levy are to be forwarded at least five weeks before the District Assembly to the District Governor-Elect, who in turn will forward such amendments to the President-Elects within four weeks of the District Assembly.

**(B) – Order of presentation of amendments**

Any submitted amendments to the per capita levy will be presented in order of receipt by the District Governor-Elect, will then become the motion, and any further amendments still outstanding will be put until all have been presented.

**(C) – Speaking to the amendment**

The proposer and seconder of the amendments may speak to the amendments. Any further speakers will be at the discretion of the District Governor-Elect.



**(D) – Estimating District Expenditure**

In estimating District Expenditure the Committee shall include such items as:

- (1) - An agreed contribution to the District Disaster Fund. This fund shall be maintained at an amount of at least \$A15,000, and shall be wholly at the disposal of the Governor to be used in the event of a disaster.
- (2) - a subsidy towards the cost of the District Conference.
- (3) - the travel and registration costs of the Governor, the District Governor-
- (4) – The cost of District Governor Elect and the District Governor-Nominee and their respective partners in relation to attendance at the Rotary Zone Institute, to the extent that these costs exceed any amount refunded to them through the Institute.
- (5) The cost of the District Rotaract Representative at the Rotaract Training course.
- (6) – the cost of an allowance to the Governor to assist in meeting expenses as an officer of Rotary International.
- (7) – the cost of an allowance to the District Governor-Elect and District Governor-Nominee to assist in meeting expenses in preparation as an officer of Rotary International.
- (8) – the cost of an allowance to meet the expenses of the Assistant Governors, District Secretary and District Treasurer.
- (9) - the cost of producing District Directory. District Directory is to be made available to all President-Elects, Club Secretaries, members of District Committees, Past Governors, and others approved by the District Governor-Elect.
- (10) - the cost of purchasing a Past Governor’s lapel badge and jewel for presentation to that year’s retiring Governor.
- (11) - the cost of District Administration.
- (12) – the cost of an administration allowance to nominated District Committees as determined by the District Committee of Management.
- (13) – the cost of an amount to cover the provision, storage and management of District furnishings, including signage, trophies, banners etc.
- (14) – a cost of an agreed contribution to the District Equipment Fund
- (15) - transfer of any surplus funds from the financial year
- (16) - the funding of any other items as determined by the District Committee of Management..

**Section 3 - Financial Operation of District Committees****(A) – Bank Accounts.**

All Bank accounts involving funds of District Committee of Management shall be conducted in the name of “Rotary International District 9520 *Incorporated*” and shall operate under the following rules;

**(B) – Approval to open bank account**

Prior to opening a bank account in the name of any District Committee of Management, the Committee shall obtain the written approval of the Governor.

**(C) – Established Bank Accounts**

All bank accounts operated by a District Committee as at 1 July are deemed to have the approval of the Governor.

**(D) – Bank Account Signatories**

A signatory to a bank account must be a financial member of a Club in District 9520. In the case of a joint committee representing Districts 9520 and 9500, the signatory must be a financial member of a Club in either District.

**(E) – Two signatories are required**

A minimum of two signatures must appear on any cheques issued by a District Committee of Management. Where electronic banking is undertaken, two signatories to the account must approve the transaction in writing prior to the electronic transfer of funds.

**(F) – Keeping proper records**

A District Committee operating a bank account shall maintain comprehensive records of receipts and payments, and shall prepare a financial statement of the account's operations as at 30 June each year.

**(G) – Audit of Accounts**

The Committee's financial records are to be subject to audit by the District Auditor immediately following the end of each Rotary year.

**(I) – Presentation of Audited Accounts**

Audited Financial records of all District Committee operating bank accounts are to be presented to the Committee of Management at the same time as the District Financial Statement.

**(J) – Other District Committees**

Committees which do not generate funds of their own will not need to operate a bank account. Expenditure incurred by these Committees in accordance with the District budget [or as otherwise approved by the Governor] are to be directed to the District Treasurer for payment.

**Section 4 - Transportation of District Equipment**

The costs of packing and transportation of District equipment when made available for use by a Club of the District shall be met by that Club.

The District Finance Committee shall make provision for the cost of packing and all transportation to be a charge on District Funds when such equipment is made available for use at the chartering of a Club, or of a Rotaract or Interact Club, or being transported to official District events e.g. PETS, District Assembly, District Conference, District Seminars etc.

**Article 11 - District Officers****Section 1 - Qualifications of a District Governor-Nominee**

Unless specifically excused by the Board, no person shall be selected as nominee for Governor unless the Rotarian has the following qualifications at the time of selection:

**(A) - Rotarian in good standing.**

The Rotarian must be a member in good standing with the Club in the District from which the Rotarian is nominated.

**(B) - Rotarian's Membership in a Functioning Club.**

The Rotarian must be a member of a functioning club in good standing which has no outstanding indebtedness to Rotary International at the close of the year preceding that in which the Rotarian is proposed as a candidate for nomination as Governor.

**(C) - Rotarian's Qualification as Past President of Club.**

The Rotarian must have served as President of a Club for a full term.

**(D) - Rotarian's Ability to Fulfil Duties as Governor.**

The Rotarian must demonstrate willingness, commitment and ability, physically and otherwise, to fulfill the duties and responsibilities of the office of Governor.

**(D) - Rotarian's Certification of Qualifications.**

The Rotarian must demonstrate knowledge of qualifications, duties and responsibilities of Governor as prescribed in the Bylaws of RI and submit to RI, through its General Secretary, a signed statement that the Rotarian understands clearly such qualifications, duties and responsibilities. Such statement shall also confirm that the Rotarian is qualified for the office of Governor and willing and able to assume the duties and responsibilities of that office and to perform them faithfully.

**Section 2 - Qualifications of Governor**

Unless specifically excused by the Board of Rotary International, a Governor at the time of taking office must have attended the International Assembly for its full duration, been a member of one or

more Rotary Clubs for at least seven years and must continue to possess the qualifications as specified in the Bylaws of Rotary International.

### **Section 3 - Duties of Governor**

The Governor is the officer of Rotary International in the District functioning under the general control and supervision of the Board of Rotary International. The Governor is charged with the duty of furthering the Object of Rotary in exercising general supervision of the Clubs within the District. The Governor shall be responsible for the following activities in the District:

**(A) - Organizing new Clubs.**

**(B) - Strengthening existing Clubs.**

**(C) - Promoting cordial relations between the Clubs, and between the Clubs and RI.**

**(D) - Other duties**

Planning for and presiding at the District Conference and assisting the District Governor-Elect in the planning and preparation for the Presidents-Elect Training Seminar and the District Assembly.

### **Section 4 - Selection of District Governor-Nominee**

The District shall select a nominee for Governor not more than 30 months but not less than 24 months prior to the date of taking office.

### **Section 5 - Nominating Procedure for Governor**

There shall be a Nominating Committee for the Governor, to operate as outlined in Article 8, Section 3.

**(A) - Invitation for suggestions for nominations**

The Governor shall invite Clubs to submit suggestions for nominations for Governor. Such suggestions shall be considered by the Nominating Committee so long as they reach the Committee by the date established and announced by the Governor.

**(B) - Timing of announcements**

Such announcement shall be made to the Clubs in the District at least two months before such suggestions must reach the Nominating Committee. The announcement shall include the address to which suggestions shall be sent.

**(C) - Manner of submission of suggestions**

The suggestions shall be submitted in the form of a resolution adopted at a regular meeting of the Club naming the suggested candidate. The resolution shall be certified by the Club Secretary. A Club may suggest a candidate for District Governor-Nominee who is a member of another Club, so long as the suggesting Club first obtains the concurrence of the Club where such candidate is a member.

**(D) - Nominating Committee to receive details**

The Governor shall circulate to each member of the Nominating Committee the full name, short biography and relevant details of each nominee for the office of Governor at a time the Governor thinks desirable after the nominations close.

**(E) - Governor to call for Meeting**

The Governor shall call a meeting of the Nominating Committee as soon as practicable after the closing date fixed for the receipt of the nominations. The Committee shall meet for the purpose of the discussion of nominations and also to meet and interview the nominees, who shall be asked to present themselves for this purpose. Where practicable, and subject to the concurrence of the Governor, the first meeting of the Nominating Committee shall be at the discretion of the Governor and at a place geographically suitable to the majority of the members of the Nominating Committee.

**(F) - Rules for conduct of deliberations**

The following rules shall apply to the conduct and deliberations of the Nominating Committee. Each of the candidates proposed by Clubs shall:

(1) - be present personally for interview by the assembled Nominating Committee

(2) - if selected, shall submit a medical certificate of fitness within fourteen days of being notified.

(3) - he Nominating Committee for Governor shall not be limited in its selection to those names submitted by Clubs in the District. The Committee shall nominate the best qualified Rotarian who is able to serve as Governor.

(4) - The Governor shall publish to the Clubs of the District within one month of the selection, the name and Club of the Nominee.

(5) - Where the Nominating Committee cannot agree upon a candidate, the District Governor-Nominee shall be elected in a ballot-by-mail as provided in the Bylaws of Rotary International. Alternatively, the District Governor-Nominee may be selected from among those candidates suggested to the Nominating Conference in accordance with the Bylaws of Rotary International.

**(G) – Who can propose candidate**

Any Club in the District may also propose a challenging candidate for District Governor-Nominee. The challenging candidate must have been duly suggested to the Nominating Committee. The name of the challenging candidate shall be submitted pursuant to a resolution by the Club adopted at a regular meeting. The Club must file the resolution with the Governor by the date determined by the Governor. Such date shall be at least two weeks after publication of the announcement of the selection of the District Governor-Nominee by the Nominating Committee.

**(H) – Governor shall inform clubs**

The Governor shall inform all Clubs of the name of the challenging candidate who has been proposed as specified above. The Governor shall also ask the Club for a copy of the resolution adopted at a regular meeting to concur with any challenge. Such resolutions must be filed with the Governor by the date determined by the Governor. The Governor will then enquire whether any Club wishes to concur with the challenge. A Club must file a resolution of challenges that has been concurred to by at least five other Clubs in the District.

**(I) – Declaration of candidate**

The Governor shall declare the candidate of the District Nominating Committee to be the District Governor-Nominee where no such challenging nomination has been received by the established date. Such declaration shall be made to all Clubs in the District within fifteen days of the deadline.

**(J) – Declaration of Nominee**

Where no challenging nomination continues effective following the fifteen day period the Governor shall declare the candidate of the District Nominating Committee as District Governor-Nominee. The Governor shall notify all Clubs in the District of such nominee within fifteen days.

**(K) – The ballot**

The ballot at the Annual General Meeting will follow as closely as possible. The provisions for a ballot-by-mail apply.

**Section 6- Appointment of Vice Governor**

The position of Vice Governor shall be filled by either the Immediate Past District Governor, or in the event that he or she shall not be in a position to accept the role, then the next preceding Past District Governor willing to accept the position.

**Section 7- Assistant Governors**

The Governor shall appoint a team of Assistant Governors and other persons as nominated by the Governor. No Assistant Governor will serve more than three, one-year terms.

**Article 12 - Compliance with Constitution and Bylaws of Rotary International**

Insofar as the laws of the State of South Australia shall permit and where any of the provisions of these Bylaws are not in conformity with the Constitution and Bylaws of Rotary International, the latter shall prevail.

**Article 13 - District Awards**

The District Awards and the eligibility criteria are set out in Schedule 3. District Awards can be amended, changed or new awards established by the Governor or the District Committee of Management.

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**Section 1 - Submissions for District Awards**

The eligibility period for all District Awards commences from the closure date of the previous year's submissions.

**Section 2 – Submissions for Awards**

All Submissions for District Awards are to be in the hands of the Governor by the closing date announced by the Governor.

**Article 14 - Method of Voting**

Apart from the provisions of the District Constitution and these Bylaws applicable to voting in person, all decisions and elections which the Bylaws of RI specify are to occur at an Annual General Meeting, District Conference, District Assembly may be made by the Clubs of the District by ballot-by-mail or email.

**Article 15 - Amendments**

Subject to the provisions of Article 7, these Bylaws may be amended, repealed, in whole or in part, by a majority vote of Rotarians registered and in attendance at the Annual General Meeting, provided that notice of such amendment or repeal shall have been received by the Governor at least eight weeks, and circulated by the Governor at all Clubs at least four weeks prior to the date of the Annual General Meeting.

## Schedule 1 - List of Member Clubs

Clubs in Alphabetical Order	
Barmera	Mildura
Berri	Mildura Deakin
Blackwood	Mitcham
Blakiston	Mobilong
Brighton	Morialta
Broken Hill	Mount Barker
Broken Hill South	Murray Bridge
Brownhill Creek	Noarlunga
Burnside	Noarlunga East
Campbelltown	Norwood
Coromandel Valley	Onkaparinga
Eastwood	Red Cliffs
Edwardstown	Renmark
Encounter Bay	Robinvale Euston
Flagstaff Hill	Somerton Park
Glenelg	South Mildura
Goolwa	Stirling
Hallett Cove	Strathalbyn
Holdfast Bay	Tailem Bend
Hyde Park	Unley
Irymple	Victor Harbor
Kent Town	Waikerie
Loxton	Wentworth
Magill Sunrise	Yankalilla
McLaren Vale	
Merbein	

## Schedule 2 - Grouping of Member Clubs

Grouping of Member Clubs	
<b>Group 1:</b>	Broken Hill, Broken Hill South, Irymple, Merbein, Mildura Deakin, Red Cliffs, Robinvale Euston, South Mildura, Wentworth
<b>Group 2:</b>	Barmera, Berri, Loxton, Renmark, Waikerie.
<b>Group 3:</b>	Blakiston, Mobilong, Mount Barker, Murray Bridge, Onkaparinga, Stirling, Tailem Bend.
<b>Group 4:</b>	Encounter Bay, Goolwa, McLaren Vale, Strathalbyn, Victor Harbor, Yankalilla.
<b>Group 5:</b>	Blackwood, Coromandel Valley, Flagstaff Hill, Hallett Cove, Noarlunga, Noarlunga East.
<b>Group 6:</b>	Brownhill Creek, Eastwood, Hyde Park, Mitcham, Unley.
<b>Group 7:</b>	Burnside, Campbelltown, Kent Town, Magill Sunrise, Morialta, Norwood, St Peters.
<b>Group 8:</b>	Brighton, Edwardstown, Glenelg, Holdfast Bay, Somerton Park.

## Schedule 3 - District Awards

### 1. Best Conference Attendance

Attendance x kilometres from home club, divided by Club membership [Donated by late PDG Arthur Hart]

### 2. Best Community Service Project

For projects commenced or completed in the two years prior to the District Conference at which they are entered for competition, and which have not been submitted previously for this award. Written submissions forwarded to the DG/District Secretary at least four (4) weeks prior to the District Conference. [Donated by the Rotary Club of Mitcham]

### 3. Best Vocational Service Project

For projects commenced or completed in the two years prior to the District Conference at which they are entered for competition, and which have not been submitted previously for this award. Written submissions forwarded to the DG/District Secretary at least four (4) weeks prior to the District Conference. [Donated by the Rotary Club of Noarlunga East]

### 4. Best International Service Project

For projects commenced or completed in the two years prior to the District Conference at which they are entered for competition, and which have not been submitted previously for this award. Written submissions forwarded to the DG/District Secretary at least four (4) weeks prior to the District Conference. [Donated by the Rotary Club of Irymple]

### 5. Best Displayed Club Project – The Stan Fereday Award

Judged on the success of the display at the District Conference; not necessarily the best project. Emphasis will be placed on the story of the project, ie. a combination of the pictorial and printed message conveyed on the project's development, as well as the aesthetic aspects. [Donated by Stan Fereday, P.P. of the Rotary Club of Glenelg.]

### 6. Bulletin of the Year

Relevance, readability, aesthetics, suitability to the Club's situation, and comprehensiveness will be taken into account. [Donated by PDG Alan Williams]

### 7. Membership Improvement Trophy

For the highest percentage increase year to date, based on membership recorded on the Semi-annual return of July 1 for that year. [Donated by late PDG Harry Allen]

### 8. Most First Attenders

Most First time attendees at the current year's District Conference.

### 9. The Rotary Foundation Contribution – Fred Claridge Memorial Award

To the Club with the highest contribution per member as at the previous 30th June. [Donated by Mrs Margaret Claridge]

### 10. Best New Generations Project

For projects commenced or completed in the two years prior to the District Conference at which they are entered for competition, and which have not been submitted previously for this award. Written submissions forwarded to the DG/District Secretary at least four (4) weeks prior to the District Conference. [Donated by late PDG Bill Rufus]

### 11. Best Fundraising Project

For projects commenced or completed in the two years prior to the District Conference at which they are entered for competition, and have not been submitted previously for this award. Written submissions forwarded to the DG/District Secretary at least four (4) weeks prior to the District Conference. [Donated by PDG Kevin Parkinson]

### 12. The Ivor Lewis Trophy for Public Relations

For the project which best attracts good public attention and recognition during the previous calendar year.

### 13. Australian Rotary Health – Bernie Jones Trophy

For the highest per capita contribution made by a Club during the previous February to February period.

**14. Australian Rotary Health District Achievement Award**

For the most significant assistance given to the ARH as at the previous 30<sup>th</sup> June. Projects reflecting innovativeness, effective public relations or local implementation will be considered.

**15. Best Environmental Project**

According to the goals set out in the Preserve Planet Earth Program of RI. To be judged on the basis of a visit to the project site by the District Preserve Planet Earth Committee.

**16. Best Club Website Award**

For the Rotary club that provides the best club website providing accessibility, information, relevance and currency as judged by the District Internet Committee as at the previous 30<sup>th</sup> June.

End of Bylaws document

Declaration of Public Officer is below.

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Public Officer

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Justice of the Peace



## Declaration of Public Officer

I, ....., Public Officer and Secretary of The Rotary International District 9520 Inc, of ..... do solemnly and sincerely declare that:

1. I am the person authorised to apply for the incorporation of an association / change of rules.
2. The particulars set out in my application for incorporation of the association dated ..... are true.
3. The copy of the association's rules marked 'Annexure A' as above is a true copy of the association's rules.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1936*.

Date: ..... Signature: .....

This is the annexure marked 'A' referred to in the statutory declaration of .....

Declared before me at ..... this day of .....

Signature (JP) .....  
Justice of the Peace in and for the State of South Australia

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