

# **RULES OF ROTARY INTERNATIONAL INSTITUTES**

## **ZONES 7A & 8A**

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**Amended on 19 November 2005 at the 2005 Rotary Zone Institute, Penrith**

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## Preamble

### Background, Purpose and Management

The Rotary Institutes in Australia commenced in the 1950's when successive groups of district governors perceived the value to Rotary and to themselves of continuing their association beyond their year in office. In 1955 an "assembly" of present and past governors was called. Since 1961 these meetings have been held annually and, eventually designated as "Institutes", they became part of the official RI program for all regions.

Then, as now, the Institute had no constitutional role, no power to decide policy and no authority over clubs or districts. It remains a forum where fellowship is encouraged and participants can gain current and relevant information from the leadership of Rotary International. This leadership includes the convenor, usually the incumbent Director, who may be joined by the President or President-elect of RI and a Trustee of The Rotary Foundation. A senior member of the Secretariat is sometimes present.

### Purpose

The purpose of the Institute program is stated in the MOP. The Institute Requirements issued by RI for convenors of Institutes indicate that the Institute program is primarily for past governors.

These statements explain why the content of the program at each Institute is so important. It is essential that priority be not only given to the dissemination of Rotary information from the leadership to the participants but that discussion is generated between participants. The Institute should consider the future role of Rotary and study matters of local relevance.

Finally, it is expected that the Institute will inform the leadership of local opinion. The convenor is required to report any action taken by the Board of RI on recommendations made by that Institute to the following Institute.

### Adjunct Meetings

The relationship between the program and past governors can be explained when the special arrangements made for current and incoming governors are understood.

If past governors are to remain well informed and motivated contributors in their districts, it is essential that Rotary Information is provided that would not otherwise be available to them. Needless to say, an agenda that meets these needs of past governors should also be of great interest and considerable value to all other participants. To ensure that the specific needs of all participants are met, provision has been made for additional events defined as adjunct meetings.

Adjunct meetings are associated with, but separate from, the Institute and are designed to cater for the special requirements of participants that cannot be accommodated within the Institute agenda. Adjunct meetings, for convenience, are usually held prior to or immediately after the Institute and normally include:

- Council or Annual Meetings of such Rotary entities as RDU, RAWCS, ARHRF.
- Briefing meetings for current governors.
- Training meetings for incoming governors 1 year from office
- Training meetings for incoming governors 2 years from office.

### Participants

Attendance is limited to past, current and incoming officers of RI and their partners. It is the privilege of each participant to attend every session and join fully in all activities. The responsibilities of each group of participants as regards management and policy formulation, however, are different.

**1. Past Governors:** The ongoing management of the Institute is the responsibility of those past governors who have demonstrated their interest in and support of the Institute by continuing to attend after their year in office. They therefore provide officers for future Institutes and members for standing and ad hoc committees. They may propose resolutions, nominate other past governors or themselves for elections and vote on all resolutions and ballots.

**2. Current Governors:** The Institute benefits from up to date information on Rotary provided by current governors. Incumbent governors also contribute to, and benefit from, all discussions and other sessions by exposure to the wider perspective provided by their predecessors. They may propose resolutions, nominate past governors for election to committees and vote on all resolutions and ballots.

**3. Incoming Governors:** Attendance at a Rotary Institute is an important part of their training, and incoming governors are encouraged to contribute to discussions and may vote on recommendations. However, as they have yet to be elected as officers of RI, they may not nominate nor be nominated for elections nor may they vote on resolutions or ballots.

**5. Partners:** The partners of Rotarian participants may attend all Institute sessions. Their opinions are valued in open forums and discussions and they may vote on recommendations. They do not vote on resolutions or ballots.

### Organisation and Management

The President of RI each year appoints a convenor for the Institute who is usually the Director. The convenor has full responsibility for the conduct and style of the Institute. He has total authority to determine the program. To assist the convenor and to provide local expertise an Institute planning committee is recommended to the convenor. The task of the planning committee is to act under the direction and supervision of the convenor to make all necessary arrangements for the agenda and program.

The management of all the physical and administrative arrangements for the Institute is the responsibility of the co-ordinator of management functions, the secretary and the treasurer, acting under the direction of the planning committee chairman. These members should come from districts adjacent to the venue of the Institute.

## Resolutions

The future activities of the Institute are determined by resolutions duly proposed, seconded and carried as described above. The Institute has the power to create standing or ad hoc committees. These include the Australian Vocational Advisory Committee, Rotaract Leadership Training and appointments related to the Science Summer Schools projects.

Over the years, valuable activities such as FAIM, IPAC, SWSL, and DIK (now activities of RAWCS): the ARHRF: and RDU: all had their origins in Institute decisions. For practical and legal reasons these organisations have adopted corporate identities but still retain strong links with the Institute and report to it or to specific participants.

The Institute may also, by resolution, forward recommendations or memoranda to the Board of RI and to clubs and districts through the incumbent governors.

These brief notes are intended to encourage the involvement of all participants. To appreciate fully the conduct of an Institute it is necessary to study the appropriate Rules and Terms of Reference of Committees. These are distributed to participants at each Institute. May your understanding increase your enjoyment of the Institute each year.

### Rule 1 Name

The name of this Rotary International activity shall be "Rotary Institute Zones 7A & 8A". Each Institute shall be designated by a number, such numbering relating to its sequence since the first Institute, e.g., 31<sup>st</sup> Rotary Institute Zones 7A & 8A.

### Rule 2 Definitions

As used in these rules, unless the context otherwise clearly requires, the words in this rule shall have the following meanings: -

**Board:** The Board of directors of RI.

**Club:** A Rotary club.

**Constitutional documents:** The constitution and bylaws of RI and the standard Rotary club constitution.

**Convenor:** The Director of RI from zone 7 or zone 8.

**Director:** Director of RI.

**Foundation:** The Rotary Foundation of RI

**Governor:** The governor of a Rotary district.

**General Secretary:** The General Secretary of RI.

**President:** The President of RI.

**President-elect:** The President-elect of RI.

**RAWCS:** Rotary Australia World Community Service.

**RDU:** Rotary Down Under.

**RI:** Rotary International.

**Year:** The 12-month period, which begins on 1 July.

**Zone:** The geographical areas designated by RI as zones 7A and 8A

## Rule 3

### Purpose

- 3.1 The purpose of the Institute is to:
- 3.1.1 inform current and past RI officers accurately concerning the policies and programs of RI including those of its Foundation,
  - 3.1.2 promote support for these policies and programs, while also soliciting suggestions for improvements and innovations,
  - 3.1.3 inform the Board of successful program developments at the zone level, which the Board may want to consider for further development,
  - 3.1.4 inspire, motivate and inform governors for leadership, and
  - 3.1.5 provide a forum for learning, discussion and inspiration, which will engender fellowship and a team spirit among all participants.

## Rule 4 Participants

### 4.1 General

Attendance at each Institute shall be limited to past, current and incoming RI officers and their guests, though:

4.1.1 others may be invited by the convenor or may attend at the request of the President or General Secretary,

4.1.2 host Rotarians and other local persons may assist the convenor in administering the Institute, and

4.1.3 local Rotarians may be invited as observers to attend a special event at the Institute, such as an address by the President or President-elect.

### 4.2 President or President-elect of RI

The President or President-elect is encouraged to participate in the Institute to enhance his/her knowledge and experience of the world of Rotary and to provide opportunities for Rotary leaders at the zone level to gain greater knowledge and insight into the current and future directions of Rotary.

### 4.3 Rotary Foundation Representatives

Attendance of a representative of the Foundation is highly desirable in achieving the objectives of the Foundation and updating the knowledge of past, present and incoming officers, and toward this end:

4.3.1 a suitable representative will be provided at Foundation expense, including the representative's lodging, meals and other local expenses, unless these are provided from Institute or other funds,

4.3.2 this representative, under the convenor's guidance, should participate in any activity or program at the Institute for which his expertise would be valuable, and

4.3.3 the convenor should provide in the Institute agenda an opportunity for the Foundation representative to deliver a major address on the Foundation, and to have another opportunity to update participants on Foundation programs, objectives, finances and problems and to respond to participants' questions.

## **Rule 5**

### **Meetings**

#### **5.1 Institute Program**

- 5.1.1** The Institute shall normally last 2 to 3 days not counting the time for any separate sessions or seminars and be held at times that are reasonably convenient for younger participants.
- 5.1.2** Past RI officers residing in the zone should be provided opportunities to participate in the program as speakers, panellists, discussion leaders and chairmen and members of the committees for the Institute as a means of developing future leaders in Rotary at the zone and international levels.
- 5.1.3** The convenor must not allow speeches and presentations to take up most of the program time at the Institute but rather plan ample time (approximately 40-50 per cent) for the exchange of views among participants through panels, question and answer sessions, group discussions and the like.
- 5.1.4** The Board will annually suggest topics for consideration by the Institute that year, on the understanding that the Institute may delete topics and add others to meet the needs and desires of the zone; but the convenor shall ensure that the Institute deals accurately and comprehensively with the topics specified by the Board.
- 5.1.5** The convenor shall include in the program of the Institute a copy of the written report (including any resolutions) that was submitted to the Board concerning the previous year's Institute along with a copy of any action taken by the Board then on that report.
- 5.1.6** The convenor shall, when convenient, arrange an intercity meeting for Institute participants and local Rotarians.
- 5.1.7** The convenor may, as appropriate, call on the assistance of any RI staff assigned to the Institute by the General Secretary for information and participation in the Institute program.
- 5.1.8** The content of the program and format of the Institute shall be under the control of the convenor who shall advise the Institute planning committee chairman of his/her requirements.
- 5.1.9** The Institute program, which is primarily for past officers of RI, should have priority for information and reports of interest to all participants. Such items should not be pre-empted by the adjunct meetings.

#### **5.2 Adjunct Meetings**

- 5.2.1** Separate sessions or seminars for governors, incoming governors and those supporting and administering the Foundation are most useful and may, with the permission of the convenor, be held at (or near) the same time and location of the Institute provided that the separate sessions or seminars must:
- 5.2.1.1** not interfere with and shall not duplicate the main program of the Institute, which is primarily for past RI officers,
- 5.2.1.2** be under the direction of the convenor,
- 5.2.1.3** not duplicate the program of the International Assembly,
- 5.2.1.4** be consistent with RI policy and information developed by RI, and

**5.2.1.5** be promoted as quite distinct from the Institute itself.

**5.2.2** Any events coming before or after an Institute - such as seminars for incoming governors or the Foundation, or recreational events - should be clearly described as pre- (or post-) Institute events, which may involve a different audience from that attending the Institute.

**5.2.3** Specific agenda items for the separate sessions or seminars should include:

**5.2.3.1** statutory meetings which require the attendance of current governors including council meetings of RDU and RAWCS,

**5.2.3.2** an exchange of experiences and a review of tasks yet to be completed by current governors (assistance to their incoming governors),

**5.2.3.3** preparation for the International Assembly of RI and an outline of significant national organisations for governors-elect, and

**5.2.3.4** an outline of the role of governor nominee with special reference to district administration and district committee formation and functioning.

**5.2.4** Incorporated organisations, which rely on support from Rotary clubs, may schedule their special meetings before or after the Institute. Institute participants should be given the opportunity to attend these meetings as far as is practicable.

#### **5.3 Expenses for Institute Trainers**

The cost of accommodation and meals for zone trainers at pre-Institute training sessions will be met by a district levy

## **Rule 6**

### **Administration**

#### **6.1 Convenor**

The convenor of the Institute, designated by the President, shall direct the organisation and program through a planning committee consisting of:

**6.1.1** a chairman,

**6.1.2** a secretary,

**6.1.3** a treasurer, and

**6.1.4** recommended committee members as required.

#### **6.2 Planning Committee**

Subject to the direction of the convenor, the planning committee shall, in accordance with rule 7.1:

**6.2.1** ensure that appropriate arrangements are made for all institute elections and resolutions sessions, and

**6.2.2** plan for and manage all the physical arrangements of the Institute, including venues, finance, catering, functions, registrations and accommodation.

#### **6.3 Committee Expenses**

Subject to the expenses not exceeding 10 per cent of the registration fees for the Institute, the planning committee shall be reimbursed for:

**6.3.1** travel to Institute planning meetings,

**6.3.2** accommodation whilst attending meetings, when home hosting is not available,

**6.3.3** stationery, postal and telephone expenses for planning purposes.

Registration, travel to, accommodation and meals whilst attending the Institute shall not be classed as planning expenses.

#### **6.4 Secretary**

The secretary shall provide secretarial services to the Institute whilst operating within the structure of the Institute planning committee.

#### **6.5 Treasurer**

The treasurer shall provide accounting services to the Institute whilst operating within the structure of the Institute planning committee.

#### **6.6 Venue**

**6.6.1** The minimum requirements for an Institute venue shall be:

- Auditorium to seat a minimum of 450
- Luncheon areas in close proximity to auditorium
- Breakout rooms – (each to seat a minimum of 50)
- Office
- Registration area
- Green room for guest speakers
- Area for 12-15 booths
- Area for an activity such as *Have Your Say*
- A banquet area to seat a minimum of 450.

The minimum requirements for pre-institute Training shall be:

- Three areas for district governors, governors-elect and governors nominee that can seat a minimum of 46 each, in a horseshoe layout and have some space for presenters and visitors around the edges.
- Facilities for district governors, governors-elect and governors nominee for luncheons (separately or as 1 group) and for separate dinners on the Tuesday, Wednesday and Thursday nights.

All facilities should be operating at the time of the submission of the proposal. Accurate costing for accommodation and facilities should be part of the proposal.

**6.6.2** The Institute shall be held in Australia each year, unless special circumstances apply.

#### **6.7 Balloting Procedures**

**6.7.1** The ongoing affairs of the Institute shall be conducted by those past and present RI officers in zones 7A and 8A. The responsibilities and privileges of such officers in relation to elections are defined as follows:

- 6.7.1.1** nominations for elected positions may be made by past and present officers,
- 6.7.1.2** nominees for elected positions shall be past officers, and
- 6.7.1.3** past and current officers who are participants may vote in all Institute ballots.

**6.7.2** Nominations for Institute appointments and vacancies on Institute committees shall be called for at the time of distribution of registration forms.

**6.7.3** Nomination forms shall be included with the registration papers with provision for name,

committee or appointment for which nomination is made, district number, year of office and Institute positions held.

**6.7.4** Nominations shall be signed by the proposer and by the nominee signifying his/her consent. Eligible officers may nominate themselves.

**6.7.5** Nominations shall close with the Institute secretary 6 weeks before the date of the commencement of the Institute. In exceptional situations late nominations may be accepted.

**6.7.6** After approval by the Institute planning committee, ballot papers shall be distributed to eligible voters at the Institute.

**6.7.7** The Institute planning committee shall appoint a balloting arrangements committee, which shall

**6.7.7.1** set the time for return of ballot paper,

**6.7.7.2** count the vote, and

**6.7.7.3** announce the results.

#### **6.8 Resolutions Procedure**

##### **6.8.1**

**6.8.1.1** Resolutions for deliberation during the resolutions session may be submitted by past and current officers of RI.

**6.8.1.2** Past and current officers of RI who are participants may vote on resolutions.

**6.8.1.3** The chairman may accept recommendations arising from discussions during the Institute to be presented as Resolutions of the Institute to a later resolutions session.

**6.8.1.4** All participants may vote on recommendations under rule 6.8.1.3.

**6.8.2** Proposed resolutions together with a brief statement of the reasons for/effects of the proposal shall be submitted to the Institute planning committee chairman for transmittal to the resolutions committee chairman 12 weeks before the date of the commencement of the Institute. In exceptional situations late proposals may be accepted at the discretion of the resolutions committee chairman.

**6.8.3** Any resolutions proposing to set up a committee of the Institute shall include terms of reference for the committee incorporating the following information:

- Title
- Object
- Responsibilities
- Membership.

**6.8.4** The Institute planning committee shall appoint a chairman for the resolutions sessions not later than 6 months before the commencement of the Institute. Such appointee shall be a past officer of RI and not be a member of the Institute planning committee.

**6.8.5** The resolutions chairman may appoint a parliamentarian and a recorder to assist before and at the resolutions session.

**6.8.6** The resolutions chairman may discuss any proposed resolution with the proposer in order to achieve clarity and avoid ambiguity.

**6.8.7** Standard procedure for the conduct of a resolutions session shall be:

- 6.8.7.1** speakers to state name, title (e.g. PDG) and district before speaking to the matter,

- 6.8.7.2 all motions and amendments must be seconded,
- 6.8.7.3 lengthy motions and amendments must be in writing,
- 6.8.7.4 no speaker shall speak more than once to a motion or amendment except when exercising the right of reply to a motion, making an explanation or clarifying a point,
- 6.8.7.5 the mover of a motion shall have 4 minutes to present the argument and 2 minutes to respond if the right to reply is exercised and other speakers shall be limited to 3 minutes, and
- 6.8.7.6 voting shall be decided on the voices unless a division is called for by an eligible voter.

## 6.9 General

- 6.9.1 A statement on the purpose and management of an Institute shall be included in the program of each Institute so that participants may be informed of its background and objectives.
- 6.9.2 As a regular part of the Institute program, the Institute keynote address shall be given to recognise those Australian Rotarians who have served as President. Such an address shall be titled “*The Australian Past Rotary International Presidents’ Address*” and may incorporate a toast to RI. The selection of the speaker, subject matter and title shall rest with the Institute planning committee and be subject to the approval of the convenor.
- 6.9.3 It is suggested that each district undertake the payment of expenses of its governor and incoming governor(s) in attending the Institute.
- 6.9.4 The Institute may appoint, re-appoint or disband standing committees from time to time as required.
- 6.9.5 An edited summary of the Institute resolutions, which are still relevant, shall be circulated to the Institute each year.
- 6.9.6 On those occasions when the editor of RDU is not a participant, the editor shall be invited to register in order that the proceedings may be reported in the regional magazine and that Institute participants may meet and maintain liaison with the editor and discuss the magazine with the editor.
- 6.9.7 The Australian Rotary Youth Exchange Programme Chair’s Conference shall be Invited to report on an annual basis to the Institute.

## Rule 7

### Terms Of Reference For Institute Committees

#### 7.1 Institute Planning Committee

##### 7.1.1 Purpose

Under the direction of the convenor of the Institute, make all arrangements necessary for the conduct of the Institute.

##### 7.1.2 Responsibilities

Its responsibilities are to

- 7.1.2.1 arrange venues, facilities and social functions and all matters pertinent to the running of the Institute,
- 7.1.2.2 develop and carry out the agenda of the Institute in relation to topics, speakers, chairmen, moderators, recorders, general format

and timing, subject to the approval of the convenor,

- 7.1.2.3 give early and clear directions to the treasurer so that a detailed budget may be prepared,
- 7.1.2.4 invite proposals for resolutions, appoint a resolutions sessions chairman and conduct resolutions sessions in accordance with rule 6.080,
- 7.1.2.5 invite nominations for vacancies on Institute committees and conduct ballots in accordance with rule 6.7,
- 7.1.2.6 take such action necessary to ensure nominations, proposed resolutions and decisions essential for future Institutes,
- 7.1.2.7 ensure continuity by co-operating with the planning committee of the next Institute and transferring to the chairman all records and documents including the audited financial statements, resolutions and record of election and the balance of funds after payment of all outgoings,
- 7.1.2.8 conduct an evaluation for the benefit of the next convenor and committee,
- 7.1.2.9 provide secretarial services to the Institute,
- 7.1.2.10 circulate a copy of current resolutions to all participants,
- 7.1.2.11 forward to the records management committee data as required by rule 7.7,
- 7.1.2.12 prepare a report on proceedings of the Institute and distribute copies to participants (and non-participating past officers at their cost) within 3 months of the conclusion of the Institute,
- 7.1.2.13 include in the report a list of the members of all Institute committees, with their period of service,
- 7.1.2.14 provide an audited statement of income and expenditure for adoption at the following Institute,
- 7.1.2.15 make prior arrangements for the block booking of suitable accommodation and manage the complete registration procedure, and
- 7.1.2.16 provide aides for all official guests.

#### 7.1.3 Membership

The management coordinator, secretary and treasurer should come from the area surrounding the venue.

#### 7.2 Australian Vocational Advisory Committee (AVAC):

##### 7.2.1 Purpose

Each three (3) years to review the Vocational Service Directors Guide, whose purpose is to make available information on projects and ideas that will stimulate the thinking of each Rotarian and assist him/her in putting into practice the principles and ideals outlined in the second part of the Object of Rotary.

##### 7.2.2 Responsibilities

Its responsibilities are to

- 7.2.2.1 review every three years the Vocational Service Director’s Guide, which is available through RDU for distribution to the assistant governors, governor’s group representatives, vocational service chairmen and Rotary and Rotaract clubs,

7.2.2.2 report to each Institute on the operations of the committee and their recommendations for future action,

7.2.2.3 Ensure that RDU delivers one handbook to every new district governor-elect of the time at the Directors Briefing Weekend each year, as a preliminary to delivering a bulk supply to each district for every vocational service director of each district assembly.

### **7.2.3 Membership**

7.2.3.1 The committee, elected each three (3) years, shall consist of 3 members who shall serve commencing on the 1<sup>st</sup> day of July following their election at an Institute.

7.2.3.2 The committee shall not necessarily be members from the same Rotary district.

## **7.3 Rotaract Representative Training Programme Committee**

### **7.3.1 Purpose**

To conduct, on behalf of the governors, an annual training program for incoming Rotaract district representatives held at a venue in Sydney or Melbourne on a 2 yearly rotation.

### **7.3.2 Responsibilities**

Its responsibilities are to

7.3.2.1 make all arrangements for and ensure the successful conduct of the annual program involving all available incoming district representatives,

7.3.2.2 obtain overall approval for each program in regard to content and costs from the governor in whose district the venue lies and to operate within such budget limits,

7.3.2.3 maintain such books of accounts for each program as can be duly audited and shall demonstrate the financial accountability of the committee to the governors at the next following Institute,

7.3.2.4 facilitate continuity by providing to the next chairman full records of previous programs, and

7.3.2.5 report to each Institute on the previous program and to make any appropriate recommendations.

### **7.3.3 Membership**

7.3.3.1 A chairman shall be elected at alternate Institutes for a 2-year term coinciding with the 2-year venue cycle. Nominations shall be accepted only from districts in the general area of the venue city.

7.3.3.2 Members, as required by the chairman and not necessarily from the same district, shall be appointed by the governor in whose district the venue shall be located.

## **7.4 National Youth Science Forum Liaison Officer**

### **7.4.1 Purpose**

To act as a liaison between participating districts and the executive of the National Youth Science Forum (the executive).

## **7.4.2 Responsibilities**

Its responsibilities are to

7.4.2.1 maintain contact with the executive to ensure that Rotary concerns and requirements are understood and accepted,

7.4.2.2 maintain contact with governors of participating districts to ensure that they are fully informed of the requirements of the executive and of the administration of the program, and

7.4.2.3 report to each Institute on the activities of the previous National Youth Science Forum and to advise on any appropriate action that is required.

### **7.4.3 Membership**

The National Youth Science Forum liaison officer shall be elected at each Institute for a 3-year term.

## **7.5 History And Archives Committee**

### **7.5.1 Purpose**

7.5.1.1 To select and preserve archival material for retrieval when required.

7.5.1.2 To publish historical material in the future as may be determined by the Institute.

### **7.5.2 Responsibilities**

Its responsibilities are to

7.5.2.1 obtain information from all Rotary clubs and districts and from other available sources concerning significant Rotary activities,

7.5.2.2 seek information annually about significant Rotary activities from all the above sources, select material for permanent preservation, establish a Rotary archive and supervise the lodgement therein of the material selected,

7.5.2.3 publish future historical works and provide access to archival material as determined by the Institute,

7.5.2.4 negotiate with the management committee of RDU for the provision of the necessary professional services and facilities to meet the purposes of the committee,

7.5.2.5 develop a viable financial plan for the project and take any necessary action to maintain progress, and

7.5.2.6 report to each ensuing Institute and obtain approval for action taken or proposed.

### **7.5.3 Membership**

7.5.3.1 The committee shall consist of 6 members, 2 of whom shall be selected by the Institute each year to serve for a term of 3 years. Members having served for 1 term may be re-elected to serve 1 further term. The committee will have the power to co-opt.

7.5.3.2 The committee shall elect from amongst its members a chairman and a secretary.

## **7.6 Records Management Committee**

### **7.6.1 Purpose**

To manage the computerised record of Institute resolutions, elections and other necessary data and to ensure the ongoing integrity of such records.

### **7.6.2 Responsibilities**

Its responsibilities are to

7.6.2.1 direct and supervise the Institute master file of records established on the RDU data bank

including at least: resolutions - election results - committee members and duration of membership - financial statements and other reports.

**7.6.2.2** advise each planning committee chairman on:

**7.6.2.2.1** the administration of standard procedures for proposed resolutions,

**7.6.2.2.2** the current membership of all committees,

**7.6.2.2.3** vacancies on committees and any statutory offices for which nominations shall be called, and

**7.6.2.2.4** the standard format to be used for ballot purposes.

**7.6.2.3** obtain from the Institute secretary at the conclusion of each Institute:

**7.6.2.3.1** details of all resolutions “carried” and “not carried”,

**7.6.2.3.2** results of all elections and any casual vacancies filled at the Institute,

**7.6.2.3.3** an audited statement of receipts and expenditure, and

**7.6.2.3.4** the “Record of Proceedings” of the Institute,

**7.6.2.4** ensure that all those records under rule 7.7.2.3 are incorporated in standard format into the relevant sections of the master file and made secure for future use,

**7.6.2.5** provide access to the master file for approved Rotary purposes,

**7.6.2.6** confer with successive convenors and chairmen to ensure that the management of the Institute records is appropriate for future needs and to take any action practicable to meet such needs, and

**7.6.2.7** review the management of institute records from time to time and to advise the Institute of any action required to ensure their integrity, continuity and accessibility into the future.

### **7.6.3 Membership**

**7.6.3.1** The committee shall consist of 3 members.

**7.6.3.2** One member shall retire each year and each Institute shall elect 1 member to serve for 3 years.

**7.6.3.3** The chairman shall be the member serving the final year of his/her term.

**7.6.3.4** Past members of the committee may be elected to the committee after a break of a 3 year term.

## **7.7 Insurance Committee**

### **7.7.1 Purpose**

To establish and promote common insurance cover for all Rotary activities carried out by clubs in Australia, Papua New Guinea and Solomon Islands.

### **7.7.2 Responsibilities**

Its responsibilities are to

**7.7.2.1** negotiate with insurance companies and brokers the most cost effective common insurance cover for Rotary activities carried out by clubs in Australia, Papua New Guinea, the Solomon Islands and Timor Leste as listed in rule 7.7.2.1.3 below (“the Scheme”) and advise incoming governors of

**7.7.2.1.1** within reasonable commercial in confidence limits, the process, course and

outcome of the renewal negotiations for the Scheme for the coming year;

**7.7.2.1.2** the cost, terms and conditions, extent and level of the cover available for the coming year with an emphasis on changes from the earlier cover;

**7.7.2.1.3** the administrative action necessary to ensure that their district committees, Rotary clubs, Rotarians, Rotaractors, Interactors, GSE teams and volunteers are covered;

**7.7.2.1.4** the most recent claims records for each district and the Scheme as a whole; and

**7.7.2.1.5** areas of concern to the Committee, its brokers and/or underwriters and recommendations to address those areas;

**7.7.2.2** provide incoming governors with information, material and, where practicable, personnel to train district and club officers in:

**7.7.2.2.1** providing accurate and timely information to the committee;

**7.7.2.2.2** risk management;

**7.7.2.2.3** policy terms and conditions;

**7.7.2.2.4** claims and scheme administration; and

**7.7.2.2.5** matters of concern to the committee.

**7.7.2.3** confer with current district governors regarding the effectiveness of the present cover and administrative arrangements,

**7.7.2.4** consider from time to time the adequacy of the insurance cover in light of legislative and social change, and

**7.7.2.5** report to each Institute.

### **7.7.3 Membership**

**7.7.3.1** The committee shall consist of 3 members

**7.7.3.2** Thereafter, a member shall retire and each Institute shall elect 1 member to serve for 3 years.

**7.7.3.3** The chairman shall be the member having served the longest period on the committee.

**7.7.3.4** The chairman shall have the power to co-opt.

## **7.8 Rotary Youth Programme Of Enrichment (RYPEN)**

### **7.8.1 Purpose**

**7.8.1.1** To liaise with all districts in the zone so as to improve and extend RYPEN, to enhance its effectiveness and strength, and advise on improvement or changes.

**7.8.1.2** To assist in further extension of RYPEN outside the zone when requested.

### **7.8.2 Responsibilities**

Its responsibilities are to

**7.8.2.1** contact Australian districts and obtain reports on management, operation and effectiveness of RYPEN programs held in districts,

**7.8.2.2** brief incoming governors on the worth, current status and operation of RYPEN and encourage its extension,

**7.8.2.3** respond to requests from overseas districts with the object of encouraging them to initiate RYPEN seminars, assisting with information and experience of Australian programs, and

**7.8.2.4** report to each Institute on the current status of RYPEN in Australia and overseas.

### **7.8.3 Membership**

**7.8.3.1** The committee will consist of 3 members.

**7.8.3.2** A chairman shall be elected by the members of the committee. One member shall retire on rotation each year, to be replaced by a member elected at the Institute.

## **7.9 The Siemen Science Experience Committee Representative**

### **7.9.1 Purpose**

To provide Rotary representation on the National Committee of the SIEMENS Science Experience.

### **7.9.2 Responsibilities**

Its responsibilities are to report to the Institute on the activities of the committee and to maintain a liaison between all districts in the zone and the committee.

### **7.9.3 Membership**

The representative shall be elected every second year and shall serve for 2 years.

## **Rule 8 Finance**

**8.1** Subject to rule 8.3, each Institute should be financially self-supporting through registration fees and voluntary donations (including goods and services) and the convenor shall make every effort to contain costs whilst maintaining a standard appropriate to the occasion.

**8.2** The Institute should aim to maintain accrued reserves of \$40,000, to pay essential booking fees, deposits and advances for the Institute and the subsequent Institute.

**8.3** If the accrued balance transferred to the Institute from the preceding Institute exceeds \$40,000, the Institute

may budget to use that excess to subsidise registration fees, provided that the total amount of the budgeted subsidy should not exceed \$10,000

## **Rule 9 Report**

**9.1** A report on Institute proceedings shall be provided to each Rotarian participant (or non-participating past officer at cost) not later than 3 months after the closing of the Institute.

**9.2** This report shall include:

**9.2.1** verbatim or summary report of all speeches, presentations or discussions held during the Institute,

**9.2.2** a record of all resolutions passed by the Institute,

**9.2.3** a statement of income and expenditure of the Institute, and

**9.2.4** the result of elections and appointments by resolution of the Institute with a listing of current membership of all committees.

## **Rule 10 Amendments**

**10.1** These rules shall be amended by the Resolutions Procedure, as set out in rule 6.8.

**10.2** Where a conflict exists between these rules, or any proposed amendment to them, and the constitutional documents of RI, or any requirements issued by RI for the conduct of Zone Institutes, the RI material shall prevail.