

ROTARACT DISTRICT ORGANIZATION, RID 3291 GUIDELINES

Rotaract District Organization, RID 3291 Rotary International District 3291

SECTION I: DEFINITIONS

1. "RI" shall mean Rotary International
2. "Rotaract Club" shall mean a body of individuals registered under a certificate received from RI and functioning as the youth wing of a Rotary Club within the territorial limits of RI District 3291
3. "RI District 3291" shall mean geographical area defined by Rotary International. It can alternatively be referred to as "RID 3291"
4. "District Governor" shall mean a member of Rotary Club, who is the OFFICIAL REPRESENTING R.I. in RID 3291
5. "DRR" shall mean District Rotaract Representative, the ELECTED leader of the Rotaract movement IN RID 3291 responsible for the affairs of ROTARACT IN R.I.D 3291
6. "Club President" shall mean the leader representing a Rotaract Club and LEADER responsible for the affairs of the Rotaract Club
7. "Rotaract District Council" shall mean a district wide administrative body, comprising of the DRR, the District Governor, DRCC and members nominated by the DRR, alternatively referred to as RDC
8. "Rotaract District Organization" shall mean a body comprising of the District Rotaract Council and the Rotaract Club/s
9. "IPDRR" shall mean "Immediate Past DRR" who has held the position of DRR in the preceding Rotaract Year
10. "DRR-Elect" shall mean the person elected to the post of DRR for a specified Rotaract year.
11. "Rotaract Year" will be the same as the Rotary Year and shall mean a period of twelve months starting July 1 to June 30 (including both days) of the following calendar year
12. "RI Secretariat" shall mean office of the Secretarial Committee of Rotary International
13. "Rotaractor" shall mean a bonafide member of a Rotaract Club in RID 3291, unless otherwise specified
14. "District Dues" shall mean amount to be paid by a club to RDC on behalf of Rotaractors of the said club
15. "Eligible Clubs" shall mean clubs, eligible for awards, which have paid their District dues by prescribed dates
16. "DRC" or "District Rotaract Committee" shall mean a committee appointed by Rotary District Governor to guide and monitor Rotaract activities in RID 3291
17. "DRCC" or "District Rotaract Committee Chair" shall mean an individual nominated by Rotary District Governor
18. "RCC" means Rotarian(s) nominated by the Rotary Club President to coordinate and monitor the activities of the Rotaract Club/s sponsored by them

SECTION II: NAME OF THE ORGANIZATION

1. The name of the Rotaract District would be Rotaract District Organization, RID 3291
2. The term of office of the District office bearers would be from 1st July to 30th June.
3. The Rotaract District Organization, RID 3291 shall be comprised of the Rotaract District Council [who would provide for training of club officers, advice and support club project initiation, review proper functioning of clubs as per RI norms and coordinate Public Relations activities for Rotaract at District level] and Rotaract Clubs sponsored by Rotary Clubs within the territorial limits of RI 3291 [who must maintain regular communication with the DRR, continually inform of all actions taken by the club and support the initiatives of the Rotaract Council]

SECTION III: GOVERNING BODY

1. There will be a Rotaract District Council to govern the affairs of the Rotaract District 3291.
2. The head of the District Council will be the District Rotaract Representative (DRR).
3. The members of the District Council [except the DRR, IPDRR and DRR (E)] shall be nominated by the DRR keeping in view the best interests of the District activities.
4. The District Council shall consist of the DRR, IPDRR, DRR (E), District Secretary(s), District Treasurer, District Directors, Zonal Heads, and any other necessary portfolio as deemed fit by the DRR.
5. The members of the District Council, except the DRR himself, should preferably be Past Presidents or any other active member in good standing who has participated in Club and District events and has been a Rotaractor for at least 6 months.
6. The responsibilities and duties of each of the District Council Members shall be defined by the DRR and informed to the Presidents of the clubs during the President's Training Sessions.
7. The District Council shall look after all important aspects of the working of the Rotaract District Organization, RID 3291 and shall also help the DRR.
8. The District Governor, the Advisor to District Rotaract Committee, and the District Rotaract Committee Chair shall be the ex-officio members of the Rotaract District Organization, RID 3291.
9. MEETINGS
 - i. The District Council shall meet at regular intervals in the year. Meetings shall be held at a date and venue as notified by the District Secretary adequately in advance to all the District Council members, preferably at the end of each meeting.
 - ii. The DRR shall preside over all meetings of the District Council. In his absence, he may appoint any Council member to conduct the proceedings.
 - iii. The minutes of the District Council meetings will be read out or circulated appropriately and confirmed by the District Council members present at the end of the meeting. It will be signed by the DRR (the Council member appointed by the DRR to conduct that particular meeting, in the absence of the DRR) and counter signed by DRCC or DG in the absence of the DRCC.

SECTION IV: DISTRICT FUND

1. Each Club shall pay to the District Fund as follows
 - a) District Dues will be **Rs 250 per member per annum** based on membership strength of the Club with a contribution of minimum 15 members or based on the membership as on the date of payment, whichever is higher by **30th September** of the current Rotaract year
 - b) Any member joining the club in the current Rotaract year will have to pay the District Dues as per the slabs mentioned above
 - c) Once a member leaves or gets terminated from the club, his Dues will not be adjusted with any member joining thereafter

In case the clubs fail to pay any of the above dues mentioned in Section IV - 1 (a), (b) & (c); it will invite the following penalties:

- i. Cannot nominate candidate for the post of DRR.
- ii. Cannot vote at the DRR's Election.
- iii. Cannot bid for further District Events.

Further, if the club fails to clear the above mentioned dues by **31st December** of the current Rotaract year, only then shall it not qualify for the Rotaract District Awards

2. The clubs shall pay the above mentioned dues for its members inducted on or after 1st July of the current Rotaract year, for all members who will join the respective clubs in that Rotaract year. However, clubs who do not have 15 members but have paid dues for them in advance need not pay till the induction of the 15th member, after which they will have to pay the dues at the above mentioned rates.
3. The District Fund will be kept in a Bank under the title "**Rotaract District 3291** " which shall be operated by the DRCC, DRR and any District Council member
4. The authorized signatories will be selected as deemed fit by the DG, duly passed as a resolution in the District Rotary-Rotaract committee meeting. Mandate of operation: Any two signatories out of the above three where the Signature of DRCC is a must.
5. Any balance in the District Fund shall be handed over to the incoming DRR or transferred to next year's District Account. Any liabilities or deficit will be borne by the sitting DRR
6. The District accounts have to be audited and presented to all the Clubs by **30th September** of the next Rotaract year and approved in the coming Rotaract District Conference
7. A Club will be deemed inactive which has not paid all dues to the District Fund by **30th April** of the current Rotaract year and will be under inactive status in the District record till it pays the same. No correspondence will be done with a inactive club

SECTION V: MAJOR DISTRICT EVENTS

1. The major District Events shall be the Rotaract District Conference and the Rotaract District Assembly and preferably one event on Professional Development & one event on World Understanding & Peace.
2. The DRR shall arrange for Rotaract District Assembly preferably in the month of June prior to starting his tenure from July onwards. The Rotaract District Conference shall be preferably held every year in the months of January / February or as deemed fit by the DRR
3. A minimum of 30 days' notice would be given as regards to the Rotaract District Conference and preferably a fortnight's notice for other district events.
4. The DRR shall look to the convenience of the District Governor and District Rotaract Committee Chairperson before fixing the dates of the Rotaract District Assembly and Conference.
5. The bids for the incoming Rotaract District Assembly and Rotaract District Conference should be called for and presented at the current Rotaract District Conference.
6. Clubs wanting to bid for hosting the above two major events should furnish their bids with adequate details and also present a copy of the resolution in a Regular Club Meeting approving the decision to host the same.
7. The DRR will not be liable to reimburse any part of the expenses incurred by the host Club(s) for hosting the above two events.
8. The DRR at his discretion shall allocate appropriate amount of funds for the I.D.Y.E.P. teams according to funds available for the above purposes.
9. The Rotaract District Council shall organize Rotaract District Awards preferably in the month of June.

SECTION VI: DISTRICT ROTARACT REPRESENTATIVE

1. Election of District Rotaract Representative

The DG shall invite the nominations for the District Rotaract Representative for next Rotaract year by notification in the email/letter to the clubs in the District at least 21 days before the day of election

2. Norms of Eligibility for the District Rotaract Representative

- a) Must have served as a Rotaract club president or as a member of the District Rotaract committee for one full term before taking office
 - For a member who has Revived a club - 9 months / 250 days
 - Old /new club in action from July 1st - 12 months
- b) Must have served as a Rotaractor for at least three years
- c) Must be a member in good standing having no financial liabilities towards any Rotaract Club or Rotaract District Council
- d) Must be a member of the Club which sponsors him/her for at least one year
- e) By submitting his candidature the candidate undertakes to be stationed at Kolkata during his/her tenure as DRR, and shall submit evidence in support of their present occupation in the city. In case the candidate has to relocate to another city due to transfer by employer, change of job or assignment, or any other exigency, he/she shall relinquish his/her office. They shall report such circumstances least a month before date of relocation, in order to facilitate appointment of a new DRR. They shall undertake to continue with the duties and responsibilities of the office until the new DRR takes charge
- f) In cases when the DRR relinquishes his office due to relocation, or submits a resignation owing to other causes, or is unable to meet the requirements of his office due to unforeseen circumstances, the new DRR shall be nominated by DG & District Rotary-Rotaract Committee

3. Provided that the above provisions are fulfilled, the nomination papers consisting the following shall reach the DG at least 15 days before the election date:
 - a) Nomination paper duly filled in and signed by the Rotaract club president and secretary, sponsoring Rotary club president and the candidate
 - b) Full bio-data of the candidate
 - c) 2 (two) PP size photographs
 - d) A letter from the candidate expressing his/her consent to be a candidate
 - e) Attested copy of Birth certificate of the candidate/ Date of Birth Proof of candidate
 - f) Resolution of the General meeting of the club in which the decision of nominating the candidate was taken, duly signed by the Rotaract club president and secretary
 - g) Documentary evidence to satisfy the requirement as stated in 2(e)

On receipt of the above documents, The District Election Committee (appointed by District Governor) will scrutinize the nominations. The District Governor will circulate the name & bio-data of the candidate(s) to all the Rotaract clubs at least 07 days before the Election.

4. District Election Committee
 - a) On the receipt of the above documents, the District Election Committee will scrutinize the nominations
 - b) The District Election Committee will be appointed by the DG and DRR comprising of 3 Rotarians and 3 Rotaractors
 - c) The election committee will scrutinize the documents and express the bonafidity of the nominations
 - d) After validation of the nominations and documents the DG will circulate the name and bio-data of the eligible candidate/s to all Rotaract clubs at least 07 days before the date of election
 - e) The rights are reserved to call for any document and club records to testify regarding nomination or voting rights and the decision of the District Governor, on any dispute shall be final and binding
5. Number of votes per Club
One (01) Vote per club
6. A Club is entitled to vote if
 - a) The president is present in person. In case the president is not able to be present in person then he/she may send his/her club member, in good standing, with a letter of authorization in the club letterhead, duly signed by the club President & Secretary/(s) or through an email from the registered email address of the club President
 - b) Must clear off all District dues by 30th September of the current Rotaract year
 - c) Must have no outstanding payments towards the District Fund for the current Rotaract year as on the last date of filing the nomination
7. Election Procedure
 - a) If there are two candidates, voting will take place by secret ballot. When there are more than two candidates, single transferable ballot procedure will be applied. This means instead of giving only one vote, the club will have to decide on preferential votes, i.e. which candidate is the first preference, second preference, third preference and so on. After the count of the 1st preference votes, the candidate who gets clear majority (50%+) will be declared elected. If no candidate gets a clear majority, the candidate with the minimum votes is eliminated and his second preference votes are added to the first preference votes of the other candidates. If even then no candidate gets a clear majority, the third preference of the eliminated candidates will be considered. This process will go on until one candidate gets the majority votes. A ballot which indicates less than available choices is counted only for the choices marked. The rights are reserved to call for any documents and club records to testify regarding nomination or voting rights and the decision of the District Governor on any dispute/tie shall be final
 - b) In case of a tie, if there are two candidates, members of the District Rotaract Election committee cast secret ballots which are only counted in the event of a tie.
8. New clubs and Revived clubs(A club formed or revived before December 31 of the current Rotaract year) is entitled to vote if it
 - a) Has received the formal charter from Rotary International/sponsoring Rotary club
 - b) Clears all financial liabilities towards the district
 - c) Has submitted completed club roster to the DRR and sponsoring Rotary club with necessary support documents

All election disputes shall be resolved locally by the District Governor in consultation with the District Rotaract Chair. RI will not intervene.

SECTION VII: NO OBJECTION CERTIFICATE

1. Any member changing membership to some other Rotaract Club from his / her present club has to take a No Objection Certificate from his/her present Club and only then can become the member of another Rotaract Club.
2. A No Objection Certificate has to be granted by the Rotaract Club if there are no financial dues of the member requesting for No Objection Certificate. This certificate should be furnished within 15 days from the date of written request made by the member.
3. In case the Club takes a vindictive stand and does not give a No Objection Certificate, it can be issued jointly by the sponsoring Rotary Club President and the DRR.

SECTION VIII: DATE OF BIRTH

The DRR has been empowered with the right to ask for a verification of age of any Rotaractor of any Rotaract Club of Rotary International District 3291, if he feels that the concerned Rotaractor is either below 18 years of age or above 31 years of age (this has been done to enforce the age limit of Rotaractors i.e., 18 to 31 years in the true spirit). All clubs therefore have been requested to submit the date of birth of their members mentioning the years of birth for the publication in the Rotaract District Directory.

SECTION IX: CLUB PRESIDENT

To be eligible to qualify as a President of a Rotaract club, the name of the same will have to be declared by Rotary International

SECTION X: DISTRICT PUBLICATION

1.
 - a) The District Communication Committee shall publish the DRR's Newsletter at a regular interval.
 - b) To avoid complaints of postal delay, the Newsletter will be as far as possible hand-delivered in the District events or hosted in the District Website. If there is no District Website and a club fails to make its presence in the District event, the Newsletter shall be posted to the club within a week from the date of such a District event.
 - c) The Newsletter will reach all the Rotaract Clubs of our District, Rotaract District Council members, all members of District Rotaract Committee, District Governor, District Governor (E), I. P. District Governor, Inner Wheel Chairperson, District Interact Representative, DRCC, all the sponsors and well-wishers of the issue and all others as deemed appropriate by the DRR.
2. It is the responsibility of the District Publication Committee of the current Rotaract year to coordinate with the District Publication Committee of the next Rotaract year and publish the Rotaract District Directory of the next Rotaract year.
3. Efforts will be made that Rotaract District Directory is released in the District Installation of the next Rotaract year. They will be delivered on the basis of advance booking only at the concessional rate. For those who do not take the advantage, it will be available at a revised rate.
4. For the purpose of publication of the Rotaract District Directory the Rotaract Clubs shall submit the name of the President and Secretary of the next Rotaract year to the DRR (E) of the current Rotaract year within 31st March and shall submit the Club Roster within 30th April. The Club Roster must be supported with proof of every member's name, date of birth and address

SECTION XI: DISTRICT AWARDS

1. The format and procedure of the awards and the criterion for selection shall be determined by the DRR and the Rotaract District Council and shall be informed to the Club Presidents at least 45 days prior to the date of the Rotaract District Awards.
2. The Rotaract Clubs have to submit Club Reports to the DRR. The periodicity shall be determined by the DRR and the District Council members before the commencement of the year and informed to the Club Presidents during the Presidents' Training Sessions.
3. Clubs who have not cleared their District Dues within **December 31st** and/or have not submitted completed Club Roster in time with regular membership updates shall not be eligible for District Awards. [Not applicable for new Clubs chartered after December 31]

SECTION XII: AMENDMENTS

1. Any club which wants amendments in the District Guidelines section III, IV, V, VI, VII, VIII, IX, X and XI shall send its proposal to the DRR and the DRCC at least 30 days before the District Conference or District Assembly via email or on the club letter head duly signed by the club President
2. Proposals can also be sent by the Rotaract District Council and District Rotary-Rotaract Committee. They have to follow the same procedure as of the club(s). The proposal should be duly signed by the person concerned
3. No meeting of members of Rotaract clubs beyond the club level shall have any legislative authority nor shall be so organized as to give the appearance of having such authority. Nevertheless, such a meeting may include ideas which might be of value as advisory observations to those involved at the district or other levels of Rotaract administration. If there is any amendment, it has to be passed by the District Rotary-Rotaract committee
4. All amended Guidelines shall be informed to District Governor who must confirm the same and inform all Rotary Clubs who have sponsored Rotaract Clubs
5. Nothing in these District Guidelines shall contravene any provisions of the Rotary International Statement of policy relating to Rotaract club or the Standard Rotaract Club Constitution, Standard Rotaract Club By-Laws and Rotary International Principles and Manual of Procedures & Code of Procedures