**Rotary District 1220 Standing Orders**

**Version 2023 agreed at District Council on February 4th 2023**

Last amended November 21st 2020

 Part One

# 1. DISTRICT GROUPINGS

1. The District shall be divided into identifiable groups as determined from time to time by the District Council. The Clubs in the District shall be allocated to such Groups preferably within their geographical location and taking into account the desirability as far as possible of maintaining an equal number of Clubs in each Group.
2. In order to save time and unnecessary travel, the clubs in each Group may hold Group Meetings arranged by the respective Assistant Governors to promote the interests of Rotary.
3. The District Council shall examine periodically the composition of the Groups, and on advice from the District Executive Committee may make such changes as deemed to be advisable.

# 2. OFFICERS OF THE DISTRICT COUNCIL

1. The Principal Officers of the District Council shall be the District Governor, the

Immediate Past District Governor, the District Governor Elect, the District Governor Nominee, the Assistant Governors, the District Secretary, the District Treasurer plus the Heads of Membership and Foundation. (for information, Rotary International recommends that the Heads of Foundation and Membership are elected and/or appointed for a three year period).

1. Other Officers of the District Council shall be, the Chairmen and Co-ordinators of the Committees as defined in Clause 4, Leadership, Development and Training (LDT) Lead and the Heads of International Projects and Youth Projects.
2. The Officers of the District Council other than Foundation and Membership shall hold office for one year from 1st July to 30th June. Foundation and Membership Officers are in post for a three year terms of office.

# 3. COMPOSITION OF DISTRICT COUNCIL

The District Council shall consist of the following members: (a) The District Governor who shall be Chairman, (b) The Past District Governors provided they hold membership (other than Honorary Membership) in a Rotary Club in the District, (c) the other Principal Officers of the District Council, (d) Other Officers of the District Council, (e) one representative from each Club in the District and one further representative for every 25 or fraction thereof of its active members.

*(for illustration only:- up to and including 12 = one; 13 to 37 – two; 38 to 62 = three; 63 to 87*

*= four; 88+ = five).* The Club Representatives shall be appointed at the Annual General Meeting of each Club or other convenient meeting and shall serve on the District Council for one year from the 1st July to 30th June.

If the named Club Delegate is unable to attend, an Active Rotarian from that Club should deputise.

# 4. DISTRICT COMMITTEES

1. In addition to the District Executive Committee (see Clause 5, below) and the District Finance Committee (see Clause 13(b), below), the Committees of the District may be as follows. The District Council may from time to time, change these
2. Administration: to include: District Secretary, District Treasurer, Leadership,

Development & Training Lead, Assistant District Secretary, Zoom Officer, Health & Safety Officer, Protection Officer, Equality & Diversity Officer and Conference

Director

1. Membership
2. Service Projects: Chaired by the District Governor Nominee to include International Service and Youth Services. A Co-ordinator and Support Team will be appointed for each of these
3. Rotary Foundation
4. With the exception of Administration and Finance, each of the District Standing Committees shall have an Assistant Governor as a member.

# 5. DISTRICT EXECUTIVE COMMITTEE

1. Constitution
	1. The composition of the District Executive Committee shall be: the Principal Officers of the District Council. More than 50% of members shall form a quorum.
	2. In addition to its constituted members, the District Executive with the knowledge of the District Governor may invite any person to attend such of its meetings as they may, in their absolute discretion, deem appropriate. These people shall be entitled to speak at such meetings but shall not be entitled to vote.

1. Duties

The District Executive Committee shall:

* 1. Exercise a general supervision, under the District Governor, over the work of the various District Committees, and in particular consider and advise upon any such matters raised by any of the Chairmen or Co-ordinators thereof as may require confidential discussion including any special matters affecting the welfare of individual Clubs, provided that no allegation or complaint relating to any Club, Officer or Rotarian shall be pursued unless such Club, Officer or Rotarian have been notified in writing by the District Secretary of the full particulars of such allegations or complaint and invited to appear

before the meeting at which such allegation or complaint is intended to be investigated.

* 1. Consider in advance of each meeting of the District Council, in an advisory capacity, the Agenda of matters to be dealt with thereat and submit any suggestions and/or recommendations to the District Council which may be thought fit.
	2. Assist the District Governor in all matters affecting the welfare and organisation of the Clubs within the District, and of the District itself, and generally pursue the furtherance of Rotary principles therein.
	3. Act on behalf of, and in the name of, the District Council upon any urgent matters in which it is not possible to call a special meeting of the District Council.
	4. Submit a report of the matters dealt with on behalf of the District Council to the next practicable meeting of the District Council. In addition the District Executive Committee may –
	+ Submit resolutions direct to the District Council and move action thereon.
	+ Exercise such special functions as may from time to time be deputed to it by the District Council.

# 6. DISTRICT GOVERNOR NOMINEEE – NOMINATION OF

1. Nominations for the Office of District Governor Nominee shall be made in accordance with Rotary GB&I by-laws (under these by-laws the Rotarian elected is the District Governor Nominee for the relevant year of office, and automatically succeeds to be District Governor Elect for the next year) and District Governor in the following year.
2. The election of the District Governor Nominee shall take place at the first District Council meeting of the Rotary year. In the event of each Nominee receiving the same number of votes, the District Governor shall have the casting vote.
3. If the District Governor Elect is unable to attend the District Governor Training in the USA, he/she is unable to take up this Office, the present District Governor at this time continues for a further year.

# 7. ASSISTANT GOVERNORS

A Nominee for the Office of Assistant Governor shall be a Rotarian (except a Past District Governor or an Honorary Member) of good standing in a Club in the District for at least three years and shall have been President of a member club for a full term, preferably in the Group of the District, in which the particular Assistant Governor is to serve.

In the event of no nominations being received from Clubs within that Group nominations may be made from any other Club in the District. It is recommended that the number of AGs from one Club should be carefully considered, bearing in mind the commitment this position requires, and the effect this will have on the Club involved.

Each member Club in the District may make no more than one nomination for the Office of Assistant Governor in the particular Group in which the nominating club is situated.

Nominations to be in writing and reach the District Secretary on a date to be specified by the District Secretary which must be not less than 42 days before the meeting of the Second District Council Meeting of that Rotary year.

The District Council shall determine the number of Assistant Governors that it feels appropriate bearing in mind the guidelines as laid down by Rotary International in the District Leadership Plan.

The duties of the Assistant Governors shall be as defined from time to time by Rotary GB&I.

# 8. NOMINATIONS OF PRINCIPAL DISTRICT AND CERTAIN OTHER OFFICERS OF THE DISTRICT

Each member Club in the District may make one nomination for each of the following District Offices from the Active Membership of any Club within the District. Nominations must be in writing and must reach the District Secretary in accordance with the timescale set out in Standing Order No. 7 above. The District Officers are: Secretary, Treasurer, the Heads of Membership and Foundation and three Members of the Finance Committee.

# 9. RESTRICTIONS ON NOMINATIONS

1. With the exception of the office of District Governor Nominee, no Rotarian may be nominated for more than one Office at any one Election and no Rotarian may be appointed to more than one Office without the approval of the District Council. In all cases the consent of the Nominee must be obtained before a valid nomination is made.
2. The Financial Examiner shall be a member of a professional Accountancy Body as defined in Rotary GB&I by-laws.

# 10. ELECTIONS – NOTIFICATIONS AS TO PERIOD OF OFFICE AND VOTING PROCEDURES

1. The District Secretary shall ensure that all clubs in the District receive the names and particulars of Nominees for each of the various offices at least 28 clear days before the date fixed for the meeting of the District Council to be held no later than January in each year at which the votes cast are counted. Where there is more than one candidate for a particular office there will be an IT notified Postal Ballot and if there are more than two candidates counting will be by means of the single transferable vote. The votes cast shall be posted or delivered so that they may be received by the District Secretary (or such other recipient as may be specified by the District Council) before the commencement of the Second Meeting of the District Council each year.
2. Clubs within a Group in which a particular Assistant Governor is to serve shall have one vote at the election of the Assistant Governor for that particular Group. No one from another Group may vote.
3. The District Council at the first meeting in the Rotary year shall appoint Past District Governors and two substitutes to count the votes cast prior to, or at the Council meeting at which the results of any ballot and of any uncontested elections are to be declared. In the event of this second meeting of the District Council being

postponed due to unforeseen circumstances, the two Members or substitutes appointed by the District Council to count the votes shall proceed to do so as soon as is practicable and notify the results to the District Secretary who shall forthwith inform Clubs and candidates of the outcome.

* 1. At an Election, in the event of the Nominees receiving an equal number of votes, the District Governor shall have the casting vote.
	2. No voting figures shall be disclosed by the counters/scrutineers and all ballot papers shall be destroyed immediately following the declaration of the result of the election(s).

# 11. LIMITATIONS AS TO PERIOD OF OFFICE

1. District Governor – The term of office of the District Governor shall begin on the 1st July following election and such person shall serve for one year or until a successor has been elected as set out in Rotary GB&I by-laws (i.e. has attended the District Governor training in America).
2. Assistant Governors – Shall serve for one year but may be re-elected annually for no more than two further consecutive one year terms.
3. Other District Officers – No Rotarian shall be elected as Secretary, Treasurer, or as a

Member of the Finance Committee for more than five consecutive years. No Rotarian shall hold Office as Chairman or Co-ordinator of any District Committee or as any other Officer of the District for more than three consecutive years. These periods exclude any period served in filling a casual vacancy.

# 12. CASUAL VACANCIES

Any appointment referred to in these Standing Orders shall be made subject to the provisions of By-law 12.100 pts 1&2 Clause 10 of the Rotary GB&I By-laws.

# 13. DISTRICT COMMITTEES

1. Each District Committee with the exception of the Finance Committee shall, in addition to the Chairman, preferably comprise Active Rotarians from each Group within the District. Members shall be appointed by the Chairman or Co-ordinator of each Committee with the approval of the District Governor for the year in question.
2. The District Finance Committee shall comprise the District Treasurer (as Chairman), the District Governor Elect, The District Governor Nominee, The District Secretary, Assistant Treasurer and two Rotarians not being members of the District Executive Committee. Meetings of the Finance Committee shall be called by the District Secretary or District Treasurer.

# 14. EX-OFFICIO MEMBERS

The District Governor, the District Governor Elect, the District Secretary and the District Treasurer shall be ex-officio members of all committees.

# 15. FREQUENCY OF MEETINGS

1. District Council. The District Council shall meet not less than three times in each Rotary year, one meeting shall be held not later than mid-October and one meeting shall be held no later than the first two weeks of January.
2. Committees. Each committee shall meet not less than twice in each year.

# 16. FINANCE

1. The District Treasurer shall prepare a statement of the District Accounts and Balance Sheet annually for the year ending 30th June. The Examined Accounts shall be submitted to the District Executive Meeting prior to presentation at the meeting of the District Council as soon as possible after the end of the financial year but in any case no later than May. Copies of the District Accounts and Balance Sheet shall be circulated to each club and to all members of the District Council at least 14 days before the date of the District Council Meeting at which such accounts shall be presented.
2. The District Treasurer, in consultation with the Chairmen and Co-ordinators of each Committee and appropriate District Officers, shall prepare a budget from which all expenses are taken for the ensuing year shall be taken. This shall be submitted to the District Executive Committee at its meeting immediately preceding the District Council held not later than April 30th in any Rotary year for consideration at this meeting. Copies of the Budget shall be circulated to each Club and to all members of the District Council at least 14 days before the date of the District Council Meeting at which the budget is to be submitted for approval.
3. Any proposed Special District Event shall be submitted to the District Executive for its consideration as soon as practicable. A detailed estimate of expenditure and income for such special event shall be provided by the Committee or Officer concerned. The District Treasurer shall have copies of all Contracts signed for bookings for district events.
4. A Special District Event shall only be organised if at least two-thirds of the accredited voting representatives present entitled to vote at the meeting of the District Council have approved the holding of such Event. All charges specifically so authorised by the District Council in respect of any such Event shall be a charge on District funds.
5. No District Officer shall be empowered to commit expenditure beyond their budget, except with the authority of the District Executive Committee. The District Treasurer shall not be empowered to meet any claims in excess of the annual budget without the prior approval of the District Executive Committee. This may be delegated to the District Governor if the time available precludes a meeting of the District Executive Committee.
6. Claims for re-imbursement of expenses necessarily incurred in attending meetings or events shall be submitted to the District Treasurer within 30 days of the meeting or event taking place. Other claims for expenses incurred in District work of any nature, shall be submitted to the District Treasurer promptly every three months except expenses incurred in April, May or June which shall be submitted not later than 31st July in the following Rotary year. The District Treasurer shall not be empowered to meet claims submitted beyond the times stated, except with the consent of the District Executive Committee.
7. The District Treasurer shall include in the annual budget a sum equal to that proportion of the annual per capita dues, payable by each Rotarian, which is designated by the District Council to be used towards the business costs of the Conference.
8. The District Governor shall appoint a Conference Director.
9. Any surplus on District activities shall be placed to the credit of the District General Account, which shall be under the control of the District Council.
10. At each District Council meeting the Treasurer shall present a statement of the District’s financial position.
11. All individual items of Annual expenditure in excess of £2,000, shall be subject to competitive quotation against a standard specification on a three-yearly basis, prior to inclusion in the budget. The lowest quotation need not necessarily be accepted. All quotations shall be submitted to the Finance Committee for a recommendation to the District Executive Committee.
12. General Accounts:- The Treasurer, with the approval of the District Executive Committee, is empowered to organise and initiate any type of bank accounts, for the purpose of managing the District’s funds. The bank mandate, to cover either payment by cheque or by electronic transfer, shall be as authorised by the District Executive Committee from time to time. This permits a sole signature for amounts up to £750 but two signatures on the relevant invoice or payment request, are required before any cheque or electronic payment in excess of £750 is released. These signatures to be drawn from the current authorised bank mandate plus the current year District Governor or District Secretary.
13. The District Shop operates its separate cash book but its banking requirement is through the District 1220 bank account. The District Treasurer must operate a memorandum bank account for the District Shop within the District 1220 cash book. On an annual basis the District Shop manager shall submit his cash book to the District Treasurer so that the Shop trading results are separately identified but incorporated within the overall District 1220 annual accounts. Signing arrangements are as outlined in section 16(l) above.
14. The District Executive Committee must approve all items of expenditure in excess of £250 and not provided for in any Committee Budget or General Budget.
15. At all District events, the District Governor including their partner, and invited guests as approved by the District Executive Committee, shall be the only non-paying participants.
16. No bank account shall be opened in the name of Rotary International District 1220, or incorporating that name unless the signatories to that account are authorised in accordance with clause 16(m) of these Standing Orders.
17. All financial dealings relating to any event organised by or in the name of Rotary International District 1220 shall be made to a bank account opened in accordance with clause 16(p) of these Standing Orders.

# 17. HONORARY MEMBERSHIP

An Honorary Member shall not be qualified to hold an Office except when that person is an active member of another Club in the District and then only for that other Club. It is recommended that no more than 20% of a Club’s Membership should be Honorary Members.

# 18. CONFORMITY WITH ROTARY GB&I BY-LAWS

This district fully complies with The Constitutional Documents of RI and Rotary GB&I. They are created under the authority of Rotary GB&I By-laws, and that in the event of conflict the provision of such Documents and By-laws shall prevail. Nouns and pronouns of one gender shall include the other.

Part Two

**DISTRICT COUNCIL RULES OF PROCEDURES**

1. QUORUM

Representatives of 50% of the Rotary Clubs in the District shall form a quorum.

# 2. NOTICE OF MEETING

At least 14 days’ notice shall be given and shall be accompanied by a copy of the Agenda which shall contain the text of the resolutions of which notice has been given under Clause 4(a) hereunder.

# 3. CHAIRMAN

1. In the event of the District Governor not being present, the Council shall elect a Chairman of the Meeting from amongst the Past Officers of Rotary International present.
2. The Chairman shall have absolute authority upon all points of order and his ruling shall be conclusive.

# 4. RESOLUTIONS

1. A notice of motion submitted by any Club must be in writing, signed by the Secretary of the club and accompanied by a copy of the Minute of the particular Club. The notice of motion must be forwarded to the Secretary of the District Council at least 42 days before the meeting of the District Council at which the motion is intended to be discussed. The motion can only be seconded by a Member of another Club in the District.
2. If a motion, notice of which is specified in the Agenda be not agreed it shall, unless postponed by the consent of the District Council, be treated as abandoned and shall not be moved without fresh notice.
3. No motion once on the Agenda may be withdrawn without the consent of the District Council, and any resolutions may not be rescinded for a minimum period of six months thereafter.
4. A motion not carried after a vote shall not be proposed again for the following six months.
5. A notice to rescind any resolution previously carried must be signed by the Secretaries of at least two Clubs within the District, duly authorised by their respective Clubs.
6. The following motions may be put without notice:
	1. For the adjournment of the meeting
	2. That the meeting proceed to the next item on the Agenda
	3. That the question be now put
	4. For the precedence of any business deemed by the Chairman to be urgent
	5. For receiving, adopting, carrying out or referring back any report
	6. For the suspension of any Standing Order, a specific reason to be stated in the motion of suspension

# 5. POINT OF ORDER

Any voting member shall be entitled to ask for the decision of the Chairman on a point of order at any time.

6. CLOSURE

On a motion being moved, seconded and carried that the question be now closed.

# 7. CONTINGENCIES

Any procedural question not dealt with by these Standing Orders or by the Constitution and By-Laws of Rotary GB&I shall be determined by the Chairman.

# 8. AMENDMENTS TO STANDING ORDERS AND RULES OF PROCEDURE

Amendments to these Standing Orders and Rules of Procedure may only be made after due notice of, and voting on, motions for amendments at a District Council meeting. A motion under this paragraph shall be carried if supported by two-thirds of the representatives present who are entitled to vote.

# 9. COUNCIL ON LEGISLATION UPDATES

Council elevated the status of Rotaract Clubs. The change broadens the definition of membership in Rotary International to include Rotaract Clubs. The change is intended to increase the support that Rotaract Clubs receive from Rotary international and to enhance their ability to serve.

In many ways, the Rotaract experience will not change. Rotary clubs will still charter and sponsor Rotaract clubs. Rotaract clubs will still have their own standard constitution and their own unique club experience.

The following changes to the Bylaws of Rotary International, effective 1st July 2019, apply to all Rotarians.

* **CLUB COUNCIL –** A Club President’s term in office can be extended for up to one year when their successor has not been selected.
* **CLUB FINANCES -** Financial Reporting, The Annual Meeting for the election of officers includes the club’s mid – year financial report with current and previous year income and expenses.
* **SATELLITE CLUBS FINANCIALS –** A Satellite club’s financial statement may be audited or reviewed.
* **CHANGING CLUB NAME OR LOCATION -** Notification extension, Proposed changes to a club’s name or locality are provided to each member and the District Governor at least 21 days (currently 10 days) before changes are voted on.
* **MODERNISED LANGUAGE -** There are no longer classification restrictions on forming a club in a locality. A club may be formed even if one or more clubs are already organised in the locality. The locality of a club that conducts its activities primarily online shall be worldwide or as the club council determines.
* **DISTRICT FINANCES –** Deadline extension, within one year of serving as District Governor, an independently reviewed Annual Statement and Report of District Finances is provided to clubs in the District for their approval.
* **DISTRICT LEADER –** Without a District Governor Elect – If a Governor is unable to serve and no District Governor Elect has been designated, only a Past District Governor will serve as acting District Governor.
* **ELECTIONS** - Club Voting Strengths, A club’s voting strength is determined by the number of members (on their 1st. Of July invoice.)
* **DIVERSITY –** Clubs need a well-balanced membership that celebrates diversity.
* **CLASSIFICATION** – The classification limitation has been removed, so clubs may now determine for themselves the appropriate number of members in a particular classification. In addition, elected or appointed Public Officials are no longer prohibited from joining a club using the classification associated with their office.
* **SMALL CLUBS** - A District Governor may request the Rotary International Board to terminate clubs with fewer than SIX members.

# 10. GENERAL

Nouns and Pronouns of one gender shall include the other.