

ROTARACT DISTRICT GUIDELINES

Rotary International District 3292

SECTION I : NAME OF THE ORGANISATION

1. The name of the Rotaract District would be **Rotaract District 3292**.
2. The term of office of the District office bearers would be from 1st July to 30th June.
3. The Committee would serve Rotaract Clubs sponsored by Rotary Clubs within the territorial limits of R. I. District 3292.

SECTION II : GOVERNING BODY

1. There will be a Rotaract District Committee to govern the affairs of the Rotaract District 3292.
2. The head of the District Committee will be the **District Rotaract Representative (DRR)** working in liaison with District Governor of R I District 3292.
3. The members of the District Committee [except the DRR, IPDRR and DRR (E)] shall be proposed to DRR by respective Zonal Representatives and nominated by the DRR keeping in view the best representation of various clubs of Nepal.
4. The District Committee shall consist of the DRR, IPDRR, DRR (E), DLT, District Secretary(s), District Treasurer, Coordinators, District Directors, District Chairpersons and Zonal Representatives and Secretaries.
5. The members of the District Committee should preferably be Past Presidents or any other active, committed and resourceful members who has participated in Club and District events for at least past two years.
6. The District Governor, the Advisor to District Rotaract Committee, and the District Rotaract Committee Chairperson shall be the ex-officio members of the Rotaract District 3292.

SECTION III : DISTRICT FUNCTION

1. The District Committee shall look after all the important aspects of the working of the Rotaract District and shall also help the DRR in following task.
 - a) Administration of the District Committee
 - b) Trainings & visits to Rotaract clubs
 - c) Collection & evaluation of reports
 - d) Collection of dues
 - e) Enhance the information and communication channel among Rotaract Clubs
 - f) Help in forming new Rotaract Clubs in consultation with sponsoring Rotary Club

2. MEETINGS

- i) The District Committee shall meet at regular intervals not less than once a month in the year to discuss the updates. Meetings shall be held at a date and Venue as notified by the District Secretary adequately in advance to all the District Committee members, preferably at the end of each meeting.
- ii) The DRR shall preside over all meetings of the District Committee. In his absence, DRR (E) or District Secretary(s) may be appointed to conduct proceedings.
- iii) The minutes of the District Committee meetings will be read out and confirmed by the members present at the end of each meeting. It will be signed by the DRR and District Secretary, and circulated to all the Committee members before the next Committee meetings through emails.
- iv) There shall be a quarterly meeting with DRCC, DG and Rotary District Officials to update and review progress of the Committee whereby all major decisions for preceding quarter will be made. To ensure hierarchy and communication Committee Meetings Minutes will be endorsed and countersigned by DRCC.

SECTION IV: DISTRICT FUND

1. Each Club shall pay to the District Fund as follows
 - a) **District Dues of Rs. 100/-** per member per annum based on membership strength of the Club with a contribution of **minimum 15 members by 31st October** of the current Rotaract year.
 - b) The collection of district dues of each Rotaract clubs will be based on the detailed club service director report and compulsory membership data submitted at the time of payment, based on which an ID card will be issued signed by DRR.
 - 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 bid for further District Events.
 - iii) Cannot vote at the DRR's election.

Further, if the club fails to clear the above mentioned dues by 31st December of the current Rotaract year, then it shall **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 pay the dues at the above mentioned rates.
3. The District Fund will be kept in a Bank under the title "**ROTARACT DISTRICT 3292**"
4. Any balance in the District Fund shall be handed over to the incoming DRR.
5. The District accounts have to be audited and presented to all the Clubs by the 31st October of the next Rotaract year and approved by the coming Rotaract District Conference.
6. **A Club will be deemed suspended which has not paid all dues to the District Fund by 31st December of the current Rotaract year** and will be under suspension till it pays the same. A special meeting with Sponsoring Rotary Club will be held and a club may be terminated if deemed appropriate.

SECTION V : MAJOR DISTRICT EVENTS

1. The major District Events shall be the **Rotaract District Conference, Rotaract District Assembly, PS Meets and District Award Ceremony.**
2. The DRR shall arrange for Rotaract District Assembly tentatively in the month of May / June prior to starting his tenure from July onwards. The Rotaract District Conference shall be tentatively held every year in the months of January / February.
3. A minimum of 30 days notice should be given as regards to the date and venue of such Rotaract District Assembly and Rotaract District Conference.
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 form 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. However, Committee members including DRR shall facilitate the funding process of the event during preparatory phases.
8. The DRR at his discretion shall allocate appropriate amount of funds for the I.D.Y.E.P. teams according to funds available to minimize contribution from selected participants through recommendation of Zonal Representatives and corresponding Rotary Clubs.

OTHER DISTRICT EVENTS

1. Club Official Training Seminar (COTS)
 2. Presidents & Secretaries Meets
 3. District Fund Raising Program
 4. World Rotaract Week Celebration
 5. Other focused project themes to be conducted countrywide as per prevailing time.
- a) The bids for the above mention District Events should be called for and presented at the current Rotaract District Assembly when DRR(E) proposes his plan of the preceding year.
- b) Clubs wanting to bid for hosting the above district events should furnish their bids with adequate details and also present a copy of the resolution from Regular Club Meeting approving the decision to host the same.

SECTION VI: DISTRICT ROTARACT REPRESENTATIVE

1. Election of District Rotaract Representative

The District Rotaract Representative shall invite the nominations for the District Rotaract Representative for the two consecutive Rotaract years by notification in the letter to the clubs in the District at least 60 days before the day of election.

2. Norms of Eligibility for the District Rotaract Representative

- (a) Must have served as a Rotaractor for at least three years.
- (b) Must have served as a Past President or member of the Rotaract District Committee for at least one year.
- (c) Must be a member in good standing having no financial liabilities towards any Rotaract Club or Rotaract District Committee.
- (d) Must be a member of the Club which sponsors him / her for at least one year.
- (e) Must have submitted his / her Club accounts as President, if served as the President of the Club.
- (f) His / her nomination should be supported by Four Rotaract Clubs including his / her home club and consented from his/her zonal meeting after scrutinizing the nominations from clubs belonging to same zone based on the candidate's expertise, leadership, education background, certification of good standing, personality and his/her commitment.

Any Club in the District may nominate a candidate who is an active member of the Club provided it fulfils the following criteria

- (i) Must clear off all dues to the District Fund by 31st October of the current Rotaract year.
- (ii) Must have no outstanding dues towards the District Fund for current or any previous Rotaract year.
- (iii) Must have served his/her club actively for at least past two years.

Provided that the above provisions are fulfilled, nomination papers consisting of the following shall reach Zonal Representatives for discussion and scrutinized to finally reach the District Rotaract Representative at least 30 days before the District Conference:

- (i) Nomination paper duly filled up and signed by the Rotaract Club President, sponsoring Rotary Club President / Rotaract Committee Chairperson and the candidate.
- (ii) A full bio-data of the candidate.
- (iii) Two passport size photographs of the candidate.
- (iv) A letter from the candidate expressing his / her consent to be a candidate.
- (v) Photocopy of birth certificate / date of birth proof.
- (vi) Resolution of the General Meeting in which the decision of nominating the candidate was taken, duly

signed by the Club President and Secretary.

On the receipt of the above documents, the District Rotaract Election Committee will scrutinize the nominations. The District Election Committee will be appointed by the District Governor in consultation with the DRR. The DRR will circulate the name & bio-data of the candidate(s) to all the clubs at least 15 days before the Election.

3. Number of votes per Club

This will be based on the membership strength.

For membership strength between:

30 & less members - there will be 1 vote

31 to 50 members - there will be 2 votes

51 to 75 members - there will be 3 votes

76 to 100 members - there will be 4 votes, and so on.

4. A Club is entitled to vote if it

(a) has paid the District Dues (including current and previous years) within 31st October of the current Rotaract year.

(b) has cleared its Rotary International dues.

(c) has at least 3 registrations at the Rotaract District Conference.

(d) submits its credential form by the date mentioned in the election circular of the DRR.

(e) clears all financial liabilities (other than those in 4 (a) above) of current and previous years towards the District in any form whatsoever before the District Conference for securing voting rights.

5. New Clubs & Revived Clubs

Any new Club or revived Club which has received its charter before the District Conference and has cleared all dues to the District Fund shall be entitled to membership merit point in passing the resolutions proposed at District Conference & District Assembly.

6. Election Procedure

If there is more than one candidate, 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 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. Then it is considered in transferable.

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 Election Committee on any dispute shall be final.

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. The second club accepting the membership will inform the Committee in written.
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 District Rotaract Representative.

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 Rotaract District 3292, if he feels that the concerned Rotaractor is either below 18 years of age or above 30 years of age (this has been done to enforce the age limit of Rotaractors i.e., 18 to 30 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 : CODE OF CONDUCT

1. Consumption and sale of 'alcoholic drinks' at any Club or District events will not be allowed, and if found, will mean suspension of the club for that Rotaract year.

SECTION: X DISTRICT PUBLICATION

1. a) The District shall publish the DRR's Newsletter at a regular interval, preferably quarterly and at least bi-annually.
b) To avoid complaints of postal delay, the Newsletter will be as far as possible hand-delivered in the District events. If 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 Committee 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. Efforts will be made that Rotaract District Directory is released at District Installation or Award Ceremony. They will be delivered on the basis of advance booking only at the low-priced rate. For those who do not take the advantage, it will be available at a revised rate.

SECTION XI: AMENDMENTS

1. Any club which wants amendments in the District Guidelines section III, IV, V, VI, VII, IX and X shall send its proposal to the D.R.R. at least 30 days before the District Conference or District Assembly on the club letter head duly signed by the club President.
2. Proposals can also be sent by the Rotaract District Committee and District 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. The D.R.R. shall send these proposals to all clubs 30 days before the District Conference or District Assembly. Only these proposals shall be considered for voting in the coming Rotaract District Conference or Rotaract District Assembly.
4. These District Guidelines of which Section III, IV, V, VI, VII, IX and X may be amended or added to the existing District Guidelines at any District Conference or District Assembly by majority votes of all clubs. The voting system shall be based on Clubs membership merit points.
5. These District Guidelines of which Section III, IV, V, VI, VII, IX and X may be amended or added subject to only with the approval of the District Governor.
6. 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.

Note:

Amendments were made on Section VI based on decision made at 2nd Mini-District Conference held at Chitwan on 27th Jan 2007.

- Amendments were made Section VI, 2 (b) as must have served as a Past President and serving the Rotaract District Committee for at least two years.
- Roles & Responsibilities with authorities of District Officials to be added on separate section in above guidelines.
- Amendments done from Council to Committee and in Section VI 2(b) after reviewing by Rotary District 3292 under the initiation of District Governor Rtn. Ratna Man Shakya.

ROTARACT DISTRICT GUIDELINES WORKING COMMITTEE

1. **Mr. Anil Shrestha – Chairperson**
2. **Rtr. Avash Piya – Advisor**
3. **PP Rajesh Bajracharya – Advisor**
4. **PP Ashwin Shrestha – Advisor**
5. **Rtn. Chandra Lekha Tuladhar - Advisor**
6. **Rtn. Subodh Koirala – Advisor**