



ROTARACT DISTRICT 3300 RESOLUTIONS BOOKLET

Incorporating all resolutions up to 11 October 2015

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RESOLUTION 1/2008: GUIDELINE TO THE NOMINATION OF THE DISTRICT ROTARACT REPRESENTATIVE NOMINEE

By DRR Dinesh

Preamble: A set of guidelines which will be used in the process of electing the District Rotaract Representative Nominee which is in accordance with Rotary International and Rotary District 3300 Election Procedures

Purpose: This resolution further strengthens the selection process of selecting the District Rotaract Representative nominee.

IT IS RESOLVED THAT:-

1. Nomination of candidates by clubs

1.1 Clubs shall convene its regular meeting to discuss and suggest the candidate.

1.2 Thereafter the club shall submit to the District Rotaract Representative the following:-

- (i) The club's nomination form that endorsed the candidate.
- (ii) The candidate's bio-data.
- (iii) The candidate's letter of acceptance.
- (iv) The candidate must state in his letter of acceptance that he/she is physically and medically fit and capable to carry out the duties of a District Rotaract Representative if elected.

1.3 The candidate bio-data shall consist of the following:-

- Personal Particulars i.e) Address, age, family,background;
- Passport size photo.
- Professional and educational background.
- Rotaract Data i.e) Name of club, date of induction;
- Post (s) held in Rotaract Club(s);
- Post (s) held in district & state the activities carried out;
- Post (s) held in Non-Rotaract Organisations and role played;
- Attendance in District Rotaract Events;
- Attendance in District Rotary events & programs;

- Attendance in International Rotaract Events;
 - Significant project (s) involved in;
 - List of members proposed to Rotaract Club (s);
 - Candidates vision in Rotaract and Rotary;
 - Programmes or activities which the candidate intends to carry out should he / she successfully elected as the District Rotaract Representative;
 - Any other relevant information's.
- 1.4 The particulars in the bio-data shall not exceed four pages of an A4 size paper and shall not be smaller than font size 12. In the event the number of pages exceeds four pages, the District Rotaract Representative shall return the bio-data to the candidate who must re-submit within the dateline set and within four pages. Failure to comply again shall result in the candidate being disqualified.
- 1.5 The nomination form shall be signed by both the President and the Secretary of the candidate's club along with the sponsoring Rotary Club President and seconded by the President and the Secretary of another Rotaract club. In the case of nominating a current President, the Vice President and the Secretary of the candidate's club should sign the nomination form.
- 1.6 Clubs are only allowed to nominate or second a candidate's nomination once.

2. Qualifications of DRR – Nominee

- Must have served **1 full term** as club president of a Rotaract club (to have some proven experience running a club), *this does not include using District Board membership as a qualifying criteria as running a project or some projects is different from running a club.*
- Be a **good standing member of a club in the district**
- Be a **member in a functioning club in good standing that has no outstanding indebtedness to District**
- Be a member of one or more Rotaract club (s) for not less than four (4) years.
- **Be younger than 29 years old as of 1 July**, so that he/she is not older than 30 years old when taking over as DRR and therefore can serve as IPDRR no later than age 31
- Should have been **nominated by his/her home club of good standing** (as a sign of support) as well as **other club from another zone which is in good standing in the district** (to get support from the other parts of the district)
- Demonstrate **willingness, commitment, and ability** to fulfill the duties and responsibilities of the office of DRR

- Must **demonstrate knowledge of the qualifications, duties, and responsibilities of DRR**
- **Must have no criminal records except summary offences**
- In order to be nominated as a DRR Nominee, he/she would have had to serve a minimum of **one (1) full term at a new home club** in the event of transfer of membership and only thereafter can he/she be nominated as a DRR Nominee.

3. Attributes of DRR – Nominee

3.1 A DRR, at the time of taking office, must have completed 4 years of membership in one or more clubs and have actively attended the District Rotaract Assemblies and Conferences. DRR also should:-

- possess the esteem and confidence of his/her own club
- be a high business or professional standing, with executive ability, demonstrated in the conduct of their businesses and professions
- have their business or professional work well organized that they can give the time necessary to carry out Rotaract work
- have a thorough knowledge of Rotaract, its purposes, objectives, and constitutional documents
- be able to discuss any phase of Rotaract in a convincing manner and convey information articulate

4. Duties of the DRR Nomination & Balloting Committee

4.1 The bio-data of the candidates shall be given to all members of the Nominating Committee.

4.2 The Chairman of the District Nominating Committee shall fix the date, venue and time of the meeting (s).

4.3 In the event that any of the candidate is a direct relative of or is, or was during the current or preceding year, a member of the same Rotaract Club as any of the District Nominating Committee members, that Nominating Committee member shall discharge himself / herself from being a member of the District Nominating Committee and an alternate member shall replace him.

4.4 The Nominating Committee shall fix a date, time and venue to interview the candidates.

4.5 The candidates shall be informed of the date, venue and time of interview.

- 4.6 Any member of the Nominating Committee who does not appear within fifteen minutes after the scheduled time if the quorum of 3 rotaractors and 2 rotarians has been established, shall be automatically disqualified and shall not be entitled to participate in the Nominating Committee decisions any further.
- 4.7 Any candidates who fails to appear within ten minutes of the scheduled time shall be disqualified.
- 4.8 The Nominating Committee shall propose a series of questions which must be used for all the candidates.
- 4.9 If there are more than two candidates selected, the candidate with the lowest votes cast shall be eliminated through separate voting by the Nominating Committee members until only two candidates shall remain. If more than one candidate receives the same lowest number of votes, the committee shall determine the voting procedure to be followed provided always that no candidate may be declared the nominee unless he receives the majority of votes cast.
- 4.10 The 15 points referred to in the candidate's biodata shall be applied and used by the Nominating Committee during their discussion in choosing the final candidate.

5. Challenge

- 5.1 After a candidate has been chosen by Nominating Committee, the District Rotaract Representative shall inform all the candidates of the decision of the Nominating Committee and the right to challenge by any of the unsuccessful candidates.
- 5.2 If any of the unsuccessful candidate (s) intends to challenge the decision of the Nominating Committee, the home club must endorse the challenge through its regular meeting.
- 5.3 The challenge shall then be conveyed to the District Rotaract Representative by the home club of the challenging candidate.
- 5.4 The District Rotaract Representative shall not less then ten (14) days inform the clubs in the district of the challenge and provide the clubs with a condensed bio-data of both the District Nominating Committee's candidate and the challenging candidate (s) for the clubs' decision thereon.

5.5 Only clubs that have voted at its regular meeting to concur with the challenges shall inform the District Rotaract Representative of their decision.

5.6 Where 5 good standing clubs or 10% of the total number of clubs in the district whichever is higher, concur with the challenge, the District Rotaract Representative shall inform all the clubs that the ballot shall take place at the District Conference (or through ballot at the District Assembly if the election cannot take place at District Conference for any reasons).

6. Balloting

6.1 The balloting shall be carried out by the clubs through their respective club electors. Only clubs in good standing shall be eligible to have club electors. Club electors have to be present during the balloting. Ballot by mail is **not acceptable**.

6.2 A club shall cast its votes (s) at its general meeting held before the district conference. The ballot shall be placed in a sealed envelope (Envelope A). Envelope A shall be placed in a sealed envelope (Envelope B) bearing the club's name and signatures of the club's president and secretary and delivered to the club's elector. Such elector shall deliver Envelope B to the **District Rotaract Representative** during the ballot session.

6.3 The Balloting Committee shall validate the ballots as follows:-

- (i) It shall verify each Envelope B delivered , the seal is not hampered and is from a club eligible to vote;
- (ii) It shall verify each club delivers only one Envelope B which bears the club's name and the signatures of the club's president and secretary.

6.4 Each candidate shall be entitled to have a Rotaractor in good standing as representative with observer status only at both the credentials and balloting committees. Notwithstanding that any representative is an observer, if the Balloting Committee seeks a decision or agreement from a representative, any decision or agreement given by such representative shall be binding on the candidate appointing him.

6.5 There shall be a maximum two recounts.

6.6 The result of the ballot shall be given to the District Rotaract Representative immediately after the ballots are counted.

6.7 The candidate receiving a majority of the votes cast shall be declared DRR- Nominee for that district. If two candidates receive 50% of the votes in an election and one of the candidate is the nominee of the Nominating Committee, the nominee of the Nominating Committee shall be declared the DRR-Nominee. If neither of the candidates is the nominee of the Nominating Committee, the **District Rotaract Representative** shall select one of the candidates as the DRR-Nominee.

7. Campaigning

7.1 Rotaractors should at all times conform to the prohibitions of the RI Bylaws concerning campaigning, canvassing, or electioneering. All Rotaractors should observe this bylaws and refrain from any activity whose purpose or effect is to influence others by promoting or soliciting support for a particular Rotaractor's candidacy. Such activity is repugnant to the spirit of the bylaws and the principles of Rotary and Rotaract. This will be grounds for disqualification.

7.2 Campaigning, canvassing or electioneering is any action seeking to promote, attack, support or oppose a candidate, either directly or indirectly, in any medium, including by not limited to, seeking votes, requesting support in a forthcoming election, distributing literature or promotional materials, or other overt actions intended to promote one's candidacy for an elected District Rotaract Representative Nominee.

7.3 The period of candidacy for elective office begin when individual Rotaractor give serious consideration to submit their name for DRR –Nominee. Commencing at that time, candidates should be particularly careful to avoid any actions designed to publicize their names or achievements, call attention to the applicable nominations or elections, or give candidates an unfair advantage for the position.

7.4 The normal performance of duly-assigned Rotaract activities is not considered a violation of the policies related to campaigning, canvassing or electioneering.

7.5 Should a candidate become aware of any campaigning or electioneering activities undertaken on the candidate's behalf, the candidate must immediately and in writing express disapproval to all concerned and instruct them to terminate such activity.

7.6 Contacting clubs to inform them to request their concurrence for a proposed nomination or challenge is not prohibited provided such contact is limited to the exchange of factual information.

8. Duties of DRRN during the year preceding taking office as DRR

- be given specific responsibilities by the DRR in connection with district committees or district organisation
- be invited by DRR to attend as an observer all district meetings
- be considered by DRR for assignment to participate in the program of the district conference and assembly

***** END *****

RESOLUTION 2/2008: DISTRICT NOMINATING COMMITTEE FOR THE SELECTION OF DISTRICT ROTARACT REPRESENTATIVE NOMINEE

By DRR Dinesh

Preamble: The District Nominating Committee for the selection of District Rotaract Representative nominee comprises of 2 Rotarians and 1 alternate with 3 Rotaractors and 2 alternates.

Purpose: This resolution further strengthens the selection process of selecting the District Rotaract Representative nominee.

IT IS RESOLVED THAT:-

1. The Nomination Committee will be in accordance to grouping below:-

Main Committee:-

- a) Past District Governor
- b) District Rotaract Chairman
- c) Immediate Past District Rotaract Representative
- d) District Rotaract Representative Elect
- e) Rotaractor (Past President)

Alternate:-

- a) Past District Governor
- b) Rotaractor (Past President)
- c) Rotaractor (Past President)

2. District Nominating Committee for the selection of District Rotaract Representative nominee will comprise of 2 Rotarians and 1 alternate with 3 Rotaractors and 2 alternate which will be elected at the District Conference.
3. The Rotarians Group will consist of a Past District Governor and District Rotaract Chairman with another Past District Governor as alternative.
4. The Rotaractor Group will consist of Immediate Past District Rotaract Representative, District Rotaract Representative Elect and a Rotaractor who has served one full term as President and is

a good standing member in the District. The alternate member would also be a Rotaractor who has served one full term as President and is a good standing member in the District.

5. The Immediate Past District Rotaract Representative will be the Chairman of the District Nominating Committee.

***** END *****

RESOLUTION 3/2008: DISTRICT ROTARACT REPRESENTATIVE NOMINEE ELECTION TO BE HELD IN THE DISTRICT ROTARACT ASSEMBLY 2008

By DRR Dinesh

Preamble: Due to the set up of the new structured guidelines for the Nomination of the District Rotaract Representative Nominee in accordance with Rotary International and Rotary District 3300 Nomination Guideline, the District Rotaract Representative Nominee Election is to be held in District Rotaract Assembly 2008 instead at the District Rotaract Conference 2008

Purpose: This resolution would allow the Rotaract District to kick start a structured approach in the nomination District Rotaract Representative Nominee.

IT IS RESOLVED THAT the Rotaract District 3300 to carry out the District Rotaract Representative Election in the District Rotaract Assembly 2008 instead of in the District Rotaract Conference 2008.

***** END *****

**RESOLUTION 5/2009: DISTRICT FEES STRUCTURE FOR D3300 FROM RY 2009/2010
ONWARDS**

By DRRE Sanjeev Kumar Nanta Kumar

Preamble: To establish club dues structure in District 3300 and to state the consequences of non-payment on rights for decision-making and participation in district events.

Purpose: This resolution is to narrow the gap of fees paid for by clubs in the district. Most of the clubs with bigger membership are institutional-based and are students, thus this resolution is to lessen the burden faced by these clubs. This resolution will also encourage clubs to actively recruit members into their club.

IT IS RESOLVED THAT:-

1. Clubs shall pay RM7 as club dues for each of their members. Payment is based on members count submitted for District Awards at the end of the previous Rotary Year. Else, the last available members count shall be used. In the event clubs wanting to revise the numbers submitted, a written permission by District Rotaract Representative (DRR) must be obtained.
2. In the event that clubs have less than 10 members, a minimum of RM70 is to be paid as club dues.
3. In the event that clubs dues are more than RM200, a maximum of RM200 is to be paid as club dues.
4. Clubs that have not paid dues are not eligible to vote on any district resolution and/or participate in district decision-making.
5. Priority of all district events and activities will only be given to clubs that have paid district dues.
6. Clubs will be accorded the rights for decision-making and participate in district events once club dues have been paid to district treasurer.
7. Before submitting an Organisational List for the Charter of a Rotaract Club, its sponsoring Rotary Club shall pay a deposit of RM500 to the Rotaract District. This deposit shall be refunded free of interest to the Rotary Club after 3 continuous years' of prompt payment of District Dues by that

Rotaract Club. In the event of the Rotaract Club defaulting in the payment of such Dues during the said period, the Rotaract District shall deduct such unpaid Dues from the deposit. The deposit shall be forfeited to the Rotaract District pursuant to Point 6 of Resolution 6, if the Rotaract Club becomes defunct during that period.

***** END *****

RESOLUTION 6/2009: FORMALIZING THE ALLOCATION FOR DISTRICT EVENTS PROFIT/LOST AND CLUB DUES

By DRR Sanjeev Kumar Nanta Kumar

Preamble: District Events hosted by clubs has always follow the 80%-20% (club – district) rule, and the collection of club dues are allocated based on 50%-50% (Training/Administration Fund – Disaster Fund)

Purpose: It has always been the practice that clubs organizing district events will get 80% of profit/loss from the events and the rest is to the district. Also, to formalize the allocation of District Fund to Training/Administration Fund, Disaster Fund, Community Service Fund and Club Deposit.

IT IS RESOLVED THAT:-

1. In reality, District will only have 1 account, “District Rotaract 3300”. However, District has 2 Funds, Training/Administration Fund and Disaster Fund. From the profit of APRRC Malaysia 2007, Community Service Fund and DRR Special Fund are established. Due to Resolution 5, Club Deposit is created. Thus District has 5 types of fund.
2. Training Fund/Administration Fund can only be used for expenses incurred for training purposes (of District Exco, Clubs Board of Directors and/or members) and expenses for invited guests (Please see Resolution 8). Administration of District (e.g. District Website, rental of meeting venue, purchases for use of district, District Exco Name Tags and District Awards Winners) will tap into this fund as well.
3. Disaster Fund can only be used for Disasters (man-made or natural), local or international. Please see Resolution 7.
4. Community Service Fund is a 1-off fund. This fund can only be used for Community Service project undertaken by the District, and not by individual clubs. Once exhausted, the fund will cease to exist.
5. DRR Special Fund is also created from profit of APRRC 2007. Total amount of RM5000 is allocated for this fund, DRR can use this fund for district activities as he/she sees fit. Maximum amount DRR can have per term is RM2500. The Fund will cease to exist once this fund is exhausted.

6. Club Deposit is created, as Resolution 5 requires sponsoring Rotary Clubs of newly formed Rotaract Clubs to deposit RM500 to District Rotaract account. This deposit shall not be used by the district, except for payment of defaulted district dues by the sponsored Rotaract Clubs, as stated in Resolution 5. If the Rotaract Club ceased to be active, closed down and deregistered with Rotary International within 3 years, the deposit will be absorbed into District Disaster Fund.
7. Profit/Loss of 20% from District Events will be to/from Training/Administration Fund.
8. Club Dues will be evenly split between Training/Administration Fund and Disaster Fund.
9. Interest to account and bank administration fees (if any) of all the accounts will be to/from Training Fund/Administration Fund.

***** END *****

RESOLUTION 7/2009: CREATION OF GUIDELINE FOR USE OF DISTRICT DISASTER FUND

By DRR Sanjeev Kumar Nanta Kumar

Preamble: To set the criteria for usage of Disaster Fund.

Purpose: To assist District to identify events that can be classify as disaster and to help in decision making in using the Disaster Fund.

IT IS RESOLVED THAT:-

1. District Disaster Fund can only be used for events that are classified as disaster (natural or man-made) by governments or by (widely recognized) humanitarian bodies.
2. District Disaster Fund can only be used to purchase materials (e.g medicine, blanket, food). No monetary contribution is allowed from the fund, for disasters in area of Rotary International District (RID) 3300.
3. Point #2 applies for disasters happening outside RID3300 also, except when there is a strong presence of Rotary/Rotaract at the disaster area. For these exceptions, money contribution is allowed, provided;
 - a. Disaster relief effort is coordinated by the local District Rotaract/Rotary or;
 - b. Disaster area is not easily accessible from the point of donated materials delivery or;
 - c. The cost of purchasing materials and transportation is much more expensive than being purchase locally by the local Rotaract/Rotary or;
 - d. The receiving district is willing to provide original receipt of purchase of materials whereby all donation are accounted for.
4. Upon fulfilling Point #2 or #3, DRR can, upon his/her own judgment, decide on the need for emergency relief effort, on amount of donation and method, and will inform the district through district mailing group (d3300@yahoogroups.com). If no objection is forthcoming within the next 48 hours, DRR can activate the Disaster Fund for relief effort.
5. Any objections/queries must be answered satisfactorily and if there are changes to the method/time/amount of use, it must be implemented accordingly.

***** END *****

RESOLUTION 8/2009: GUIDELINE FOR USE OF DISTRICT TRAINING/ADMINISTRATION FUND FOR TRAINERS, SPEAKERS, GROUP DISCUSSION LEADERS AND GUEST OF HONOUR (GOH) TO DISTRICT EVENTS

By DRR Sanjeev Kumar Nanta Kumar

Preamble: To set the criteria for usage of Training/Administration Fund to pay for expenses incurred by trainers, speakers, Group Discussion Leaders and Guest of Honour (GoH).

Purpose: There is no previous guideline on how to pay for these invited guests. As a non-profit service organization, Rotaract will not pay for appearance fees for the guests. However, certain expenses can be borne by the district provided they fulfill the guidelines.

IT IS RESOLVED THAT:-

1. District Training/Administration Fund can only be used for trainers, speakers, Group Discussion Leaders and Guest of Honour (GoH) to District Events.
2. The Fund will only provide for:-
 - a. Transportation up to RM50, and maximum of RM200, reimbursable upon submission of original receipt.
 - b. Meals during the time the guests are in the District Events
 - c. Accommodation if event is held after 7pm (Accommodation will allow for maximum of 3-star hotel stay. For upgrades to the room provided, guests have to incur the extra cost)
 - d. Souvenir/Appreciation to Guests, no more than RM30 each and no more than RM200 in total. If this is exceeded, event organizers have to bear the cost.
3. Apart from the Expenses spelled out in #2, no other expenses shall be incurred by the District. Additional cost will be borne by event organizers.

***** END *****

RESOLUTION 9/2012 GUIDELINES FOR APPROVAL, DISBURSEMENT AND MANAGEMENT OF DISTRICT FUNDS (HEREINAFTER KNOWN AS “DISTRICT FUNDS GUIDELINES”)

By District Guidelines Committee

Chairperson : ADDR Kwong Chiew Ee (Rotaract Club of Ampang)
Members : DRR Sunil Hasmukhary (Rotaract Club of Damansara)
: IPDRR Sanjeev Kumar (Rotaract Club of Subang)
: DRRE Eric Chan (Rotaract Club of Kelana Jaya)
: PP James Ong (Rotaract Club of Subang)
: PP Koshla Anne (Rotaract Club of Bangsar)
: President Gus Takow (Rotaract Club of Kuala Lumpur)

Preamble: (i) *AFFIRMING* the need for proper guidelines for approval, disbursement and management of District Funds; and
(ii) *RECOGNIZING* that Clubs may need financial subsidy from the District as a start-up for major projects;

IT IS HEREBY RESOLVED THAT the District Funds Guidelines is adopted.

DISTRICT FUNDS GUIDELINES

PART A

APPLICATION PROCESS FOR DISTRICT FUNDS BY CLUBS

1. Club requesting for financial subsidy from the District for club project or club-hosted District project must submit a proposal detailing the particulars and preliminary budget of the project and the amount of subsidy requested.
2. The proposal must be sent through an e-mail to the Rotaract District Committee and the District Board one month before the date of the project.
3. Every Club may only submit an application for financial subsidy **ONCE** every Rotary Year. The District shall not entertain any subsequent application, regardless of whether the first application was in fact approved.
4. The application is deemed approved if it is adopted by votes of the majority of the paying clubs in the District Board, either during the District Board Meeting (DBM), or through an e-mail if there is no DBM before the date of the project.

5. Any proposal submitted in less than one month before the date of the project will not be entertained, save for very exceptional circumstances, and it shall be the prerogative of the DRR to bring it to the District Board. If the DRR elects to bring the matter to the District Board, the approval process as per Para 4 of this Resolution shall apply.

PART B

USAGE OF FINANCIAL SUBSIDY APPROVED BY THE DISTRICT

6. If the subsidy approved by the District is not attached to any condition or condition precedent as to its usage, the Club has the discretion to use the subsidy in a manner it deems fit, provided that it was for the project in which the application was made upon.
7. Any condition or condition precedent imposed by the District Board as to the subsidy approved to the Club must be made express and stated in broad terms.
8. In the event that the Club cannot, for whatsoever reason, fulfill the condition or condition precedent imposed, the Club should notify the District Board as soon as reasonably practicable, and seek the consent of DRR while notifying the District Board through email, to use the subsidy for other matters related to the project. In the event the District Board disagrees with the transfer of subsidy, the club would have to return the unused subsidy to the district.

PART C

SUBSIDY FOR CLUBS HOSTING INTERNATIONAL ROTARACTORS ON BEHALF OF THE DISTRICT

9. Any Club hosting international Rotaractors on behalf of the District is entitled to request for subsidy up to RM50.00 for every international Rotaractor, per person per visit.
10. To qualify for District hosting subsidy:-
 - a. District Board is confident District has enough surplus fund to allocate for the sponsorship.
 - b. In-bound Rotaractor(s) must inform District in writing (email etc) to request for hosting, and the visit must be mainly for Rotaract activities.
 - c. In-bound Rotaractor(s) must participate in at least 1 club meeting and 1 Rotaract Community Service or Professional Development project.
11. The sponsorship can only be used for:-
 - a. Travelling, accommodation and meal cost for the in-bound Rotaractor(s)

b. Banners and Souvenirs

12. Apart from the Expenses spelled out in #4, no other expenses shall be incurred by the District. Additional expenses must be borned by host.

***** END *****

RESOLUTION 10/2012: GUIDELINES FOR CONFLICT RESOLUTION

By District Guidelines Committee (an ad hoc committee commissioned by DRR Sunil on 14.11.2011)

Chairperson : ADDR Kwong Chiew Ee (Rotaract Club of Ampang)
Members : DRR Sunil Hasmukhary (Rotaract Club of Damansara)
: IPDRR Sanjeev Kumar (Rotaract Club of Subang)
: DRRE Eric Chan (Rotaract Club of Kelana Jaya)
: PP James Ong (Rotaract Club of Subang)
: PP Koshla Anne (Rotaract Club of Bangsar)
: President Gus Takow (Rotaract Club of Kuala Lumpur)

- Preamble:**
- (i) *REALIZING* the importance of a proper conflict resolution procedure in the District;
 - (ii) *RECOGNIZING* the right of every Rotaract Club to protect its interests in the District; and
 - (iii) *NOTING FURTHER* the need for a proper avenue for aggrieved Clubs to ventilate their complaints.

IT IS HEREBY RESOLVED THAT Guidelines for Conflict Resolution is adopted.

GUIDELINES FOR CONFLICT RESOLUTION

PART A

SPECIAL MEETING AND MEDIATION

1. CONVENING OF SPECIAL MEETING

- (a) Any Rotaract Club aggrieved by the action or decision of the DRR or the District shall communicate their grievances through procedures provided for under this Part.
- (b) Any Rotaract Club aggrieved by the action or decision of the DRR or the District may request for a special meeting to be held with the party complained of, representatives of all interested parties, the DRR and the Rotaract District Committee for the purposes of mediation.
- (c) The request for the special meeting must be communicated by the President of the aggrieved Club to the DRR, and District Secretary, and who is then duty-bound to forward such communication to the Rotaract District Committee.
- (d) Upon the agreement of two-thirds of the members of the Rotaract District Committee, the DRR shall convene a special meeting with the aggrieved party, the party complained against and representatives of all interested parties. Notice of the meeting shall be sent out at least one week before the day of the meeting.

2. CONDUCT OF THE SPECIAL MEETING

- (a) At the start of the special meeting, a mediator shall be appointed with a vote of the majority who are present during the meeting.
- (b) The mediator has discretion over the conduct of the mediation, but as a general rule, the party aggrieved shall be allowed to speak first. The party complained against then has the right to reply.
- (c) Whilst members of the Rotaract District Committee and representatives of all interested parties are not direct parties to the conflict, they shall also be accorded the opportunity to speak.
- (d) The proceedings of the special meeting must be recorded in verbatim, and a transcript of the meeting shall be sent to all parties two weeks after the meeting for the purpose of amendments and approval.
- (e) The outcomes or decisions agreed between the parties as a result of mediation shall be recorded and copies held by each party, the mediator and one copy each given to the Rotaract District Committee and District Board and to be held by the District Secretary.
- (f) A summary statement of outcomes acceptable to the parties involved shall be prepared for the information of the club. Either party, through the President or may call for further mediation if either party has retracted significantly from the mediated position.

PART B **ARBITRATION**

3. REQUEST FOR ARBITRATION

- (a) In the event that parties cannot resolve their differences through mediation under Part A, the party aggrieved or the party complained against may request for arbitration.
- (b) The request for arbitration must be made to the District Nomination, Resolution and Awards Chair.

4. THE CONSTITUTION OF THE ARBITRATION PANEL

- (a) The arbitration panel shall consist of three Rotaractors appointed through procedures stipulated under this Section.
- (b) Upon the receipt of the request for arbitration under Section 3, the District Nomination, Resolution and Awards Chair shall then within 3 days, communicate a request to the party aggrieved and the party complained against to nominate their respective choice of arbitrator within a stipulated time period (“party-appointed arbitrators”).

- (c) In the event that any party defaulted from nominating their choice of arbitrator within the stipulated time period, the District Nomination, Resolution and Awards Chair shall have the sole discretion to make such choice on behalf of the defaulting party.
- (d) The two party-appointed arbitrators shall then agree on the choice of a third arbitrator, who shall also be the presiding arbitrator.
- (e) In the event that the party-appointed arbitrators fail to come to an agreement on the choice of a third arbitrator, the District Nomination, Resolution and Awards Chair shall then have the discretion to appoint the third arbitrator who shall also be the presiding arbitrator.
- (f) Only Rotaractors who are in good standing in their club may be appointed as arbitrators. A Rotaractor who has acted as the mediator under Section 2(a), and representatives of interested parties who have attended the Special Meeting under Part A are disqualified from sitting in the arbitration panel.

5. THE CONDUCT OF ARBITRATION

- (a) The presiding arbitrator shall within 3 days of appointment communicate to the party-appointed arbitrators and the parties to the arbitration the date, time and venue of the arbitration.
- (b) The arbitration panel may conduct the arbitration in such manner as it considers appropriate, provided that the parties are treated with equality and that at an appropriate stage of the proceedings each party is given a reasonable opportunity of presenting its case. The arbitration panel, in exercising its discretion, shall conduct the proceedings so as to avoid unnecessary delay and expense and to provide a fair and efficient process for resolving the parties' dispute.
- (c) All communications to the arbitration panel by one party shall be communicated by that party to all other parties. Such communications shall be made at the same time, except as otherwise permitted by the arbitration panel.
- (d) In the event a party fails to appear on the day of the arbitration, the arbitration shall continue *ex parte*, expect where the party that is present agrees to the postponement of the arbitration to another date.
- (e) The arbitration proceedings shall not be open to public, and only parties to the arbitration and the arbitrators may be present. Other parties may be present only with the agreement of the parties to the arbitration.
- (f) The arbitration shall be recorded in verbatim, and transcript of the arbitration shall be sent to all parties for approval and amendments within two weeks after the arbitration.

6. EVIDENCE

- (a) Each party shall have the burden of proving the facts relied on to support its claim or defence.
- (b) At any time during the arbitral proceedings, the arbitration panel may require parties to produce documents, exhibits or other evidence within such a period of time as the arbitration panel shall determine.
- (c) The arbitration panel shall determine the admissibility, relevance, materiality and weight of the evidence offered.

7. DECISIONS

- (a) Decision of the arbitration panel shall be made by a majority of the arbitrators.
- (b) All decisions shall be made in writing, and shall be final and non-appealable.
- (c) The arbitration panel, in delivering its decision, must stipulate a time period for parties to comply with the decision.
- (d) The arbitration panel cannot impose any sanction, penalty or fine on any party for any default or non-compliance with its orders, but may table its findings to the Rotaract District Committee and District Board.

***** END *****

RESOLUTION 11/2012 GUIDELINES FOR THE ROLES AND RESPONSIBILITIES OF THE DRR AND ROTARACT DISTRICT COMMITTEE (HEREINAFTER REFERRED TO AS “GUIDELINES FOR DISTRICT ROTARACT LEADERS”)

By District Guidelines Committee

Chairperson : ADDR Kwong Chiew Ee (Rotaract Club of Ampang)

Members : DRR Sunil Hasmukhary (Rotaract Club of Damansara)
: IPDRR Sanjeev Kumar (Rotaract Club of Subang)
: DRRE Eric Chan (Rotaract Club of Kelana Jaya)
: PP James Ong (Rotaract Club of Subang)
: PP Koshla Anne (Rotaract Club of Bangsar)
: President Gus Takow (Rotaract Club of Kuala Lumpur)

Preamble: *RECOGNIZING* the need for clarification of the roles and responsibilities of District Rotaract Leaders;

IT IS HEREBY RESOLVED THAT the Guidelines for District Rotaract Leaders is adopted

GUIDELINES FOR DISTRICT ROTARACT LEADERS

1. Consistent with the Rotary Code of Policies, para. 24, the DRR in conjunction with other district leaders, should:-
 - a. Develop and distribute a district Rotaract newsletter to all Rotaractors through medium(s) (hardcopy and/or digital) deemed most effective and appropriate as requested by most Rotaract Clubs in the District;
 - b. Plan, arrange, and hold a district Rotaract conference;
 - c. Plan, arrange, and hold a district Rotaract;
 - d. Encourage attendance and participation at the Rotary district conference;
 - e. Conduct Rotaract promotion and extension activities throughout the district;
 - f. Plan and implement service activities (if approved by three-fourths of the Rotaract clubs in the district);
 - g. Provide advice and support to Rotaract clubs in implementing their projects;
 - h. Help coordinate joint Rotary-Rotaract activities in the district;
 - i. Coordinate public relations activities for Rotaract at the district level

2. The DRR is encouraged to appoint a Rotaract District Committee.

3. The Rotaract District Committee plans district projects, recommends club service ideas to improve clubs, and works with the Rotarians on the district Rotaract committee to organize new clubs.
4. The DRR and the Rotaract District Committee's role in respect of Rotaract Clubs in the District are merely advisory and supervisory.
5. There shall not be any interference, direct or indirect, by the DRR and the Rotaract District Committee on the administration of any Rotaract Club in the District.
6. The DRR and the Rotaract District Committee may recommend but shall not compel any Rotaract Club to do any act.

***** END *****

RESOLUTION 12/2012: DEFINITION OF DISTRICT PROJECTS AND CLUB-HOSTED DISTRICT PROJECTS

By District Guidelines Committee

Chairperson : ADDR Kwong Chiew Ee (Rotaract Club of Ampang)
Members : DRR Sunil Hasmukhary (Rotaract Club of Damansara)
: IPDRR Sanjeev Kumar (Rotaract Club of Subang)
: DRRE Eric Chan (Rotaract Club of Kelana Jaya)
: PP James Ong (Rotaract Club of Subang)
: PP Koshla Anne (Rotaract Club of Bangsar)
: President Gus Takow (Rotaract Club of Kuala Lumpur)

Preamble: (i) *RECOGNIZING* the risk of confusion between District Projects, Club-organized District Project and Club-hosted District Events; and
(ii) *NOTING* that the importance of a clear distinction between District Projects, Club-organized District Project and Club-hosted District Events for the purposes of disbursement of funds and management of projects

IT IS HEREBY RESOLVED THAT the Guidelines on the Definition of District Projects, Club-organized District Project and Club-hosted District Events be adopted.

THE GUIDELINES ON THE DEFINITION OF DISTRICT PROJECTS, CLUB ORGANIZED DISTRICT PROJECT AND CLUB-HOSTED DISTRICT EVENTS

PART A

DISTRICT PROJECT

1. A District Project is a project that is organized, and run by the Rotaract District Committee. A District Project must be approved by two third of the paying clubs in the Rotaract District, and by the Rotaract District Committee.
2. All expenditure and costs incurred in organizing a District Project shall be borne by the District itself, subject to the approval of the two third of the paying clubs in the Rotaract District, and by the Rotaract District Committee.

PART B

CLUB-ORGANIZED DISTRICT PROJECT

3. A club-organised District project is a project hosted and organized by a Club upon request by the Rotaract District Committee. A club-organised District Project must be approved by two third of the paying clubs in the Rotaract District, and by the Rotaract District Committee.
4. The club(s) organising the District Project may receive district subsidy depending on District Board's approval upon application for subsidy as per Resolution 9. Any excess or shortfall from the project, shall be absorbed by the organising club(s). A club-hosted District Project is when a club volunteered to host District projects.

PART C

CLUB-HOSTED DISTRICT EVENT

5. The following events are defined as club-hosted District Event:-
 - (a) District Rotaract Conference;
 - (b) District Rotaract Assembly; and
 - (c) District Awards Night
6. A Club hosting may receive district subsidy depending on District Board's approval upon application for subsidy, and the 80%-20% rule as affirmed by Resolution 6 shall continue to apply.

***** END *****

RESOLUTION 13/2014: SIGNATORIES OF ROTARACT DISTRICT ACCOUNT

By IPDDR Kwong Chiew Ee (Rotaract Club of Ampang)

IT IS RESOLVED THAT:-

SIGNATORIES OF THE ROTARACT DISTRICT ACCOUNT

1. The Rotaract District 3300 shall maintain a current account at Public Bank Berhad, Jalan Hang Lekiu ("**Account**").
2. The persons authorised to operate the Account ("**Signatories**") are:-
 - (a) Group A: District Rotaract Representative and District Treasurer; or
 - (b) Group B: District Rotaract Representative Elect and District Treasurer
3. Any change of the Signatories are to be approved by a vote of simple majority from Rotaract Clubs that are in good standing during the District Board Meeting, and the same is to be duly recorded in the minutes of the said meeting.

***** END *****

RESOLUTION 14/2015: APPLICATION FOR ELECTRONIC PAYMENT SERVICES FOR ROTARACT DISTRICT ACCOUNT

By DRR Steven Ting Boon Hee (Rotaract Club of Ampang)

IT IS HEREBY RESOLVED THAT Rotaract District 3300 shall proceed with the Application of Electronic Payment Services for Rotaract District Account maintained with Public Bank Berhad.

**APPLICATION FOR ELECTRONIC PAYMENT SERVICES FOR
ROTARACT DISTRICT ACCOUNT**

1. Rotaract District 3300 currently maintains a current account (hereinafter referred to as “**the said Account**”) at Public Bank Berhad, Jalan Hang Lekiu branch (hereinafter referred to as “**the Bank**”), the particulars of which are as follows:-

Bank : Public Bank Berhad, Jalan Hang Lekiu Branch
Account Holder : Rotaract District 3300
Account Number : 3110082402

2. **GENERAL OPERATIVE DUTY**

- (i) THAT approval be hereby given for Rotaract District 3300 to apply for and avail itself to the Electronic Payment Services (hereinafter referred to as “**the Service**”) offered by Public Bank Berhad, Jalan Hang Lekiu Branch upon such terms and conditions, rules and regulations as may from time to time be applicable with the said ECP Service.
- (ii) That approval and authority be given to the Signatories (as defined under Resolution 13/2014: Signatories of Rotaract District Account) and acting in accordance with the signing condition set out thereto for and on behalf of the Rotaract District 3300:-
 - (a) to open and operate the said Account for the purpose of the Service offered by the Bank;
 - (b) that approval and authority be given for the affixation of the Rubber Stamp of Rotaract District 3300, wherever necessary or required by the Bank on any instrument document and agreement;

- (c) to agree to such terms and conditions as may be required, apply for, enter into, accept, sign and execute any relevant agreements, forms or documents on behalf of Rotaract District 3300 including any negotiations, amendments, variations, modifications or supplements thereof in respect of the Services;
- (d) to issue all notices and instructions to the Bank in connection with the Services;
- (e) to appoint/terminate Corporate Users/Approvers to access, transfer funds and conduct other banking transactions from the said Account in PBeBank.com using SecureSign Token and/or other means of confirming identification of the Authoriser; and
- (f) to select, submit application, to add, modify and delete Rotaract District 3300's account and any additional modules and services (including the PB ECP Service) made available under PBeBank.com from time to time.

3. **AUTHORISED ACCESS TO PBE BANK.COM AND PB ECP SERVICE**

THAT approval be and hereby given for Rotaract District 3300 to apply for the Public Bank's PBeBank.com Service at Jalan Hang Lekiu Branch which shall be operated by specific users who shall have access to the said Account, linked to the Service.

- (i) Appoints and authorizes the following approver(s) on behalf of Rotaract District 3300 to conduct the following types of PBeBank.com functions:-
 - (a) Account Inquiry;
 - (b) PB ECP Service;
 - (c) PB ECP Stop Payment Instruction;
 - (d) Fund Transfer (Own/Open);
 - (e) Intrabank & Interbank Fund Transfer
 - (f) File upload / file download

APPROVER(S) FOR PBE BANK.COM AND PB ECP SERVICE

- a) Group A: District Rotaract Representative and District Treasurer; or
- b) Group B: District Rotaract Representative Elect and District Treasurer

- (ii) THAT the method of operation adopted by the said aforementioned Approver(s) are authorised as follows:-

PB ECP Service:-

- Group A: District Rotaract Representative to approve using SecureSign Token; or
- Group B: District Rotaract Representative Elect to approve using SecureSign Token.

Other Functions in PBeBank.com:-

Group A: District Rotaract Representative to approve other financial transaction or payment using SecureSign Token; or

Group B: District Rotaract Representative Elect to approve other financial transaction or payment using SecureSign Token.

4. THAT this Resolution 14 shall be in force in conjunction and concurrent with the resolution(s) passed by the Board of Directors of Rotaract District 3300 or any other amending Resolutions thereto passed by the Board of Directors of Rotaract District 3300 from time to time. Rotaract District 3300 undertakes to notify the Bank of any changes on the mandate given to operate the above facility in future.

5. THAT this Resolution 14 be communicated to the Bank and shall remain in force until an amending resolution to be passed by the Board of Directors of Rotaract District 3300 and Certified True Copy thereof communicated to the Bank and received by the Bank and Rotaract District 3300 shall indemnify save harmless the Bank from any loss suffered or liability incurred by it continuing to act in pursuance of this Resolution 14.

***** END *****