

**ROTARY INTERNATIONAL  
DISTRICT 3310  
RESOLUTIONS**



**RI DISTRICT 3310**

## **PREAMBLE**

Before 2008, the District Resolutions and the Council of Governors' (COG) meetings and decisions were all filed and stapled together in a flimsy document kept by some District Governors. Unfortunately, they were not regularly updated, with the last update being done in 2005.

In 2009, DG Edward Sung Burongoh decided to carry out the monumental task of splitting up the two important documents. With advices and relevant comments from PDG Dr. Philbert Chin and PDG Dr. Wu Dar Ching, DG Edward managed to come up with two separate documents – a booklet on the approved District Resolutions and another on the COG'S Meeting and Decisions. While the former will be a document for the reference of all Rotarians in District 3310, the latter will remain in circulation only among present, past and future Governors of the District.

The COG's Meetings and Decisions booklet may be used as a source for future district resolutions.

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The compilation of District resolutions and Council of Past Governors' Guidelines as recommended at the 15th Meeting, held on March 14, 1985.

First compiled and edited by PDG Philbert Chin (with the assistance of DGN Mustapha Ma).

Revised and updated by PDG Tan Sri Tay Teck Eng (April 1996)

PDG Fong Hoe Beng (June 1999)

PDG Lim Hock Teck (April 2001/04)

IPDG David Tong (May 2005)

DG Edward Sung Burongoh (assisted by PDG Dr. Philbert Chin and PDG Dr. Wu Dar Ching) (February 2009)

# THE COUNCIL OF PAST GOVERNORS

## An Advisory Body to the District Governor.

### 1 Setting up of the Council of Past Governors

IT IS RESOLVED THAT the Council of Past Governors be recognized as a body to advise the District Governor in particular on Rotary matters, PROVIDED always that it will in no way dilute the authority and responsibility of the District Governor nor act contrary to the Constitution and By-Laws of Rotary International. The Council will decide who should be Members and the Rules and Regulations governing its running.

By Resolution at the District Conference in Chiang Mai, March 1978

By Resolution at the 50th District Conference, March 15, 1985 (Port Dickson)

### 2 Procedural Guidelines

#### 2.1 The Council

All Past Governors are Members of the Council. The District Governor is a Member, ex-officio. The DGE and DGN are invited to attend.

By Resolution at the 50th District Conference, March 15, 1985

##### 2.1.1 The Chairman

The Chairman is elected from the Past Governors by seniority, in rotation. The Term of Office is one year from July 1 - June 30.

##### 2.1.2 The Secretary

The IPDG serves as Secretary to the Council, from July 1 to June 30. The Secretary presents, on behalf of the District, Resolutions & Records of Appreciation at the District Conference and Assembly.

#### 2.2 Meetings

The Council holds two meetings a year; one before the District Conference and the other before the District Assembly.

Traditional

The Meetings are hosted by the Host Club/s organizing the District Conference and District Assembly.

##### 2.2.1 Attendance

The Secretary, on instruction by the District Governor, invites Council Members to attend the Meetings. Attendance is not compulsory.

(COGs' Meeting, Johor Bahru, April 19, 2002)

#### 2.3 Matters Discussed

The Council shall discuss any matter which may affect Rotary in the District and Rotary in general, as and when necessary. Decisions are by consensus.

### 3 Use of District Funds

Whereas at the 50<sup>th</sup> district conference of dist 330, March 15, 1985, a resolution was adopted that allowed the governor with the consent of the district treasurer and the current chair of the council of governors may use the district funds for various activities, it is resolved that this resolution be and hereby amended to allow the governor with the consent of the district finance committee to use not more than RM25,000 over the approved district budget, during his year in office for various activities.

By Resolution at the 19th District Conference, November 15, 2009, Johor

## **4 Nominating Committee For Selection of District Governor Nominee**

### **4.1 Procedure**

The procedure in the nominating and selecting district governors shall be in accordance with the provision found in the MOP, English edition, Article 13 of the by laws of RI.

By Resolution at the 19th District Conference, November 15, 2009, Johor

### **4.2 Members**

The members of the nominating committee shall comprise of three senior PDGs and the two most recent PDGs.

### **4.3 Chair**

The chair of the committee shall be the current chair of the council of governors.

### **4.4 Resign**

A member of the committee shall resign if his/her club has suggested a candidate for consideration. The vacancy shall be filled in accordance with item 4.2.

### **4.5 Best available candidate**

In the event when there are no candidates, the committee shall be responsible in seeking out and inviting the best available person to be the candidate of the nominating committee. There shall be no new applicant needed nor interview necessary.

### **4.6 Deliberation Procedures**

These must be carried out in detail, using the following criteria:

- 3.3.1 Family background
- 3.3.2 Personality(charisma)
- 3.3.3 Character(Integrity)
- 3.3.4 Organizational ability
- 3.3.5 Availability of Time
- 3.3.6 Rotary knowledge
- 3.3.7 Service to Rotary(club level)
- 3.3.8 Service to Rotary(district level)
- 3.3.9 Service to community/nation
- 3.3.10 Human relations
- 3.3.11 Public relations
- 3.3.12 Appointment affecting district as a whole
- 3.3.13 Performance at past elections, if applicable

**5 DISTRICT FUND**

**5.1 District Dues**

**5.1.1 Commencing January 1, 1996, District Dues are as follows:**

	SGD
District Assembly	\$20
District Conference	\$6
Regional Disaster	\$2
District Activities	\$8
	<hr/>
	\$36

**5.1.2** Each Rotarian in the District, as from July 1, 1998, shall pay as district dues RM70.00 or the equivalent in some other currencies.

By Resolution at the 8th District Assembly, April 26, 1998(Kuching)

**5.2 Yayasan Kelab-Kelab Rotary Malaysia(ROTAFOM)**

**5.2.1** Resolved that a sum of RM20.00 to be collected annually with effect from July 1, 2000 from every Rotarian from the Rotary Clubs in the geographical region of Malaysia within Rotary International District 3310 and that the sum so collected by the District Treasurer of Dist 3310, be forwarded annually to Yayasan Kelab-Kelab Rotary Malaysia(ROTAFOM) as the contribution to ROTAFOM from the Rotary Clubs in Malaysia within Dist 3310.

By Resolution at the 3rd District Conference, November 28, 1999(Johor Bahru)

**5.3 Exchange Rate**

**5.3.1** Resolved that each year an exchange rate be fixed, based on market rate, by the Dist Treasurer and approved by the District Governor.

By Resolution at the 10th District Assembly, April 30, 2000(Singapore)

**5.4 Management of District Accounts**

**5.4.1** Resolved that all accounts in the District be managed by the District Treasurer and counter-signed by another from the list of approved signatories being District Governor, Chairman of Finance Committee and Advisor of the District Finance Committee.

By Resolution at the 10th District Assembly, April 30, 2000(Singapore)

**5.5 Auditors**

**5.5.1** Resolved that each year, the Auditors be determined by the District Governor and District Treasurer.

-ditto-

**5.6 Sabah Storm Disaster Fund**

**5.6.1** Resolved that the "Sabah Storm Disaster Fund" in the District accounts be closed and the balance of RM24,614.00 be transferred to the District Disaster Relief Fund.

By Resolution at the 13th District Conference, January 11, 2004(Suntec Convention, Singapore)

**5.7 Training Fund**

Resolved that the RM20,000 shall be drawn yearly from the district fund for two years beginning 2008-09 for training of club officers. Upon review on the benefits of increased spending on training the district dues may be increased from 2010.

By Resolution at the 18th District Conference, November 16, 2008, Brunei Darusallam

## 6 District Awards

Yearly, the District Governor urges Clubs to participate in the following awards:

- 6.1 Best Bulletin
- 6.2 Best Effort in Community Project
- 6.3 Best Membership Growth in Club
- 6.4 Best Attendance at weekly meetings
- 6.5 Sponsorship of new Clubs

## 7 District Assembly

**7.1 Advisors:** The Incoming District Governor is encouraged to invite either one or two Past Governors to be advisors in the planning of the District Assembly program.

**7.2 Workshop:** A workshop is to consist of a presiding officer, usually a Past Governor, and one to two panelists.

**7.3 Panelists:** These panelists must be experienced Past Presidents, invited by the Incoming Governor.

**7.4 Travelling Expenses of Presidents-Elect:** The District will continue to pay the travelling expenses of incoming Presidents and Secretaries under the following proviso:

- (1) their residences are more than 240 km away from the Assembly venue, and
- (2) they must attend all sessions.

**7.5 Attendance to be recorded:** Records of attendance are to be taken and payment made after the Assembly, through the post.

### 7.6 District Assembly - Full Day Training

In line with RI policy and guidelines, at least one full day is devoted to training. Organizers and the host club emphasise training and give prominence to the motto 'Enter to Learn, Go Forth to Serve'. All incoming club officers are strongly urged to attend the District Assembly.

By Resolution at the Centennial 14th District Conference, Star Cruise Virgo, March 6, 2005

## 8 Literatures

The Rotary, Rotaract and Interact Constitutions and By-laws have been translated into Bahasa Malaysia.

Traditional 1983/84

The Rotaract and Interact President's Workbooks and the Interact Guidelines have also been translated into Bahasa Malaysia.

These have become literatures produced by the District for distribution to clubs.



## **9 District Leadership Plan**

**9.1** Resolved that the Clubs in RI District 3310 do accept and adopt the NEW DISTRICT LEADERSHIP PLAN of Rotary International and implement it for the Rotary Year 1998-1999 with such modifications as the Governor deems fit and necessary.

By Resolution at the 1st District 3310 Conference, November 16, 1997(Singapore)

**9.2** Resolved that District 3310 continue the District Leadership Plan during Rotary Year 1999-2000.

By Resolution at the 2nd District Conference, November 22, 1998(Kuching)

**9.3** Resolved that the Clubs in RI District 3310 continue to adopt the District Leadership Plan for Rotary Year 2000/2001 with such modification as the Governor deems fit and necessary.

By Resolution at the 3rd District Conference, November 28, 1999(Johor Bahru)

## **10 RI Directorate**

Whereas RI Bylaws Sect. 12.020.1 provides that those districts that are sectioned adopt specific procedures in the selection of RI director, it is resolved by D3310 that RI adopt the following procedures:

By Resolution at the 4th District 3310 Conference, November 26, 2000(Kuching)

\* that the Nominating Committee shall be selected from those districts in Section 6B

\* that only clubs within Sect 6B from which the director is to be nominated shall participate in the balloting

## **11 Endowed Fund**

**11.1** Resolved that the yearly earnings from the Rotary Club of Garden City Endowed Funds established from Garden City's PP Tan Hian Tsin's donation of USD150,000 to The Rotary Foundation's Permanent Fund be wholly repatriated from the District Designated Fund of District 3310 to the Rotary Club of Garden City for its use at its sole discretion for purpose of community service projects, benefitting welfare work amongst youth and the elderly and in accordance with Rotary Foundation policies, the said repatriation and use of which earnings is in accordance with the expressed intention of the said Donor.

By Resolution at the 4th District Conference, November 26, 2000(Kuching)

**11.2** Resolved that the District Governor, and/or his duly appointed representative and/or other relevant officers of District 3310 be authorised to issue, where appropriate, instructions or directions, and to take all necessary and incidental steps, for the purpose of effecting the above mentioned resolution.

**12                    Avoidable Blindness**

That the following resolutions submitted by delegates at the Avoidable Blindness Conference held on October 18, 2003, in Johor Bahru be accepted as recommendations to all clubs for their individual implementation:

- \*        that every club in District 3310 should create a chair to deal with Avoidable Blindness;
- \*        that every club in District 3310 observes ‘World Vision Day’ which falls on the 2nd Thursday in October;
- \*        that every Rotarian in District 3310 celebrates his/her birthday or anniversary with a gift of sight to someone in need;
- \*        that every club in District 3310 organizes activities to bring awareness of avoidable blindness to the community.

By Resolution at the 13th District Conference, January 11, 2004(Suntec Convention Centre, Singapore)

**13                    Regional Magazine**

**13.1**    Whereas the resolution to participate in the production of a regional magazine was adopted at the 13th District Assembly April 25, 2004, the production of such a magazine is no longer tenable. It is hereby resolved that this resolution be deleted from the District record.

By Resolution at the 19th District Conference, November 15, 2009 (Johor)

**14                    Cyber Club**

Resolved that a cyber club in District 3310 to be known as ‘Rotary e-club 3310’ be chartered

By Resolution at the 13th District Conference, January 11, 2004(Suntec Convention Centre, Singapore)

## 15 Guide to Daily Living

**15.1 District Promotes Use:** Resolved that the District promotes the use of the 'Guide to Daily Living' by clubs in the District.

Resolved that the District recognizes the Club that best promotes its use

By Resolution at the Centennial 14th District Conference, Star Cruise Virgo, March 6, 2005

### 15.2 Promotion of Guide to Daily Living at all clubs

**15.2.1** Resolved that 'Guide to Daily Living' be promoted at all clubs in the District.

**15.2.2** It was resolved that the District Vocational Service be tasked to publicize the Guide and assist clubs in its implementation. That clubs be encouraged to form a sub-committee to promote and implement its usage. That the District continue to recognize a club that has best promoted and implemented its usage annually.

By Resolution at the 17th Joint District Conference, Oct. 2007(Subang)

## 16 District Trainer

Whereas the appointment of the District Trainer and the Training Committee and their terms of reference are spelt out in the 2004 MOP; and whereas the qualification of the District Trainer to be appointed is also stated, it is resolved that the appointment of such Rotarian as trainer shall not be limited to only PDGs and on a rotation system.

The Governor is also encouraged to **appoint not more than three experienced Rotarians, one of whom should be a PDG** as advisors to the committee.

By Resolution at the Centennial 14th District Conference, Star Cruise Virgo, March 6, 2005

In **bold letters** by an amendment to the Resolution at the 19th District Conference, November 15, 2009, Johor

## 17 Club Leadership Plan

Resolved that whereas the Club Leadership Plan(CLP) is the recommended administrative structure for Rotary clubs; and whereas R.I. is convinced that CLP is the way to move Rotary forward, it is resolved that clubs in District 3310 study and assess the CLP and take positive steps to consider its adoption and implementation.

By Resolution at the 15th District Conference, April 2006, Singapore

## 18 CLP Committee

It was resolved that under the Club Leadership Plan(CLP), each club forms a CLP committee for this purpose and the Governor forms a CLP Resource Group, comprising AGs and others to oversee and monitor the progress of all clubs in the district. AGs are to assist clubs with their assessment and support club's effort to implement the CLP

By Resolution at the 16th District Conference, Dec. 10, 2006(Johor Bahru)

**19 Physical Secretariat**

**19.1 Physical Secretariat at Wisma Rotary Kulai:** It was resolved that a physical secretariat be set up in Senai at Wisma Rotary Kulai, as a pilot project for three years(RY2006-07 to 2008-09). It was further resolved that the District bear the cost of operating the Secretariat.

By Resolution at the 16th District Conference, Dec. 10, 2006(Johor Bahru)

**19.2 District Secretariat continued:** Resolved that the district physical secretariat be continued as a pilot project for the year 2008-09, subject to a review by a committee appointed by the Governor.

By Resolution at the 18th District Conference, November 16, 2008, Brunei Darusallam

**19.3 Permanent District Secretariat**

Resolved that the physical secretariat already set up at Wisma Rotary Senai be henceforth continued and made a permanent secretariat of the District until otherwise counter-amended

By Resolution at the 19th District Conference, November 15, 2009, Johor

**20 Record of District Resolutions**

**20.1 Record and Produce:** Resolved that the district produces and keeps a record of all district resolutions and that:

By Resolution at the 18th District Conference, November 16, 2008, Brunei Darusallam

a) all available past and future district resolutions, and available past and future council of past governors' recommendations shall be collected and compiled in the record.

b) the custodian of the record shall be the District Secretariat;

c) yearly update shall be done by the current secretary of the council, assisted by the district secretariat;

d) a current copy shall be made available to Rotarians by publishing these records in the district website.

**20.2 District Directory**

The District Directory must be ready for distribution to District and Club Officers at the District Assembly.

-ditto-

**20.3 District Strategic Planning Committee**

Resolved that the Governor, DGE and DGN establish a District Strategic Planning Committee, tasked with proposing a three-year plan for the consideration and implementation by the district.

-ditto-

**21 Election of District's Representative and Alternate Representative to COL**

Resolved that pursuant to R.I. Bylaws, Article 8.060.1, Dist 3310 shall elect the District's Representative and the Alternate Representative to the Council on Legislation at the appropriate Annual District Conference as provided in the Manual of Procedure.

-ditto-

With the view to enhancing accountability, transparency and best governance practice, it is resolved that district 3310 establishes an independent Audit Committee in accordance with the Manual of Procedure for time being applicable. The Audit Committee shall have not less than three active Rotarians who shall be appointed by the district on the recommendation of the Council of Past Governors. The members shall serve for a term of three Rotary years on rotation basis. One third of the members or nearest thereof shall retire at each Rotary year, (The Chairman appointed is PDG David Tong, who shall appoint two more members. These two members shall retire at the end of June 2009 and 2010 respectively).

By Resolution at the 18th District Conference, November 16, 2008, Brunei Darusallam

### **23 Past District Governors attending District Meetings**

Whereas at the 50<sup>th</sup> district conference of district 330, March 1985, a resolution was adopted which stated that in 'attending meetings, members of the council of governors would be paid for their travel and hotel expenses not exceeding two nights' and whereas at the council of governors meeting held in Nov 1996, it was recommended that PDGs would have to bear their own cost of transport and accommodation when attending district assembly and district conference, except those who are facilitators/moderators. This is notwithstanding that PDGs may be asked to be resource persons at workshop sessions at the district assembly and/or conference. It is resolved herewith that PDGs shall bear their own cost of accommodation, transport and registration cost when attending Rotary meetings, except those who are facilitators/moderators or special invited speakers, in which case, they will only be paid their transport cost, registration fees and one night stay in the meeting hotel.

By Resolution at the 19th District Conference, November 15, 2009, Johor

### **24 Climate Change**

Whereas the effects of climate change have been directly and/or indirectly linked to calamities and disaster experienced throughout the world, it is resolved by District 3310 that clubs and Rotarians in the district consider minimizing/reducing the effects of climate change by undertaking projects/activities such as, by not limited to, tree planting, mangrove swamp conservation, flora and fauna conservations. 3Rs(reduce, recycle, reuse), Earth Day, wetlands preservation and to seek ways to reduce carbon footprints.

By Resolution at the 19th District Conference, November 15, 2009, Johor