

**REGULATIONS**  
**of**  
**ROTARY AUSTRALIA WORLD COMMUNITY SERVICE LIMITED**

**Name  
and  
Description**

1. **Name and Description**  
Rotary Australia World Community Service Limited, hereinafter referred to as R.A.W.C.S. is a World Community Service Activity administered by Rotarians in Australia and available to all Rotary Clubs in the ANZO Region. It is a Multi District Activity, approved by Rotary International.
  
2. **Objects**  
In amplification of the Objects stated in the Memorandum of Association:-
  - (a) To encourage Rotary Clubs, Districts and others to participate in meaningful World Community Service projects.
  - (b) To co-ordinate the World Community Service activities of Rotary Clubs and Districts where this is considered necessary.
  - (c) To seek and select suitable World Community Service projects and to seek the active co-operation of Rotary Clubs and Districts in their execution.
  - (e) To encourage proper professional administration and reporting of World Community Service projects undertaken by Rotary Clubs and Districts.
  - (f) To act for Rotary Clubs and Districts in dealing with governments, national insurance underwriters, corporate affairs commissioners and other bodies and/or departments, concerning requests for overseas assistance and all matters consistent with the object of R.A.W.C.S.
  - (g) To promote co-operation between Rotary Clubs, Districts, Regions and The Rotary Foundation as appropriate.
  - (h) To promote the use of The Rotary Foundation and government assistance to enhance the effectiveness of World Community Service projects.
  
3. These Regulations are designed to regulate the day to day operations of the Company and the various committees that may be formed from time to time to manage the projects and activities of R.A.W.C.S. both in Australia and overseas. They are issued on the authority of the Council on the recommendation of the Board.

**Records of  
Board of  
Directors**

4. **The Board of Directors shall ensure that:-**
  - (a) Accurate minutes are kept of all meetings of the Board and of the National Advisory Committee.
  - (b) Separate and proper books of account are maintained for the general administration funds and the Rotary Australia Overseas Aid Fund, and that all funds are deposited to the credit of the appropriate bank accounts which shall be operated upon by two signatures of any four members of the Board who have been authorised by the Board so to act.
  - (c) Complete and detailed Statements of Receipts and Expenditure are presented at the Annual General Meeting of the Board.
  - (d) The Statements referred to in Sub-clause (c) are properly audited and reported upon to the Board by an independent auditor or auditors.
  - (e) The Treasurer appointed by the Board shall co-ordinate all audited committee accounts for the Rotary Australia Overseas Aid Fund and shall provide an audited Statement of Income and Expenditure of the Rotary Australia Overseas Aid Fund accounts. The AusAID Liaison Officer shall submit copies of RAWCS Ltd Annual reports and audited financial statements to the offices of AusAID and ACFOA Code of Conduct within five months of the end of each financial year.

- (f) The Secretary shall receive from Project Funding (IPAC-SWSL) Regional representatives, returns in respect to the donations received for the projects for which they are responsible and prepare quarterly reports for the Board.
- (g) The Report of the Board, together with the Budget for the ensuing year and all audited accounts of committees, shall be forwarded to all members of the Council at least twenty one days prior to the Annual General Meeting of the Company, where the budget, all reports and accounts shall be submitted for consideration and adoption.
- (h) RAWCS Ltd maintain currency as a signatory of the ACOFA Code of Conduct in order to continue to access government funds through AusAID.

AusAID.

**National  
Committees**

- 5. The Council shall establish national committees to coordinate and manage the various activities of R.A.W.C.S. The committees shall consist of, but not be limited to, the following;
  - National Advisory Committee.
  - National AusAID Liaison Committee.
  - National Project Coordination Committee.
  - National Project Evaluation Committee.
  - National Education Committee.
  - National Project Funding Committee.
  - National Donations in Kind Committee.
  - National Rotarians Against Malaria Committee

- 6. Prior to National meetings being organised, including Committee meetings, which involve expenditure on travel and accommodation, the approval of the Board must be first received. A list of attendees and a copy of the agenda are to accompany a request for approval. Every effort must be made to contain costs by only accepting the most economical airfare and room sharing arrangements should be utilised. Alternative methods must be sought to hold meetings including the use of telephone conferencing facilities. Where overnight accommodation is required, consideration must be given to the financial benefits and concessional airfares involved with overnight accommodation on a Saturday night.

- 7. (a) The Council shall appoint the Chairman and Vice Chairman of the national committees from nominations received by the Board in accordance with procedures established by the Board from time to time.
- (b) Nominations to the position of Chairman shall wherever possible be the previous Vice-Chairman. Nominations to the position of Vice-Chairman shall be submitted to the Board by the Regional Committees with not more than one nomination for each position from the one Region and should be from the previous year's Regional Committee
- (c) A person may not serve longer than nine (9) consecutive years in total of all capacities on a National or a Regional Committee. Service on Regional Committees will not count as service on a National Committee and vice versa.

**National  
Advisory  
Committee**

- 8. **National Advisory Committee**
  - (a) The National Advisory Committee shall consist of a Chairman, known as the Executive Officer, and Vice-Chairman appointed by the Council, the Chairman of each R.A.W.C.S. Regional Committee and the Chairman of each National Activities Committee. Each member will have full voting power.

- (b) The National Advisory Committee will also include one nominee from the Rotary New Zealand World Community Service who will be a non voting member.

9. **Meetings of the National Advisory Committee**

Meetings of the National Advisory Committee shall be called by the Chairman of National Advisory Committee at any time provided that twenty one (21) days notice is given in writing to all Committee Members, such notice to provide details of the business on the proposed agenda. Any meeting may be held by conference telephone connection.

10. **Duties of the Committee**

- (a) The Chairman shall preside at meetings of the National Advisory Committee and perform such duties as ordinarily pertain to the office.
- (b) The Vice-Chairman shall preside at meetings of the National Advisory Committee in the absence of the Chairman and perform such duties as ordinarily pertain to the office.
- (c) The Immediate Past Chairman will perform such duties as pertain to the position and the duties will include the role of Chairman of the Education Committee including Education and Promotion.

**National  
AusAID  
Liaison  
Coordination  
Committee**

11. **National AusAID Liaison Committee.**

The Committee will comprise a Chairman, known as the AusAID Liaison Officer, and a Vice-Chairman appointed by the Council, and three other members appointed by the Board. The Chairman will be a member of the National Advisory Committee. The Committee will assist all the Regions and Committees, act for Regions, Districts and Clubs in the preparation of applications to AusAID, for subsidies and lodge such applications as approved. The Committee shall liaise with AusAID, maintain RAWCS Ltd accreditation and submit required applications, reports and financial acquittals as required. The Committee shall provide the Board from time to time with summaries of the applications. In addition the Committee shall collate the funding details of World Community Service Projects as identified by Rotary clubs on the requisite form published in the annual RAWCS Handbook and submitted annually by Clubs at the close of the financial year for assessment by AusAID when allocating an NGO's Indicative Planning Figure. The AusAID Liaison Officer is authorised to sign AusAID documents on behalf of the Board.

**National  
Project  
Co-ordination  
Committee**

12. **National Project Co-ordination Committee.**

- (a) The National Project Co-ordination Committee will comprise a Chairman and a Vice Chairman appointed by the Council. The Chairman will be known as the National Project Administrator and will be a member of the National Advisory Committee. The duties of the National Project Administrator will be in accordance with the separate "Position Description".
- (b) There will also be a Regional Project Co-ordinator from each Region on the Committee and each will be responsible for one or more countries in the Pacific area. The National Project Administrator will be assigned an assistant to act as Administrator in the absence of the National Project Administrator and perform such duties as pertain to the office.
- (c) The National Project Co-ordinators will assume responsibility for all surveys in a designated geographical territory in the Pacific Region and beyond. The Co-ordinator will control the same project from its commencement through to completion. Each National Project Co-ordinator will establish a contact in the overseas countries with the responsibility to

report on projects in the area, which will not require a visit by a member of R.A.W.C.S.

- (d) Under the supervision of the Board, the Project Co-ordination Committee is:-
- (1) To plan and carry out surveys to establish acceptable programmes for implementation by Rotary Clubs, Districts and others, and to submit the reports to the Board for its decision.
  - (2) To ensure that the necessary project initiation forms are completed and signed by an officer of the appropriate overseas Rotary Club, if such exists, the appropriate Government Officer for the area in whose territory projects are to be carried out, and a responsible official of the recipient body.
  - (3) To establish suitable monitoring procedures to be followed, particularly for AusAID and other funding organization projects, by both the initiating Rotary Club or District, and by the beneficiary organization.
  - (4) To ensure that District Governors in recipient areas are consulted in regard to possible future projects and are given timely advice of forthcoming projects.
  - (5) To ensure that reports are received from the beneficiary organization of the overseeing body as follows:
    - \* On commencement of the project.
    - \* Annual Progress Report.
    - \* Completion Report.
    - \* Special Report as necessary to indicate change of plans or difficulties in pursuing the project.
  - (6) To arrange visits to projects involving all R.A.W.C.S. activities where necessary under the supervision of the Board. The intention of the proposed visit is to be circulated to all Regions to maximize the benefit of the visit, and to perform all surveys required for any Region or activity. The purpose is to:-
    - \* establish adequate communication;
    - \* establish reporting criteria;
    - \* assist in overcoming local difficulties;
    - \* ascertain if circumstances have changed since last visit or since approval of project was given; and
    - \* provide recommendations to the Activity Committee on the future handling of the project.
  - (7) To report quarterly to the Board with a copy to the controlling Region in respect of each project to show:-
    - \* Date started.
    - \* State of progress.
    - \* Comments on progress including problems encountered.
    - \* Date of completion or estimated date of completion.
  - (8) On completion of the Project, prepare documentation as requested by the Board and forward the file to the Evaluation Chairman.
  - (9) To maintain a record of all projects approved and to record the progress through to completion.
  - (10) To ensure that sufficient funds are allocated by the Donating Body wherever possible to allow for such visits to the site as may be necessary for monitoring purposes, or evaluating the results of the completed project.
- (e) The authority of the National Projects Co-ordination Committee to approve Projects without reference to the Board is limited to:

- (1) Projects where the number of teams is limited to five teams or less, and
  - (2) Projects situated in the following countries:  
Papua New Guinea, Solomon Islands, Vanuatu, Western Samoa, Fiji, Tonga, Indonesia, Malaysia, Philippines, Nepal, Bangladesh, Thailand, South Africa, and Zambia.
- (f) FAIM (RAWCS) Volunteers and SWSL Volunteers will be represented on the National Advisory Committee by the National Project Coordinating Committee Chairman.

**National  
Project  
Evaluation  
Committee**

13. **National Project Evaluation Committee**

- (a) The Committee shall consist of a Chairman and a Vice Chairman appointed by the Council and other Rotarians appointed by the Board, each member will serve a maximum of three years which may include one as Chairman. The Chairman will be a member of the National Advisory Committee.
- (b) Under the supervision of the Board the Committee is to establish suitable procedures for the evaluation of completed projects in respect of:-
  - (1) the success of the project in meeting its stated objectives;
  - (2) the relevance to the recipients of the stated objectives;
  - (3) the success of the project in meeting the continuing needs of the recipients;
  - (4) the transferability of the project to other areas;
  - (5) the financial audit of the project; and
  - (6) to report the results to the Board with a copy to the controlling Region.
 Such evaluation procedures may range from perusal of written reports to personal visits to the project area as determined by the Board. Wherever possible, funds for such visits should be allowed for in the initial budgeting for the project.

**National  
Marketing  
Committee**

14. **National Education Committee**

- (a) The Committee shall consist of a Chairman being the Immediate Past Chairman of the National Advisory Committee and the Immediate Past Chairman of each of the Regions from time to time.
- (b) Under the supervision of the Board and with the assistance of the National Advisory Committee, the National Education Committee will produce the R.A.W.C.S. Handbook and through the Regional Committees co-operate to promote the Objects of R.A.W.C.S. with a view to optimising opportunities with all relevant bodies which without excluding others may include any of the following:
  - Rotarians in the ANZO Region,
  - Rotary associated organizations including Rotaract, Interact, InnerWheel and the Rotary Foundation Alumni,
  - The general Australian public.
  - Rotary Clubs in recipient areas,
  - The ultimate recipients,
  - Overseas Governments
  - The Australian Government and its agencies,
  - Other Australian N.G.O.'s,
  - Rotary International
  - The Rotary Foundation,
  - The media.
- (c) To arrange seminars, training sessions, particularly at District Assemblies and Conferences, a Region Publication, publicity in Rotary Magazines

including Rotary Down Under, etc., as appropriate, and to assist the Chairman to produce and distribute the R.A.W.C.S. Handbook.

**National  
Project  
Funding  
Committee**

15. **National Project Funding Committee.**  
The Committee shall consist of a Chairman and Vice Chairman appointed by the Council and each Regional Project Funding Contact or representative. The Chairman will be a member of the National Advisory Committee.

**National  
Donations in  
Kind  
Committee**

16. **National Donations in Kind Committee.**  
The Committee shall consist of a Chairman and Vice Chairman appointed by the Council and each Regional Donations in Kind Chairman. The Chairman represents Donations in Kind on the National Advisory Committee.

**Rotarians  
Against  
Malaria  
Committee**

17. **National Rotarians Against Malaria (RAM) Committee**  
The Committee shall consist of a Chairman, Vice-Chairman (appointed by the Council) and each Regional Ram Chairman (coordinator). The Chairman will be a member of the National Advisory Committee

**Regions**

18. For the most effective administration of the R.A.W.C.S. programme in Australia, Rotary District shall be grouped into Regions to operate from the 1st day of July to the 30th day of June in the next year.

19. The composition of the Regions shall be as follows:-  
Northern Region — RI Districts 9550,9570,9600,9630, 9640,9650.  
Eastern Region — RI Districts 9670,9680,9690,9700,9710,9750.  
Southern Region — RI Districts 9780,9790,9800,9810,9820,9830.  
Central Region — RI Districts 9500,9520  
Western Region — RI Districts 9450,9460,9470

**Regional  
Committees**

20. **Regional Committees**  
Each Regional Committee shall consist of a Chairman, Vice Chairman, Immediate Past Chairman, Secretary, Treasurer together with one Regional representative of each of the National Activities Committees and one representative of each District in the Region. Each District Governor and District Governor Elect shall be “ex officio” members of the committee. The District Governor Elect of each Rotary District in Australia should, after consultation with the District Governor, appoint for the ensuing year, Rotarians from their District to the Regional Committee, one of whom should be the District World Community Service Chairman. Voting representation shall be one vote per District and one vote per Activity represented on the Committee and other elected office bearers in the Region in addition to the Immediate Past Chairman.

21. **Functions**  
The functions of the Regional Committee shall be as follows:-  
(a) To select or accept projects approved by the Board and to issue promptly details of such projects to all Rotary Districts within the Region.  
(b) To assist and advise Rotary Clubs and Districts within the Region concerning the availability and organization of volunteer training teams and/or specialists, and materials and any necessary finance.  
(c) To promote the objects of R.A.W.C.S. within the Region.  
(d) To ensure, prior to approval being granted by a Region for an approved R.A.W.C.S. project to be implemented by a Rotarian, Rotary Club, Rotary District or other volunteer, that an official R.A.W.C.S. project initiation

form has been duly completed and countersigned by the National Project Co-ordinator.

- (e) To send half yearly reports of progress on all projects under its control to the Board.
- (f) To report quarterly to the Board in regard to:-
  - (i) details of projects allotted and to whom,
  - (ii) details of projects under construction,
  - (iii) survey plans.
- (g) To control all funds in the Region in two Accounts. One for the Regional Administration and the other for Rotary Australia Overseas Aid Funds. All activities within the Region must use the same accounts. To prepare in advance a yearly budget for the approval of the Board.

## 22. **Regional Officers**

- (a) Officers to be elected at the Regional Annual General Meeting shall be the Chairman, Vice-Chairman, Secretary, Treasurer, Regional Project Co-ordinator, Regional Funding Contact, Regional Donations in Kind (DIK) Contact, Regional RAM Contact and such other officers as may be required by the Region from time to time. The Immediate Past Chairman is recognised as a Regional Officer not requiring election. The appointees in each District who are prepared to serve on the Regional Committee, shall have their names submitted by their District Governor Elect to the Annual General Meeting of the Region and the successful person shall serve on the Regional Committee representing that particular position. The Appointee should serve in that position for a minimum term of two years with the succeeding District Governor Elect's approval but no more than three years unless in exceptional circumstances. A casual vacancy will be filled by the Regional Committee calling for nominations from the Region, with nominees being approved by the District Governor of their District and elected in the same manner as for a regular nomination.
- (b) Regional Chairman, Regional Secretary and Regional Project Co-ordinators are to be elected by the 31st October in the year preceding the appointment so that their details are included in the Annual Update of the RAWCS Handbook. Other Regional positions are to be finalised by the 31st March of the year of appointment.

## 23. **Duties of Regional Officers.**

The duties of the Regional Officers shall be as follows:-

- (a) The Chairman shall preside at all meetings of the Regional Committee and perform such other duties as ordinarily pertain to the office.
- (b) The Vice Chairman shall preside at meetings of the Regional Committee in the absence of the Chairman, and perform such other duties as ordinarily pertain to the office.
- (c) The Secretary shall send out all notices and minutes of meetings, and other necessary documentation and correspondence to Regional committee members, District Governors and Governors Nominee within the Region, to the members of the Board and National Advisory Committee members within the Region, and perform such duties as ordinarily pertain to the office.
- (d) The Treasurer shall have custody of all funds as determined by the Board and perform such duties as ordinarily pertain to the office. The Treasurer will be responsible to ensure a Statement of Income and Expenditure is sent to the Treasurer of the Company each quarter for every account in the Region.

- (e) The Regional Project Co-ordinator shall ensure the efficient and effective management and co-ordination of all projects within the Region, Districts and Clubs, and keep the National Project Administrator and other Regions adequately informed on the progress of such projects and on all matters as requested by the Board and the National Project Co-ordination Committee. The Co-ordinator will endeavour to obtain details of World Community Service projects by Clubs and Districts in the Region for the information of the AusAID Liaison Officer.
- (f) Additionally the Regional Project Co-ordinator shall be responsible for:
  - (i) Accepting or selecting projects approved by the Board or the National Projects Co-ordination Committee
  - (ii) Issuing details of such projects promptly to Districts.
  - (iii) Assisting and advising Districts and Clubs in the formation of teams and despatch of teams, including arranging briefing, air passages and any other necessary assistance.
  - (iv) Ensuring that teams render a full report on their return.
  - (v) Reporting to the Regional Committee on all matters affecting volunteer teams.
- (g) The Regional Project Funding Contact shall be responsible for all funding projects as are allocated to him. In particular to -
  - (i) Establish contact with the recipient organisation and maintain that contact throughout the duration of the project.
  - (ii) Promote the projects for which the representative is responsible.
  - (iii) Receive donations for each project and issue receipts for the money, banking the money in the Regional Bank Account.
  - (iv) Transfer such donations to the Recipient by requesting a cheque from the Regional Treasurer and arranging a Bank Draft to cover the donations.
  - (v) Maintain records of donations in respect of each of the projects for which the representative is responsible and report quarterly to the Secretary of the Board.
  - (vi) Act in an advisory role to the Regional Committee on matters relating to funding of projects.
  - (vii) Report regularly on the status of each project for which the representative is responsible in regard to its funding and progress to the Regional Committee.
  - (viii) Request survey to be carried out when surveyor visiting area.
- (h) The Regional Donations in Kind (DIK) Representative shall be responsible for the collection, storage and onwards transmission of donated goods. In doing so the Representative shall be guided by the need to co-ordinate such activities with other Regions. Such co-ordination shall be affected by the Chairman of the National Donations in Kind Chairman Committee. The Representative shall be responsible for reporting regularly to the Regional Committee. The Representative shall arrange for supporting evidence of the value of the goods to the Donor for passing to the AusAID Liaison Officer when the goods are despatched.
- (I) The Regional RAM Representative will be responsible for the coordination and reporting on all RAM projects being conducted by or involving Rotary Clubs and Districts in the Region

24. **Meetings of Regions**

- (a) The Annual General Meeting of each Region shall be held prior to October 31st each year and the elected office bearers to assume office as from the 1st July following. Any Rotarian or invited guest may attend as observers.

Notice of such meeting shall be submitted for publication in the immediately preceding issue of the Newsletter of each Governor of each District within the Region.

- (b) General Meetings of the Regional Committee may be called by the Chairman at any time provided that at least fourteen (14) days notice is given in writing to all Committee members.
- (c) Special Meetings may be called by the Chairman provided that not less than seven days notice is given in writing to all Committee members.

25. **Regional Records**

All Regional Committees shall ensure that:-

- (a) Accurate Minutes are kept of all meetings.
- (b) Separate and proper books of account are maintained for the general administration fund and the Rotary Australia Overseas Aid Fund, and that all funds are deposited to the credit of the appropriate bank accounts which shall be operated upon by two signatures of any four members of the Regional Committee who have been authorised by the Regional Committee so to act.
- (c) Complete and detailed Statements of Receipts and Expenditure are presented at the Annual General Meeting of the Region and to the Board, such Statements having been properly audited and reported upon by an independent auditor.

26. **Finance**

- (a) Regional Committees shall retain for their own use all subscriptions received within the Region, except to the extent of a fee payable to the Board. This fee shall be calculated in proportion to the number of District in each Region or by such other method as recommended by the Board and ratified by the Council. Any change in fees shall operate from the July 1 following such ratification.
- (b) Each Region will maintain one Bank Account for Administration Expenses and one Account for Rotary Australia Overseas Aid Fund for all activities and committees within the Region. Each month the Treasurer will arrange for a Bank Statement to be sent to the Treasurer of the Board.
- (c) At the conclusion of each financial year, and not later than 31st August each Regional Committee Treasurer shall forward to the Treasurer of the Board, an audited Statement of Income and Expenditure and Balance Sheet related to the Rotary Australia Overseas Aid Fund and the Administration Account. Such Statements and Balance Sheet having been properly audited and reported upon by an independent Auditor. The Accounts to be recorded in a format recommended by the Board.

27. **Quorums at Regional Committee Meetings**

At all meetings of a Regional Committee, a quorum shall consist of a majority of members thereof.

28. **Proxies at Regional Committee Meetings**

Any member of a Regional Committee may appoint another Rotarian as their proxy by notifying the Secretary of the relevant committee in writing no later than twenty-four hours before the time of the meeting in respect of which the proxy is appointed.

29. **Dissolution of a Region**

A Region shall only be dissolved by the agreement of at least two thirds of all incumbent District Governors whose District are members of that Region. Upon dissolution, all assets of the Region shall be vested in the Board and all records shall be handed over to the Secretary of the Company.

**Rotary  
Australia  
Overseas  
Aid Fund**

30. **Rotary Australia Overseas Aid Fund**
- (a) The Rotary Australia Overseas Aid Fund is a tax-deductible fund, expenditure from which must be clearly identified against a specified overseas project conducted in OECD listed developing countries. These projects may arise through either R.A.W.C.S., World Community Service, or The Rotary Foundation.
  - (b) The following may be drawn from the fund:-
    - (i) cost of equipment and/or materials for an overseas project;
    - (ii) cost of technical and professional services for an overseas project;
    - (iii) freight costs on materials and/or equipment shipped;
    - (iv) cost of medical supplies or instruments for a specific overseas project;
    - (v) air fares and expenses of volunteers to work on an overseas project.
  - (c) The Fund shall be operated by the Regions under the supervision and co-ordination of a committee of three, (which shall be called the Rotary Australia Overseas Aid Fund Committee) one of who shall be the AusAID Liaison Officer. The other two members shall be elected by the Board.

**Amendment  
to the  
Regulations**

31. Notice in writing of any proposed amendments of these Regulations together with reasons in support thereof shall be in the hands of the Secretary of the Board no later than thirty (30) days before the Annual General Meeting of the Council. The Secretary of the Board shall give notice of such proposals to the Council and members of the Board no later than twenty one (21) days prior to the Annual General Meeting.
32. These Regulations may be amended only by the agreement of at least two thirds majority of the Council, voting at the Annual General Meeting of the Council or by postal ballot, if the Council shall so determine.
33. Amendments to these Regulations may be proposed in writing by:
  - (a) a minimum of five members of the Council, or
  - (b) a two thirds majority decision of a National Committee, or
  - (c) a two thirds majority decision of the Board.

16th November 2001