

## Rotary Zone 8 Institute

### Consideration 1. What is the role of Institutes?

Rotary International governance documents explain the role of institutes and the responsibilities of participants

**RI website description:** “Each year, past, present, and incoming district and senior leaders attend Rotary institutes to share information, build connections, and exchange ideas about Rotary International and The Rotary Foundation. The institutes usually meet for three to five days, and the program includes:

- An update on The Rotary Foundation and its programs
- A report on our polio eradication efforts
- A five-year forecast presented by a director or other Board representative
- An open forum where participants can make recommendations to the Board
- Local and international speakers sharing information on relevant topics
- A chance to network, reconnect with friends, and find inspiration for continuing your service and leadership in your community
- Entertainment and social outings

During Council on Legislation years, Rotary institutes also include a session for Council representatives and alternates and a general session for discussing Council proposals.

An institute may assemble leaders from one zone, part of a zone, or several zones. The RI president designates one or more conveners to organize each institute and serve as his or her representative there. Past Rotary officers often participate as speakers, panelists, discussion leaders, and institute committee members”.

#### **Manual of Procedure 20.020.** Rotary Institutes:

The president may authorize the convening of annual informational meetings, known as Rotary institutes, to be attended by past, present and incoming officers of RI, and other Rotarians and guests invited by the convener. A Rotary institute may be organized for RI, a zone, a section of a zone or a grouping of zones.

#### **RI Code of Policies 60.050.** Rotary Institutes:

The Board of Directors of Rotary International has strongly affirmed the value of annual informational meetings of past, current and incoming RI officers in RI zones. The general secretary shall provide assistance and training for institute conveners.

The Board has adopted the following “Requirements for Rotary Institutes,” which the general secretary shall annually provide to institute conveners and chairs. The Board shall review these guidelines on a triennial basis.

##### **A. Definitions**

**Institute:** An annual informational meeting, with no administrative responsibility or authority, of all past, current and incoming RI officers in one or more zones (or sections of zones), as authorized by the president.

**Convener:** A current, incoming, or past RI director, appointed by the president nominee, preferably for no more than two consecutive years, to have charge of an institute.

Foundation Representative: A current, incoming, or past trustee appointed by the chair of the Foundation Trustees, with the concurrence of the president, to assist an institute in promoting The Institute Chair: A past RI officer appointed by the convener to organize an institute

### **B. Purpose**

The purpose of institutes is to provide:

1. current, incoming, and past RI officers with updates on RI and Rotary Foundation policies and programs;
2. a forum for Rotary leaders to make comments and recommendations to the Board of Directors;
3. fellowship and a participative learning experience that will help inspire current, incoming, and past governors to continuing leadership and service.

### **C. Participants**

Attendance at each institute shall be limited to past, current and incoming RI officers and their guests, though

1. others may be invited by the conveners or may attend at the request of the president or the general secretary;
  2. host Rotarians and other local persons may assist the convener in administering the institute;
  3. local Rotarians may be invited to attend as observers a special event at the institute, such as an address by the president or president-elect;
  4. the RI president and president-elect are encouraged to participate in some institutes each year in order to enhance their knowledge and experience of the world of Rotary, and to provide opportunities for Rotary leaders at the zone level to gain greater knowledge and insight into the current and future directions of Rotary. In order to conserve institute and RI funds and to project the current president's theme, it is suggested that *either* the president *or* the president-elect attend each institute, but both should not attend together. It is, however, recognized that, given their many duties and commitments, the president or president-elect may only be able to attend portions of institutes;
  5. The roles of spouses of directors and incoming directors, trustees and incoming trustees of The Rotary Foundation, and the general secretary shall be to
    - a. represent RI or its Foundation in their official capacity at assigned events
    - b. attend and participate in plenary sessions, workshops, forums, and meetings
    - c. attend and participate in all spouse program events such as plenary sessions or discussions, possibly as speakers, moderators, panelists, presenters or facilitators, at the discretion of the convener Rotary
    - d. serve as hosts to other spouses of official participants
    - e. attend and participate in official luncheons and dinner
- Code of Policies 387 October 2019
- f. attend official social events as representatives of RI or its Foundation
  6. Rotary leaders eligible to participate in Rotary institutes are encouraged to attend, at no cost to RI, institutes organized in adjacent zones or sections within the same zone in order to increase communication and the flow of Rotary information within and across zones.
  7. Past district governors residing in the zone should be provided opportunities to make meaningful contributions to the Institute and participate in the program as speakers, panelists, discussion leaders, and members of the committees for the institute, as a means of developing future leaders in Rotary at the zone and international levels;
  8. the attendance of a representative of Rotary's Foundation is highly desirable in achieving the objectives of The Rotary Foundation and updating the knowledge of past, present, and incoming officers, and toward this end,
    - a. conveners are requested to consider providing lodging, meals and other local expenses for Foundation representatives and spouses from institute or other funds. The Foundation will pay all transportation costs and will pay the above expenses should the institute not pay them, provided that the convener inform the representative before the latter's departure for the institute that the institute will not bear such expenses;

b. conveners of institutes should provide in the institute agenda an opportunity for the Foundation representative to deliver a major address on the Foundation and to have another opportunity to update participants on Foundation programs, objectives, finances, and problems and to respond to participants' questions.

#### **D. Organization**

1. The president-nominee is authorized by the Board to act on its behalf to approve the sites and dates of Rotary institutes. No action should be taken by potential conveners to secure institute dates or locations until they are formally appointed by the president-nominee. Conveners are required to obtain such approval before committing to a time and location. When there is no president-nominee yet declared, the Executive Committee of the Board is authorized to appoint conveners and approve institute dates and locations. The general secretary shall advise all current and future conveners of Rotary institutes to make every effort to ensure that the meeting does not conflict with any other institute in the region or major religious holiday celebrated in that zone.
2. The organization and program of each institute shall be directed by the convener, who is the president's representative to the institute and who remains responsible to the president for the conduct of the institute;
3. The convener, while retaining complete control of the agenda, program, and finances of the institute, shall appoint a
  - a. chair, who is responsible for the arrangements for and organization of the institute meeting;
  - b. treasurer, who should be a past RI officer, responsible to the convener and the zone for the preparation of the institute budget, use and disbursement of the funds;
4. In order to promote the best attendance and participation at reasonable expense, institutes should not be planned for areas exceeding the equivalent of four zones.
5. RI directors, directors-elect, directors-nominee, other conveners, and their respective Institute planning committees are encouraged to visit, at their own expense, other Rotary Institutes to obtain ideas on more meaningful engagement of past governors in Rotary Institutes;
6. Rotary institutes, presidential conferences, and district conferences may be held in conjunction with each other or simultaneously at the same venue provided that:
  - a. separate budgets and separate registration fees are established and maintained for each meeting;
  - b. funds will be maintained separately for each meeting;
  - c. prior consent is obtained from the governor where the district conference will be held and from the convener of the Rotary institute to be held.

#### **E. Program**

1. Institutes shall normally last two to three days, not counting the time for any separate sessions or seminars, and be held at times that are reasonably convenient for younger participants;
2. Conveners must not allow speeches and presentations to take up most of the program time at institutes but rather plan ample time (approximately 40-50 percent) for the exchange of views among participants through panels, question and answer sessions, group discussions and the like;
3. Conveners shall, when convenient, arrange an intercity meeting for institute participants and local Rotarians;
4. Conveners may, as appropriate, avail themselves of the assistance of any RI and TRF staff assigned to the institute by the general secretary for information and participation to support pre-institute or institute programs. Where possible, the assignments should be made from the international office serving the zone.
5. In the year of the Council on Legislation, conveners are requested to:
  - a. conduct a training session to last at least one-half day limited to representatives and alternates and conducted by highly experienced Rotarians, to discuss the operation and procedures of the Council, but not the substance of the proposals, with training materials to support such training sessions provided by the general secretary;

b. schedule a plenary session to discuss the substance of the selected proposals to be considered at the next Council, for the purpose of allowing voting representatives the opportunity to hear the views of Rotarians from their area of the world.

6. The Board recommends including an open forum of least one-hour during the institute program for an exchange of ideas between the participants and Rotary senior leadership.

7. A director, or other representative of the Board, shall present the five-year forecast to each Rotary institute for discussion, pursuant to RI Bylaws section 18.060.3.

8. Each Rotary institute should schedule a status report on PolioPlus until polio eradication is achieved.

#### **F. Promotion**

RI directors-elect, directors-nominee and their respective Institute planning committees, should consider promoting

1. emerging information about RI and our Rotary Foundation;
2. fellowship opportunities, especially re-connecting with one's governor-class;
3. opportunities to interact with senior Rotary leaders regarding Rotary policies.

#### **G. Adjunct Meetings**

1. GETS are considered the only mandatory adjunct meetings. Separate sessions or seminars shall, with the permission of the convener, be held at (or near) the same time and location of the institutes, which may include training for governors-elect, governors-nominee, spouses of incoming governors, district trainers, and the One Rotary seminar. Adjunct meetings must

- a. not interfere with, and should not duplicate, the main program of the institutes, which is primarily for past RI officers;
- b. therefore be also under the direction of the convener;
- c. not duplicate the program at the International Assembly;
- d. be consistent with RI policy and information developed by RI;
- e. be promoted and financed as quite distinct from the institute itself.

2. However, any events coming before or after an institute - such as governors-elect training seminars (GETS), the One Rotary seminar, The Rotary Foundation seminar, governor-nominee training, training for district trainers, or recreational events - should be clearly described as pre- (or post-) institute events, which may involve a different audience than those attending an institute.

3. It is the responsibility of all Rotary institute conveners to ensure that the program for zone-level training of governors-elect as adopted by the Board is fully implemented.

4. It is recommended that presentation, equipment, and room charges for the training seminar be included as part of the event budget and are provided at no cost to either RI or the GETS training team. The GETS training team should be provided with the appropriate meeting space and equipment. The following logistical and equipment needs are recommended:

- a) Tables and chairs for participants set-up in a "U" shape (group size of no more than 25-30 governors-elect)
- b) Podium or table for training leader
- c) LCD projector, laptop computer, or overhead projector
- d) Flipchart stand, paper, and markers

#### **H. Finances**

1. Each institute shall be financially self-supporting through registration fees and voluntary donations (including goods and services) or sponsorships in accordance with RI Guidelines. Funds raised for the institute shall only be spent on institute-related expenses;

2. Adjunct meetings shall also be self-supporting through registration fees;

3. Districts and clubs (and non-participating Rotarians) shall not be required to pay any institute expenses, except for the costs of their governor and incoming governor (and other future RI officers at the discretion of districts and clubs), or as sponsors in accordance with RI Guidelines;

4. The convener shall make every effort to contain costs by

- a. securing reasonably priced facilities and accommodations;

- b. minimizing the number and cost of social functions;
  - c. minimizing the cost of speakers and any others invited from outside Rotary or the zone;
  - d. offering lower-cost or hosted lodging in the area, corporate sponsorships, and/or increased flexibility for meal options.
5. Rotary International provides adequate general liability (also known as public liability and third-party liability) insurance coverage for each institute. Coverage is limited to policy terms and excludes institute activities such as fireworks displays, motor racing events, and use of airplanes and watercraft to name a few. Coverage terms and limitations may change annually. Please contact RI Risk Management for additional information;
  6. After all expenses have been paid, any surplus balance shall, in cooperation with the convener and the treasurer of the next institute, be carried forward for the sole use of that and future institutes. Only when necessary, due to local circumstances, and with the written agreement of the following year's institute convener and treasurer, and the general secretary, the surplus balance may be disposed of using an alternative method.
  7. No financial guarantee for Rotary institute conveners is appropriate or necessary.
  8. RI will reimburse the transportation expenses incurred by conveners for travel to the institute site on up to two occasions, if necessary, for preparation and planning purposes. Conveners are encouraged to make these trips in conjunction with other Rotary travel, whenever possible, for economic reasons.
  9. RI will reimburse the transportation expenses incurred by conveners, and their spouses when accompanying them, to attend Rotary institutes, in accordance with RI's established travel and expense policy.
  10. Rotary institutes are expected to cover all other expenses incurred by the conveners and their spouses attending their institute. Nevertheless, any such other expenses associated with the Rotary institute at which the director serves as convener that are not covered by the institute budget, including spouse expenses when accompanied by proper business purpose documentation, shall be reimbursed to the extent of the director's allocation available pursuant to the "Policy for Expenses of General Officers" under section 69.040.1. of the *Rotary Code of Policies*.
  11. Expenses of Directors and spouses for attending institutes other than those in which the director serves as convener will be reimbursed where such expenses are in furtherance of the business purposes of RI to the extent of the director's allocation available pursuant to the "Policy for Expenses of General Officers" under section 69.040.1. of the *Rotary Code of Policies*.
  12. An advance of US\$1,000 may be made for each institute when requested by a convener, such advance to be refunded on completion of the institute

### **I. Reports**

1. Each convener shall, within ninety days after the conclusion of an institute, send to the convener of the following institute, and to each governor and past director within that zone(s) a complete financial statement, examined and approved by the convener, the chair, and the treasurer of the institute, detailing all revenues and expenses of the institute. The financial statement shall include any surplus balance received from the prior year's institute and any surplus balance carried forward to the following year's institute. The convener shall also provide written confirmation of compliance to the general secretary within ninety days after the conclusion of an institute. Failure to comply with these requirements, after having been notified by the general secretary, shall result in the convener being ineligible to receive any future RI or Rotary Foundation volunteer appointment or assignment until compliance is confirmed.

### **Consideration 2. Should we have a business session**

For at least 14 years (and probably many more years before) institutes held by Australian zones have convened a business session. During the business sessions the participants review the previous year's financial report and the previous chair's institute report. The future activities of the institute

are determined by Resolutions duly proposed, seconded and carried. The institute has over the years formed committees to lead/manage zone wide areas of interest or projects. These committees have included:

- Institute Planning Committee
- Australian Vocational Advisory Committee (AVAC)
- Rotaract Representative Training Program Officer
- National Youth Science Forum Liaison Officer
- History and Archives Committee
- Records Management Committee
- Zone Insurance; Protection Committee (ZIPC)
- Rotary Youth Program of Enrichment (RYPEN)
- Science Experience National
- Australian Youth Advisory Committee

Over the years, national activities such as Rotary Australia World Community Service (RAWCS), Australian Rotary Health (ARH) and Rotary Down Under (RD) have had their origins in Institute decisions and continue to hold their annual general meetings as a pre-institute event.

The Institute has also, by resolution, forwarded recommendations or memoranda to the Board of RI and to clubs and districts through the incumbent governors.

Although none of the above activities strictly fall into the RI concept of institutes, the financial reporting by the convenor and the chair provides transparency.

### Consideration 3. What is the role of Institute committees?

The committees in the past have provided zone wide leadership for important projects and administrative matters. Now that zone 8 incorporates 16 countries with different projects and insurance requirements, do we still need these committees? Although they may not be strictly needed, perhaps they provide an important service such as review of insurance, support of significant multi-district Rotary projects and programmes. However, having members of committees elected through the institute process, limits committee membership to past governor. Yet many RI committees are open to all Rotarians (with the appropriate skills and background) to apply. Perhaps, if we are of the view that these (and other) committees serve an important purpose, should committee selection be extended to all eligible and skilled Rotarians and notice of applications be advertised through RDU and other regional communiques?

### Consideration 4. Do we need to be a separate legal entity?

Currently zone 8 Institute is not a legal entity, but simply a meeting in accordance with RI policy. The convenor is in charge and may delegate the organisation of the institute to a chair and committee. All participants and organisers are protected by RI insurance, so long as they comply with insurance requirements and limitations. Failure to comply, intentionally or unintentionally, may void the insurance. If this would happen, then the convenor and committee appointed by the convenor may be liable to be sued in their personal names and their personal assets would be at risk. Personal assets could also be at risk even if the committee does not breach the insurance policy, if the amount being claimed is in excess of Rotary's insurance coverage.

If the institute is of the view that it should become a separate legal entity (which zone 8 voted in favour in 2016) then the preferred entity would be an Australian company limited by guarantee. This

reasoning is based on the expectation that the majority of institutes would be based somewhere in Australia and at the same time it still allows for institutes to take place in other countries. The alternative is to become an incorporated association based in an Australian state. Although an association is the simplest legal entity, the intention is that the majority of activities should take place in that state, and the public officer must reside in that state.

#### Consideration 5. Do we need a constitution and rules?

If the institute decides not to be a legal entity, then a constitution is not required. If the institute determines that except for a chair's report and financial report, no other business needs to be transacted (other than set out in the Code of Policies), then, in essence, not rules are required.

#### Consideration 6. Should we delay any discussion until the pilot regionalisation is finalised?

Currently a zone 8 committee appointed by PRID Noel Trevaskis is creating a Rotary regional concept which will in due course be assessed and approved by the RI board. PRIP Ian Riseley is chairing an RI committee reviewing how, when and why we meet as Rotarians, including, district conferences and institutes. With these potential changes in the next few years, should we postpone any discussion on the above issues, except perhaps on the role of committees and business sessions?