



Regulations for Almancil International Rotary Club

Almancil International Rotary Club is a member of Rotary International, incorporated as a non-profit making, constitutional organisation. The club has three sets of applied principles;

- Rotary International, general regulations and guidelines
- Formal Portuguese regulations for a club such as AIRC
- Application and interpretation of regulations and Club rules.

The aim is to restrict the regulations to the minimum required.

Rotary International, (RI). The general regulations and guidelines are automatically accepted by the Club as its membership of Rotary International, however some local considerations may prevail. The overall Rotary Law can be found at Rotary International web site.

The Formal Portuguese Regulations. The deed provides for a set of regulations in a separate document.

Application and Interpretation of Club Regulations

(The regulations are in no logical or priority order)

1. **Fees, yearly fee and entrance fee for members.** The size of these fees shall be decided at the AGM, as a standard agenda item. Transferring Rotarians will not pay an entrance fee.
2. **Distribution of Club information.** Information generated in the club (e.g. weekly notes, notes by committee, projects etc) shall be distributed by email to members only on a weekly basis and shall be also made available on the Club's web site. Exceptions may be permitted.
3. **Distribution of information from the Board.** Board decisions will be summarised by the President during the weekly meeting and a copy of the Minutes will be posted on the website.
4. **Incoming information.** The Club Secretary will present a summary of any essential information received, at the weekly meeting.
5. **Notice of decisions.** For matters requiring decisions by the members, a two-week notice, including the General Assembly shall be given. The matter will then discussed at the second weekly meeting following the meeting when the presentation was made.
6. **The AGM.** The Agenda must contain at least:
 - 1) Election of Chairman for the meeting;
 - 2) Election of Secretary for the meeting;
 - 3) Election of two members to check the minutes from the G.M. along with the Chairman;
 - 4) Election of two members to count potential votes;
 - 5) Confirmation that notice of the G.M. has been given in due order;
 - 6) Presentation of the Annual Report and the Report of the Auditor of the records;
 - 7) Ratification of the Balance Sheets;
 - 8) Grant of discharge for the officers of the board;
 - 9) The Board's suggestions concerning entry- and annual fees for the next Rotary year;
 - 10) Election of board members and committee members for the next Rotary year;



- 11) Election of an Honorary Auditor for the next Rotary year;
- 12) Items put forward by members;
- 13) Closing of the meeting;
7. **Offices elected.**
 - a. **The Board shall** contain a maximum of five members and will consist of: President, Incoming President, Secretary, Treasurer and Master of Ceremonies. Deputies are elected for Secretary and Master of Ceremonies.
 - b. **The Committees** will be selected by the President.
 - c. **The Honorary Auditor** will be elected.
8. **Membership admission.** Prospective members should attend at least 4 meetings before an approach is made towards the Classification Committee. The Classification Committee will then consider the approach and if in favour of it, an application will be invited from the prospective member and presented to the Board. If the Board supports the recommendation of the Classification Committee, the application and the potential member will be presented at a weekly meeting. A period of two weeks then elapses and if no member has offered a differing opinion, the person will be invited to join as a member. The Chair of the Classification Committee will inform the candidate as to whether or not his/her application has been successful. A separate document stipulates further details relating to the admission process.
9. **Attendance.** As not all members live full-time in the Algarve, Attendance Records will be monitored on merit rather than on the strict 50% attendance rule.
10. **Meetings.** Weekly meetings will be held on Wednesdays between 13:30 – 15:00. There will be no meetings on Portuguese public holidays.
11. **Conduct at meetings.** The President, when present will chair all the meetings. The Secretary or an appointed person will take the minutes of the meeting and, once approved, will distribute them to the members as soon as possible after the meeting.
12. **Voting rights.** For meetings, other than Board meetings, where a vote is to be taken, a member may give his/her proxy to another member. The proxy vote must be in writing, state specific details and be signed by another member. A member may hold no more than two proxies. At a Board meeting no member may hold more than one proxy.
13. **Voting poll.** The Club will operate on a single majority-vote basis, with a casting vote for the President
14. **Archive.** All relevant material will be archived electronically, with regular electronic hard storage backup. The Annual Report will be kept in its original form and stored by the Secretary.
15. **Pre-emptive rights.** The Treasurer may pay up to the value of 5,000 euros. For sums in excess of 5,000 euros, the signature of any other Board member, together with the Treasurer will be required.
16. **Visiting Rotarians and guests.** Rotarians are free to visit our meetings. Guests are to be invited by a member. It is preferred that guests are not invited for Round Table or General Assembly meetings.
17. **Congratulatory.** AIRC will congratulate members when reaching 50, 60, 70 and 80 years. We will present a diploma, documenting that we have paid USD 100 to Rotary Foundation. The Board can further decide, to add additional birthday gifts at their own expense.

Approved at EGM on 2007-06-06