



INTERNATIONAL YACHTING
FELLOWSHIP OF ROTARIANS

IYFR
PROCEDURES AND REGULATIONS

2015 - 2017

APPENDIX B - PAST INTERNATIONAL COMMODORES

1947-1952	John G. Barrett	London (GB)
1952-1953	A. Leslie Mower	Stoke Newington (GB)
1953-1954	Leonard C. Horsnell	Goodmayes (GB)
1954-1955	Jack A. Hope	Goodmayes (GB)
1955-1956	Alfred Bellamy	Goodmayes (GB)
1956-1958	A. Norman Cooke	Worthing (GB)
1958-1959	Robert Stuart	Chicago (USA)
1959-1960	Denis W. Dalby	Barking (GB)
1960-1961	Chas. Ed Dearnley	(USA)
1961-1962	Courtney C. Beckett	Durban (South Africa)
1962-1963	Sheman Bushnell	Seattle (USA)
1963-1965	Les P. Keating	NSW (Australia)
1965-1967	Carl R. Miller	Los Angeles (USA)
1967-1969	Charles E. Neale	Ireland
1969-1972	Donald Lowness	Rio de Janeiro (Brazil)
1972-1974	Richard Willis	NSW (Australia)
1974-1976	Earl Brannock	Cambridge (USA)
1976-1977	Carl Beck	Philadelphia (USA)
1977-1979	Al Natskin	San Diego (USA)
1979-1981	Bill N. Thomas	Massachusetts (USA)
1981-1983	Bert Collins	Gold Coast (Australia)
1983-1985	Dr Ken Warr	Cape Town (South Africa)
1985-1987	Martin Lockney	Newport Beach (USA)
1987-1989	Dr Les Vasconcellos	Honolulu, Hawaii (USA)
1989-1991	George Kent	Victoria (Canada)
1991-1993	Andrew C. Mitchell	London (GB)
1993-1995	Jack Keyser	Victoria (Canada)
1995-1997	Frank McDonald	Glenhaven, NSW (Australia)
1997-1999	Arnold Verkade*	Westzaan (The Netherlands)
1999-2001	Joe Phillips	Honolulu, Hawaii (USA)
2001-2003	Ken Winter*	Auckland (New Zealand)
2003-2005	Ferit Biren*	Istanbul (Turkey)
2005-2007	Bill Robinson*	Seattle (USA)
2007-2009	Bryan Skinner* #	Broads (GB)
2009-2011	Terry Stretton* #	Auckland (New Zealand)
2011-2013	Clint Collier* #	San Francisco (USA)
2013-2015	Sergio Santi** #	Rapallo (Italy)

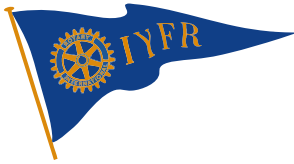
* *Current College of Past International Commodores*

** *Immediate Past International Commodore*

Voting Panel 2015-2017 with the EC

TABLE OF CONTENTS

1. INTERPRETATION & DEFINITIONS	3
2. RELATION TO ROTARY INTERNATIONAL	5
3. OBJECTIVES.....	5
4. MEMBERSHIP.....	5
5. RECORDS AND COMMUNICATIONS.....	6
6. INTERNATIONAL BRIDGE ORGANIZATION & POLICIES.....	7
7. REGIONS, FLEETS AND SQUADRONS ORGANIZATION	14
8. THE COLLEGE OF THE PAST INTERNATIONAL COMMODORES.....	16
9. ELECTION OF INTERNATIONAL OFFICERS.....	16
10. BANKING & ACCOUNTING PROCEDURES.....	18
11. IYFR GRANTS.....	22
12. IYFR REGALIA	23
13. AMENDMENT OF IYFR RULES, PROCEDURES AND REGULATIONS.....	23
14. CERTIFICATION	25
15. APPENDIX A – RI Code of policies.....	26
16. APPENDIX B – Past International Commodores	33



INTERNATIONAL YACHTING FELLOWSHIP OF ROTARIANS

INTRODUCTION

1. INTERPRETATION & DEFINITIONS

1.1. In these Rules, where the context so allows:

“AC” means the Area Commodore of Area 1, Area 2 or Area 3 (as the case may be).

“AGM” means the Annual General Meeting of IYFR

“AM” means Associate Members

“Area Pools” means a portion of the Grant Pool (if any) as determined pursuant to rule 11.

“Area 1” means Europe, the Middle East and Africa

“Area 2” means The Americas

“Area 3” means Asia, Australia and the South Pacific

“Area Grants Committee”, one in each Area comprising 3 people of whom one shall chair the Committee, all appointed by their Area Representative on the Grants Committee.

“COP” means the RI Code of Policies for Fellowships (as amended from time to time)

“CPC” means College of Past Commodores

“EM” means a Member of IYFR who belongs to the social networking World E-Fleet.

“Executive Committee” means (together) the IC, the IVC and the IRC

“FC” means the Commodore of a Fleet

“Fleet” means a Fleet chartered in accordance with these Rules

“GAAP” means Generally Accepted Accounting Principles as published from time to time

“Grant Pool” means a sum in any year which is the lesser of:

- (a) the amount by which the Accumulated Funds as shown in the balance sheet for the preceding year exceed the total amount of expenditure as specified in the preceding two years' accounts in respect of administration costs, new Fleet charters, bank fees, internet fees, international bridge allowances, fees and other non-reimbursable expenses and any loss incurred in the arrangements for the AGM and associated events; and
- (b) \$20,000.00

Source: March 2005 Mtg., Bd. Dec. 205; June 2005 Mtg., Bd. Dec. 302

43.010.13. Fellowship Dues. Fellowship dues must be of a reasonable amount and limited to that necessary to cover administrative costs. Each Fellowship shall disclose how dues are used in their governing documents, and on their membership application materials. (June 2005 Mtg., Bd. Dec. 302)

Source: June 2004 Mtg., Bd. Dec. 257; Amended by June 2005 Mtg., Bd. Dec. 302

43.010.14. Fellowships and Other Organizations. In order to ensure coordination and cooperation with Rotary entities that may be involved in similar activities and avoid conflicts of interest, Rotary Fellowships approaching other organizations for funds in excess of US\$25,000 or other cooperative relationships shall notify the general secretary in advance of any applications. This provision also applies to funds that will be disbursed to a third party organization working with the group. (June 2005 Mtg., Bd. Dec. 302)

Source: June 2004 Mtg., Bd. Dec. 258; Amended by March 2005 Mtg., Bd. Dec. 205 and June 2005 Mtg., Bd. Dec. 302

43.010.15. Fellowship Circularization Policy. A Rotary Fellowship desiring to request the cooperation of districts, clubs or Rotarians outside of its own membership in connection with any matter whatsoever, shall first submit its purpose and plans to the respective governor or governors and secure his, her, or their approval.

No Rotary Fellowship shall solicit financial assistance or participation in commercial ventures from any Rotary district or club or from individual Rotarians other than its own members unless and until it first secures authorization from the Board.

Even within the limits described above, it is not permissible for a Rotarian to circularize other Fellowship members on matters affecting his or her individual business interests. (June 2005 Mtg., Bd. Dec. 302)

Source: March 2005 Mtg., Bd. Dec. 205; Amended by June 2005 Mtg., Bd. Dec. 302

43.010.16. Policy Compliance. Fellowships that are not in compliance with RI policy are subject to termination of their Fellowship status. (June 2005 Mtg., Bd. Dec. 302)

Source: June 2005 Mtg., Bd. Dec. 302

43.010.8. Fellowship Information in the Official Directory. The name, address and Web site of each Fellowship, and the name, contact information and classification of the chair of each fellowship, shall be listed in the Official Directory each year, provided that such information is submitted by the date set by the general secretary. No further descriptive information shall be included. (May 2003 Mtg., Bd. Dec. 381)

Source: Jan. 1986 Mtg., Bd. Dec. 193; Amended by May 2003 Mtg., Bd. Dec. 381

43.010.9. Promotion of Fellowships. Clubs and districts are encouraged to promote fellowships, especially during June, Rotary Fellowships Month. Governors are encouraged to promote fellowship activities in monthly letters and to report at the district assembly or district conference on progress in fellowship activities for the year. Fellowships are encouraged to hold recognition days to increase interest in their activities and in Rotary in general, and to maintain Web sites that promote their activities and inform their members. (May 2003 Mtg., Bd. Dec. 381)

Source: Jan. 1970 Mtg., Bd. Dec. 129; Amended by May 2003 Mtg., Bd. Dec. 381

43.010.10. Rotary Fellowships Logo. An official logo for the Rotary Fellowships Program has been adopted by the Board. The general secretary shall include the logo on appropriate publications, and make the logo available on the RI Web site for downloading. (May 2003 Mtg., Bd. Dec. 381)

Source: June 1998 Mtg., Bd. Dec. 354; Amended by June 2001 Mtg., Bd. Dec. 394; Nov. 2002 Mtg., Bd. Dec. 102 and May 2003 Mtg., Bd. Dec. 381

43.010.11. Statement in Publications. Fellowship newsletters, publications, brochures, and Web sites must prominently display the statement “This Fellowship is not an agency of, or controlled by, Rotary International” or similar language approved by the general secretary. Following is an approved example of how such language may be incorporated into a statement describing the fellowship.

“The International Golfing Fellowship of Rotarians is a group of Rotarians dedicated to promoting golfing as an opportunity for fellowship. This fellowship operates in accordance with Rotary International policy, but is not an agency of, or controlled by, Rotary International.” (June 2005 Mtg., Bd. Dec. 302)

Source: May 2003 Mtg., Bd. Dec. 381; Amended by June 2005 Mtg., Bd. Dec. 302

43.010.12. Agreements with Other Parties. Any agreement between a Fellowship and other parties must clearly state that the Fellowship is not an agency of, or controlled by Rotary International, an Illinois corporation, and that Rotary International is not liable for the activities of the Fellowship. Any such agreement must also clearly state that Rotary International is not a party to the agreement, and that Rotary International is not liable for the performance of, or any obligation under, the agreement.

A Fellowship may not enter into cooperative relationships with other organizations on

“**Grants Committee**” means the Executive Committee plus one non-voting administrator (if required by the IC) and any other person appointed to ensure that each Area has 1 voting representative on the Grants Committee TO THE INTENT THAT if any Area is not represented by the Executive Committee, then a representative must be appointed by the IC to ensure that each Area is represented on the Grants Committee.

“**HM**” means Honorary Member

“**IC**” means the International Commodore of IYFR.

“**International Bridge**” means the IC, the IVC, the IRC together with the group of members selected from time to time by the IC to perform the functions set out in Rule 8

“**IPIC**” means the Immediate International Past Commodore.

“**IRC**” means the International Rear Commodore of IYFR

“**ITR**” means the International Treasurer of IYFR

“**IVC**” means the International Vice Commodore of IYFR

“**IYFR**” means the International Yachting Fellowship of Rotarians

“**IYFR's expenses**” means the costs of administration, honoraria, the AGM & Convention and new Fleet Charters.

“**PIC**” means International Past Commodore

“**RC**” means a member who is the Commodore of any Region established pursuant to Rule 6.

“**RI**” means Rotary International

“**Rotafloat**” means the newsletter to be published in accordance with Rule 5.

“**Squadron**” a limited group of Rotary Mariners

“**SC**” Squadron Captain, leader of a Squadron

“**SO**” Squadron Officer, an assistant of Squadron Captain that he may so assign like a Squadron Secretary or Treasurer etc.

“**Voting Panel**” if not other-ways described and better specified, means the Executive Committee and the four most recent Past International Commodores who are still members of the Fellowship,

- 1.1.** The use of a masculine pronoun in any part of this General Rules is for readability and is not to be construed to mean that the office to which it refers must be held by a male individual.
- 1.2.** Words in these Rules importing the single meaning shall include the plural meaning and vice versa and words importing any gender shall include both genders.

2. RELATION TO ROTARY INTERNATIONAL

2.1. Refer to IYFR GENERAL RULES

3. OBJECTIVES

3.1. Refer to IYFR GENERAL RULES

4. MEMBERSHIP

4.1. Refer to IYFR GENERAL RULES. The following ones are clarifications of the above said reference.

4.1.1. Honorary Members (HM) or Associate Members (AM).

4.1.1.1. The Executive Committee upon specific proposal by the Fleet, approved by the Relevant Region Commodore, can appoint Honorary Member a Rotarian and non-Rotarian who have played a prominent role for/within the IYFR or have distinguished themselves in the nautical field.

4.1.1.2 A Fleet may bestow upon or designate former Rotary members, their spouses or partners and spouses or partners of deceased Rotarians as Honorary or Associate members of their Fleet, The Honorary Member could be a Rotarian or non-Rotarian who have distinguished himself/herself in the nautical field and have played a prominent role for/within IYFR and conferred by the EC upon specific proposal by a Fleet with the approval of the respective RC. In this rule, partner means a person with whom an Active Rotarian is not married, but is in a personal relationship similar to marriage.

4.1.1.2. The majority of members in each Fleet shall be active Rotarians

4.1.1.3. Honorary or Associate Members of Fleets may appear on the Fleet roster maintained by IYFR and have access to member data at the IYFR website; Being this Membership is awarded as a honor, HM do not have to pay their subscription or annual fees but the Fleet is responsible for the IYFR portion of AM Fleet dues in the same manner as other members.:-

4.1.2. Refer to GR 4.5, 4.6, 4.7.

2) Publish a newsletter (which may be distributed solely by electronic means) for members of the Fellowship in good standing, at least once during each Rotary year, and file the newsletter and other important Fellowship communications and documents with the general secretary;

3) Hold an annual forum by way of a newsletter, annual meeting, or other activity appropriate to the Fellowship, through which Fellowship members in good standing can interact;

4) Respond to inquiries from members, potential members, and the general secretary.

5) Submit an annual report of activities, including cost of membership dues and a financial statement showing revenues and expenditures during the past Rotary year, and a statement of funds on hand at the time of the report to its members with a copy to the general secretary by 1 October in each year. (*June 2005 Mtg., Bd. Dec. 302*)

Source: Nov. 1989 Mtg., Bd. Dec. 96; October 2003 Mtg., Bd. Dec. 85; Amended by May 2003 Mtg., Bd. Dec. 381; November 2004 Mtg., Bd. Dec. 58; March 2005 Mtg., Bd. Dec. 205; and June 2005 Mtg., Bd. Dec. 302

43.010.5. Services and Suspension. The General Secretary may suspend services provided to a Fellowship, with or without the consent of the Fellowship's officers or members, for failure to function in accordance with RI policy. These services include use of the Rotary Marks, listing in the *Official Directory*, program publications, and on the RI Web site, and provision of a booth at the International Convention, on a space available basis. (*June 2005 Mtg., Bd. Dec. 302*)

Source: June 2004 Mtg., Bd. Dec. 257; Amended by June 2005 Mtg., Bd. Dec. 30

43.010.6. Incorporation of Fellowships. Fellowships are encouraged to incorporate. The advisability of incorporation is a matter the members should determine in light of the Fellowship's activities. Applications for incorporation must be submitted to and approved by the general secretary. The articles of incorporation, or equivalent corporate document, of a Fellowship must include a statement to the effect that the Fellowship is not an activity or agency of RI. (*June 2005 Mtg., Bd. Dec. 302*)

Source: Jan. 1976 Mtg., Bd. Dec. 161; Amended by May 2003 Mtg., Bd. Dec. 381; March 2005 Mtg., Bd. Dec. 205; and June 2005 Mtg., Bd. Dec. 302

43.010.7. Fellowships at RI Conventions. An annual joint meeting of all Fellowships should be held immediately preceding or during the convention. An annual general meeting of each Fellowship should be held immediately preceding or during the convention. Fellowships are encouraged to arrange pre- and post-Convention activities in connection with the convention each year. The convention committee should assist in organizing such convention-related events and publicizing Fellowship activities at the convention. Space should be provided at the International Convention for Fellowship groups to meet, where possible, at no cost to the Fellowships. (November 2004 Mtg., Bd. Dec. 58)

Source: Jan. 1970 Mtg., Bd. Dec. 129; Jan. 1973 Mtg., Bd. Dec. 168; June 2004 Mtg., Bd. Dec. 257; Amended by May 2003 Mtg., Bd. Dec. 381

with RI policy. All governing documents, and amendments thereto, must be reviewed by the Fellowships committee, if practicable, and approved by the general secretary. A Fellowship shall be organized with at least three officers, one of whom shall be the chair (president or other administrative head) and serve as a non-voting member-at-large of the RI Fellowships committee. The chair must be an active Rotarian. A Fellowship's membership shall be open to all Rotarians and spouses of Rotarians. Fellowships are encouraged to open their memberships to Rotaractors. Only Rotarians, spouses of Rotarians, and Rotaractors may be members of Fellowships. *(June 2005Mtg., Bd. Dec. 302)*

Source: Mar. 1994 Mtg., Bd. Dec. 169; May 2003 Mtg., Bd. Dec. 381; Amended by October 2003 Mtg., Bd. Dec. 85; March 2005 Mtg., Bd. Dec. 205; and June 2005 Mtg., Bd. Dec. 302

43.010.3. Criteria for Recognition as a Rotary Fellowship. All Fellowships are subject to approval by the Board for recognition. The Board shall not recognize Fellowships formed to promote, participate or be involved in religious or political activities, deal with subjects that negatively affect health or safety, or are not in accord with the Object of Rotary or the overall policy and program of Rotary International. Applications for new Fellowships shall be reviewed by the Fellowships committee, if practicable, and the general secretary. The recommendations of the committee and the general secretary shall be forwarded to the Board. All applications shall be reviewed by the Board, regardless of such recommendations.

To be recognized as a Fellowship, a fellowship must:

- 1) Be a group of Rotarians representing at least three countries who share a common interest in a specific worthwhile activity which advances the Object of Rotary. The Board may reduce or waive the number of countries represented.
- 2) Be organized in accordance with RI policy;
- 3) Not duplicate the purposes of an existing Fellowship, unless approved by the Board.

Groups that are denied recognition may not reapply for a period of two years from the date of such denial. *(June 2005 Mtg., Bd. Dec. 302)*

Source: Nov. 1997 Mtg., Bd. Dec. 141; Aug. 1999 Mtg., Bd. Dec. 66; Nov. 2002 Mtg., Bd. Dec. 101; May 2003Mtg., Bd. Dec. 381; March 2005 Mtg., Bd. Dec. 205; Amended by June 2005 Mtg., Bd. Dec. 302. See also Nov. 1996 Mtg., Bd. Dec. 106

43.010.4. Termination of Recognition. The Board may terminate a Fellowship's recognition by RI, with or without the consent of the Fellowship's officers or members, for failure to function in accordance with RI policy. Failure to respond to communications from the general secretary for a two-year period may result in termination of recognition of the Fellowship.

To maintain its status as a Fellowship, a fellowship must:

- 1) Function in accordance with its recognized purpose and in accordance with RI policy;

4.2. Members should have an active interest in matters pertaining to the conduct and management of vessels upon the water. A member does not need to own a vessel.

4.3. An AGM shall be held each year in conjunction with the annual RI Convention.

4.4. Any person who shall be a member on the 1st July in any year and shall fail to pay their dues by the 30th September in that year shall be liable to be struck from the roster.

4.4.1. Dues are payable on the 1st July in each RI year and are not prorated based on date of membership except that dues paid by new members joining during a RI Convention shall be considered paid up for the next full RI year. Same consideration is to be made for the new Fleets chartered in the months of April, May and June.

4.4.2. It shall be the duty of each FC to collect or procure the collection of the annual dues for each member of his Fleet and shall when passing on such dues to the ITR provide him with a list of members on whose behalf such payment is being made.

4.5. The following membership information is required for the International Roster

4.1.3. Member first and last name.

4.1.4. Home address including street numbers/PO Box, city, state/province, postal code, and country.

4.1.5. Member's Rotary Club name.

4.1.6. Member's Rotary District number.

4.1.7. Such other information as the Executive Committee shall from time to time determine.

5. RECORDS AND COMMUNICATIONS

5.1. Refer to IYFR GENERAL RULES. The following ones are clarifications of the above said reference.

5.2. An IYFR Minute Book, including the International Bridge meeting minutes, AGM minutes, IYFR Rules as amended from time to time, and budget and financial statements shall be maintained by or on behalf of the IC.

5.3. Three months prior to change of administration, the outgoing IC will provide the incoming IC with copies of financial statements and other relevant

5.4. IYFR Historian: An IYFR Historian may be appointed by the IC and may be reappointed for successive terms. The Historian's responsibilities include assembling and maintaining records of publications, photographs, recordings and other materials of historical significance to IYFR and its membership, and to make such information available upon request to International Bridge Officers.

5.5. ROTAFLOAT, the IYFR, being the only communication to all the Iyforians should tend to be publicized three times each year (even if the minimum is set to two issues): July, November and March all coordinated by the IC in charge with the exception of each new administration first edition that will be still coordinated by the IPC.

5.5.1. The articles originated by the Fleets can be sent and will be published in their original language also in order to enhance the interest of that Fleet Member to go through the pages of ROTAFLOAT, but shall have a brief summary in English so that they can be understood worldwide.

5.5.2. Articles should be composed by an average of 300 words and when necessary 100 words as summary in English. A max of 3 good resolution picture can and it is desirable to be added.

5.5.3. Articles should be submitted in the two months prior to the publication to a Committee chaired by the IC and composed by the Editor, the Chief of Staff or the Operative Secretary and the Public Relation Officer.

6. INTERNATIONAL BRIDGE ORGANIZATION & POLICIES

6.1. Refer to IYFR GENERAL RULES. The following ones are clarifications of the above said reference.

6.1.1. Bridge officers shall preferably come from a wide spread of the international membership

6.2. International Officers and Staff

6.2.1. The International Bridge shall be appointed by the IC and may at his discretion consist of the following:

6.2.1.1. Chief of Staff

6.2.1.2. The Administrative Officer

6.2.1.3. Executive Secretary

To maintain its status as a Fellowship, a fellowship must:

1) Function in accordance with its recognized purpose and in accordance with RI policy;
2) Publish a newsletter (which may be distributed solely by electronic means) for members of the Fellowship in good standing, at least once during each Rotary year, and file the newsletter and other important Fellowship communications and documents with the general secretary;

3) Hold an annual forum by way of a newsletter, annual meeting, or other activity appropriate to the Fellowship, through which Fellowship members in good standing can interact;

4) Respond to inquiries from members, potential members, and the general secretary.

5) Submit an annual report of activities, including cost of membership dues and a financial statement showing revenues and expenditures during the past Rotary year, and a statement of funds on hand at the time of the report to its members with a copy to the general secretary by 1 October in each year. (*June 2005 Mtg., Bd. Dec. 302*)

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43.010.7. Fellowships at RI Conventions. An annual joint meeting of all Fellowships should be held immediately preceding or during the convention. An annual general meeting of each Fellowship should be held immediately preceding or during the convention. Fellowships are encouraged to arrange pre- and post-Convention activities in connection with the convention each year. The convention committee should assist in

with RI policy. All governing documents, and amendments thereto, must be reviewed by the Fellowships committee, if practicable, and approved by the general secretary. A Fellowship shall be organized with at least three officers, one of whom shall be the chair (president or other administrative head) and serve as a non-voting member-at-large of the RI Fellowships committee. The chair must be an active Rotarian. A Fellowship's membership shall be open to all Rotarians and spouses of Rotarians. Fellowships are encouraged to open their memberships to Rotaractors. Only Rotarians, spouses of Rotarians, and Rotaractors may be members of Fellowships. *(June 2005Mtg., Bd. Dec. 302)*

Source: Mar. 1994 Mtg., Bd. Dec. 169; May 2003 Mtg., Bd. Dec. 381; Amended by October 2003 Mtg., Bd. Dec. 85; March 2005 Mtg., Bd. Dec. 205; and June 2005 Mtg., Bd. Dec. 302

43.010.3. Criteria for Recognition as a Rotary Fellowship. All Fellowships are subject to approval by the Board for recognition. The Board shall not recognize Fellowships formed to promote, participate or be involved in religious or political activities, deal with subjects that negatively affect health or safety, or are not in accord with the Object of Rotary or the overall policy and program of Rotary International. Applications for new Fellowships shall be reviewed by the Fellowships committee, if practicable, and the general secretary. The recommendations of the committee and the general secretary shall be forwarded to the Board. All applications shall be reviewed by the Board, regardless of such recommendations.

To be recognized as a Fellowship, a fellowship must:

- 1) Be a group of Rotarians representing at least three countries who share a common interest in a specific worthwhile activity which advances the Object of Rotary. The Board may reduce or waive the number of countries represented.
- 2) Be organized in accordance with RI policy;
- 3) Not duplicate the purposes of an existing Fellowship, unless approved by the Board.

Groups that are denied recognition may not reapply for a period of two years from the date of such denial. *(June 2005 Mtg., Bd. Dec. 302)*

Source: Nov. 1997 Mtg., Bd. Dec. 141; Aug. 1999 Mtg., Bd. Dec. 66; Nov. 2002 Mtg., Bd. Dec. 101; May 2003Mtg., Bd. Dec. 381; March 2005 Mtg., Bd. Dec. 205; Amended by June 2005 Mtg., Bd. Dec. 302. See also Nov. 1996 Mtg., Bd. Dec. 106

43.010.4. Termination of Recognition. The Board may terminate a Fellowship's recognition by RI, with or without the consent of the Fellowship's officers or members, for failure to function in accordance with RI policy. Failure to respond to communications from the general secretary for a two-year period may result in termination of recognition of the Fellowship.

6.2.1.4. Webmaster

6.2.1.5. Assistant Webmaster

6.2.1.6. Treasurer

6.2.1.7. Regalia Officer

6.2.1.8. Public Relations Officer

6.2.1.9. Rotafloat Editor and Publisher

6.2.1.10. Legal Officer

6.2.1.11. Area Commodores (if not already a member of the Executive Committee)

6.2.1.12. Regional Commodores

6.2.1.13. Other staff appointed by the IC

6.2.2. Term of Office (Refer to the GENERAL RULES)

6.3. Duties of the International Officers

6.3.1. Executive Committee

Refer to the GENERAL RULES.

6.3.2. Together they should plan and execute the activities of the Fellowship, at the AGM, the RI Convention booth and the pre and post- convention events. Should there be an Area without representation; the IC shall appoint one of the three Executive Committee members to oversee it.

6.3.3. International Commodore (IC)

6.3.3.1. Refer to the GENERAL RULES and in addition:

Serve as Chief Financial Officer and be responsible to protect the assets of the organization and to report on financial matters to the Executive Committee.

6.3.3.2. Be responsible for attending all RI Conventions during their term of office. Additionally he should develop a schedule that will allow him or his Area/Region Commodore delegate to attend to as many fleet chartering ceremonies as possible and to visit as many fleets as may request his presence.

6.3.3.3. Have responsibility as AC for their area, but may also appoint an AC for the Area.

6.3.3.4. Appoint such members of the International Bridge as he may determine. Changes of job descriptions and the duties of such persons may be made by him as necessary to assure a successful administration.

6.3.3.5. Immediately following the AGM and prior to 1 July in each year in which there is a change of administration, the outgoing IC shall arrange a transfer to the incoming IC of a minimum of US\$10,000 in liquid assets, in addition to any merchandise maintained for sale. This will enable the new administration to finance immediate administrative requirements, invoice Fleets and EMs/AMs for annual dues, and maintain operations. The balance of the International treasury shall be transferred after completion of the final statements by 30 September.

6.3.4. International Vice Commodore (IVC) Refer to the GENERAL RULES and in addition:

6.3.4.1. Shall have responsibility as AC for his Area, but may also appoint an AC for the Area in which event he shall notify the IC accordingly.

6.3.5. International Rear Commodore (IRC)

Refer to GENERAL RULES and in addition

6.3.5.1. Support the IC and IVC in their duties and, in the absence of the IVC or in the event of the IVC being temporarily unable to fulfill his duties, shall act as IVC. If the IVC is unable to complete his term the IRC shall be eligible to claim the balance of his travel expenses as outlined in the GR section 6.5.1

6.3.5.2. Shall have responsibility as AC for his Area, but may also appoint an AC for the Area in which event he shall notify the IC accordingly.

6.3.6. Administrative Officer

The Administrative Officer shall assist the IC in carrying out the duties of the IC's office as directed by the IC.

6.3.7. Chief of Staff

6.3.7.1. Provide timely overall coordination among members of the International Bridge in accordance with IC and IYFR

APPENDIX A - RI CODE OF POLICIES (Revised February 2006)

Rotary International Code of Policies **For Rotary Fellowships** **Article 43.010**

43.010. Program Terminology

The following terminology and definitions shall be used for RI Programs:

Special Program of RI - PolioPlus is a special program of Rotary International and has highest priority over all other programs until the certification of eradication is achieved.

Structured Programs – organized activities recommended by the RI Board for clubs and districts that include a recommended framework and guidelines;

Menu of Service Opportunities - issues and concerns identified by RI as recommended service priorities for clubs and districts for a specified period of time;

Global Networking Groups – groups of individual Rotarians organized to focus on shared topics of interest on an international basis.

43.010. Rotary Fellowships

43.010.1. Terms of Fellowships. Rotary Fellowship is a group of Rotarians who unite themselves to pursue a vocational or recreational activity. The primary purpose of a Fellowship shall be to further friendship and fellowship for those who share a common interest. Fellowship activities must be conducted independently of RI, but must be in harmony with RI policy, including the use of the Rotary Marks. Fellowships may not be used to promote religious beliefs, political issues, or other organizations. Recognition of a Fellowship by RI in no way implies legal, financial or other obligation or responsibility on the part of RI, or any district or club. A Fellowship may not act on behalf of RI, or represent or imply that it has authority to act on behalf of RI. A fellowship is not an agency of RI. Fellowships must be self-sustaining financially, administratively, and otherwise. Fellowships may not exist or function in any country in violation of the laws of such country. Individual Rotary Fellowships are not covered by RI insurance and are encouraged to assess their own risk and secure coverage as appropriate. (June 2005 Mtg., Bd. Dec. 302)

Source: Jan. 1966 Mtg., Bd. Dec. 168; Aug. 1999 Mtg., Bd. Dec. 66; Amended by June 2001 Mtg., Bd. Dec. 394; May 2003 Mtg., Bd. Dec. 381; March 2005 Mtg., Bd. Dec. 205; and June 2005 Mtg., Bd. Dec. 302

43.010.2. Organization and Membership. A Fellowship shall have a governing document (charter, constitution, bylaws or similar document) which must be consistent

the results. To approve a change in these P&R it is necessary the simple majority of the qualified quorum of the voting panel composed by the Council on Legislation and the Region Commodores. Approval or non- approval shall be officially notified by the IC at that year AGM.

14. CERTIFICATION

These P&R were approved as amended by a general vote of the membership through their Fleet Commodores, concluding on 1st of June 2015 and certified by the International Commodore. They shall come into effect on the 1st of July, 2015

Executive Committee policies.

6.3.7.2.Develop protocols for activities and communications between members of the International Bridge to accomplish their assignments in a timely manner to meet overall IYFR needs.

6.3.7.3.Establish mutual expectations and agreement with each member of the International Bridge regarding their responsibilities and performance.

6.3.7.4.Provide overall coordination among members of the International Bridge and event committees for IYFR activities and events associated with the annual RI Convention.

6.3.7.5.Coordinate other IYFR activities as directed by the IC, and in the absence of the IC and/or other members of the Executive Committee, to officiate in their stead.

6.3.8. Executive Secretary.3.8. Executive Secretary

6.3.8.1.Keep minutes of all International Bridge meetings and the AGM, circulate minutes to members of the International Bridge, and submit a summary of the AGM minutes (other than financial details) for publication in the next "Rotafloat"

6.3.8.2.Receive all general inquiries regarding membership and IYFR activities, and timely communicate with prospects and members in accordance with protocols established by the Chief of Staff, as approved by the IC.

6.3.8.3.Update and make recommendations for changes to IYFR Rules and other formal documents for review by Executive Committee, and ensure resolutions regarding changes are printed in Rotafloat or otherwise notified electronically on the IYFR web-site for member review prior to AGM and online voting.

6.3.9. Webmaster

6.3.9.1.Establish and maintain a permanent web site, accessible via the Internet, for RI members to obtain information about IYFR activities and membership.

6.3.9.2. Establish and maintain a membership roster, approved by the Executive Committee, on a website with capacity for editing and searches. The roster will be a restricted database accessible only by persons possessing appropriate IYFR member identification controls.

6.3.9.3. Assure that the technology used is economically and technically sound, operable within the approved budget, and transferable to successive administrations without major disruption of member access or update to member information.

6.3.9.4. Establish security procedures for access to public and member accessible information, to minimize access or disruption by harmful parties.

6.3.9.5. The website shall be maintained in the English language, with domain name ownership registered in the name of IYFR, and administrative control information documented and provided to each successive IC.

6.3.10. Assistant Webmaster

6.3.10.1. Be the person who will take over as Webmaster in the next IYFR administration, and shall be appointed by the IC in consultation with the IVC as Assistant Webmaster midway through the term of the incumbent IC. The Assistant Webmaster shall work with the Webmaster to ensure continuity and transferability of the website.

6.3.11. Treasurer

6.3.11.1. Maintain financial records of IYFR in accordance with IYFR budget and accounting procedures.

6.3.11.2. Establish and maintain bank account(s) in accordance with the provisions of these Rules.

6.3.11.3. Collect annual membership dues and other receipts, disburse monies and control expenses. Annually, on or about 1 July, a billing for dues and request for updated roster information shall be sent by the ITR to FCs and IMs EMs/ AMs. The ITR is not authorized to disburse expenses in excess of the approved IYFR budget or as otherwise instructed by the IC or Executive Committee.

13.1.2. The RC, on the basis of the relevant Fleet's number of Members, will credit that Fleet a number of votes as per the RI rule of 1 vote every 25 Members or significant fraction of it. (id est: up to 25 Members in good standing = 1 vote. From 25 to 37 = 1 Vote. From 38 up to 62 = 2 Votes. and so on). Fleets in good standing will be credited with 1 vote even if they do not reach 25 Members. The RC will then report to his AC the total amount of favorable and contrary votes obtained in his Region. The Area Commodores are to report these figures to the IVC and to his Chief of Staff who will complete the overall picture and will communicate it officially to the IC so that the result can be announced during that year AGM.

13.1.3. To eventually change the GENERAL RULES, it is required the 75% of the votes cast in by the Council on Legislation and by the Fleets. Only Members in good standing (dues are current or up to date) may vote and their vote will count and accounted for.

13.2. Procedures and Regulations, amendment procedure.

13.2.1. Only in the year before each change of the administration, it shall be formed a Council on Legislation to review these P&R; it shall be composed by the College of PICs, the Executive Committee, the incoming Chief of Staff, and the Area Commodores. Chaired by the incoming IC, this C o L shall review these P&R and may propose amendments and bring forward those coming from the Fleets and endorsed by the respective Fleet Commodores and their RC (if any). Any one of the said Officers can propose changes and revisions.

13.2.2. Fleet members wishing to propose alterations, additions, or deletions from the present P&R, may do so by gaining a majority decision from a meeting of the originator's own Fleet, whereupon the Fleet Commodore shall submit proposals to the RC or AC if no Region is formed in the zone, not later than six months prior to an AGM or by the date published in Rotafloat . IMs may submit proposed amendments directly to the respective ACs. International Officers or PICs may submit proposed amendments directly to the Executive Committee or Chief of Staff.

13.2.3. Proposed changes shall be forwarded to the Council on Legislation via email and openly voted in the same manner by a voting panel composed by the Council on Legislation Members and the Region Commodores. The IVC with the help of the Area Commodores will receive the votes and will inform the IC about

12. IYFR REGALIA

Refer to the GENERAL RULES.

- 12.1.** Rotary International Code of Practice Requires: "Rotary Marks (Rotary Wheel) must always be reproduced in their entirety. No alterations, obstructions or modifications are permitted. The Rotary Marks shall not be mutilated in any way nor shall they have anything superimposed upon them."
- 12.2.** Colors: IYFR colors as used in this section are specified as Rotary Gold – PMS 123, Rotary Blue – PMS 286, Navy blue – PMS 281 and White (no PMS number).
- 12.3.** All members of the Fellowship are encouraged to wear our approved rank epaulets and fly their respective approved burgees, especially for international IYFR activities and events. Each member shall be entitled to wear epaulets or regalia and fly pennants and burgees as approved by the member's Fleet and customary in their country to events in the member's country. It is recommended that any balls, stars or bars be gold for current position holders and silver for past position holders. Similarly each country or Fleet may produce their own member pennants provided that they conform to RI policies and have been approved by the International Bridge and are consistent with specifications adopted in accordance with these Regulations.
- 12.4.** Additional regalia specifications may be approved by the Executive Committee and posted on the IYFR website.

13. AMENDMENT OF IYFR GENERAL RULES AND IYFR PROCEDURES AND REGULATIONS

Refer to the GENERAL RULES

13.1. GR Amendment procedure.

- 13.1.1.** Since it is most desirable that every Fellow Mariner takes part in the process and in order to have a qualified quorum eventually voting the proposed changes, each Regional Commodore shall make (if necessary) available the translated version of the proposed GR changes to their Fleet Commodores. Each FC is requested to circulate the translated version of the proposed GR changes, among his Fleet Members and request them to vote in any way they will decide (telephone, e-mail, assembly, usual meeting). Each Fleet Commodore shall report his Fleet majority's vote to the Region Commodore.

- 6.3.11.4.** Prepare an annual budget with the assistance of the Executive Committee and Chief of Staff.

- 6.3.11.5.** Prepare and provide such interim financial reports, income statements, balance sheets, and other accounting documents as required for review by the IC and/or Chief of Staff.

6.3.13. Public Relations Officer

- 6.3.13.1.** Seek and manage information from Areas and Fleets worldwide to identify worthy activities which can be used as promotional material for IYFR.
- 6.3.13.2.** Gather information details and coordinate the writing of worthy articles for the Rotafloat and for inclusion in promotional material.
- 6.3.13.3.** Promote Fleet building and new Fleet creation activities and support ACs and RCs in this endeavor through information and publications.
- 6.3.13.4.** Coordinate with publishers of Rotafloat, RI District publications, RI Magazine, and the IC to enhance awareness of membership in IYFR.
- 6.3.13.5.** Maintain a library of information and articles for timely use in publications and historical purposes.

6.3.14. Rotafloat Editor and Publisher

- 6.3.14.1.** Produce Rotafloat in accordance with IYFR requirements as listed under records and Communications and ensure that copies of Rotafloat are sent to RI if required by the Code of Policies.
- 6.3.14.2.** Produce Rotafloat publication in quality color format suitable for member access and printing via the web site.
- 6.3.14.3.** Coordinate articles, notices, and special items with the IC and the Public Relations Officer.
- 6.3.14.4.** Apply professional level editing to produce quality publications, with content in accordance with the COP.

6.3.15. Legal Officer

6.3.15.1. Advise the IC and other members of the International Bridge on legal matters related to IYFR policies and operations.

6.3.15.2. Prepare and or review the documents and filings in connection with IYFR incorporation and non-profit status.

6.3.16. Area Commodores

6.3.16.1. Refer to GENERAL RULES and in addition:

6.3.16.2. Assure timely dissemination of information received from IC and other members of the International Bridge to Regional and Fleet officers and members.

6.3.16.3. Acquire information from Fleets and their Officers and assure timely, constructive communication with the IC.

6.3.16.4. Maintain an accurate roster of Regional and Fleet officers on the website, and communicate with them on a regular basis.

6.3.16.5. Assist in promoting IYFR activities among Rotary clubs, and assist in the formation of Fleets in their Area.

6.3.16.6. Maintain communications with EMs/AMs in their Area, encourage IMs to join existing Fleets or form new Fleets where feasible and maintain an IYFR IM roster.

6.3.16.7. Assist in timely collection of Fleet and EMs/AMs dues.

6.3.16.8. If required to do so by the IVC or IRC acts as the Regalia Officer of that Area.

6.3.17. Regional Commodores

6.3.17.1. Refer to GENERAL RULES and in addition:

6.3.17.2. Promote IYFR through district newsletters, club visitations, and at district conferences, assemblies and PETS.

6.3.17.3. Encourage members to use their boats to support RI service committees and activities.

11. IYFR GRANTS:

Refer to IYFR GENERAL RULES.

11.1. The Grants Committee must determine the amounts available for each Area Pool based on a proportionate share of the Grant Pool after taking into account the number of dues paid members as recorded in the Fleet Rosters for each Area as at 1 July each immediately prior year and any such other factors as the Grants Committee may consider necessary to achieve an allocation that is equitable to the membership and in the best interests of the Fellowship. The Area Pools shall be available to enable consideration of applications from any person or organization for grants ("Grant Applications") to pursue IYFR objectives (refer 3.1–3.5).

11.2. The Grants Committee shall consider unapplied/unused IYFR Area grant monies be allocated each year to other Areas and not being returned to the pool.

11.3. Grant Applications must be made through an applicant's local Fleet Commodore to the Chair of the Area Grants Committee and needs to be endorsed by an applicant's local Fleet in order to be considered for approval;

11.4. Each Area Grants Committee must acknowledge any Grant Application within one month of receipt and advise the applicant of the outcome of their decision as soon as practicable thereafter;

11.5. Consideration of Grant Applications shall take into account:

11.5.1 IYFR objectives; and

11.5.2 Any Grant Guidelines approved and published by the Grants Committee.

11.5.3 Such other matters as the Area Grants Committee considers relevant.

11.6. Subject to funds being available within the relevant allocated Area Pool, the ITR shall forthwith make payment of any grant to a successful applicant as soon as possible following receipt of notification in writing, by email or fax transmission from any Area Grants Committee Chair that a Grant Application has been approved. Payment must be made in a manner that allows the promotion of IYFR.

10.8.2.1.3 If an EC member is unable to attend a Rotary Convention and/or annual General Meeting for any reason, the potential reimbursement is not forfeited and may be rolled over to other events attended in the relevant period of two years.

10.8.2.3. Prior to establishing the annual Grants Pool, since these payments should take priority over the funds allocated to the Grant Pool and may affect the funds available for the latter, the International Commodore and the International Bridge shall budget a specific amount to cover the very extraordinary expenses in this classification of reimbursements that must reflect the Fellowship's financial health and that may not be authorized without the totality of the Executive Committee written approval.

10.8.3. Payment for reimbursed expenses.

10.8.3.1. Copies of the receipts of the travel expenses incurred in conformance to this section shall be submitted to the International Commodore (or in the case of the International Commodore's expenses, to the International Treasurer) within two months of completion of the travel.

10.8.3.2. Travelling by a private car over 100 miles (per trip) will be reimbursed at one half of the RI rate as per [RIdocuments/en_pdf/rits_mileage_rates_en.pdf](#).

10.8.3.3. Upon approving the expenses the International Commodore (or the International Treasurer in the case of submissions by the International Commodore) shall forward the claim to the International Treasurer for payment.

10.8.3.4. Should any expense be denied upon initial review, the expenses shall be submitted to the Chief of Staff, International Treasurer and one member of the College of Past Commodores, selected by the claiming Officer, who shall rule as a Committee, based on majority vote, on the acceptability of the submitted expenses. Their decision shall be final.

6.3.17.4. Promote inter-Fleet regional activities and invite EMs/AMs to attend Regional events.

6.3.17.5. Encourage IYFR joint activities with other RI Fellowships, such as the RV, Fishing and Flying Fellowships.

6.3.17.6. Assist Fleets in awareness and compliance with IYFR rules.

6.3.17.7. Assist with collection of IYFR dues and roster information from Fleets.

6.3.17.8. Promote and develop new Fleets in their region.

7. REGIONS , FLEETS AND SQUADRONS ORGANIZATION

7.1. Regions: Refer to GENERAL RULES and in addition:

7.1.1. The IC shall, in his discretion, have the right to decide whether or not a Region shall be formed and if so shall appoint an RC (who may or may not be any person recommended by the relevant Fleets). The person so appointed shall hold the office for two years but if necessary and with the IB authorization, can be reconfirmed.

7.1.2. Any Region shall have the right to establish a Regional Bridge and to elect such officers (other than the RC) as it shall think fit. Any Regional Bridge may draw up Regional Rules for the approval of the members of the Fleets in the Region. Any such Rules shall not conflict with these GENERAL RULES and, in the event of any inconsistency, these Rules shall prevail.

7.2. Chartered Fleets:

Refer to GENERAL RULES.

7.2.1 Fleet Commodore Duties

7.2.1.1. Is the person primarily responsible for IYFR in his area. Assures timely dissemination of information received from the International Bridge to his Fleet Officers and Members and vice versa.

7.2.1.2. Appoints such additional Officers in his Fleet as necessary to assure a successful administration.

7.2.1.3. Maintains an accurate roster of the Fleet Officers and Members on the website, and communicates with them on a regular basis.

7.2.1.4. Promotes IYFR activities among his Fleet Members and Rotarians of his District/s.

7.2.1.5. Assists in timely collection of Fleet dues.

7.3. Election of Fleet Officers:

7.3.1. In the absence of a Fleet having its own Fleet Rules, each year, prior to the beginning of the RI Year on 1st July, the Fleet shall hold an AGM. Fleet Officers, including FC, FVC, FRC, Secretary, Treasurer and other officers as determined by the Fleet, shall be elected for the ensuing year(s) annually or biennially as the Fleet shall determine.

7.4. Fleet Membership, Roster and Dues:

7.4.1. The online database of the Fellowship's Members is the official record of each member as well as each Fleet within the Fellowship.

7.4.2. This online data base allows each member of the Fellowship to manage the content of their personal record. However, a Fleet remains responsible for overseeing its membership's overall integrity by entering new members as the join, removing members that are lost, and encouraging their membership to keep their records current. A Fleet must also manage the record of any member who has no e-mail address as that field is the key that allows each member to manage their personal record; a member without e-mail will be unable to access their record.

7.4.3. Each fleet is responsible for paying the International dues for its members at the start of each fiscal year, July 1st. On or about this date the ITR will send each Fleet or regional treasurer as appropriate, an annual statement based upon their membership count as reflected in the system. Consequently, fleets should conduct a review of their records to insure the accuracy at the end of each fiscal year.

7.4.4. Fleets are responsible for setting and collecting their own Fleet dues as established by their officers and membership but must include the fee payable internationally as a minimum. Excess dues above that amount cover the Fleet's requirements as well as any Regional dues that may be set by their Region.

7.4.5. Annual International dues become due as of July 1st of each year and should be paid within 60 days of receipt of the Fleet's

but should not be relied upon for planned or required operating expenses.

10.7.3. All Fleets shall be treated equally; Fleets have the option of printing materials locally within their own budgets.

10.7.4. The Regalia inventory shall be accounted for at cost of the acquisition.

10.8 International Officers Reimbursement. Refer to the GENERAL RULES

10.8.1. Recognizing the expense burden entailed in assuming the offices involved in the operation of the International Bridge as a member of the Executive Committee the following partial reimbursements is authorized to mitigate these expenses.

10.8.2. There are two classifications of expenses.

10.8.2.1. Expenses for the required attendance at a Rotary Convention and/or annual General Meeting and its associated activities such as the PCC during the individual's full term of service, i.e. two each term as RC, VC and IC.

10.8.2.2. Expenses recognized by the International Commodore to cover attendance at any event requiring, in the IC's estimation, a presence by a member of the International Bridge. This may include any IYFR function with the exception of a Convention/AGM and its associated activities such as the PCC.

10.8.2.1.1 These payments may only be made to a member of the Executive Committee. Each EC member shall have the opportunity to select at the beginning of their two year term for their current position how they desire to accumulate their expenses related to convention attendance for their immediate term of office. They may select to be reimbursed after each convention/AGM or may aggregate their expenses for their entire term.

10.8.2.1.2 In no case shall the total reimbursement be more than \$20,000US over the total term of service, i.e. \$3,000 as IRC, \$ 5,000 as IVC and \$12,000 as IC.

AGM, and every six months shall submit an interim balance sheet and income and expense statement to the Executive Committee. At the end of each RI year the ITR shall prepare a balance sheet, income and expense statement for review by the Executive Committee, and post reports to the members section of the IYFR website by the end of the first quarter after the end of the fiscal year. The ITR shall also submit such reports together with the cost of membership dues and an annual report of activities (which shall be prepared by the IC but which may consist of all editions of Rotafloat published during the relevant fiscal year) to the General Secretary of RI by no later than the 1st October in each year

10.5. Income from dues shall be for IYFR operating expenses based on the budget approved by the Executive Committee. Funds are not to be used to purchase any item of a capital nature, e.g. computers, fax machines, etc. provided that any grants approved pursuant to Rule 6.8 may be applied by any successful applicant for items of a capital nature.

10.6. The Executive Committee shall appoint a Finance Committee, consisting of two or more IYFR members who are not on the Executive Committee or the International Bridge, to annually examine IYFR financial records as provided by the ITR, and provide an independent report of its findings to the Executive Committee. The Finance Committee report on the Income Statement and Balance Sheet shall be delivered to the Executive Committee within three months of the submission by the ITR to the Finance Committee of the accounts and balance sheet for the relevant year and thereafter shall be posted to the members section of the IYFR website as soon as practicable.

10.7. Budget Policy:

The operating budget shall be based on current, predictable annual dues income.

10.7.1. The operating budget shall not include:

10.7.1.1. Projected income from Fleets that did not pay dues for the last year.

10.7.1.2. Dues collected from previous years that were overdue.

10.7.1.3. Other speculative or one time sources of income.

10.7.2. Income from other than current annual dues may be used for all purposes provided it is authorized by these Rules to be expended, to supplement promotional materials, regalia inventory, operating reserves, or other purposes permitted by the Rules,

invoice. Dues become delinquent after September 30th. The fees are to be calculated on the actual number of members listed on the online database at the end of August each year. The delinquent Fleet may be subject to having its membership in the Fellowship revoked at the end of this grace period.

7.4.6. In case of a new Fleet charter, prior to the charter date and IYFR recognizing and loading the new Fleet onto the website, the International Treasurer must receive US\$10.00 in dues per member of the new Fleet. Fleets that charter between the 1st April and 1st July are exempt from the dues in the following year

7.4.7. At any time a fleet is delinquent in its International dues and is being considered for revocation of their membership the International Bridge shall contact each member of the fleet in writing, either physical or electronic, notifying them of the situation. Individual members will be allowed to retain their membership in the Fellowship at that point by becoming Independent Members or by joining another fleet.

7.4.8. If a Fleet decides or is required to surrender its Charter, any monies held in Fleet accounts shall be donated to either The Rotary Foundation and/or to any project supported by Rotary and/or any other purpose approved by the IC.

7.5. Fleet Squadrons:

7.5.1. A Fleet Squadron is a division of an established fleet. Fleets may organize squadrons, of not less than five members in geographic areas, in order to support and encourage IYFR membership growth and future Fleet development.

7.5.2. The position of Squadron Captain shall be recognized as the leader of any such squadron organized with a fleet.

8. THE COLLEGE OF PAST INTERNATIONAL COMMODORES

Refer to IYFR GENERAL RULES.

9. ELECTION OF INTERNATIONAL OFFICERS

9.1. The IRC shall be elected for a two-year term and shall move up to Vice Commodore and International Commodore unless there are extenuating circumstances. "The Change of Command" and the handing over of the IC's jewel and burgee shall take place at the AGM, but the new incoming IC will assume command of IYFR on 1 July.

- 9.2.** The IPIC (if possible during his term of office as IC) shall ascertain from RI as soon as practicable the date which is the first deadline date (the Deadline Date) for registering for the following year's RI Convention
- 9.3.** At least 6 months prior to the Deadline Date, the IPIC shall circulate to all RCs and FCs, a request to submit names for nomination for any forthcoming vacancies on the Executive Committee. The incoming IRC should, whenever possible, be elected from the same area as the outgoing IC and at least 5 months prior to the Deadline Date, nomination forms shall be forwarded to those RCs and FCs in the area of the outgoing IC. Should there be no names for nomination from the Area of the outgoing IC, nomination forms should also be sent to RCs and FCs in the other two Areas.
- 9.4.** The prescribed form for use when nominating a candidate for elective office shall include a declaration signed by the candidate certifying that the candidate has read, understands, and agrees to be bound by the provisions of these Rules. All nomination forms shall be returned to the IPIC not later than 4 months prior to the Deadline Date
- 9.5.** Any member proposing a candidate shall submit to the IPIC the consent of the candidate, a resume of his activities in RI and IYFR, together with a recent photograph.
- 9.6.** Members shall not campaign, canvass or electioneer for elective position in the IYFR nor allow any such activity on their behalf; nor shall any brochures, literature, letters, or other materials be distributed or circulated by members or on their behalf to any Fleets or members of Fleets, except as may be authorized by the International Bridge. Should candidates become aware of any prohibited activities having been taken on their behalf, they shall immediately express their disapproval to those so engaged, and instruct them to terminate such activity.
- 9.7.** As soon as possible after the receipt of nomination forms but in any event not later than three months prior to the Deadline date, a list of nominations shall be sent to all members of the CPC together with an invitation to them to submit any representations or comments to the IPIC within a period of fourteen days. Thereafter, the IPIC shall submit voting forms by a date no later than 2 months prior to the Deadline Date to the members of the Executive Committee and the four most recently retired members of the CPC who shall together constitute the group of seven persons entitled to vote on the relevant appointment (the Voting Panel). Any representations or comments received from any member of the CPC shall also be sent to the Voting Panel. All votes shall be returned to the IPC by no later than one month prior to the Deadline Date.
- 9.8.** The IPC shall notify the result of the voting no later than fourteen days prior to the Deadline Date to all members of the Voting Panel. . In the event of a tie vote,

the IC shall have a casting vote. Thereafter, the results of the voting shall be published in the next edition of Rotafloat

- 9.9.** RCs and ACs shall serve two year terms, and may be appointed to successive terms.
- 9.10.** When a RC position is vacant, the IC shall review candidates proposed by the Fleets in that Region and appoint a successor after conferring with the AC and FCs of the Region.
- 9.11.** Officers appointed by the IC may be removed by the same IC. The IC, IVC, and IRC may be removed from office by a vote of the majority of the Voting Panel.
- 9.12.** All communications required by this Rule shall be sent by e-mail if possible. In the event that this is not available, air mail shall be used.

10. BANKING, ACCOUNTING PROCEDURES AND REIMBURSEMENTS

- 10.1.** Accounts shall be maintained in accordance with GAAP and applicable law where accounts are held, and maintained through the use of a standard accounting software which is available internationally, and electronically transferable.
- 10.2.** The fiscal year will be the same as RI, 1 July to 30 June.
- 10.3.** Bank accounts.
- 10.3.1.** It shall be the duty of the IC in consultation with the ITR to open and maintain in such international currencies as they shall consider expedient necessary for the efficient financial operation of IYFR. At the termination of his term of office the retiring IC shall offer to his successor the opportunity of taking over such accounts (or any of them) but the incoming IC shall not be obliged to do so.
- 10.3.2.** Bank accounts are to be used exclusively for IYFR business. All cheques and other banking documents shall be signed by any two of the IC, the Administrator and the ITR and such others as may be designated by the IC (and approved by the Executive Committee). In the event that it is intended that any financial transaction shall take place electronically, the person authorizing it shall seek the prior approval of another signatory.
- 10.4.** A budget shall be prepared annually by the ITR for consideration and approval by the Executive Committee. The ITR shall present the approved budget along with any interim balance sheet and income and expense statement to the AGM, and every six