

# **QUOTA INTERNATIONAL INC SOUTH PACIFIC AREA RULES AND RESOLUTIONS**

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## **RULES OF THE SOUTH PACIFIC AREA – QUOTA INTERNATIONAL INC.**

### **Interpretation.**

In these Rules words importing the feminine gender shall also include the masculine gender and words importing the singular shall also include the plural.

*“Auditor” in these Rules means a person who is an independent registered company auditor who is in public practice as a member of the Institute of Chartered Accountants or the Society of Certified Practising Accountants and who shall not be an officer nor a member of Quota International Inc. or related to a member through family or business.*

*“Audited” in these Rules means the books of account of the Area Director or the South Pacific Area Meeting have been duly audited by an Auditor (where specified in these Rules).*

### **Titles**

In these Rules where there is use of the title Chairman the incumbent of that position, for the time being, may choose to use Chairman or Chairperson, whichever that person so wishes.

### **1. THE AREA**

The South Pacific Area, comprising the countries of Australia, New Zealand and Fiji is a constituent division of Quota International Incorporated and as such is subject to Quota International’s Bylaws and Rules of Procedure.

### **2. THE AREA DIRECTOR**

- 2.1 The Area Director shall be elected in accordance with the Bylaws of Quota International Inc. and shall be responsible for communicating and implementing the requirements of Quota International Inc. throughout the Area.
- 2.2 The Area Director shall be responsible for the appointment of all Committees required to carry out the proper function of the South Pacific Area and shall be *an* ex-officio voting member of all such committees.
- 2.3 Within sixty (60) days of the installation of the South Pacific Area Director, such Area Director shall with the permission of the committee members, provide the District Governors and each Club with a list of Committees, their Chairman and the members of each Committee giving all relevant information (e.g. names, addresses, phone numbers and the name of each member’s club).

### **3. FINANCES**

- 3.1 The South Pacific Area Director shall have the responsibility for and/or *to oversee* all funds and accounts raised in the name of the South Pacific Area.
- 3.2 The South Pacific Area Director shall be one of two signatories authorized to operate the Area’s financial accounts, the other one being the South Pacific Area Director’s Secretary/Treasurer or appointee from the same Club with either/or to sign cheques.

- 3.3 Clubs in the South Pacific Area, unless exempted by the Area Director For good cause shall be levied by their District at \$4 per capita (based on *the previous* October 1 membership) to defray the costs of the South Pacific Area Director's expenses in the course of her duties.
- 3.4 A recommendation from a South Pacific Area Director through her Club or District to increase the South Pacific Area Director's levy may be proposed as a change to 3.3 of the South Pacific Area Rules.
- 3.5 The levy shall be paid in the currency of the country in which the Club is located.
- 3.6 The South Pacific Area Director's levy shall be paid by the Districts to the newly elected Area Director by August 1 in the first and second year of her term of office.
- 3.7 At the conclusion of the Area Director's first year in office an interim statement of income and expenditure relating to the South Pacific Area Fund shall be forwarded to all District Governors for distribution to all Clubs in the South Pacific Area.
- 3.8 At each properly constituted meeting of the South Pacific Area the *immediate past* South Pacific Area Director shall present a detailed statement of Income and Expenditure showing her expenditure. The statement shall cover the *immediate past* South Pacific Area Director's term of office. A copy of this statement shall be forwarded to *the South Pacific Area Director and all* Governors for distribution to all Clubs in the South Pacific Area no later than 30 days prior to the South Pacific Area Meeting.
- 3.9 At the conclusion of her two-year term the South Pacific Area Director shall:
- 3.9.1 By September 1, forward any monies held in credit to the incoming South Pacific Area Director for her use.

#### **4. STRUCTURE OF A MEETING OF THE SOUTH PACIFIC AREA**

- 4.1 *The* South Pacific Area Director of the day shall be Chairman of such a meeting of the South Pacific Area.
- 4.2 Any District or Country in the South Pacific Area may apply to the Area Director to host a meeting of the Area. Such application shall be in the hands of the Area Director within 120 days from the commencement of her first year and shall include particulars as to venue, accommodation and transport facilities.
- 4.3 The South Pacific Area Director shall appoint a Host District which shall be responsible for the appointment of an Organising Committee. The Organising Committee shall be responsible for all organisational arrangements for the meeting in consultation with the Area Director, but shall not be responsible for the programme which shall be at the discretion of the Area Director.

- 4.4 ***The Area Director shall within 180 days of her installation advise the Governors of the South Pacific Area of the location and date of the next meeting of the South Pacific Area.***
- 4.5 Financial Arrangements.
- 4.5.1 ***Following the decision of the Area Director to accept an application from a District to host the South Pacific Area Meeting, the Host District shall open a bank account for the meeting styled “(insert name District) District S.P.A.M.Account”. The Signatories to the account shall be the current District Officers of the Host District plus the Chairman and Secretary/Treasurer of the Organising Committee. All cheques to be signed by any two of authorized signatories.***
- 4.5.2 Following the establishment of the South Pacific Area Meeting bank account, ***a South Pacific Area Meeting*** levy shall be struck on all South Pacific Area Clubs to meet the estimated costs of the forthcoming meeting. The levy shall be based on the ***previous*** October 1 club membership reports.
- 4.5.3 The amount of the ***South Pacific Area Meeting*** levy shall be fixed by the Organising Committee after consultation with the Area Director. The Governors shall be responsible for collecting the per capita levies from Clubs in their respective Districts and forwarding it to the Organising committee by August 31 of that year.
- 4.5.4 The ***South Pacific Area Meeting*** levy set by the Organising Committee shall cover the ***Registration, Friday and Saturday night functions, two nights twin share accommodation at the organised venue and the most economical method of travel for the following:***
- a) The South Pacific Area Director
  - b) The Governor of each District in the South Pacific Area
  - c) The Parliamentarian provided she lives in the country where a meeting of the Area is being held.
  - d) The minute Secretary provided she lives in the country where a meeting of the Area is being held.
- 4.5.5 A registration fee for attendees shall be set by the Organising Committee in consultation with the Area Director to cover costs of ***The meeting rooms, meals as specified and the costs of the*** guest speaker (s) – provided she resides in the country of the Area meeting.
- 4.5.6 The registration fee is to be advised to every Club at least one hundred and eighty (180) days prior to the meeting of the Area.
- 4.5.7 The completed registration form and registration fee shall be returned to the Organising Committee according to the deadline set by it.
- 4.6 Any surplus accruing from a meeting of the Area shall be invested by the Area Director until the next Host District has been appointed, when such surplus and interest accrued thereon shall be paid by the Area Director to the Host District. That surplus plus interest shall be designated to ***offset costs of the next South***

***Pacific Area Meeting before*** a new levy is decided upon. In event of a loss resulting from an Area Meeting, that loss shall be borne by all Clubs in the South Pacific Area on a per capita basis.

- 4.7 The South Pacific Area Director shall appoint an ***Auditor*** to audit the accounts of ***the*** meeting of the South Pacific Area. Remuneration shall be paid for the audit to be performed, its cost being included in the budget of each meeting of the Area.
- 4.8 Within sixty (60) days of the close of a meeting of the Area, the Organising Committee shall:
  - 4.8.1 Close the District S.P.A.M. Account
  - 4.8.2 Draw a bank cheque in favour of the Area Director for any credit balance (surplus) in such account. ***In the event that the outgoing organising committee receives a late account relative to the SPAM organised by it, this account should be sent to the Area Director of the day to pay from any credit balance in the SPAM account;*** and
  - 4.8.3 Furnish to the South Pacific Area Director, each Governor and each Club an audited balance sheet and minutes of the meeting of the Area.
- 4.9 All financial transactions in relation to the organisation and administration of a meeting of the South Pacific Area shall be in the currency of the host country.

## **5 PURPOSE OF A MEETING OF THE SOUTH PACIFIC AREA**

The purpose of a meeting of the South Pacific Area shall be to:

- 5.1 Discuss the methods of implementation of Quota's Service programmes as established by voting delegates at International Convention.
- 5.2 Discuss proposed International Bylaw changes, International Resolutions and Standing Rules and Resolutions of the Area.
- 5.3 Provide orientation on Quota International
- 5.4 Conduct education workshops
- 5.5 Generally reinforce confidence and unity in the goals and ideals of Quota International Inc.
- 5.6 Learn of cultures, needs and traditions of Quota countries
- 5.7 Debate resolutions pertaining to the concerns of the Area
- 5.8 Hear and consider financial and other reports. Except where otherwise stated in these rules all reports shall cover the period from one meeting of the South Pacific Area to the next.
- 5.9 Elect the Editor of Quota Calling Magazine

## 6. RULES AND RESOLUTIONS

6.1 In accordance with Clause 2.2 the South Pacific Area Director shall appoint a Rules and Resolutions Committee, ***for the following South Pacific Area Meeting***, consisting of a Chairman and two other members who are to be members of Clubs within a reasonable travelling distance of each other. The duties and powers of this Committee shall be as follows:

6.1.1 To receive proposed amendments to ***these*** Rules and Resolutions for discussion at the South Pacific Area Meeting. These may be submitted by any Club or District in the South Pacific Area and the Area's Rules and Resolutions Committee. Such proposals must be received by the South Pacific Area Rules and Resolutions Committee at least 120 days prior to the meeting and shall be distributed by the Committee at least 60 days prior to the meeting.

6.1.2 To hold a Committee meeting or meetings either physically or by other means to consider and make recommendations to the membership at a meeting of the South Pacific Area.

6.1.3 To combine and / or re-word proposals submitted when more than one proposal concerns the same subject (or when the Committee deems it advisable to edit to provide clarity) while retaining the intent of the original proposal.

6.1.4 To send reports of the Committee to the South Pacific Area Director immediately upon completion.

### 6.2 Rules

6.2.1 The Committee shall prepare a separate report on proposals to amend ***these*** Rules and indicate whether recommended or not recommended by the Committee, such recommendations require at least a majority of affirmative votes of the committee members.

6.2.2 At the meeting of the South Pacific Area the Chairman or a member of the Committee shall present the recommended amendments, those not recommended may be called for consideration when requested from the floor.

6.2.3 No proposal to amend ***these*** Rules shall be presented from the floor ***of the meeting***, except those of an emergency nature whose value would be lost by delay.

***6.2.4 These Area Rules may be amended by a resolution carried by a two-thirds majority vote of those registered as present and voting.***

### 6.3 Resolutions:

6.3.1 The Committee shall prepare a separate report on Resolutions for presentation to the meeting of the South Pacific Area.

6.3.2 At the South Pacific Area meeting following consideration of

Amendments to Rules the Chairman or member of the Committee shall present the proposed Resolutions. After discussion, debate and decision on the recommended resolutions, those not recommended may be called for consideration from the floor.

6.3.3 No resolution shall be presented from the floor except those of an emergency nature whose value would be lost by delay.

6.3.4 Resolutions considered to be of an emergency nature may be admitted for consideration by a meeting of the South Pacific Area only after a motion on such matter is endorsed by two-thirds of those registered and present and voting.

**6.3.5 Resolutions shall be carried by a simple majority of those registered as present and voting.**

6.4 A resolution adopted at one meeting of the South Pacific Area shall remain in force until the following meeting of the Area when it shall be re-presented by the Rules and Resolutions Committee for consideration or if requested by a Club or District, provided the content is still relevant.

6.5 No motion providing for the levying or payment of funds by Clubs or individual Quotarians shall be presented from the floor of any meeting of the South Pacific Area and voted upon.

## 7. MEETING RULES

7.1 The voting body of a South Pacific Area meeting shall be:

7.1.1 The South Pacific Area Director and any other member of the Quota International Board of Directors resident in the South Pacific Area.

7.1.2 Past Presidents of Quota International resident in the Area

7.1.3 The District Governors of each South Pacific Area District

7.1.4 One delegate from each Club in the South Pacific Area in good standing with Quota International and the South Pacific Area based on the *previous October 1* membership report to Quota International. In the event a District Governor is unable to vote, the Lieutenant Governor of the same District shall be a member of the voting body. In the event *that* neither can vote, an alternate from the District can be designated, such alternate to be appointed by the Governor.

7.2 No member shall be entitled to more than one vote.

7.3 In the event of a Club's delegate being unable to carry on her duties, that Club's elected alternate can, upon proper clearance by the Credentials Committee, be transferred from alternate to delegate at any time during a meeting of the South Pacific Area.

7.4 The quorum for a meeting of the South Pacific Area shall be a majority of those registered as present and voting.

- 7.5 Excepting the voting requirements of a two-thirds majority in relation to amendments to *these* Standing Rules (see *clause 6.2.4-Rules & Clause 11 – Amendments, and clause 6.3.5 resolutions.*) motions shall be carried by a simple majority of those registered as present and voting.

## 8. COMMUNITY SERVICE

### 8.1 Hearing and Speech

- 8.1.1 A Scholarship known as the South Pacific Area Scholarship for work in the Field of Speech and Hearing shall continue in perpetuity.
- 8.1.2 Scholarships shall be awarded annually by the Board of Trustees of the South Pacific Area Scholarship for work in the field of Speech and Hearing according to procedures set down in the Trust Deed.
- 8.1.3 The Trustees of the Scholarship Fund are requested, when possible, to award at least two (2) Scholarships annually *at their discretion.* The second Scholarship shall be known as the Sheila Drummond Bursary.
- 8.1.4 Each Club in the South Pacific Area is requested to subscribe \$100 annually *in the currency of their country*, to maintain the capital in the *Quota* South Pacific Area Scholarship Fund, paid by August 1. *Each participating Club shall forward a Club Cheque direct to the Finance Trustee of the Quota South Pacific Area Scholarship Fund.*

### 8.2 Vial of Life

- 8.2.1 The Vial of Life programme shall be a continuing project for South Pacific Area Clubs participating in it.
- 8.2.2 The South Pacific Area Director shall be responsible for liaising with State and Regional Vial of Life Co-ordinators to ensure standardisation of material distributed and to ensure each Co-ordinator is aware of sponsorship arrangements.

## 9. QUOTA CALLING

- 9.1 Quota Calling shall be the official magazine of the South Pacific Area and all Australian and New Zealand members shall subscribe to it.
- 9.1.1 the subscription for Quota Calling shall provide three (3) editions per year
- 9.1.2 Club secretaries shall notify the Editor in August the number of magazine required.
- 9.1.3 Each Club shall be billed direct by Quota Calling.
- 9.1.4 Articles for publication can be submitted by Clubs, Members and Officers.

- 9.2 The South Pacific Area Director will call for nominations for the position of Editor to be received no later than 120 days prior to the date set down for the South Pacific Area Meeting.
- 9.3 The South Pacific Area Director will advise all member clubs of the nominations received for the position of Editor of Quota Calling 60 days before the meeting of the South Pacific Area.
- 9.4 The Editor shall have the right to appoint an assistant and shall be responsible for the management, publication and finances of Quota Calling.
- 9.5 In the event of the position of Editor of Quota Calling becoming vacant, the South Pacific Area Director shall appoint an Editor for the balance of the current term. Should this occur, the honorarium set under 9.6 shall be paid to the new Editor on a proportional basis.
- 9.6 The Editor of Quota Calling shall be paid an honorarium, the amount to be set at each meeting of the South Pacific Area.
- 9.7 An audited statement shall be forwarded to the District Governors of the South Pacific Area for inclusion in District Conference packages and the South Pacific Area Director for presentation at each Area Meeting.
- 9.8 In the event of the Quota Calling magazine being discontinued, any balance of funds in the Quota Calling Account *shall* be transferred to *the South Pacific Area Director immediately on the winding up of the magazine and held by her in trust pending a decision on* an official Quota South Pacific Area service project as decided upon by the South Pacific Area Director in consultation with the Governors, *following which these funds shall be transferred to such service project.*
- 9.9 The financial year of Quota Calling shall be from May 1 to April 30 each year.
- 9.10 Subscriptions to be set at a flat \$5 per annum per member.

## 10. PARLIAMENTARY AUTHORITY

The Parliamentary Authority for a meeting of the South Pacific Area shall be Roberts Rules of Order, Newly Revised.

## 11. AMENDMENTS

These rules may be amended by a two-thirds vote of those registered as present and voting at a meeting of the South Pacific Area.

Adopted 12.03.91

Amended 13.03.93 12.03.95 01.03.97 12.03.99 24.03.01  
22.03.03 12.03.05 2.9.07

## **Resolutions**

2/9/07

That all clubs in the South Pacific Area be encouraged to adopt Roberts Rules of Order (newly revised) as their Parliamentary authority.

That the Honorarium paid to the Quota Calling Editor be increased to \$1200 per issue.