



RGBI CONFERENCE PROCEDURES

Checklist of tasks and events

Time of year	Task/event	Completed?
Spring A	Conference A takes place <ul style="list-style-type: none">▪ Bidding for Conference C (may be deferred to August if no bids received)▪ At end of conference, Conference B starts publicising £1000 grant transferred from Conference A to Conference C	
July 1 st A	Conference A documentation (minutes, accounts, etc) in preparation Conference Procedures circulated to RGBI Council (for bidding for Conference D)	
March 1 st B	Deadline for applications to bid for Conference D [3 months before Conference B circulate competition rules]	
Spring B	Conference B takes place <ul style="list-style-type: none">▪ Bidding for Conference D (may be deferred to August if no bids received)▪ At end of conference, Conference C starts publicising £1000 grant transferred from Conference B to Conference D	
July 1 st B	Conference B documentation (minutes, accounts, etc) in preparation Conference Procedures circulated to RGBI Council (for bidding for Conference E)	

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1. INTRODUCTION

- 1.1. All districts hosting the RGBI Conference must observe the conference procedures set out below. The procedures may only be modified/added to with the approval of the RGBI Council through the proposal and voting system specified in the RGBI MDIO Guidelines [Constitution].
- 1.2. Each time these procedures are amended, the latest issue must be kept on file by the Secretary and Chairman of the RGBI Council.
- 1.3. Host districts should familiarise themselves with RGBI guidance on data protection, and make sure they comply with the eight data protection principles.

2. CONFERENCE FORMAT AND PROGRAMME

- 2.1. Conference time must be allowed for presentation of the following items:
 - 2.1.1. Report of the Chairman of the Council of RGBI
 - 2.1.2. Address of President (or representative) of RIBI
 - 2.1.3. Roll call/previous RGBI Conference attendance
 - 2.1.4. Competitions: poster, clothing, magazine, website
 - 2.1.5. Presentation of the John Butcher Trophy for district attendance and Club Attendance Trophy
 - 2.1.6. Presentation of the Club of the Year Trophy
 - 2.1.7. Search for Service competitions (organised by hosts of the following year's conference)
 - a) Ron Boyce Trophy for clubs
 - b) Arthur Bowden Trophy for districts
 - 2.1.8. Sports event and presentation of the Mary Peters Perpetual Sports Trophy
 - 2.1.9. Fancy dress and presentation of the Dennis Stearn Trophy for best fancy dress
 - 2.1.10. Open Forum – questions to RGBI Chairman and RGBI Exec Team
 - 2.1.11. Proposals for hosting future conference (two years' time)
 - 2.1.12. Meeting of the RGBI Council (other activities may be planned for the other delegates during this meeting)
- 2.2. Competitions must be run to the rules specified in Appendix A. A copy of these rules must be circulated by the Conference Co-ordinator to all District Chairmen for distribution to clubs at least 3 months before the start of conference.
- 2.3. The host district must compile a list of the winning clubs/districts and pass it onto the hosts of the following year's conference and the RGBI Chairman.
- 2.4. Clubs and districts accept trophies with the responsibility of returning them to the following RGBI Conference. Engraving of trophies is the responsibility of the winning clubs/districts. The host district of the next conference must ensure that clubs/districts are reminded in good time to arrange return of trophies to conference, using the list of winners provided by the previous year's hosts (see 2.3).
- 2.5. The host district is responsible for inviting the following people to attend the conference: RGBI Chairman (traditionally paid for by the conference but not written in stone); the RIBI President and partner (the cost of which must be met by the RGBI Conference and included in the budget); the RIBI Membership Services Committee Chairman and the RIBI Rotaract Officer (costs of attendance met by the RIBI Membership Services Committee).

3. DOCUMENTATION

- 3.1. Representatives from the conference committee must report to all RGBI Council meetings from the time the bid is won until the documentation below has been produced in full.
- 3.2. The following records must be produced by the committee following conference:
 - 3.2.1. Minutes summarising the conference sessions (or a video of all sessions available on request)
 - 3.2.2. Full audited accounts
 - 3.2.3. Speaker contact list
 - 3.2.4. List of delegates if possible broken down into Rotaractors, Rotarians, and guests.
- 3.3. Such documentation must be presented to the RGBI Council as soon as possible after conference. If it has not been produced within 6 months of conference, the District Chairman of the host district(s) must explain its absence to RGBI Council meetings until such time as the required documentation is produced.

4. FUTURE CONFERENCES

- 4.1. Any district or group of districts may organise/host a conference. The organising committee is accountable to its own district(s) and to the RGBI Council.
- 4.2. A copy of these procedures must be circulated to all District Chairman by the RGBI Chairman at the start of each Rotaract year, to allow all districts to consider placing a bid to host a conference in two Rotaract-years' time. The RGBI Secretary will keep copies of all bids from previous years (whether successful or not) and will supply copies of selected bids to any district which would like to see them.
- 4.3. Districts interested in hosting a conference in two years' time must notify the RGBI Chairman in writing by March 1st.
- 4.4. If five or more applications are received, the RGBI Chairman may ask for more information in order to produce a short list for presentation.
- 4.5. It is considered ideal that as many potential delegates (i.e. the Rotaractors of GB&I) as possible be given the opportunity to vote for a conference (rather than it being a vote of one per eligible district at an RGBI Council meeting). Ideally, therefore, bidding districts should present to the delegates at the RGBI Conference, or at an event such as the August bank holiday camping rally currently hosted by D1090, or at another event attended by and open to Rotaractors from throughout GB&I. The RGBI Chairman's decision as to a suitable event for a vote to take place is final.
- 4.6. The bidding district(s) must be given time immediately prior to the vote to present a short proposal which will include as a minimum:
 - 4.6.1. Dates
 - 4.6.2. Location details
 - 4.6.3. A description of accommodation and facilities
 - 4.6.4. A budget, incorporating registration cost and break-even attendance
 - 4.6.5. Draft programme and theme for conference
 - 4.6.6. Name of the Conference Co-ordinator and committee members
 - 4.6.7. A letter of support from the host Rotaract District Chairman/men

- 4.6.8. A letter of support from the host Rotary District Governor(s)
(preferably the DG of the year the proposed conference is to be held)
- 4.7. The host will be decided on a one vote per Rotaractor/Rotarian present basis.
- 4.8. If no opportunity to present to many Rotaractors is possible, bids may be presented at an RGBI Council meeting later in the year (in which case, usual Council voting rules of one vote per eligible district apply under the RGBI MDIO Guidelines [Constitution]).
- 4.9. If no bids to host the conference in two years' time are received by March 1st, the lack of bids must be publicised by the RGBI Chairman to all districts and at the conference. If no bids are received by July 1st of the Rotaract year of the conference, the matter will be referred to the RGBI Council to resolve.
- 4.10. As soon as the mandate to host conference has been given, the organising committee may not publicise the event any further outside their own district or accept any bookings until the last day of the immediately preceding conference.
- 4.11. A grant of £1000 is given from RGBI to each organising committee to help with up-front costs that may be incurred before bookings are taken (e.g. hotel deposits, insurance). At the end of the conference. this is passed on to the conference in two years' time.
- 4.11.1. Once a host district has won a bid to hold conference, it should open a bank account for the conference and notify the RGBI Treasurer of the account details, and the signatories (and their full contact details).
- 4.11.2. When this information has been received, the RGBI Treasurer will ask the past conference organising committee to pass the £1000 grant on.
- 4.11.3. The RGBI Treasurer must report on the status of the grant transfer at every RGBI Council meeting after the conference, until the grant has been received.
- 4.11.4. If a conference doesn't take place, the £1000 grants must be given to RGBI for safekeeping.
- 4.12. Under the RGBI MDIO Guidelines [Constitution], a proposal to hold an RGBI Conference shall be submitted through the Membership Services Committee of Rotary International in Great Britain & Ireland for the approval of the General Council of Rotary International in Great Britain & Ireland (acting as the Governors of each of the districts in the Area) and the Director of Rotary International (acting on behalf of the Board of Directors of Rotary International). Such applications shall give the date and location, describe the facilities, participants, and budget for the event and include proof of adequate liability insurance.

Appendix A – Competition Rules

POSTER & CLOTHING COMPETITION RULES

1. At the RGBI Conference in 1992 in Birmingham, a proposal was passed to set up annual poster and sweatshirt competitions. The aim of these competitions is to share and exchange ideas on the promotion of Rotaract. The sweatshirt competition has been widened more recently to cover district or club “clothing” (usually a t-shirt, fleece, or similar). The award is the Dennis Stearn Shield, which was presented to RGBI on the occasion of Dennis Stearn’s 21st Conference at the Isle of Wight, 9–12 April 1993 (which also celebrated 25 years of Rotaract District 1110).
2. Competition categories: Club/District Poster
 Club/District Clothing
3. Entries should be submitted at the conference, deadline to be decided by the host district (e.g. the end of the first day).
4. Posters and clothing will be displayed at conference for judging.
5. Every delegate present at conference will be allowed one vote in each category.
6. The entries with the most votes will win and will each receive a trophy to hold until the next RGBI Conference.

BEST MAGAZINE COMPETITION

1. The RGBI Magazine Award is given to the best district or club newsletter.
2. Entries should be submitted at the conference, deadline to be decided by the host district (e.g. the end of the first day).
3. Entries will be displayed at conference for judging.
4. This competition is judged by the RGBI Council.
5. The entry with the most votes will win and will receive a trophy to hold until the next RGBI Conference.

WEBSITE COMPLETION

1. The RGBI Website of the Year Trophy was introduced at the RGBI Conference in Egham in 1999, and has been awarded at conference every year since.

It was around this time that the World Wide Web was starting to make a noticeable impact on both Rotaract membership, and publicity. Clubs and districts were being actively encouraged to promote themselves on the internet as well as by more conventional methods. The strategy has proven itself, with a great many clubs now reporting that the majority of their membership enquiries are made online.

For the first two years, the award was decided by the RGBI Internet Officer. Since 2001, the RGBI Internet Officer has drawn up a shortlist of sites, and Rotaractors in GB&I encouraged to vote for their favourite site.

2. The RGBI Internet Officer notifies RGBI that the competition is going to be run and the criteria for judging.
3. Club and district webmasters are responsible for updating their sites to meet with the judging criteria.
4. The RGBI Internet Officer produces a shortlist of websites and sends notification of the list to all clubs in RGBI along with how they can vote.
5. The RGBI Internet Officer counts the votes and notifies the RGBI Chairman.
6. The website with the most votes wins and receives a trophy to hold until the next RGBI Conference.

CLUB OF YEAR TROPHY

1. The Rotaract in Great Britain & Ireland (RGBI) Club of the Year Trophy was introduced at the RGBI Conference in Southampton in 2002.

Prior to 2002, the trophy was used as a Rotaractor of the Year Award in Bracknell Rotaract Club, following the donation of the trophy by District 1090 Past District Governor Bill Brindley.

In 2001, Bracknell Rotaract Club closed down, and Bill approached the RGBI Chairman Mike Foster to ask if the trophy could instead be used to recognise outstanding club contribution to the ideals of Rotaract.

2. The trophy is awarded each year at the RGBI Conference by the RGBI Chairman.

JOHN BUTCHER DISTRICT ATTENDANCE TROPHY

1. This competition is judged using the formula: $R * D$, where R = total registration of the district and D = distance from the centre of the district to the conference venue in miles.
2. The district with the highest value wins and receives a trophy to hold until the next RGBI Conference.

CLUB ATTENDANCE TROPHY

1. This competition is judged using the formula: $100 * (R/M + D/4)$, where R = total registration of the club, M = total membership of the club, and D = distance from the club meeting place to the conference venue in 12 mile units/
2. The club with the highest value wins and receives a trophy to hold until the next RGBI Conference.

MARY PETERS PERPETUAL SPORTS TROPHY

1. The rules of this competition may be determined by the host district(s), using a sports competition during the conference.
3. The winners receive a trophy to hold until the next RGBI Conference.

DENNIS STEARN FANCY DRESS TROPHY

1. The RGBI Conference fancy dress shield was presented by Rotaract District 1180, in Liverpool in 1996.
2. The rules of this competition may be determined by the host district(s), using a fancy dress competition at the conference.
3. The winners receive a trophy to hold until the next RGBI Conference.

SEARCH FOR SERVICE COMPETITION BEST PRACTICES AND RULES

This document has been put together to provide future conference organisers with useful information and best practices for co-ordinating the Rotaract in Great Britain and Ireland (RGBI) Search for Service Awards. It is a working document and will be added to over time based on experience to ensure that any lessons learnt are passed on.

1. INVITING ENTRIES

It is essential that all clubs throughout RGBI are aware of the Search for Service Awards each year to give them the opportunity to put forward their projects.

The best way to achieve this is to email each Rotaract District Chairman and all the clubs individually with a copy of the award information, invitation letter and entry form. A copy of the Search for Service letter that was sent out in 2004 is in the appendix to this document.

It is possible to send an email to every club in RGBI by emailing to the address rgbiclubs@yahoogroups.com. You will have to ask the RGBI Internet Officer to allow you to be a member of this group before you can use this address.

You will have to bear in mind that not necessarily every Rotaract club will have an email address therefore it is your responsibility to ensure that everyone hears about the competition using a different means of communication.

2. SHORT LISTING ENTRIES

You will have put a deadline on the invitation letter; after this date you need to shortlist all entries received for both the Ron Boyce Award and the Arthur Bowden Award.

It is suggested that the shortlist for each award is a maximum of 3 entries, but this is your decision depending on how long you expect each presentation to last.

It is a very hard task to shortlist the entries and it is suggested that this is carried out by more than one person to ensure that the decision is a fair one. The team can consist of the conference crew but you may also like to ask the RGBI Chairman or a Rotarian to give their opinion too. Keep a record of your decisions so that you can demonstrate the process has been fair.

Once the entries have been short-listed you must notify all entrants, even those who have not been successful this time. Remember to encourage everyone to enter again next year to increase the profile of the Search for Service Awards.

Those entrants who have been successful must be given instructions that inform them of the process that follows. You must state they have to be present at the RGBI Conference to present their project and give them any details about the conference to enable them to book in.

3. AT CONFERENCE

Normally you will be given 1 hour at the conference to run the Search for Service section, but the Conference Co-ordinator decides this so you will need to keep in contact with them and find out how long you will have.

Some Conference Co-ordinators also require copies of all the presentations if PowerPoint is being used prior to the conference to load it into the computer system; again this you will have to find out.

You will be in charge of running the Search for Service section; this includes presenting and introducing entrants as well as co-ordinating the voting process.

You will need to arrange for the previous year's winners to return the trophies at or before the conference. Trophy engraving is the responsibility of the winning club/district.

4. THE VOTING PROCESS

The voting process is quite complicated and can be confusing to the conference delegates therefore it is essential that you make it as clear as possible.

Each club in RGBI is allowed **ONE VOTE ONLY**. This is not one vote per member but one vote per club. It is recommended that voting cards be given to the President or other representative of each club at conference. Ensure that delegates understand this process by talking them through it.

Delegates are to hold up their voting cards when asked and the team running the section counts these. It is recommended that more than one person counts the votes and verifies the totals are the same.

The voting criteria must also be displayed to aid delegates to make their decision. This can be displayed on screen and talked about before delegates are asked to vote; the criteria should be included in the delegate programmes and can also be included on the voting card. You must notify delegates as to where they can find the voting criteria.

Once all the votes have been counted, announce the winners and hand out certificates. It is recommended to give a certificate to all entrants who made a presentation in recognition of their achievement.

The winners will be awarded with their respective trophies and must be made aware that they are to return them in a year's time for the following year's conference and awards.

5. LESSONS LEARNT AND RECOMMENDATIONS

- 5.1 Ensure presentations don't go on longer than your stated time e.g.5 minutes. A way to control this is by holding up a red card so presenters know only have 1 min left.
- 5.2 Ensure that there is only 1 vote per club, hence voting cards. Do not give any extra cards out over the weekend and if cards are lost there is no replacement.
- 5.3 Ensure all delegates understand the voting process, talk them through it before voting and write it in the conference programmes.
- 5.4 Ensure all delegates are aware of voting criteria, notify them of where the criteria can be seen, e.g. in the programme. It is also recommended that the criteria is displayed on screen during the presentations and printed on the voting cards.

Dear fellow Rotaractors

This is your opportunity to submit an entry detailing the brilliant work that your Rotaract Club or Rotaract District has undertaken during the Year since the last RGI Conference.

1) The **Ron Boyce Trophy**

This trophy is awarded to a single Rotaract club for the best community service or charity fund-raising project organised in the year since the last RGI Conference.

2) The **Arthur Bowden Trophy**

This trophy is awarded to a Rotaract District, or more than one Rotaract club, for the best community service or charity fund-raising project organised in the year since the last RGI Conference.

If you have undertaken any fund-raising or community service project that you think deserves widespread Rotaract & Rotary recognition, please submit an entry for the Year (*insert year*) Search for Service Competition (the competition rules and entry form are attached)

I look forward to receiving your entry at the earliest opportunity.

Yours in Rotaract

SEARCH FOR SERVICE ENTRY FORM

Which award are you entering?

Rotaract Club:

District:

Contact Person:

Contact Address:

Contact Telephone:

Project:

Brief Synopsis of Project:

Supporting Evidence/Attachments:

Other Information:

Have you registered yet for the RGBI *(insert year)* Conference?

RON BOYCE

The Ron Boyce Trophy is an award that is presented to a single Rotaract Club, which has organised the best community service or fund raising project in the Rotaract Year since the last R&GBI Conference.

Ron Boyce was born in 1924 in Stockton on Tees, Durham. After graduating from University he took employment as a mechanical engineer before being commissioned into the Royal Navy where he served as a Royal Engineer Officer. After the war he joined a road haulage firm, and in 1948 he married Tilly. He is still married and has 3 children and 7 grandchildren.

Ron joined the Rotary Club of Liverpool in 1970. It was his club that formed the South Liverpool Rotaract Club. As very little was known about Rotaract, he immediately became the Rotary Liaison Officer, a post which he filled for 6 years.

After he was DG in 1984/85 he was appointed to the newly formed RIBI Rotaract Committee and in the following 2 years he held the position of Chairman. During this time Rotaract in the country began to organise itself with regular Multi District meetings, training assemblies, and the formation of district structures, and whilst he was Chairman the Interota Conference was held in Sheffield. After Interota the RI president Chuck Keller called an ad hoc committee of Rotaractors and Rotarians to Chicago to rewrite the rules of Rotaract. This gave Rotaract it's own committee in RI and meant it was no longer just a part of Rotary Youth Activities.

It was during this time of organisation and reorganisation that he felt that Rotaract was getting bogged down with its own administrative traumas, to the detriment of its own service aims - helping people.

He suggested a competition for all Rotaract Clubs in Great Britain and Ireland to find the most worthwhile community service or fund-raising project judged on benefit to the community, benefit to the Club and publicity for Rotaract. Any Chartered Rotaract Club could enter the competition.

Entries had to be in a written format including supporting evidence like photographs or press cuttings. A proforma was sent out this year to encourage additional entries to be submitted.

Finalists would be chosen from entries submitted and each finalist would be required to attend the Multi District Conference to give a presentation to all the delegates.

The winners of the Ron Boyce Cup would be decided by a vote amongst the delegates at the Multi District Conference. This continues at the Rotaract in Great Britain and Ireland conferences that are run today.

ARTHUR BOWDEN

The Arthur Bowden trophy is an award which is presented to a single district or more than one Rotaract club who have organised a community service or fund-raising project in the year since the last R&GBI Conference.

Arthur Bowden was born in Caerphilly in 1928. After his army service he went to Peterhouse College, Cambridge where he read French and Spanish. He then undertook a diploma in Education at Bristol University, before going onto teach at Wordsworth Boys School where he stayed for 37 years.

In 1978/80 he became the founder president of the Rotary Club of Wilton (District 1110), in 1983/84 he held the position of District Rotary Rotaract Chairman, and he was elected in as Rotary DG in 1989/90.

Between 1990-93 he was a member of the RIBI Rotaract Committee, during which he became Chairman in the last year. This committee set up the R&GBI format. In 1993/94 he was a member of the Rotary International Task Force for Rotaract and was the Supervisor for Rotaract activities in Continental Europe and Africa. Since then he has held various other high profile Rotary International positions.

In 1993, Rotaract **District** 1240 won the Ron Boyce Trophy (for single clubs) at the multi District Conference, despite the fact that the Rotaract Club of Bristol and West had submitted an excellent entry for the Ron Boyce competition. As Ron Boyce had always intended that his award be presented to a single club, it was decided that a new award be presented for entries from more than one club or district. This new award, which was first presented in Liverpool, is named after Arthur Bowden for his service and dedication to Rotaract.

RULES

- 1) This competition is designed to find the best Community Service or Fund-raising project carried out by Rotaract Clubs and / or a Rotaract District within Great Britain & Ireland. Any chartered Rotaract Club / District in GB&I can enter.
- 2) The entries can include a series of related projects as long as these projects are linked e.g. fundraising for a single charity throughout the year.
- 3) The Ron Boyce Trophy is awarded for events / projects organised by a single Rotaract Club, in the period since the last R&GBI Conference.
- 4) The Arthur Bowden Trophy will be awarded for any events / projects organised by more than one Rotaract Club or Rotaract District, in the period since the last R&GBI Conference.
- 5) Entries should be written on the official entry form detailing the project/event. You may attach supporting evidence e.g. press articles, photographs, publicity material, letters, etc.
- 6) The judging criteria:
 - Benefit to the community and/or club
 - Number of Rotaractors involved in project/event
 - Time to organise the project/event
 - Materials required and cost
 - Publicity gained for Rotaract
 - Amount of money raised (if applicable)
- 7) Entries must be received at the address below by the *(insert date)*.
- 8) Finalists will be chosen from all the entries received, and will be notified by the *(insert date)*. Those clubs chosen must be prepared to send representatives to the R&GBI Conference in *(insert location)* over the weekend of *(insert date)*, to give a presentation to the delegates, and be prepared to answer questions from the delegates on their project/event.
- 9) In order to attend the Conference you have to register with *(insert conference co-ordinator)*. The cost to register for the R&GBI Conference *(insert year)* is *(insert cost)* for three nights. For more information on the conference and to download a booking form visit the website at *(insert website address)*.
- 10) The winning entries will be decided by a vote amongst the delegates at a Conference plenary session, and the winners will be awarded the appropriate trophy.
- 11) The organisers reserve the right to alter the above rules if required and the decision of the judges is final.