

<p>“CYPRUS ROTARY POLICY MANUAL” ON THE ADMINISTRATION AND LEADERSHIP STRUCTURE OF ROTARY IN CYPRUS</p>
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Introduction

Rotary has been designed for Districts with specific geographical boundaries, usually within one Country and with a number of 35 to 50 clubs so that the R.I. programs can be implemented and Rotary leadership to be effective, keeping Rotary standards high and productive,

It has been recognized over the last years that Districts like ours cannot maintain a high standard of Rotary due to insufficient spread of Rotary Leadership within the Countries of the District and the break of continuity, when leadership changes every year and countries are out of leadership for as long as 7 years or more

For this reason, Districts like ours establish their own policy which is always within the MOP and in accordance with the rules of Rotary, so that the above mentioned deficiencies are overcome as much as possible. Such District Policy offers the opportunity to Countries like ours to apply Leadership as prescribed by Rotary which is the basis for proper and efficient Rotary in any country

The proposed Cyprus Rotary Policy Manual is aiming at exactly that, ie. Better Rotary for Cyprus but always within the MOP of Rotary International, and also within the culture and requirements of Cyprus Rotary Clubs

Rotary Cyprus Assembly

In the same way as the District Assembly is taking place always at the District Conference, our **Cyprus Rotary Assembly** will be convened during our **Cyprus Rotary Conference** and will deal exactly with the same subjects that concern the District Assembly. It is basically like our Cyprus Clubs Annual General Meeting where all matters concerning Cyprus are voted for (after of course the proper notice and procedure is followed) and decisions are taken on matters of Cyprus Rotary concern

Cyprus Rotary Assemblies may be called when necessary, ie when it is necessary for decision to be taken by the Clubs, and also by the end of the Rotary Year so that the Deputy Governor Elect may present his program and budget for approval

Particularly the Rotary Cyprus Assembly may be called by the D. Governor and also by the Clubs if 50% minimum of the Clubs request so in writing

Cyprus Rotary Conference

It is an unfortunate truth that our District Conferences have become a tourist attraction, are far away from proper Rotary Business and the intention is to bring back the proper way of a District Conference as our **Cyprus Rotary Conference** strictly on the basis and directives of the District Conference Manual. The **Cyprus Rotary Conference** will be called by our Dep. Governor, will be early in the Rotary Year, will be providing around 9 hours of Rotary Work (as required by the manual) and also include the **Cyprus Rotary Assembly** as an additional function and also the Cyprus Leadership Training Seminar

Our participation at the District Conference will be as it is now. What has to be recognized however that is our **Cyprus Rotary Policy Manual** will not release our Club Presidents Elect or other District officers to avoid the District requirements regarding PETS, DTTS and District Assemblies. All what we cover by our **Cyprus Rotary Policy Manual** is for Cyprus benefit and is additional to what the District Governor may require. It is understood of course that we shall be in contact with the District Governor in an effort to combine functions in order to avoid repetition of functions which may be superfluous and costly. Also we shall try that basic Training for Cyprus leaders will be done by the District locally, such as PETS and DTTS also Rotary Foundation Seminar

Deputy Governor

The key issue of the **Cyprus Rotary Manual** is the election of our own Cyprus Rotary Leader who will be on our recommendation appointed by the District Governor as Deputy Governor for Cyprus with all authority to lead Cyprus Rotary on behalf of the District Governor, without this to be contradictory to the leadership of the District Governor

The Deputy Governor will be elected in Cyprus by the Cyprus Clubs through the Nominating Committee as provided by the Manual of Procedures in the same way the Governor is elected when it is the turn of Cyprus to elect Governor. The chart of the elections procedures is attached hereto

Qualifications for the Deputy Governor and D G Elect

Apart from the qualifications as provided by the manual of procedures, two important points will be considered by the Nominating Committee

1. Whether or not the Deputy Governor to be elected is physically fit to meeting the requirements of his heavy duties
2. Whether or not the Deputy Governor to be elected has the time necessary to perform his duties

The above two points cannot be compromised

It is understood that when elected, the DG Elect will undergo proper training by International Trainers and or District Trainer

Relations between District Governor and Deputy Governor

The Cyprus Deputy Governor will have the authority given to him by his election by the Clubs to lead Cyprus Rotary, however for all terms and purposes he is answerable to the District Governor to whom his reporting ends. Meaning that he is part of the District Leadership and has no authority to be in direct contact with R.I. for any matter related to the District

Role of the Deputy Governor

The role of the Deputy Governor of Cyprus is to make the clubs feel that they have a leader who will guide them being close to them, and offer them all opportunity for better Rotary

The absence of local Governor will not be felt strongly by the Clubs because the Deputy Governor will perform the duties of the Governor, visit the Clubs regularly and the clubs will not feel the absence of leadership, especially since they elected their own leader

Duties of the Deputy Governor on behalf of the District Governor

- Organize new clubs
- Strengthen existing clubs
- Promote membership growth
- Supporting the rotary foundation
- Promoting cordial relations
- Planning and presiding the **Cyprus Rotary Assembly**.
- Promoting participation at the **Cyprus Rotary Conference** and **Cyprus Rotary Assembly**.
- Provide for an official meeting to clubs
- Organize the official meeting of the district governor in Cyprus.
- Issue a monthly letter to the clubs in Cyprus
- Prepare reports to the district governor.
- Supply the deputy governor elect and the governor elect information about the Club conditions and recommended actions
- Transfer files to deputy governor-elect
- Perform necessary duties as allocated by the District Governor
- Appoint Rotary Leaders in committees and subcommittees to help him in the Performance of his duties within the District Policy Manual

Additional important functions:

- Scheduling and conducting:
- **Cyprus Rotary Assembly** as Chairman
- Make sure that all Training Seminars are conducted in cooperation with the appropriate officers
- **Cyprus Rotary Conference** as Chairman
- Recommend to the District Governor Elect in cooperation with the Nominating Committee of Cyprus, Rotarians to be considered by the Governor Elect as Assistant Governors
- Recommend to the District Governor Elect in cooperation with the Nominating Committee Rotarians for the position of Cyprus Rotary Committee chairs and District Committees as requested by the District Governor
- Promote the RI convention and District Conference and all other District and International events
- Include Club attendance records in the monthly newsletter. Such records will be sent as usual to the District Governor
- Assist each club in Cyprus as needed
- Promote personal and financial support by the clubs for programs of the rotary foundation, membership growth, public relations and all other aspects of Rotary

Deputy Governor Elect

The Deputy Governor Elect will be assisting the Deputy Governor as requested by the Deputy Governor, thus gaining all the necessary experience for continuity in Cyprus Rotary leadership and at the same time ensure through the acquired experience successful to be his year in service as Deputy Governor

Qualifications of District Governor Elect

The same important items as applied for the election of the Deputy Governor will also apply

Selection of the District Governor Elect

The same procedure will be followed like in the election of Deputy Governor

Deputy Governor-elect Responsibilities

- Support and assist the Deputy Governor and Prepare for his year in office
- By preference and in order to support continuity he is chairing the Committee for Membership growth and development, also the Public Relations committee
- It is expected that the DGE will be the right arm of the Deputy Governor and he will carry out any assignment given to him

Rotary Cyprus Budget

It is very important that each Deputy Governor Elect will prepare his budget which he will submit to the Clubs for approval at a Cyprus Rotary Assembly to be convened at the end of the Rotary Year

Deputy Governor's administration team

The Deputy Governor will appoint by his own choice Rotarians to assist him in the performance of his duties, apart from the Cyprus Rotary Committees as mentioned below. These Rotarians will be assisting the DG personally and could be selected personally without involvement of the District

A Dep. Governor's secretary is a part of this Manual and is answerable to the Dep. Governor only

A Dep. Governor's treasurer is also appointed, but as he will be handling the **Cyprus Rotary budget**, he is answerable to the Cyprus Rotary Assembly which will approve the audited accounts of the Cyprus Rotary Budget Account for and on behalf of the DG.

Assistant Governors

The Assistant Governor's system which is the key to the District Leadership Plan will be maintained and strengthened because the Dep. Governor will be in daily contact with them, guide them and cooperate with them

Duties and responsibilities of the Asst Governors is clearly defined by the MOP and the only difference is that whatever reporting they have to do to the District Governor, they should copy the Deputy Governor

Cyprus Rotary Committees

Irrespective of whatever committees the District Governor will appoint, Cyprus Rotary needs the basic committees that will enable all of us to concentrate on important issues that will enhance our Rotary instead of being involved with committees which are just on paper without any activity

We shall of course comply with the requirements of the District by nominating Rotarians as required; however we shall concentrate on the following committees which we consider as most important in the effort for better Rotary

A. Rotary Foundation Committee

B. Membership Development Committee

C. Public Relations Committee

D. Training and Membership Development Committee

This committee will be involved with the following items and Trainers will be appointed accordingly (Trainers are appointed on recommendation of the Deputy Governor and International Training Leader if available, by the District Governor and or District Trainer as members of his training team)

1. Training seminars or functions as provided by the MOP (PETS, DTTS, TRF etc
2. RLI (Some Countries use the term Academy, however we are members of the RLI with our special Cyprus Division) This program is designed to help Rotarians who declare that they want to learn more about Rotary and is based on special curriculum suiting Cyprus requirements

E. Information Technology & Communications Committee.

F. Projects Committee

Past District Governors College

The PDGs will be the Cyprus Rotary Advisory body as it is in every Rotary part of the World and will perform whatever the MOP and the protocol prescribes for them