



FRACH

# Protocol to create new FRACH Teams

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## Table of contents

**INTRODUCTION** ..... 2

**SOURCES** ..... 2

**OPERATIONAL NORMS** ..... 2

**THE CREATION PHASE** ..... 3

    Action no.1 ..... 3

    Action no.2 ..... 4

    Action no.3 ..... 6

**THE OPERATIONAL PHASE** ..... 7

    Action no.4 ..... 7

**FELLOWSHIP DOCUMENTS AND LOGOS** ..... 8

## INTRODUCTION

It's the interest of the F.R.A.C.H. International (FRACH from here onwards) to build Teams in every part of the world, whose Fellows may share their fondness for the Cultural and Natural Heritage, while developing exchanges between Countries within the Spirit of both the Fellowship and Rotary International.

In order to make the joining process easier, the principles, the operating rules and the responsibilities for the various progressive stages the participation to FRACH is based on are outlined below.

Since such provisions are currently in their early stages of implementation, it may be necessary to involve the Board of Directors of FRACH for any and all further operational decisions.

## SOURCES

As of the publication of the Protocol herein, the sources making the Fellowship function are the following:

- **Statute of FRACH International, rev.1 of 4 Sep 2023 (from here on, Statute)**
- **Regulation of FRACH International, rev. 5 del 14 March 2024 (from here on, Regulation)**

The sources used for the Protocol herein are the following:

- Statute, **Articles 5.6 - Organs of the Teams and, more importantly, 7 – Area-Based Teams;**
- Regulation, **Article 4 - Organizing and managing the Fellowship.**

## OPERATIONAL NORMS

The operational norms providing for “the creation and management of a new Team” are detailed within Article 4.2 of the Regulation. Such norms concern:

- *The creation phases, i.e. the involvement of the Fellows, the organization and the start of the any new Teams*
- *The requirements needed to create and operate any new Teams*
- *Managing the Area-Based Teams.*

To this end, such conducts will have to be respected, namely when the creation and the relevant creation and operational requirements for any given Team.



FRACH

## THE CREATION PHASE

The involvement of the Fellows, the organization and the start of the any new Teams involves first and foremost some tasks that fall under the Board of Directors of FRACH International (from here on, the “**FRACH Board**”).

Amongst other things, the aforementioned Organ shall assess the FRACH Sponsoring or External Fellows who apply to create a new Team. By the same token, this Organ shall assess a Team Coordinator (“**Coordinator**”, from here on) amongst them. Such a Coordinator shall be in charge of, and proceed to create the organisational structure of the Team from scratch.

The Coordinator shall be appointed as the first President of the new Team.

The FRACH Board shall make use of a FRACH Board Member, delegated to the new teams (“**Delegated Board Member**” from here on), in charge of supporting and making easier, through correct information and a rigorous check of every step, the correct steps to be taken during the creation of any given Team.

From the early stages of its establishment, the FRACH Board shall appoint a Team President, well-versed in the relevant procedures (hereinafter referred to as the “**Expert President**”) support the Coordinator through mentoring, until he or she takes on the role of Team President.

The Coordinator is chosen at the sole discretion of the FRACH Board through an appropriate assessment of their experience as a member of a Rotary Club for at least five (5) years, having held Rotary appointments in their Club or District of reference, and having demonstrated an interest in Cultural and Natural Heritage.

### Action no.1

	Activity	Person in charge	Date	Objective verification by the Board	Date
1.1	Has the Expression of Interest to create a new Team be sent in writing?	Applicant Coordinator			
1.2	Has the Expert President been appointed?	The FRACH Board			
1.3	Has the Applicant Coordinator been appointed?	FRACH Delegated Board Member and Expert President			
1.4	Has the FRACH Board approved the Applicant as a Coordinator?	The FRACH Board			
1.5	Has the Coordinator been adequately trained to manage every step of Team creation?	FRACH Delegated Board Member and Expert President			
1.6	Have <b>at least</b> 20 Fellow Applicants having their CVs coherent with such a request?	Coordinator			



FRACH

1.7	Have the CVs of the 20 Fellow Applicants been assessed?	FRACH Delegated Board Member			
1.8	Have the CVs of the 20 Fellow Applicants been approved?	The FRACH Board			

During the early setup stages of a Team, the Coordinator shall submit a program report to the FRACH Board, indicating the area covered, the actual prospects for developing the members and the activities planned for the Team.

During the first year after its establishment, the Board of the new Team may be assisted by a Supervisor, appointed by the Rotary International Board of Directors from among the Presidents of existing Teams, with tutoring functions (in order to ensure smooth running and continuity) and, where possible, also by an existing Team with mentoring functions (for developing the skills of the new Team).

PLEASE NOTE: Such a procedure is to be followed also whenever a group of at least 20 Fellows belonging to an already established Team submits a request to set up an independent Team. In this case, the request can only go through if the Board of the Team in question has provided its approval.

**Action no.2**

	Activity	Person in charge	Date	Objective verification by the Board	Date
2.1	Has the area coverage of the new Team been verified?	FRACH Delegated Board Member and Expert President			
2.2	Has the area coverage of the new Team been confirmed?	The FRACH Board			
2.3	Have the Supervisor and the Mentor Team been officially defined?	The FRACH Board			
2.4	Has the program report concerning the Team been presented to the FRACH Board?	The Coordinator			

**Mandatory requirements to create and operate a Team**

Pursuant to Article 7.3 of the Statute on requirements, Teams may be activated when, upon the proposal of the FRACH Board, the Assembly of FRACH International, at its sole discretion, approves the establishment of a new Team, identifies its territorial jurisdiction, gives it a sequential establishment number, and approves its Statute and Regulation.

The mandatory requirements and the procedure to follow for requesting the acknowledgment and the listing of a Team are as follows:

# Rotary



# FRACH

- **At least 20 potential Fellows**, including International Supporters and Sympathisers and any other external applicants (for these, see the Regulation, namely Article 3.2.4 - The behaviour of Fellows). Of such applicants, at least 90% must be members of a Rotary or Rotaract Club.
- **The Statute and Regulation of the Team must have been prepared**, in line with the standard models provided and without any conflict with the Statute and Regulation of FRACH International or with the norms of Rotary International or the laws in force in the country where the Team intends to set its headquarters. The validity and adoptability of these documents is confirmed by the approval of the FRACH Board.
- **The President and all the Executive and Statutory Bodies of the Team must have already been elected**, without prejudice to the obligation for the President to attend a training course organised by the FRACH Board before taking office.
- After the provisional acknowledgment by the FRACH Board, the Team will have to be **registered as an association with the tax authorities** of the country where the headquarters are located.
- **A bank account must be opened** to collect the fees by the Team Members.
- In order for the new Team to be fully operational, the bureaucratic procedures required by the country where the headquarters are going to be located will have to be fulfilled.
- The evidence and the documents detailed within the last four points above will have to be sent to the Secretary General of FRACH International, who, at the end of the process, will issue the official Certificate of Conformity through the "**Team Charter**".
- **The new Team will need to obtain approval from the FRACH Board for the logo and distinctive insignia** required for the Team to carry out its activities and, over time, acquire complete endowment detailed in the Regulation, namely Article 2.4 on Communication and Information.
- **A three-year Action Plan** concerning the Team will have to be set up, featuring the activities to be carried out within the area chosen by the Team. Such activities must concern the information and the dissemination of Cultural and Natural Heritage-relevant information, activities and elements, as detailed within the Regulation, Article 2.3 - Areas of activity, to be submitted to the FRACH Board.

The Team that is being set up must also undertake to:

- **Manage the various stages of organisational set-up in the new Team of the bodies** indicated in Article 5.6 of the Statute, namely:
  - a) the Assembly,*
  - b) the Board of Directors,*
  - c) the President,*
  - d) the Vice-President,*
  - e) the Secretary General,*
  - f) the Treasurer.*

After their establishment, the governing bodies of the new Team may also decide to set up subsidiary operational offices, named Area-Based Teams, in addition to the main one, and an Executive Committee to manage public and institutional relations, including the connections with the Area-Based Teams to develop any given area.

- **The correct economic and financial relations with FRACH must be complied with as well.**

# Rotary



# FRACH

**PLEASE NOTE: Failure to meet any of the requirements detailed above will result in the interruption of the procedure for the acknowledgment and the relevant listing of the Team.**

### Action no.3

	<b>Activity</b>	<b>Person in charge</b>	<b>Date</b>	<b>Objective verification by the Board</b>	<b>Date</b>
3.1	Has the area of the Team been confirmed by the Rotary International?	The FRACH Board			
3.2	Has the applicant President passed the training course set out for him or her?	The FRACH Board			
3.3	Have the Statute and the Regulation of the Team been set up?	The Coordinator			
3.4	Have the Statute and the Regulation of the Team been approved by Rotary International?	The FRACH Board			
3.5	Has the applicant President been confirmed and have the applicant Members of the Board been identified?	The Coordinator			
3.6	Have the Applicant President and the applicant Members of the Board been approved by the Rotary International?	The FRACH Board			

# Rotary



# FRACH

## THE OPERATIONAL PHASE

### Action no.4

	Activity	Person in charge	Date	Objective verification by the Board	Date
4.1	Has the Team registered itself as an association before the tax authorities of the country it is going to be based in?	The Team President			
4.2	Has Team opened its bank account?	The President and the Treasurer of the Team			
4.3	Has the Team complied with any and all further bureacratic process required by the country it is going to be based in?	The President and the Secretary of the Team			
4.4	Has the Team completed its organizational creation phases by electing all the bodies the relevant norms provide for?	The President and the Secretary of the Team			
4.5	Has the Team formally communicated to the Rotary International its election of all the required bodies?	The Secretary of the Team			
4.6	Has the Rotary International approved the logo and the relevant insignia of the Team?	The FRACH Board			
4.7	Has the Team sent its Three-Year Action Plan to Rotary International?	The President of the Team			
4.8	Has the Team obtained the approval of its Three-Year Action Plan?	The FRACH Board			
4.9	Has the Team received its "Charter"?	The FRACH Board			
4.10	Has the Team developed its Internet website based on the standard model?	The Secretary of the Team			



4.11	Has the Team created and opened its pages within the recommended Social Networks?	The Secretary of the Team			
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## FELLOWSHIP DOCUMENTS AND LOGOS

For each phase requiring standardized documents and forms, the FRACH Board may adopt a "Master brand" and share it with the new Team the, together with the Team logos and the centrally-approved images for global use, in order to ensure the consistency and recognizability of the Fellowship worldwide.

Everything below shall be update in case the Fellowship adopts a new logo.

### Master Brand:



### Examples for the Teams:

