



RECOMMENDED ROTARACT CLUB BYLAWS

[Revised by the RI Board of Directors, Decision C-1, June 2017]

Club bylaws supplement the Standard Rotaract Club Constitution and establish common club practices. The bylaws in this document are recommendations. Customize them to reflect your club's practices, confirm that they are not in conflict with the Standard Rotaract Club Constitution and the current Rotary Code of Policies. The sponsor Rotary club(s) must approve these bylaws and any amendments.

Bylaws of the Rotaract Club of **City Heights Rotaract Club**.

Adopted by the Rotaract Club of **City Heights** on **August 11, 2020**.

Approved by the Rotary Club(s) of **San Diego** and **Mission Gorge** on **August 11, 2020**.

Article 1 – Definitions

1. Board: The club's board of directors
2. Director: A member of the club's board of directors
3. Member: A member of the club
4. Quorum: Half of the membership present/half of board + 1 (The minimum number of participants who must be present when a vote is taken: majority of the club's members for club decisions and a majority of the directors for club board decisions)
5. RI: Rotary International
6. Year: The 12-month period that begins on 1 July

Your club may choose how it defines a quorum for voting purposes.

Article 2 – Elections and Terms of Office

1. At the March BOD Meeting, the nominating committee, comprised of all past presidents who are active members of our club, will commence the selection process for the slate of officers for the following Rotaract year. At the March Business Meeting, the nominating committee will be presented to the membership. In addition, an announcement will be made to welcome interest from the membership

for any board position by the deadline given by the nominating committee. Interest should be expressed in writing or electronically to any member of the nominating committee. If there are any empty positions after the deadline, the nominating committee will seek to fill these positions.

2. Elections for the offices of president, vice president, secretary, treasurer, and directors shall be held annually during the April Business meeting. The nominating committee will present a ballot of officers to the membership. A member can self nominate only if there are any open positions available at the April Business Meeting. Those elected shall take office on 1 July.
3. The method of election shall be by secret ballot no later than the last day of April.
4. If there is an open position after the election or any officer or board member vacates a position, the remaining members of the board will appoint a replacement for the remainder of the term.
5. The terms of office for each role are:

President — one year

Vice President — one year

Secretary — one year

Treasurer — one year

Director — one year

The Standard Rotaract Club Constitution requires that your club's bylaws specify an election process, but in no case shall more than simple majority of the members present and in good standing be required for elections.

Article 3 — Duties of Officers

1. The president presides at all meetings of the club and the board of directors. The president, with the approval of the board, appoints all standing and special committees and fills vacancies in the board of directors by appointment until the next regular election of the club. The president is an ex officio member of all committees. The president maintains regular communication with the sponsor Rotary club(s), the district Rotaract representative, and Rotary International.
2. The vice president succeeds the office of president in the event of the removal of the latter for whatever cause, and, in the absence of the president, presides at all meetings of the club and of the board.
3. The secretary maintains all club records, records minutes of all the meetings of the club and of the board, and provides copies of such to the sponsor Rotary club(s) upon request.

4. The treasurer oversees all funds and provides an annual accounting of them. The treasurer shall make all disbursements under procedures determined by the board. All disbursements shall be by check with approval of either of the two authorized officers (treasurer or president). The treasurer and president shall not sign their own checks for reimbursements and credit transactions shall be verified by the other authorized signer. The treasurer shall make all records available for inspection by any club member upon request.
5. The board of directors shall be the governing body of the club, as provided in the constitution. In the absence of the president or vice president, the board of directors may select an officer or director to preside at the meetings of the club. It shall make an annual report to the club to appraise all members of the club's operations. It shall hold regularly scheduled meetings, which shall be open to the attendance of any club member in good standing. Members attending such meetings, however, shall not address the meeting except with the permission of the board.

Additional officer's duties and terms of office may be included here.

Article 4 — Committees

The president, with the approval of the board of directors, may appoint the following standing committees, additional committees, or special committees as necessary or convenient for the administration of the club, citing their duties at the time of appointment:

1. *Service.* This committee shall identify opportunities in order to plan and implement at least one activity or service project per month designed to create sustainable change that directly benefits the local or international community, involving all or most of the club membership.
2. *Professional development.* This committee shall develop a comprehensive professional development program designed to expand professional networks, allow members to exchange ideas with other leaders, and build skills through leadership training.
3. *Finance.* This committee shall devise ways to finance any and all club activities requiring funds, in cooperation with the appropriate committee.
4. *Fellowship.* This committee shall be responsible for developing membership, promoting social activities, coordinating public relations, and other matters as appropriate.
5. *Peace.* This committee shall be responsible for coordinating and promoting the City Heights Rotaract Peacemaker Award and nomination process as well as any Rotary and Rotaract Peace related events and activities.

6. *Nominating Committee.* This committee shall be comprised of all past presidents who are active members of our club, and will oversee the selection process for the slate of officers for the following Rotaract year.

Additional committees and their duties may be included here.

Article 5 — Meetings

1. An annual meeting (board retreat) of this club, the board of directors, and sponsor Rotary club(s) is held no later than August each year for the purpose of discussing plans and objectives for the year and/or upcoming year, and reaffirming the responsibilities and commitment of the sponsorship relationship.
2. This club meets as follows: every second Tuesday of the month for business meetings. Reasonable notice of any change or cancellation of the regular meeting will be given to all club members.
3. Each member of this club shall attend at least 50% of this club's regularly scheduled meetings.
4. The board meets as follows: every first Tuesday of the month. Special meetings of the board are called with reasonable notice by the president or upon the request of two board members.
5. One or more members of the sponsor Rotary club(s) shall attend no fewer than 6 regular meetings of the club annually, and no fewer than 6 regular or special meetings of the board of directors annually.
6. Any member absent from a regularly scheduled meeting of the club may make up for an absence in any of the following ways:
 - a) attend a regular meeting of any other Rotaract club or Rotary club within the same month; or
 - b) attend and participate in a club service project or a club-sponsored community event; or
 - c) attend a convention or pre-convention of RI, a Rotary or Rotaract district or multi-district conference or training seminar, or other meeting authorized by the board.
7. A majority of the members present and in good standing shall constitute a quorum at any regular or special meeting of the club. Half of the board +1, one of whom must be the president or vice president, shall constitute a quorum at any meeting of the board.

Article 6 — Fees and Dues

1. Annual dues shall be \$50 per member. The admission for the new members shall be non refundable and paid in full. If a member cannot pay their membership dues, it shall be reviewed on a case by case basis by the president and treasurer. Returning members must pay their dues by 31 July.
2. All fees and dues must be paid in full before a member will be considered in good standing. Membership dues are non-refundable.

Article 7 — Method of Admitting Members

1. A member may propose and/or invite a candidate, a prospective member may make a request, or another club may propose one of its transferring or former members to join this club.
2. A potential new member shall attend at least one event before the board of directors accepts their membership application and dues. The club should approve or reject a candidate's membership within 30 days and notify the candidate of its decision.

Additional qualifications or procedures for admitting new members may also be included here. A process to address objections raised by current members may also be included here.

Article 8 — Amendments

1. These bylaws may be amended by majority vote of the members present and in good standing at any regular or special meeting of the club at which a quorum is present, provided notice of intention to call such a vote is given at least one week prior, electronically or at a meeting of the club at which a quorum is present, and provided such amendment is approved by the sponsoring Rotary club(s).
2. Changes to these bylaws must be consistent with the Standard Rotaract Club Constitution and the Rotary Code of Policies.
3. The bylaws should be reviewed annually at the board of directors retreat.

[END]