



## RECOMMENDED ROTARACT CLUB BYLAWS

[Revised by the RI Board of Directors, Decision 57, October 2019]

*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 club(s) must approve these bylaws and any amendments where applicable.*

Bylaws of the Rotaract Club of \_\_\_\_\_.

Adopted by the Rotaract Club of

\_\_\_\_\_ on \_\_\_\_\_.

Approved by the Club(s) of

\_\_\_\_\_ on \_\_\_\_\_.

### **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: 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

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

## **Article 2 — Elections and Terms of Office**

1. Election for the offices of president, vice president, secretary, treasurer, and directors shall be held annually prior to \_\_\_\_\_. Those elected shall take office on 1 July.
2. One month before elections, nominations for president, vice president, secretary, treasurer, and any open director positions may be presented in writing, from the floor, or both. Those candidates receiving a majority of the votes of the members present and in good standing shall be elected.
3. The method of election shall be \_\_\_\_\_.
4. If 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 — \_\_\_\_\_

Secretary — \_\_\_\_\_

Treasurer — \_\_\_\_\_

Director — \_\_\_\_\_

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*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 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 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. 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 apprise 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.

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*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. *International service.* This committee shall identify opportunities in order to plan and implement at least one activity or service project annually designed to create sustainable change that directly benefits the international community, involving all or most of the club membership.
2. *Community service.* This committee shall identify in order to plan and implement at least one activity or service project annually designed to create sustainable change that directly benefits the local or university community, involving all or most of the club membership.
3. *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.
4. *Finance.* This committee shall devise ways to finance any and all club activities requiring funds, in cooperation with the appropriate committee.
5. *Club.* This committee shall be responsible for tracking attendance, developing membership, promoting activities, coordinating public relations, and other matters as appropriate.

6. *Foundation.* This committee shall provide training opportunities, develop fundraising strategies, and share information with the club's members in support of The Rotary Foundation.

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*Additional committees and their duties may be included here.*

## **Article 5 — Meetings**

1. An annual meeting of this club and the board of directors is held no later than \_\_\_\_\_ each year for the purpose of discussing plans and objectives for the year and/or upcoming year.
2. This club meets as follows: \_\_\_\_\_. 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 \_\_\_\_\_% of this club's regularly scheduled meetings.
4. The board meets as follows: \_\_\_\_\_. Special meetings of the board are called with reasonable notice by the president or upon the request of two board members.
5. An annual meeting of this club, the board of directors, and sponsor club(s) is held no later than \_\_\_\_\_ each year for the purpose of reaffirming the responsibilities and commitment of the sponsorship relationship. One or more members of the sponsor club(s) shall attend no fewer than \_\_\_\_\_ regular meetings of the club annually, and no fewer than \_\_\_\_\_ 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 be made up as follows:
  - a) attend a regular meeting of any other another Rotaract club or Rotary club; or
  - b) attend and participate in a club service project or a club-sponsored community event; or
  - c) attend a convention or preconvention 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 in good standing shall constitute a quorum at any regular or special meeting of the club. Any four members of the board, one of whom must be the president or vice president, shall constitute a quorum at any meeting of the board.

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*\*For Rotaract clubs that have a Rotary or Rotaract club sponsor it is recommended to plan at least one annual meeting and outline attendance responsibilities at regular meetings to encourage collaboration, communication, and establish clear expectations of the sponsorship relationship.*

### **Article 6 — Fees and Dues**

1. The admission for the new members shall be \_\_\_\_\_. Annual dues shall be \_\_\_\_\_ per member.
2. All fees and dues must be paid before a member will be considered in good standing.

### **Article 7 — Method of Admitting Members**

1. A member may propose 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. The method of admitting new members of university-based Rotaract clubs shall have the approval of the appropriate school authorities.
2. The club should approve or reject a candidate's membership within \_\_\_\_\_ days and notify the candidate of its decision.

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*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 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 fourteen days earlier at a meeting of the club at which a quorum is present, and provided such amendment is approved by the sponsor club(s).
2. Changes to these bylaws must be consistent with the Standard Rotaract Club Constitution and the Rotary Code of Policies.

[END]