

RECOMMENDED ROTARACT CLUB BYLAWS

Club bylaws supplement the Standard Rotaract Club Constitution with common club practices. The bylaws in this document are recommendations, but once adopted are binding for the members of the club. Customize them to reflect your club's practices, confirm that they are not in conflict with the RI Constitution and Bylaws, the Standard Rotaract Club Constitution, and the current Rotary Code of Policies.

Bylaws of the Rotaract Club of

Article 1 – Definitions

1. Board: The board of directors of this club.
 2. Director: A member of this club's board of directors.
 3. Member: A member, other than an honorary member, of this club.
 4. Quorum: The minimum number of participants who must be present when a vote is taken: one-third 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

Section 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.

Section 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 shall be elected.

Section 3 - 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.

Section 4 - If any officer-elect or director-elect vacates a position, the remaining members of the board-elect will appoint a replacement.



Section 5 – The terms of office for each role are:

- President – one year
- Vice President – _____
- Secretary – _____
- Treasurer – _____
- Director – _____

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

Section 1 - The president presides at all meetings of the club and the board of directors. The president is an ex officio member of all committees and maintains regular communication with the district and Rotary International.

Section 2 - The vice president presides at all meetings of the club and of the board when the president is absent.

Section 3 - The secretary maintains all club records, records minutes of all the meetings of the club and of the board and ensures that all member updates are recorded with RI in a timely manner.

Section 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.

Section 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.

Additional officer’s duties and terms of office may be included here. Review the Club Leadership courses in the online Learning Center for more details on the roles and responsibilities of club officers.

Article 4 – Committees

Section 1 - 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:

- (a) Service. Each year, this committee shall plan and implement at least one activity or service project designed to create sustainable change that directly benefits the international community, and at least one activity or service project designed to create sustainable change that directly benefits the local or university community. This committee also collaborates with the Foundation committee to identify opportunities for participating in Rotary grants to fund projects.

(b) 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.

(c) Finance. This committee shall devise ways to finance any club activities requiring funds, in cooperation with the respective committee(s). This committee also maintains the club’s financial records in accordance with local laws, assists in preparing the detailed annual report for presentation at the end of the year, and helps prepare a budget for the next year.

(d) Club Administration. This committee shall be responsible for planning interesting club meetings and fun social events, producing club communications, helping the club treasurer collect membership dues, tracking progress toward club goals and achieving the Rotary Citation, and other matters as appropriate.

(e) Foundation. This committee shall provide training opportunities, share information with the club’s members, and develop fundraising strategies to motivate club members to donate in support of The Rotary Foundation. This committee also collaborates with the Service committee to identify opportunities for participating in Rotary grants to fund projects.

(f) Membership. This committee shall develop and implement a plan to attract and engage members. This committee shall also help review and follow up with the membership leads assigned to this club.

(g) Public Image. This committee shall develop and implement a plan to tell Rotary’s story to the public, and to promote this club’s projects and activities through collaboration with the other committees of this club.

Section 2 – Each committee’s chair is responsible for the regular meetings and activities of the committee, supervises and coordinates its work, and reports to the board on all committee activities.

 Additional committees and their duties may be included here.

Article 5 – Meetings

Section 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.

Section 2 - This club meets as follows:
 _____ . Reasonable notice of any change or cancellation of the regular meeting will be given to all club members.

Section 3 - Each member of this club shall attend at least _____% of this club’s regularly scheduled meetings.