

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 Santa Rosa Junior College

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 August.
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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 1 June. Those elected shall take office on 1 August.

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. Elections may be conducted by either paper or online ballot, limited to a 24 hour voting period.

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 — one year
Secretary — one year
Treasurer — one year
Director — one year

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 has the discretion to determine other officer positions, but the aforementioned positions are mandatory to the club.

Section 6 - 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.

Article 4 — Committees

Section 1 - These committee duties are the responsibility of the board, unless the board determines that committees are needed in order to facilitate the said functions below. 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) *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.

(b) *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.

(c) *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.

Article 5 — Meetings

Section 1 - An annual meeting of this club-and the board of directors is held no later than 1 September, or no later than one week after the annual Back to School Event, depending on which expedites the first member. Each year for the purpose of discussing plans and objectives for the year and/or upcoming year.

Section 2 - This club meets as follows: twice a month with the day, time, and location determined at the beginning of the semester. 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 50% of this club's regularly scheduled meetings and activities in order to receive member benefits.

Section 4 – The board meets as follows: the 1st Saturday of each month. Special meetings of the board are called with reasonable notice by the president or upon the request of two board members.

Article 6 — Finance

Section 1 – Before each fiscal year starts, the board and finance committee prepare an annual budget of estimated income and expenditures.

Section 2 – The treasurer deposits club funds in a financial institution or institutions designated by the board.

Section 3 – Bills are paid by the treasurer or another authorized officer and approved by two other officers or directors.

Section 5 – A qualified person conducts a thorough annual review of all financial transactions.

Section 6 – Club members will receive an annual financial statement of the club.

Section 7 – The fiscal year is from 1 July to 30 June.

Section 8 – The club is to have a minimum reserve fund of \$150.00 in the bank account at all times, only to be used by unanimous consent of the board in conditions of emergency, need for club fees, and other necessary allocations at the determination of the board by unanimous consent.

Article 7 – Method of Admitting Members

Section 1 – Anybody may be admitted as member of the club as long as they are a student at Santa Rosa Junior College.

Section 2 – The board has the authority to expel members for improper conduct which violates the Four Way Test and the Rotary Code of Ethics (see appendix). The board will schedule an emergency meeting and vote on expulsion, notifying the member of their violation. Censure, being formal denouncement of an improper action, is also an option for a punitive measure.

Article 8 – Amendments

These bylaws may be amended at any board meeting by a 2/3rds majority.

Changes to these bylaws must be consistent with the Standard Rotaract Club Constitution, the RI Constitution and Bylaws, and the Rotary Code of Policies.

Appendix

Four Way Test

1. Is it the TRUTH?
2. Is it FAIR to all concerned?
3. Will it build GOODWILL and BETTER FRIENDSHIPS?
4. Will it be BENEFICIAL to all concerned?

Code of Ethics

As a Rotarian, I will

1. Exemplify the core value of integrity in all behaviors and activities;
2. Use my vocational experience and talents to serve in Rotary;
3. Conduct all of my personal, business, and professional affairs ethically, while encouraging and fostering high ethical standards as an example to others;
4. Be fair in all dealings with others and treat them with the respect due to them as fellow human beings;
5. Promote recognition and respect for all occupations which are useful to society;
6. Offer my vocational talents: to provide opportunities for young people, to work for the relief of the special needs of others, and to improve the quality of life in my community;
7. Honor the trust that Rotary and fellow Rotarians provide and not do anything that will bring disfavor or reflect adversely on Rotary or fellow Rotarians; and
8. Not seek from a fellow Rotarian a privilege or advantage not normally accorded others in a business or professional relationship.