

ROTARY CLUB OF ROTORUA

BYLAWS

Adopted day of 2011

1. ELECTION OF DIRECTORS AND OFFICERS

- 1.1 The President Nominee for the ensuing year shall be identified by a nominating committee appointed by the Club prior to 1 November consisting of the current President, Vice President, Second Vice President and two Past Presidents.
- 1.2 The identified future President Nominee shall be nominated for election at the annual meeting as President Nominee in the ensuing year.
- 1.3 Once elected, the future President Nominee will serve as Second Vice President in the ensuing year as the current Vice President (President Elect) becomes President and the current Second Vice President becomes Vice President.
- 1.4 The current President Elect shall propose nominations for the Board of Directors and Officers for the ensuing year.
- 1.5 The President shall notify the club membership of all nominations not less than one week before the date of the annual meeting.
- 1.6 Nominations shall be elected at the annual meeting to be held no later than 31 December of the current year.
- 1.7 If the nominations fail to be elected at the annual meeting, or any ordinary meeting for that purpose, then a new slate of nominations shall be formulated by the nominating committee for election at an ordinary meeting of the club.
- 1.8 Persons elected shall serve for the year commencing 1 July next following the election.
- 1.9 For the purposes of these bylaws, a reference year is from 1 July to 30 June.

2. CASUAL VACANCIES

- 2.1 A vacancy in the Directors or Officers of the Club shall be filled by action of the remaining members of the Board.
- 2.2 A vacancy in the position of Officer-elect or Director-elect shall be a by vote of the remaining Officers-elect or Directors -elect.
- 2.3 A vacancy in a Club official position shall be appointed by the President.

3. BOARD OF DIRECTORS

- 3.1 The governing body of the Club shall consist of the following elected persons:

- President
- Vice President who shall also be the President Elect
- Second Vice President who shall also be the President Nominee
- Club Service Director who shall be the Vice President
- Community Director who shall be the Second Vice President
- International Director
- Membership Director
- Vocational Director
- Youth Director
- Secretary
- Treasurer
- Immediate Past President

who shall together comprise the Board of Directors.

4. CLUB OFFICERS

An officer to be elected but not part of the Board shall be the Sergeant-at-Arms.

5. OTHER OFFICIALS

- 5.1 The President may appoint other Committees or Sub Committees as may be required for the effective operation of the Club.
- 5.2 The President may appoint the following persons:
- A Chartered Accountant who shall not be a member of the Board of Directors
 - Bulletin Editor
 - Programme coordinator
 - Fellowship officer
 - Rotary Foundation officer
 - Public Image officer
 - Welfare officer
 - Assistants to the above roles

6. DUTIES OF OFFICERS

- 6.1 President
- 6.1.1 The President shall preside at meetings of the Club and Board.
- 6.1.2 The President shall perform such other duties as usually pertain to that office.
- 6.2 Secretary
- 6.2.1 The Secretary shall keep the minutes of the Club and Board.
- 6.2.2 The Secretary shall make the required reports to Rotary International including semi annual returns and changes of membership.
- 6.2.3 The Secretary shall report any changes in membership to Rotary Down Under.
- 6.2.4 The Secretary shall perform such other duties as usually pertain to that office.
- 6.2.5 In the absence of an Attendance Secretary, the Secretary shall keep the records of membership, record the attendance at meetings and send the monthly report as to membership to the District Governor.
- 6.3 Treasurer
- 6.3.1 The Treasurer shall have custody of all funds of the Club.
- 6.3.2 The Treasurer shall present to each Board meeting a report on the state of the funds of the Club.

- 6.3.3 The Treasurer shall present at the Annual meeting a balance sheet incorporating the Income and Expenditure of the Club for the last fiscal year.
- 6.3.4 The Treasurer shall make any annual returns, which are required by the Registrar of Incorporated Societies or any applicable regulatory authority.
- 6.3.5 The Treasurer shall perform such other duties as usually pertain to that office.

- 6.4 Sergeant-at-Arms
 - 6.4.1 The Sergeant-at-Arms shall ensure the orderly running of club meetings.
 - 6.4.2 The Sergeant-at-Arms shall perform such other duties as usually pertain to that office.

- 6.5 Vice President (President-Elect)
 - 6.5.1 The Vice President shall serve on the Board
 - 6.5.2 The Vice President shall also serve as the Club Service Director.
 - 6.5.3 The Vice President shall perform such other duties as usually pertaining to that office.

- 6.6 Second Vice President (President Nominee)
 - 6.6.1 The Second Vice President shall serve on the Board
 - 6.6.2 The Second Vice President shall also serve as the Community Director.
 - 6.6.3 The Second Vice President shall perform such other duties as usually pertaining to that office

7.0 MEETINGS

- 7.1 The annual meeting of the Club shall be held on such date before 31 December in each year as the President or Board shall fix.

- 7.2 The annual meeting shall transact the following business:
 - Election of Directors and Officers
 - Consideration of Annual Financial Statements
 - Such other Business as the President or Board puts forward.

- 7.3 Ordinary meetings of the Club shall be held on Monday at 12.30pm each week or such other time as is notified by the Board.

- 7.4 Due notice of any changes in or cancelling of ordinary meetings shall be given to all members of the Club.

- 7.5 Except an honorary member or a person excused attendance pursuant to the Constitution, all members in good standing must be counted as present or absent at each regular meeting of the Club.

- 7.6 A member shall be present or credited with attendance for at least 50% of the regular meetings of the Club.

- 7.7 One third of the membership shall constitute a quorum at the annual and regular meetings of the club.

- 7.8 Decisions at meetings shall be by majority vote.

8.0 BOARD MEETINGS

- 8.1 Regular meetings shall be held each month on a date chosen by the Board.

- 8.2 Special meetings of the Board may be called at any time by the President or upon the request of two members of the Board.

- 8.3 Due notice of the Board meeting shall be given to Board members.
- 8.4 The Board shall rule on any problems arising from classifications referred to it by the Membership committee.
- 8.5 The Board may correct or adjust the classification of any member. Due notice of such proposed correction or adjustment shall be given to the member concerned. The Board at its discretion shall consider any objection from the member concerned to the correction or adjustment.
- 8.6 One half of the directors shall constitute a quorum of the Board.
- 8.7 Decisions by the Board shall be by majority vote.

9.0 FEES AND Dues

- 9.1 An admission fee may be fixed from time to time by the Board.
- 9.2 An admission fee may be waived by the Board for any person who has been a previous member of the Club or any other Rotary Club.
- 9.3 An annual membership subscription shall be fixed by the Club. The Board may recommend to the Club the amount of the subscription.
- 9.4 The annual subscription shall be due on 1 July and may be payable annually or semi-annually as the Board shall determine.

10.0 COMMITTEES

- 10.1 The President shall appoint the membership of the following committees or a combination of such committees
- Club Service
 - Community
 - International
 - Membership
 - Youth
 - Vocational
- Each committee shall be chaired by a Board Member.
- 10.2 The President may appoint committees or sub committees on particular phases of Club Service
- 10.3 The President may appoint such other committees that he/she may deem necessary for the administration of Club matters or the welfare of members and their families.
- 10.4 The President shall appoint not fewer than five other members to each committee.
- 10.5 In appointing to committees the President shall have regard to continuity of committees and endeavour not to change more than one half of its membership in any one year.
- 10.6 No member shall be eligible to serve on the same committee for more than four successive years except as may be specifically approved by the Board.
- 10.7 The President shall be ex-officio a member of all committees and as such shall have all the privileges of membership.

- 10.8 Each committee shall deal with matters originating within the committee or business delegated to it by the Board or President.
- 10.9 No action may be taken to commit the Club to any course of action or expenditure or to commit the funds or property of the Club without prior approval of the Board.

11.0 DUTIES OF COMMITTEES

- 11.1 Each committee shall devise and carry into effect plans which will guide and assist the members in discharging their responsibilities in a particular activity as defined and laid down by Rotary International or as determined by the Board.
- 11.2 The Chairman or Convenor of each committee or Sub Committee shall be responsible for
- 11.2.1 The leadership and direction of the committee in its various activities.
- 11.2.2 The delivery of the particular activities assigned to the committee.
- 11.2.3 The supervision of any committee that may be appointed on particular phases of the four avenues of service.
- 11.2.4 The regularity of the committee meetings.
- 11.2.5 The preparation of reports to the Board.

12.0 FUNCTIONS OF COMMITTEES

- 12.1 Functions of committees appointed shall be determined by the Board who may combine or subdivide various functions and rename the reconstituted committees or sub committees.
- 12.2 The possible functions of committees or subcommittees set out in the Schedule may guide but do not bind the Board.

13.0 LEAVE OF ABSENCE

- 13.1 Upon written application to the Board setting forth good and sufficient cause, leave of absence may be granted excusing a member from attending the meetings of the Club for a specified length of time.

[NOTE: Such leave of absence operates to prevent a forfeiture of membership. It does not operate to give the Club credit for the member's attendance unless the member attends a regular meeting of some other Club, the excused members must be recorded as absent unless that absence is caused by excused attendance pursuant to the Constitution.]

14.0 METHOD OF ELECTING MEMBERS

- 14.1 Any active member can bring forward a name as a prospective member.
- 14.2 Such name of a prospective member shall be in writing on such form approved by the Board and shall be handed to the Secretary.
- 14.3 The proposed name shall be kept confidential except as provided in these bylaws.
- 14.4 The Board may request the Club Service or Membership committee to report to the Board on the eligibility of the prospective member from the standpoint of classification, character, business and social standing and general eligibility.

- 14.5 The Board shall consider and approve or disapprove the proposal for membership within 30 days of its submission.
- 14.6 If the decision of the Board is favourable the proposer and a person selected by the Club Service or Membership committee shall interview the prospective member to inform that person of the purpose of Rotary and of the privileges and responsibilities of membership in the Club.
- 14.7 A Past President or current or former Board member should be asked to assist the proposer at the interview of the prospective member.
- 14.8 If the prospective member is prepared to join the Club that person shall be requested to complete an application for membership and to give permission for the name and proposed classification to be published to the Club.
- 14.9 The name of the prospective member with the proposed classification or occupation shall be published by separate communication or email to existing members
- 14.10 If an objection is received within ten (10) days of publication, the procedures in clause 15 shall apply. If no objection is received within ten (10) days of publication or if any objection under clause 15 is not upheld, the prospective member shall pay any admission fee and upon payment shall be considered to be elected to membership.
- 14.11 After election the member shall be formally inducted at an ordinary meeting of the Club.
- 14.12 The Secretary shall arrange the manufacture of name plate badges for the member and his/her partner and provide a lapel badge and information pack prior to the induction of each member.
- 14.13 The Secretary shall issue a membership card and report the name of the member to the General Secretary of Rotary International.

15.0 OBJECTIONS

- 15.1 Any objection to the prospective member must be in writing stating reasons and be delivered to the Secretary within seven (7) days following publication.
- 15.2 Upon receipt of an objection the Secretary shall ask the Board to consider this at a regular meeting of the Board or shall arrange a special Board meeting.
- 15.3 The Board shall consider the written objection and if it thinks fit can invite the objector to attend the Board meeting.
- 15.4 A ballot shall be conducted by the Board on the prospective member. If any negative votes are cast by members of the Board in attendance then such prospective member SHALL NOT be elected.

16.0 RESOLUTIONS

- 16.1 No resolution or motion to commit the Club on any matter shall -be considered by the Club until it has been considered by the Board.
- 16.2 Any such resolution or motion, if offered at a Club meeting, shall be referred to the Board for consideration without any decision on the proposal being made at the Club meeting.

17.0 ORDER OF BUSINESS

- Meeting called to Order
- Introduction of Visiting Rotarians and Guests
- Announcements
- Committee Reports (if any)
- Club speaker
- Fining session
- Guest speaker
- Adjournment

18.0 AMENDMENTS

- 18.1 No amendment or addition to these bylaws can be made which is not in harmony with the Club Constitution and with the Constitution and bylaws of Rotary International.
- 18.2 Subject to the preceding paragraph, these bylaws may be amended at any ordinary meeting, a quorum being present, by resolution passed by at least two-thirds of the members present and voting.
- 18.3 Ten (10) clear days notice in writing of the intention to move such amendment shall be given by ordinary post to each member or by such other method (including notification in the Bulletin) as the Board may approve in any case.

SCHEDULE

Committees

Club service

- 1) Role
To conduct the activities associated with the effective operation of the club and other special responsibilities.
- 2) Responsibilities/activities
 - a) Smooth running of the weekly club meetings(sergeant)
 - b) Publish and distribute a weekly club bulletin (bulletin editor)
 - i) Summarises weekly speaker's presentation
 - ii) Contains the President's Pen
 - iii) Notifies birthdays and leaves of absence
 - iv) Prepares and publishes duty roster
 - (1) Fining
 - (2) Club speaker and President's table
 - (3) Introduction and vote of thanks
 - (4) Quote of the week
 - (5) Reception and badges
 - c) Develop a programme of guest speakers (programme coordinator)
 - i) Encourage club committees to suggest potential speakers
 - d) Organise the Christmas and Changeover functions (president elect)
 - e) Ensure that the welfare of members and their families is recognised as appropriate (welfare officer)
 - i) Births, deaths, illness, hardship, etc
 - f) Ensure that The Rotary Foundation (TRF) initiatives are known and supported within the club (TRF officer)
 - i) Educate and train members about TRF
 - ii) Encourage participation in TRF programmes
 - iii) Encourage member contributions to TRF

Community

- 1) Role
To devise policies, procedures and activities that fundraise and support the local community.
- 2) Responsibilities/activities
 - a) Review funding/support requests from the community and recommend worthy requests to the Board for approval.
 - b) Manage ongoing community-based service/fundraising projects
 - i) Assist Circus Quirkus
 - ii) Assist at the Rotorua marathon
 - iii) Others
 - c) Develop new community-based service/fundraising projects
 - i) Smaller one-off activities within the club
 - ii) Larger, more significant projects involving multi-club inputs
 - d) Assist the club programme coordinator by identifying at least one potential speaker during the year.

International

- 1) Role
To devise policies, procedures and activities that develop understanding and goodwill among Rotarians internationally and the people at large.
- 2) Responsibilities/activities
 - a) Manage the club's participation in international educational and exchange activities.
 - i) Organise hosts and activity programmes for visiting GSE and RFE teams.
 - ii) Support club member's participation in Rotary Fellowships, such as those for cricketers, sailors, motorcyclists.

- b) Develop international service projects in conjunction with local, district or international Rotary organisations.
 - i) Support Rotary's ShelterBox programme through annual sponsorship of at least one ShelterBox.
 - ii) Participate in international service projects through Rotary's World Community Service.
 - iii) Seek opportunities to develop service projects in needy regions of Oceania.
 - iv) With the community committee, develop fundraising opportunities to support international service projects and activities.
- c) Assist the club programme coordinator by identifying at least one potential speaker during the year.

Membership

- 1) Role

To devise policies, procedures and activities that maintain and develop club membership.
- 2) Responsibilities/activities
 - a) Promote recruitment of appropriate new members.
 - i) Devise projects to promote Rotary and attract new members.
 - b) Ensure new members are integrated into the club.
 - i) Appoint mentors to assist the integration of new members into the club.
 - (1) Mentors will introduce new members to all members within 6 weeks of induction.
 - c) Develop programmes to educate and train club members about the workings of Rotary.
 - i) Mentors will ensure that new members are fully aware of the objects and workings of Rotary at the club, district and international level.
 - ii) Re-institute "Fireside chats" with President and two other experienced members to do the above.
 - d) Ensure the community is aware of Club activities and projects (PI officer)
 - i) Manage the club's contribution to the Rotary section in the Daily Post
 - ii) Liaise with the District PR initiatives
 - iii) Provide club information and newsworthy events to the media and Rotary Downunder
 - e) Organise fellowship opportunities for the club (through the Fellowship Officer).
 - i) Weekly, monthly, annually?
 - f) Assist the club programme coordinator by identifying at least one potential speaker during the year

Vocational

- 1) Role

To devise policies, procedures and activities that fosters the ideal of service in the pursuit of all vocations.
- 2) Responsibilities/activities
 - a) Promote high ethical standards in business and professions, as embodied in the Four-Way test.
 - i) Encourage members to conduct themselves, their businesses and their professions in accordance with Rotary principles.
 - b) Develop programmes that further vocational service.
 - i) Organise one club visit per annum to a profession or business site that exhibits excellence and the adherence to Rotary principles.
 - c) Manage the club's participation in District level initiatives
 - i) RYLA
 - ii) Rotary Leadership Institute
 - iii) Science and Technology Forum (Auckland)
 - iv) Waikato Science Summer Schools
 - d) Organise the annual Rotorua Secondary Schools Speech Competition.
 - e) Assist the club programme coordinator by identifying at least one potential speaker during the year.

Youth

- 1) Role

To devise policies, procedures and activities that support the development of youth through the ideals of Rotary.
- 2) Responsibilities/activities
 - a) Manage the clubs participation in local, district and RI youth initiatives
 - i) RIDA

- ii) IYE
- iii) JR McKenzie Trust
- iv) RYPEN
- v) Others
- b) Organise annual activities with local high schools
 - i) Head prefects meeting
 - ii) Interact support
- c) Assist the club programme coordinator by identifying at least one potential speaker during the year.