

RECOMMENDED ROTARY CLUB RULES

Rules of the Rotary Club of Milton-Ulladulla Inc.

Club Rules supplement the Standard Rotary Club Constitution and establish common Club practices. The Rules in this document are recommendations. Customise them to reflect your Club's practices, and confirm that they are not in conflict with the RI Constitution and Rules, the Standard Rotary Club Constitution (except where permitted), and the Rotary Code of Policies. Articles that your Club is required to include are noted below.

Rule 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, other than an honorary member.
4. Quorum: The minimum number of participants who must be present when a vote is called for, shall be a taken: one-third 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.

Rule 2 Board

The governing body of this Club is its Board of Directors, consisting of, at a minimum, the President, Vice President, Immediate Past President, President-elect, Secretary, and Treasurer and five (5) other Directors elected in accordance with Rule 3 Section 1.

The Standard Rotary Club Constitution requires a Club's Rules to include article 2. The Officers listed above are required to be members of the Club Board. Your Club's Board may have additional members, such as the Vice President, the President-nominee, sergeant-at-arms, or other Directors. If your Club has satellite Clubs, list their Club Board members in this article, also.

Rule 3 Elections and Terms of Office

Section 1 — One month before elections of the Board to hold office for the following year, members nominate candidates for President, Vice President, President-elect Secretary, Treasurer, and any Director positions. The nominations may be presented by a nominating committee, by members from the floor, or both.

Section 2 — The candidate who receives a majority of the votes for each office is declared elected to that office. The President-elect for the current year shall automatically be elected as President.

Section 3 — If any Officer or Board member vacates his or her position, the remaining members of the Board will appoint a replacement.

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 (1) year
- Vice President — One (1) year
- Treasurer — One (1) year
- Secretary — One (1) year
- Sergeant-at-arms — _____
- Director — One (1) year

The Standard Rotary Club Constitution requires that your Club's Rules specify an election process. If a nominating committee is used, include details of how it is appointed. The term of office for a Club President is specified as one year in the Standard Rotary Club Constitution.

Rule 4 Duties of the Officers

- Section 1 — The President presides at Club and Board meetings.
- Section 2 — The Immediate Past President serves as a director on the Club Board.
- Section 3 — The President-elect prepares for his or her year in office and serves as a Director.
- Section 4 — The Vice President presides at Club and Board meetings when the President is absent.
- Section 5 — A Director attends Club and Board meetings.
- Section 6 — The Secretary keeps membership and attendance records.
- Section 7 — The Treasurer oversees all funds and provides an annual accounting of them.
- Section 8 — The sergeant-at-arms maintains order in Club meetings.

See Rotary Club leader manuals for details on the roles of Club Officers.

Rule 5 Meetings

- Section 1 — An annual meeting of this Club is held no later than 31 December to elect the Officers and Directors who will serve for the next Rotary year.
- Section 2 — This Club holds regular meetings as follows: Tuesdays each week commencing 6:00pm for 6:30pm. Reasonable notice of any change or cancellation of the regular meeting will be given to all Club members.
- Section 3 — Board meetings are held each month. Special meetings of the Board are called with reasonable notice by the President or upon the request of two (2) Directors.

The Standard Rotary Club Constitution requires Club Rules to include article 5, section 2.

Rule 6 Dues

Membership dues shall be \$300.00 per annum. They are paid as follows: By one (1) instalment of \$300.00 within 30 days from 1 July or by two (2) equal half yearly instalments of \$150.00 within 30 days from 1 July and 1 January respectively each year. Annual Club dues include **RI per capita dues, a subscription to The Rotarian or a Rotary regional magazine, district per capita dues, Club fees, and any other Rotary or district per capita assessment.**

The Standard Rotary Club Constitution requires Club Rules to include article 6.

Rule 7 Method of Voting

The business of this Club is conducted by voice vote or a show of hands except in the election of Officers and Directors, which is conducted by ballot. The Board may also provide a ballot for a vote on some resolutions.

Include satellite Club voting procedures here.

Rule 8 Committees

- Section 1 — Club committees coordinate their efforts to achieve the Club's annual and long-term goals. Each Club should have the committees listed in article 13, section 7, of the Standard Rotary Club Constitution.
- Section 2 — The President is an ex officio member of all committees and, as such, has all the privileges of membership.
- Section 3 — 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.

Rule 9 Finances

- Section 1 — Before each fiscal year starts, the incoming Board prepares 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, divided into two accounts: one for Club operations and one for service projects.

Section 3 — Bills are paid by the Treasurer or another authorized Officer and approved by one other Officer or Director.

Section 4 — A qualified person conducts a thorough annual review of all financial transactions.

Section 5 — Club members will receive an annual financial statement of the Club.

Section 6 — The fiscal year is from 1 July to 30 June.

Rule 10 Method of Electing Members

Section 1 — A member proposes a candidate for membership of the Club to the Board, or another Rotary Club proposes one of its transferring or former members. Any proposal for membership must be in writing by completing a Member Application Form setting out the particulars of the candidate then submitting the Application Form to the Board.

Section 2 — The Board approves or rejects the candidate's proposal for membership within thirty (30) days then the name of the candidate shall be circulated in writing amongst members at the next regular meeting of the Club as well as by email to every email address of the members. After seven (7) days of the proposed members name being circulated and there are no objections to the proposed membership of the candidate by any member the Board should approve the proposed membership.

Section 3 — Any member who objects to the proposed membership of the candidate must lodge an objection in writing with the Board giving reasons. The Board must decide at its next meeting following receipt of the objection whether or not to accept or reject the proposed membership.

Section 4 — If the Board approves the candidate's membership after seven (7) days of the proposed members name being circulated to members and there are no objections, or any objections have been rejected by the Board, the proposed member is invited to join the Club within 7 days of the name of the Boards approval. If the proposed member accepts the invitation of the Board to join the Club the proposed member shall be inducted as a member of the Club at the next regular meeting of the Club or otherwise at the direction of the President.

A process to address objections raised by current members may also be included here.

Rule 11 Friends of Rotary

Section 1 — A Friend of the Club (called a "Friend of Rotary") is a person or organisation connected with and promoted by the Club and who is invited by the Club to become a Friend of Rotary. A past member of the Club may be invited to become a Friend of Rotary.

Section 2 — To become a Friend of Rotary any person or organisation who desires to assist the Club in achieving the Club's objectives but who does not wish to become a full member of the Club may apply to the Club to become a Friend of Rotary or may be proposed by a member of the Club as a Friend of Rotary or will automatically become a Friend of Rotary if that person is a past member of the Club.

Section 3 — If any person or corporation who applies to become a Friend of Rotary or is proposed by a member of the Club as a Friend of Rotary must first be approved by the Board of the Club.

Section 2 — A Friend of Rotary, including any past member of the Club, who does not wish to continue as a Friend of Rotary may resign as a Friend of Rotary at any time by notice in writing given to the Board.

Section 3 — Any member of the Club may propose a person or corporation to become a Friend of Rotary by notice in writing forwarded to the Board for approval.

Section 4 - Once the Board approves a person or organisation nominated as a Friend of Rotary that person or organisation shall be invited to become a Friend of Rotary and once accepted shall become registered as a Friend of Rotary in the records of the Club.

Section 5 - The person or organisation who accepts the invitation of the Board to be a Friend of Rotary shall be inducted as a Friend of Rotary at the next available regular Club meeting after acceptance of the invitation.

Section 6 — A Friend of Rotary shall be entitled to the following:

- a. **One (1) complimentary meal for the proposed Friend of Rotary or it's nominee at the regular Club meeting in which the Friend of Rotary is inducted.**
- b. **A Dinner Badge suitably endorsed with the name of the Friend of Rotary or, if an organisation, that organisations nominee.**
- c. **A Certificate of Membership.**
- d. **The ability to attend any Club dinner meeting or function of the Club when the Friend of Rotary (or, if an organisation its nominee) so decides.**
- e. **An entitlement to receive all Club Bulletins, notifications of events and other newsletters by mail or email sent to the Friend of Rotary or, if an organisation, its nominee.**

Section 7 – Any Friend of Rotary shall be obliged to pay a once only joining fee of \$30.00 or such other fee as the Board may from time to time decide to cover postage and administration fees and dinner badge costs.

Section 8 - The Friend of Rotary shall be bound by the Constitution and Rules of the Club except that the Friend of Rotary shall not have the right to vote on any resolutions of the Club or the Board and shall not be bound by the rules of attendance.

Section 9 – Where a Friend of Rotary is an organisation it must nominate an individual person as its nominee to attend meetings and receive Club Bulletins, newsletters by mail or email.

Section 10 – Any Friend of Rotary or nominee who wishes to attend a dinner meeting or function must notify the Secretary or attendance officer of his or her attendance before 1:00pm on the day of the dinner meeting or function.

Rule 11 Amendments

These Rules may be amended at any regular Club meeting. Changing the Club Rules requires sending written notice to each member 10 days before the meeting, having a quorum present for the vote, and having two-thirds of the votes support the change. Changes to these Rules must be consistent with the Standard Rotary Club Constitution, the RI Constitution and By-Laws, and the Rotary Code of Policies.