

CONSTITUTION OF THE ROTARY CLUB OF WODEN INC.

ADOPTED 20 July 2011

Article 1. Definitions

As used in this constitution, unless the context otherwise clearly requires, the words in this article shall have the following meanings:

1. Board: The board of directors of this club.
2. Bylaws: The bylaws of this club.
3. Director: A member of this club's board of directors.
4. Member: A member, other than an honorary member, of this club.
5. RI: Rotary International.
6. Year: The twelve-month period which begins on 1 July?

Article 2. Name

The name of this organisation shall be the Rotary Club of Woden Incorporated.

Article 3. Locality of the Club

The locality of this club is as follows: Commencing at the junction of Adelaide Ave (Yarra Glen) and Kent St, Deakin, thence westerly along Cotter Rd to the Tuggeranong Expressway, south along the Tuggeranong Expressway to its junction with Hindmarsh Drive, easterly along Hindmarsh Drive to the ridge of Mount Mugga, north-westerly along this line towards Red Hill, along the Federal Golf Club Road to its junction with Gowrie Drive, westerly to Kent St, and then northerly along Kent St and Yarra Glen to the starting point.

However, by agreement between the Rotary Clubs of the Canberra region, members of the Canberra-Woden Rotary Club may be drawn from anywhere in the Canberra region.

Article 4. Object

The object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:

- First. The development of acquaintance as an opportunity for service;
- Second. High ethical standards in business and professions; the recognition of the worthiness of all Useful occupations; and the dignifying of each Rotarian's occupation as an opportunity to serve society;
- Third: The application of the ideal of service in each Rotarian's personal, business, and community life;
- Fourth: The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

Article 5. Five Avenues of Service

Rotary's Five Avenues of Service are the philosophical and practical framework for the work of this Rotary Club.

1. Club Service, the First Avenue of Service, involves action a member should take within this Club to help it function successfully.
2. Vocational Service, the second Avenue of Service, has the purpose of promoting high ethical standards in businesses and professions, recognizing the worthiness of all dignified occupations, and fostering the ideal of service in the pursuit of all vocations. The role of members includes conducting themselves and their businesses in accordance with Rotary's principles.
3. Community Service, the Third Avenue of Service, comprises varied efforts that members make, sometimes in conjunction with others, to improve the quality of life of those who live within the Club's locality or municipality.
4. International Service, the Fourth Avenue of Service, comprises those activities that members do to advance international understanding, goodwill, and peace by fostering acquaintance with the people of other countries, their cultures, customs, accomplishments, aspirations, and problems, through reading and correspondence and through cooperation in all club activities and projects designed to help people in other lands.
5. New Generations Service, the fifth Avenue of Service, recognises the positive change implemented by youth and young adults, through leadership development activities, involvement in community and international service projects, and exchange programs that enrich and foster world peace.

Article 6. Meetings

Section 1. Regular Meetings.

- (a) Day and time. This club shall hold a regular meeting once each week on the day and at the time provided in the bylaws.
- (b) Change of Meeting. For good cause, the board may change a regular meeting to any day during the period commencing with the day following the preceding regular meeting and ending with the day preceding the next regular meeting, or to a different hour of the regular day, or to a different place.
- (c) Cancellation. The board may cancel a regular meeting if it falls on a legal holiday, including a commonly recognized holiday, or in the case of the death of a club member, or of an epidemic or of a disaster affecting the whole community, or of an armed conflict in the community which endangers the lives of the club members. The board may cancel not more than four regular meetings in a year for causes not otherwise specified herein provided that this club does not fail to meet for more than three consecutive meetings.

Section 2. Annual Meeting. An annual meeting for the election of board members shall be held not later than 31 December as provided in the bylaws.

Article 7. Membership.

Section 1. General Qualifications. This club shall be composed of adult persons of good character and good business, professional and/or community reputation.

Section 2. Kinds. This club shall have two kinds of membership, namely: active and honorary.

Section 3. Active membership. A person possessing the qualifications set forth in article 5, section 2 of the RI constitution may be elected to active membership in this club.

Section 4. Transferring or Former Rotarian. A member may propose to active membership s transferring member or former member of a club, if the proposed member is terminating or has terminated such membership in the former club due to no longer being engaged in the formerly assigned classification of business or profession within the locality of the former club or the surrounding area. The transferring or former member of a club being proposed to membership under this section may also be proposed by the former club. The classification of a transferring or former member of a club shall not preclude election to active membership even if the election results in the club membership temporarily exceeding the classification limits.

Section 5. Dual Membership. No person shall simultaneously hold active membership in this and another club. No person shall simultaneously hold membership in this club and in a Rotaract club.

Section 6. Honorary Membership.

- (a) Eligibility for Honorary Membership. Persons who have distinguished themselves by meritorious service in the furtherance of Rotary ideals and those persons considered friends of Rotary for their permanent support of Rotary's cause may be elected to honorary membership in this club. The term of such membership shall be as determined by the board. Persons may hold honorary membership in more than one club.
- (b) Rights and privileges. Honorary members shall be exempt from the payment of admission fees and dues, shall have no vote, and shall not be eligible to hold any office in this club. Such members shall not hold classifications, but shall be entitled to attend all meetings and enjoy all the other privileges of this club. No honorary member of this club is entitled to any rights and privileges in any other club, except for the right to visit other clubs without being the guest of a Rotarian.

Section 7. Holders of Public Office. Person elected or appointed to public office for a specified time shall not be eligible to active membership in this club under the classification of such office. This restriction shall not apply to persons holding positions or offices in schools, colleges, or other institutions of learning or to person who are elected or appointed to the judiciary. Persons who are elected or appointed to public office for a specified period may continue as such members in their existing classifications during the period in which they hold such office.

Section 8. Rotary International Employment. This club may retain in its membership any member employed by RI.

Article 8. Classifications

Section 1. General Provisions.

- (a) Principal Activity. Each member shall be classified in accordance with the member's business, profession, or type of community service. The classification shall be that which describes the principal and recognized activity of the firm, company or institution with which the member is connected or that which describes the member's principal and recognized business or professional activity or that which describes the nature of the member's community service activity.
- (b) Correction or Adjustment. If the circumstances warrant, the board may correct or adjust the classification of any member. Notice of a proposed correction or adjustment shall be provided to the member, and the member shall be allowed a hearing thereon.

Section 2. Limitations. This club shall not elect a person to active membership from a classification if the club already has five or more members from that classification, unless the club has more than 50 members, in which case the club may elect a person to active membership in a classification so long as it will not result in the classification making up more than 10 percent of the club's active membership. Members who are retired shall not be included in the total number of members in a classification. The classification of a transferring or former member of a club, or a Rotary Foundation alumnus as defined by the Board of Directors of RI, shall not preclude election to active membership even if the election results in club membership temporarily exceeding the above limitations. If a member changes classification, the club may continue the member's membership under the new classification notwithstanding these limitations.

Article 9. Attendance

Section 1. General Provisions. Each member should attend the club's regular meetings. A member shall be counted as attending a regular meeting if the member is present for at least 60 percent of the meeting, or is present and is called away unexpectedly and subsequently produces evidence to the satisfaction of the board that such action was reasonable, or makes up for an absence in any of the following ways:

- (a) 14 Days Before or After the Meeting: If, within fourteen (14) days before or after the regular time for that meeting, the member:
 - (1) attends at least 60 percent of the regular meeting of another club or of a provisional club; or
 - (2) attends a regular meeting of a Rotaract or Interact club, Rotary Community Corps, or Rotary Fellowship or of a provisional Rotaract or Interact club, Rotary Community Corps, or Rotary Fellowship; or
 - (3) attends a convention of RI, a committee on legislation, an international assembly, a Rotary institute for past and present officers of RI, a Rotary institute for past, present and incoming officers of RI, or any other meeting convened with the approval of the board of directors of RI or the president of RI acting on behalf of the board of directors of RI, a Rotary multizone conference, a meeting of a committee of RI, a Rotary district conference, a Rotary district assembly, any district meeting held by direction of the board of directors of RI, any district committee meeting held by direction of the district governor or a regularly announced intercity meeting of Rotary clubs; or
 - (4) is present at the usual time and place of a regular meeting of another Rotary club for the purpose of attending such meeting, but that club is not meeting at that time or that place; or
 - (5) attends and participates in a club service project or a club-sponsored community event or meeting authorized by the board; or
 - (6) attends a board meeting or, if authorized by the board, a meeting of a service committee to which the member is assigned; or
 - (7) Participates through a club web site in an interactive activity requiring an average of 30 minutes of participation.

When a member is outside the member's country of residence for more than fourteen (14) days the time restriction shall not be imposed so that the member may attend meetings in another country at any time during the travel period, and each such attendance shall count as a valid make up for any regular meeting missed during the member's time abroad.

- (b) At the Time of the Meeting. If, at the time of the meeting, the member is:
 - (1) travelling with reasonable directness from to or from one of the meetings specified in section (a) (3) of this section; or
 - (2) serving as an officer of member of a committee of RI, or a trustee of The Rotary Foundation; or
 - (3) serving as the special representative of the district governor in the formation of a new club; or
 - (4) on Rotary business in the employ of RI; or
 - (5) directly and actively engaged in a district-sponsored or RI- or Rotary Foundation-sponsored service project in a remote area where make up attendance is impossible; or
 - (6) Engaged in Rotary business duly authorized by the board which precludes attendance at the meeting.

Section 2. Extended Absence on Outposted Assignment. If a member will be working on an outposted assignment for an extended period of time, attendance at meetings of a designated club at the site of the assignment will replace attendance at the regular meeting of the member's club, provided there is a mutual agreement between the two clubs.

Section 3. Excused Absences. A member's absence shall be excused if:

- (a) The absence complies with the conditions and under circumstances approved by the board. The board may excuse a member's absence for reasons it considers to be good and sufficient.
- (b) The aggregate of the member's years of age and years of membership in one or more clubs is 85 years or more and the member has notified the club secretary in writing of the member's desire to be excused and the board has approved.

Section 4. RI Officers' Absences. A member's absence shall be excused if the member is a current officer of RI.

Section 5. Attendance Records. Any member whose absences are excused under the provisions of subsection (3b) or section (4) of this article shall not be included in the membership figure used to compute this club's attendance.

Article 10. Directors and Officers

Section 1. Governing body. The governing body of this club shall be the board constituted as the bylaws may provide.

Section 2. Authority. The board shall have general control over all officers and committees and, for good cause, may declare any office vacant.

Section 3. Board Action Final. The decision of the board in all club matters is final, subject only to an appeal to the club. However, as to a decision to terminate membership, a member, pursuant to article 12, section 6, may appeal to the club, request mediation, or request arbitration. If appealed, a decision of the board shall be reversed only by a two-thirds vote of the members present, at a regular meeting specified by the board, provided a quorum is present and notice of appeal has been given by the Secretary to each member at least five (5) days prior to the meeting. If an appeal is taken, the action by the club shall be final.

Section 4. Officers. The club officers shall be the president and president-elect, who shall be members of the board, and a secretary, a treasurer, a sergeant-at-arms and a Public Officer who may or may not be members of the board as the bylaws provide.

Section 5. Election and Appointment of Officers.

- (a) Terms of Officers other than President. Each officer shall be elected or appointed as provided in the bylaws. Except for the president, each officer shall take office on 1 July immediately following the election and shall serve for the term of office or until a successor has been duly elected and qualified.
- (b) Term of President. The president shall be elected as provided in the bylaws, not more than two (2) years but not less than eighteen (18) months prior to the day of taking office and shall serve as president-nominee upon election. The nominee shall take the title of president-elect on 1 July in the year prior to taking office as president. The president shall take office on 1 July and shall serve a period of one (1) year or until a successor has been duly elected and qualified.
- (c) Qualifications. Each officer and director shall be a member in good standing in the club. The president-elect shall attend the district presidents-elect training seminar and the district assembly unless excused by the governor-elect. If so excused, the president-elect shall send a designated club representative who shall report back to the president-elect. If the president-elect does not attend the presidents-elect training seminar and the district assembly and has not been excused by the governor-elect or, if so excused, does not send a designated club representative to such meetings, the president-elect shall not be able to serve as club president. In such event, the current president shall continue to serve until a successor who has attended a presidents-elect training seminar and district assembly or training deemed sufficient by the governor-elect has been duly elected.

Article 11. Admission Fees and Dues

Every member shall pay an admission fee and annual dues as prescribed in accordance with the bylaws, except that any transferring or former member of another club who is accepted into membership of this club pursuant to article 7, section 4 shall not be required to pay a second admission fee. A Rotaractor who ceased to be a member of Rotaract within the preceding two years, who is accepted into membership of this club, shall not be required to pay an admission fee.

Article 12. Duration of Membership

Section 1. Period. Membership shall continue during the existence of this club unless terminated as hereafter.

Section 2. Automatic Termination.

- (a) Membership Qualifications. Membership shall automatically terminate when a member no longer meets the membership qualifications, except that:
 - (1) the board may grant a member moving from the locality of this club or the surrounding area a special leave of absence not exceeding one (1) year to enable the member to visit and become known to a Rotary club in the new community if the member continues to meet all conditions of club membership;
 - (2) The board may allow a member moving from the locality of this club or the surrounding area to retain membership if the member continues to meet all conditions of club membership.
- (b) How to Rejoin. When the membership of a member has terminated as provided in subsection (a) of this section, such person, provided such person's membership was in good standing at the time of termination, and

may make new application for membership, under the same or another classification. A second admission fee shall not be required

- (c) Termination of Honorary Membership. Honorary membership shall automatically terminate at the end of the term for such membership as determined by the board. However, the board may extend an honorary membership for an additional period. The board may revoke an honorary membership at any time.

Section 3. Termination for Non-payment of Dues.

- (a) Process. Any member failing to pay dues within thirty (30) days after the prescribed time shall be notified in writing by the secretary at the member's last known address. If the dues are not paid on or before ten (10) days of the notification, membership may terminate, subject to the discretion of the board.
- (b) Reinstatement. The board may reinstate the former member to membership upon the former member's petition and payment of all indebtedness to this club. However, no former member may be reinstated to active membership if the former member's classification is in conflict with article 8, section 2.

Section 4. Termination for Non-attendance.

- (a) Attendance Percentages. A member must :
 - (1) attend or make up at least 50 percent of club regular meetings in each half of the year;
 - (2) Attend at least 30 percent of this club's regular meetings in each half of the year (assistant governors, as defined by the board of directors of RI, being excluded from this requirement).If a member fails to attend as required, the member's membership shall be subject to termination unless the board consents to such non-attendance for good cause.
- (b) Consecutive Absences. Unless otherwise excused by the board for good and sufficient reasons or pursuant to article 9, sections 3 or 4, each member who fails to attend or make up four consecutive regular meetings shall be informed by the board that the member's non-attendance may be considered a request to terminate membership in this club. Thereafter the board, by a majority vote, may terminate the member's membership.

Section 5. Termination for Other Causes.

- (a) Good Cause. The board may terminate the membership of any member who ceases to have the qualifications for membership of this club or for any good cause by a vote of not less than two-thirds of the board members, at a meeting called for that purpose. The guiding principles for this meeting shall be article 7, section 1 and the Four Way Test.
- (b) Notice. Prior to taking any action under subsection (a) of this section, the member shall be given at least ten (10) days' written notice of such pending action and an opportunity to submit a written answer to the board. The member shall have the right to appear before the board to state the member's case. Notice shall be by personal delivery or by registered letter to the member's last known address.
- (c) Filling Classification. When the board has terminated the membership of a member as provided for in this section, this club shall not elect a new member under the former member's classification until the time for hearing any appeal has expired and the decision of this club or of the arbitrators has been announced. However, this provision shall not apply if, by election of a new member, the number of members under the said classification would remain within provided limitations even if the board's decision regarding termination were reversed.

Section 6. Right to Appeal, Mediate or Arbitrate Termination.

- (a) Notice. Within seven (7) days after the date of the board's decision to terminate membership, the secretary shall give written notice of the decision to the member. Within fourteen (14) days after the date of the notice, the member may give written notice to the secretary of the intention to appeal to the club, request mediation, or to arbitrate as provided in article 16.
- (b) Date of Hearing of Appeal. In the event of an appeal, the board shall set a date for the hearing of the appeal at a regular club meeting to be held within twenty-one (21) days after the receipt of the notice of appeal. At least five (5) days' written notice of the meeting and its special business shall be given to every member. Only members shall be present when the appeal is heard.
- (c) Mediation or Arbitration. The procedure utilizes\nd for mediation or arbitration shall be as provided in article 16.
- (d) Appeal. If an appeal is taken, the action of the club shall be final and binding on all parties and shall not be subject to arbitration.
- (e) Decision of Arbitrators or Umpire. If arbitration is requested, the decision reached by the arbitrators or, if they disagree, the umpire shall be final and binding on all parties and shall not be subject to appeal.
- (f) Unsuccessful Mediation. If mediation is requested but is unsuccessful, the member may appeal to the club or arbitrate as provided in subsection (a) of this section.

Section 7. Board Action Final. Board action shall be final if no appeal to this club is taken and no arbitration is requested

Section 8. Resignation. The resignation of any member from this club shall be in writing, addressed to the president or secretary. The resignation shall be accepted by the board if the member has no indebtedness to the club.

Section 9. Forfeiture of Property Interest. Any person whose club membership has been terminated shall forfeit all interest in any funds or other property belonging to this club.

Section 10. Temporary Suspension. Notwithstanding any provision in this constitution, if in the opinion of the board:

- (a) credible accusations have been made that a member has refused or neglected to comply with this constitution, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the club; and
- (b) those accusations, if proved, constitute good cause for terminating the membership of the member; and
- (c) it is desirable that an action should be taken in respect of the membership of the member pending the outcome of a matter or an event that the board considers should properly occur before such action is taken by the board; and
- (d) That in the best interests of the club and without any vote being taken as to his or her membership, the member's membership should be temporarily suspended and the member should be excluded from attendance at meetings and other activities of this club and from any office or position the member holds within the club. For the purpose of this clause, the member shall be excused from fulfilling attendance responsibilities; the board may, by a vote of not less than two-thirds of the board, temporarily suspend the member as aforesaid for such period and under such conditions as the board determines, albeit for a period no longer than is reasonably necessary in all the circumstances.

Article 13. Community, National and International Affairs

Section 1. Proper Subjects. The merits of any public question involving the general welfare of the community, the nation and the world are of concern to the members of this club and shall be proper subjects of fair and informed discussion at a club meeting for the enlightenment of its members in forming their individual opinions. However, this club shall not express an opinion on any pending controversial public measure.

Section 2. No Endorsements. This club shall not endorse or recommend any candidate for public office and shall not discuss at any club meeting the merits or demerits of any such candidate.

Section 3. Non-Political.

- (a) Resolutions and Opinions. This club shall either adopt or circulate resolutions or opinions, and shall not take action dealing with world affairs or international policies of a political nature.
- (b) Appeals. This club shall not direct appeals to clubs, peoples or governments, or circulate letters, speeches or proposed plans for the solution of specific international problems of a political nature.
- (c) Section 4. Recognizing Rotary's beginning. The week of the anniversary of Rotary's founding (23 February) shall be known as World Understanding and Peace Week. During this week, this club will celebrate Rotary service, reflect upon past achievements, and focus on programs of peace, understanding and goodwill in the community and throughout the world.

Article 14. Rotary Magazines

Section 1. Mandatory Subscription. Unless, in accordance with the bylaws of RI, this club is excused by the board of directors of RI from complying with the provisions of this article, each member shall, for the duration of membership, subscribe to the official magazine or the magazine approved and prescribed for this club by the board of directors of RI. The subscription shall be paid in six (6) month periods for the duration of membership in this club and to the end of any six (6) month period during which membership may terminate.

Section 2. Subscription Collection. The subscription shall be collected by this club from each member semi-annually in advance and remitted to the secretary of RI or to the office of such regional publications as may be determined by the board of directors of RI.

Article 15. Acceptance of Object and Compliance with Constitution and Bylaws

By payment of an admission fee and dues, a member accepts the principles of Rotary as expressed in its object, and submits to and agrees to comply with and be bound by the constitution and bylaws of this club, and on these conditions alone is entitled to the privileges of this club. Each member shall be subject to the terms of the constitution and bylaws regardless of whether such member has received copies of them.

Article 16. Arbitration and Mediation

Section 1. Disputes. Should any dispute, other than as to a decision of the board, arise between any current or former member(s) and this club, any club officer or the board, on any account whatsoever that cannot be settled under the

procedure already provided for such purpose, the dispute shall, upon a request to the secretary by any of the disputants, either be resolved by mediation or settled by arbitration..

Section 2. Date for Mediation or Arbitration. In the event of mediation or arbitration, the board shall set a date for the mediation or arbitration, in consultation with the disputants, to be held within twenty-one (21) days after receipt of the request for mediation or arbitration.

Section 3. Mediation. The procedure for such mediation shall be that recognized by an appropriate authority with national or state jurisdiction or be that recommended by a competent professional body whose recognized expertise covers alternative dispute resolution or be that recommended by way of documented guidelines determined by the board of RI or by the trustees of The Rotary Foundation. Only a member of a Rotary club may be appointed as mediator(s). The club may request the district governor or the governor's representative to appoint a mediator who is a member of a Rotary club and who has appropriate mediation skills and experience.

- (a) Mediation Outcomes. The outcomes or decisions agreed between the parties as a result of mediation shall be recorded and copies held by each party, the mediator(s) and one copy given to the board to be held by the secretary. A summary statement of outcomes acceptable to the parties involved shall be prepared for the information of the club. Either party through the president or secretary may call for further mediation if either party has retracted significantly from the mediated position.
- (b) Unsuccessful Mediation. If mediation is requested but is unsuccessful, any disputant may request arbitration as provided in Section 1 of this article.

Section 4. Arbitration. In the event of a request for arbitration, each party shall appoint an arbitrator and the arbitrators shall appoint an umpire. Only a member of a Rotary club may be appointed as umpire or arbitrator.

Section 5. Decision of Arbitrators or Umpire. If arbitration is requested, the decision reached by the arbitrators or, if they disagree, by the umpire shall be final and binding on all parties and shall not be subject to appeal.

Article 17. Bylaws

This club shall adopt bylaws not inconsistent with the constitution and bylaws of RI, with the rules of procedure of an administrative territorial unit where established by RI, and with this constitution, embodying additional provisions for the government of this club. Such bylaws may be amended from time to time as therein provided.

Article 18. Interpretation

Throughout this constitution, the terminology "mail", "mailing" and "ballot-by-mail" will include utilization of electronic mail (e-mail) and internet technology to reduce costs and increase responsiveness.

Article 19. Amendments

Section 1. Manner of Amending. Except as provided in Section 2 of this article, this constitution may be amended only by the council on legislation in the same manner as is established in the bylaws of RI for the amendment of its bylaws.

Section 2. Amending Article 2 and Article 3. Article 2 (Name) and Article 3 (Locality of Club) of the constitution shall be amended at any regular meeting of this club, a quorum being present, by the affirmative vote of not less than three-quarters of all members present and voting, provided that notice of such amendment shall have been mailed to each member not less than ten (10) days before such meeting, and provided further that such amendment shall be submitted to the board of RI for its approval and shall become effective only when so approved. The governor may offer an opinion to the board of directors of RI regarding the proposed amendment.

Article 20. Members' Liabilities

The liability of a member to contribute towards the payment of the debts and liabilities of the Club or the costs, charges and expenses of the winding up of the Club is limited to the amount (if any) unpaid by the member in relationship to membership of the Club as required by Article 12 Section 8 of this constitution.

Article 21. Common Seal

Section 1. The common seal of the Club shall be kept in the custody of the Secretary.

Section 2. The common seal shall not be attached to any instrument except by the authority of the Board and the attaching of the common seal shall be attested by the signatures either of 2 Board members or of 1 Board member and the Secretary.

Article 22. Custody of books

Subject to the Act, the regulation and these Rules, the Secretary shall keep in his or her possession or under his or her control all records, books and other documents relating to the Club.

Article 23. Inspection of books

The records, books and other documents of the Club shall be open to inspection at the place of residence of the Secretary in the ACT, free of charge, by a member of the Club at any reasonable hour.

**BYLAWS OF THE ROTARY CLUB OF WODEN INC.
ADOPTED 20 July 2011**

Article 1 Definitions

As used in this constitution, unless the context otherwise clearly requires, the words in this article shall have the following meanings:

1. Board: The board of directors of this club.
2. Director: A member of this club's board of directors.
4. Member: A member, other than an honorary member, of this club.
5. RI: Rotary International.
6. Year: The twelve-month period which begins on 1 July?

Article 2. Board

The governing body of this club shall be the board consisting of members of the club, namely the president, the president-elect (or president-nominee, if no successor has been elected) secretary and treasurer, directors elected in accordance with article 3, section 1 of these bylaws, and the immediate past president

Article 3 Election of Board Members.

Section 1-. At a regular meeting prior to the meeting for election of Board members, the presiding officer shall ask for nominations by members of the club for president, secretary, treasurer and the number of directors required by the club's most recent vote on the matter. The nominations may be presented by a nominating committee, by members from the floor, by either or by both as the club may determine. The nominations duly made shall be placed on a ballot in alphabetical order under each office and shall be voted for at the annual general meeting. The candidates for president, secretary, and treasurer receiving a majority of the votes shall be declared elected to their respective offices. The candidates for director receiving a majority of the votes shall be declared elected as directors. The candidate for president elected in such balloting shall be the president-nominee and serve as a director for the year commencing on the first day of July next following the election and shall assume office as president on 1 July immediately following that year. The president-nominee shall take the title of president-elect on 1 July in the year prior to taking office as president.

Section 2 - The persons so elected, together with the immediate past president, shall constitute the board.

Section 3 - A vacancy or any office shall be filled by action of the remaining directors.

Section 4 - A vacancy in the position of any officer-elect or director-elect shall be filled by action of the remaining directors-elect.

Section 5 - The board elected as above shall appoint a Sergeant-at-Arms and a Public Officer

Article 4 Duties of Officers

Section 1 – President. It shall be the duty of the president to preside at meetings of the club and the board and to perform such other duties as ordinarily pertain to the office of president.

Section 2 - President-elect. It shall be the duty of the president-elect to serve as a director, and to perform such other duties as may be prescribed by the president or the board

Section 3 – Secretary It shall be the duty of the secretary to keep membership records; record attendance at meetings; Send out notices of club, board and committee meetings; record and preserve the minutes of such meetings; report as required to RI, including the semi-annual reports of membership on 1 January and 1 July of each year, which shall include per capita duties and prorated dues for active members who have been elected to membership of the club since the start of the semiannual reporting period; report changes in membership; provide the monthly attendance report which shall be made to the district governor within 15 days of the last meeting of the month; collect and remit RI official magazine subscriptions; and perform such other duties as usually pertain to the office of secretary

Section 4 -Treasurer It shall be the duty of the Treasurer to have custody of all funds. Accounting for it to the club annually and at any other time upon demand by the board, and to perform such other duties as pertain to the office of treasurer. Upon retirement from office, the treasurer shall turn over to the incoming treasurer or to the president all funds, books of account, and any other club property.

Section 5- Sergeant-at-Arms. The duties of the sergeant-at-arms shall be such as are usually prescribed for such office and other duties as may be prescribed by the president or the board

Section 6 – Public Officer. The duties of the Public Officer shall be, subject to the boards' authority, to act as liaison officer of the club with the Registrar of Incorporated Associations in the ACT, advise the board on matters of incorporation as necessary, and ensure filing of returns with the Registrar's office

Article 5 Meetings

Section 1 – Annual Meeting. An annual meeting of this club shall be held during November in each year, at which time the election of board members to serve for the ensuing year shall take place.

Section 2 – The regular weekly meetings of the club shall be held on a day and at a time as determined by the club from time to time. Due notices of any changes in or cancelling of the regular meeting shall be given to all members of the club. All members excepting an honorary member (or member excused pursuant to the standard Rotary club constitution) in good standing in this club, on the day of the regular meeting, must be counted as present or absent, and attendance must be evidenced by the member's being present for at least sixty (60) percent of the time devoted to the regular meeting, either at this club or at any other club, or as otherwise prescribed in the club constitution, article 9

Section 3 - One third of the membership shall constitute a quorum at the annual and regular meetings of the club.

Section 4 – Regular meetings of the board shall be held each month. Special meetings of the board may be called by the president, whenever deemed necessary, or on the request of two (2) directors, due notice having been given.

Section 5 - A majority of members shall constitute a quorum.

Article 6 Fees and Dues

Section 1 - The admission fee shall be as determined from time to time by the board, to be paid before the applicant shall qualify as a member, except as provided for in the club constitution, article 11.

Section 2 – The membership dues shall be as determined from time to time by the board and shall be paid Annually on the first day of July or semi annually on the first day of July and of January, with the understanding that a portion of each semi annual payment shall be applied to each member's subscription to The RI official magazine.

Article 7 Method of Voting

Section 1 – The business of this club shall normally be transacted by viva voce vote except the election of officers and directors which shall be by ballot. However the board may determine that a specific resolution is considered by ballot rather than by viva voce vote.

Section 2 - Except as provided in Article 17 of these bylaws and Article 19 Section 2 of the club's constitution, a resolution put to a general meeting if a majority of members entitled to vote in accordance with Article 6 Section 1, and casting a vote, vote in favour of the resolution

Article 8 Avenues of Service

The five avenues of service are the philosophical and practical framework for the work of this Rotary club. They are Club Service, Vocational Service, Community Service, International Service and New Generation Service.

This club will be active in each of these five avenues of service

Article 9 Committees

Section 1 – Club Committees are charged with carrying out the annual and long range goals of the club based on the avenues of service. The president –elect, president and immediate past president should work together to ensure continuity of leadership and succession planning. When feasible, committee members should be appointed to the same committee for three years to ensure consistency. The president-elect is responsible for appointing committee members to fill vacancies, appointing committee chairs, and conducting planning meetings prior to the start of the year in office. It is recommended that the chair has previous experience as a member of the committee.

Section 2 - The committee structure adopted should be such as to give special attention to the following fields, in line with the District Leadership and Club Leadership Plans:

* Membership: To develop and implement a comprehensive plan for the recruitment and retention of members.

*Club Public Relations: To develop and implement plans to provide the public with information about Rotary and to promote the club's service projects and activities

*Club Administration: To conduct activities associated with the effective operation of the club.

*Service projects: To develop and implement educational, humanitarian, and vocational projects that address the needs of the local community and communities elsewhere in Australia and other countries.

* The Rotary Foundation. To develop and implement plans to support the Rotary Foundation through financial contributions and program participation.

(a) The president shall be ex-officio a member of all committees and, as such, shall have all the privileges of membership thereon.

(b) Each committee shall transact its business as is delegated to it in these bylaws and such additional business as may be referred to it by the president or the board. Except where special approval is given by the board, such committees shall not take action until a report has been made and approved by the board.

(c) each chair shall be responsible for regular meetings and activities of the committee, shall supervise and coordinate the work of the committee, and shall report to the board on all committee activities.

Article 10 Duties of Committees

Section 1 – The duties of all committees shall be established and reviewed by the president for his or her year. In declaring the duties of each, the president shall reference to appropriate RI materials.

Section 2 - Each committee shall have a specific mandate, clearly defined goals, and action plans established by the beginning each year for implementation during the course of the year. It shall be the primary responsibility of the president – elect to provide the necessary leadership to prepare a recommendation for club committees, mandates. Goals, and plans for presentation to the board in advance of the commencement of the year as noted above

Article 11 Leave of Absence

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 the regular meeting, the excused member must be recorded as absent except that absence authorised under provisions of the Standard Rotary Club Constitution is not computed in the attendance record of the club)

Article 12 Finances

Section 1- Prior to the beginning of each fiscal year, the board shall prepare a budget of estimated income and expenditure for the year, which shall stand as the limit of expenditures for these purposes, unless otherwise ordered by action of the board. . The budget shall be broken into two separate parts: one in respect of club operations, and one in respect of charitable/service operations.

Section 2 – The treasurer will deposit all club funds in a bank, named by the board. The club funds shall be divided into two separate parts : club operations and service projects, However , as necessary the board may approve of funds for special service projects being kept in additional bank accounts , subject to the same practices and accountability standards as the main accounts.

Section 3 - All bills shall be paid by the treasurer or other authorised officer only when approved by two other officers or directors

Section 4 - A thorough review of all financial transactions by a qualified person shall be made once each year, and the outcome reported to the club.

Section 5- officers having charge or control of club funds may be required by the board to give bond for the safe custody of the funds of the club, cost of bond to be borne by the club.

Section 6 – The fiscal year of this club shall extend from 1 July to 30 June, and for the collection of members dues shall be divided into two (2) semiannual periods extending from 1 July to 31 December, and from 1 January to 30 June. The payment to RI of percapita dues and RI official magazine subscriptions shall be made on 1 July and 1 January of each year on the basis of the membership of the club on those dates.

Article 13 Reporting requirements

Section 1- The president and directors shall prepare written reports of the Rotary year's activities for presentation to the Annual Changeover Dinner. These reports, together with the audited financial statement for the same year shall be formally submitted for acceptance at the Annual meeting in November.

Section 2 – The audited financial statement, together with other documentation for the completed Rotary year as required under the the ACT Association Incorporation Act 1991, shall be sent to the Director – General Of Incorporated Associations before the end of December.

Article 14 Election of Active Members and Honorary Members

Section 1 – The name of a prospective member, proposed by an active member of the club, shall be submitted to the board in writing, through the club secretary. A transferring or former member of another club may be proposed to active membership by the former club. The proposal shall be kept confidential except as otherwise provided in this procedure

Section 2 - The board shall ensure that the proposal meets all the classification and membership requirements of the club constitution.

Section 3 -. The board shall approve or disapprove the proposal within 30 days of its submission and shall notify the proposer, through the club secretary, of its approval. .

Section 4 – If the decision of the board is favourable , the prospective member shall be informed of the purposes of Rotary and of the privileges and responsibilities of membership , following which the prospective member shall be requested to sign the membership proposal form and to permit his or her name and proposed classification to be published to the club.

Section 5-If no written objection to the proposal is received by the board from an active member of the club within seven (7) days following publication about the prospective member , that person , upon payment of the admission fee , as prescribed in these bylaws , shall be considered to be elected to membership . If any such objection has been filed with the board, it shall vote on this matter at its next meeting. If approved despite the objection, the proposed member, upon payment of the admission fee, shall be considered to be elected to membership.

Section 6 – Following the election, the president shall arrange for the new member's induction, membership card and new member Rotary literature. In addition, the president or secretary shall report the new member information to RI

And the president shall assign a member to assist with the new member's assimilation to the club as well as assign the new member to a club project or function.

Section 7 – The club may elect, in accordance with club constitution, honorary members proposed by the board.

Article 15 Resolutions

The club shall not consider any resolution or motion to commit the club on any matter until the board has considered it. Such resolutions or motions, if offered at a club meeting, shall be referred to the board without discussion.

Article 16 Order of Business

Meeting called to order
Introduction of visitors
Correspondence, announcements, and Rotary Information
Reports and other business
Address or other program features
Sergeant's fine session
Adjournment

Article 17 Amendments

These bylaws may be amended at any regular meeting, a quorum being present, by a two-thirds vote of all members present, provided that notice of such proposed amendment shall have been mailed to each member at least ten days before such meeting. No amendment or addition to these bylaws can be made which is not in harmony with the standard Rotary club constitution and with the constitution and bylaws of RI

(end)