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BYLAWS

OF

ROTARY CLUB

OF

CROWS NEST

INCORPORATED

BY LAWS OF ROTARY CLUB OF CROWS NEST INCORPORATED

INTRODUCTION TO BYLAWS

This Introduction does not form part of the Bylaws.

Through its 2007 Bylaws R I has signalled its desire to keep Rotary documents brief, clear and easy to understand. This is an integral part of R I's Club Leadership Plan.

The attached version of the Bylaws, designed for clubs that are incorporated under a State or Territory *Associations Incorporation Act* adopts the 2007 Bylaws with few alterations other than the placing of some of those bylaws in this Club's Rules & Constitution in order to comply with the requirements of that Act.

Readers will find the 2007 Bylaws less prescriptive than previous recommended club Bylaws.

This applies particularly in respect of the committees each club appoints to assist the Board of Directors. Apart from five specified standing committees which are provided for in the 2007 Bylaws and in this version as well, different clubs will appoint different committees to meet their particular needs. For that reason neither the 2007 Bylaws nor this version of it attempt to make provision for specific committees or to provide for their appointment, constitution or operation with the exception of the standing committees referred to and a Nominating Committee which is provided for in this version.

The Board of Directors has the power, however to appoint whatever committees are needed and to identify the tasks allocated to them.

Please read the notes at the foot of Article 9 and at the conclusion of these Bylaws for further information.

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BYLAWS OF ROTARY CLUB OF CROWS NEST INCORPORATED¹

ARTICLE 1 – DEFINITIONS

As used in these Bylaws, 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.
3. Member: A member, other than an honorary member, of this Club.
4. RI: Rotary International.
5. Year: The twelve-month period that begins on 1 July.

ARTICLE 1A – FURTHER DEFINITIONS

As used in these Bylaws, unless the context otherwise clearly requires, the words in this Article shall have the following meanings:

1. Financial Year: a Year.
2. General Meeting: a General Meeting of the members held in accordance with Articles 6 and 6A of the Rules.
3. Ordinary Member of the Board: a member of the Board other than an Officer of the Club under Article 10 of the Rules.
4. The Act: The Associations Incorporation Act of the State.
5. The Regulations: the Regulations made under the Act.
6. This Constitution: those Articles of the Rules and Constitution of this Club marked with an asterisk (*) immediately before the word 'ARTICLE'.
7. Secretary:
 - (a) the person holding office under these Rules as secretary of the Club; or
 - (b) if no such person exists, the public officer of the Club until a secretary is appointed under these Rules.
8. Rules: The Rules and Constitution of this Club as amended from time to time.
9. Chair: the Chairperson.
10. RI Official Magazine: The Rotarian or Rotary Down Under.
11. State: the State or Territory in which the Club is incorporated.

ARTICLE 2 - BOARD

The governing body of this Club shall be the Board consisting of such number of members of this Club as is provided for in accordance with Article 10A Section 1 of the Rules and Constitution of this Club namely that number of directors who are elected in accordance with Article 10A Section 1 and the president, vice-president, president-



elect (or president-nominee, if no successor has been elected), secretary, treasurer, and the immediate past president.

ARTICLE 3 – ELECTION OF DIRECTORS AND OFFICERS

Section 1

Transferred to Article 10A section 1 of the Rules & Constitution of this Club

Section 2

Transferred to Article 10A section 2 of the Rules & Constitution of this Club

Section 3

Transferred to Article 10A section 3 of the Rules & Constitution of this Club

Section 4

Transferred to Article 10A section 4 of the Rules & Constitution of this Club

Section 5 – Nominating Committee

If a Nominating Committee is established by this Club the following provisions apply to its constitution and operation.

- (a) **Function of Nominating Committee.**
The Nominating Committee's function is to recommend the nomination of a member to fill the position of each of the Officers of this Club (excluding the Sergeant-at-Arms) required to be filled at the meeting specified in Article 10A section 1 of the Rules & Constitution.
- (b) **Members of Nominating Committee.**
The Nominating Committee will comprise such of the president, president-elect, and 2 senior members who are appointed by the president and who consent to that appointment. The president will appoint a member of reasonably long standing to fill any vacancy.
- (c) **Term of Nominating Committee.**
The Nominating Committee shall serve until the appointment of the next Nominating Committee.
- (d) **Chair.**
The Nominating Committee will appoint a chair at its first meeting and all decisions of the Committee shall be by majority vote.
- (e) **Meeting of Nominating Committee.**
The Nominating Committee will meet not later than three (3) weeks before the meeting specified in Article 10A section 1 of the Rules & Constitution. (7 weeks before the AGM)
- (f) **Recommendations of Nominating Committee.**
Prior to the meeting specified in Article 10A section 1 of the Rules & Constitution the Nominating Committee shall advise the president in writing of its recommendations and the president shall cause those recommendations to be published to the members before the commencement of that meeting. (4 weeks before the AGM)



- (g) **Criteria of Recommendations.**
In respect of each office for which its recommendation is required the Nominating Committee shall recommend that member it considers to be most suitable to hold that office who is willing to accept nomination.
- (h) **Nominations.**
Every nomination for any position referred to in this Section must be in writing signed by the nominator and another member and carry an acceptance of that nomination signed by the member nominated. All nominations must be handed to the secretary before the conclusion of the meeting specified in Article 10A section 1 of the Rules & Constitution unless that time is extended by the Board. The Nominating Committee must ensure the nomination of every member recommended by it and the delivery of that nomination to the secretary within that time.
- (i) **Other Nominations.**
Notwithstanding the nomination of any member recommended by the Nominating Committee any member of the Club may nominate a member or members for election to the same office.

ARTICLE 4 – DUTIES OF OFFICERS

Section 1 – President –

Transferred to Article 10C section 1 Rules & Constitution of this Club.

Section 2 – President-elect.

Transferred to Article 10C section 2 Rules & Constitution of this Club.

Section 3 - Vice-President.

Transferred to Article 10C section 3 Rules & Constitution of this Club.

Section 4 - Secretary.

Transferred to Article 10C section 4 Rules & Constitution of this Club.

Section 5 - Treasurer.

Transferred to Article 10C section 5 Rules & Constitution of this Club.

Section 6 - 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.

ARTICLE 5 – MEETINGS

Section 1 - Annual meeting

Transferred to Article 6 section 2 of the Rules & Constitution of this Club

Section 2 – Regular meeting

The regular weekly meetings of this Club shall be held on Mondays at 12.50 pm at Northbridge Golf Club, Sailors Bay Road, Northbridge, New South Wales 2063. Due notice 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 article 9, sections 3 and 4 of the Rules and Constitution of this Club) 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 Rotary club, or as otherwise provided in the standard Rotary club constitution, Article 9, sections 1 and 2 of the Rules and Constitution of this Club.

Section 3

Transferred to Article 6A section 2 of the Rules & Constitution of this Club

Section 4

Transferred to Article 10B section 2 of the Rules & Constitution of this Club

Section 5

Transferred to Article 10B section 5 of the Rules & Constitution of this Club

ARTICLE 6 – FEES AND DUES

Section 1

Transferred to Article 11A section 1 of the Rules & Constitution of this Club

Section 2

Transferred to Article 11A section 2 of the Rules & Constitution of this Club

ARTICLE 7 – METHOD OF VOTING

Transferred to Article 6A section 7 Rules & Constitution of this Club.

ARTICLE 8 – FOUR AVENUES OF SERVICE

The four Avenues of Service are the philosophical and practical framework for the work of this Rotary club. They are Club Service, Vocational Service, Community Service, and International Service. This Club will be active in each of the four Avenues of Service.

ALTERNATIVE 1:

[The Committee structure of this Club at the time of adoption of these Bylaws is as set out in the Alternative 1 Articles 9 and 10 set out immediately below. The Alternative 2 Articles 9 and 10 set out thereafter have no force or effect at all. The Club may, however, by a resolution of the members at a duly convened and held special general meeting of the Club called for that purpose resolve to adopt the Alternative 2 Articles 9 and 10 in lieu of the Alternative 1 Articles 9 and 10 whereupon, but subject to the provisions of the Act, the Alternative 2 Articles 9 and 10 shall have full force and effect as articles of these Bylaws and the Alternative 1 Articles 9 and 10 shall cease to have any force or effect at all]



ARTICLE 9 – COMMITTEES – (TRADITIONAL COMMITTEE STRUCTURE)

Section 1 – Standing Committees`

- (a) The president shall, subject to the approval of the Board, appoint the following standing committees:
- Club Service committee
 - Vocational Service committee
 - Community Service committee
 - International Service committee
- together with such one or more of the following committees which the club has established as a further standing committee or further standing committees as the case may be:
- New Generations committee
 - Foundation committee
 - Horizons committee
 - Fund-raising committee.
- (b) The president shall, subject to the approval of the Board, also appoint such committees on particular phases of club service, vocational service, community service and international service as deemed necessary.
- (c) The club service committee, vocational service committee, community service committee, and international service committee shall each consist of a chairman, who shall be named by the president from the membership of the Board, and not less than two (2) other members.
- (d) Each further standing committee established by the Club shall consist of a chairman, who shall be named by the president from the membership of the Board, and such other member or members (if any) as the president shall determine.
- (e) The president shall be ex officio a member of all committees and, as such, shall have all the privileges of membership thereon.
- (f) Each committee shall transact such business as is delegated to it in the Bylaws and such additional business as may be referred to it by the president or the Board. Except where special authority is given by the Board, such committees shall not take action until a report has been made to the Board and approved by the Board.
- (g) The president may appoint one or more committees dealing with various aspects of youth activities, which, depending on their respective responsibilities, may be under any, or all, of the vocational service, community service, or international service committees. Where feasible and practicable in the appointment of such committees, there should be provision for continuity of membership, either by appointing one or more members for a second term or by appointing one or more members to a two-year term.

Section 2 - Club Service Committee

- (a) The chairman of the club service committee shall be responsible for all club service activities and shall supervise and coordinate the work of all committees appointed on particular phases of club service.
- (b) The club service committee shall consist of the chairman of the club service committee and the chairmen of all committees appointed on particular phases of club service.
- (c) The president shall, subject to the approval of the Board, appoint the following committees on particular phases of club service:



- Attendance committee
- Club bulletin committee
- Fellowship committee
- Magazine committee
- Membership committee
- Membership development committee
- Program committee
- Public relations committee

Appoint one member each year to the following committees:

- Classifications committee
- Rotary information committee.

- (d) The president shall appoint the president-elect or vice-president to oversee and coordinate the work of the classifications, membership, membership development, and Rotary information committees.
- (e) Where feasible and practicable in the appointment of club committees, there should be provision for continuity of membership, either by appointing one or more members for a second term or by appointing one or more members to a two-year term.
- (f) The classifications and Rotary information committees shall each consist of three (3) members, one member of each committee to be appointed each year for a term of three (3) years. The first appointments made under this provision shall be as follows: one member for a term of one year; one member for a term of two (2) years; one member for a term of three (3) years.
- (g) The magazine committee shall, wherever feasible, include the editor of the club publication and a local newspaper or advertising member of the Club.

Section 3 - Community Service Committee

- (a) The chairman of the community service committee shall be responsible for all community service activities and shall supervise and coordinate the work of all committees appointed on particular phases of community service.
- (b) The community service committee shall consist of the chairman of the community service committee and the chairmen of all committees appointed on particular phases of community service.
- (c) The president shall, subject to the approval of the Board, appoint the following committees on particular phases of community service:
 - Human development committee
 - Community development committee
 - Environmental protection committee
 - Partners in service committee.

ALTERNATIVE 1

ARTICLE 10 - DUTIES OF COMMITTEES – (TRADITIONAL COMMITTEE DUTIES)

Section 1 - Club Service Committee

This committee shall devise and carry into effect plans which will guide and assist the members of this Club in discharging their responsibilities in matters relating to club service. The chairman of the club service committee shall be responsible for regular meetings of the committee and shall report to the Board on all club service activities.



- (a) *Attendance Committee.* This committee shall devise means for encouraging attendance at all Rotary meetings - including attendance at district conferences, inter-city meetings, regional conferences, and international conventions by all club members. This committee shall especially encourage attendance at regular meetings of this Club and attendance at regular meetings of other clubs when unable to attend meetings of this Club, keep all members informed on attendance requirements; promote better incentives for good attendance; and seek to ascertain and remove the conditions that contribute to unsatisfactory attendance.
- (b) *Classifications Committee.* This committee shall as early as possible, but no later than 31 August of each year, make a classification survey of the community; shall compile from the survey a roster of filled and unfilled classifications, applying the classification principle; shall review, where necessary, existing classifications represented in the Club; and shall counsel with the Board on all classification problems.
- (c) *Club Bulletin Committee.* This committee shall endeavour, through the publishing of a weekly club bulletin, to stimulate interest and improve attendance, announce the program of the forthcoming meeting, relate highlights of the previous meeting, promote fellowship, contribute to the Rotary education of all members, and report news of the Club, of its members and of the worldwide Rotary program.
- (d) *Fellowship Activities Committee.* This committee shall promote acquaintance and friendship among the members, promote participation by members in organised Rotary recreational and social activities, and do such work in pursuance of the general object of the Club as may be assigned by the president or the Board.
- (e) *Magazine Committee.* This committee shall stimulate reader interest in THE ROTARIAN; sponsor a magazine month; arrange for brief monthly reviews of the magazine on regular club programs; encourage the use of the magazine in the induction of new members; provide a copy of the magazine for non-Rotarian speakers; secure international service and other special subscriptions for libraries, hospitals, schools and other reading rooms; send news items and photographs to the editor of the magazine and in other ways make the magazine of service to the club members and non-Rotarians.
- (f) *Membership Committee.* This committee shall consider all proposals for membership from the personal side and shall thoroughly investigate the character, business, social and community standing, and general eligibility of all persons proposed for membership and shall report their decisions on all applications to the Board.
- (g) *Membership Development Committee.* This committee shall review continually the club roster of filled and unfilled classifications and shall take positive action to initiate and present to the Board the names of suitable persons to fill unfilled classifications.
- (h) *Program Committee.* This committee shall prepare and arrange the programs for the regular and special meetings of the Club.
- (i) *Public Relations Committee.* This committee shall devise and carry into effect plans (1) to give the public general information about Rotary, its history, object, and scope; and (2) to secure proper publicity for the Club.
- (j) *Rotary Information Committee.* This committee shall inform prospective members about the privileges and responsibilities of Rotary club membership; keep members informed about the history, object and activities of Rotary at all levels; and oversee the orientation of new members during their first year in the Club.

Section 2 – Vocational Service Committee

This committee shall devise and carry into effect plans which will guide and assist the members of this Club in discharging their responsibilities in their vocational relationships and in improving the general standards of practice



in their respective vocations. The chairman of this committee shall be responsible for the vocational service activities of the Club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of vocational service.

Section 3 – Community Service Committee

This committee shall devise and carry into effect plans which will guide and assist the members of this Club in discharging their responsibilities in their community relationships. The chairman of this committee shall be responsible for the community service activities of the Club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of community service.

- (a) *Human Development Committee.* This committee shall devise and carry into effect plans which will guide and assist the members of this Club in dealing within the community with the welfare of human beings of all kinds throughout the whole span of life by providing assistance and support to those in need.
- (b) *Community Development Committee.* This committee shall devise and carry into effect plans which will guide and assist the members of this Club in working to make the community a better place to live by improving the physical condition of the community and its facilities.
- (c) *Environmental Protection Committee.* This committee shall devise and carry into effect plans which will guide and assist the members of this Club in monitoring and improving the quality of the community's environment.
- (d) *Partners in Service Committee.* This committee shall devise and carry into effect plans which will guide and assist the members of this Club in building relationships with other Rotary-sponsored organisations within the community and in cooperating with them in service.

Section 4 – International Service Committee

This committee shall devise and carry into effect plans which will guide and assist the members of this Club in discharging their responsibilities in matters relating to international service. The chairman of this committee shall be responsible for the international service activities of the Club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of international service.

Section 5 – New Generations Committee (Youth Committee)

If established by the Club as a further standing committee this committee shall devise and carry into effect plans which will guide and assist the members of this Club in discharging their responsibilities in matters relating to new generations service. The chairman of this committee shall supervise and co-ordinate the work of any committee that may be appointed on the particular phases of new generations service.

Section 6 – Foundation Committee

If established by the Club as a further standing committee this committee shall devise and carry into effect plans which will guide and assist the members of this Club in discharging their responsibilities in matters relating to Rotary Foundation. The chairman of this committee shall supervise and co-ordinate the work of any committee that may be appointed on the particular phases of Rotary Foundation.

Section 7 – Horizons Committee

If established by the Club as a further standing committee this committee shall devise and carry into effect plans which will guide and assist the members of this Club in discharging their responsibilities in matters relating to long-term strategic planning. The chairman of this committee shall supervise and co-ordinate the work of any committee that may be appointed on the particular phases of long-term strategic planning.

Section 8 – Fund-raising Committee

If established by the Club as a further standing committee this committee shall devise and carry into effect plans which will guide and assist the members of this Club in discharging their responsibilities in matters relating to fund-



raising activities of the Club. The chairman of this committee shall supervise and co-ordinate the work of any committee that may be appointed on the particular phases of fund-raising.

ALTERNATIVE 2

ARTICLE 9 – COMMITTEES – (CLUB LEADERSHIP PLAN COMMITTEE STRUCTURE)

Section 1 – Appointment of Committees

Club committees are charged with carrying out the annual and long-range goals of the Club based on the four 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 have previous experience as a member of the committee.

Section 2 – Standing Committees

Standing committees should be appointed as follows:

- (a) Membership
This committee should develop and implement a comprehensive plan for the recruitment and retention of members.
- (b) Club Public Relations
This committee should develop and implement plans to provide the public with information about Rotary and to promote the Club's service projects and activities.
- (c) Club Administration
This committee should conduct activities associated with the effective operation of the Club.
- (d) Service Projects
This committee should develop and implement educational, humanitarian and vocational projects that address the needs of its community and communities in other countries.
- (e) The Rotary Foundation
This committee should develop and implement plans to support The Rotary Foundation through both financial contributions and program participation.

Additional standing and non-standing committees may be appointed as needed.

Section 3 – Operation of Committees

- (a) Status of the president.
The president shall be ex officio a member of all committees and, as such, shall have all the privileges of membership thereon.
- (b) The Business of a Committee.
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 authority is given by the Board, such committees shall not take action until a report has been made and approved by the Board.
- (c) Role of the Chair.
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.



(Note: The above committee structure is in harmony with both the District Leadership Plan and the Club Leadership Plan. Clubs have the discretion to create any committees that are required to effectively meet its service and fellowship needs. A sample listing of such optional committees is found in the club committee manual. A club may develop a different committee structure as needed.)

ALTERNATIVE 2

ARTICLE 10 - DUTIES OF COMMITTEES - (CLUB LEADERSHIP PLAN COMMITTEE STRUCTURE)

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 make reference to appropriate RI materials. The service project committee will consider vocational service, community service and international service avenues when developing plans for the year.

Each committee shall have a specific mandate, clearly defined goals, and action plans established by the beginning of 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 this Club for a specified length of time.

(Note: Such leave of absence does operate to prevent a forfeiture of membership; it does not operate to give this Club credit for the member's attendance. Unless the member attends a regular meeting of some other club, the excused member must be recorded as absent except that absence authorized under the provisions of the Rules and Constitution of this Club is not computed in the attendance record of the Club.)

ARTICLE 12 – FINANCES

Section 1

Transfer to Article 11B section 1 Rules & Constitution of this Club.

Section 2

Transfer to Article 11B section 2 Rules & Constitution of this Club.

Section 3

Transfer to Article 11B section 3 Rules & Constitution of this Club.

Section 4

Transfer to Article 11B section 4 Rules & Constitution of this Club.

**Section 5**

Transfer to Article 11B section 5 Rules & Constitution of this Club.

Section 6

Transfer to Article 11A section 2 Rules & Constitution of this Club.

ARTICLE 13 METHOD OF ELECTING MEMBERS**Section 1**

Transferred to Article 7A section 1 Rules & Constitution of this Club.

Section 2

Transferred to Article 7A section 2 Rules & Constitution of this Club.

Section 3

Transferred to Article 7A section 3 Rules & Constitution of this Club.

Section 4

Transferred to Article 7A section 4 Rules & Constitution of this Club.

Section 5

Transferred to Article 7A section 5 Rules & Constitution of this Club.

Section 6

Transferred to Article 7A section 6 Rules & Constitution of this Club.

Section 7

Transferred to Article 7A section 7 Rules & Constitution of this Club.

ARTICLE 14 RESOLUTIONS

Transferred to Article 6A section 8 Rules & Constitution of this Club.

ARTICLE 15 ORDER OF BUSINESS

Meeting called to order.
Introduction of visitors.
Correspondence, announcements and Rotary Information.
Committee reports if any.



Any unfinished business.
Any new business.
Address or other program features.
Adjournment.

ARTICLE 16 AMENDMENTS

(a) Amending these Bylaws

These Bylaws may be amended in accordance with the provisions of the Act, at any regular meeting of the Club, a quorum being present, by the affirmative vote of not less than two thirds (or such other fraction as is specified by the Act) of all voting members present and voting (whichever such fraction is the greater), provided that notice of such proposed amendment shall have been mailed to each member at least twenty one (21) days before such meeting. No amendment or addition to these Bylaws can be made which is not in harmony with the Rules and Constitution of this Club and with the constitution and bylaws of RI.

(b) Requirements of the Act

If so provided by the Act no amendment of these Bylaws has any force or effect until approved or otherwise accepted by the office-holder provided for that purpose under the provisions of the Act.

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NOTE: These Bylaws are recommended only and may be changed by any Rotary Club to meet its own conditions, provided such changes are not out of harmony with the club Rules & Constitution and with the constitution and bylaws of Rotary International. If any doubt exists, the proposed changes should be submitted to the general secretary for the consideration of the board of directors of Rotary International. For the most up-to-date version of the recommended club bylaws, please see the Rotary International Web site.