

**Bylaws  
Of the  
Rotary Club of Highland Park/Highwood**

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## Bylaws of the Rotary Club of Highland Park/Highwood

**Adopted by the Members on March 17, 2026**

*Club bylaws supplement the Standard Rotary Club Constitution with common club practices. The bylaws in this document are recommendations, but once adopted are binding for the members of the club. Customize them to reflect your club's practices, and confirm that they are not in conflict with the RI Constitution and Bylaws, 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.*

### **Article 1 Definitions**

1. Board: The board of directors of this club.
2. Director: A director on this club's board.
3. Member: A member, other than an honorary member, of this club.
4. Quorum: The minimum number of participants who must be present when a vote is taken: one-third of the club's members for club decisions and a majority of the directors for club board decisions.
5. RI: Rotary International.
6. Year: The 12-month period beginning 1 July.

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*Your club may choose how it defines a quorum for voting purposes.*

### **Article 2 Board**

The governing body of this club is its board of directors, consisting of, at a minimum, the president, immediate past president, president-elect, president-nominee, secretary, treasurer, and four directors at-large, for a total of 10 board members.

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*The Standard Rotary Club Constitution requires a club's bylaws 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.*

### **Article 3 Elections and Terms of Office**

Section 1 — The nominating committee shall consist of 5 members, the president-elect and 4 active members elected by the membership at the end of October. The committee shall ascertain that the nominees are qualified for their role, they accept the nomination and that, if elected, they are willing and able to serve.

One month before the election, the nominating committee presents candidates for president-elect, president-nominee, secretary, treasurer, and four director positions.

The election of officers and directors shall take place at the club's annual meeting in December.

Section 2 — The candidate who receives a majority of the votes for each office is declared elected to that office.

Section 3 — If any officer or board member vacates their 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 term of office for members of the board (officers and directors) is one year.

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*The Standard Rotary Club Constitution requires that your club's bylaws 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. When a successor is not elected, the current president's term can be extended for up to one year.*

### **Article 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, plans the upcoming year's budget & goals, serves as a director, and presides at club and board meetings when the president is absent.

Section 4 — The president-nominee learns and observes the duties of the president and president-elect and serves as a board member.

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 accounting of them.

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*See Rotary club leader manuals for details on the roles and responsibilities of club officers.*

## **Article 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 meets as follows: 3 times a month. 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 directors.

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*The Standard Rotary Club Constitution requires club bylaws to include article 5, section 2.*

## **Article 6 Dues**

Annual club dues include RI per capita dues, subscriptions to an official magazine, district per capita dues, club fees, and any other Rotary or district per capita assessment. Club dues and fees may vary among the members as determined by the board.

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*The Standard Rotary Club Constitution requires club bylaws to include article 6.*

## **Article 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. However, if there is only one nominee for each position, then the presiding officer shall declare the nominees elected. The board may also provide a ballot for a vote on some resolutions.

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*Include satellite club voting procedures here.*

## **Article 8 Committees**

Section 1 — This club's committees comprise those listed in article 11, section 7, of the Standard Rotary Club Constitution, as well as the following: \_\_\_\_\_.

Section 2 — The president is an ex officio member of all committees.

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.

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*Club committees coordinate their efforts to achieve the club's annual and long-term goals.*

## **Article 9 Finances**

Section 1 — Before each fiscal year starts, the 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 for the previous year at the annual meeting. Club members shall also receive a mid-year financial report, including income and expenses of the first six months of the current year, at a meeting held by 31 January.

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

## **Article 10 Method of Electing Members**

Section 1 — A member of this club or another club proposes a candidate for membership to the board and/or the membership committee.

Section 2 — The board approves or rejects the candidate's membership within 30 days and notifies the proposing member of its decision.

Section 3 — If the board approves the candidate's membership, the prospective member is invited to join the club.

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

## **Article 11 Amendments**

These bylaws may be amended at any regular club meeting. Changing the club bylaws requires sending written notice to each member 21 days before the meeting, having a quorum present for the vote, and having two-thirds of the votes support the change. Changes to these bylaws must be consistent with the Standard Rotary Club Constitution, the RI Constitution and Bylaws, and the Rotary Code of Policies.

## Article 12 Membership Types

Our club offers the following membership types:

**a. Active:** These members enjoy all the benefits, opportunities, and responsibilities of Rotary. Eligibility requirements: adults who have demonstrated good character, integrity, and leadership, have a good reputation in their business profession and community, and are willing to make a positive difference in their community & around the world. Active members pay for meals they attend, dues (RI dues, The Rotarian magazine subscription, District 6440 dues, & club dues), and club charities. They are expected, but not required, to pay for both The Rotary Foundation's polio eradication & annual fund, and club activities & fundraisers in which they participate.

**b. Corporate:** Corporate memberships give local businesses, nonprofits, government entities, and corporations the chance to give back to the community. The corporation pays for or subsidizes the dues for employees who have this kind of membership. *The corporation itself cannot be a member of Rotary – only people can be members.* The corporation designates one employee to be the primary member, and other employees to be alternates. All members (primary and alternates) are entitled to attend any club meetings, functions & activities. The corporation pays for meals they attend. The corporation pays for the primary member's dues (RI dues, The Rotarian magazine subscription, District 6440 dues, & club dues), and club charities. The corporation is expected, but not required, to pay for both The Rotary Foundation's polio eradication & annual fund, and club activities & fundraisers in which the primary & alternate members participate. The primary member is eligible to serve as a club officer or board member.

**c. Active Under 40:** Eligibility requirements: adults who satisfy the requirements of an active member and are under the age of 40, may join at a reduced rate. Active Under 40 members pay for meals they attend, dues (RI dues, The Rotarian magazine subscription, District 6440 dues), and 50% of the amount active members pay for club dues & charities. Active Under 40 members may, but are not expected to pay for, The Rotary Foundation's polio eradication & annual fund. They are expected to pay for club activities & fundraisers in which they participate. Active Under 40 members are eligible to serve as a club officer or board member, and are reported to RI as active members.

**d. Honorary:** People who have distinguished themselves by meritorious service, embody Rotary ideals, and support Rotary's causes. Honorary members pay for meals they attend and activities & fundraisers in which they participate. They are not eligible to serve as club officers or board members and have no voting rights. The club pays for their Rotarian magazine subscription.