

Bylaws of the Rotary Club of San Antonio at The Dominion

(Effective as of [Date of Adoption])

Article I: Definitions

1. **Board:** The governing body of this club, which exercises full control over all club affairs.
2. **Director:** A member of the Board, elected or appointed, responsible for overseeing specific areas of club operations.
3. **Member:** An individual who has been admitted into the club through the prescribed process, excluding honorary members.
4. **RI:** Rotary International, the worldwide association of Rotary clubs.
5. **Year:** The twelve-month administrative period beginning 1 July and ending 30 June.

Article II: Board

The governing body of this club is the Board of Directors, consisting of at minimum the president, immediate past president, president-elect, vice president, secretary, treasurer, and any other directors determined by the Board. The sergeant-at-arms may serve as a voting director at the Board's discretion. The Board shall meet monthly and as needed, and has authority over finances, strategic planning, policy adoption, and resolution of disputes.

Article III: Elections and Terms of Office

1. A nominating committee, composed of the president, president-elect, vice president, immediate past president, and a member at large, shall be appointed by the Board.
2. The committee will solicit nominations and present a slate to the membership at least two weeks before elections.
3. Officers and directors shall be elected by ballot or secure electronic vote conducted during the annual meeting.
4. The president-elect becomes the president on the following 1 July.
5. Vacancies shall be filled by Board appointment for the remainder of the term.

Position	Term Length
President	1 year ▾
Vice President	1 year ▾
Secretary	1 year ▾
Treasurer	1 year ▾
Sergeant-at-Arms	1 year ▾
Directors	1-3 years (staggered terms encouraged) ▾

Article IV: Duties of Officers

Outlined per Rotary International guidance:

- **President:** Leads meetings, oversees all club functions, and serves as the primary liaison with the district and RI.
- **President-elect:** Develops goals and plans for the upcoming year and supports the current president.
- **Vice President:** Supports the president and chairs meetings in their absence.
- **Secretary:** Maintains member and attendance records, handles official correspondence, prepares required RI reports, and distributes minutes.
- **Treasurer:** Manages all club financial accounts, prepares budgets and reports, ensures proper documentation of income and expenses.
- **Sergeant-at-Arms:** Maintains order and decorum during meetings, supports logistics, greets guests, and manages voting procedures.

Article V: Meetings

1. **Annual Meeting:** Held before 31 December to elect officers and present mid-year financial and program updates.
2. **Regular Meetings:** Held twice per month on designated Tuesdays at 11:45 AM. Meetings may be held in person, virtually, or in a hybrid format. Any changes to the regular meeting schedule or cancellations must be approved by the Board and communicated to all members in advance.
3. **Quorum:** One-third of active members for club meetings; majority for Board meetings.
4. **Board Meetings:** Held monthly or more frequently as needed. Agendas distributed in advance, minutes recorded and archived.

Article VI: Dues and Fees

1. **Admission Fee:** \$75, payable upon membership approval.
2. **Annual Dues:** \$200, payable semiannually (July 1 and January 1). Members joining mid-year shall have dues prorated.
3. Dues include RI and district per capita fees and subscription to the official Rotary magazine.

Article VII: Voting

1. Voice vote or show of hands unless otherwise specified.
2. Elections conducted by paper or secure electronic ballot.
3. Absentee, early, or virtual voting permitted with appropriate procedures in place to ensure integrity and confidentiality.
4. All voting records shall be maintained for at least one year for audit purposes.

Article VIII: Avenues of Service

The club recognizes **Five Avenues of Service** as the foundation of all its activities:

1. **Club Service:** Strengthening fellowship and ensuring the effective functioning of the club.
2. **Vocational Service:** Encouraging high ethical standards and applying skills to address community needs.
3. **Community Service:** Addressing local concerns and improving community well-being.
4. **International Service:** Promoting international understanding, goodwill, and peace.
5. **Youth Service:** Developing the next generation of leaders through programs such as Interact, RYLA, and Youth Exchange.

Article IX: Committees

Standing Committees:

- **Communications:** Led by the President-elect, this committee ensures consistent internal and external communications, manages club newsletters and announcements, oversees digital channels, and supports inter-committee information flow.
- **Membership:** Develops and implements a strategy for member recruitment, engagement, and retention.
- **Public Image:** Promotes the club's activities, achievements, and community presence through media and storytelling.
- **Club Administration:** Oversees logistical and operational tasks including event planning, supplies, and meeting coordination.

- **Service Projects:** Coordinates local and international service projects that align with Rotary's mission.
- **The Rotary Foundation:** Promotes financial and programmatic support for TRF, including grants and scholarships.

Additional ad hoc committees may be appointed by the president or Board for specific initiatives. All committees shall:

- Set annual objectives aligned with club goals.
- Maintain regular meeting schedules and submit activity reports to the Board.

Article X: Attendance and Leave

1. Attendance may be physical, virtual, or interactive online.
2. Members should strive to maintain at least 50% attendance per quarter.
3. Excused absences allowed for medical, family, military, travel, or professional obligations, with written request and Board approval.
4. Leaves of absence must be documented and specify duration; members on leave are not counted in attendance reports.
5. Attendance make-ups may be earned through committee service, club projects, or attending meetings of other Rotary clubs.

Article XI: Finances

1. Annual budget approved by the Board prior to July 1.
2. Treasurer deposits funds into designated accounts (operations and service).
3. Disbursements require approval from the treasurer and two additional officers.
4. Annual independent financial review conducted by an accountant or committee not involved in daily financial management.
5. Club will comply with all legal, tax, and Rotary financial reporting requirements.
6. Fiscal year: 1 July to 30 June.

Article XII: Membership Election

1. Candidate proposed in writing by a current member.
2. Proposal reviewed for eligibility and classification.
3. Board votes within 30 days. Decision communicated in writing.
4. Upon approval, candidate is invited to join, completes orientation, and is formally inducted.
5. Club will adhere to RI DEI and anti-discrimination standards, ensuring an inclusive membership process.

Article XIII: Amendments

1. Proposed amendments must be distributed to all members in writing at least 21 days before the meeting at which they will be considered.
2. Amendments require a two-thirds majority vote of members present, provided quorum is met.
3. All amendments must conform to the RI Constitution, RI Bylaws, and Standard Rotary Club Constitution.