



## ROTARY CLUB OF ARUBA

*DISTRICT 4370*

*Established 1938*

### **Bylaws as amended and approved during the General Assembly Meeting of November 12, 2012**

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## **Article I Election of Officers**

SECTION 1 — At a regular meeting one month prior to the meeting for election of officers, the past presidents of the last three years, will make a slate for the new board, where the secretary function shall be proposed later by the incoming president. The nominations will be presented by the nominating committee, consisting of the three past presidents.

The nominations duly made shall be placed on a ballot in alphabetical order under each office and shall be voted for at the annual meeting. The president elected shall serve as a member of the board as president-elect for the year commencing on the first day of July next following the election, and shall assume office as president on the first day of July immediately following the year of service on the board as president-elect.

SECTION 2 — The officers, so elected, together with the immediate past president shall constitute the board of directors.

SECTION 3 — A replacement for a vacancy in the board of directors or any office shall be proposed by the President for election by the membership.

SECTION 4 — A replacement for a vacancy in the position of any officer-elect shall be proposed by the President for election by the membership.

SECTION 5 — The membership at a General Assembly whereby two thirds (2/3) of the total membership is represented can, by a majority vote, instruct any member of the board to resign his position.

## **Article II Board of Directors**

Article VIII of the Articles of Association determines that the governing body of this club shall be the board consisting of a maximum of nine members. Within the board a division of 10 responsibilities are determined, namely,

1. President
2. Secretary
3. Treasurer
4. Immediate Past President
5. Sergeant at Arms
6. Director 1/ Incoming President
7. Director 2
8. Director 3
9. Director 4
10. Director 5

RCA is herewith allowed to appoint a board 2013-2014 with 10 members, taken into account that the Sergeant at Arms is only allowed to vote in a board meeting if one of the other board members is absent.

All board members are elected in accordance with article I, section 1 of these bylaws.

### **Article III Duties of Officers**

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

SECTION 2 - Secretary. It shall be the duty of the secretary to keep the records of membership, send out notices of meetings of the club, board and committees, record and preserve the minutes of such meetings, make the required reports to RI, including the semi-annual reports of membership, which shall be made to the general secretary of RI on 1 January and 1 July of each year, and including prorated reports to the general secretary on 1 October and 1 April of each active member who has been elected to membership in the club since the start of the July or January semiannual reporting period, the report of changes in membership, which shall be made to the general secretary of RI, the monthly report of attendance at the club meetings, which shall be made to the district governor within 15 days of the last meeting of the month, collect and remit to RI subscriptions to THE ROTARIAN, and perform such other duties as usually pertain to the office of secretary.

SECTION 3 - Treasurer. It shall be the duty of the treasurer to have custody of all club funds, reporting for same 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 accounts, or any other club property. Any financial transaction above AWG 5.000,= shall be signed by the Treasurer and the President.

SECTION 4 – Immediate Past President. It shall be the duty of the past president to accommodate the board in managing past Rotary year' running affairs and offer general counsel to the board.

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

SECTION 6 - Director 1. It shall be the duty of the Director 1 to be heading the Club Administration Committee as well as the following sub committees: 1. Attendance, 2. The Four way test/ vocational awareness, 3. Constitution and bylaws and 4. Audit committee.

SECTION 7 - Director 2. The duties of the director 2 are the following: 1. heading the Club Public Relations Committee and the following sub committees: 2. Public Relations, 3. Club Bulletin, 4. Website.

SECTION 8 - Director 3. The duties of the director 3 are the following: 1. heading the Membership Committee and the following sub committees: 2. Membership classification, 3. Fellowship, 4. Program and 5. Rotaract.

SECTION 9 - Director 4. The duties of Director 4 are the following: 1. heading the Service Project Committee as well as the following sub committees: 2. Community services, 3. YMCA/ Kibrahacha, 4. 25 K Projects/ inter-service clubs Aruba, 5. Preventive Health Care, 6. Stichting Community Services.

SECTION 10 - Director 5. The duties of the director 5 are the following: 1. heading the Fundraising Committee as well as the following sub committees: 2. Rotary Foundation, 3. Fundraising Fiesta Rotaria, 4. Fundraising Golf Tournament.

#### **Article IV Meetings**

SECTION 1 - Annual General Meeting. An annual meeting (general assembly) of this club shall be held in the month of December in each year, at which time the election of officers and directors to serve for the ensuing year shall take place. The President can call an Extraordinary General Assembly Meeting throughout the Rotary year.

Members representing at least 10% of the active membership can request the President in writing to schedule an Extraordinary General Assembly Meeting within 4 weeks.

SECTION 2 - Regular meetings. The regular weekly meetings of this club shall be held on Monday at 19:00 hours unless otherwise agreed.

SECTION 3 – Attendance. Except for honorary members and members excused by the board of directors, all members of this club on the day of the regular meeting must be counted as present or absent and attendance must be evidenced by members 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 Aruba Rotary club constitution, article VII, section one (make up policy).

SECTION 4 - Quorum. In accordance with the Articles of Association, Article IV sub 3, the members can only take valid decisions during a meeting where a majority, being more than half the number of members as mentioned hereinafter sub (ii), is present <sup>1</sup> and such a majority shall constitute a quorum at the annual and regular meetings of this club.

In implementing the definition of a quorum, the members of Rotary Club of Aruba adopt the following:

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<sup>1</sup> For instance 26 out of 51 members

- (i) As honorary members do not have a vote, their presence will not be taken into account for the quorum, nor will members who are excused by the board (leave of absence etc) or in another way exempted of paying contribution;
- (ii) All other members' presence will count for the determination of the quorum;
- (iii) Voting through a power of attorney is not accepted;
- (iv) In determining the quorum, the aforementioned (i), (ii) and (iii) applies in such a way that at the moment the presiding officer puts a motion to vote, a majority of the members who have a voting right in general, count;
- (v) Should at least two members dispute the result of the count then the board is obliged to do a recount, which last will be binding.

SECTION 5 – Voting. The reasoning behind a quorum and majority is that the decisions taken are accepted by a substantial part of the members. Provided the quorum criteria are met, the members can only take valid decisions if the number of votes in favor of the motion constitute a minimum of 50% of the members present and a majority is reached, unless a different majority is dictated in the Articles of Association or these bylaws;.

SECTION 6 - Board Meetings. Regular meetings of the board shall be held monthly. Special meetings of the board shall be called by the president, whenever deemed necessary, or upon the request of two (2) members of the board, due notice having been given.

SECTION 7 – Quorum at board meetings. A majority of the board members shall constitute a quorum of the board. In determining the quorum, the moment the presiding officer puts a motion to vote, the presence of a majority of the board members is required.

SECTION 8 – Dress code. All meetings, unless otherwise indicated, are formal. Members are required to dress accordingly. Suggested attire for men: jacket and tie or formal Guayabera. Suggested attire for women: suit, dress or skirt and jacket.

## **Article V Fees, Dues and Accounts**

SECTION 1 — The RI membership dues shall be US\$ 73.00 per annum, payable semiannually on the first day of July and of January, with the understanding that in this amount is also included the club dues to the district and an amount of twelve dollars (US\$ 12.00) of each semiannual payment shall be applied to each member's subscription to THE ROTARIAN magazine.

The current local membership fee (RCA) is set at US\$ 0.00.

The dinner fee for regular monthly meetings for 2013 is established at AWG 190,00 and is subject for approval by the members by majority vote, based on the presented budget by the treasurer. At the beginning of each fiscal year of RCA, the treasurer will present a budget for the member's endorsement.

If a Rotarian visits a Rotary Club outside of Aruba and presents a valid make-up card he/she will receive a deduction of the monthly fees of one fourth (1/4) of the monthly dues for every meeting he/she attended abroad. This also counts for attending an international convention, or district functions, when the participant pays for the attendance out of his/her pocket) and is not able to attend the regular weekly meeting of his own club.

SECTION 2 – Membership dues and Dinner/Drinks fees are payable within 30 days of date of invoice. Members are encouraged to make a monthly payment on a regular basis to reduce their debt even if their payment is below the due amount.

Accounts receivables appear as a standard agenda item during the monthly Board Meetings.

The membership of members who are past due **75 days** delinquent (3.5 months from invoice date) are subject to termination.

The board's policy is to pursue the termination of the membership of anyone with any amount past due more than 75 days, unless the board is presented with a valid reason for the past due status. It is up to the sole discretion of the majority of the board to decide what is and is not a valid reason. If someone's membership is terminated and that person would like to rejoin the club, the person must follow the same process as others looking to join the club. Individual payment arrangements through the treasurer are possible, however all such arrangements are subject to approval by the board.

If a member's requested leave is approved by the board, the member must pay membership dues but is not charged for meals for a period of three months. If the member has a debt, he or she should continue to reduce this debt.

## **Article VI Method of Voting**

The business of this club shall be transacted by viva voce vote except the election of officers and directors, which shall be by ballot, or as dictated by the presiding officer during the meeting.

## **Article VII Committees**

The Following main committees will be governed by their respective board members:

1. Club Administration committee (Director 1)
2. Club Public Relations committee (Director 2)
3. Membership Committee (Director 3)
4. Service Projects Committee (Director 4)
5. The Rotary Foundation (Director 5)

Each committee has subcommittees, whose chairs and members are nominated by the President.

Club Administration Committee subcommittees are:

- Attendance
- The Four Way Test/Vocational Services
- Constitution and Bylaws
- Audit Committee

Club Public Relation subcommittees are:

- Public Relation
- Club Bulletin
- Website

Membership Committee subcommittees are:

- Membership Classification
- Fellowship
- Program
- Rotaract - Interact

Service Project Committee subcommittees are:

- Community services
- YMCA/Kibrahacha
- 25k projects/interservice
- Preventive Health Care
- Stichting Community Services
- 360K Committee

Fundraising Committee subcommittees are:

- Rotary Foundation
- Fundraising Fiesta Rotaria
- Fundraising Golf

a) 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.

b) 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.

### **Article VIII Duties of Committees**

1. Attendance Committee. This committee shall devise means for encouraging attendance at all Rotary meetings — including attendance at district conferences, 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.

2. Four-Way Test/Vocational Awareness Committee. This committee shall devise and carry into effect plans which will guide and assist the members of this club in fulfilling their responsibilities in their vocational relationships and in improving the general standards of practice in their respective vocations and preserve Rotary ideals.

3. Constitution and bylaws. This committee will be in charge of administering the rules and regulations by which the Rotary Club of Aruba is governed.

4. Audit committee. This committee will perform audit on the Club's finances and administration as well as Stichting Community Services.

5. 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.

6. Club Bulletin Committee. This committee shall endeavor, 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.

7. Website committee. This committee is in charge of initially setting up and maintaining the club's website for content, accessibility and sharing.

8. Membership Classifications Committee. The membership classifications committee shall consist of three (3) members, with at least 5 years membership and two (2) younger members. 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.

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.

Subsequently, a 20 days letter announcing the particulars of the proposed member is issued by Club Secretary. This committee shall also 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.

9. Fellowship Committee. This committee shall promote acquaintance and friendship among the members, promote participation by members in organized 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.

10. Program Committee. This committee shall prepare and arrange the programs for the regular and special meetings of the club.

11. Rotaract/ Interact Committee. This committee shall devise and carry into effect plans which will guide and assist the members of this club in maintaining relationships with Rotaract and other Rotary-sponsored organizations within the community and in cooperating with them in service.

12. Community Service Committee. This committee shall devise and carry into effect plans which will guide and assist the members of this club in fulfilling their responsibilities in their community relationships and evaluate incoming donation requests and advise the board accordingly.

13. YMCA/ Kibrahacha. This committee will be the liaison between the club and our two major beneficiaries.

14. 25 k projects/ Interservice clubs. This committee handles donation requests from the community other than covered in regular service projects. Also this committee will assist the club in maintaining a working relationship with other service clubs in order to effectively coordinate joint service projects.

15. Preventive Healthcare. This committee is responsible for guiding the club with the development and execution of preventive healthcare programs by research, awareness programs and continued education.

16. Stichting Community Services. Management of the foundation in accordance with Article X, Section six of the bylaws.

17. Rotary Foundation. Management of the club's participation in Rotary International program to develop and implement a plan to support the Foundation through participation in granting project and activities and through financial contributions, all in accordance with the rules set forth by Rotary International.

18. Fundraising Fiesta Rotaria. This committee is responsible for guiding the club in the execution of the main fundraising event Fiesta Rotaria.

19. Fundraising Golf. This committee is responsible for guiding the club in the execution of the main fundraising event Fiesta Rotaria.

20. 360K Committee. This committee is a temporary committee responsible to justify and come up with assignment to spend allocated funds of AWG 360.000,00.

### **Article IX 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 but for a maximum period of 6 months.

Note: Such leave of absence does operate to prevent a forfeiture of membership; it does not operate to give the club credit for the member's attendance.

### **Article X Finances**

SECTION 1 — The treasurer shall deposit all funds of the club in the club's designated bank accounts.

SECTION 2 — All bills shall be paid only by checks or (online-) transfer signed by the treasurer up to the amount of AWG 5.000,00. Payments above the amount of AWG 5.000,00 shall be authorized by both the Treasurer and the President, or, in his absence, incoming President or Secretary.

A thorough audit by the club's audit committee and/or a certified public accountant or other qualified person shall be made once each year of all the club's financial transactions.

SECTION 3 — Officers having charge or control of funds shall give bond as may be required by the board for the safe custody of the funds of the club, cost of bond to be borne by the club.

SECTION 4 — The fiscal year of this club shall extend from July 1<sup>st</sup> to June 30<sup>th</sup>, and for the collection of members' dues, which shall be done on a monthly basis, the fiscal year will be divided into two (2) semiannual periods extending from July 1<sup>st</sup> to December 31<sup>st</sup>, and from January 1<sup>st</sup> to June 30<sup>th</sup>. The payment of per capita dues and magazine subscriptions to RI shall be made on July 1<sup>st</sup> and January 1<sup>st</sup> of each year on the basis of the membership of the club on those dates.

SECTION 5 — At the beginning of each fiscal year the board shall prepare or cause to be prepared a budget of estimated income and estimated expenditures for the year, which, having been agreed to by the board, shall stand as the limit of expenditures for the respective purposes unless otherwise ordered by action of the board.

SECTION 6 — Reserve policy. The club has a special fund: Stichting Community Service Rotary Club of Aruba. The purpose of this fund is to have a reserve, which can be used in case proceeds of Fiesta Rotaria fall short of the budgeted target. This use of

this reserve can only be done after membership approval. The minimum level of the fund is set at AWG 500.000,00.

In case, due to special circumstances, the proceeds from Fiesta Rotaria fall short, or if an incidental donation has been granted, as a result of which the reserve fund drops below the level of the previous year, part of the proceeds from the next Fiesta Rotaria will be used to replenish the deficit.

SECTION 7 — Donation policy. All donations to be spent within one month after the fundraising event, taking into account the Funds policy. Donations to be highly publicized.

- **Guidelines for Awarding Donations:**

The Rotary Club of Aruba was established in 1938. Since that time the members have made significant donations of time and money to many local and worldwide projects. The Board of Directors and the Community Services Committee receives many request each year from Aruba's Non-Profit Organizations and Groups. Currently, we distribute approximately AWG. 300.000,= annually in support of local projects.

- **Objective:**

- To support community, educational, recreational activities.
- To participate in projects which will give the Rotary Club of Aruba recognition to further help its community efforts.
- To ensure donations are granted consistent with the Rotary Club of Aruba objectives.
- To ensure donation decisions are made without discrimination as to sex, race, color, creed, age, or any unfair bias, and
- To ensure funds awarded are used to the best advantage of the community and in keeping with Rotary principles and other Rotary Club of Aruba programs.

- **Guidelines for eligibility:**

- The following criteria are intended as guidelines although there should be definable reasons to justify grants, which are outside the guidelines.
- All requests for donations are to be made in writing with sufficient documentation and lead-time, so that the Rotary Club of Aruba Board of Directors and Community Services Committee at a regularly scheduled meeting may act upon the request, with the exception of urgent cases. Urgent cases are also to be requested in writing with documentation, but can be handled from the 25K Presidential Fund.
- The Rotary Club of Aruba will continue to foster the long term commitments with Centro Kibrahacha (elderly day care), as well as the YMCA, as

mentioned in the Club's Roster of Members, which entities are eligible for a substantial part of the proceeds of the Club's annual fundraisings, can be subject to inflation correction and based on review of actual figures and budget requirements of the foundation.

- Non-profits organizations and groups are eligible for grants. Individuals may receive grants but only under exceptional circumstances.
  - It is expected from the Community Service Committee to be pro-active in its search for alternative service opportunities and come up with a balanced variety of interest groups that are eligible for support from Rotary Club of Aruba.
  - Donations should provide a local community benefit and the project or organization that is requesting a donation should be located in Aruba or serve Aruba residents.
  - A specific need or purpose must be clearly identified in the request and with sufficient detail to enable a proper evaluation by the committee.
  - Preference will be given to requests for capital or seed money. Requests for operating funds will be given lower priority.
  - Preference will be given to broader based community needs and benefits.
  - Consideration will be given to organizations that have limited fundraising ability.
  - Donations that are AWG. 10.000,00 and higher are subject to review with positive results of the financial figures.
  - Support will not normally be given for travel expenses unless the travel is necessary to receive specialized medical treatment.
  - Donation or grants will normally be for one-year period only. Re-application is necessary for additional consideration or contributions.
  - Organizations or projects in which Rotary members are actively involved will be given priority.
  - Where possible, recipient organization will attempt to ensure publicity for grants received, but it is the responsibility of the Rotary Club of Aruba to arrange the publicity.
  - The President of the Rotary Club of Aruba may approve any charitable contribution by proper vote, whether or not the contribution complies with this policy, by using the 25K Presidential Fund.
  - Request should be submitted to Rotary Club of Aruba, P.O. Box 1305, Att. The Secretary (See attached Application Process & Form).
- **Guidelines for non-eligibility:**
- Requests for contributions to an annual fund or normal operations should be considered with a lower priority.
  - Requests by private clubs, political causes or organizations whose purpose is to influence legislation or partisan groups are not eligible.
  - Requests by individuals (for participation in beauty pageants, attending a sporting event or personal advancement conferences) are not eligible.

- **Primary interests for giving:**

- Programs that help “at risk” youth.
- Programs that help senior citizens.
- We also give to other programs benefiting:
  - o Children’s program aimed at helping youths become good citizens.
  - o People with disabilities, the physically and handicapped to improve their quality of life in the community.
  - o Organizations and projects attempting to deal with specific problems in our society including drug abuse, disease, environmental problems, educational issues and the like.
  - o Individuals or groups requiring support or recognition for demonstrated outstanding achievements or the potential for outstanding achievement where the basis of “need” is not necessarily the prime factor for eligibility.
  - o Special individual distress situation, which may be related to medical, educational or family crisis.
  - o Low-income people.

This does not mean that if the request does not fall into one of the aforementioned categories, the request will be denied. However, the closer the request fit to these categories, the better the chance for approval by the Board of Directors and the Community Service Committee.

- **General requirements:**

- Established, non-profit status, if applicable.
- Ongoing programs or projects with a specific purpose.
- Programs or projects receiving other private funding.
- Activities that assist people in building skills toward independence.
- Programs or projects that provide health assistance to low-income people.
- Programs or projects that have a positive track record.
- Programs or projects that have a reasonable chance for continued success.
- Programs or projects within the Club’s service area.

Generally, we will not give to:

- For-profit organization or groups.
- Individuals.
- Programs or projects receiving most of their support from Government subsidy (except some educational programs).
- Start-up programs or projects that do not already have significant support.
- Bricks- and mortar projects (unless there is a clear community benefit).
- Ticket purchases, event sponsorships, or membership in other organizations or groups.
- Programs or projects outside the Club’s serving area.

- **Donation amount:**

Donations amounts must be established based on need of the program or project. A minimum is not felt necessary.

SECTION 8 — Fundraising policy. In case, due to circumstances, the proceeds from Fiesta Rotaria fall short, or in an incidental donation has been granted, as a result of which the reserve fund drops below the level of the previous year, part of the proceeds from the next Fiesta Rotaria will be used to replenish the deficit. Fiesta Rotaria shall continue yearly. A second major project, besides Centro Kibrahacha, shall be added to the total of charities. This project can be a different one each year.

**Article XI Method of Electing 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 for the time being 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 60 days of its submission, and shall notify the proposer, through the club secretary, of its decision.

SECTION 4 — If the decision of the board is favorable, the prospective member shall be informed of the purposes of Rotary and of the privileges and responsibilities of membership.

SECTION 5 — If no written objection to the proposal, stating reasons, is received by the board from any member (other than honorary) of the club within twenty (20) days following publication of information about the prospective member, the candidate will be considered eligible for installation as member of the Rotary Club of Aruba.

SECTION 6 — Following the election, the president shall arrange for the induction of the new member; the club secretary shall issue a membership card and shall report the new member to RI; and the Rotary information committee shall provide appropriate literature for presentation at the induction and assign a member to assist in the assimilation of the new member.

SECTION 7 — Admission criteria. Before a candidate can be proposed, the candidate should meet the following minimum requirements: 1. Top rank professional in Aruba with discretionary authority in his/her office. 2. Good professional reputation and high ethical standards. 3. Good social and moral reputation. 4. Good social standing in our community. 5. Willingness to participate in community service activities. 6. Personality

to be a fellow Rotarian.

**SECTION 8** — The top rank professional in Aruba criterion as mentioned in our Roster is extended with R.I. guidelines like “ proprietors, partners, corporate officers, executives and managers”. It is recommended to maintain one or two layers (positions) with discretionary authority below the top rank position. The RCA should also open doors for younger persons especially past Rotaractors, who comply with all other criteria.

### **Article XII Resolutions**

No resolution or motion to commit this club on any matter shall be considered by the club until it has been considered by the board. Such resolutions or motions, if offered at a club meeting, shall be referred to the board without discussion.

### **Article XIII Regular Club meeting agenda**

- Opening and hymns
- Invocation
- Introduction of visiting Rotarians and attendance report
- Announcements
- Committee reports if any
- Any unfinished business
- Any new business
- Program
- Adjournment with closing song

### **Article XIV**

#### **Recommendations for the Rotary Club concerning Fundacion Centro Pa Nos Grandinan (Centro Kibrahacha) based on the report prepared in November 1994.**

Based on the information contained in the report of this committee and recommendations of the former Board subcommittee, the following recommendations were adopted:

1. Keep as main priority the quality of the service provided by the center for the recreational activities of our elderly.
2. The foundation should secure the ownership of the property from the necessary authorities.
3. Given the limitations of independent financial resources, and the capacity of the Rotary Club, caution should be exercised before expanding the program. Efforts to improve efficiently without compromising program quality and additional sources of income would need to be addressed before any major program expansion is committed.
4. Given the commitment of Rotary to this project over the years and the extent of capital and operational investment made to date, it was the Board's opinion that the Aruba Rotary Club continue to be strongly committed to the Board of Fundacion Centro Pa Nos Grandinan in a manner that would serve to protect the

- capital investment in the project. This could be effected by requiring that any dissolution or sale of the property cannot be executed without the approval of the Rotary Club of Aruba.
5. Unless agreed otherwise by the members, the budgeted donation from the Rotary year 1994-95, namely AWG 80.000,00, will be met as a minimum each year.

### **Article XV Rotary Policy towards Rotaract**

The Board of Directors of RI has adopted a large number of rules and guidelines with references to Rotaract, which are laid down in their Manual of Procedures of Community Services. These guidelines describe Rotaract purpose, goals, organizations, district policy, meetings financing, traineeship, etc. The following statements are taken from this manual which directly describe our relation and (financial) obligation towards the Rotaract Club:

*‘...The sponsoring Rotary Club is responsible for organizing the Rotaract Club and for providing it with guidelines and counsel thereafter.’*

*‘...The Board requires each sponsoring Rotary Club to designate one or more members of its club to attend the meetings, at least once a month, of its Rotaract Club and encourages Rotary Clubs which sponsor Rotaract Clubs to invite Rotaractors on at least a quarterly basis to their regularly scheduled meetings, project planning meetings, and special events.’*

*‘...Rotary Club sponsorship of community based Rotaract Clubs organized other than in connection with educational institutions is also encouraged.’ (The Manual speaks only of ‘sponsoring’ Rotaract Clubs. From various guidelines it becomes clear that a Rotaract Club is considered as being ‘linked’ to a Rotary Club within its vicinity. For many actions, changes in bylaws etc. the Rotaract Club must obtain approval from its sponsoring Rotary Club).’*

About financing the Rotaract Program:

*‘...Sponsoring Rotary Clubs shall pay for the attendance of their Rotaract Club officers, directors, and committee chairman at district level leadership training meetings (or, when circumstances dictate, these meetings shall be paid for through mutually Rotary Club, the Rotary district, and the Rotaract participants).’*

*‘...It is the responsibility of the Rotaract Club to raise the funds necessary to carry out the program of the Club.’*

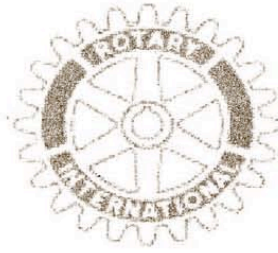
*‘...Rotaract Club should not make general solicitations for financial assistance from Rotary Clubs or from other Rotaract Clubs.’*

1. We accrue AWG 3.000,00 a year for financial support of Rotaract.
2. Money will solely be used for attending seminars abroad, which have been approved by Rotary.
3. Money donated by us should at least be met by a similar amount by Rotaract for this same event.
4. Rotaract can never claim this money, it is to be discretion of Rotary to supply this support.



## **Article XVI 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 (14) days before such meeting. No amendment or addition to these bylaws can be made which is not in harmony with the club constitution and with the constitution and bylaws of RI.



## Rotary Club of Aruba

### Detailed Application Process

An elaborate application process is not required. Below is the minimum information/documentation that MUST ACCOMPANY YOUR REQUEST, as per the attached "DONATION/SPONSORSHIP REQUEST FORM"

Note: Failure to include the following items may result in your request being returned for missing information, which will extend the processing time.

### INFORMATION/DOCUMENTATION REQUIRED:

- Name Group or Organization
- Contact Name
- Contact Number
- Address
- Names of Rotarians involved in this Group or Organization
- Amount or items requested
- Purpose of Group/Organization, cause , or event
- How will our Donation/Sponsorship or involvement benefit Aruba ?
- Date Needed
- Has Rotary Club of Aruba sponsored this Group/Organization or event in the past?

### Optional Information/Documentation (inclusion will better ensure Committee selection):

- A list of other Groups/Organization or individuals who have already given to your Program/Project.
- A Brochure or narrative description of your Group/Organization
- A list of Officers and/or Directors
- Current Group or Organization annual financial statement
- News clipping that highlight your Program/Project
- Thank-you letter from those you have helped (names may be deleted)
- Other information which will help the Committee better understand the Program or Project you are requesting a Donation/Sponsorship to support

### Send all information to:

Rotary Club of Aruba  
Community Services Committee  
Address :  
Fax.No. :  
E-Mail :



### DONATION/SPONSORSHIP REQUEST FORM

Group or Organization: \_\_\_\_\_

Contact Name & Number: \_\_\_\_\_

Address: \_\_\_\_\_

Names of Rotarians Involved in this Group:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount or Items Requested: \_\_\_\_\_

Purpose of organization, cause, or event: \_\_\_\_\_

How will our sponsorship or involvement benefit Aruba? \_\_\_\_\_

Date needed: \_\_\_\_\_

Has Aruba Rotary sponsored this group or event in the past? \_\_\_\_\_

Please attach any other information you feel will help us make a decision. Please allow two to three weeks for a response.

=====

(THIS PORTION TO BE COMPLETED BY ARUBA ROTARY)

Presented to committee: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Decision: [ ☐ ] YES/[ ☐ ] NO.

If favorable, amount or item(s): \_\_\_\_\_

\_\_\_\_\_  
Approval Signature of Chairman

