

Bylaws of the Rotary Club of Wellington Inc ("Club")

February 2021

1 Election of President and nomination of Officers

Transitional provision

1.1 The appointment of the President Elect who shall serve as president for the Rotary year commencing 1 July 2021 shall stand.

1.2 Upon the adoption of these Bylaws the serving President shall call for nominations of candidates to serve as President in the succession to the existing President Elect. The successful candidate shall be known as the President Nominee

In the next succeeding years this procedure shall apply.

1.3 The Nominations Committee shall comprise five Past Presidents, the President Elect and the current President. This committee shall be responsible for:

1.3.1 Developing the criteria for selection to the role of President Nominee.

1.3.2 Recommending a nomination to the position of President Nominee.

1.4 No later than the first Monday in October in any year, the President shall outline to the Club the criteria for selection of the President Nominee and call for Expressions of Interest from Club members willing to serve in this position themselves or nominations by other Club members. Nominations must be supported by the written consent of the nominee.

1.5 These Expressions of Interest or nominations shall be in the hands of the President by the 3rd Monday in October in that year.

1.6 The Nominations Committee shall explore the Expressions of Interest or nominations (following the established criteria) and make a recommendation for Nomination to the President by the 3rd Monday of November in that year.

1.7 The President shall advise the successful nominee of the duties and obligations of becoming the President of a Rotary Club and an office holder of an incorporated society, including the obligations to Rotary International, the expected involvement in District Assembly, District Conference and training events, both the time commitment, and personal expense.

1.8 The President shall announce the selected person to the Club on the 2nd Monday in December.

1.9 The President Elect shall be entitled to appoint a Vice President from amongst the Past Presidents and shall appoint a Treasurer and a person to chair each

Committee of the Club. These people, together with the President Nominee shall form the Board of the Club when the President Elect assumes office as President.

2. President's Duties

The President shall:-

- 2.1 Chair the meetings of the Board and Club and appoint a replacement if unavailable;
- 2.2 Appoint the Chairs of Committees and supervise and guide the activities of those Committees;
- 2.3 Ensure that the Club maintains the ethics and dignity of Rotary and remains in good standing with Rotary International;
- 2.4 In consultation with the Treasurer ensure that at all times the financial affairs and accounts of the Club are full and accurate and in accordance with good accounting practice. A financial report is to be presented to the Board at regular intervals, with Financial Statements and a budget to be presented for the approval of the Club annually.
- 2.5 Have authority to call meetings of the Board, remove from office any Chair and to appoint any person, ex officio, to the Board.

3. Administration

The Board shall:-

- 3.1 Oversee the day-to-day administration of the Club;
- 3.2 Nominate the day, date and time of the meetings of the Club
- 3.3 Be entitled to consider any issue likely to become a commitment of the Club or that touches the administration of the Club, before it is referred to the membership at an ordinary or General Meeting of the Club.
- 3.4 The President and Board shall have all of the authorities usual to the holders of such offices in a voluntary association.

4. Meetings

- 4.1 The Annual General Meeting of the Club shall, if possible, be held in December of each year.
- 4.2 Special meetings of the Board shall be called by the President, whenever

deemed necessary, or upon the request of two members of the Board, due notice having been given.

5. Duties of Members

Members shall:-

5.1 Attend at least two club meetings or activities in each month and use best endeavours to attend one club meeting per month. Members who are travelling or have other commitments may count meetings or activities of other Rotary clubs. Other activities may include attendance at Rotary projects, Committee and Board meetings, and Network and District responsibilities. Leave of absence should be sought from the President for expected absences of over one month. The membership of a member who is absent for more than two months without leave of absence may be terminated;

5.2 Uphold the aims and dignity of Rotary and, in all things, pay attention to the Four Way Test;

5.3 Attend to any duties allocated and play a full role in the work of the Committee to which the Member is appointed;

5.4 Promptly pay any fees, dues, levies and luncheon costs incurred as a result of membership;

5.5 Failure to fulfil the duties in by-laws 5.1 to 5.4 inclusive may, at the discretion of the President, result in termination of membership.

6. Membership

6.1 The President shall be entitled to approve the extension of an invitation to join the Club to any serving or recent Rotarian in good standing with their former Club.

6.2 Any active member of the Club shall be entitled to nominate any person as a candidate for membership of the Club. Such nomination shall be in writing supported by a curriculum vitae of the candidate and submitted to the club administrator for consideration by the Membership Committee.

6.3 The Membership Committee shall consider the application under such criteria as it deem appropriate and make a recommendation to the Board.

6.4 The Board shall promptly consider such recommendation and approve or disapprove it and cause the club administrator to notify the proposer of such decision.

6.5 If an invitation to join the membership is to be extended then: -

6.5.1 The general membership of the Club shall be notified of the nomination and shall be entitled to raise objection, which objection shall be supported by written reasons, within 10 days of notification. Unless such objection be supported by the Board, in which case no invitation will be extended, then

6.5.2 The candidate shall be interviewed by a person or persons nominated by the Membership Committee and shall be advised of the Purposes of Rotary and the Privileges and Responsibilities of Membership in the Club, following which the Prospective Member shall be requested to complete and submit an Application for Membership.

6.6 The new Member shall be introduced to the club at an ordinary meeting.

7. Amendments to the bylaws

These bylaws may be amended at any ordinary meeting by a 2/3 majority vote. Any proposed amendment must be published to the membership at least 10 days before such meeting.