

Bylaws of the Rotary Club of D7040 Passport

Article 1 General

The District 7040 Rotary Passport Club (Club) was founded in February 2017 and officially chartered in **May 2017**. The official Rotary International name of this club is “Rotary Club of D7040 Passport”.

This Club is a district-wide virtual club designed to promote the meetings, service projects and fundraisers of the clubs in District 7040 and throughout the world, and encourage traditional club membership. Though not prohibited from any of the activities that define any Rotary Club under the rules of Rotary International governing clubs, this Club was not originally conceived as having any mandatory requirements for regular weekly meetings or attendance of such by its members; or service projects or fundraising endeavors. Members are encouraged to record attendance credits through the online record keeping on the club website.

Article 2 Definitions

1. Board: The club’s board of directors
2. Director: A member of the club’s board of directors
3. Member: A member of the club, other than an honorary member
4. Quorum: The minimum number of participants who must be present or online 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 that begins on 1 July
7. Meeting Can be online or face-to-face or a combination of both

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, secretary, and treasurer.

Article 3 Elections and Terms of Office

Section 1 — In November, the Club President shall ask for nominations by Club members of the positions of Club President and President-Elect through an electronic method. The President may also create a Nominating Committee, consisting of Club members, to assist in obtaining candidates who are eligible, desire such leadership positions, and agree to be a candidate. The President will specify a date to close nominations, after which the President shall officially present the nominees for the offices of President and President-Elect.

Section 2 — Before December 31, the nominees for President and President-Elect shall be presented to the general membership for a vote via electronic method. The nominee for each office with the majority of the votes shall be declared elected to his/her respective office.

Section 3 - At a meeting of the Board in April or May, the member elected as President for the next year shall present to the Board, the Immediate Past President, Secretary, Treasurer and incoming Directors for a vote. Upon approval by a majority action of the Board, the incoming

Board of Directors will be declared elected to serve in the next Rotary year.

Section 4 — If any officer or board member vacates his or her position, the remaining members of the board will appoint a replacement.

Section 5 — If any officer-elect or director-elect vacates a position, the remaining members of the board-elect will appoint a replacement.

Section 6 — The term of office for all Officers and Directors is one year, however, any Officer or Director may be re-elected and serve as many terms as re-elected.

Article 4 Duties of the Officers

Section 1 — The president presides at club and board meetings and prepares a weekly electronic message to the membership.

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 and serves as a director, and presides at club and board meetings when the president is absent. It is mandatory for the President-Elect to attend the President-Elect Training Seminar (PETS), and to attend the District Training Assembly. The President-Elect must prepare a Club Budget for the upcoming Rotary Year and input Club goals into Rotary Club Central.

Section 4 — A director attends club and board meetings.

Section 5 — The secretary keeps membership and attendance records.

- Manages all correspondence from the Club PO Box;
- Oversees attendance of the club;
- Sends out notices of meetings of the Club, board and committees;
- Records and preserves the minutes of such meetings;
- Provides a monthly attendance report to the Board and District Governor by the 15th of the following month;
- Files the required reports to RI, including:
 - Semiannual reports of membership on July 1st and January 1st of each year;
 - Prorated reports on October 1st and April 1st of each active member who has been elected to membership in the club since the start of the July or January semiannual reporting period.

Section 6 — The treasurer oversees all funds and provides an annual accounting of them. Upon retirement from office, the Treasurer shall turn over to the incoming Treasurer or to the President all funds, books of accounts, passwords/credentials to online accounts, and any other Club property.

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 — The quarterly meetings of this Club shall be held at a time and place to be designated by the board under the guidance of the Club President. This meeting shall be announced through electronic method at least 30 days in advance of the meeting date.

Section 3 — Board meetings are held online each month. Special meetings of the board are called with reasonable notice by the president or upon the request of two directors.

Article 6 Dues

Section 1 - The Membership Dues amount shall be reviewed annually and may be changed by Board vote. Review and changes must occur no later than the May Board meeting. Dues are billed at the member's choice of quarterly, semi-annually or annually, and payable on the first day of the month on a calendar basis. If a member is a transferring member, the transferring member's first dues invoice will include a credit for Rotary International and District dues already paid by their current club on their behalf.

Section 2 – The Event Fees amount for quarterly mixers and other Club events shall be paid either at the event or in advance, as specified by the event coordinator.

Section 3 - Annual club dues include RI per capita dues, a subscription to The Rotarian or a Rotary regional magazine, district per capita dues, any other Rotary or district per capita assessment, such as insurance and club fees.

Section 4 - The club may offer family memberships to those who want to bring their families, junior memberships to young professionals with leadership potential, or corporate memberships to people whose employers want to be represented in the club. The club may also allow Rotaractors to join. Each type of membership can have its own policies on dues, attendance, and service expectations, as determined by the board. They will be considered as active members when they pay RI and district dues. Any other dues are to be decided by the board.

Article 7 Method of Voting

The business of this Club shall be transacted by electronic vote.

Article 8 Committees

Section 1 — Club committees coordinate their efforts to achieve the club's annual and long-term goals. Each club should have the committees listed in article 13, section 7, of the Standard Rotary Club Constitution.

Section 2 — The president is an ex officio member of all committees and, as such, has all the privileges of membership.

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.

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.

Section 3 — Bills are paid by the treasurer or another authorized officer after approval by the Board at its monthly meeting

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.

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

Article 10 Method of Electing Members

Section 1 - The name of a prospective member, proposed by an active member of the Club or any active Rotarian in District 7040, shall be submitted to the Board in writing. Members of another club may be proposed to active membership by the former club by submitting a "Rotarian Relocation Form," per RI. Membership continues to be by invitation at the discretion of the Club. The club is under no obligation to consider any person for membership. The proposal, for the time being, shall be kept confidential except as otherwise provided in this procedure.

Section 2 - The Board shall ensure that each individual proposed for membership meets all the classification and membership requirements of the Club's Constitution.

Section 3 - The Board, by unanimous vote, shall approve or disapprove a proposal within 30 days of its submission, and shall notify the active member responsible for the proposal through the Club Secretary, of its decision.

Section 4 - If the decision of the Board is favorable, the prospective member shall be proposed to the general membership through the Club's publication.

Section 5 - If no written/electronic objection is received by the Board from any active member of the Club within seven (7) days, the Membership Director shall arrange for the orientation of the newly elected member.

Section 6 - If any objection has been filed with the Board, the board may take a vote on this matter to override the member's objection, and must do so by unanimous vote at its next meeting or a Special Meeting called by the President.

Section 7 - The prospective member shall be inducted, upon payment of the Membership Dues, as prescribed in these bylaws. The Secretary shall report the new member to RI through the ClubRunner program. Public induction of the new member will take place at the quarterly meeting of the Membership.

Article 11 Protection of Youth and Vulnerable Persons

The club will follow the Youth Protection Policy as outlined on the district 7040 website. Rotary D7040 Youth Protection Policy applies to all District activities that involve minors and other vulnerable persons (persons capable of independent living are generally not considered to be vulnerable). This includes the five-step process as outlined in the Youth Protection Policy for those who come into direct contact with youth and vulnerable persons.

Article 15 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 16 Amendments

These bylaws may be amended, from time to time, by an electronic vote of the Membership with more than 50% of members voting and an approval by two-thirds of those voting, provided that notice of such proposed amendment shall have been duly made available to each member at least ten (10) days before such electronic vote. No amendment or addition to these bylaws can be made which is not in harmony with the constitution and bylaws of RI.