Bylaws of the Rotary Club of Kingaroy Inc.

09 November 2015

**Article 1 - Definitions**

As used in this Constitution (including the Regulations), unless the context otherwise clearly requires, the words in this article shall have the following meanings:

1. “ACT”: The Associations Incorporation Act 1981 (QLD). The expression includes:
   1. the AIR, and
   2. any amendment or re-enactment of the Act and any legislation or subordinate legislation passed in substitution of the Act.
2. “AIR”: The Associations Incorporation Regulation 1999 (QLD). The expression includes:
3. Each schedule to the AIR (including Schedule 4 which contains the Model Rules), and
4. Any amendment or re-enactment of the AIR and any subordinate legislation passed in substitution of the AIR.
5. “BOARD”: The Board of Directors of this club which in terms of the Act is its “Management Committee”.
6. “BYLAWS”: The Bylaws of this Club.
7. “CLUB” or “club”: A Rotary Club.
8. “CONSTITUTION”: The Constitution of this Club.
9. “DIRECTOR”: A member of this club’s Board of Directors.
10. “GENERAL MEETING”: A general meeting of the Members of this Club convened and conducted in accordance with Regulations 18 – 26 (both inclusive) of this Constitution. The term applies to both an Annual General Meeting and a Special General Meeting.
11. “MEMBER”: A member, other than an honorary member of this club.
12. “REGULATIONS”: Regulations 1 – 30 (both inclusive) contained in that section of this Constitution headed “THE REGULATIONS”.
13. “RI”: Rotary International.
14. “SPECIAL RESOLUTION”: A resolution passed at a General Meeting of this Club by the votes of three-quarters of the members present and who are entitled to vote on the resolution.
15. “SATELLITE CLUB”: A potential club whose members shall also be members (when applicable): of this club.
16. “YEAR” or “FINANCIAL YEAR”: The twelve-month period which begins on 01 July and ends on the following 30 June.
17. For the avoidance of doubt, the terms in italics below when used in the Constitution correspond with and have the same meaning as the terms from the Act in bold print set opposite them as follows:
18. *Annual General Meeting* – **Annual General**
19. *Board* – **Management Committee**
20. *Club or club* – **Association**
21. *Constitution or constitution* - **Rules**

**Article 2 Duties of Officers**

Section 1- President. It shall be the duty of the President to preside at meetings of the Club and the Board and to perform other duties as ordinarily pertain to the office of President.

Section 2- Immediate Past-president. It shall be the duty of the Immediate Past-president to serve as Vice-president and to perform such other duties as may be prescribed by the President or the Board.

Section 3- President-elect. It shall be the duty of the President-elect to serve as a Director and to perform such other duties as may be prescribed by the President or the Board.

Section 4- Vice-president. It shall be the duty of the Vice-president to preside at meetings of the Club and the board in the absence of the president and to perform other duties as ordinarily pertain to the office of vice-president.

Section 5- Secretary. It shall be the duty of the Secretary to keep the membership record; record attendance at meetings; send out notices of Club, Board and committee meetings; record and preserve the minutes of such meetings; report as required to RI including the semi-annual reports of membership on 1 January and 1 July of each Year, which shall include per capita dues for all Members and prorated dues for active Members who have been elected to membership in the Club since the start of the July or January semi-annual reporting period; report changes in membership; provide the monthly attendance report, which shall be made to report changes in membership; provide the monthly attendance report, which shall be made to the district governor within 15 days of the last meeting of the month; collect and remit RI official magazine subscriptions; and perform other duties as usually pertain to the office of Secretary.

Section 6- Treasurer. It shall be the duty of the treasurer to have custody of all funds, accounting for it to the Club annually and at any other time upon demand by the Board, and to perform other duties as pertains to the office of treasurer or to the president all fund, books of accounts, or any other Club property.

Section 7- Sergeant-at-arms. The duties of the Sergeant-at-arms shall be such as are usually prescribed for such office and other duties as may be prescribed by the President or the Board.

**Article 3 Meetings**

Section 1- The regular weekly meetings of this Club shall be held on each Monday at 6.30 pm or as agreed to by the Club. Due notice of any changes in or cancelling of the regular meeting shall be given to all Members of the Club. All members excepting an honorary Member or Friend of the Club (or Member excused pursuant to the standard Rotary Club constitution) in good standing in this Club, on the day of the regular meeting, must be counted as present or absent, and attendance must be evidence by the 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 standard Rotary Club constitution, article 9, sections 1 and 2.

Section 2- One-third of the membership shall constitute a quorum at the regular, meetings of this Club.

**Article 4 Fees and Dues**

Section 1- The admission fee shall be nil to be paid before the applicant can qualify as a member, except as provided for in the standard Rotary Club Constitution, article 11.

Section 2- The Membership dues shall be $320 per annum, payable half-yearly on the first day of July and January, or as otherwise determined by the Board from time to time, with the understanding that a portion of each semi-annual payment shall be applied to each Member’s subscription to the RI official magazine.

**Article 5 Avenues of Service**

The Avenues of Service are the philosophical and practical framework for the work of this Rotary Club. They are Club Service, Vocational Service, Community Service, International Service, and Youth Service. This Club will be active in each of the Avenues of Service.

**Article 6 Committees**

Club committees are charged with carrying out the annual and long-range strategic goals of the Club. The President, President-elect and Immediate Past-president should work together to ensure continuity of leadership and succession planning. When feasible, committee members should be appointed to the same committee for three years to ensure consistency. The President-elect is responsible for appointing committee members to fill vacancies, appointing Committee chairs, and conducting planning meetings prior to the start of the year. Standing committees should be appointed as follows:

**Club Service**

This committee should conduct activities associated with the effective operation of the Club.

**Community Service**

This committee should develop and implement educational, humanitarian, and vocational projects that address the needs of its community and communities in other countries.

**International Service and The Rotary Foundation**

This committee should develop and implement plans to support The Rotary Foundation through both financial contributions and program participation.

**Youth Service**

This committee should conduct activities associated with the education and development of young people within our community and communities in other countries.

**Vocational Service and Membership**

This Committee should develop and implement a comprehensive plan for the recruitment and retention of Members.

Additional ad hoc committees may be appointed as needed. The President shall be ex officio a member of all committees and, as such shall have all the privileges of members thereon.

Each committee shall transact its business as is delegated to it in these 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, each committee shall not take action until a report has been made to and approved by the Board.

Each chair shall be responsible for regular meetings and activities of the committee, shall supervise and coordinate the work of the committee, and shall report to the Board on all committee activities.

**Article 7 Duties of Committees**

The duties of all committees shall be established and reviewed by the President for his or her Year. In declaring the duties of each, the President shall reference appropriate RI materials and the Avenues of Service when developing plans for the year.

Each Committee shall have a specific mandate, clearly defined goals, and action plans established by the beginning of each Year for implementation during the course of the Year. It shall be the primary responsibility of the President-elect to provide the necessary leadership to prepare a recommendation for Club committees, mandated, goals, and plans for presentation to the Board in advance of the commencement of the year as noted above.

**Article 8 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 no longer than twelve months.

**Article 9 Order of Business**

* Meeting called to order
* Introduction of visitors.
* Correspondence, announcements, and Rotary information.
* Committee reports if any.
* Any unfinished business.
* Any new business.
* Address or other program features.
* Adjournment.

**Article 10 Amendments**

These Bylaws may be amended at any General Meeting, a quorum being present, by a three quarters vote of all Members present, provided that notice of such proposed amendment shall have been mailed to each Member either by means of normal postal service or as an email, including as an email attachment to the email address last advised by the Member as his email address for receipt of email communications from the Club, at least fourteen (14) days before such meeting.

No amendment or addition to these Bylaws can be made which is not in harmony with the standard Rotary Club constitution and with the Constitution and the Bylaws of RI.