



Rotary International  
in Great Britain & Ireland

# RIBI Constitutional Documents

RIBI Constitution  
RIBI By-laws  
RIBI Standing Orders  
Standard RIBI Club Constitution  
Standard RIBI Club By-laws

July 2010

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## INTRODUCTION

The ***Constitution of Rotary International (RI)*** provides that the administration of clubs shall be under the general supervision of the Board of Directors of Rotary International in Evanston, USA. However, direct supervision of the Rotary clubs in Great Britain, Ireland, the Channel Islands and the Isle of Man is by an administrative territorial unit Rotary International in Great Britain & Ireland (RIBI). RIBI's powers, purposes and functions are set forth in the ***Articles of the Constitution of RIBI*** and in the ***Constitution and By-laws of Rotary International***. The clubs in the unit, while being members of RIBI, are also members of RI. The governing body of RIBI is the General Council comprising the Officers of the Association, the District Governors of the districts in the unit and the Director of RI elected from the unit.

This table provides shows how the constitutional documents of RIBI and Rotary International may be amended.

<b>Resolution to alter:</b>	<b>May be proposed by</b>	<b>Submitted to the RIBI Annual Conference</b>	<b>Requires Council on Legislation decision?</b>
RIBI Constitution RIBI Standard Club Constitution	Club, District Council, General Council of RIBI	Yes	Yes
RIBI By-laws RIBI Standard Club By-laws	Club, District Council, General Council of RIBI	Yes	No
RI Constitution RI Standard Club Constitution RI By-laws RI Standard Club By-laws	Club, District Council	No	Yes

### Notes:

- It is recommended that any resolution which a Rotary club wishes to bring before the RIBI Annual Conference be submitted first to the District Council to ascertain its views.
- Changes to the RIBI By-laws or Standard Club By-laws are effective immediately.
- Any amendments made by the Council on Legislation or the Convention of Rotary International are effected *ipso facto* in the constitutional documents of RIBI on 1<sup>st</sup> July following the event.
- A line beside the text in the following pages indicates a recent change in legislation.

## ARTICLES OF CONSTITUTION OF ROTARY INTERNATIONAL IN GREAT BRITAIN AND IRELAND

### **Article 1**

#### **Title**

The title of this Association is 'Rotary International in Great Britain and Ireland'.

### **Article 2**

#### **Definitions**

Throughout these Articles and By-laws, unless the subject or context otherwise requires:

- *The Area* means Great Britain, Ireland, the Channel Islands and the Isle of Man.
- *The Association* means 'Rotary International in Great Britain and Ireland' which is the administrative territorial unit of Rotary International in the Area.
- *Constitution* means Articles.
- *Club* means a Rotary club within the Area which is a member club of Rotary International and of the Association.
- *The General Council* means the General Council of the Association.
- *The Council* means the council of a Rotary club.
- *The Annual Conference* means the Annual Conference of the Association.
- *The Annual Assembly* means the Annual Assembly of the Association.

### **Article 3**

#### **The Constitution of Rotary International**

*The Constitution of the Association* shall be at all times in conformity with the spirit and provisions of the *Constitution* and the *By-laws of Rotary International*.

### **Article 4**

#### **Purposes**

The purposes of the Association are:

- 1) To promote and administer in the Area the Object of Rotary as defined in the *Constitution of Rotary International* and the purposes of Rotary International.
- 2) To supervise and co-ordinate the activities of clubs in the Area, and to organise new clubs therein.
- 3) To collect and disseminate all necessary information, in the best interests of Rotary.
- 4) To promote the spirit of fellowship amongst Rotarians and to extend the development of Rotary throughout the world.

### **Article 5**

#### **Membership in the Association**

##### *Section A - Composition*

The Association shall consist of all clubs in the Area.

##### *Section B - Admission*

All applications for membership in Rotary International from clubs within the Area shall be in accordance with the *By-laws of the Association*.

##### *Section C - Revenue*

- 1) Affiliation Fee - Each club shall pay to the Association an affiliation fee as prescribed by the *By-laws of the Association*.
- 2) Annual Subscription - Each club shall pay to the Association an annual subscription in accordance with the *By-laws of the Association*.
- 3) Per capita Dues - In addition to the annual subscription, each club shall pay to the Association at the same times such sum in respect of per capita dues for the account of Rotary International as required by the *Association's By-laws* and the *By-laws of Rotary International*.

#### *Section D - Ratification of Constitution & By-laws*

Every club in the Area is bound in all things, not contrary to law, by the *Constitution* and the *By-laws of the Association* and shall faithfully observe the provisions thereof.

#### **Article 6**

##### **Membership in Clubs**

Membership in clubs shall conform to the conditions prescribed in the *Constitution* and *By-laws of Rotary International*.<sup>1</sup>

#### **Article 7**

##### **Governing Body**

The Governing Body of the Association shall be the General Council as described in the *By-laws of the Association*.

#### **Article 8**

##### **Officers**

The Officers of the Association shall be the President, Immediate Past President, Vice-President, Honorary Treasurer and the Secretary<sup>2</sup>.

#### **Article 9**

##### **Administration**

###### *Section A - Territorial Unit*

- 1) In accordance with the provisions of *Article 8 of the Constitution of Rotary International*, the Area is divided into districts. The General Council shall from time to time define the boundaries of a district and, if deemed desirable, increase or decrease the number of districts.
- 2) No such change shall be made over and against the objection of a majority of the clubs in the district or districts affected thereby. Only clubs shall vote on any change and each club shall have one vote. The number of districts shall not be increased or decreased without the prior consent of the Board of Directors of Rotary International.

###### *Section B - Governors*

One Governor for each district shall be nominated and serve as provided for in the *By-laws of the Association* and be elected as provided in the *By-laws of Rotary International*.

###### *Section C - Assemblies*

A District Assembly shall be held annually as provided in the *By-laws of the Association*.

###### *Section D - Conferences*

A District Conference shall be held annually as provided in the *By-laws of the Association*.

#### **Article 10**

##### **Annual Conference**

The Association shall hold an Annual Conference as prescribed in the *By-laws of the Association*. The Association shall hold a business meeting at the Annual Conference. A special business meeting may be held as prescribed in the *By-laws of the Association*.

#### **Article 11**

##### **Annual Assembly**

The Association shall hold an Annual Assembly as prescribed in the *By-laws of the Association*.

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<sup>1</sup> The membership conditions are set out in full in Article 5, Section 2 of the Constitution of Rotary International, Article 4 of the RI By-laws and Article 7 of the Standard Club Constitution.

<sup>2</sup> The Secretary is now called the Secretary/Chief Executive Officer - see RIBI By-law 1 (3) (f)

## **Article 12**

### **By-laws of the Association**

*By-laws* not inconsistent with the *Constitution* embodying the necessary provisions for the administration of Rotary in the Area shall be adopted and may be amended from time to time in the manner prescribed in *By-law 7* provided that such *By-laws* shall always be in conformity with the spirit of the *Constitution* and the *By-laws of Rotary International*.

## **Article 13**

### **Standard Club Constitution & By-laws**

The following shall apply:-

- 1) Each club admitted to membership after June 5<sup>th</sup> 1922 shall conform with the current *Standard Club Constitution* and *By-laws*.
- 2) A club admitted to membership in the Area on or before June 5<sup>th</sup> 1922 shall conform with the *Standard Club Constitution* and *By-laws* except for such differences as shall have been notified to and acknowledged by the Board of Rotary International prior to December 31<sup>st</sup> 1989, and shall not change any part of its *Constitution* and *By-laws* unless such change conforms to the *Standard Club Constitution* and *By-laws*.<sup>3</sup>
- 3) Except as provided in *Article 19 Section 1* of the *Standard Club Constitution* and *By-law 11 Clause 2* of the *Standard Club By-laws* any resolution to amend the *Standard Club Constitution* or *By-laws* shall be submitted as prescribed in *By-law 7 of the Association*.
- 4) *The Standard Club Constitution* and *By-laws* shall conform with the *Standard Club Constitution* and *By-laws of Rotary International* for the time being in force as amended to take account of the internal administrative requirements necessary for the proper functioning of the Association.

## **Article 14**

### **Rotary International Nominations & Elections**

The Director from the Area to serve on the Board of Rotary International and the member and alternate member from the Area to serve on the Nominating Committee for the President of Rotary International shall be nominated and elected in accordance with the provisions of *By-law 8 of the Association*.

## **Article 15**

### **Amendments to the Constitutional Documents**

The following shall apply:-

- 1) Amendments to this *Constitution* and the *By-laws of the Association* shall only be made if carried by the votes of not less than two thirds of the voting delegates present and voting at a business meeting as prescribed in the *By-laws of the Association*.
- 2) Any proposed resolution to amend the *Constitution* or the *By-laws of the Association* shall be submitted as prescribed in *By-law 7*.
- 3) All amendments to this *Constitution* shall be in accordance with the spirit and provisions of the *Constitution* and the *By-laws of Rotary International*. When Rotary International amends its *Constitution* or *By-laws* consequential amendments necessary to maintain this *Constitution* and the *By-laws of the Association* in conformity with the *Constitution* and the *By-laws of Rotary International* shall be effected automatically in this *Constitution* and the *By-laws of the Association*.
- 4) Any amendments to this *Constitution* shall become effective only when constitutionally ratified by Rotary International.

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<sup>3</sup> Clubs formed before 6<sup>th</sup> June 1922 and whose variations have been registered with and approved by Rotary International are:- London - Dundee - Wolverhampton - Edinburgh - Leicester

**Article 16****Interpretation**

Throughout this *Constitution* and the *By-laws of RIBI*, and the *Standard Club Constitution*, the following rules of construction shall apply: The words “shall”, “is” and “are” are mandatory, and the words “may” and “should” are permissive. Pronouns of either the masculine or feminine gender shall include the other gender. The terminology “mail”, “mailing” and “ballot-by-mail” will include utilisation of electronic mail (e-mail) and internet technology to reduce costs and increase responsiveness.

## BY-LAWS OF ROTARY INTERNATIONAL IN GREAT BRITAIN AND IRELAND

### ***By-law 1***

#### **General Council**

##### *Clause 1 - Governing Body*

The General Council shall consist of the Officers of the Association and the Governors of the districts in the Area. The Director of Rotary International elected from the membership of the clubs in the Area shall also be a member of the General Council ex-officio.

##### *Clause 2 - Tenure of Office*

The members of the General Council shall hold office from the 1<sup>st</sup> day of July to the 30<sup>th</sup> day of June or until their successors have taken office. No Rotarian may serve on the General Council as District Governor for a longer consecutive period than three years.

##### *Clause 3 - Powers*

- a) General - The General Council shall have the control and management of the affairs and funds of the Association, including the power to appoint and replace trustees in connection therewith, and subject to the provisions of these *By-laws* may regulate its own proceedings. Its administrative decisions shall be final, but on any other matters a club may appeal against a decision within 12 months thereof to a business meeting at the Annual Conference. No such appeal shall be heard unless the Secretary/Chief Executive Officer of the Association has received written notice not less than twenty-one days before the commencement of the said Annual Conference.
- b) Borrowing Powers - In controlling the management of the affairs of the Association the General Council shall be empowered to exercise such borrowing powers as may from time to time appear necessary but shall at no time incur indebtedness in excess of the net assets of the Association then existing.
- c) Committees - Except where such membership is otherwise defined in these *By-laws* the General Council shall appoint the members of those standing committees prescribed by these *By-laws* and may appoint such other committees as it considers desirable. The President of the Association shall be an ex-officio member of all committees.
- d) Publications - The General Council shall publish an official magazine for the Association and any other literature it considers desirable.
- e) Variation of Dates - The General Council may by reasonable notice to the clubs in the Area vary dates prescribed in these *By-laws*, and in the *Standard Club Constitution and By-laws* relating to conferences, meetings, proposals, nominations and elections.
- f) Secretary/Chief Executive Officer - The General Council shall have responsibility for the appointment of, or the termination of, the tenure of office of the Secretary/Chief Executive Officer of the Association.

##### *Clause 4 - Meetings of the General Council*

The General Council shall meet at such times and places as it may determine, but not less than three times in each year. The Chairman shall have the power to invite such other persons to attend its meetings as shall be considered necessary.

A special meeting of the General Council shall be convened upon the written request to the Secretary/Chief Executive Officer of the Association by a majority of the members of the General Council.

The quorum for the transaction of all business at meetings of the General Council except in cases requiring a larger vote under these *By-laws* shall be a majority of the District Governors of the Area and not less than two Officers of the Association, one of whom shall be the President or Immediate Past President.



#### *Clause 5 - Notice of Meetings & Agenda*

Notice of the meetings of the General Council, together with a copy of the agenda, shall be dispatched by the Secretary/Chief Executive Officer to all members of the General Council at least fourteen days before each meeting. Matters other than those included in the agenda shall not be discussed or voted upon except by the consent of the majority of the members of the General Council present.

A decision upon any non-administrative matter introduced under this last-named procedure shall be subject to confirmation at the next meeting of the General Council or by the procedure prescribed in *Clause 7*.

#### *Clause 6 - Method of Voting*

At meetings of the General Council, votes shall be taken by a show of hands. In the event of the votes being equal the Chairman shall have a second or casting vote. The Secretary/Chief Executive Officer shall have no vote.

#### *Clause 7 - Voting by Post*

The General Council may with the approval of the President vote by post upon any proposition. The voting shall be considered closed at the end of twenty-one days after posting of the proposition, provided that the majority of the members of General Council shall have returned their votes by that time, or at any time prior thereto if all the members of the General Council shall have then returned their votes. All such decisions shall be minuted at the next meeting of the General Council.

#### *Clause 8 - Standing Committees*

The following shall be the Standing committees of the General Council:-

- a) Executive
- b) Constitutions
- c) Finance
- a) Executive Committee - shall consist of the President, who shall be the Chairman with a second or casting vote, the Immediate Past President, the Vice-President, the Vice-President Elect (without vote), the Honorary Treasurer, the Director of Rotary International (elected from the membership of the clubs in the appropriate zone), and the Secretary/Chief Executive Officer (without vote). In addition there shall be two District Governors, and two alternate District Governors who shall be elected by the General Council on which they serve, by means of the single transferable vote, together with one Immediate Past Governor who shall be appointed by General Council.

A quorum of the committee shall be the President and three voting members or, in the absence of the President, five voting members. The committee shall have delegated powers as prescribed by the General Council, and shall be authorised to appoint Ad Hoc committees<sup>4</sup> for purposes within such delegated powers and to include as members of such committees persons other than members of its own body.

There shall be a Personnel committee which shall be a sub-committee of the Executive committee and shall comprise the Immediate Past President as the Chairman, President, Vice-President, Honorary Treasurer and (without vote) the Secretary/Chief Executive Officer. This sub-committee shall consider personnel matters relating to employees and report to the Executive committee which shall have power to approve or otherwise the sub-committee's recommendations, except for the appointment of, or the termination of, the tenure of office of the Secretary/Chief Executive Officer of the Association.

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<sup>4</sup> General terms of reference for, and the effective term of Ad Hoc committees are determined when such committees are established (GC.93/94:13).

- b) Constitutions Committee - shall consist of a Chairman and three members.
- 1) The committee shall advise the General Council on all constitutional matters that may from time to time arise. It shall also advise districts and clubs on any constitutional matters, and, on behalf of the General Council, shall consider and approve or otherwise any proposed amendments to the *Standard Club By-laws* which may be submitted by clubs, except those specifically delegated by the General Council to the Secretary/Chief Executive Officer.
  - 2) The committee shall prepare for adoption by the General Council correlative amendments to the *Constitution* and *By-laws of the Association* and the *Standard Club Constitution* and *By-laws* when necessary, to give full effect to decisions of the Council on Legislation of RI after these have been reduced to their final form.
  - 3) The committee shall have charge of the elections and shall supervise the ballots, reporting promptly the results thereof.
- c) Finance Committee - shall consist of the Honorary Treasurer as Chairman and four members. The Honorary Treasurer-Elect shall also be a member, but without vote. The committee shall have general supervision of the finances of the Association, and shall submit to the General Council a report and statement of accounts and balance sheet duly audited for adoption at the business meeting at the Annual Conference. In advance of each financial year, the committee shall prepare a budget of estimated income and expenditure which, having been approved by the General Council and submitted to and adopted by the said business meeting, shall stand as the limit of expenditure for the respective purposes unless subsequently varied by the General Council.
- d) General Provisions
- 1) The Chairman of a standing committee shall have the power to invite such other persons to attend its meeting (without vote) as shall be necessary for the efficient business of the committee. The Secretary/Chief Executive Officer shall be a member (without vote) of all standing committees.
  - 2) Save as provided in *sub-clause (a)* hereof, no District Governor shall serve as Chairman or voting member of any standing committee of the General Council nor serve as Chairman or voting member of any of the committees appointed by the General Council, except that the District Governor of the district in which the Annual Conference is to be held may be a voting member of the Conference committee.
  - 3) It shall be the duty of each committee, other than the Executive committee, to submit a report to the General Council for adoption at the Annual Conference. Copies of such reports shall be circulated by the Secretary/Chief Executive Officer to all clubs at least twenty-one days before the date of the Conference.

*Clause 9 - Service Committees*

The following shall be the service committees of the General Council:

- Marketing, PR and Communications
- Membership Development and Retention (including Extension)
- Projects
- Rotary Foundation

*Clause 10 - Administrative Committees*

The following shall be the administrative committees of the Executive Committee:

- Audit
- Conference
- Leadership Development & Training

#### *Clause 11 - Membership of Committees*

The Chairman and members of the committees appointed by the General Council shall normally be drawn from the Past District Governors, Past District Chairmen, past members of the appropriate committees of the Association and past members of the appropriate District committees.

Except for the Standing committees, the size and composition of the committees shall be determined by the General Council.

#### *Clause 12 - Control and Supervision*

- a) The General Council shall exercise general control and supervision including taking any appropriate action over all committees, District Councils, Officers of the Association, and individual members of the General Council (except the Director of Rotary International) in all matters pertaining to the administration of Rotary within the Area.
- b) Except as provided in these *By-laws* the General Council shall determine the terms of reference and duties of the Service and Administrative committees.

#### *Clause 13 - Quorum*

The quorum for any committee other than the Executive committee shall be as prescribed by the General Council, failing which it shall be a majority of the voting members of the committee.

#### *Clause 14 - Council of Past Presidents*

- a) How Constituted - There shall be a Council of Past Presidents of RIBI composed of Past Presidents who continue to hold membership in a Club. The current President shall be ex-officio a member of the Council with the privilege of attending meetings and taking part in its deliberations, but shall have no vote in the proceedings thereof.
- b) Officers - The Chairman of the Council shall be elected for the ensuing Rotary year at the last meeting of the members held in the previous Rotary year. The Secretary of the Council shall be appointed similarly.
- c) Duties - The Council of Past Presidents shall consider, through correspondence, matters referred by the President or General Council and may give advice and recommendations to the General Council thereon. Members of the Council shall also, at the request of General Council, act as mediators or arbitrators in matters involving Clubs, Districts and Officers.
- d) Meetings - The President or the General Council may call a meeting of the Council of Past Presidents where the advice or recommendation of the Council is required. The Chairman of the Council shall make a report to the General Council subsequent to each meeting.

There shall be at least one meeting of the Council of Past Presidents annually. In such meeting the Council shall receive reports from the President, the RI Director, a Trustee of the Rotary Foundation, as well as results of mediation or arbitration proceedings.

- e) In the event of there being a dispute in the administration or activities of any club or District which does not fall within *Article 16* of the *Standard RIBI Club Constitution* or any District in RIBI, the General Council may, when appropriate, refer the dispute to the Council of Past Presidents of the Association.
- f) The Chairman of the Council of Past Presidents shall in such circumstances, appoint a panel of three of its members to undertake an enquiry.
- g) The panel's findings and decision shall be final and binding on all parties and shall not be subject to appeal.

**By-law 2**  
**Officers**

*Clause 1 - Election*

- a) President - The President shall be nominated annually by ballot by means of the single transferable vote one calendar year in advance of the year in which such person is to take office as Vice-President.
- b) Vice-President - The President-Elect in the year prior to becoming President shall become Vice-President.
- c) Honorary Treasurer - The Honorary Treasurer shall be nominated annually by ballot by means of the single transferable vote one calendar year in advance of the year in which such person is to take office. Except for any additional period served under *Clause 3 (c)* no Rotarian may serve as Honorary Treasurer for a longer consecutive period than three years.
- d) Term of Office - All Officers shall serve for a full term of one year and shall not accept nomination for other office during that term.
- e) Postal Ballot - The nomination of the President and Honorary Treasurer shall be conducted by postal ballot, under the supervision of the Constitutions committee. Each club shall be entitled to one postal vote. Any club with a membership of more than 25 shall be entitled to one additional vote for each additional 25 of its active members or major fraction thereof. The number of members shall be based on the club membership as of the previous July semi-annual payment. In order to be valid, postal votes shall be received at the Secretariat offices before the close of business on the last day of January. The votes shall then be counted by the Constitutions committee.

*Clause 2 - Qualifications*

- a) Every Rotarian nominated for election as President or Honorary Treasurer must have served on the General Council as a District Governor.
- b) No District Governor or elected Officer may simultaneously hold the office of or be nominated as President of the Association.
- c) No District Governor may simultaneously hold the office of or be nominated as Honorary Treasurer of the Association.
- d) No candidate for office as President or Honorary Treasurer of the Association shall be a member of the Constitutions committee.

*Clause 3 - Vacancies*

- a) President - In the event of a casual vacancy in the office of President the Immediate Past President shall succeed to the office.
- b) Vice-President - In the event of a casual vacancy in the office of Vice-President the President-Elect for the following year shall succeed to the office.
- c) Honorary Treasurer - In the event of a casual vacancy in the office of Honorary Treasurer, the Honorary Treasurer-Elect shall succeed to the office. In the event of a casual vacancy arising prior to the election of a successor, the vacancy shall be filled by an appointee of the General Council.
- d) Immediate Past President - In the event of a casual vacancy in the office of the Immediate Past President the most recent Past President of the Association willing to serve shall succeed to the office.
- e) Postal Ballot - In the event of the Vice-President-Elect or the Honorary Treasurer-Elect being unable to assume their respective offices, the General Council may at its discretion conduct a postal ballot to appoint a new Vice-President-Elect or Honorary Treasurer-Elect. The ballot shall be supervised by the Constitutions committee in a manner corresponding as closely as possible to the provisions for conducting an election

including the empanelling of a Selection Advisory committee and all consequential arrangements.

*Clause 4 - Duties*

- a) President - The President shall preside at all conferences and at all meetings of the General Council, and shall supervise the work and activities of the Association. In the absence of the President these duties shall devolve upon the Immediate Past President.
- b) Vice-President - The duties of the Vice-President shall be as contained within these *By-laws* and such other responsibilities as defined by the General Council.
- c) Honorary Treasurer - The Honorary Treasurer shall be the custodian of the funds of the Association. The Honorary Treasurer's other duties shall be as defined in *By-law 1, Clause 8* and such other responsibilities as defined by the General Council.
- d) Secretary/Chief Executive Officer - The Secretary/Chief Executive Officer shall be the active managing Officer of the Association under the supervision of the President and the control of the General Council. The Secretary/Chief Executive Officer's duties shall be as contained within these *By-laws* and such other responsibilities as defined by the General Council.

**By-law 3**

**District Governors**

*Clause 1 - Qualification*

- a) Each Rotarian nominated as a District Governor must have been a President of a member club of Rotary International for a full term or be a Charter President of a club having served the full term from the date of charter to 30<sup>th</sup> June provided that this period is for at least six months and must, prior to taking office as District Governor, have served in the aggregate for at least seven years as a member of one or more clubs.
- b) Each District Governor when nominated shall be an active member in good standing of a member club in the district in which nominated.

*Clause 2 - Nomination & Election*

- a) Subject to the provisions of these *By-laws*, and the *Standard RIBI Club By-laws* a club may propose for election to the office of District Governor Nominee for the next Rotary year a member of a club in the same district as that of the proposing club, and whose previous consent to act as District Governor has been obtained. Such proposal must be signed by the President and Secretary of the club and delivered to the District Secretary on or before a date determined by the District Council. In the event of any club proposing as a candidate for District Governor a member of another club, the concurrence of that club shall first be obtained. There shall not be more than one candidate from any club.
- b) A candidate shall be elected not more than thirty six months, but not less than twenty four months prior to the day of taking office. Such election shall be by means of the single transferable vote carried out by ballot or by post in accordance with arrangements made by the District Council.
- c) The District Secretary shall by the 31<sup>st</sup> of October notify the Secretary/Chief Executive Officer of the Association on the prescribed form the name of the Rotarian elected who shall be known as the District Governor Nominee for the year of office as District Governor. A Governor Nominee in the year prior to becoming Governor shall be known as Governor-Elect.
- d) The names of the candidates duly elected for the office of District Governor by their respective districts shall, one year in advance of the year in which they are to be presented to the convention of Rotary International, be announced at the business meeting at the Annual Conference.

### *Clause 3 - Vacancies*

In the event of a casual vacancy among the District Governors or District Governors Elect the Council of the district in which the vacancy arises shall elect a successor in a manner corresponding as closely as possible to the provisions of this *By-law*. The General Council shall then nominate that person to the Board of Directors of Rotary International for election.

### *Clause 4 - Duties*

- a) A District Governor's term of office shall begin on the first day of July following election and such person shall serve for one year or until a successor has been elected and has qualified by attending the Rotary International Assembly, unless specifically excused by the Board of Directors of Rotary International.
- b) Each District Governor shall be the representative of Rotary International and of the Association in the district for which elected, functioning under the direction of the General Council.
- c) Each District Governor shall preside at the assembly and conference of the district.
- d) District Governors shall be responsible for the supervision of their respective districts as prescribed in the *By-laws of Rotary International* and these *By-laws*.

## **By-law 4**

### **Finance and audit**

#### *Clause 1 - Financial year*

The financial year of the Association shall be from 1<sup>st</sup> July to 30<sup>th</sup> June.

#### *Clause 2 - Annual subscription, dues and fees*

- a) Annual Subscription - Each club shall, from the half-yearly period following its date of admission, pay to the Association an annual subscription for each member other than honorary members, the amount of which shall be fixed by the business meeting at the Annual Conference and shall be payable in advance by half-yearly installments on 1<sup>st</sup> July and 1<sup>st</sup> January each year. A proportioned payment in respect of new members shall be paid in arrears at the same time. A club to whom a member has transferred shall not be required to pay any arrears of subscription in respect of the transferring member.

The basis of payment shall be the number of members of each club as at the above dates. If a club has fewer than ten members, it shall pay additional annual subscriptions of an amount equal to the amount it would have paid if it had ten members. Each club shall certify the number of such members to the Secretary/Chief Executive Officer of the Association on the prescribed form.

- b) Per Capita Dues - The Association shall remit to Rotary International each half-year that part of the per capita dues (and additional per capita dues) as is determined by the Board annually on the basis of the actual expenditure by Rotary International on behalf of clubs in Great Britain and Ireland, including their proportionate share of the general administrative expenses of Rotary International in furthering the programme of Rotary International world-wide, in the most recent Rotary year for which the accounts have been duly audited. To the amount so determined may be added, when necessary, such further amount and for such purposes as shall be agreed mutually between the Association and the Board of Rotary International.
- c) Affiliation Fee - Each club shall pay to the Association an affiliation fee in respect of each new member. This fee shall be such sum as shall be determined and agreed by the business meeting at the Annual Conference. No affiliation fee is however payable in respect of
  - (i) an honorary member;
  - (ii) a former active member who is
    1. re-elected to membership in the original club, or

2. elected to membership in another club within two years of ceasing to be an active member.
- (iii) a Rotaractor elected to membership in a club within two years of ceasing to be a member of Rotaract.

#### *Clause 3 - Audit*

The accounts of the Association shall be audited by accountants eligible for appointment as company auditors. The auditors shall be appointed at the business meeting at the Annual Conference.

#### *Clause 4 - Payments*

All payments including approved expenses shall be made from the funds of the Association under procedures authorised by the General Council.

### **By-law 5**

#### **Membership of Clubs in the Association**

##### *Clause 1 - Application for Membership*

All applications for membership in Rotary International from clubs within the Area shall be in writing, and shall be sent to the Secretary/Chief Executive Officer of the Association on the prescribed forms which shall include an undertaking signed by each founder member to adopt the *Association's Standard Club Constitution and By-laws*<sup>5</sup>, and to observe the *Constitution* and the *By-laws of the Association* and of Rotary International.

##### *Clause 2 - Operative Date*

Membership shall date from the approval of the application by the General Council, and shall be evidenced by the issue of a certificate by Rotary International.

##### *Clause 3 - Termination of Membership*

Membership may be terminated for the following reasons:

- a) Non-Payment (RIBI) - In the event of any club being more than two calendar months in arrears with any financial obligation to the Association, and provided two successive written notices of indebtedness shall have been dispatched by the Secretary/Chief Executive Officer of the Association to the President and Secretary of such club, the General Council shall report failure to pay to the Board of Directors of Rotary International.
- b) Non-Payment (District) - In the event of any club being more than two calendar months in arrears with any financial obligation to the district, and provided two successive written notices of indebtedness shall have been dispatched by the District Secretary to the President and Secretary of such club, the District Governor shall report failure to pay to the General Council.
- c) Discipline - The General Council shall recommend to the Board of Directors of Rotary International for discipline, suspension or expulsion, any club whenever, in the opinion of the General Council, such action is called for in accordance with the conditions laid down in the *By-laws of Rotary International*.
- d) Resignation - Any club may resign from Rotary International provided that it has fulfilled all its financial and other obligations to Rotary International and the Association. Such resignation shall be completed upon delivery of the certificate of membership of such club to the Secretary/Chief Executive Officer of the Association<sup>6</sup>.

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<sup>5</sup> The New Model Rotary clubs are not bound by this provision during the project period.

<sup>6</sup> See also Standard Club By-law 12, Dissolution of the Club.

- e) Failure to Function - If a club for any reason disbands, fails to meet regularly, or otherwise fails to function, the General Council may recommend to the Board of Directors of Rotary International the termination of the membership of such club.

*Clause 4 - Surrender*

Any club, which shall for any cause cease to be a member of Rotary International shall relinquish the use of the word Rotary, shall surrender its certificate of membership, and shall not thereafter use the name, emblem, badge, or insignia of Rotary International in any way whatsoever.

All communications relating to termination of membership shall be made through the Secretary/Chief Executive Officer of the Association.

***By-law 6***

**Annual Conference**

*Clause 1 - Time & Place*

The Annual Conference shall be held during the period 1<sup>st</sup> April to 30<sup>th</sup> June at a time and place to be determined by the General Council.

*Clause 2 - Representation*

- a) Each club shall be entitled to send voting delegates to each Conference in accordance with the provisions of the *Standard RIBI Club By-laws*.
- b) While voting shall be by voting delegates only, attendance of other Rotarians and guests shall be at the discretion of the General Council and in number limited only by the capacity of the venue.
- c) Each club shall, on the prescribed form, notify the Secretary/Chief Executive Officer of the Association of its voting delegates and deputies not later than the 1<sup>st</sup> March of the calendar year in which the conference is to be held.

*Clause 3 - Attendance*

It shall be the duty of each club to be represented at every Conference by a voting delegate or delegates. Each voting delegate who pays the appropriate registration fee as provided in *Clause 8* of this *By-law* and whose attendance has been recorded shall be entitled to be paid a contribution towards the costs necessarily incurred in traveling to and from the venue out of the funds of the Association at such rate as shall be determined annually by the General Council.

*Clause 4 - Voting Delegates*

- a) Qualifications - Each voting delegate and each deputy shall be an active member of the club represented. No club in arrears with its subscriptions and dues shall be entitled to voting representation at the conference.
- b) Deputies - For each voting delegate a club may choose one deputy who shall be entitled to vote only in the absence of the voting delegate.
- c) Voting Delegates' Authority - The authority of each voting delegate and deputy shall be evidenced by a certificate signed by the President or Secretary of the club. These certificates must be delivered to the Constitutions committee at the conference before voting delegates shall be entitled to participate as such in the conference.
- d) Votes - Each voting delegate shall be entitled to one vote on each question submitted to the conference.
- e) Voting by Proxy - There shall be no proxy votes. A voting delegate shall not at the same time be a deputy voting delegate.



#### *Clause 5 - Voting Delegates Ex-officio*

Notwithstanding *sub-Clause 4 (d)* above the following members of the Association shall be entitled to be voting delegates ex-officio<sup>7</sup> at the conference, to vote on each question submitted to the conference and to have their expenses, as prescribed by the General Council, paid out of the funds of the Association:-

- a) the elected Officers
- b) the Vice-President-Elect
- c) the Director of Rotary International elected by the clubs in the appropriate zone
- d) District Governors
- e) District Governors-Elect
- f) District Secretaries
- g) Past Presidents of the Association holding active membership in a club

#### *Clause 6 - Programme of Conference*

The programme of the Conference shall include a formal business meeting and such other matters as determined by the General Council.

#### *Clause 7 - Business Meeting at the Conference*

At Annual Conferences the following business shall be transacted:-

- a) the General Council shall present an official report and statement of accounts duly audited.
- b) the elected Officers of the Association and the District Governors for the Rotary year following the Conference shall be confirmed or nominated for presentation to the Rotary International convention.
- c) the General Council shall recommend the budget, the annual subscription and the appointment of auditors for the ensuing year.
- d) in an even-numbered year a Rotarian shall be selected for nomination as Director of Rotary International for presentation to the Rotary International convention.
- e) consideration of resolutions submitted in accordance with these *By-laws*.
- f) at the Conference following the Council on Legislation of Rotary International the Constitutions committee shall report on the mandatory incorporation of consequential constitutional amendments arising therefrom<sup>8</sup>.

#### *Clause 8 - Registration Fee*

Each person attending a Conference shall register and pay such registration fee as may be decided upon from year to year by the General Council. No voting delegate or deputy shall be entitled to vote in the Conference until the registration fee has been paid.

#### *Clause 9 - Quorum*

Voting delegates representing at least one-fourth of the voting delegates whose attendance has been recorded shall be necessary to constitute a quorum at the business meeting.

### ***By-law 7***

#### **Procedures for Business Meeting**

##### *Clause 1 - Regulation of Business*

The conduct of all business meetings under *By-laws 6 and 9* shall be regulated by *Standing Orders*<sup>9</sup> which form an appendix to these *By-laws*. The procedure for amending such *Standing Orders* shall be the same as is provided for the amendment of these *By-laws*, except that these *Standing Orders* may be amended in any year.

<sup>7</sup> The General Council interprets Clause 5, of By-law 6 as restricting ex-officio voting delegates to only one additional vote regardless of the number of such offices held. This is in accord with Standing Order 22. (GC.93/94:14)

<sup>8</sup> See also By-law 1, Clause 8 (b) (2)

<sup>9</sup> Standing Orders are on pages 26-30

### *Clause 2 - Agenda*

The agenda of all subjects to be brought before the business meeting at the Conference, and the audited accounts and budget, shall be published by the Secretary/Chief Executive Officer of the Association at least twenty-one days before the Conference, and no matters except those stated in the agenda (save as provided in *Clause 3*) shall be discussed or voted upon during the Conference except with the consent of the Conference.

### *Clause 3 - Resolutions for Business Meetings*

- a) In order to be considered at a business meeting and subject to the provisions of *Clause 7 of By-law 6* all proposed resolutions from either a club or a District Council must be submitted in writing to the Secretary/Chief Executive Officer of the Association at least sixteen weeks before the first day of the relevant Conference.
- b) Written notice of all proposed resolutions submitted *under sub-paragraphs (a) or (d)* hereof shall be dispatched to the secretaries of all clubs at least eight weeks before the first day of the relevant Conference and also inserted in the next available issue of the official publication of the Association. Any such proposed resolution to amend the *Constitution of the Association* shall at the same time be dispatched to the General Secretary of Rotary International.
- c) No proposed resolution from a club shall be submitted unless it has been formally seconded in writing by another club.
- d) The General Council shall normally submit proposed resolutions in accordance with *sub-paragraph (b)* above but, except for any proposed resolution to amend the *Constitution of the Association*, it shall have the power to submit them direct to a business meeting. Where clubs or districts have submitted any resolutions which are similar in interest, purpose and intent, the General Council may submit a composite resolution.
- e) All proposed resolutions shall be referred to the Constitutions committee for consideration as to form and regularity and for the preparation of a report.
- f) The report of the said committee upon all such proposed resolutions (other than those which may be submitted by the General Council direct to the Conference) shall in addition define amendments necessary to correct irregularities, inconsistencies or other defects identified in any proposed resolution. Such report shall be circulated to secretaries of all clubs not less than twenty-one days before the first day of the Conference.
- g) Proposed resolutions from clubs and districts which seek to amend the *Constitution of the Association* or the *Standard RIBI Club Constitution*<sup>10</sup> or these *By-laws* shall only be considered at a business meeting held immediately preceding the last date for submission of proposed resolutions to the next Council on Legislation of Rotary International.
- h) It shall be the duty of the Secretary/Chief Executive Officer of the Association to issue such notices as are required by *sub-paragraphs (b) or (f)* above.

### **By-law 8**

#### **Proposals, Nominations & Elections**

##### *Clause 1 - Administration*

For electoral purposes the territorial administrative unit is divided into two zones of Rotary International; zones 17 (north) and 18a (south). The districts making up the zones shall be as determined by Rotary International. The President and Honorary Treasurer shall be elected

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<sup>10</sup> Proposed COL resolutions which seek to amend the Standard Club Constitution shall be submitted as set out in Article 19 Section 1, and need not be considered by the business meeting at the Annual Conference, unless the proposer so desires.

by the voting delegates of both zones. The Director of Rotary International shall be elected only by the voting delegates of the clubs in the appropriate zone.

*Clause 2 - President & Honorary Treasurer*

Nominations - Subject to the provisions of these *By-laws*, a club may propose for election one active member for each of the offices of President and Honorary Treasurer. The club must first be satisfied that such person or persons, if elected, would be willing to act. The name or names so proposed shall be submitted on the prescribed form issued by the Secretary/Chief Executive Officer of the Association and shall be signed by the club Secretary and one other Officer of the club, and must be delivered to the Secretary/Chief Executive Officer of the Association not later than 30<sup>th</sup> November.

*Clause 3 - Selection Advisory Committee for President & Treasurer<sup>11</sup>*

- a) Composition - After 30<sup>th</sup> November a Selection Advisory Committee for President and Treasurer shall be elected in accordance with the following provisions:-  
The committee shall consist of up to eleven members, namely
1. up to three Past Presidents of the Association, one of whom shall have been President of the Association during the five years immediately preceding the date of election of the committee, and
  2. up to eight members from the District Council Nominees, all of whom shall be elected by the General Council by means of the single transferable vote provided that neither the Secretary/Chief Executive Officer of the Association nor a member of the General Council who is a candidate for office shall be entitled to a vote. In the event of a member of the committee being unable to attend its meeting the vacancy shall be filled by the next ranked candidate in the appropriate group.
- b) District Council Nominees - Each District Council may propose a Past Officer of Rotary International who shall be an active member of a club in its own district (their previous consent to act having been obtained) for election to the Selection Advisory Committee for President and Treasurer, provided that neither the District Governor nor any Past President of the Association shall be eligible. Each District Council may determine the manner in which such person shall be selected. The name of the Rotarian selected shall be delivered by the District Secretary on the prescribed form to the Secretary/Chief Executive Officer of the Association not later than 30<sup>th</sup> November.
- c) Eligibility - No District Nominee shall be debarred from serving as a member of the committee by reason of the election thereto of a Past President of the Association who is a member of a club in the same district as that of the nominee. No candidate nominated for any of the offices nor the President of the Association shall be eligible for membership of the committee. Neither a current nor incoming Director of Rotary International shall be eligible for membership of the committee. No Rotarian may serve as a member of the committee for a longer consecutive period than three years.
- d) Procedure - The committee shall be convened by the Secretary/Chief Executive Officer of the Association as soon as practicable after election and shall appoint its own Chairman. The proceedings of the committee shall be held in strictest confidence by its members. No recommendations made by the committee shall be binding in any way on clubs.
- e) Duties - The Selection Advisory Committee for President and Treasurer shall consider the nominations received and, if it considers it advisable so to do, make a recommendation that one of the nominees be elected, such recommendation or

<sup>11</sup> It is recommended that any individual offering him/herself for election as RIBI President/Treasurer or RI Director should not also offer themselves for election to any SAC in that year.

recommendations to be communicated in writing by the Secretary/Chief Executive Officer of the Association to the clubs at least twenty-one days before the Annual Conference.

*Clause 4 - Director of Board of Rotary International<sup>12</sup>*

- a) Qualifications - A candidate nominated as Director of Rotary International shall be a member, other than an honorary member, in good standing in a club in the appropriate zone and shall have served a full term as a District Governor of Rotary International prior to being proposed as such candidate (except where service for less than a full term may be determined by the Board of Rotary International to satisfy the intent of this provision) with at least three years of time having elapsed since service as a Governor. Such candidate shall also have attended at least two Institutes and one Convention in the 36 month period prior to being proposed. No candidate may be a member of the Constitutions committee.
- b) Nominations - A District Council in the appropriate zone may before the 21<sup>st</sup> of January in each even numbered year propose one active member for consideration at the ensuing Annual Conference as a candidate for nomination as Director of Rotary International. The District Council must first be satisfied that such person, if elected, would be willing to act. The name so proposed shall be submitted on the prescribed form issued by the Secretary/Chief Executive Officer of the Association and shall be signed by the District Secretary and one other Officer of the district, and must be delivered to the Secretary/Chief Executive Officer of the Association not later than 25<sup>th</sup> January.
- c) Term of Office - The term of office of the Director of Rotary International shall commence on the 1<sup>st</sup> day of July in the calendar year following the annual convention of Rotary International at which such person is elected, and shall continue for two years, or until a successor shall have been elected and qualified. No person who has served a full term as Director may again hold office as Director except as President or President-Elect of Rotary International.

*Clause 5 - Selection Advisory Committee for Director<sup>13</sup>*

- a) Composition - After 25<sup>th</sup> January a Selection Advisory Committee for Director shall be elected in accordance with the following provisions:-  
The committee shall consist of up to eight members from the appropriate zone, namely
  1. up to three Past Presidents of the Association, one of whom shall, if available, be a past Director of Rotary International and
  2. up to five members from the District Council nominees all of whom shall be elected by the District Governors of the appropriate zone by means of the single transferable vote provided that a District Governor who is a candidate for office shall not be entitled to a vote. In the event of a member of the committee being unable to attend its meeting the vacancy shall be filled by the next ranked candidate in the appropriate group.

<sup>12</sup> The General Council recognises that, under the By-laws of RI, any past officer of RI may accept nomination for the office of Director of RI. It is however, of the opinion that any serving elected officer of RIBI who accepts such a nomination must consider whether he can continue to carry out his duties, as such serving officer of RIBI, without breaching the guidelines laid down by the board of RI on what could be considered "obtaining an unfair advantage over other candidates". In the opinion of the General Council, this would equally apply to acceptance of nomination for the office of Vice President of RIBI with the automatic succession to the Presidency and equally to acceptance of nomination for the office of Honorary Treasurer of RIBI, save as provided in RIBI By-law 2, Clause 1 (c) (GC. 93/94: 47).

<sup>13</sup> It is recommended that any individual offering him/herself for election as RIBI President/Treasurer or RI Director should not also offer themselves for election to any SAC in that year.

- b) District Council Nominees - Each District Council in the appropriate zone may propose a Past Officer of Rotary International who shall be an active member of a club in its own district (their previous consent to act having been obtained) for election to the Selection Advisory Committee for Director, provided that neither the District Governor nor any Past President of the Association shall be eligible. Each District Council may determine the manner in which such person shall be selected. The name of the Rotarian selected shall be delivered by the District Secretary on the prescribed form to the Secretary/Chief Executive Officer of the Association not later than 25<sup>th</sup> January.
- c) Eligibility - No District Nominee shall be debarred from serving as a member of the committee by reason of the election thereto of a Past President of the Association who is a member of a club in the same district as that of the nominee. No candidate nominated for any of the offices nor the President of the Association shall be eligible for membership of the committee. Neither a current nor incoming Director of Rotary International shall be eligible for membership of the committee. No Rotarian may serve as a member of the committee more than twice in succession.
- d) Procedure - The committee shall be convened by the Secretary/Chief Executive Officer of the Association as soon as practicable after election and shall appoint its own Chairman. The proceedings of the committee shall be held in strictest confidence by its members. No recommendation made by the committee shall be binding in any way on clubs.
- e) Duties - The Selection Advisory Committee for Director shall consider the nominations received and, if it considers it advisable so to do, make a recommendation that one of the nominees be elected, such recommendation to be communicated in writing by the Secretary/Chief Executive Officer of the Association to the clubs at least twenty-one days before the Annual Conference.

*Clause 6 - Notification to Clubs*

A list of the proposals for Director of Rotary International, Officers of the Association and District Governors, shall be dispatched by the Secretary/Chief Executive Officer of the Association to the Secretary of each club at least twenty-one days before the first day of the Annual Conference together with the recommendations required by *Clauses 3 (e)* and *5 (e)*.

*Clause 7 - Voting<sup>14</sup>*

If voting is to take place at the Annual Conference, the Constitutions committee shall verify the credentials of voting delegates and shall have charge of the elections. In the event of a contest voting shall be by ballot by means of the single transferable vote. After each ballot the Constitutions committee shall report promptly to the Chairman of the Conference the result of the voting, which report shall be signed by the Chairman of the committee. The committee shall keep in its custody all ballot papers until the end of the Conference when they shall then be destroyed.

*Clause 8 - Nominating Committee for President of Rotary International*

- a) Qualifications - The member and alternate member from a zone to serve on the Nominating committee for the President of Rotary International shall each be a Past Director of Rotary International and shall be a member other than an honorary member of a club in the appropriate zone. Neither the President of Rotary International, the President-Elect of Rotary International, any candidate for President nor any Past President of Rotary International shall be eligible for membership of the Nominating committee.

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<sup>14</sup> The selection of the RI Director by the clubs of a zone shall be conducted by postal ballot, counted by the Constitutions committee at the annual conference (GC.94/95:51)

- b) Election - In each alternate year one member shall be elected from the clubs in the zone to serve on the committee, either at the Annual Conference or by a postal ballot in such form and at such time as the General Council shall determine<sup>15</sup>. In even-numbered years zone 17 shall elect a member of the committee; in odd-numbered years zone 18a shall elect a member of the committee.

#### ***By-law 9***

##### **Special Business Meetings**

- a) Circumstances - If special circumstances should arise, and provided two-thirds of the members of the General Council vote in favour, the General Council may summon a special business meeting of the Association.

The General Council shall summon such a meeting as early as possible should it be requested in writing to do so by at least one-tenth of the total number of clubs. Such request shall clearly state the special circumstances and purpose for which the meeting is to be summoned.

- b) Notice - Notices summoning a special business meeting shall include an agenda and shall be dispatched to the Secretary of each club and each District Secretary at least 14 days before the date of such meeting. The agenda shall only include those matters for which the meeting has been convened.
- c) Representation - The representation at a special business meeting shall be the same as that prescribed for the business meeting at the Annual Conference.
- d) Purpose - No matter may be discussed at a special business meeting unless it has been included on the agenda for that meeting.
- e) Procedure - Except as provided in this *By-law* the procedure at a special business meeting shall be the same as that prescribed for the business meeting at the Annual Conference.

#### ***By-law 10***

##### **Annual Assembly**

###### *Clause 1 - Time & Place*

The Annual Assembly shall be held at a time and place to be determined by the General Council which time shall normally be as soon as may be convenient after the International Assembly of Rotary International.

###### *Clause 2 - Purposes*

The purposes of the Assembly are to provide Rotary education, instruction in administrative duties, motivation and inspiration to District Officers appointed for the next Rotary year, and such other participants as the General Council may from time to time determine, and to afford them an opportunity to discuss and plan how to implement Rotary's programmes and activities during the ensuing year.

###### *Clause 3 - Other Rotarians*

Notwithstanding *Clause 2* above Past District Governors may attend in any year at their own expense and subject to the limit of available accommodation. Such other persons as the General Council shall from time to time determine may also be invited to attend.

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<sup>15</sup> The number of club votes allowed in the annual postal ballot for the member and alternate member to sit on the Nominating Committee for the President of RI shall be as prescribed in the RI By-laws, that is to say each club shall be entitled to at least one vote. Any club with an active membership of more than 25 shall be entitled to one additional vote for each additional 25, or major fraction thereof, of its members. (See RI By-law 11.030.4). There shall be no ex-officio votes. (GC.95/96:39)

#### *Clause 4 - Programme*

The programme for the Assembly shall be as determined by the General Council. A meeting for past and outgoing Officers of Rotary International shall be held in conjunction with the Assembly, and such Rotarians shall be invited to attend at their own expense subject to the limit of available accommodation.

#### **By-law 11**

##### **District Councils**

A District Council shall be established in each district as provided in these *By-laws*.

##### *Clause 1 - Duties*

- a) The duties of a District Council shall be to further the purposes of the Association within the district; to promote cordial relations among the clubs of the district; to co-ordinate and encourage the work of the clubs, and to extend the Association by the organisation and supervision of new clubs within the district.
- b) A District Council may adopt recommendations on matters of importance to the district, provided such action shall be in accordance with the *Constitution and By-laws of the Association*, and in keeping with the spirit and principles of Rotary.
- c) A District Council may formulate or adopt proposed resolutions for the consideration of the General Council, or business meeting of the Association, or Conference of the district.
- d) District Councils shall work under the general supervision of the General Council.
- e) A District Council may establish standing orders for the regulation of its business in conformity with the spirit and provisions of the *Constitution of the Association* and these *By-laws*.
- f) A District Council shall appoint annually one or more members of a professional accountancy body<sup>16</sup> recognised by the General Council to examine the district accounts.

##### *Clause 2 - Composition of District Councils*

Each District Council shall consist of:

- a) the District Governor who shall be the Chairman
- b) the Past Chairmen or Past Governors of a district provided they hold membership (other than honorary membership) in a club in the district
- c) the District Governor-Elect
- d) the District Governor-Nominee
- e) an Assistant Governor or the Assistant Governors
- f) the District Secretary
- g) the District Treasurer
- h) the Chairmen of the committees which may be appointed by the District Council in accordance with *Clause 3* of this *By-law*
- i) the District Extension Officer
- j) the District Editor (if appointed)
- k) the District Public Relations Officer (if appointed)
- l) one representative from each club in the district, and one further representative for every 25 or major fraction thereof of its active members

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<sup>16</sup> The following are recognised by the General Council as professional accountancy bodies for the purposes of examining district accounts: The Institute of Chartered Accountants in England and Wales; The Institute of Chartered Accountants of Scotland; The Institute of Chartered Accountants in Ireland; The Association of Chartered Certified Accountants and The Association of Authorised Public Accountants.

### *Clause 3 - District Committees*

- a) District Executive - The District Council shall appoint an Executive committee consisting of the District Officers as defined in *Clause 5 (a)* of this *By-law*, and such other members of the District Council as the Council itself shall determine.
- b) Other District Committees - The District Council may appoint such other District committees as considered necessary.
- c) Term of Office - No Rotarian shall hold office as Chairman of any one District committee or as District Extension Officer for more than three consecutive years. This period excludes any period served in filling a casual vacancy.
- d) Ex-officio - The District Governor and District Secretary shall be ex-officio members of all committees appointed by the District Council.

### *Clause 4 - Appointment of Club Representatives*

The club representatives elected in accordance with the *Standard RIBI Club By-laws* shall serve on the District Council for one year from 1<sup>st</sup> July to 30<sup>th</sup> June. It shall be the duty of the Secretary of each club to send without delay to the District Secretary the names of those appointed and their substitutes as soon as possible after their election.

Should both the representatives and substitute representatives be unable to attend a meeting of the District Council, further substitute representatives may be appointed in accordance with the *Standard RIBI Club By-laws*.

### *Clause 5 - Officers & Period of Office*

- a) Officers - The Officers of a District Council shall be the District Governor, the Immediate Past District Governor, the District Governor-Elect, the District Governor-Nominee, the Assistant Governor or the Assistant Governors, the Secretary and the Treasurer.
- b) Period of Office - They shall hold office for one year from 1<sup>st</sup> July to 30<sup>th</sup> June or until their successors take office. The Secretary and Treasurer shall only be eligible to serve for five consecutive years<sup>17</sup>. No Assistant Governor may hold that office for more than a maximum period of three years. Time served as a Vice-Chairman counts towards time served as an Assistant Governor. These periods exclude any period served in filling a casual vacancy.

### *Clause 6 - Secretary & Treasurer*

Nominations - Each club in the district may only make one nomination annually for each of the offices of Secretary and Treasurer from the active membership of any club within its district.

### *Clause 7 - Assistant Governor(s)*

- a) Number - The number of Assistant Governors in each district shall be determined by the District Council in accordance with the district leadership plan structure outlined by the Board of Rotary International.
- b) Nominations - Each Rotarian nominated as an Assistant Governor must, on 30<sup>th</sup> day of June prior to taking office as an Assistant Governor, have been a member of a club in the district for at least three years, and must have been President of a member club of Rotary International for a full term.
- c) Past District Governor - A Past District Governor shall not be eligible for election as an Assistant Governor.

### *Clause 8 - District Extension Officer*

Appointment - The District Governor Elect shall, after consultation with the District Executive committee, appoint a District Extension Officer for that year or until a successor takes office,

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<sup>17</sup> The General Council has ruled that this period can start again in a new district. (Min.92.63.03.03)



such appointment being subject to ratification by the District Council at its next meeting. The District Extension Officer shall be the Chairman of the District Extension committee.

#### *Clause 9 - Elections*

- a) Timescale - The timescale for the nomination and election of the District Officers and other elected members of the District Council, except the District Governor-Nominee, shall allow a minimum of 28 days for clubs to submit nominations and a further minimum of twenty one days after circulation in writing to all clubs in the district of the names of the nominees before the elections are held. Where elections for more than one office are held on the same occasion the sequence shall conform to that described in *Clause 2* of this *By-law*. The actual dates shall be determined by the District Council within the following limits and notified to clubs annually in writing:-  
*Nominations to be sought:* between 1<sup>st</sup> July and 15<sup>th</sup> November.  
*Circulation to all clubs of details of candidates:* between 1<sup>st</sup> August and 15<sup>th</sup> December.  
*Elections to be held:* between 1<sup>st</sup> September and 15<sup>th</sup> January.
- b) Candidates - A person may stand for more than one office in such elections provided that the name of a successful candidate shall be automatically deleted from the lists of candidates for subsequent offices in the same elections. There shall not be more than one candidate from any club for each office.
- c) Nominations - Before nomination the consent of any candidate must be obtained. In order to be valid nominations for any elected district office must be received by the District Secretary by the date notified to clubs in accordance with *Clause 9 (a)* of this *By-law*.
- d) Voting - Voting for any elected district office shall be by ballot which may be conducted by post in accordance with arrangements approved by the District Council. If there be more than two candidates the ballot shall be by means of the single transferable vote. In the event of a tie in voting, where there are only two candidates, the District Governor shall select one of such candidates as the successful candidate.

#### *Clause 10 - Casual Vacancies*

- a) During Term of Office - In the event of a vacancy occurring during the term of office of Assistant Governor, Secretary, Treasurer, or other elected District Office-Holder or Extension Officer, the District Governor shall, after consultation with the District Executive committee, appoint a successor to fill the vacant office for the unexpired period thereof.
- b) Before Term of Office - In the event of a vacancy occurring in any district office, other than District Governor and District Governor Elect, after the elections have been held and before the successful candidate has taken up office, or where no candidate has been nominated, a further election shall, where time permits, be held. If the circumstances do not allow further nominations and election to be held, the District Governor shall, with the concurrence of the District Governor-Elect, appoint a Rotarian who is qualified in all other respects to fill the vacancy.

#### *Clause 11 - Meetings*

- a) Agenda - Unless otherwise authorised by the General Council, a District Council shall meet at least three times in each Rotary year. Notification of the time and place of each meeting, and the agenda, shall be circulated by the District Secretary at least 14 days before the meeting.
- b) Minutes - A copy of the minutes of each District Council meeting shall be sent within a reasonable period thereafter to the President and the Secretary/Chief Executive Officer of the Association.
- c) Quorum - Representatives of 50% of the clubs in a district shall form a quorum.

- d) Votes - All voting at District Council meetings shall be by show of hands except for the selection of a Rotarian to serve as District Governor and as provided in *Clause 9 (d)* hereof. In the case of voting on re-districting any such questions shall be decided by club votes only, on the basis of one vote per club in the district or districts affected, except as provided for in the *By-laws of Rotary International*.

*Clause 12 - Finances*

- a) The District Treasurer shall prepare a statement of the district accounts and balance sheet annually as at 30<sup>th</sup> June which shall be examined by the person(s) appointed under *Clause 1 (f)* of this *By-law*.
- b) At the meeting of the District Council held before 1<sup>st</sup> April each year the District Treasurer shall submit for approval a budget of estimated income and expenditure for the financial year commencing 1<sup>st</sup> July following.
- c) The budget shall include a mandatory sum payable by each club as a per capita levy. If payment of the per capita levy has been outstanding for more than six months the District Governor shall take appropriate steps through the Association to terminate the membership of the club.
- d) The examined district accounts and balance sheet shall be submitted for approval to a meeting of the District Council to be held not later than seven months after the end of each financial year.
- e) Copies of the examined district accounts and balance sheet and the District Treasurer's budget for the ensuing year shall be circulated to each club at least 21 days before the date of the District Council meeting at which they are to be presented and a copy sent to the Honorary Treasurer of the Association.

*Clause 13 - Expenses*

- a) The expenses of the Officers of the District Council, of those holding district responsibility for Service committee activities and of the District Editor shall be met out of the funds of the district.
- b) The expenses of other District Committee Chairmen or Specialist Officers may be paid out of the funds of the district if authorised by the District Council.
- c) The expenses of other members of the District Executive attending meetings of the District Council shall be met out of the funds of the district.
- d) The incidental expenses of the club representatives on the District Council shall be paid by their respective clubs.

***By-law 12***

**District Conference**

A District Conference open to all Rotarians of the district shall be held annually at a time and place to be determined by the District Council, provided that the Association shall not be liable for any of the expenses other than the personal expenses of the President of the Association or the official representative of the President.

***By-law 13***

**District Assembly**

- a) A District Assembly of the incoming Officers of clubs, the incoming club Chairmen of Service committees and any other Rotarians in the district shall be held annually before 1<sup>st</sup> July<sup>18</sup> for the purposes of providing Rotary education, motivation and inspiration and providing an opportunity to discuss and plan how to implement the programmes of Rotary International, the Association and of the district.

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<sup>18</sup> RI By-law 15.020 states that district assemblies shall be held annually, preferably in March, April or May

- b) The District Assembly shall be planned and conducted by the District Governor-Elect with the co-operation of the District Governor.

***By-law 14***

**Presidents-Elect Training Seminars**

A training seminar shall be held annually in each district for the purpose of orientation and training of incoming club Presidents<sup>19</sup>.

Such seminars shall be organised and conducted by the District Governor-Elect in consultation with the District Governor and shall be held, where possible, separately from the District Assembly.

***By-law 15***

**RIBI Constitution & By-laws**

All amendments to these *By-laws* shall be in conformity with the spirit and provisions of the *Constitution* and *By-laws of Rotary International*.

No resolution to amend these *By-laws* shall be discussed or voted upon at a business meeting of the Association unless submitted in accordance with *By-law 7, Clause 3*.

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<sup>19</sup> RI By-law 15.030 states that the PETS shall be held annually, preferably in February or March

## STANDING ORDERS

### ***for the regulation of proceedings during the business meeting at the Annual Conference***

1. Order of Business

The order in which the business is to be transacted shall be at the discretion of the Chairman.

2. Relevance of Speeches

Every Rotarian addressing the business meeting must speak to the resolution then under discussion.

3. Rules as to Speeches - Length

A voting delegate moving any proposed resolution (other than those mentioned in these *Standing Orders*) or amendment to such proposed resolution, may speak for not more than five minutes, and all other speeches shall not exceed three minutes, unless it is the wish of the business meeting that any Rotarian shall speak for a longer time.

4. Rules as to Speeches - Reply

A Rotarian shall not, unless by leave of the Chairman, address the business meeting more than once on any proposed resolution or amendment, but the mover of an original proposed resolution, or of an amendment which has become the substantive resolution may reply. The reply shall be strictly confined to answering previous speakers, and any new matter shall not be introduced into the debate.

After the mover of an original proposed resolution has replied, no further discussion shall take place, provided always that a voting delegate may speak to a point of order and any Rotarian may speak in explanation of some material part of any speech which that person (and the Chairman) believes may have been misunderstood.

5. Rules as to Speeches - Use of Visual Aids

Visual aids may be used by Rotarians addressing the Conference to clarify the presentation of the matter under discussion, subject to the following conditions:

- a) only the official conference equipment may be used
- b) audio tape-recordings are not permitted
- c) non-Rotarians may not address the meeting on film
- d) the only speaker permitted on film shall be the person addressing the meeting about the resolution under discussion
- e) there shall be no subliminal messages
- f) there shall be no additional time allocated for visual presentations
- g) the Chairman of the business session shall view the material not less than 24 hours in advance of the meeting

*Standing Order No.2 (Relevance of Speeches) and Standing Order No.3 (Length of Speeches)* shall apply equally to matters presented by Rotarians using visual aids to address the Conference.

6. Points of Order

A point of order is a question raised as to the application or interpretation of these *Standing Orders*. Any voting delegates shall be entitled to seek the decision of the Chairman on a point of order at any time during the business meeting. The ruling of the Chairman upon all points of order shall be conclusive.

7. Conduct of Rotarians

If two or more Rotarians rise at the same time, the Chairman shall determine to whom priority shall be given. Every Rotarian shall be seated except the one who may be addressing the Chairman, and when the Chairman rises no one else shall continue standing, nor shall anyone else rise until the chair be resumed. Rotarians shall address the Chairman.

8. Constitutional Resolutions

- a) A resolution amending the constitutional documents of RIBI will, to be adopted, require the votes of not less than two-thirds of the voting delegates present and voting vide *RIBI Constitution Article 15 (1)*.
- b) A resolution amending the *Constitution of RIBI* or the *Standard RIBI Club Constitution* must be submitted to and ratified by the legislative processes of Rotary International before it becomes effective.

9. Procedure on Formal Resolutions

- a) A voting delegate moving *That the business meeting do now adjourn* or any resolution
  1. As to precedence of business stated in such proposed resolution (*simple majority*).
  2. As to the introduction of any business deemed by the Chairman to be urgent (*simple majority*).
  3. As to the variation or suspension of these *Standing Orders* as regards the discussion of business stated in such proposed resolution (*two-thirds majority*).may speak for not more than five minutes, and if the proposed resolution be seconded, it shall be seconded without a speech and put by the Chairman without debate.
- b) A voting delegate moving
  1. That the business meeting does now proceed to the next business, (*two-thirds majority*) or
  2. That the debate be now adjourned (*simple majority*), or
  3. That the question under discussion be now put (*two-thirds majority*).may not speak on such proposed resolution, and if the proposed resolution be seconded, it shall be seconded without a speech and put by the Chairman without debate.
- c) No formal proposed resolution as above shall be moved under these *Standing Orders* by any voting delegate who has already spoken to the resolutions before the meeting and exhausted the right to speak.

10. Resolutions Without Notice

The following resolutions may be moved by voting delegates without notice:

- a) For the adjournment of the business meeting or of debate (*simple majority*).
- b) That the question be now put (*two-thirds majority*).
- c) For the consideration of any particular business (*simple majority*).
- d) For the introduction of any business deemed by the Chairman to be urgent (*simple majority*).
- e) For the variation or suspension of these *Standing Orders* as regards the discussion of the business stated in the motion of variation or suspension (*two-thirds majority*).
- f) For receiving, adopting, carrying out, or referring back any report (*simple majority*).
- g) For referring the business under discussion to the General Council for consideration and report (*simple majority*).
- h) That a ballot be taken (*two-thirds majority*).

11. Moving of Resolutions

If a proposed resolution, notice of which has been given to clubs, be not moved by a voting delegate of the club or by a representative of the District Council which has given the notice, as the case may be, or by some other voting delegate duly authorised in

writing on their behalf when it arises in due course, it shall be considered as withdrawn and shall not be moved without fresh notice.

12. Withdrawal of Resolutions

A proposed resolution or amendment once made and seconded shall not be withdrawn without the consent of the business meeting.

13. Closure Resolution

On a resolution being proposed and seconded *That the question now under discussion be put*, such a resolution shall be put at once, unless the Chairman refuse leave, and, if carried by the votes of not less than two-thirds of those who, being entitled to do so, vote in person, the resolution under consideration shall be put without further discussion (subject to the right of reply by the proposer).

14. Debate on Reports & Proposed Resolutions

Reports of committees, communications to the business meeting, proposed resolutions and all amendments thereto, may be debated at the business meeting unless, by the votes of not less than two-thirds of the voting delegates present and voting, the business meeting decides to dispose of them without debate. The rules as to speeches as set out in *Standing Orders No's 3, 4, 5, and 13* shall apply to any such debate.

15. Proceedings on Reports of Committees

No resolution or amendment shall be made or proposed or any discussion allowed upon the confirmation of the report of any committee, with reference to any matter which does not appear upon the proceedings to be so confirmed, but any Rotarian may put a question to the Chairman or other person having charge of the report with reference to any such matter.

16. Amendments to be in Writing

Every amendment shall be moved and seconded by a duly-accredited voting delegate and shall be reduced to writing, signed by the mover, and handed to the Secretary/Chief Executive Officer of the Association, and shall be read before it is further discussed or put to the meeting. No voting delegate shall move or second more than one amendment to any resolution.

17. Amendments to be Relevant

Every amendment shall be relevant to the resolution to which it is moved. It shall not be a direct negative nor an independent new question nor frivolous nor vexatious. It shall relate to the omission or addition of words or numbers or a combination thereof.

Wherever an amendment to an original resolution has been moved and seconded, no second or subsequent amendment shall be moved until the first amendment shall have been disposed of, but notice of any number of amendments may be given.

18. Further Amendments

If any amendment be rejected, other amendments may be moved to the original proposed resolution, but such amendments shall not bear the same meaning as any amendments already rejected.

19. Carried Amendments

If an amendment be carried, the proposed resolution as amended shall take the place of the original proposed resolution and shall become the resolution to which any further amendment may be moved. If the proposer of the original resolution did not accept the amendment and it is carried, the proposer of the amendment assumes the right of reply at the end of the debate. If the proposer of the original resolution has accepted the amendment and it is carried that person retains the right of reply. An amendment requires a simple majority to be adopted as part of the resolution. The rules governing

majorities required for the passing of original resolutions shall also apply to amended resolutions.

20. Adjournments

- a) On resuming an adjourned debate, the voting delegate who moved its adjournment is entitled to speak first.
- b) The business meeting may be recessed and reconvened from time to time by the Chairman.

21. Voting

All resolutions and amendments thereto before the business meeting shall, except as otherwise provided in the *Articles* and the *By-laws of the Association* and in these *Standing Orders*, be decided by a simple majority of the votes of voting delegates present and voting. All such voting shall be by show of hands followed by a headcount if the Chairman so orders, unless two-thirds of the voting delegates present and voting request that a ballot be taken, or the Chairman requires for guidance that a ballot be taken. The arrangements for any headcount or ballot including the appointment of collectors, tellers and scrutineers shall be the responsibility of the RIBI Constitutions committee.

22. Voting delegates

Rotarians attending the business meeting at the Annual Conference shall be designated either "voting delegates" or "Rotarians". The expression "non-voting delegates" should not be used.

A voting delegate may be:-

- a) A member duly appointed to the business meeting and the conference by the member's own club.
  - b) A voting delegate by virtue of holding one of the following offices (ex-officio voting delegates):
    1. any elected Officer of the Association
    2. the Vice-President-Elect
    3. the Director of Rotary International elected by the clubs in the Area
    4. a District Governor
    5. a District Governor-Elect
    6. a District Secretary
    7. a Past President of the Association holding active membership in a club
- Only voting delegates as described above shall be entitled to vote, or to move or second resolutions or amendments, but other Rotarians may take part in the business meeting at the Conference within the provisions of the *Constitution* and *By-laws* and these *Standing Orders*. In order to facilitate voting, voting delegates must occupy seats set aside for them in the Conference hall.

23. Right of Voting Delegates Ex-officio

It shall be competent for a voting delegate ex-officio at the business meeting to act also as a voting delegate of the Rotarian's own club, and in such case that person shall be entitled to two votes on each resolution submitted to the business meeting.

24. Variation or Suspension of Standing Orders

Any one or more of these *Standing Orders* may, upon resolution, be varied or suspended at any business meeting if carried by the votes of not less than two-thirds of those who, being entitled so to do, vote in person. Such a resolution shall state which of these *Standing Orders* be varied or suspended, and in what respect.

25. Matters Not Dealt With by Standing Orders

Any question or matter whatsoever arising out of, or in connection with, the constitution, proceedings, or duties of the business meeting not dealt with by these *Standing Orders*, or by the *Constitution and By-laws of the Association*, shall be determined by a majority of the votes of the voting delegates present and voting on the question, and in case of an equal division of votes the Chairman shall have a second, or casting vote.

TABLE OF MAJORITIES REQUIRED

Ref:	Resolution	Proposer	Second	Majority required
8(b)	To amend the RIBI Constitution (subject to ratification by the Council on Legislation)	5 minutes	3 minutes	Two-thirds
8(a)	To amend the RIBI By-laws	5 minutes	3 minutes	Two-thirds
8(b)	To amend the Standard Club Constitution (subject to ratification by the Council on Legislation)	5 minutes	3 minutes	Two-thirds
8(a)	To amend the Standard RIBI Club By-laws	5 minutes	3 minutes	Two-thirds
3 and 21	To adopt non-constitutional resolutions	5 minutes	3 minutes	Simple
10(g)	That the business under discussion be referred to the General Council for report	5 minutes	3 minutes	Simple
9(a)(3) & 10(e)	That Standing Orders be varied or suspended insofar as regards the discussion of business stated in such proposed resolution	5 minutes	No speech	Two-thirds
10(e)	That any one or more Standing Orders be varied or suspended	5 minutes	No speech	Two-thirds
10(a)	That the business meeting be adjourned	5 minutes	No speech	Simple
9(a)(1) & 10(c)	As to precedence of business	5 minutes	No speech	Simple
9(a)(2) & 10(d)	As to the introduction of any business deemed by the Chairman to be urgent	5 minutes	No speech	Simple
25	Matters not covered by Standing Orders	5 minutes	No speech	Simple
9(b)(1)	That Conference proceed to the next business	No speech	No speech	Two-thirds
10(h)	That a ballot be taken	No speech	No speech	Two-thirds
9(b)(3) & 10(b)	That the question be put	No speech	No speech	Two-thirds
9(b)(2) & 10(a)	That the debate be adjourned	No speech	No speech	Simple
10(f)	That any report be received, adopted, carried out or referred back	No speech	No speech	Simple



## THE STANDARD RIBI CLUB CONSTITUTION

### **Constitution of the Rotary Club of<sup>20</sup>**

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#### **Article 1**

##### **Definitions**

As used in this constitution, unless the context otherwise clearly requires, the words in this Article shall have the following meanings:

1. *Council*: The Council of this club.
2. *By-laws*: The By-laws of this club.
3. *Council member*: A member of this club's Council.
4. *Member*: A member, other than an honorary member, of this club.
5. *E-Club*: a Rotary club that meets through electronic communications.
6. *RI*: Rotary International.
7. *RIBI*: The administrative and territorial unit of Rotary International in Great Britain and Ireland.
8. *Year*: The twelve-month period which begins on 1<sup>st</sup> July.

#### **Article 2**

##### **Name**

The name of this organisation shall be the Rotary Club of

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(Member of Rotary International)

#### **Article 3**

##### **Locality of the Club**

The locality of this club is as follows:

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#### **Article 4**

##### **Object**

The Object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:

- First: The development of acquaintance as an opportunity for service.
- Second: High ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying of each Rotarian's occupation as an opportunity to serve society.
- Third: The application of the ideal of service in each Rotarian's personal, business and community life.
- Fourth: The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

#### **Article 5**

##### **Five Avenues of Service**

Rotary's Five Avenues of Service are the philosophical and practical framework for the work of this Rotary club.

1. Club Service - the first Avenue of Service, involves action a member should take within this club to help it function successfully.

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<sup>20</sup> The By-laws of Rotary International provide that each club admitted to membership in RI shall adopt this prescribed Standard Club Constitution.

2. Vocational Service - the second Avenue of Service, has the purpose of promoting high ethical standards in businesses and professions, recognising the worthiness of all dignified occupations, and fostering the ideal of service in the pursuit of all vocations. The role of members includes conducting themselves and their businesses in accordance with Rotary's principles.
3. Community Service - the third Avenue of Service, comprises varied efforts that members make, sometimes in conjunction with others, to improve the quality of life of those who live within this club's locality or municipality.
4. International Service - the fourth Avenue of Service, comprises those activities that members do to advance international understanding, goodwill, and peace by fostering acquaintance with people of other countries, their cultures, customs, accomplishments, aspirations, and problems, through reading and correspondence and through co-operation in all club activities and projects designed to help people in other lands.
5. New Generations Service - the fifth Avenue of Service, recognises the positive change implemented by youth and young adults through leadership development activities, involvement in community and international service projects, and exchange programmes that enrich and foster world peace and cultural understanding.

## **Article 6**

### **Meetings**

#### *Section 1 - Regular Meetings*

1. Day & Time - This club shall hold a regular meeting once each week on the day and at the time provided in the *By-laws*.
2. Change of Meeting - For good cause, the Council may change a regular meeting to any day during the period commencing with the day following the preceding regular meeting and ending with the day preceding the next regular meeting, or to a different hour of the regular day, or to a different place.
3. Cancellation - The Council may cancel a regular meeting if it falls on a legal<sup>21</sup> holiday including a commonly recognised holiday, or in case of the death of a club member, or of an epidemic or of a disaster affecting the whole community, or of an armed conflict in the community which endangers the lives of the club members. The Council may cancel not more than four regular meetings in a year for causes not otherwise specified herein provided that this club does not fail to meet for more than three consecutive meetings.

#### *Section 2 - Annual Meeting*

An annual meeting for the election of Officers shall be held not later than 31<sup>st</sup> December as provided in the *By-laws*.

## **Article 7**

### **Membership**

#### *Section 1 - General Qualifications*

This club shall be composed of adult persons of good character and good business, professional and/or community reputation.

#### *Section 2 - Kinds*

This club shall have two kinds of membership, namely: active and honorary.

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<sup>21</sup> Legal in this context means "national or local"

### *Section 3 - Active Membership*

A person possessing the qualifications set forth in *Article 5, Section 2* of the *RI Constitution* may be elected to active membership in this club<sup>22</sup>.

### *Section 4 - Transferring or Former Rotarian*

- a) Potential Members - A member may propose to active membership a transferring member or former member of a club, if the proposed member is terminating or has terminated such membership in the former club due to no longer being engaged in the formerly assigned classification of business or profession within the locality of the former club or the surrounding area. The transferring or former member of a club being proposed to active membership under this section may also be proposed by the former club. The classification of a transferring or former member of a club shall not preclude election to active membership even if the election results in club membership temporarily exceeding the classification limits. Potential members of this club who are current or former members of another club who have debts to the other club are ineligible for membership in this club. This club may demand that a potential member present written proof that no money is owed to the other club.
- b) Current or Former Members - This club shall provide a statement whether money is owed to this club when requested by another club with respect to a current or former member of this club being considered for membership in the other club.

### *Section 5 - Dual Membership*

No person shall simultaneously hold active membership in this and another club. No person shall simultaneously be a member and an honorary member in this club. No person shall simultaneously hold active membership in this club and membership in a Rotaract club.

### *Section 6 - Honorary Membership*

- a) Eligibility for Honorary Membership - Persons who have distinguished themselves by meritorious service in the furtherance of Rotary ideals and those persons considered friends of Rotary for their permanent support of Rotary's cause may be elected to honorary membership in this club. The term of such membership shall be as determined by the Council. Persons may hold honorary membership in more than one club.
- b) Rights & Privileges - Honorary members shall be exempt from the payment of admission fees and dues, shall have no vote and shall not be eligible to hold any office in this club. Such members shall not hold classifications, but shall be entitled to attend all meetings and enjoy all the other privileges of this club. No honorary member of this club is entitled to any rights and privileges in any other club, except for the right to visit other clubs without being the guest of a Rotarian.

### *Section 7 - Holders of Public Office*

Persons elected or appointed to public office for a specified time shall not be eligible to active membership in this club under the classification of such office. This restriction shall not apply to persons holding positions or offices in schools, colleges or other institutions of learning or to persons who are elected or appointed to the judiciary. Members who are elected or

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<sup>22</sup> Article 5, Section 2 (a) of the Constitution of RI states "A club shall be composed of active members who are adult persons of good character and good business and professional reputation, (i) engaged as a proprietor, partner, corporate officer, or manager of any worthy and recognised business or profession; or (ii) hold an important position in any worthy and recognised business or profession or any agency thereof and have executive capacity with discretionary authority; or (iii) having retired from any position listed in sub-section (i) or (ii) of this subsection or iv) have the status of Rotary Foundation alumni as defined by the board or (v) being a community leader who has demonstrated through personal involvement in community affairs a commitment to service and the object of Rotary." It also lays down locality limits for their place of residence or of business.

appointed to public office for a specified period may continue as such members in their existing classifications during the period in which they hold such office.

#### *Section 8 - Rotary International Employment*

This club may retain in its membership any member employed by RI<sup>23</sup>.

### **Article 8**

#### **Classifications**

##### *Section 1 - General Provisions*

- a) Principal Activity - Each member shall be classified in accordance with the member's business, profession or type of community service. The classification shall be that which describes the principal and recognised activity of the firm, company or institution with which the member is connected or that which describes the member's principal and recognised business or professional activity or that which describes the nature of the member's community service activity.
- b) Correction or Adjustment - If the circumstances warrant, the Council may correct or adjust the classification of any member. Notice of a proposed correction or adjustment shall be provided to the member and the member shall be allowed a hearing thereon.

##### *Section 2 - Limitations*

This club shall not elect a person to active membership from a classification if the club already has five or more members from that classification, unless the club has more than 50 members, in which case, the club may elect a person to active membership in a classification so long as it will not result in the classification making up more than 10% of the club's active membership. Members who are retired shall not be included in the total number of members in a classification. The classification of a transferring or former member of a club, or a Rotary Foundation Alumnus as defined by the Board of Directors of RI, shall not preclude election to active membership even if the election results in club membership temporarily exceeding the above limitations. If a member changes classification, the club may continue the member's membership under the new classification notwithstanding these limitations.

### **Article 9**

#### **Attendance**

##### *Section 1 - General Provisions*

Each member should attend this club's regular meetings. A member shall be counted as attending a regular meeting if the member is present for at least 60% of the meeting, or is present and is called away unexpectedly and subsequently produces evidence to the satisfaction of the Council that such action was reasonable, or makes up for an absence in any of the following ways:

- a) 14 Days Before or After the Meeting - If, within fourteen days before or after the regular time for that meeting, the member
  1. attends at least 60% of the regular meeting of another club<sup>24</sup> or of a provisional club; or
  2. attends a regular meeting of a Rotaract or Interact club or Rotary Community Corps, or Rotary Fellowship or of a provisional Rotaract or Interact club or Rotary Community Corps or Rotary Fellowship; or

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<sup>23</sup> Throughout this Constitution & By-laws references to officers, members of committees or employees of Rotary International shall also include officers, members of committees or employees of Rotary International in Great Britain and Ireland.

<sup>24</sup> RI By-law Article 4.100 states that "Every member shall have the privilege of attending the regular meeting of any other club, except for a club that previously terminated the membership of said person for good cause."

3. attends a Convention of RI, a Council on Legislation, an International or RIBI Assembly, a Rotary Institute for Past and Present Officers of RI, a Rotary Institute for past, present, and incoming Officers of RI, or any other meeting convened with the approval of the Board of Directors of RI or the President of RI acting on behalf of the Board of Directors of RI, a Rotary multi-zone Conference, a meeting of a committee of RI or of RIBI, a Rotary District Conference, a Rotary District Assembly, any District meeting held by direction of the Board of Directors of RI, any District committee meeting held by direction of the District Governor, or a regularly announced intercity meeting of Rotary clubs; or
  4. is present at the usual time and place of a regular meeting of another club for the purpose of attending such meeting, but that club is not meeting at that
  5. attends and participates in a club service project or a club-sponsored community event or meeting authorised by the Council; or
  6. attends a Council meeting or, if authorised by the Council, a meeting of a service committee to which the member is assigned; or
  7. participates through a club website in an interactive activity requiring an average of 30 minutes of participation.
  8. When a member is outside the member's country of residence for more than fourteen days, the time restriction shall not be imposed so that the member may attend meetings in another country at any time during the travel period, and each such attendance shall count as a valid make-up for any regular meeting missed during the member's time abroad.
- b) At the Time of the Meeting - If, at the time of the meeting, the member is
1. travelling with reasonable directness to or from one of the meetings specified in *sub-section (a) (3)* of this section; or
  2. serving as an Officer or member of a committee of RI or of RIBI, or a Trustee of The Rotary Foundation; or
  3. serving as the special representative of the District Governor in the formation of a new club; or
  4. on Rotary business in the employ of RI or RIBI; or
  5. directly and actively engaged in a district-sponsored or RI or Rotary Foundation-sponsored service project in a remote area where making up attendance is impossible; or
  6. engaged in Rotary business duly authorised by the Council which precludes attendance at the meeting.

#### *Section 2 - Extended Absence on Outposted Assignment*

If a member will be working on an outposted assignment for an extended period of time, attendance at the meetings of a designated club at the site of the assignment will replace attendance at the meetings of the member's club, provided there is a mutual agreement between the two clubs.

#### *Section 3 - Excused Absences*

A member's absence shall be excused if

- a) the absence complies with the conditions and under circumstances approved by the Council. The Council may excuse a member's absence for reasons which it considers to be good and sufficient. Such excused absences shall not extend for longer than twelve months.
- b) the age of the member is 65 and above and the aggregate of the member's years of age and years of membership in one or more clubs is 85 years or more and the member has notified the club Secretary in writing of the member's desire to be excused from attendance and the Council has approved.

#### *Section 4 - RI Officers' Absences*

A member's absence shall be excused if the member is a current Officer of RI.

#### *Section 5 - Attendance Records*

In the event that a member whose absences are excused under the provisions of *sub-section 3 (b)* or *section 4* of this *Article* attends a club meeting, the member and the member's attendance shall be included in the membership and attendance figures used to compute this club's attendance.

### **Article 10**

#### **Officers & Council Members**

##### *Section 1 - Governing Body*

The governing body of this club shall be the Council constituted as the *By-laws* may provide.

##### *Section 2 - Authority*

The Council shall have general control over all Officers and committees and, for good cause, may declare any office vacant.

##### *Section 3 - Council Action Final*

The decision of the Council in all club matters is final, subject only to an appeal to the club. However, as to a decision to terminate membership, a member, pursuant to *Article 12, Section 6*, may appeal to the club request mediation or request arbitration. If appealed, a decision of the Council shall be reversed only by a two-thirds vote of the members present, at a regular meeting specified by the Council, provided a quorum is present and notice of the appeal has been given by the Secretary to each member at least five days prior to the meeting. If an appeal is taken, the action taken by the club shall be final.

##### *Section 4 - Officers*

The club Officers shall be a President, a President-Elect, the Immediate Past President, one or more Vice-Presidents, a Secretary and a Treasurer, all of whom shall be members of the Council.

##### *Section 5 - Election of Officers*

Terms of Officers other than President:

Each Officer shall be elected as provided in the *By-laws*. Except for the President, each Officer shall take office on 1<sup>st</sup> July immediately following election and shall serve for the term of office or until a successor has been duly elected and qualified.

- a) Term of President - The President shall be elected as provided in the *By-laws*, not more than two years but not less than eighteen months prior to the day of taking office and shall serve as President-Nominee upon election. The nominee shall take the title of President-Elect on 1<sup>st</sup> July in the year prior to taking office as President. The President shall take office on 1<sup>st</sup> July and shall serve for a period of one year or until a successor has been duly elected and qualified.
- b) Qualifications - Each Officer and Council member shall be a member in good standing of this club. The President-Elect shall attend the district Presidents-Elect Training Seminar and the District Assembly unless excused by the Governor-Elect. If so excused, the President-Elect shall send a designated club representative who shall report back to the President-Elect. If the President-Elect does not attend the Presidents-Elect Training Seminar and the District Assembly and has not been excused by the Governor-Elect or, if so excused, does not send a designated club representative to such meetings, the President-Elect shall not be able to serve as club President. In such event, the current President shall continue to serve until a successor who has attended a Presidents-Elect Training Seminar and District Assembly or training deemed sufficient by the Governor-Elect has been duly elected.

## **Article 11**

### **Admission Fees & Dues**

Every member shall pay an admission fee and annual dues as prescribed in the *By-laws*, except that any transferring or former member of another club who is accepted into membership of this club pursuant to *Article 7, Section 4* shall not be required to pay a second admission fee. A Rotaractor who ceased to be a member of Rotaract within the preceding two years, who is accepted into membership of this club, shall not be required to pay an admission fee.

## **Article 12**

### **Duration of Membership**

#### *Section 1 - Period*

Membership shall continue during the existence of this club unless terminated as hereinafter provided.

#### *Section 2 - Automatic Termination*

- a) Membership Qualifications - Membership shall automatically terminate when a member no longer meets the membership qualifications, except that:
  1. the Council may grant a member moving from the locality of this club or the surrounding area a special leave of absence not to exceed one year to enable the member to visit and become known to a Rotary club in the new community if the member continues to meet all conditions of club membership;
  2. the Council may allow a member moving from the locality of this club or the surrounding area to retain membership if the member continues to meet all conditions of club membership.
- b) How to Rejoin - When the membership of a member has terminated as provided in *sub-section (a)* of this section, such person, provided such person's membership was in good standing at the time of termination, may make new application for membership, under the same or another classification. A second admission fee shall not be required.
- c) Termination of Honorary Membership - Honorary membership shall automatically terminate at the end of the term for such membership as determined by the Council. However, the Council may extend an honorary membership for an additional period. The Council may revoke an honorary membership at any time.

#### *Section 3 - Termination - Non-Payment of Dues*

- a) Process - Any member failing to pay dues within thirty days after the prescribed time shall be notified in writing by the Secretary at the member's last known address. If the dues are not paid on or before ten days of the date of notification, membership may terminate, subject to the discretion of the Council.
- b) Reinstatement - The Council may reinstate the former member to membership upon the former member's petition and payment of all indebtedness to this club. However, no former member may be reinstated to active membership if the former member's classification is in conflict with *Article 8, Section 2*.

#### *Section 4 - Termination - Non-Attendance*

- a) Attendance Percentages - A member must
  1. attend or make up at least 50% of club regular meetings in each half of the year;
  2. attend at least 30% of this club's regular meetings in each half of the year (Assistant Governors, as defined by the Board of Directors of RI, shall be excused from this requirement).

If a member fails to attend as required, the member's membership shall be subject to termination unless the Council consents to such non-attendance for good cause.

- b) Consecutive Absences - Unless otherwise excused by the Council for good and sufficient reason or pursuant to *Article 9, Sections 3 or 4*, each member who fails to attend or make up four consecutive regular meetings, shall be informed by the Council that the member's non-attendance may be considered a request to terminate membership in this club. Thereafter, the Council, by a majority vote, may terminate the member's membership.

#### *Section 5 - Termination - Other Causes*

- a) Good Cause - The Council may terminate the membership of any member who ceases to have the qualifications for membership in this club or for any good cause by a vote of not less than two-thirds of the Council members, at a meeting called for that purpose. The guiding principles for this meeting shall be *Article 7, Section 1*, The Four Way Test and the high ethical standards that one should hold as a Rotary club member.
- b) Notice - Prior to taking any action under *sub-section (a)* of this section, the member shall be given at least ten days' written notice of such pending action and an opportunity to submit a written answer to the Council. The member shall have the right to appear before the Council to state the member's case. Notice shall be by personal delivery or by registered letter to the member's last known address.
- c) Filling Classification - When the Council has terminated the membership of a member as provided for in this section, this club shall not elect a new member under the former member's classification until the time for hearing any appeal has expired and the decision of this club or of the arbitrators has been announced. However, this provision shall not apply if, by election of a new member, the number of members under the said classification would remain within provided limitations even if the Council's decision regarding termination is reversed.

#### *Section 6 - Right to Appeal, Mediate or Arbitrate Termination*

- a) Notice - Within seven days after the date of the Council's decision to terminate membership, the Secretary shall give written notice of the decision to the member. Within fourteen days after the date of the notice, the member may give written notice to the Secretary of the intention to appeal to the club, request mediation or to arbitrate as provided in *Article 16*.
- b) Date for Hearing of Appeal - In the event of an appeal, the Council shall set a date for the hearing of the appeal at a regular club meeting to be held within twenty one days after receipt of the notice of appeal. At least five days written notice of the meeting and its special business shall be given to every member. Only members shall be present when the appeal is heard.
- c) Mediation or Arbitration - The procedure utilised for mediation or arbitration shall be as provided in *Article 16*.
- d) Appeal - If an appeal is taken, the action of the club shall be final and binding on all parties and shall not be subject to arbitration.
- e) Decision of Arbitrators or Umpire - If arbitration is requested, the decision reached by the arbitrators, or, if they disagree, by the umpire shall be final and binding on all parties and shall not be subject to appeal.
- f) Unsuccessful Mediation - If mediation is requested but is unsuccessful, the member may appeal to the club or arbitrate as provided in *sub-section (a)* of this section.

#### *Section 7 - Council Action Final*

Council action shall be final if no appeal to this club is taken and no arbitration is requested.

#### *Section 8 - Resignation*

The resignation of any member from this club shall be in writing, addressed to the President or Secretary. The resignation shall be accepted by the Council if the member has no indebtedness to this club.



### *Section 9 - Forfeiture of Property Interest*

Any person whose club membership has been terminated in any manner shall forfeit all interest in any funds or other property belonging to this club if, under local laws, the member may have acquired any right to them upon joining the club.

### *Section 10 - Temporary Suspension*

Notwithstanding any provision of this constitution, if in the opinion of the Council

- a) credible accusations have been made that a member has refused or neglected to comply with this constitution, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the club; and
- b) those accusations, if proved, constitute good cause for terminating the membership of the member; and
- c) it is desirable that no action should be taken in respect of the membership of the member pending the outcome of a matter or an event that the Council considers should properly occur before such action is taken by the Council; and
- d) that in the best interests of the club and without any vote being taken as to his or her membership, the member's membership should be temporarily suspended and the member should be excluded from attendance at meetings and other activities of this club and from any office or position the member holds within the club. For the purposes of this *Clause*, the member shall be excused from fulfilling attendance responsibilities; the Council may, by a vote of not less than two-thirds of the Council, temporarily suspend the member as aforesaid for such period and on such further conditions as the Council determines, albeit for a period no longer than is reasonably necessary in all the circumstances.

## **Article 13**

### **Community, National & International Affairs**

#### *Section 1 - Proper Subjects*

The merits of any public question involving the general welfare of the community, the nation and the world are of concern to the members of this club and shall be proper subjects of fair and informed study and discussion at a club meeting for the enlightenment of its members in forming their individual opinions. However, this club shall not express an opinion on any pending controversial public measure.

#### *Section 2 - No Endorsements*

This club shall not endorse or recommend any candidate for public office and shall not discuss at any club meeting the merits or demerits of any such candidate.

#### *Section 3 - Non-Political*

- a) Resolutions & Opinions - This club shall neither adopt nor circulate resolutions or opinions, and shall not take action dealing with world affairs or international policies of a political nature.
- b) Appeals - This club shall not direct appeals to clubs, peoples or governments, or circulate letters, speeches, or proposed plans for the solution of specific international problems of a political nature.

#### *Section 4 - Recognising Rotary's Beginning*

The week of the anniversary of Rotary's founding (23<sup>rd</sup> February) shall be known as World Understanding and Peace Week. During this week, this club will celebrate Rotary service, reflect upon past achievements and focus on programmes of peace, understanding and goodwill in the community and throughout the world.

## **Article 14**

### **Rotary Magazines**

#### *Section 1 - Mandatory Subscription*

Unless, in accordance with the *By-laws of RI*, this club is excused by the Board of Directors of RI from complying with the provisions of this Article, each member shall, for the duration of membership, subscribe to the official magazine or to the regional magazine approved and prescribed for this club by the Board of Directors of RI. Two Rotarians residing at the same address have the option to subscribe jointly to the official magazine. The subscription shall be paid in six month periods for the duration of membership in this club and to the end of any six month period during which membership may terminate.

#### *Section 2 - Subscription Collection*

The subscription shall be collected by this club from each member semi-annually in advance and remitted to the Secretariat of RI or to the office of such regional publications as may be determined by the Board of Directors of RI<sup>25</sup>.

## **Article 15**

### **Acceptance of Object & Compliance with Constitution & By-laws**

By payment of an admission fee and dues, a member accepts the principles of Rotary as expressed in its object and submits to and agrees to comply with and be bound by the *Constitution* and *By-laws* of this club, and on these conditions alone is entitled to the privileges of this club. Each member shall be subject to the terms of the *Constitution* and *By-laws* regardless of whether such member has received copies of them.

## **Article 16<sup>26</sup>**

### **Arbitration & Mediation**

#### *Section 1 - Disputes*

Should any dispute, other than as to a decision of the Council, arise between any current or former member(s), and this club, any club Officer or the Council, on any account whatsoever which cannot be settled under the procedure already provided for such purpose, the dispute shall, upon a request to the Secretary by any of the disputants, either be resolved by mediation or settled by arbitration.

#### *Section 2 - Date for Mediation or Arbitration*

In the event of mediation or arbitration, the Council shall set a date for the mediation or arbitration, in consultation with the disputants, to be held within twenty-one days after receipt of the request for mediation or arbitration.

#### *Section 3 - Mediation*

The procedure for such mediation shall be that recognised by an appropriate authority with national or state jurisdiction or be that recommended by a competent professional body whose recognised expertise covers alternative dispute resolution or be that recommended by way of documented guidelines determined by the Board of Rotary International or the trustees of The Rotary Foundation. Only a member of a Rotary club may be appointed as mediator(s). The club may request the District Governor or the Governor's representative to appoint a mediator who is a member of a Rotary club and who has appropriate mediation skills and experience.

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<sup>25</sup> All Rotarians in GB & I automatically subscribe to the magazine "*rotary today*" and such subscriptions form part of the annual RIBI subscription.

<sup>26</sup> Mediation information sheets are available as downloads on the RIBI website, [www.ribi.org](http://www.ribi.org)

- a) **Mediation Outcomes** - The outcomes or decisions agreed between the parties as a result of mediation shall be recorded and copies held by each party, the mediator(s) and one copy given to the Council and to be held by the Secretary. A summary statement of outcomes acceptable to the parties involved shall be prepared for the information of the club. Either party through the President or Secretary may call for further mediation if either party has retracted significantly from the mediated position.
- b) **Unsuccessful Mediation** - If mediation is requested but is unsuccessful, any disputant may request arbitration as provided in *Section 1* of this Article.

#### *Section 4 - Arbitration*

In the event of a request for arbitration, each party shall appoint an arbitrator and the arbitrators shall appoint an umpire. Only a member of a Rotary club may be appointed as umpire or as arbitrator.

#### *Section 5 - Decisions of Arbitrators or Umpire*

If arbitration is requested, the decision reached by the arbitrators or, if they disagree, by the umpire shall be final and binding on all parties and shall not be subject to appeal.

### **Article 17**

#### **By-laws**

This club shall adopt *By-laws* not inconsistent with the *Constitution* and *By-laws of RI*, with the rules of procedure for an administrative territorial unit where established by RI, and with this constitution, embodying additional provisions for the government of this club. Such *By-laws* may be amended from time to time as therein provided.

### **Article 18**

#### **E-clubs**

The name, locality, meetings and attendance in respect of an E-club shall be as specified in the RI Standard Club Constitution.

### **Article 19**

#### **Interpretation**

Throughout this constitution the terminology "mail," "mailing" and "ballot-by-mail" will include utilisation of electronic mail (e-mail) and internet technology to reduce costs and increase responsiveness.

### **Article 20**

#### **Amendments**

##### *Section 1 - Manner of Amending*

Except as provided in *Section 2* of this Article, this constitution may be amended only by the Council on Legislation in the same manner as is established in the *By-laws of RI* for the amendment of its *By-laws* and as provided in *Article 13* of the *Constitution of RIBI*.

##### *Section 2 - Amending Article 2 & Article 3*

*Article 2* (Name) and *Article 3* (Locality of the Club) of the constitution shall be amended at any regular meeting of this club, a quorum being present by the affirmative vote of not less than two-thirds of all voting members present and voting, provided that notice of such proposed amendment shall have been mailed to each member and to the Governor at least ten days before such meeting, and provided further, that such amendment shall be submitted to the General Council of RIBI for its approval and shall become effective only when so approved. The Governor may offer an opinion to the General Council of RIBI regarding the proposed amendment.

## THE STANDARD RIBI CLUB BY-LAWS

### **By-law 1**

#### **Definitions**

Throughout these *By-laws* unless the subject or context otherwise requires:

- *The Association* means 'Rotary International in Great Britain and Ireland' which is the administrative territorial unit of Rotary International as further defined in *Article 2 of the Constitution of RIBI*
- *Club* means a Rotary club
- *Council* means the Council of a Rotary club

### **By-law 2**

#### **The Council**

##### *Clause 1 - Composition*

The governing body of the club shall be the Council, consisting of the Officers of the club (see *By-law 3, Clause 1*) and not less than three nor more than six ordinary members.

##### *Clause 2 - Election of Ordinary Members of the Council*

- a) The election of the ordinary members of the Council shall be by ballot of the members entitled to vote and voting at the annual general meeting of the club (see *By-law 7, Clause 6*).
- b) The nominations shall be delivered to the Secretary in writing at least seven days before the date of the annual general meeting. The prior consent of any nominee shall be obtained.
- c) Eligibility
  - (i) No member shall be eligible to serve as an ordinary member of the Council for more than three consecutive years.
  - (ii) Any member nominated to be an Officer and not elected shall be eligible for election as one of the ordinary members of the Council.
  - (iii) A Past President shall not be eligible to serve as an ordinary member of the Council in the year following the year of service as Immediate Past President.
- d) Scrutineers - Before proceeding to a ballot the Chairman shall appoint scrutineers from members who have not been nominated for election at the meeting.
- e) Vacancies - Any vacancy shall be filled by the Council. The member so appointed shall be entitled to complete only the unexpired term arising from the vacancy. This shall not count as service on the Council for the purpose of eligibility.

##### *Clause 3 - Meetings*

Meetings of the Council shall be held at least once a month at a time and place to be decided by the Council. Special meetings of the Council may be called by the President or upon request of two members of the Council, with at least twenty-four hours' previous notice.

##### *Clause 4 - Quorum<sup>27</sup>*

One-third of the total members of the Council shall constitute a quorum (except for the election of a new member when the quorum shall be two-thirds of the total membership of the Council).

##### *Clause 5 - Voting*

All voting shall be by *viva voce* vote or by show of hands. At all meetings, in the event of votes being equal, the Chairman shall have a second or casting vote.

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<sup>27</sup> In cases under Article 12, Sections 5 (a) of the Standard RIBI Club Constitution or By-law 8, Clause 2 (a) two-thirds must be present.

### **By-law 3**

#### **The Club Officers**

##### *Clause 1 - Composition*

The club Officers are as set out in *Article 10, Section 4 of the Standard Club Constitution*.

##### *Clause 2 - Election*

- a) The nominations of the Officers of the club shall be delivered to the Secretary in writing at least seven days before the special general meeting to be held before 1<sup>st</sup> January. The prior consent of any nominee shall be obtained. No names other than those properly nominated under this Clause shall be submitted to the relevant meeting for ballot.
- b) The Secretary and Treasurer shall be elected annually, but shall not serve more than five consecutive years. This period excludes any period served in filling a casual vacancy.
- c) Scrutineers - Scrutineers shall be appointed as prescribed in *By-law 2, Clause 2 (d)*.

##### *Clause 3 - Vacancies*

Any vacant office shall be filled by the Council as prescribed in *By-law 2, Clause 2 (e)*.

##### *Clause 4 - Duties*

- a) President - Except as provided in (b) below and *By-law 7, Clause 7*, the President shall preside at all meetings of the club and the Council, and perform such other duties as ordinarily pertain to the office. In the absence of the President and President-Elect the members present shall elect a Chairman.
- b) President-elect - The President-Elect shall preside at meetings of the club and the Council in the absence of the President and perform such other duties as may be prescribed by the Council. A Club Assembly is held prior to the Rotary year to which it relates and it shall be the duty of the President-Elect to conduct the business of the Assembly.
- c) Vice-President - A Vice-President shall perform such duties as may be prescribed by the Council.
- d) Secretary - The Secretary shall
  - (i) keep the records of membership of the club and attendance at meetings.
  - (ii) issue all notices of meetings of the club and Council.
  - (iii) be responsible for the proper recording and preserving of the minutes of meetings of the club and Council.
  - (iv) within fourteen days of the first days of January and July report the membership of the club, together with changes to the Secretary/Chief Executive Officer of the Association.
  - (v) within fourteen days of the first days of January and July deliver to each member a written record of the possible and actual attendance of the members at the regular meetings of the club for the previous six months.
  - (vi) make all other reports, proposals and nominations from the club, as required, to the Secretary/Chief Executive Officer of the Association.
  - (vii) upon retirement from office hand over to a successor, or to the President, all information, files and any other club property held.
  - (viii) perform such other duties as usually pertain to the office of club Secretary.
- e) Treasurer - The Treasurer shall
  - (i) have custody of all club funds and account for those funds to the annual general meeting of the club and at any other time upon demand by the Council.
  - (ii) prepare on behalf of the Council a budget for the ensuing Rotary year for presentation at the annual general meeting of the club. Such budget when approved shall stand as the limit of expenditure for the respective purposes for the year unless otherwise approved by the Council.

- (iii) ensure that all monies collected on behalf of the club are deposited promptly to the credit of such banking accounts specified by the Council.
- (iv) keep records of all financial transactions of the club.
- (v) arrange insurance cover to protect club property and activities as required by the Council.
- (vi) present the examined accounts for the previous Rotary year to a special general meeting of the club to be held before 1<sup>st</sup> January.
- (vii) upon retirement from office hand over to a successor, or to the President, all funds, books of accounts and any other club property held.
- (viii) perform all duties as usually pertain to the office of club Treasurer.

#### **By-law 4**

##### **Finance**

###### *Clause 1 – Entrance Fees*

- a) The entrance fee shall be such sum as the members at the annual general meeting shall determine.
- b) No entrance fee shall be payable by
  - (i) an active member who previously held membership (other than honorary membership) in the club.
  - (ii) an active member who ceased to be a member of another Rotary club within the preceding two years.
  - (iii) a Rotaractor elected into membership of the club within two years of ceasing to be a member of Rotaract.

###### *Clause 2 – Subscriptions & Dues*

- a) The annual subscription shall include such sums as may be due to Rotary International, the Association, and the Rotary district in which the club is situated and shall be determined by the members at the annual general meeting. It shall be payable either yearly in advance on 1<sup>st</sup> July or semi-annually on 1<sup>st</sup> July and 1<sup>st</sup> January at the option of the club<sup>28</sup>.
- b) A payment of such annual subscription as shall have been fixed at the preceding Annual Conference of the Association shall be made out of the club's funds to the Secretary/Chief Executive Officer of the Association by equal half-yearly payments in advance within forty days after the 1<sup>st</sup> July and 1<sup>st</sup> January in each year on the basis of the number of members in the club on those dates. With each half-yearly payment, the club shall also pay a pro-rated subscription in arrears for any member admitted to membership since the date on which the previous half-yearly payment fell due as prescribed in *sub-clause (d)* hereof.
- c) The club shall pay a per capita levy to the Rotary district in which it is situated in accordance with *By-law 11, Clause 12 (c)* of the *By-laws of the Association*.
- d) Any member joining the club between 1<sup>st</sup> October and 31<sup>st</sup> December in any Rotary year shall pay three-quarters of the annual subscription; any member joining between 1<sup>st</sup> January and 31<sup>st</sup> March shall pay one-half and any member joining between 1<sup>st</sup> April and 30<sup>th</sup> June shall pay one-quarter in addition to the entrance fee mentioned in *Clause 1 (a)* above.

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<sup>28</sup> At the discretion of the Council, members can however elect to pay such subscriptions and dues by Bankers Order, Bank Direct Debit Mandate or any other similar method of settlement. Regardless of which method of collection is used the club is still required to honour its various obligations to pay in advance on 1<sup>st</sup> July and/or 1<sup>st</sup> January.

- e) Any transferring member shall not be required to pay any second admission fee and annual subscription. The former and new clubs shall be responsible for agreeing appropriate accounting for any payments due and received.

*Clause 3 – Annual Accounts*

- a) The club’s annual accounts shall be examined by a professional accountant or by two other persons appointed at the preceding annual general meeting<sup>29</sup>.
- b) A copy of the examined annual accounts shall be given to each member at least ten days before the special general meeting convened for the purpose of the approval and acceptance thereof (*vide By-law 7, Clause 2 (b) (i)*).
- c) The club President shall confirm in writing to the District Treasurer within six months of the end of the accounting period that the club’s accounts and trust accounts have been properly prepared and examined.

***By-law 5***

**Five Avenues of Service**

The five 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 New Generations Service. This club will be active in each of the five Avenues of Service.

***By-law 6***

**Club Committees**

*Clause 1 - Appointment*

Subject to the approval of the club, the Council shall decide such committees as may be considered necessary and, in consultation with the President-Elect, appoint the members thereof. The President and Secretary shall be ex-officio members of every committee.

*Clause 2 - Business*

Each committee shall transact business as may be prescribed by these *By-laws* or referred to it by the Council. Except where authority is given by the Council, a committee shall not take final action until a report has been made to the Council and approved.

*Clause 3 - Committees*

Club committees are charged with carrying out the annual and long-range goals of the club based on the five Avenues of Service. The President, President-Elect and Immediate Past President shall work together to ensure continuity of leadership and succession planning. When feasible, committee members shall be appointed annually to the same committee for three years to ensure consistency.

The Committee Chairman shall be responsible for regular meetings and activities of the committee, shall supervise and co-ordinate the work of the committee and shall report to the club Council on all committee activities.

Membership Committee - This committee shall develop and implement a comprehensive plan for the recruitment and retention of members and the furtherance of Rotaract.

Club Public Relations Committee - This committee shall develop and implement plans to provide the public with information about Rotary and to promote the club’s service projects and activities.

Club Administration Committee - This committee shall conduct activities associated with the effective operation of the club.

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<sup>29</sup> 1. It is recommended that, where “two other persons” are carrying out the examination they have some financial knowledge. 2. The first examiner of the accounts of a newly formed club is usually appointed by the Council.

Service Projects Committee - This committee shall develop and implement educational, humanitarian, vocational and youth projects that address the needs of its community and communities in other countries.

Rotary Foundation Committee - This committee shall develop and implement plans to support The Rotary Foundation through both financial contributions and programme participation.

#### *Clause 4 - Duties of Committees*

The duties of all committees shall be established and reviewed by the President for the Rotary year. In declaring the duties of each, the President shall reference appropriate RIBI and RI materials. The Service Projects committee will consider the Avenues of Vocational Service, Community Service and International 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, mandates, goals and plans for presentation to the club Council in advance of the commencement of the Rotary year.

### ***By-law 7***

#### **Club Meetings**

##### *Clause 1 - Annual General Meeting*

The annual general meeting of the club, of which at least fourteen days' written notice shall have been given to all members (other than honorary members), shall be held where possible between 1<sup>st</sup> April and 31<sup>st</sup> May inclusive, but in any event prior to the District Assembly, for the purposes of:

- a) Receiving annual reports from the Council and committees of the club for the current Rotary year.
- b) Receiving the Treasurer's report and proposed budget and determining the entrance fee for the ensuing Rotary year.
- c) Electing any honorary members<sup>30</sup>.
- d) Electing the ordinary members of the Council.
- e) Confirming the appointment of, or selecting, the Chairmen of committees.
- f) Appointing a person or persons to examine the club's annual accounts.
- g) Electing one representative (and substitute) of the club on the District Council, and one additional representative (and substitute) for every 25 or major fraction thereof of its active members. Should any of the elected representatives be unable to attend a meeting of the District Council, the President may appoint further substitute representatives, whose names shall be communicated to the Secretary of the District Council in writing before the commencement of that meeting.

##### *Clause 2 - Special General Meeting*

Special general meetings of the club, of which at least fourteen days written notice shall have been given, shall be held in each year before the following dates:

- a) At such time between 1<sup>st</sup> July and 15<sup>th</sup> November as shall satisfy the annually notified requirements of the District Council for the purpose of nominating elected members of the District Council for the ensuing year and proposing for submission to the District Council for selection as District Governor a Rotarian from the district. Also, selecting candidates for the offices of President and Honorary Treasurer of the Association for nomination at the Annual Conference of the Association.

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<sup>30</sup> The term of such membership shall be as determined by the Council. See Article 7, Section 6 (a) and Article 12, Section 2 (c) of the Standard RIBI Club Constitution.



- b) 1<sup>st</sup> January for the purposes of:
- (i) receiving and approving the examined annual accounts for the year ended 30<sup>th</sup> June.
  - (ii) electing by ballot of the members the President for the next year but one<sup>31</sup>.
  - (iii) electing the Vice-Presidents, Secretary and Treasurer for the next Rotary year.
  - (iv) electing one voting delegate (and substitute) to attend the ensuing Annual Conference of the Association, and one additional delegate (and substitute) for every 25 or major fraction thereof of its active members.

*Clause 3 - Extraordinary General Meeting*

An extraordinary general meeting may be convened by the Council, and shall be convened at any time by the Secretary on written request signed by at least 10% of the membership of the club, with a minimum of five members. At least three days' written notice of such meeting shall be given to all members of the club.

*Clause 4 - Weekly Meetings*

The regular weekly meetings of the club shall be held as follows<sup>32</sup>:

provided that the Council may, for any special occasion, change the day and hour of the meeting.

*Clause 5 - Quorum*

Except as provided in *By-law 12, Clause 1 (b)*, one-third of the membership entitled to vote shall constitute a quorum at all meetings of the club.

*Clause 6 - Voting*

- a) Voting at all meetings shall be by *viva voce* vote or by show of hands or by ballot at the discretion of the Council, with the Chairman having a second or casting vote in the event of votes being equal, except that voting shall be by ballot in the following circumstances:
  - (i) Election of the President for the next year but one, as in *Clause 2 (b) (ii)* of this *By-law*.
  - (ii) Election of the Council as in *By-law 2*.
  - (iii) Appeals against any decision of the Council under *Article 10, Section 3* of the Standard Club Constitution.
- b) Amendments under *By-law 11, Clause 2 (a)* shall only be made by the votes of not less than two-thirds of members of the club present and entitled to vote and voting.
- c) Any member granted leave of absence as provided for in *By-law 9* may vote by proxy only for the purpose of electing Officers and ordinary members of the Council at the annual general meeting of the club or at any special or extraordinary general meeting of the club called for that purpose. Any proxy, to be valid, shall be in writing and
  - (i) given to another member of the club, and
  - (ii) recorded with the club Secretary, in each case, not less than three days before the meeting at which it is to be used.

*Clause 7 - Chairman*

In the absence of both the President and the President-Elect (see *By-law 3, Clauses 4 (a) and (b)*) the members present shall elect a Chairman.

*Clause 8 - Club Assembly*

Club Assembly is the annual meeting of a Rotary club at which the members discuss the programmes and activities of the club, of Rotary international, of the Association and of the

<sup>31</sup> The Rotarian elected will following this meeting become "President-nominee" and take the title of "President-elect" on 1<sup>st</sup> July in the year prior to taking office as President.

<sup>32</sup> Each club to designate "1.00pm Monday", or whatever time and day is most convenient and has been approved under *By-law 11, Clause (2) (a)*.

district for the ensuing year and determine in broad terms the objectives for that year. This shall be held after the District Assembly and before the 1<sup>st</sup> July.

### **By-law 8**

#### **The Election of Members**

##### *Clause 1 - Active Membership*

- a) Subject to the provisions of *Article 8, Section 2* of the *Standard Club Constitution*, any member of the club except an honorary member may propose for membership any person who has the qualifications as specified in the *Constitution* and *By-laws of Rotary International*.
- b) Membership of the club is by invitation only, at the discretion of the members. The administration of this process shall be the responsibility of the Secretary on behalf of the Council.
- c) The club may not by provisions in its constitution or otherwise, limit membership in the club on the basis of gender, race, colour, creed, national origin or sexual orientation or impose any condition of membership not specifically prescribed by the *RI Constitution* or *By-laws*. Any provision in any club constitution or any condition otherwise imposed in conflict with this section of the bylaws is null, void and without effect.
- d) The procedure for election to active membership shall be in the following sequence:
  - (i) A proposal for membership shall be made on the Association's official form, which after being completed and signed by the proposer and candidate shall be delivered by the proposer to the Secretary.
  - (ii) The Information sub-committee and the proposer (or representative) shall meet the candidate. After the meeting a report shall be submitted to the Membership sub-committee which shall enquire into all aspects of the suitability and eligibility of the candidate.
  - (iii) If the result of the investigation is unfavourable this shall be reported to the Council and, if the Council accept, the Secretary shall so advise the proposer and candidate.
  - (iv) If the result of the enquiry is favorable the Chairman of the Membership sub-committee shall, after consultation with the Classifications sub-committee, assign a proposed classification following which the Secretary will issue a written notice of the membership proposal to each member of the club except honorary members. Any member objecting to the election of the candidate shall deliver such objection stating reasons in writing signed by the member to the Secretary within seven days from the issue of such written notice.
  - (v) Following the expiration of seven days from the issue of the notice referred to in the preceding sub-paragraph the Council shall at its next meeting consider the proposal and report of the Membership sub-committee and in the absence of any objections complying with *sub-paragraph (iv)* hereof the candidate shall be invited into membership.
  - (vi) If any objection complying with *sub-paragraph (iv)* hereof shall be made a vote of the Council shall be held requiring an affirmative vote of a majority of members of the Council present and voting. The decision of the Council on whether or not to invite a candidate into membership is final and shall not be subject to appeal.
  - (vii) The Secretary shall inform the proposer and candidate of the result. If the proposal has been approved and the candidate satisfies all financial commitments to the club the proposer shall introduce the candidate to the club at the first convenient meeting when the candidate shall be inducted into membership of the club.

### *Clause 2 - Honorary Membership*

- a) Any person having the qualifications specified in *Article 7, Section 6* of the *Standard Club Constitution* may be proposed for honorary membership by the Council provided such proposal is supported by not less than two-thirds of the members of the Council. The name of the proposed honorary member shall then be submitted to the next annual general meeting or to a special meeting convened for the purpose of considering that proposal. Only members of the club shall be permitted to be present at such a meeting. If the proposal receives the support of not less than two-thirds of those present and entitled to vote then the person so proposed shall be declared to be elected immediately upon acceptance as hereinafter provided.
- b) The Secretary shall in writing, invite the person so elected to accept honorary membership and at the same time explain the conditions of honorary membership as set forth in *Article 7, Section 6* and *Article 12, Section 2 (c)* of the *Standard Club Constitution*. This communication to the person elected shall be the first intimation of the possibility of honorary membership. If the offer of honorary membership is accepted the President shall make appropriate arrangements for introducing the honorary member at a regular meeting of the club.

### ***By-law 9***

#### **Leave of Absence**

Upon written application to the Council, setting forth good and sufficient cause, including circumstances arising from bankruptcies or liquidations, leave of absence may be granted excusing a member from attending the meetings of the club for a specified length of time. Such leave of absence shall operate to prevent forfeiture of membership.

### ***By-law 10***

#### **Resolutions**

No resolution or motion to commit the club on any matter of public policy or any appeal to the club for charitable or other subscriptions shall be discussed by the club until it has been considered by the Council. If offered at a club meeting, such items shall be referred to the Council without discussion before a decision is reached by the club with whom the ultimate decision shall rest, provided always that such policy is not contrary to the general policy of the Association.

### ***By-law 11***

#### **Amendments**

##### *Clause 1 - Amendments to Club By-laws*

- a) Except as provided in *Clause 2* hereof, these *By-laws* may only be amended by resolution of the business meeting of the Annual Conference of the Association when carried by the votes of not less than two-thirds of those who, being entitled to do so, vote in person.
- b) No amendment to these *By-laws* shall be discussed or voted upon at the said business meeting unless a copy thereof shall have been submitted in writing to the Secretary/Chief Executive Officer of the Association at least sixteen weeks before the first day of the relevant Conference.
- c) Written notice of all proposed amendments shall be dispatched to the secretaries of all clubs at least eight weeks before the first day of the relevant Conference and also inserted in the next available issue of the official publication of the Association.
- d) No proposed amendment from a club shall be submitted unless it has been formally seconded in writing by another club.

#### *Clause 2 – Amendments of an Administrative or Operational Nature*

- a) The club shall have the power to make amendments to these *By-laws* to suit its internal administrative<sup>33</sup> or operational requirements<sup>34</sup> provided that the proposed changes are consistent and in harmony with the *Standard Club Constitution*. Such amendments, made in accordance with *By-law 7, Clause 6 (b)*, which relate to the name of the club and day or time of its meeting shall not become effective until they have been submitted to and approved by the General Council of the Association. Notice of the terms of any proposed amendments shall be posted to all members at least seven days before the meeting.
- b) The club may establish standing orders for the regulation of its business. The provision of such standing orders shall at all times be in conformity with the spirit and provisions of the *Standard Club Constitution* and these *By-laws*. Any standing orders which are in contravention of any of the provisions of the *Standard Club Constitution* or these *By-laws* or the *Articles* or *By-laws of Rotary International* or of the *Association* or seek to impose additional restrictions or conditions shall be null and void and of no effect.

#### **By-law 12**

##### **Dissolution of the Club**

###### *Clause 1 - Procedure*

In order to dissolve the club, a resolution shall be passed at any annual general, special general or extraordinary general meeting (convened in accordance with *By-law 7* hereof) by a majority of the members present and entitled to vote.

The resolution referred to in *Clause 1 (a)* above shall be confirmed by a resolution passed by a majority of two-thirds of the members present and entitled to vote at an extraordinary general meeting (held not less than twenty-eight days after the meeting at which the first resolution was passed) at which not less than one-half of the members entitled to vote shall be present.

Immediately following the extraordinary general meeting referred to in *Clause 1 (b)* above or at such future date as shall be specified in any resolution passed at such meeting the Officers of the club (in consultation with the District Governor of the district in which the club is situated) shall proceed to realise the assets of the club in accordance with *Clause 2* hereof.

###### *Clause 2 - Realisation & Distribution of Assets*

The assets of the club shall be realised and disposed of as follows:-

- a) **Club Funds** - Unless otherwise resolved by the members at one of the meetings referred to in *Clauses 1 (a)* and *(b)* above, any club assets shall be sold and the proceeds of sale together with the balance standing to the credit of the club funds shall be held to pay outstanding debts.

All outstanding debts shall then be settled including:-

- (i) the payment of dues to Rotary International, the Association and any mandatory district levies.
- (ii) the administrative expenses of the club's Officers in effecting the winding up procedure.

Subsequently the Treasurer shall prepare a final statement of account and subject to any resolution by the members at one of the meetings referred to in *Clauses 1 (a)* and *(b)* above otherwise directing, the net balance shall be divided evenly amongst those members of the club, except honorary members, remaining at the date of dissolution of the club.

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<sup>33</sup> These usually relate to the name of the club and day or time of its meeting.

<sup>34</sup> These usually relate to the club committee structure and roles and responsibilities of club leaders.

- b) Club Regalia & Properties - The club's regalia, other than the charter, shall be disposed of at the discretion of the Officers of the club.<sup>35</sup>
- c) Charitable Funds - Unless other charitable disposition is resolved by the club members at one of the meetings referred to in *Clauses 1 (a) and (b)* above the disposal of charitable funds after settling any outstanding debts or previous financial commitments shall be at the discretion of the Officers of the club, who shall donate the remaining net balance to The Rotary Foundation or to a charity or charities previously supported by the club.

*Clause 3 - Surrender of Charter*

After discharge of all liabilities and distribution of the assets in accordance with *Clause 2* hereof, the club shall surrender its charter formally through the Governor of the district to the Secretary/Chief Executive Officer of the Association whereupon the club shall be dissolved.

***By-law 13***

**Merger of Clubs**

Two or more clubs within the same district seeking to merge shall apply to the General Council of the Association (acting under its delegated powers) provided that each of the clubs has fulfilled its financial and other obligations to RIBI. A merged club may be organised in the same locality as one or more existing clubs. The application shall be accompanied by a certificate indicating that each club has agreed to the merger. The General Council may allow the merged clubs to retain the name, charter date, emblem and other insignia of RI and RIBI of one or all of the former clubs as part of the historical records and for historical purpose.

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<sup>35</sup> Consideration should be given to donating the regalia and other memorabilia to the district for historical interest or possible re-issue.

## INDEX

### Key to References:

RC	The RIBI Constitution
RBL	The RIBI By-laws
SO	Standing Orders
CC	The Standard RIBI Club Constitution
CBL	The Standard RIBI Club By-laws

### Example of References:

Conference, Annual (RIBI) RC 2/RC 10/ RBL 4.2.a/RBL 6 2, 3, 12, 14  
This refers to the points in the text where reference is made to the Annual Conference of the Association.  
References are contained on pages 2, 3, 12, 14 within the *RIBI Constitution (Articles 2 and 10)* and the *RIBI By-laws (By-laws 4, sub-section 2 (a) and 6)* respectively.

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