**RECOMMENDED ROTARY CLUB BYLAWS**

**Bylaws of the Rotary Club of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ –**

**Satellite of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Article 1 Definitions**

1. Board: The Satellite club’s board of directors

2. Director: A member of the Satellite club’s board of directors

3. Member: A member of the Satellite club, other than an honorary member

4. Quorum: The minimum number of participants who must be present when a vote is taken: one-third of the club’s members for club decisions and a majority of the directors for club board decisions

5. RI: Rotary International

6. Year: The 12-month period that begins on 1 July

**Article 2 Board**

The governing body of this Satellite club is its board of directors, consisting of, at a minimum, the Chair, immediate past chair, chair-elect, secretary, and treasurer.

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**Article 3 Elections and Terms of Office**

Section 1 —One month before elections, members nominate candidates for chair, secretary, treasurer, and any open director positions. The nominations may be presented by a nominating committee, by members from the floor, or both.

Section 2 —The candidate who receives a majority of the votes for each office is declared elected to that office.

Section 3 — If **any officer or board member vacates his or her position, the remaining members of the Satellite board will appoint a replacement.**

Section 4 — **If any officer-elect or director-elect vacates a position, the remaining members of the Satellite board-elect will appoint a replacement.**

Section 5 —The terms of office for each role are for one year.

**Article 4 Duties of the Officers**

Section 1 — The chair presides at Satellite club and Satellite board meetings.

Section 2 —The immediate past chair serves as a director on the Satellite club board and as Vice-Chair.

Section 3 —The chair-elect prepares for their year in office and serves as a director.

Section 4 —A director attends Satellite club and board meetings.

Section 5 —The secretary keeps membership and attendance records and Satellite Club records in accordance with the requirements of the sponsor club and Rotary International.

Section 6 —The treasurer oversees all funds and provides an annual accounting of them.

**Article 5 Meetings**

Section 1 —An annual meeting of this Satellite club is held no later than 31 December to elect the officers and directors who will serve for the next Rotary year.

Section 2 —This Satellite club meets on a fortnightly basis at a venue to be advertised on the clubs facebook / website. Reasonable notice of any change or cancellation of the regular meeting will be given to all Satellite club members.

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

**Article 6 Dues**

**Annual satellite club dues are** as set by the Board of the club. Annual Satellite club dues include **RI per capita dues, a subscription to “Rotary Down Under” regional magazine [digital or paper] or “The Rotarian”, district per capita dues, club fees, and any other Rotary or district per capita assessment.**

**Article 7 Method of Voting**

The business of this satellite club is conducted by voice vote or a show of hands except in the election of officers and directors, which is conducted by ballot. The Satellite board may also provide a ballot for a vote on some resolutions.

**Article 8 Committees**

Section 1 — Satellite committees coordinate their efforts to achieve the Satellite club’s annual and long-term goals.

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

Section 3 — Each committee’s chair is responsible for the regular meetings and activities of the committee, supervises and coordinates its work, and reports to the Satellite board on all committee activities.

**Article 9 Finances**

Section 1 — Before each financial year starts, the Satellite board prepares an annual budget of estimated income and expenditures.

Section 2 — The treasurer deposits club funds in a financial institution or institutions designated by the board, divided into two accounts: one for club operations and one for service projects.

Section 3 — Bills are paid by the treasurer or another authorized officer and approved by two other officers or directors.

Section 4 — A qualified person conducts a thorough annual review of all financial transactions and reports to the Satellite and Sponsor Board on this review.

Section 5 —Club members will receive an annual financial statement of the club.

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

**Article 10 Method of Electing Members**

Section 1 — A member proposes a candidate for membership to the board, or another club proposes one of its transferring or former members.

Section 2 — The board approves or rejects the candidate’s membership within 30 days and notifies the proposing member of its decision.

Section 3 — If the board approves the candidate’s membership, the prospective member is invited to join the Satellite club.

**Article 11 Amendments**

These bylaws may be amended at any regular club meeting. Changing the club bylaws requires sending written notice to each member 10 days before the meeting, having a quorum present for the vote, and having two-thirds of the votes support the change. Changes to these bylaws must be consistent with the Standard Rotary Club Constitution, the RI Constitution and Bylaws, and the Rotary Code of Policies.