



# **ROTARACT CLUB OF JACKSONVILLE'S BEACHES BYLAWS**

*Club bylaws supplement the Standard Rotaract Club Constitution and establish common club practices.*

Bylaws of the Rotaract Club of Jacksonville's Beaches.

Adopted by the Rotaract Club of Jacksonville's Beaches on 3/9/20.

Approved by the Rotary Club of Ponte Vedra Beach on 3/31/20.

## **Article 1 – Definitions**

1. Club: The Rotaract Club of Jacksonville's Beaches, commonly known as Beaches Rotaract
  2. Board: The Club's Board of Directors
  3. Director and/or Officer: A member of the Club's Board of Directors
  4. Member: A member of the Club
  5. Quorum: The minimum number of participants who must be present when a vote is taken: majority of the club's members for club decisions and a majority of the directors for club board decisions
  6. RI: Rotary International
  7. Year: The 12-month period that begins on 1 July
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## **Article 2 – Elections and Terms of Office**

1. Election for the offices of, Vice President, Secretary, Treasurer, and Directors shall be held annually prior to April 30th. Those elected shall take office on 1 July.
2. President-Elect shall be appointed annually before December 31<sup>st</sup> of the current year.
3. One month before elections, nominations for Vice President, Secretary, Treasurer, Club Service Chair and any open Director positions may be presented in writing.
4. Nominees shall be added to the ballot, so long as they are in good standing and no Board member objects their candidacy.
5. The method of election shall be by secret ballot.

6. If any Board member vacates a position, the remaining members of the Board will appoint a replacement for the remainder of the term.
  7. The terms of office for each role shall be one (1) year.
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### **Article 3 — Duties of Officers**

1. The President presides at all meetings of the Club and the Board of Directors. The President, with the approval of the Board, appoints all standing and special committees and fills vacancies in the Board of Directors by appointment until the next regular election of the club. The President is an ex officio member of all committees. The President maintains regular communication with the Ponte Vedra Beach Rotary Club, the district Rotaract representative, and Rotary International.
2. The Vice President succeeds the office of president in the event of the removal of the latter for whatever cause. The Vice President presides over the Club's committees. Additionally, in the absence of the President, the Vice President presides at all meetings of the Club and of the Board.
3. The President-Elect shall assume the position of President on July 1st of the next Rotary year and will assist the sitting President as needed. The President and Board have the option to appoint a President-Elect-Elect, which serves a similar function as President-Elect and becomes President-Elect the following Year.
4. The Immediate-Past President will serve as needed by the President and Vice President and will serve on the nominations committee.
5. The Secretary maintains all Club records, records minutes of all the meetings of the Club and of the Board, and provides copies of such to the sponsor Rotary club upon request.
6. The Treasurer oversees all funds and provides an annual accounting of them. The Treasurer shall make all disbursements under procedures determined by the Board. The Treasurer shall make all records available for inspection by any club member upon request.
7. The Membership Chair, Professional Development Chair, Community Service Chair, and International Service Chair oversee their committees and fulfill responsibilities as described in Article 4.
8. The Sergeant-at-Arms helps maintain an orderly, dignified, and effective Club meeting. Specifically, to handle the physical preparations for, and the mechanical part of, a meeting and, unobtrusively, to guide its general conduct.

9. The Social Chair serves as a member of the Membership Committee planning all member socials and after-meeting dinners.
  10. The Fundraising Chair is responsible for overseeing and organizing the Club's main fundraising event at the Alhambra Dinner Theater.
  11. The Social Media Officer oversees the online presence and public relations of The Club.
  12. The Board of Directors shall be the governing body of the Club, as provided in the constitution. In the absence of the President or Vice President, the Board of Directors may select an Officer or Director to preside at the meetings of the Club. It shall make an annual report to the Club to apprise all members of the Club's operations. It shall hold regularly scheduled meetings, which shall be open to the attendance of any Member in good standing. Members attending such meetings, however, shall not address the meeting except with the permission of the board.
  13. All Board Members are voting Board Members.
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#### **Article 4 — Committees**

The President, with the approval of the Board of Directors, may appoint the following standing committees, additional committees, or special committees as necessary or convenient for the administration of the Club, citing their duties at the time of appointment:

1. *International Service*. This committee shall identify opportunities in order to plan and implement at least one activity or service project annually designed to create sustainable change that directly benefits the international community, involving all or most of the Club membership.
2. *Community Service*. This committee shall identify in order to plan and implement at least one activity or service project annually designed to create sustainable change that directly benefits the local community, involving all or most of the Club membership.
3. *Professional Development*. This committee shall develop a comprehensive professional development program designed to expand professional networks, allow Members to exchange ideas with other leaders, and build skills through leadership training.
4. *Finance*. This committee shall devise ways to finance any and all club activities requiring funds, in cooperation with the appropriate committee.

5. *Membership*. This committee shall be responsible for tracking attendance, developing membership, promoting activities, coordinating public relations, and other matters as appropriate.
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## **Article 5 – Meetings**

1. An annual meeting of this Club, the Board of Directors, and Ponte Vedra Beach Rotary Club is held no later than June 30th of each year for the purpose of discussing plans and objectives for the year and/or upcoming year, and reaffirming the responsibilities and commitment of the sponsorship relationship.
  2. This Club meets as follows: on the first and third Tuesday of each month. Reasonable notice of any change or cancellation of the regular meeting will be given to all club Members.
  3. Each Member of this Club shall attend at least two (2) Club events per month.
  4. The Board meets as follows: on every second Monday of each month. Special meetings of the Board are called with reasonable notice by the President or upon the request of two Board Members.
  5. One or more Members of the Rotary Club of Ponte Vedra Beach shall attend no fewer than 50% of the regular meetings of the club annually, and no fewer than 50% of the regular or special meetings of the board of directors annually.
  6. Any Member absent from a regularly scheduled meeting of the Club may make up for an absence in any of the following ways be made up as follows:
    - a) attend a regular meeting of any other another Rotaract club or Rotary club; or
    - b) attend and participate in a Club service project or a Club-sponsored community event or a Club-sponsored social event; or
    - c) attend a convention or preconvention of RI, a Rotary or Rotaract district or multi-district conference or training seminar, or other meeting authorized by the Board; or
    - d) attend a Club committee meeting.
  7. A majority of the Members in good standing shall constitute a quorum at any regular or special meeting of the club. Any six (6) Members of the Board, one of whom must be the President or Vice President, shall constitute a quorum at any meeting of the Board.
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## **Article 6 — Fees and Dues**

1. The admission for the new Members shall be \$25. Annual dues shall be \$125 per member. For new members joining on or after January 1st, the annual dues for that given Rotary year shall be prorated to \$65 per member not including the \$25 new member admission charge.
  2. All fees and dues must be paid before a Member will be considered in good standing.
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## **Article 7 — Method of Admitting Members**

1. A Member may propose a candidate, a prospective member may make a request, or another club may propose one of its transferring or former members to join this Club.
  2. To request membership the Candidate must attend a minimum of two (2) Club meetings and one (1) service event.
  3. The Club should approve or reject a candidate's membership within twenty one (21) days of the Fireside Chat and notify the Candidate of its decision.
  4. The Board must approve Candidate's membership in order for he or she to be admitted into the Club. Refer to New Member Onboarding Program for rules and procedures.
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## **Article 8 — Amendments**

1. These bylaws may be amended by majority vote of the Members in good standing at any regular or special meeting of the Club at which a quorum is present, provided notice of intention to call such a vote is given at least fourteen days earlier at a meeting of the Club at which a quorum is present, and provided such amendment is approved by The Ponte Vedra Beach Rotary Club.
2. Changes to these bylaws must be consistent with the Standard Rotaract Club Constitution and the Rotary Code of Policies.

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