

**Rotary Community Corps Bylaws**

[*Revised by the RI Board of Directors, Decision 173, June 2017*]

*Corps bylaws supplement the Standard Rotary Community Corps Constitution and establish common corps practices. Customize the standard bylaws below to reflect your corps’ practices and confirm they are in accordance with the Standard Rotary Community Corps Constitution and the current Rotary Code of Policies. The sponsor Rotary club(s) must approve these bylaws and any amendments.*

Bylaws of the Rotary Community Corps of \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Adopted by the Rotary Community Corps of \_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_.  
 Approved by the Rotary Club(s) of \_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_.

**ARTICLE 1 — Approval of Constitution**

This organization shall be conducted in accordance with the Standard Rotary Community Corps Constitution as adopted by the Board of Directors of Rotary International.

**ARTICLE 2 — Elections**

1) Elections to choose the members of the leadership group shall be held annually prior to the \_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_ in each year. The representative shall be elected by the leadership group within one week after their election. Those elected as the leadership group and the representative shall take office on the \_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_ following their election.

2). The leadership group shall consist of \_\_\_\_\_\_\_\_\_ members. The Corps must elect a Representative, a Treasurer, and the following leadership roles: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

3) Nominations for election to the leadership group shall be made in writing and filed with the representative at least one week before the regular meeting at which voting shall be held. Notice of the election shall be made at the regular meeting preceding the election. Voting shall be by secret ballot. Those candidates receiving a majority of the votes of the members present and in good standing shall be elected, provided a quorum is present at the meeting.

4) Election of members of the leadership group shall be by a simple majority of the corps members. The method of election shall be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

5) The terms of office for each leader are \_\_\_\_\_\_\_\_\_ year(s).

*Additional processes for elections compatible with local custom sand procedures may be included here.*

**ARTICLE 3 — Duties of Leaders**

1) Representative. The representative shall preside at all regular and special meetings of the corps and of the leadership group. He or she shall, with the approval of the leadership group, fill all vacancies by appointment, until the next regular election of the corps. He or she shall be an ex officio member of all committees with the right to vote.

2) Treasurer. One member of the leadership group shall be treasurer and have custody of all corps funds, maintaining all necessary records, and depositing all such funds in a bank approved by the leadership group. The treasurer shall report on the corps' financial status at each meeting of the Corps and shall hold all records available for inspection by any member. All disbursements shall be by check which shall require the signatures of two authorized members of the leadership group.

*Additional leadership roles and their duties should be included here.*

**ARTICLE 4 — Committees**

The representative, with approval of the leadership group, is encouraged to appoint the following standing committees:

1) Administrative. This committee shall be responsible for attendance, membership programs, fellowship, public relations, and such other matters as may be deemed appropriate.

2) Community service. This committee shall be responsible for formulating and developing projects designed to serve the community.

3) Vocational service. This committee shall be responsible for promoting integrity in all the corps’ business dealings and initiating vocational service projects

4) Finance. This committee shall devise ways and means of financing any and all corps activities requiring funds and shall work in cooperation with the appropriate committees for such activities.

The representative may appoint additional standing committees, or special committees as necessary or convenient for the administration of the club, and shall recite their duties at the time of appointment.

*Additional standing committees and their duties may be included here.*

**ARTICLE 5 — Meetings**

1) The corps meets as follows: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Reasonable notice of any change or cancellation of the regular meeting will be given to all members.

2) The leadership group meets as follows: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Special meetings of the leadership group are called with reasonable notice by the representative or upon the request of other members.

3) A majority of the members in good standing shall constitute a quorum at any regular or special meeting of the corps. A majority of the leadership group shall constitute a quorum at any meeting of the group.

**ARTICLE 6 — Fees and Dues**

1) The admission fee for new members shall be \_\_\_\_\_\_\_\_\_\_.

Annual dues shall be \_\_\_\_\_\_\_\_\_\_ per member.

2) All fees and dues must be paid before a member will be considered in good standing.

**ARTICLE 7 —** **Admitting Members**

1) A member may propose a candidate, a prospective member may make a request, or a Rotary club may suggest members to join the corps. The method of admitting new members shall be determined by a \_\_\_\_\_\_\_\_ vote of members.

2) The corps should approve or reject a candidate's membership within \_\_\_\_\_ days and notify the candidate of its decision.

*Additional qualifications or procedures for admitting new members may also be included here. A process to address objections raised by current members may also be included here.*

**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 corps at which a quorum is present, provided notice of intention to vote on such amendment is given at least 14 days earlier at a meeting of the corps at which a quorum is present, and provided such amendment is approved by the sponsoring Rotary club(s).

2) Changes to these bylaws must be consistent with the Rotary Community Corps Constitution and the Rotary Code of Policies.