



PROPOSED 2021-22 INTERACT CLUB BYLAWS

[Revised by the RI Board of Directors, Decision 40, September 2020]

Club bylaws supplement the Standard Interact Club Constitution and establish common club practices. The bylaws in this document are recommendations. Customize them to reflect your club's practices, confirm that they are not in conflict with the Standard Interact Club Constitution and the current Rotary Code of Policies. The sponsor club must approve these bylaws and any amendments.

Bylaws of the Interact Club of Woodland High School

Adopted by the Interact Club of Woodland High School on _____.

Approved by the Rotary Club of Woodland on _____.

Article 1 – Definitions

1. Board: The club's board of directors
2. Director: A member of the club's board of directors
3. Member: A member of the club
4. 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
5. RI: Rotary International
6. Sponsor: A Rotary or Rotaract club that sponsors an Interact club. An Interact club must have at least one Rotary club sponsor.
7. Year: The 12-month period that begins on 1 July

Your club may choose how it defines a quorum for voting purposes.

Article 2 – Elections and Terms of Office

1. Election for the offices of president, vice president, secretary, treasurer, and directors shall be held annually prior to the second meeting in May.

2. One month before elections, nominations for president, vice president, secretary, treasurer, and any open director positions may be presented in writing and from the floor. Those candidates receiving a majority of the votes of the members present and in good standing shall be elected.
3. The method of election shall be by secret ballot.
4. If any officer or director vacates a position, the remaining members of the board will appoint a replacement for the remainder of the term.
5. The terms of office for each role are one year:

President

Vice President

Secretary

Treasurer

Director (two, one of which shall be the webmaster).

The Standard Interact Club Constitution requires that your club's bylaws specify an election process, but in no case shall more than simple majority of the members present and in good standing be required for elections.

Article 3 — Duties of Officers

1. The president presides at all regular and special 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 sponsor club.
2. The vice president succeeds the office of president in the event of the removal of the latter for whatever cause, and, in the absence of the president, presides at all meetings of the club and of the board.
3. The secretary maintains all club records, and records and posts minutes of all meetings of the club and of the board to the website.
4. The treasurer oversees all funds and provides an annual accounting of them. The treasurer shall make all disbursements under procedures determined by the board of directors. The treasurer shall make all records available for inspection by any club member or sponsor club(s) upon request and shall post quarterly financial reports to the website.

5. 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 club member in good standing. Members attending such meetings, however, shall not address the meeting except with the permission of the board.

Additional officer's duties and terms of office may be included here.

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 Understanding.* This committee shall identify opportunities to enhance international understanding among the members and in the school and community in order to plan and implement at least one major activity annually designed to enhance international understanding, involving all or most of the club membership.
2. *Service.* This committee shall plan and implement at least one major service project annually designed to directly benefit the local or school community, involving all or most of the club membership.
3. *Finance.* This committee shall devise ways to finance any and all club activities requiring funds, in cooperation with the appropriate committee.
4. *Club.* This committee shall be responsible for tracking attendance, developing membership, promoting activities and other matters as appropriate.

Additional standing committees and their duties may be included here.

Article 5 – Meetings

1. An annual meeting of this club, the board of directors, and sponsor club(s) is held no later than _____ 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: _____. 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 _____% of this club's regularly scheduled meetings.
4. The board meets as follows: _____. 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 sponsor club should attend all regular and special meetings of the club and of the board, and shall attend no fewer than _____ regular meetings of the club annually, and no fewer than _____ 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 the following ways:
 - a) _____; or
 - b) attend and participate in a club service project or a club-sponsored community event; or
 - c) attend a convention or preconvention of RI, a Rotary or Interact district or multi-district conference or training seminar, or other meeting authorized by the board.
7. A majority of the members in good standing shall constitute a quorum at any regular or special meeting of the club. Any four members of the board, one of whom must be the president or vice president, shall constitute a quorum at any meeting of the board.

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 — 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. The method of admitting new members of school-based Interact clubs shall have the approval of the appropriate school authorities.
2. The club 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 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 sponsor club.
2. Changes to these bylaws must be consistent with the Standard Interact Club Constitution and the Rotary Code of Policies.

[END]