ROTARACT CLUB GENÈVE INTERNATIONAL BYLAWS

[*Based on recommended Rotaract Bylaws October 2019*]

Adopted by the Rotaract Club of Genève International on 02/12/2020.

Amended by the Rotaract Club of Genève International on 26/03/2025.

Article 1 — Definitions

1. RI: Rotary International.
2. RGI (the "Club"): Rotaract Genève International.
3. Board: President, Vice-President, Secretary, Treasurer and Directors.
4. Board Member: the Officer holding one or multiple Board position(s). Director positions can be held in conjunction with another Board position. The following Board positions can not be held in conjunction with one another: President, Vice-President, Secretary, Treasurer.
5. Directors: Director of Membership, Director of Communications, Director of Protocol. Directors are Chairs of their Committees.
6. Member: any person admitted to the Club in accordance with the present guidelines. The Member regularly takes part in the Club's activities and meetings as well as in the decision-making process. They hold voting rights.
7. Prospect: any person outside RGI who has expressed their desire to join RGI.
8. Guest: any Member of another Interact/Rotaract/Rotary Club attending RGI events.
9. Quorum: the minimum number of participants who must be present when a vote is taken. This consists of the relative majority of the Club's Members.
10. Year: a Rotary year is the 12-month period that begins on 1 July.

Article 2 — Elections and Terms of Office

1. Elections for the offices of President, Vice-President, Secretary, Treasurer, and Directors shall be held annually prior to March 1st. Those elected shall take office on July 1st, unless specified otherwise.

2. One month before elections, applications for Board positions will be opened. Interest must be presented in writing to the current Board. Board candidates shall be announced at a General Assembly.

3. Are eligible for Board positions:
    a. Members;
    b. Guests and Prospects on the condition that they become Members before the beginning of their Terms of Office.

4. Voting will remain open for at least one week. Voting may be conducted online by secret ballot. The Board candidates receiving a relative majority of the votes shall be elected.

5. If the following Board positions do not receive any application, the President-Elect can appoint Member(s) of their choice with their approval: Vice-President, Treasurer, Secretary, Director of Communications, Director of Membership, Director of Protocol.

6. If a Board Member resigns, the remaining Board Members can appoint a replacement for the remainder of the term.

7. If there are disagreements within the Board, Board Member(s) may raise the issue at a Board meeting. If the issue is not resolved, it can be presented to the club at a General Assembly to decide if involuntary termination of a Board Member position is necessary.

8. The terms of office for each role is one year unless re-elected.

Article 3 — Duties of Board Members

1. President:

- They preside over all meetings of the Club and the Board.
- With an absolute majority of the Board Members, the President may appoint all standing and special committees and may fill vacancies in the Board of Directors.
- They are an *ex officio* Member of all Committees.
- They maintain regular communication with the sponsor club, the district Rotaract representative, and Rotary International.

- They help Members develop as leaders and work to ensure that the club's professional and leadership development activities and service projects are successfully completed.
- In their absence, they may appoint a Member to run the meeting. If not explicitly indicated, the responsibility falls upon the Vice-President.

2. Vice-President:

- They succeed the office of President in the event that the President can no longer hold the position or attend an event.
- They work closely with the President to lead the club and the Board.
- They work closely with the Director of Membership to ensure smooth integration of new Members.
- They represent the Club within and outside of Rotary when delegated by the President.

3. Secretary:

- They maintain all Club records, Club and Board meeting minutes and are familiar with Rotary guidelines.
- They maintain procedures at Club meetings, General Assemblies and events.
- They are responsible for establishing the agenda for meetings with the Board and the Members.
- They maintain internal Club communications and email inquiries.
- They may establish new guidelines, review bylaws, and suggest edits when necessary.

4. Treasurer:

- They oversee Club financials, maintain the Club's accounts and provide an annual Financial Report.
- They shall make reimbursements when necessary for the Club's expenses.
- They shall make all records available for inspection by any Club Member upon request.
- They collect membership fees and all funds raised by the Club.
- They report the Club's financial status at Board meetings and at General Assemblies.
- They are responsible for having the books audited at the end of the Rotary year.

5. Director of Communications:

- They manage the Club's external public presence.

- They hold the Club Internet Communication Officer position and manage the Club's website and newsletter.
- They distribute relevant *Polaris* roles to Members and Board Members, and facilitate their usage of *Polaris*.
- They are responsible for ensuring that photos/videos are taken at meetings and events, in accordance with Rotary International Voice Guidelines.
- They manage the Club's social media accounts.
- They manage all internet infrastructure for the Club (messaging services, domain name invoice, email service and social media accesses).
- They enact best practices recommended by DICO (District Internet Communication Officer) and NICO (National Internet Communication Officer) and provide necessary information when needed.

6. Director of Membership:

- They are the person of contact for Prospects and explain to them the current admission rules.
- They are responsible for verifying a Prospect eligibility to full membership.
- They facilitate the Prospect journey to integration and full membership.
- They maintain attendance lists when needed.

7. Director of Protocol:

- They are responsible for the operational organization of meetings and events.
- They manage the meetings' schedule.
- They send reminders to maximize attendance to the meetings and events.

Article 4 — Committees

1. The President, with the Board's approval, may appoint the following standing committees, additional committees, or special/new committees as necessary or convenient for the administration of the club, citing their duties at the time of appointment. Some examples of committees are:
    a. *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.
    b. *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 or university community, involving all or most of the Club membership.

c. *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.

d. *Finance.* This committee shall devise ways to finance any and all Club activities requiring funds, in cooperation with the appropriate committee.

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

2. The head of the committee must be voted by the relative majority of Members.

Article 5 — Meetings

1. The club meets every other week. Reasonable notice of any change or cancellation of the regular meeting will be given to all Members.

2. The Board meets a minimum of once a month. Additional meetings of the Board are called with reasonable notice by the President or upon the request of two Board Members.

Article 6 — Fees and Dues

1. The Prospect fee is 10 CHF monthly during the three-month trial period.

2. The Member fee is 75 CHF quarterly, 145 CHF semi-annually (3.33% discount) or 285 CHF annually (5% discount).

3. All fees and dues must be paid before a Member will be considered in good standing.

4. The Club does not offer backdated reimbursements for fees. Reimbursements may be granted for fees paid in advance for valid reasons.

Article 7 — Activities and Projects

1. The Club shall be responsible for planning, organizing, financing, and conducting its own activities and shall itself supply money, labor, and creative imagination necessary thereto, except in the case of joint projects or activities undertaken in cooperation with other organizations, such responsibility shall be shared with such other organization(s).

2. The projects and activities undertaken by the club will aim to serve the community and promote the values of Rotary International.

3. The Club is a non-profit organization and all funds raised for service projects must be expended for that purpose.

Article 8 — Expenses

1. Expenses are to be refunded for spending related to the Club's activities, with prior agreement by the Board and a proof of these expenses.

2. If a Member is representing RGI, food expense reimbursement are capped at 30 CHF per person, per meal, per day.

3. Food expenses for Board meetings or people invited by the Board can be reimbursed by the Club if the following conditions are fulfilled:
    a. It gathers at least 3 Board Members;
    b. The objective of the meeting has been detailed and shared with the Board ahead of the meeting;
    c. The outcome of the meeting is shared afterwards with Board members.

4. Travel-related expenses for Board Members or Members with the Board's approval can be covered by the Club if the following conditions are fulfilled:
    a. The objective of the travel has been detailed and shared with the Board;
    b. The travel has not been rejected or refused by the majority of the Board Members;
    c. The outcome of the meeting/event has been shared with the Board;

5. The exact amount covered has to be determined by the Board on a case by case basis.

6. The Club will cover gift expenses and dinner for guest speakers for a reasonable amount agreed by the current Board

7. Exact spending limits for Club meetings and activities are decided on a case-by-case basis by the current Board.

Article 9 — Membership Guidelines

1. The Member:
    a. Is a student and/or young professional of good character and leadership potential aged 18 and over.
    b. Has good knowledge of English (the official working language of RGI).
    c. Shares the principles of the Rotary Four-Way Test and the values of service, fellowship, diversity, integrity and leadership of Rotary International.
    d. Has been admitted through one of the admission methods outlined in article 10.2.

2. The Member benefits from:
    a. Relevant information concerning the activities and projects of RGI, Rotary Genève International and Rotary District 1990.
    b. The opportunity to visit Rotary, Rotaract and Interact clubs as a representative of RGI to foster connections and collaborations.
    c. Rotary leadership development resources and networking opportunities.
    d. The right to vote on club decisions. They are expected to participate in any and all club voting procedures.

3. Termination:
    a. Membership shall automatically terminate upon failure to pay membership fees for a period of 3 months unless agreed otherwise for extenuating circumstances.
    b. If a Member is still paying fees, but a significant conflict arises, involuntary termination from the club could be considered.
    c. If the behavior does not improve, the individual will first be sent a warning by the Board.
    d. If the situation escalates further, a meeting with the Board will take place.
    e. As a last resort, a General Assembly will be held to vote for membership termination.

4. Attendance:
    a. If a Member cannot attend any meetings due to personal reasons, they can either:
        i. Keep paying full membership fees and maintain their access to activities, and projects through their active *Polaris* account.
        ii. Resign from the club. If the member resigns, they do not pay fees, their *Polaris* account is deactivated and they cannot sign-up for events or meetings.
        iii. If a resigned past Member wishes to attend a one-off event or meeting they are considered a guest and are expected to cover the full costs themselves.
    b. Meetings can be attended in-person or online if applicable

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Article 10 — Method of Admitting Members

1. To be eligible for membership, the Prospect:
    a. must have completed a three-month trial period regularly attending the Club's meetings and projects;
    b. must have paid their due fees;
    c. is granted membership upon vote by a relative majority of the voting Members. Voting is open for at least one week and conducted online by secret ballot.

2. A Member from another Interact/Rotaract/Rotary Club may be granted Member status, without a vote, upon the following procedure:
    a. The Director of Membership obtains a written statement from the Board of the Prospect's current Club confirming their membership, proof of good standing and absence of debts.
    b. If a written statement is not provided within 30 days of enquiring, it is assumed that the member does not have any debts and is in good standing.
    c. The current Board agrees to the grant
3. The membership ceremony is only a symbolic event that does not represent their official date of entry to the club.

Article 11 — Amendments

1. Any Member may propose to amend the bylaws. The proposed amendments must be sent to the club prior to the General Assembly in which the reasons must be presented and discussed. Voting will be conducted during the General Assembly by Members present. If a Member is unable to attend, they can notify the Secretary of their voting position prior to the General Assembly.

2. Changes to these bylaws must be consistent with the Standard Rotaract Club Constitution and the Rotary Code of Policies.

Article 12 - General Assembly

The Annual General Assembly shall be held once every year. A minimum of one week's notice with the agenda will be provided to all Members, via email and the Club's usual communication platform. This will ensure that every Member has adequate time to prepare and participate in the meeting.

During the Annual General Assembly, the following key elements will be presented:

1. Financial Account Summary: The Treasurer shall present a full financial report of the Club, including a summary of income, expenses, and any other relevant financial activities. This ensures that the financial health of the Club is shared transparently with the Members.

2. Any other resolution introduced by members or the current Board

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Article 13 - Extraordinary General Assembly (EGA)

In addition to the Annual General Assembly, an Extraordinary General Assembly (EGA) may be called by the current Board at any time, with at least one week's notice provided to all Members. The agenda for this meeting will be shared in advance, ensuring Members know the topics to be discussed.

Furthermore, an Extraordinary General Assembly may be called by the Members themselves, if 75% of the Members petition for an EGA. They may include any topic on the agenda. This can include the discussion and possible removal of the current Board, provided the motion is supported by 75% of the votes at the EGA.

Article 14 - Voting and Decision-Making

At both the Annual and Extraordinary General Assemblies, decisions will be made by a majority vote of the Members present, unless otherwise specified in the bylaws. If a Member cannot attend the GA, they can inform the Secretary of their voting position in advance, ensuring they are represented. They can also inform the Secretary about the person who will represent them. Such person should not have more than two procurations.

In case of tied vote, the current President vote shall count double.

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Clément FRAISSE
Président

TOMAS FRANCESCHIN
VICE-PRÉSIDENT