

ROTARY CLUB PRISHTINA INTERNATIONAL (RCPI)

BYLAWS

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Bylaws of the Rotary Club of Prishtina International

Article 1 Definitions

1. Board: The board of directors of this club.
2. Director: A director on this club's board.
3. Member: A member, other than an honorary member, of this club.
4. Honorary Member: Individuals who have distinguished themselves by meritorious service in the furtherance of Rotary ideals. Honorary members are exempt from the payment of admission fees and dues. They have no voting privileges and are not eligible to hold any office in the club. Honorary membership terminates automatically at the end of the term, usually one year and can be extended for an additional period. The term is established by the board.
5. Quorum: Only when voting on the Bylaws does a majority of the members need to be present (in-person or attending the meeting electronically). All other club voting matters will be announced to the members in advance and the decision reached will be by majority consent from the members present (in-person or attending the meeting electronically). For a club board decision, a majority of the club board directors must be present.
6. RI: Rotary International.
7. Rotary Club Year: The 12-month period beginning 1 July through 30 June.
8. Rotary Fiscal Year: The 12-month period beginning 1 January through 31 December.

Article 2 Board

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

Article 3 Elections and Terms of Office

Election of officers will take place on an annual basis and no later than the first Wednesday of every June. Only members in good standing with the club can be elected to and maintain their status as officers.

- Section 1 : At least one month prior to the meeting for election of officers, the president shall ask for nominations by members of the club for president-elect, secretary, treasurer and sergeant-at-arms. The nominations duly made shall be placed on a ballot in alphabetical order under each office and shall be voted for no later than the first Wednesday meeting in June. The candidates receiving a majority of the votes shall be declared elected to their respective offices. The candidate for president-elect shall serve as a director for the year commencing on the first day of July next following the election and shall assume office as president on the first day of July immediately following that year.
- Section 2: If any officer or board member vacates their position, the remaining members of the board will recommend a replacement.

Section 3: If any officer-elect or director-elect vacates a position, the remaining members of the board-elect will recommend a replacement.

Section 4: The terms of office for each role are as follows:

President	One year
Most Recent Past President	One Year
President Elect	One Year
Treasurer	One year, but up to a max of two consecutive years
Secretary	One year, but up to a max of two consecutive years
Sergeant-at-arms	One year

Article 4 Duties of the Officers

Section 1 : The president presides at all club and board meetings.

Section 2 : The immediate past president serves as a director on the club board and presides at meetings of the club and the board in the absence of the president or president-elect.

Section 3 : The president-elect prepares for his or her year in office, performs such other duties as may be prescribed by the president or the board, presides at meetings of the club and/or the board in the absence of the president, and serves as a director.

Section 4 : The secretary keeps membership records; records attendance at meetings; sends out notices of club, board and committee meetings; records and preserves the minutes of such meetings; reports as required to RI, including the semiannual reports of membership on 1 January and 1 July of each year, and quarterly reports on 1 October and 1 April of each active member who has been elected to membership in the club since the start of the July or January semiannual reporting period, reports changes in membership; provides the monthly attendance report, which shall be made to the concil governor within 15 days of the last meeting of the month; collects and remits RI official magazine subscriptions; and perform other duties as usually pertains to the office of secretary.

Section 5 : The treasurer maintains custody of all funds, accounting for it to the club annually and at any other time upon demand by the board, and to perform other duties as it pertains to the office of treasurer. Upon departure from office, the treasurer shall turn over to the incoming treasurer or to the president all funds, books of accounts, or any other club property. The treasurer will provide a quarterly report to the board and membership, to include information on membership dues as outlined in these bylaws.

Section 6 : The sergeant-at-arms maintains order in club meetings.

Section 7: Committee chairs are to be invited to all board meetings but are non-voting members, except on those board actions related to their respective committee.

Article 5 Meetings

Section 1 : An annual meeting of this club will be held no later than the last Wednesday of May and it will provide to the membership the accomplishments of the club for the ending rotary year.

Section 2 : This club meets every Wednesday at 18.30 hrs. at Metropol Restaurant, Blvd Nena Theresa, Prishtina. Reasonable notice of any change or cancellation of the regular meeting will be given to all club members.

Section 3 : A board meeting should be held each month. Special meetings of the board are called with reasonable notice by the president or upon the request of two directors.

Article 6 Dues and Fees

Annual club dues are Euro 180 per annum. Dues are to be prorated and paid at least monthly, but no later than one month beyond the end of each quarter. Annual club dues include RI per capita dues, subscriptions to an official magazine, council per capita dues, club fees, and any other Rotary or council per capita assessment. Additional fees and charges for special events and for meeting costs shall be established by the board and included in notices of payments due.

Article 7 Method of Voting

The business of this 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 board may also provide a ballot for a vote on some resolutions. As outlined earlier, revisions or changes to the Bylaws requires a majority vote of the membership (in-person or attending the meeting electronically). All other club voting matters will be announced to the members in advance and the decision reached will be by majority consent from the members present (in-person or attending the meeting electronically). For a club board decision, a majority of the club board directors must be present.

Article 8 Committees

- Section 1 : This club's committees shall comprise at least those listed in Article 11, Section 7, of the Standard Rotary Club Constitution.
- Section 2 : The president is an ex-officio member of all committees.
- 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 board on all committee activities.
- Section 4: On an annual basis all committees will review their committee membership and from this membership will select a committee chair, develop their key objectives with budget for the year ahead, monitor progress and report on accomplishments at the Annual Meeting.
- Section 5: New committees will be established when needed and prioritized.

Article 9 Planning and Finances

- Section 1 : Before each fiscal year starts, the board prepares an annual strategic plan and budget with input from the committees and members. The budget will include the estimated income and expenditures that will be linked to the outlined strategic priorities within the strategic plan.
- Section 2 : The treasurer deposits club funds in a financial institution or institutions designated by the board, divided into two accounts (or two clearly defined sub-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.
- Section 4 : A qualified person/firm will conduct a thorough annual review/audit of all financial transactions. The person/firm will be selected by the board through a call for proposals.
- Section 5: The board will ensure the club adheres to all NGO requirements as set forth in the laws of Kosovo.
- Section 6 : Club members will receive an annual financial statement of the club. A mid-year financial report will be presented, with current and previous year income and expenses to the club before 31 December.

Article 10 Method of Electing Members

- Section 1: Any active member may propose a candidate for membership of the club to the membership committee, or another club can propose one of its transferring or former members. The candidate member shall attend three meetings before being proposed for membership.
- Section 2: The membership committee shall ensure that the proposal meets all the classification and membership requirements of the standard Rotary club constitution.
- Section 3: The club shall approve or disapprove the proposal within 30 days of its submission and shall notify the proposer of its decision.
- Section 4: If the decision of the club is favorable with 2/3 of the membership in attendance voting in support of the prospective member, the prospective member shall be informed by the membership committee of the purposes of Rotary and of the privileges and responsibilities of membership, following which the prospective member shall be requested to sign the membership proposal form and to permit his or her name and proposed classification to be published to the club.
- Section 5: Following the election, the president shall arrange with the club secretary and for the new member's induction, membership card, and new member Rotary literature. In addition, the president or secretary will report the new member information to RI and the president will assign a member to assist with the new member's assimilation to the club as well as assign the new member to a club project or function.

Article 11 Attendance

- Section 1: General Provisions: Regular attendance is one of the requirements of club membership. Rotary emphasizes attendance because it recognizes that to remain an effective Rotarian, a member must experience the good fellowship of weekly meetings and be involved in the club's progress and projects.
- Section 2: Every member must attend regular club meetings and must attend or make up **at least 50%** of regular club meetings in each half of the Rotary year. Half of the Rotary year is defined as January through June and July through December. In addition, members need to attend at least 30% of this club's regular meetings (eight meetings) in each half of the Rotary year.
- Section 3: A member shall be counted as attending a regular meeting if such member is present (in-person or attending the meeting electronically) for at least 60% of the time devoted for the regular meeting or makes up for an absence in any of the following ways within 14 days before or after the usual time for that meeting with notice going to the club secretary:
- Attends at least 50% of the time devoted for the regular meeting of another club.
 - Attends a council or club sponsored activity such as those listed in this manual under Make-Ups.
 - Attends a regular meeting of a Rotaract or Interact Club.
 - Attends a convention of Rotary International, a RI committee meeting, a RI District conference, a RI District assembly, and any Rotary council committee meeting.
 - Attends a Rotary committee meeting or a Rotary club related activity.
 - Is present at the usual time and place of a regular meeting of another club for the purpose of attending such meeting, and that club is not meeting at that time and place.
- Section 4: Online Make-Ups: For online make-ups, take a look at Rotary eClub One at www.rotaryeclubone.org. Follow the steps outlined on their website to obtain a makeup.

The makeup will be automatically sent to the club secretary, following the guidelines established by Rotary eClub One.

Section 5: Perfect Attendance: This award is given to those who have achieved 100% attendance during the Rotary Year, whether through home club attendance and/or make-ups at other clubs, etc. all of which comply with Rotary attendance rules.

Section 6: Leave of Absence: Upon written application to the President, setting forth good and sufficient cause, leave of absence may be granted excusing a member from attending the meetings of the club for a specified length of time. While under the status of leave, the member's financial obligation to the club shall be limited to payment of RI quarterly dues. The preferred leave of absence will be for a period of six months at which time the member is required to either apply for a six-month extension or notify the club of the member's decision to resign from the club due to unforeseen circumstances.

Article 12 Termination of Membership for Non-Payment of Dues and Fees

Section 1: All dues must be paid on a monthly basis or no later than one month after the end of each quarter.

Section 2: The club recognizes that circumstances can create financial difficulties for members, and it is the intention of the club to retain its members.

Section 3: It is the member's responsibility to notify the President if circumstances prevent the timely payment of financial obligations, to the club, and to obtain board approved repayment arrangement which will result in the payment of past-due amounts owed to the Club or Foundation, not to exceed six months.

Section 4: Failure to fully pay or to obtain a board approved re-payment plan will result in automatic termination of membership six months after the last paid period. Termination does not obviate the duty to pay all dues and sums owed to the club through the date of termination. If dues have not been paid.

Section 5: The elected officers will review quarterly member account receivables and will initiate corrective action, if deemed necessary.

Article 13 Termination of Membership for Lack of Attendance

Section 1: A member's membership shall be subject to termination if:

- The member fails to achieve a minimum of 50% attendance during the July 1 through December 31 or January 1 through June 30 period of the Rotary year.
- The member fails to attend at least 30% of their home club's regular meetings in each half of the Rotary year.
- The member misses and fails to make up four consecutive regular club meetings, without prior approval of the board.

Article 14 Amendments

These bylaws may be amended at any regular club meeting. Changing the club bylaws requires sending written notice to each member 21 days before the meeting. Changes to these bylaws must be consistent with the Standard Rotary Club Constitution, the RI Constitution and Bylaws, and the Rotary Code of Policies.