

BYLAWS

REVISED
24TH MAY 2022

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REMARKS:

CLUB BYLAWS supplement the ROTARY CLUB CONSTITUTION of this club with common club practices. The BYLAWS in this document are binding for the members of the club.

These RCPI BYLAWS are in line with

- *the RI Constitution and RI Bylaws*
- *the Standard Rotary Club Constitution of RI*
- *the Standard Rotary Club Bylaws of RI*
- *the Club Leaders Manual and*
- *the Rotary Code of Policies.*

Article 1 Definitions

1. RCPI: Rotary Club Prishtina International.
 2. Board: The board of directors of this club.
 3. Director: A director on this club's board.
 4. Member: A member, other than an honorary member, of this club.
 5. Quorum: The minimum number of participants who must be present when a vote is taken:
 - one-third of the club's members for club decisions
 - majority of the directors for club board decisions.
 6. RI: Rotary International.
 7. Rotary Year: The 12-month period beginning 1 July.
 8. Fiscal Year: The 12-month period beginning 1 January.
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Article 2 Board

The governing body of this club is its board of directors, consisting of the President, immediate Past President, President-Elect, Secretary, Treasurer and Sergeant-at-Arms at a minimum and may have additional members as the Vice President and/or President-Nominee or other directors.

Article 3 Elections and Terms of Office

Section 1 — One month before elections, members nominate candidates for president, vice president, secretary, treasurer, and any open director positions. The nominations may be presented by the board, by members from the floor, or both.

Section 2 — The candidate who receives a majority of the votes for each office is declared elected to that office.

Section 3 — If any officer or board member vacates their position, the remaining members of the board will appoint a replacement.

Section 4 — If any officer-elect or director-elect vacates a position, the remaining members of the board-elect will appoint a replacement.

Section 5 — The terms of office for each role are:

President -	One year
Vice-President -	One year (if person is available)

Treasurer -	One year, maximal up to two consecutive years
Secretary -	One year, maximal up to two consecutive years
Sergeant-at-Arms -	One year, maximal up to two consecutive Years
Other Director -	One year, renewable

Article 4 Duties of the Officers

Section 1 — The president presides at club and board meetings.

Section 2 — The immediate past president serves as a director on the club board.

Section 3 — The president-elect prepares for his or her year in office and serves as a director.

Section 4 — The vice president presides at club and board meetings when the president is absent.

Section 5 — A director attends club and board meetings.

Section 6 — The secretary keeps membership and attendance records, takes the minutes of every single board and club meeting and sends the approved minutes to the respective group of members.

Section 7 — The treasurer oversees all funds and provides an accounting of them.

Section 8 — The sergeant-at-arms maintains order in club meetings.

See Rotary club leader manuals for details on the roles and responsibilities of club officers on RI website.

Article 5 Meetings

Section 1 — The annual meeting of all members of this club is held no later than 15 December every year to elect the officers and directors who will serve for the next following Rotary year. The elected officers and directors must be reported as required to the responsible Rotary District/KKRRK- bodies not later than the following 31 January.

Section 2 — Regular club meetings for all members take place every first and third Wednesday every month. The location and the starting time will be decided by the majority of the members and will be published on the club website. Time and place of the regular club meetings also must be reported to the higher Rotary bodies.

The other Wednesdays of every month maybe used for community services, for

visiting other Rotary clubs/institutions or for a social club event. Reasonable notice of any change or cancellation of the regular meetings will be given to all club members in written form by email.

Section 3 – Board meetings are held at least once every month. Special meetings of the board are called with reasonable notice by the president or alternatively upon the request of two directors in written form by email.

Article 6 Dues

Annual club dues are 180,00 EUR. They must be paid in advance as follows:
yearly, quarterly or monthly.

The overall annual club dues include RI per capita dues, subscriptions to an official magazine, district per capita dues, club fees, and any other Rotary or district per capita assessment.

Rotaract members and spouses / partners of Rotary members approved as club members pay reduced club dues according to the currently valid Rotary (District/KKRRK) rules and regulations.

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.

A Satellite Club of this Rotary Club votes accordingly.

Article 8 Committees

Section 1 –The club’s committees comprise those listed in article 11, section 7, of the Standard Rotary Club Constitution, if possible, at least the Foundation Committee.

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.

Article 9 Finances

Section 1 — Before each fiscal year starts, the board prepares an annual budget of estimated income and expenditures.

Section 2 — The treasurer deposits club funds in a financial institution or institutions designated by the board, divided into two 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 or directors.

Section 4 — A qualified person conducts a thorough annual review of all financial transactions.

Section 5 — The board will ensure that the club adheres to all NGO requirements as set in the laws of Kosovo.

Section 6 — Club members will receive an annual financial statement of the club prior to the annual club meeting in December for discussion and approval.

Section 7 — The fiscal year is from 1 January to 31 December.

Section 8 — A mid-year financial report, with current and previous year income and expenses, will be presented to the members and to the new board on the last club meeting of June prior to the change of the Rotary year.

Section 9 — Costs of club members, who are on duty on behalf of the club shall be covered up to a certain extent according to the decision taken on a regular club meeting prior to the event in question.

Article 10 Method of Electing Members

Section 1 — A club member proposes a candidate for membership to the board and/or the membership committee, or another Rotary club proposes one of its transferring or former members.

Section 2 — The board approves or rejects the candidate's membership within 30 days and notifies the proposing club member, chair of membership committee or other Rotary club of its decision.

Section 3 — If the board approves the candidate's membership, the prospective member is invited to join the club.

Section 4 — Objections against a proposed membership candidate raised by a current club member must be addressed to the board in written form. The board shall consider the objection and shall take the final decision.

Article 11 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, having a quorum present for the vote, and having two-thirds of the votes support the change. Changes to these bylaws must be consistent with the Standard Rotary Club Constitution, the RI Constitution and Bylaws, and the Rotary Code of Policies.