

# BY LAWS OF THE ROTARY LGBT+ FELLOWSHIP

## ARTICLE I - NAME

*Section 1.1.* The name of this Rotary Fellowship shall be the Rotary LGBT+ Fellowship (Rotary Fellowship).

## ARTICLE II - PURPOSE

*Section 2.1.* The purpose of this Rotary Fellowship shall be to promote global friendship, service, and education with the goal of creating an inclusive, understanding and welcoming community, fostering goodwill and peace, and realizing a world that achieves fundamental fairness and equality for LGBT+ people. The Rotary Fellowship shall operate in compliance with Rotary International's policies for Rotary Fellowships, but shall not be an agency of, or controlled by, Rotary International.

## ARTICLE III - MEMBERSHIP

*Section 3.1.* Membership in the Rotary Fellowship shall be open to all active members of Rotary clubs (Rotarians) in good standing, spouses/partners of Rotarians, members of Rotaract clubs (Rotaractors), Family Members of Rotarians, Rotary Program Participants, and Rotary Alumni.

*Section 3.2.* Membership shall be offered on an annual basis. Lifetime memberships and Lifetime membership with spouse/partner are offered at the discretion of the Rotary Fellowship's Board of Directors.

*Section 3.3.* All memberships will require the payment of dues pursuant to Article VIII - Fiscal Matters to be accepted as a "member in good standing".

*Section 3.4.* Only "members in good standing" shall be eligible to vote (in any matter) and serve as an Officer or Director in the Rotary Fellowship.

*Section 3.5.* The Rotary Fellowship shall seek to engage members that represent our global community.

*Section 3.6.* Applications for membership shall be made available both electronically and physically and will be reviewed by a member of the Fellowship's Board of Directors.

## ARTICLE IV – EXECUTIVE DIRECTORS

*Section 4.1.* The Rotary Fellowship shall be administered by at least three Executive Directors: President, President-elect, Secretary, Treasurer and Immediate Past President (if available and required). All Executive Directors must be active Rotarians or Rotaractors.

*Section 4.2.* The Executive Directors shall perform the duties and functions usually attached to the title of their respective offices, together with such other duties as may be prescribed by the Rotary Fellowship's Board of Directors.

*Section 4.3 - President.* It shall be the duty of the president to preside at meetings of the Rotary Fellowship and to perform other duties as ordinarily pertains to the office of the president.

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*Section 4.4 - President-Elect.* It shall be the duty of the president-elect to act as the president and chair meetings when the president is absent and to perform such other duties as may be prescribed by the president or the board.

*Section 4.5 - Secretary.* It shall be the duty of the secretary to oversee the execution of keeping membership records; recording attendance at meetings; sending out notices of the fellowship, board, and committee meetings; recording and preserving the minutes of such meetings as deemed necessary by president; reporting as required to RI, including the annual reports of memberships on July 1 of each year, which shall include per capita dues for all members during the annual reporting period; reporting changes in membership; and performing other duties as usually pertain to the office of Secretary.

*Section 4.6 - Treasurer.* It shall be the duty of the treasurer to oversee the management of custody of all funds, accounting for it to the fellowship annually and at any other time upon demand by the board, and performing other duties as usually pertain to the office of Treasurer. Upon retirement for office, the Treasurer shall turn over to the incoming treasurer or to the president all funds, books of accounts, or any other fellowship property.

*Section 4.7 - Immediate Past President.* It shall be the duty of the immediate past president to serve as an advisor to the president and board of directors, to ensure continuity each year, and perform other duties assigned by the president or board of directors. The immediate past president will only serve at the discretion of the president and serve as needed. Additionally, it is the role of the immediate past president to serve as returning officer to facilitate elections in the year following their service.

*Section 4.8.* Unless otherwise specified, any reference to "Directors" throughout these by-laws shall also include Executive Directors.

### **ARTICLE V - BOARD OF DIRECTORS**

*Section 5.1.* The Rotary Fellowship shall be governed by a Board with no fewer than six members (including the Executive Directors). The number of Directors may be increased by the Rotary Fellowship's Board. All Directors shall be active Rotarians or Rotaractors.

*Section 5.2.* A Director shall be appointed to chair each of the standing and special committees. It shall be the role of these Committee Directors to ensure their committee delivers on its actions under the strategic plan and report to the Board of Directors on the actions of their committee at each meeting of the Board of Directors.

### **ARTICLE VI - MEETINGS**

*Section 6.1.* An annual meeting of the members shall take place at the RI Convention each year, or elsewhere as determined by the Rotary Fellowship's Board of Directors. At this meeting the installation of incoming Directors and other business shall take place. The exact date, time, and location of the annual meeting of the members shall be set by the Rotary Fellowship's Board of Directors and announced to the members at least 60 days prior to the meeting. Notice transmitted via email to the last known address of the members shall be considered good and sufficient notice.

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*Section 6.2.* Meetings of the Board of Directors shall be called by the president, whenever deemed necessary, or upon the request of two (2) directors, once 28 days' notice has been given.

*Section 6.3.* Accommodations for Fellowship members unable to attend scheduled meetings will be made available utilising electronic communication means.

### ARTICLE VII - TENURE AND ELECTION OF DIRECTORS Section

#### 7.1. Tenure of Directors.

*Section 7.1.1.* The terms of Directors shall coincide with the Rotary year, i.e. 1 July through 30 June.

*Section 7.1.2.* Directors' terms are renewable for up to three years. After three consecutive years of service, Directors are ineligible to serve until two years have passed.

*Section 7.1.3.* Executive Directors shall not serve more than two consecutive terms in the same position.

*Section 7.1.4.* The President and Immediate Past President may serve for additional year(s) to enable service in those roles.

#### *Section 7.2.* Election of directors.

*Section 7.2.1* The immediate past president shall act as returning officer, or an impartial returning officer appointed by the board of directors. The returning officer shall send notice of elections to the membership. Notice transmitted via email to the last known address of the members shall be considered good and sufficient notice. The returning officer shall receive nominations for expiring Director positions until a specified deadline, whereupon nominations shall be closed. The returning officer may also offer their own nominees for election. All nominees must indicate their willingness to serve by a specified deadline to be considered valid nominees for election.

*Section 7.2.2.* The names of the nominees for Director positions shall be distributed to the members, along with a voting ballot, at least 30 days prior to the annual meeting of the members. Ballots may be transmitted via email to the last known address of all members in good standing. Ballots shall indicate that they must be returned to the returning officer at least seven days prior to the annual meeting.

*Section 7.2.3.* The returning officer shall tally the votes cast and announce the newly elected incoming Directors at or prior to the annual meeting of the members.

*Section 7.3.* A vacancy in any Director role shall be filled by a two-thirds vote of the Rotary Fellowship's Board of Directors.

*Section 7.4.* A Director may be removed from office by a two-thirds vote of the Rotary Fellowship's Board of Directors.

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### ARTICLE VIII - FISCAL MATTERS

*Section 8.1.* The fiscal year of the Rotary Fellowship shall be the same as the Rotary year, i.e. 1 July through 30 June.

*Section 8.2.* The Rotary Fellowship's dues shall be set by the Board of Directors and shall be due on 1 July of each year. The Rotary Fellowship's dues shall be of a reasonable amount. Details regarding Fellowship dues shall be distributed to Fellowship Members at the time of their application to the Fellowship.

*Section 8.3.* Changes to the amount of dues shall be communicated to the Fellowship at least 60 days prior to the beginning of a new fiscal year.

*Section 8.4.* Funds shall be deposited in a financial institution approved by the Board of Directors.

*Section 8.5.* Payment of dues will be standardised utilising USD and will occur via credit card, debit card, and other money transfer services as agreed upon by the Fellowship Board.

*Section 8.6.* Annual budget will be presented and approved at the annual meeting. Publication of the annual report of activities and financial statement reports will be presented annually to members and copy to Rotary International by 1 October of each year.

*Section 8.7.* The Fellowship shall annually contribute to Rotary International peace and conflict resolution initiatives.

### ARTICLE IX - COMMITTEES

*Section 9.1.* The president, with the approval of the Board of Directors, shall appoint the following standing committees:

*Section 9.1.1.* Education Committee. The purpose of the Education committee is to create resources and initiatives to assist Rotarians, Rotary Clubs and Rotary International in creating an inclusive, understanding and welcoming community, fostering goodwill and peace, and realising a world that achieves fundamental fairness and equality for LGBT+ people.

Core Responsibilities:

- Develop initiatives to promote understanding and inclusion of the LGBT+ community and allyship in Rotary
- Increase awareness and visibility of intersectionality within the LGBT+ community
- Work with RI to encourage inclusion of LGBT+ people within Rotary and provide information resources of relevance to LGBT+ people and allies
- Organise materials and logistics for a booth at the annual Rotary International Convention
- Deliver on actions under the strategic plan
- Provide a report of committee activities to the Board of Directors at their meetings

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*Section 9.1.2.* Friendship Committee. The purpose of the Friendship committee is to create a fellowship that is a safe, inclusive, understanding and welcoming community of *Rotary Family* that fosters goodwill and peace, and realising a world that achieves fundamental fairness and equality for LGBT+ people.

Core Responsibilities:

- Grow Rotary awareness of and engagement with the Fellowship across the globe
- Organise social and networking events for the Fellowship at the annual Rotary International Convention
- Raise the Fellowship's profile within Rotary International to increase engagement of LGBT+ members and allies.
- Survey members (at least once annually) to see what people find valuable about the Fellowship, what could be improved and whether the Fellowship is meeting its strategic objectives
- Deliver on actions under the strategic plan
- Provide a report of committee activities to the Board of Directors at their meetings

*Section 9.1.3.* Service Committee. The purpose of the Service committee is to work with Rotary Action Groups, Rotary International, The Rotary Foundation, Rotary Districts, Rotary Clubs, and other members of the *Rotary Family* to develop and support service projects that impact and benefit the LGBT+ community. Service Projects that the Fellowship supports shall foster goodwill and peace, and realise a world that achieves fundamental fairness and equality for LGBT+ people.

Core Responsibilities:

- Celebrate and promote international LGBT+ days of significance and raise awareness of issues faced by LGBT+ members in Rotary
- Liaise with Rotary stakeholders to support projects of significance to the LGBT+ community
- Develop resources and contacts to assist Rotary stakeholders to support projects of significance to the LGBT+ community
- Deliver on actions under the strategic plan
- Provide a report of committee activities to the Board of Directors at their meetings

*Section 9.2.* The president, with the approval of the Board of Directors, may appoint special committees to complete a specific task or achieve a specific objective. The special committee shall have a terms of reference document to describe their purpose and shall be dissolved after the completion of the task or achievement of the objective, or upon direction of the president, with the approval of the board of directors.

## ARTICLE X - COMPLIANCE WITH RI POLICIES

*Section 10.1.* The Rotary Fellowship shall comply with Rotary International's policies for Rotary Fellowships, as set forth in the Rotary Code of Policies. The Rotary Fellowship's Board of Directors and Executive Directors shall familiarise themselves with these policies and any amendments to these policies as adopted by the RI Board of Directors from time to time.

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### Article XI – AMENDMENTS

*Article 11.1.* Rotary International must approve any amendment to these by-laws before it can take effect.

*Article 11.2.* Notice of intention to amend these by-laws must given at least 60 days prior to all Rotary Fellowship members. Notice transmitted via email to the last known address of the members shall be considered good and sufficient notice.

*Article 11.3.* To amend any one of the by-laws there must be a vote in favour of the proposed amendment by two-thirds of members in good standing.

*Section 11.4.* These Bylaws shall be reviewed every three years by the Board of Directors.