

## STANDARD ROTAKIDS CLUB BYLAWS

### Article 1 – Definitions

1. Board: The governing council of the RotaKids Club.
2. Director: A member of the Board.
3. Member: A child aged 7 to 12, officially registered with the club, or aged 6 to 13 where a one-year extension has been approved by the sponsoring Rotary Club in accordance with applicable local law.
4. Quorum: The minimum number of members required to be present in order to vote on a decision (50% + 1).
5. Sponsor: The Rotary Club that granted the Charter, or, in a co-sponsorship model approved by the District, the designated lead sponsoring Rotary Club acting on behalf of all co-sponsoring Rotary Clubs.
6. Rotarian Advisor: A member of the sponsoring Rotary Club, or of one of the co-sponsoring Rotary Clubs, designated to guide, support and supervise the RotaKids Club.
7. Faculty Advisor: A teacher or school staff member designated by the school administration to supervise the club's day-to-day activities in a school-based setting.
8. Co-sponsoring Rotary Clubs: Two or more Rotary Clubs approved by the District to jointly sponsor one or more RotaKids clubs. In such cases, one lead sponsoring Rotary Club shall be designated for certification, reporting, safeguarding coordination, financial oversight, and communication with the District. For the purposes of these Bylaws, references to the sponsoring Rotary Club include the designated lead sponsoring Rotary Club in an approved co-sponsorship model, unless the context requires otherwise.

### Article 2 - Elections and Terms of Office

1. Elections for the offices of President, Vice-President, Secretary, and Treasurer shall be held annually, preferably in May, so that the term of office begins on 1 July, coinciding with the Rotary year.
2. The term of office for any officer is one year. Re-election is permitted provided the age limit has not been exceeded.
3. Voting shall be conducted by secret ballot, under the supervision of the Advisor.

### Article 3 - Duties of Officers

1. President: Chairs meetings, proposes project ideas, and maintains communication with the sponsoring Rotary Club or, where applicable, the designated lead sponsoring Rotary Club.

2. Vice-President: Assists the President and assumes the duties of any absent officer, including those of President, Secretary, or Treasurer, as required.
3. Secretary: Maintains attendance records, takes notes during meetings, and manages the "Three Wheels Register" (volunteer service hours log).
4. Treasurer: Manages the club's small funds (from bake sales or donations) and presents the expenditure report to the Board and the sponsoring Rotary Club or, where applicable, the designated lead sponsoring Rotary Club.

#### Article 4 – Meetings

1. The club shall meet at least once per month.
2. Meetings may be held on school premises (School-Based Model) or at a location designated by the sponsoring Rotary Club (Community-Based Model).
3. No meeting shall be deemed official unless the Rotarian Advisor is present (Community-Based Model) or the Faculty Advisor is present (School-Based Model).
4. Every meeting shall begin with the RotaKids Pledge.

#### Article 5 - Projects and Activities

1. The club is required to complete at least three service projects per year:
  - a) One project benefiting the school or local environment.
  - b) One project with regional or national impact.
  - c) One project dedicated to international understanding (e.g., End Polio Now).
2. All projects shall be identified with the official RotaKids logo, consistent with the visual identity guidelines established in Annex A.

#### Article 6 - Application of the Merit System (The Gear of Service)

##### 6.1 Badge Structure

The Gear of Service uses a single badge format with two marker systems: three Level Markers positioned at 9 o'clock and three Progress Markers positioned at 3 o'clock.

The Level Markers indicate the member's current Gear of Service level. The Progress Markers indicate the member's progress within the current level.

Upon joining, the member receives the Level I badge version, showing no completed Level Markers and no filled Progress Markers. Upon advancement to Level II, the member receives a new badge version showing Level I completed in the Level Markers area. Upon advancement to Level III, the member receives a new badge version showing Levels I and II completed in the Level Markers area.

The color used to fill the circles is at the discretion of the RotaKids club, subject to approval by the sponsoring Rotary Club, consistent with the uniform color guidelines established in Annex A - Visual Identity Style Guide.

Board officers (President, Vice-President, Secretary, and Treasurer) are identified by a small ribbon attached beneath the standard badge, in the club's uniform color, without text or symbols. The ribbon indicates temporary service responsibility and carries no indication of the specific office held.

## 6.2 Progression Mechanism

Upon joining the club, the member receives the Level I badge version. Progress within the current level is reflected by filling the three Progress Markers one at a time, at the Wheel Loading Ceremony, as the member accumulates the required volunteer hours and completes the required activities for each marker.

When the third and final Progress Marker of a level is filled, the member receives the Level Completion Certificate for that level at the same ceremony - a moment of celebration shared with the club, the Rotarian Advisor, and invited guests.

The member continues to wear the completed badge until advancement to the next level is formally recognized.

Upon advancement to the next level, the member receives a new badge version corresponding to that new level. The new badge shall show the previously completed level in the Level Markers area and shall already include the first filled Progress Marker of the new current level.

This mechanism ensures continuity of visible progression within the Gear of Service system and preserves the distinction between completed levels and active progress within the current level.

The previous badge belongs permanently to the member and is taken home as a personal record of service.

## 6.3 Simultaneous Wearing

At any given time, the member wears the current badge corresponding to their present Gear of Service level and progress status.

Where applicable, a Board ribbon may be attached beneath that badge for the duration of the member's term of office.

Members may choose to wear any or all of their earned badges simultaneously, as a visible record of their complete journey through the Gear of Service. There is no obligation to wear all badges; the choice is entirely personal. What matters is that every badge earned belongs permanently to the member, as a tangible record of service that no one can take away.

## 6.4 Wheel Loading Ceremony

The physical filling of circles on the badge - the Wheel Loading Ceremony - shall take place at a formal club meeting, by the highest-ranking available officer from the following order of precedence:

1. President of the sponsoring Rotary Club
2. Vice-President of the sponsoring Rotary Club
3. Rotarian Advisor
4. School Principal (*school-based clubs only*)
5. Faculty Advisor
6. President or Vice-President of the RotaKids Club (*in the absence of all of the above*)

Progress Markers are filled from top to bottom as viewed from the front of the badge, with the bottommost Progress Marker filled last - the most prominent point, always the final achievement earned within the current level.

When a member advances to a new Gear of Service level, the new badge version shall be presented formally at the same ceremony or at the next suitable formal meeting, together with the corresponding Level Completion Certificate for the level just completed.

#### 6.5 District Discretion

The number of volunteer hours or activities required to earn each circle is not mandated globally. Each District RotaKids Committee shall establish the minimum requirements applicable within its jurisdiction, consistent with local educational standards and the age group of the members. These requirements shall be documented in the District's supplementary internal regulations and communicated clearly to all sponsoring clubs

#### Article 7 - Finances

1. Membership dues shall not be mandatory. No child may be required or expected to contribute financially. Voluntary family, community, or sponsor donations may be accepted only through the sponsoring Rotary Club or another locally approved transparent mechanism.
2. All funds raised through Service-Learning projects must be deposited in a dedicated account or managed transparently through the treasury of the sponsoring Rotary Club.
3. Funds may be used exclusively for charitable causes or the purchase of materials required for projects (e.g., plants, paint, badges).

#### Article 8 - Safeguarding of Minors

1. All club activities shall be conducted under the supervision of a designated adult, as follows:
  - a) School-based clubs: the Faculty Advisor, or any other adult approved by the school administration, in accordance with the school's child protection policies.
  - b) Community-based clubs: the Rotarian Advisor designated by the sponsoring Rotary Club.

In all cases, the sponsoring Rotary Club bears responsibility for ensuring that appropriate adult supervision, written agreements, parental consent where required, and local legal compliance are in place for every RotaKids activity.

2. The use of digital platforms by RotaKids members is prohibited without the supervision of the Rotarian Advisor or Faculty Advisor, and the written consent of parents or guardians.
3. The website provided through *rotakids.club* shall be administered by an adult designated by the sponsoring Rotary Club (New Generation Officer).

#### Article 9 - Adoption and Amendments

These Bylaws may be amended by a vote of two-thirds (2/3) of the club's members; however, any amendment shall become valid only upon written approval by the Board of Directors of the sponsoring Rotary Club or, in an approved co-sponsorship model, by the Board of Directors of the designated lead sponsoring Rotary Club.