



STANDARD BYLAWS RECOMMENDED FOR LOCAL QUOTA CLUBS

Note: The Bylaws and Rules of Procedure of Quota International are the basic laws for the International organization and its constituent divisions, including the areas, the districts and the clubs.

Clubs have the privilege of adopting additional provisions as long as they do not conflict with or are more restrictive than the international requirements except when the "law of the land" supersedes the bylaws. See Section Article XIV Section 4, A & B. Local bylaws should be rewritten to include such provisions as well as specific local details.

As local bylaws are first adopted or later amended, they are distributed within the club; and a copy is mailed to the **Executive Director, 1420 21st Street, N.W., Washington, D.C. 20036.**

Annually, the International Bylaws and Rules of Procedure are posted on the Quota International web page.

Copies of "Standard Bylaws" are revised annually and are available from the Quota International Office upon request.

ARTICLE I

Name

The name of this club shall be Quota International of

City

State or Province

Country

District

Area

ARTICLE II

Authority, Mission Statement and Objects

Section 1. Authority

This club derives its name and authority from and is chartered by Quota International, Incorporated, and is subject to the official "Charter, Bylaws and Rules of Procedure" of Quota International.

Section 2. Mission Statement and Objects

The business, mission, and objects of Quota International and its member club shall be to seek individuals of diverse occupations committed to sharing their time, talent, and resources to meet Quota International's goals for service, and more particularly:

- To serve country and community
- To promote high ethical standards
- To emphasize the dignity of all useful occupations
- To develop good fellowship and friendship
- To advance ideals of righteousness, justice, international understanding and good will.

For information on Quota policies, emblems, and the motto, see *Quota International Bylaws, Articles III and V and Rules of Procedure 1 through 9*. Rule of Procedure 7 specifies that to

secure authorization to produce any club or district supply items bearing an official Quota emblem or trademark:

1. A written request to the Quota International Office must be made, accompanied by a drawing or sample of the item.
2. The executive director will respond on behalf of the board of directors to all requests.

ARTICLE III

Membership

Section 1. Classes of Membership

There shall be two classes of membership: Active and Member-at-Large.

A. Active Membership:

Active membership shall be held by any person willing to commit their time, talent and resources to further Quota International's service goals.

Membership will apply to only one Quota club.

Active members shall have full privileges of membership.

B. Member at Large

Membership at Large may be extended to an active member living in a location that does not have a Quota club.

A member at large will continue to pay Quota International dues and district dues if the residence is in a district. The member at large continues to receive THE QUOTARIAN magazine and may attend international convention and district conferences as a member. The member at large would not receive any club mailings but would receive "all member" mailings. A member at large may not hold any club, district or international office.

(If and when this club shall be honored by having a past president of Quota International, Incorporated as one of its members, that person becomes a life member of Quota International.)

Section 2. Acceptance of New Members.

The procedure for acceptance of new members of this Quota club shall be:

- A. Individual Quotarians present names of prospective members **and/or** interested individuals submit their own name for potential membership to the membership committee, which examines the qualifications and reports to the club within thirty days.
- B. If the prospect has been found qualified for Quota membership, the club may then invite the prospect into membership.
- C. A formal invitation will also be extended to the prospective member accompanied by the necessary membership form.
- D. If invitation is accepted by prospective member, the completed form shall be returned to the club with the membership initiation fee of at least \$10.00 and dues of \$_____.
- E. Membership shall begin on the date of acceptance of the new member form and initiation fee by the president of this club.

Section 3. Attendance Requirements.

Members are required to attend at least fifty percent of the meetings in any one fiscal year.

Section 4. Attendance Make-up.

A member unavoidably prevented from attending a meeting of this club may have the privilege of making up attendance in any way deemed acceptable by this club.

Membership cannot be terminated without a minimum 30 day notice in writing to the member of the club's intention to drop a member because of non-attendance.

Section 5. Leave of Absence.

This Quota club may vote to grant a leave of absence for a period of not less than three months nor more than six months for a reason acceptable to the club.

Leave of absence does not exonerate a member from paying dues.

Section 6. Termination of Membership.

- A. A member may terminate membership by resignation in writing, providing such member is

in good standing by payment of dues to effective date of resignation. (Quota dues are paid annually for the upcoming year.)

B. Membership shall be terminated by the following:

1. Absence -- Any member who does not meet the club attendance requirements. Membership cannot be terminated without a minimum 30 day notice in writing to the member of the club's intention to drop a member because of non-attendance.
2. Non-payment of Dues -- Any member who shall be for three months delinquent in the payment of dues, without reason acceptable to the club, shall be dropped from membership, after having been given thirty days notice in writing of the club's intention to do so.

C. Surrender of Quota pin. In the event of involuntary termination of membership, the club shall request surrender of the official Quota International club pin.

Section 7. Reinstatement.

A member who has resigned, or who is no longer a member because of club dissolution or charter revocation, may be invited for reinstatement in any Quota club without payment of initiation fee. A member at large may also be invited to rejoin a Quota club without payment of an initiation fee.

Members reported as dropped may not be reinstated but may be invited to join a Quota club as a new member, paying the initiation fee.

Section 8. Transfer of Membership.

Members in good standing may be recommended to another club as transfers. The club, to which the member is recommended, has the option of inviting the recommended member. The club notifies Quota International of the action.

A transferred member pays no additional fee, if in good standing, but pays regular dues into the membership. Members reported as resigned or dropped are not eligible.

Transfer of members must take place before the member has been shown as a loss on the club's membership report to Quota International.

ARTICLE IV

Club Officers

Section 1. Officers named.

The officers of this club shall be a President, President Elect or Vice President, a Secretary and a Treasurer.

1. If additional officers are named, list them here. For instance, a club may choose to have
 - a. a president-elect and a vice president or a first vice president and a second vice president;
 - b. a recording secretary and a corresponding secretary.

Section 2. Eligibility and Term.

- A. Eligibility -- Only members in good standing shall be eligible to hold office.
- B. Term -- The term of office shall begin at the conclusion of the installation of officers.

Section 3. Vacancies.

- A. In the event of a vacancy in any office except that of president, the board of directors shall fill the vacancy for the unexpired term by election. In the event of a vacancy in the office of president, the president-elect or first vice president shall become the president.
- B. Any person serving more than half of a term shall be deemed to have served the full term.

Section 4. Duties.

- A. The President shall:

Preside at all meetings of the club and of the board of directors;

Exercise general supervision over the interests and welfare of the club in the community;

Appoint all committees, subject to the approval of the board of directors;

Be an ex-officio member of all committees, except the nominating committee;

Call all meetings of the club and of the board of directors; and

Perform such other duties as rightfully pertain to the office of president.

B. The President-Elect (or Vice President) shall:

Act in the absence or inability of the president to serve; perform such duties as may be assigned by the president or the board of directors;

Become president in case of a vacancy in the office of president; and

Head the new club phase of the local development and growth program. (The recruitment phase of D&G should be the full-time task of an appointed membership chairman and committee.)

C. The Secretary shall:

Write and keep the minutes of all meetings of the club and of the board of directors;

Be custodian of all records and papers of the club, except the records of the treasurer;

Keep an accurate record of names, addresses and classifications of all members of the club;

File with the executive director of Quota International a copy of these bylaws and a copy of amended bylaws when amendments are made; and

Perform such duties as rightfully appertain to the office of secretary and such other duties as may be assigned.

D. The Treasurer shall:

Receive and disburse all funds of the club and deposit them in a bank or banks designated by the board of directors;

Report to the board of directors at each meeting and to the club at such times as may be designated by the board;

Provide bond in such amount as the board of directors shall determine (the cost of the bond to be paid by the club); and

Provide records for the annual audit.

E. Other officers (if any are added) shall:

Perform such duties as may be assigned to them by the board of directors.

Section 5. Reports.

The president and treasurer shall present written reports at the annual meeting of the club and other officers shall report as required by the board of directors.

All non-routine correspondence addressed to Quota International by a club must also be copied and mailed to the district governor and area director. If the subject matter pertains to new club phase of development and growth, copy must be sent to the lieutenant governor.

ARTICLE V

Nominations and Elections

Section 1. Nomination and Election of club officers.

- A. Nominations. At the _____ meeting in _____, a nominating committee of three members shall be named. This committee shall meet and prepare a ticket consisting of one candidate for each office to present to the club at its annual meeting.

Nominations from the floor shall be in order at the annual meeting.

No one shall be nominated who has not consented to serve if elected.

Note: A club not wishing to have a nominating committee may have nominations from the floor only.

- B. Election. Election of club officers shall be held at the annual meeting. A plurality vote shall elect. If there is only one candidate nominated for a given office, election for that office may be by voice vote.

For "Nomination and Election of International Officers and Absentee Voting", see *Quota International Bylaws Article VIII*.

ARTICLE VI

Board of Directors

Section 1. Board of Directors named.

The elected officers shall constitute the board of directors. List them.

Section 2. Duties

The Board of Directors shall:

Have general supervision of the affairs of the club between business meetings:

Give approval to the appointments made by the president of the committee chairman and members;

Make recommendations to the club for action by the club;

Provide for the annual audit of the books and records of the treasurer;

Perform such other duties as the club may direct.

Section 3. Meeting of the board of directors.

- A. The board of directors shall hold meetings on the _____ day of the _____ month at the time and place designated by the board at the beginning of its term. Special meetings may be called at the written request of a majority of the board members.
- B. Attendance. Attendance at meetings of the board of directors is obligatory for all board members. Absence from two consecutive meetings of the board, without excuse satisfactory to the board, shall be considered equivalent to a resignation, and a vacancy thus created shall be filled by vote of the board for the unexpired term.
- C. Quorum. A quorum for any meeting of the board of directors shall be _____ board members.

ARTICLE VII

Committees

Section 1. Committees Classified.

There shall be two classes of committees:

A. Standing committees

1. Administrative
2. Service

B. Special Committees

Section 2. Appointment.

Standing committees shall follow the committees of Quota International and shall be appointed by the president for a term of one year, subject to the approval of the board of directors. Special committees may be appointed by the president, subject to the approval of the board. The number of members and the personnel of each committee shall be determined by the need.

See Quota International Bylaws Article X and Rule of Procedure 18.

Section 3. Ex-Officio Member

The president shall be an ex-officio member of all committees except the nominating committee. All programs and promotional activities of all committees shall have the approval of the board.

ARTICLE VIII

Meetings, Conferences and Conventions

Section 1. Club Meetings.

A. Regular Meetings. Regular meetings of the club shall be held at _____ on _____ unless otherwise ordered by the club or the board of directors. This club shall hold _____ meetings (bylaws stipulate at least fifteen regular meetings) during the fiscal year.

1. Business Meetings. The regular meeting held on the _____ of the month shall be known as the business meeting at which regular business shall be transacted.

- 2. Program Meetings. Meetings held on the _____ of the month shall be known as the Program Meetings. Business may be transacted at program meetings if deemed necessary.
- B. Annual Meeting. The _____ meeting shall be the annual meeting, and the agenda shall include receiving the annual reports of officers and committees and the election of officers.
- C. Special Meetings. Special meetings of the club may be called by president and club officers.
- D. Quorum. A quorum for any meeting of this club shall be _____ members.

Section 2. District Conferences, Quota Training Seminar, Area Meetings, International Convention.

- A. Quota Training Seminar. This club shall send its president or substitute to the Quota Training Seminar and to special meetings in the district called by the governor.
- B. District Conferences and International Conventions. This club shall send two delegates to the district conference and one delegate to the international convention or vote by absentee ballot and pay the required share of the costs of the convention. Failure to attend two consecutive conventions may be considered a reason for having a charter revoked.
- C. Area Meetings. When an area meeting is called by the area director, the club shall provide representatives of as many members as possible. *See Quota International Bylaws Article XVI.*

ARTICLE IX

Finances and Funds

Section 1. Initiation Fee

Each new member of this club shall pay a membership initiation fee of \$_____. Of this amount, \$10.00 U.S. and the prorated portion of the current year's dues (see Section 2) shall be sent by the club treasurer (with a new member form) to Quota International. \$_____ (the balance) shall be retained in the club treasury.

Section 2. Annual Dues.

The annual per capita dues for each member shall be:

- A. A total of \$75.00 US to Quota International and:
 - 1. A total of \$ _____ to the local club.
 - 2. Give rates and define any local levies other than the regular dues.
 - 3. Give rates and define any special district assessments, levies and required payments.
- B. All financial transactions to and from Quota International shall be in United States dollars or in the equivalent national currency but only if authorized first by the Quota International board of directors.

Dues shall be paid by every Quota club in advance, annually, based on the number of members on January 1st and shall be due within thirty (30) days of said date.

During the first year of their membership, the dues and fees for new members should be prorated. The International dues should be prorated as follows:

January, February, March	\$75.00
April, May, June	\$56.25
July, August, September	\$37.50
October, November, December	\$18.75

Prorated dues and initiation fee should be sent with the new member form as soon as a new member joins.

Section 3. Advance Convention Deposit.

With each Quota International dues statement, the club shall pay a non-refundable advance convention deposit to cover each club's share of the administrative costs of the international convention. That amount is paid whether or not a club plans to send a delegate to convention. The amount of the fee is determined each year and appears on the annual dues statement.

Section 4. Convention Registration Fee.

A convention registration fee shall be paid by each member attending convention. The convention registration fee paid by a club for its delegate shall be at a reduced rate noted on the convention registration form. No delegate shall be entitled to vote at convention unless the convention registration fee has been paid.

Section 5. Other Funds.

As soon after the annual meeting as possible a budget of the estimated income and expenditures for the year shall be adopted by the club upon the recommendation of the board of directors. Revenue from sources other than dues may be raised as recommended by the board of directors and approved by the club.

Section 6. Audit.

An annual audit of the books and records of the treasurer shall be made by a qualified accountant or bookkeeper, or any two members of the club to be designated by the board of directors. Insofar as possible, all bills shall be paid by check signed by the president and the treasurer upon authorization of the board and/or the club members.

Section 7. Fiscal Year.

The fiscal year shall be May 1 - April 30.

ARTICLE X

Parliamentary Authority

Roberts Rules of Order Newly Revised shall be the parliamentary authority for all matters of procedure not specifically covered by the Certificate of Incorporation and Charter, Bylaws and Rules of Procedure of Quota International.

(Local clubs situated outside of the United States of America may use such parliamentary authority as is recognized in their countries.)

ARTICLE XI

Amendments

These bylaws, other than the mandatory provisions in Quota International Charter, Bylaws and Rules of Procedure, may be amended at any meeting of the club by a two-thirds vote of those present and voting, provided previous notice of the proposed amendments had been given to the membership.

The bylaws of a Quota club shall not be in conflict with or be more restrictive than the Bylaws of Quota International.

