# SAMPLE passport club bylaws

Below is a sample of some of the club bylaws that passport clubs might put in place. You can adapt them to suit your club’s preferences.

1. **Qualifications.** Any adult who brings expertise and a desire to serve and otherwise meets the requirements described in the RI Constitution Article 5 is eligible to be a member of the Rotary Club of \_\_\_\_\_.
2. **Method of electing members.** Prospective members are first approved by the board, and then their names are listed in the weekly newsletter. If no member objects within \_\_ days, the prospective member is invited to join. Rotarians who are relocating are automatically invited to join unless they were terminated from their previous clubs for a negative reason.
3. **Meetings.** Online board meetings are open to all members and held monthly. In-person meetings are held quarterly, and a social event is scheduled monthly.
4. **Attendance.** Members attend the meetings and events of the Rotary Club of \_\_\_\_\_ when they are able to. They can also attend meetings and events of other clubs, provided that they contact club leaders in advance to arrange their visit. Members are required to attend our own club meetings in person at least once per \_\_\_\_\_.
5. **Service.**Members of the Rotary Club of \_\_\_\_\_ are expected to perform \_\_\_\_\_\_\_\_ hours of service per \_\_\_\_\_.
6. **RI registration.** Official members of the Rotary Club of \_\_\_\_\_\_ pay club, district, and RI dues, and they are listed as active members in RI’s records.
7. **Dues.** Club dues for members of the Rotary Club of \_\_\_\_ are $\_\_\_\_\_ per year (as of \_\_\_\_\_).
8. **Committees.** Club committees coordinate their efforts to achieve the club’s annual and long-term goals. The president is an ex officio member of all committees and, as such, has all the privileges of membership. 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.
9. **Votes and quorum.** The business of this club shall be transacted by electronic vote. Members of the Rotary Club of \_\_\_\_\_ are not eligible to vote on items proposed by other clubs they visit.
10. **Amendments.** These bylaws may be amended occasionally by an electronic vote of the club’s members. Members must be notified of a proposed amendment at least \_\_\_ days before the vote. More than half of the club’s members need to vote on the amendment, and two-thirds of those who vote need to approve it in order for the amendment to become part of the bylaws. No amendment or addition to these bylaws that is not in harmony with the constitution and bylaws of RI can be made.

Learn more about passport clubs in the [Guide to Passport Clubs](https://my.rotary.org/en/document/guide-passport-clubs) on [Rotary.org/flexibility](http://www.rotary.org/flexibility).

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