



## ROTARACT CLUB OF TORONTO BYLAWS

### Table of Contents

Article 1 — Definitions	4
Article 2 — Membership Admission	4
Article 2.1 Membership Qualification	4
Article 2.2 Transfer of Membership	4
Article 3 — Meetings and Voting Methods	5
Article 3.1 Quorum	5
Article 3.2 Regularly Scheduled Club Meetings	5
Article 3.3 Attendance at Regularly Scheduled Club Meetings	5
Article 3.4 Quorum at Club Meetings	5
Article 3.5 Closed Assemblies	5
Article 3.6 Annual Members' Meeting	6
Article 3.7 Regularly Scheduled Board Meetings	6
Article 3.8 Special Board Meetings	6
Article 3.9 Notice of Board Meetings	6
Article 3.10 Board Meeting Transparency and Confidentiality	6
Article 3.11 Committee Meeting Frequency	7
Article 3.12 Meetings with The Rotary Club of Toronto	7
Article 3.13 Quorum at Board Meetings	7
Article 3.14 Voting by Membership	7
Article 3.15 Voting at Board of Directors Meetings	8
Article 3.16 Voting Platform for Meetings	8
Article 3.17 Voting Outside of Meetings	8
Article 3.18 Method of Voting in Committee Meetings	8
Article 4 — Club Officers, Duties, and Expectations	9

Article 4.1 Core Duties of Club Officers	9
Article 4.2 Expectations of Club Officers	11
Article 4.3 Board of Directors Positions and Terms	11
<b>Article 5 — Committees</b>	<b>11</b>
<b>Article 6 — Finances</b>	<b>12</b>
Article 6.1 Financial Accountability	12
Article 6.2 Rotaract Club of Toronto Bank Account	12
Article 6.3 Signed Authority for Bank Account	13
<b>Article 7 — Fees and Dues</b>	<b>13</b>
Article 7.1 Annual Dues	13
Article 7.3. Exemptions to Membership Dues	13
<b>Article 8 — Membership Duties, Expectations, and Management</b>	<b>14</b>
Article 8.1 Membership Duties and Expectations	14
Article 8.2 Members in Good Standing	14
Article 8.3 Becoming an Inactive Member	15
Article 8.4 Becoming a Member on Leave	15
Article 8.5 Implications of Inactive Member or Member on Leave Status	15
Article 8.6 Reinstatement of Member in Good Standing Status	16
Article 8.7 Honourary Members	16
Article 8.8 Membership Withdrawal	16
<b>Article 9 — Elections of Club Officers</b>	<b>16</b>
Article 9.1 Eligibility for Candidacy	16
Article 9.2 Qualifications for Presidency	17
Article 9.3 Nominations of Candidates	17
Article 9.4 Election Day Club Meeting	18
Article 9.5 Voting for Club Officers	18
Article 9.6 Notification of Election Outcomes to Candidates	19
Article 9.7 Notification of Election Results to All Club Members	19
Article 9.8 Vacancy in Club Officer Position	19
<b>Article 10 — Discipline of Members</b>	<b>20</b>
Article 10.1 Scope of Disciplinary Process	20
Article 10.2 Identification of a Grievance	20
Article 10.3 Disciplinary Process for Member Misconduct	21

Article 10.4 Authority to Discipline	21
Article 10.5 Notice of Disciplinary Action	21
Article 10.6 Appeal of Disciplinary Action	21
Article 10.7 Discipline of Officers	22
<b>Article 11 — Intellectual Property and Media</b>	<b>22</b>
Article 11.1 Member Responsibility	22
Article 11.2 Rights to Photography and Videography	22
Article 11.3 Member Consent to Photography and Videography	23
<b>Article 12 — Acceptance of Constitution and Bylaws</b>	<b>23</b>
<b>Article 13 — Amendments</b>	<b>23</b>
Article 13.1 Amendments of Bylaws	23
Article 13.2 Provision of Bylaws to The Rotary Club of Toronto	23
<b>Acknowledgements and Version History</b>	<b>24</b>
Acknowledgements	24
Rotaract Club of Toronto Bylaws Version History	24

# Article 1 — Definitions

Board: The club's board of directors

Director: A member of the club's board of directors

Member: A member of the club

Officer: A club member appointed or elected into an office and assigned corresponding duties

Committee Member: Any member or prospective member that has attended at least one committee meeting or event

IRV: Instant Runoff Voting

Quorum: The minimum number of participants who must be present when a vote is taken: A quorum at any meeting of the members shall be a majority of the members entitled to vote at the meeting.

RI: Rotary International

Rotary year: The organization's fiscal and administrative year beginning on 1 July

Chair: Leader of a committee

# Article 2 — Membership Admission

## Article 2.1 Membership Qualification

Individuals will become members upon meeting the following qualifications, as assessed and confirmed by the board:

- (a) Be 18 years of age or older at the time of qualifying for membership.
- (b) Attend four (4) club or committee meetings within three (3) months.
- (c) Participate in two (2) club activities, specifically: two committee service projects or events, two fundraising events, two leadership or organization of a club or committee service project or event or any combination of two of the aforementioned activities. Additional involvement may be considered towards eligibility for membership at the discretion of the board of directors, such as participation in fellowship activities or support with committee activities outside of a meeting.
- (d) Pay club dues for the Rotary year as determined by the board of directors.
- (e) Fill out the club member directory.

## **Article 2.2 Transfer of Membership**

The qualifications described in article 2.1 shall be waived in the case of transfer of membership from another Rotaract club, if the below requirements are met. In order to transfer membership into the club, the prospective member shall:

- (a) Provide a letter from the president of their former Rotaract club confirming their status as a Rotary/Rotaract member in good standing within the last 4 calendar months, however defined by their club's bylaws, and
- (b) Pay the Rotaract Club of Toronto's dues prorated based on the calendar year and as described in Article 7.

# **Article 3 — Meetings and Voting Methods**

## **Article 3.1 Quorum**

Quorum must exist at all meetings in order for decisions to be made, unless otherwise specified in these bylaws. A quorum at any meeting of the members shall be a majority of the members entitled to vote at the meeting. If a quorum is present at the opening of a meeting of members, the members present may proceed with the business of the meeting even if a quorum is not present throughout the meeting.

## **Article 3.2 Regularly Scheduled Club Meetings**

Regular club meetings will be held bi-weekly at a date and time that is convenient for the majority of the active members in good standing, as scheduled by the board at the start of the Rotary year. Meeting dates may be adjusted to accommodate for holidays or recess. For any changes or cancellations, notice of at least forty eight (48) hours prior to the scheduled time of the start of the meeting must be given to all members. Notice of changes or cancellation may occur with less than 48 hours notice in the event of circumstances arising outside of the board's control.

## **Article 3.3 Attendance at Regularly Scheduled Club Meetings**

Any member absent from a regularly scheduled meeting of the club may make up for an absence in any of the following ways:

- (c) attend a regular meeting of any other another Rotaract club or Rotary club; or

- (d) attend and participate in a club service project or a club-sponsored community event;  
or
- (e) attend a convention or preconvention of RI, a Rotary or Rotaract district or multi-district conference or training seminar, or other meeting authorized by the board.

## **Article 3.4 Quorum at Club Meetings**

A majority of the members in good standing shall constitute a quorum at any regular or special meeting of the club.

## **Article 3.5 Closed Assemblies**

A closed assembly may occur as a form of special meeting. A closed assembly shall be a members only meeting held for the purpose of discussing issues or concerns with members in good standing, or requesting feedback from members in good standing on a topic where closed room discussion is needed. A closed assembly meeting shall be called by the president or vice president, or a written proxy on behalf of the president or vice president, and must be seconded by at least one other board member.

Alternatively, three club members in good standing (officer or general) can request a closed assembly by submitting a collective request to the Board and it is recommended that the Board honour the request and refer to the Ethics Committee if unsure on how to proceed. If the members don't feel comfortable going to the Board they can escalate the request to the Ethics Committee.

Where a closed assembly meeting is being called, notice of the meeting date, time, and purpose shall be given to members in good standing at least one week (7 days) in advance by the president or vice president, or a written proxy on behalf of the president or vice president. Discussion occurring during a meeting designated as a closed assembly shall be held in confidence amongst members in good standing given the sensitive nature of topics, though the decision(s) arising from the closed assembly need not remain confidential.

## **Article 3.6 Annual Members' Meeting**

An Annual Members' Meeting (AMM) must be held every Rotary year, no later than 31 December, and shall occur as a closed assembly. This members' only meeting has the purpose of providing a space for input from the club-at-large to discuss plans, objectives, and budget(s) for the Rotary year, transparently communicating the finances from the previous Rotary year, reviewing the club's governing documents, as well as addressing any questions or concerns by the membership.

## **Article 3.7 Regularly Scheduled Board Meetings**

The board of directors must meet monthly, in-person, or electronically, at a date and time that is convenient to the majority of the board of directors. The date and time of these meetings must be made available to all members in good standing.

A club member in good standing may request to attend a board meeting as an observer, and will not hold any voting rights at this meeting. A member attending a board meeting as an observer shall not address the meeting except with the permission of the board. All members in attendance are expected to retain in confidence any sensitive information discussed, as outlined in Article 3.10. While all efforts should be made to ensure members attending are able to observe the meeting in full, members observing the meeting may be asked to temporarily leave the meeting if a closed room discussion amongst board members is required.

## **Article 3.8 Special Board Meetings**

Special board meetings may be called for the purpose of conducting time-sensitive business, with every effort made to provide at least forty eight (48) hours notice. A special board meeting shall be called by the president, or alternatively by any board member if seconded by at least one other board member.

## **Article 3.9 Notice of Board Meetings**

Notice of a meeting shall not be necessary if all officers of the board are present, and no officer objects to the meeting, or if those absent have signified their consent to the holding of such meeting. Notice of an adjourned meeting is not required if the time and place of the adjourned meeting is announced at the original meeting. Unless otherwise stated in these bylaws, no notice of meeting need specify the business or purpose or the business to be transacted at the meeting.

## **Article 3.10 Board Meeting Transparency and Confidentiality**

A summary of discussion and decisions arising from board meetings shall not be held in confidence, and may be shared with members. The board must clarify, with explanation, which information or discussion is deemed sensitive and thus must be retained in confidence. Items may be deemed sensitive in nature based on its ability to negatively impact the operation of the club and/or its members if not retained in confidence.

Meeting minutes from board meetings shall be made available to members in good standing in a timely manner upon request. Meeting minutes shall be redacted where applicable to ensure items deemed sensitive are retained in confidence.

## **Article 3.11 Committee Meeting Frequency**

Committee meetings shall occur at a frequency as decided upon by the board of directors, with a minimum of nine (9) committee meetings held within the Rotary year for community service, international service, and professional development committees.

## **Article 3.12 Meetings with The Rotary Club of Toronto**

An annual meeting of the Rotaract Club of Toronto and The Rotary Club of Toronto may be organized each Rotary year for the purpose of reaffirming the responsibilities and commitment of the sponsorship relationship. At minimum, it is suggested that this meeting shall include representation from the Rotaract Club of Toronto president, as well as the liaison director from The Rotary Club of Toronto. One or more members of The Rotary Club of Toronto will be invited to attend no fewer than four (4) regular meetings or events of the club annually. The Rotary Club of Toronto's liaison director with the Rotaract Club of Toronto, or their proxy, will be invited to attend no fewer than three (3) regular or special meetings of the board annually.

## **Article 3.13 Quorum at Board Meetings**

Quorum must exist at all board meetings where decisions are to be made. A majority of the officers present shall constitute a quorum at any board meeting, including regularly scheduled and special board meetings. The presence of the president or vice president is required in order to achieve quorum at meetings of the board of directors unless the president has provided written permission to another board member to conduct the meeting in their absence.

## **Article 3.14 Voting by Membership**

At any club or committee meeting where a decision must be made, the decision shall be determined by a majority of the votes cast on the questions, unless otherwise provided by the constitution or the bylaws. Votes may be cast through acclamation vote, show-of-hands, on a ballot, or through electronic means. In the case of an equality of votes, the president of the meeting shall have a second or casting vote, in addition to an original vote.

In the event that a decision must be made outside of a meeting, voting may occur through electronic means, and the decision shall be determined by a majority of the votes cast on the questions, unless otherwise provided by the constitution or the bylaws. For closed assemblies, decisions shall be determined by a majority of the votes cast on the questions. Members in good standing may be asked to vote as follows:

- a. By voting during the closed assembly, once all pertinent information has been presented, or



- b. By voting through electronic means following the closed assembly. All pertinent information must be shared in writing with members in good standing, in advance of their votes being cast. In the case of voting through electronic means, members in good standing shall be provided at least forty eight (48) hours to cast their vote.

## **Article 3.15 Voting at Board of Directors Meetings**

At any meeting of the board where a decision must be made, the decision shall be determined by a two-thirds majority of the votes cast on the questions, at a meeting where quorum exists. Votes may be cast through acclamation vote, show-of-hands, on a ballot, or through electronic means. In the case of an equality of votes, the president of the meeting shall have a second or casting vote, in addition to an original vote.

In the event that a decision must be made outside of a board meeting, voting may occur through electronic means. Votes must be cast by a majority of the directors entitled to vote, and the decision shall be determined by a two-thirds majority of the votes cast on the questions, unless otherwise provided by the constitution or the bylaws.

## **Article 3.16 Voting Platform for Meetings**

If the meeting chair chooses to make available telephonic, electronic, or other communication facilities that permit all participants to communicate adequately with each other during the meeting, any person present who is entitled to be in attendance at the meeting is determined to be present for the purposes of reaching quorum. Notwithstanding any other provision of this bylaw, any person participating in the meeting who is entitled to vote at the meeting may vote by means of any telephonic, electronic, or other communication facilities that the president has made available for that purpose.

## **Article 3.17 Voting Outside of Meetings**

For any vote occurring through electronic means, where voting is not occurring during a meeting, every effort should be made to provide at least forty eight (48) hours for members, including officers, to cast their votes.

## **Article 3.18 Method of Voting in Committee Meetings**

The method of voting at committee meetings is as follows:

- (a) Quorum is not required in order for business to be conducted at a committee meeting.
- (b) Attendees at committee meetings may include club members in good standing as well as prospective club members. All attendees may propose a charity they wish to donate funds towards.

- (c) A committee may vote to disburse funds, whether as proceeds of an event or from the committee's budget to be donated to a Canadian registered charity. Should the committee wish to disburse funds to an organization or initiative that is not a Canadian registered charity, the decision must be made through the board. The charity's overhead costs must be taken into account in all donation decisions by the club.
- (d) With respect to voting on committee decisions, all club members in good standing who are present at the committee meeting may vote on decisions made through the committee; quorum is not needed. Only club members in good standing shall be entitled to a vote. Each vote will be cast as per Article 3.14. In the case of an equality of votes on a question at the committee meeting, the officer of the respective committee is entitled to exercise a second or casting vote.
- (e) If an unforeseen circumstance arises, the officer of the committee shall consult with the board to determine the procedure to be followed, prior to a decision being made.

## **Article 4 — Club Officers, Duties, and Expectations**

### **Article 4.1 Core Duties of Club Officers**

Unless otherwise specified by the board (which may, subject to the constitution, modify, restrict, or supplement such duties and powers), the offices of the club shall have the following duties and powers associated with their positions, should the offices be designated and have an officer in place:

- (a) The president responsible for the leadership team training, supporting and providing club and committee oversight and support, oversight of club communication platforms, presides at all meetings of the club and the board of directors, and is responsible for leading preparation for these meetings. The president, with the approval of the board, appoints all standing and special committees and fills vacancies in the board of directors by appointment until the next regular election of the club. The president is an ex officio member of all committees and is responsible for identifying a board member to attend each committee meeting to provide board support and feedback however if the board member cannot attend the committee meeting it is their responsibility to follow-up with the committee chair. The president maintains regular communication with the sponsor club, the district Rotaract representative, and Rotary International. The president also supports the treasurer in overseeing club funds and will hold Signed Authority for the club's bank account and sit on the ethics committee.
- (b) The vice president fulfills the office of president in the event of the removal of the president for any cause, and, in the absence of the president, presides at all meetings of the club and of the board. The role of the vice president is to support the

president, fulfilling club-related duties as specified by the president. This may include leading club meetings, attending committee meetings, and/or serving as an additional point of contact for members, including officers of the club. The vice president will hold Signed Authority for the club's bank account and may be asked to assist with oversight of the club's finances.

- (c) The secretary maintains all club records, distributes communications to club members and guests, records minutes of all meetings of the board, and provides copies of pertinent documentation to the sponsor club upon request. The secretary shall track attendance at club meetings and board meetings, to maintain an accurate representation of attendance from members, including officers, as well as prospective members as they work to qualify for membership and be responsible for member engagement and induction of members. The secretary shall follow-up on items related to attendance as needed, with assistance from their delegate as required. The secretary shall also ensure that a list of all members and prospective members is maintained including whether a member is in good standing. The secretary is responsible for ensuring that inquiries received by the club are responded to in a timely manner, as per the timeframe determined by the board, and with support from the board in responding to inquiries as required.
- (d) The treasurer oversees and manages all club funds on behalf of the club, which involves both the collection and expenditure of club funds. This includes the collection of club membership dues, income from events or fundraisers, donating money to charities, and reimbursing individuals for their purchases of items for club events. The treasurer shall make all disbursements according to procedures determined by the board. The treasurer provides monthly updates to the board, and provides an annual accounting of all funds. The treasurer shall make all records available for inspection by any club member upon request in a timely manner.
- (e) The public image director oversees operations related to the club's media and social media channels, as well as other communications platforms as determined by the club president. The public image director shall be responsible for overseeing and supporting the promotions of club activities, coordinating public relations, and ensuring club documents and communications are aligned with Rotary International and club branding. The public image director should provide updates to the board on a monthly basis, at minimum.
- (f) The immediate past president provides advice to the president and supports the board with projects as determined by the board. In the event that the vice president is unable to fulfill the office of the president, the immediate past president fulfills the office of the president for the duration of the Rotary year. In the absence of the president and vice president, the immediate past president presides at all meetings of the club and of the board and sits on the ethics committee.
- (g) The board of directors shall be the governing body of the club, as described in the constitution. In the absence of the president, vice president, and immediate past president, a written proxy may be used to select an officer to preside at the meetings of the club. The board shall make an annual report to the club to apprise all members

of the club's operations, and shall transfer its knowledge to the board of the subsequent Rotary year.

- (h) Board members are allowed to take a certain amount of time for mental health rejuvenation. The Board member stepping down will notify other Board members prior to taking a personal break, for a time period between 1 week and 1 month. If a Board member requires taking more than a week of absence, they must request a leave of absence from the rest of the Board.

Board members can take up to 1 month in leave during the Rotary year. If it's more than that, then it should be a case by case scenario. If it's going to be more than a month, notify that it's going to be over time as soon as they're aware of any changes. The notice should be submitted one week in advance, unless there are extraordinary circumstances. Emergency leave will be granted to Board Members that request it.

## **Article 4.2 Expectations of Club Officers**

Expectations of club officers are as follows:

- (a) Any club member who is a club officer shall either hold a position on the board, or shall report to an officer on the board. One person shall not be responsible for more than two offices at any one time.
- (b) Officers on the board represent the leadership of the club. Each officer who is part of the board shall conduct themselves and their affairs so as to uphold the dignity, good standing, and reputation of the club and its members.
- (c) All members, including officers on the board, shall comply with these bylaws in full.
- (d) Officers on the board must attend a minimum of 75% of regular board meetings in the Rotary year (minimum of nine (9) out of twelve (12) board meetings) or face a disciplinary board consisting of no less than three (3) individuals, one of whom must be in a position of senior authority relative to the officer charged.

## **Article 4.3 Board of Directors Positions and Terms**

The board of directors of the Rotaract Club of Toronto consists of six officers, as follows: immediate past president, president, vice president, secretary, treasurer, and public image director.

The board of directors shall be elected annually prior to 31 May, through a general election by members in good standing. The current president will assume the position of immediate past president effective 1 July of the immediate subsequent Rotary year and

thus will not be an elected position. The one-year term for each member of the board of directors shall commence on 1 July and end on 30 June.

## **Article 4.4 Committee Chairs Appointment, Responsibilities and Terms**

- (a) The chairs of committees will be appointed by the board and incoming president (if applicable) and will be open to all members in good standing.
  
- (b) The board and incoming president (if applicable) must ensure there is an application form specific for each committee chair that lists the responsibilities and criteria for each position. It is suggested that the questions in the application form be related to the responsibilities and criteria for the position.
  
- (c) The application period for members to apply must be at least two (2) weeks and the application form must be made available to all members at the beginning of the application period. It is suggested that the application period be around the same time as the board application period or after the incoming board has been selected.
  
- (d) Once the application period has ended, the board and incoming president will have a meeting to review and rank all applicants for each position which will be documented and archived by the Secretary.
  
- (e) The president or incoming president (if applicable) will compile a report on the top applicants detailing the reason for why each applicant was selected. They will then share the report with members in good standing at the beginning of the voting period and a voting poll will be made open to these members for a minimum of three (3) days asking to cast a vote of confidence or non-confidence for each appointed chair. Only votes cast by members in good standing shall be considered as a vote.

- (f) Should the candidate receive more than 50% of votes of confidence from members in good standing, the candidate shall be confirmed as chair of the committee.
- (g) Should a candidate decline to accept any position, or if a candidate has received less than 50% of the vote of confidence from members in good standing, then the next highest ranked candidate will be selected and the process will be re-triggered. This process continues until a candidate receives more than 50% of the votes.
- (h) The chairs of the committees are responsible for organizing committee meetings, leading projects and service events, tracking finances, attendance, and documentation related to their committee.
- (i) Each committee shall hold at least nine (9) committee meetings in the Rotary year, with the intention of holding one committee meeting per month.
- (j) Each chair must provide a written report to the President two days before each Board Meeting and they may attend the Board Meeting to present their report or have an officer present it on their behalf.
- (k) Chairs of committees are allowed to take a certain amount of time for mental health rejuvenation. The chair stepping down will notify the president prior to taking a personal break, for a time period between 1 week and 1 month. The notice should be submitted one week in advance, unless there are extraordinary circumstances. Emergency leave will be granted to chairs that request it. If a chair requires taking more than a week of absence, they must request a leave of absence. The president will then assign a temporary chair from the committee who is a member in good standing and it is recommended that the chair suggest candidates for the position.
- (l) If a chair position remains vacant immediately following a club election, a subsequent appointment process should be held within thirty (30) days following confirmation of the vacancy.
- (m) If a chair position becomes vacant when there are five (5) months or more remaining in the Rotary year, an appointment process shall be held to fill the position. If any chair vacates a position when there is less than five (5) months remaining in the Rotary year, the officers of the board may elect or appoint a

replacement for the remainder of the term. The board may not under any circumstances appoint any chair to a position outside of the current Rotary year.

## Article 5 — Committees

The president, with the approval of the board of directors, may appoint the following standing committees, additional committees, or special committees as necessary or convenient for the administration of the club, citing their duties at the time of appointment:

- (a) *Community service.* This committee shall identify opportunities in order to plan and implement at least one activity or service project annually designed to create sustainable change that directly benefits the local community, involving all or most of the club membership.
- (b) *International service.* This committee shall identify opportunities in order to plan and implement at least one activity or service project annually designed to create sustainable change that directly benefits the international community, involving all or most of the club membership.
- (c) *Professional development.* This committee shall develop a comprehensive professional development program designed to expand professional networks, allow members to exchange ideas with other leaders, and build skills through leadership training.
- (d) *Annual Fundraiser.* If the board or club votes to hold a marquee annual fundraiser, this committee shall lead the planning and implementation of the club's marquee fundraiser, with the primary aim of raising funds in support of a charitable cause, and secondary aim of enhancing the club's public image.
- (e) *Social and Wellness.* This committee shall be responsible for organizing social events to engage and connect members with one another in fellowship, as well as promoting good physical and mental health.
- (f) Additional committees, working groups, and/or fellowships may be appointed or removed by the president, with the approval of the board.

## Article 6 — Finances

### Article 6.1 Financial Accountability

To ensure the financial accountability of club finances, the following measures must be adhered to:

- (a) In order to ensure financial accountability and oversight by three separate individuals, the roles of club president, vice president, and treasurer must all be

mutually exclusive and thus one individual may not fill two or more of these positions in the same Rotary year.

- (b) All expenditures of the club must be approved through two-thirds vote by the board of directors, during a meeting where quorum exists.
- (c) The club treasurer is prohibited from being the lead organizer of any club event where there is a collection or expenditure of funds to avoid conflicts of interest. Furthermore, the treasurer may provide guidance with respect to financial decision-making, but shall not cast a vote at committee meetings for decisions directly related to finances, due to potential conflicts of interest.
- (d) By 15 July, the club treasurer, in collaboration with the club president, will present an annual budget for the Rotary year to all members of the board of directors for approval. A two-thirds vote by the board where quorum exists is required in order to approve the annual budget.

## **Article 6.2 Rotaract Club of Toronto Bank Account**

Rotaract Club of Toronto has a bank account where the club has been registered as an Unincorporated Association. The account is owned by the club, and it is operated by those with Signed Authority.

## **Article 6.3 Signed Authority for Bank Account**

Signed Authority must be given to the following elected Board Members: the club president, the vice president and the treasurer. The account may not have less than three board members with Signed Authority, but additional signatories may be added. However if any additional signatories are added it must have a vote of at least a two-thirds in favour by the board and must be re-voted on each Rotary year as to whether this position will continue to have Signed Authority. Any financial withdrawal from the club's bank account must be approved and signed by at least two board members with Signed Authority. No signatory may approve a financial transaction to reimburse themselves; in this situation two other board members with Signed Authority must serve as signatories.

# **Article 7 — Fees and Dues**

## **Article 7.1 Annual Dues**

Dues shall be payable to the club annually. Membership dues shall be set by 15 July of each Rotary year by the club's board of directors of that Rotary year, and be communicated in writing to all current club members.



- (a) The annual dues amount must be paid in full by 1 September of the Rotary year.
- (b) If club dues are not fully paid as of 1 September of the Rotary year, the treasurer will notify the concerned. If the individual fails to respond and pay the fees within the subsequent seven (7) days, the board of directors has the right to terminate the membership of the individual without any right of appeal.
- (c) All fees and dues must be paid in full before a member will be considered in good standing.
- (d) Dues paid by members will not be refundable under any circumstances, unless otherwise determined by the board through a two-thirds vote where quorum exists.
- (e) Starting from January 1, 2021 prospective Rotaract Club of Toronto members who join the Club will pay based on the number of months left in the Rotary year starting from the beginning of the current month but at minimum the cost of induction. The amount they will have to pay will be calculated as such:

Prorated Membership Due if Greater than Cost of Induction = (Membership Due / 12 Months) x Number of Months Left.

Cost of Induction = Any items provided to Members at the Induction Ceremony

If members join on or after May 15 , to cover the cost of induction (\$15 for the t-shirt and \$7 for the pin) the Prorated Membership Due would be a static amount of \$22.

## **Article 7.2. Exemptions to Membership Dues**

Exceptions to payment of annual dues can be made for any club members experiencing extenuating financial circumstances in which case the president, vice president, or treasurer will anonymously share the proposed club member's situation so that the board may vote on whether the individual's annual membership dues will be waived. A two-thirds vote by the board of directors where quorum exists is required in order to approve this financial decision.

# **Article 8 — Membership Duties, Expectations, and Management**

## **Article 8.1 Membership Duties and Expectations**

Duties and expectations for club members are as follows:

- (a) All members must be between 18 and 34 years of age, inclusive, at some point within the given Rotary year.
- (b) Members shall:
- (i) Adhere to the club's constitution, bylaws, policies and procedures relevant to the club and the membership expectations set by these bylaws;
  - (ii) Conduct themselves professionally at all times in dealing with individuals and organizations affiliated with the club;
  - (iii) Cooperate with the board members in all aspects, so far as is reasonably practical, in achieving the club's objectives;
  - (iv) Commit to Rotary's guiding principles, including the Object of Rotary, The Four-Way Test and the five Avenues of Service.
- (c) Members are responsible for updating their contact information in the club directory, should their contact information change.
- (d) Every member shall, at all times, abide by the Rotary International Code of Conduct:
- (i) Act with integrity and high ethical standards in my personal and professional life;
  - (ii) Deal fairly with others and treat them and their occupations with respect;
  - (iii) Use my professional skills through Rotary to help those with special needs, and improve people's quality of life in my community and in the world;
  - (iv) Avoid behaviour that reflects adversely on Rotary or other Rotarians;
  - (v) Help maintain a harassment-free environment in Rotary meetings, events, and activities; report any suspected harassment; and help ensure non-retaliation to those individuals that report harassment.
- (e) All club members are expected to act with integrity and high ethical standards in their personal and professional life. Deal fairly with others and treat them and their occupations with respect. Use their professional skills through Rotaract to help those with special needs, and improve people's quality of life in my community and in the world. Avoid behaviour that reflects adversely on Rotaract or other Rotaractors. Help maintain a harassment-free environment in Rotaract meetings, events, and activities; report any suspected harassment; and help ensure non-retaliation to those individuals that report harassment.

- (f) A conflict of interest arises when a member or their family member or partner has a personal relationship or a financial or other interest that could interfere with their obligation to act in the best interest of the club, or uses their position with the club for personal gain. A member should declare their conflict of interest to the board/event organizing team as soon as the conflict arises.

Conflict of interest may not always be clear cut. Therefore if a member learns of any actual or potential conflict of interest, contact the Ethics committee.

In the event that the Rotary International Code of Conduct is updated subsequent to the approval of these bylaws, the current Rotary International Code of Conduct shall take effect until such time as these bylaws are amended.

For the purposes of interpretation of this article, “Rotary” and “Rotarian” refers to any Rotary-affiliated entity or program, and any individual in the Rotary family.

## **Article 8.2 Members in Good Standing**

To maintain membership in good standing, all members shall:

- (a) Pay the annual membership fee as described in Article 7;
- (b) Attend at least two club meetings every quarter;
  - A. Attendance at a club event can substitute for attendance at a club meeting, if the member is unable to make the bi-weekly club meeting.
  - B. Makeups from other Rotary events and other club meetings (as per Article 3.3) can be made to substitute for attendance, as validated by the secretary or their delegate.
- 1) Attend at least one club event every quarter;
  - a) Makeups from other Rotary events and other club meetings (as per Article 3.3) can be made to substitute for attendance, as validated by the secretary or their delegate.

For tracking purposes, a board member or event lead is in charge of taking attendance at each event they are running.

In the event a member is at risk of losing good standing membership status due to failure to meet membership expectations, the secretary or their delegate must notify the member in writing before any action is taken.

## **Article 8.3 Becoming an Inactive Member**

Once a member is no longer considered in good standing, they will move into “inactive status” upon being notified as detailed above and failing to respond within a period of seven (7) days.

## **Article 8.4 Becoming a Member on Leave**

Members may proactively request a leave of absence, temporarily relieving them from the duties and expectations of membership. A leave of absence must be formally requested by the member in writing to the secretary or their delegate, indicating the future date where the leave of absence will come into effect.

Examples of reasons to request a leave of absence and thus maintain active membership status upon return from leave would include, but are not limited to:

- (a) Being out of the district for school, work, vacation or other personal reasons.
- (b) Leave of absence due to physical or mental illness.

## **Article 8.5 Implications of Inactive Member or Member on Leave Status**

Members who are inactive or on leave of absence are not able to:

- (a) Nominate members for club officer positions
- (b) Run for club officer positions during elections
- (c) Vote in elections and club decisions
- (d) Request reimbursement for the attendance of a paid Rotary event subsidised by the club, if they are inactive or on leave of absence at the time of the event.

## **Article 8.6 Reinstatement of Member in Good Standing Status**

An individual with “inactive status” may reinstate their membership by taking the following steps:

- (a) Attend two club events in one month, as well as one club meeting, all within a two-month period;
- (b) and submit a letter to a board member stating a desire to have their membership reinstated.

A member on leave may reinstate their member in good standing status by simply indicating this desire to the club secretary or their delegate in writing and indicating the future date where the return from leave of absence will come into effect.

## **Article 8.7 Honourary Members**

Rotary International defines active members as those who meet the requirements for membership, pay RI dues, are eligible to vote on club and district matters, are eligible to hold a club officer position and count in the club's membership numbers in Rotary's database. Honourary membership is used to recognize people who have distinguished themselves by meritorious service and embody Rotaract ideals, or those considered friends of Rotaract for their support of Rotaract's causes. They are exempt from paying RI dues, have no vote in Rotaract matters, are not eligible to hold any club office, and are not included in a club's membership numbers in Rotary's database. Active members are called Rotaractors, while honourary members are called honorary Rotaractors.

Honourary membership should not be confused with Rotaractors whose excused absence is approved by a club's board. In order to count in a club's membership numbers in Rotary's database, one must be reported as an active, RI-dues paying member.

Honourary member status may be granted to a former club member, Rotarian, or other individual, in cases where the board has voted to provide them with this title due to their history of continuous and substantial service for the Rotaract Club of Toronto. The board shall determine the duration for the honourary membership (such as for one or multiple Rotary years), with the decision documented for the club's records and communicated to the honouree.

## **Article 8.8 Membership Withdrawal**

Each member of the Rotaract Club of Toronto has the right to withdraw their membership. The member shall do so by sending a written notice to the president of the Rotaract Club of Toronto. Members who have withdrawn their membership from the club will be removed from all "Members Only" platforms as well as distribution and membership lists. Dues paid will not be reimbursed to the former member either in whole nor in part, in alignment with Article 7.1.

# **Article 9 — Elections of Club Officers**

## **Article 9.1 Eligibility for Candidacy**

Candidacy for the election is limited to club members in good standing (as per Article 8), and shall occur as follows:

- (a) A nomination approval committee will review the applications received prior to the holding of the election day club meeting, to confirm each candidate is a current member in good standing and that their membership is not in question (according to Articles 8.1 and 8.2).
- (b) The nomination approval committee shall be comprised of the following current officers: immediate past president, president, vice president, and president elect (once elected). In the event that any member on the nomination approval committee faces a conflict of interest such as running in an upcoming club election, the member shall be dismissed of their duties on the nomination approval committee.
- (c) A candidate must receive a majority vote confirming their eligibility in order to proceed in the club elections, as determined by majority vote based on votes cast by those on the nomination approval committee.

## **Article 9.2 Qualifications for Presidency**

The candidate(s) for president must fulfill all of the following qualifications:

- (a) Be considered an active member in good standing of the Rotaract Club of Toronto for at least one (1) year prior to the beginning of their presidential term, and
- (b) Have served on the board of directors or as a committee chair of the Rotaract Club of Toronto for at least six (6) consecutive months within the most recent three (3) years.

Should no candidate meet these qualifications, then the pool of candidates shall be expanded to include (in this order):

- (a) Past members of the board of directors of the Rotaract Club of Toronto who have served on the board within the past five (5) years.
- (b) Club members in good standing.

## **Article 9.3 Nominations of Candidates**

Nominations of candidates shall occur through the following process:

- (a) At least 42 days (6 weeks) before the elections will take place, written nominations will commence for the positions of president, vice president, secretary, treasurer, and any director positions.
- (b) The nomination period will last a minimum of 28 days (4 weeks). Written nominations may take the form of self-nomination or nomination by a member in good standing.
- (c) For the president position only, the nomination period shall last a minimum of 14 days (2 weeks), and must ensure that the president elect is elected at least 14 days (2 weeks) prior to the elections for all other officer positions. The remainder of the presidential nomination process shall follow the same steps as outlined in this article.

- (d) The current president will notify candidates who have been nominated. Candidates will have 7 days (1 week) following the end of the nomination period to accept or decline their nomination and to submit a written application form should they choose to accept their nomination.
- (e) A nomination approval committee will review the applications received as described in Article 9.1.
- (f) A candidate may accept a nomination for multiple positions if they wish.
- (g) A candidate may choose to forfeit their application and decide not to proceed to elections at the club meeting up to twenty four (24) hours prior to the election day club meeting.

## **Article 9.4 Election Day Club Meeting**

Elections for club officers shall occur at a club meeting designated for this purpose, and occur as per the following process:

- (a) The election for all officer positions, with the exception of the president and immediate past president positions, shall occur at a club meeting at least 42 days (6 weeks) following the commencement of the nomination period.
- (b) The election for the president shall take place at least one club meeting (14 days) prior to the election for all other officers.
- (c) At the club meeting for the presidential election, each presidential candidate shall have five (5) minutes to speak about their interest in the position, relevant qualifications, and vision for the club and board (if applicable) should they be the successful candidate for the position.
- (d) At the club meeting for the election of all other officers, with the exception of the immediate past president position, officer candidates shall have two (2) minutes each to speak about their interest in the position, relevant qualifications, and vision should they be the successful candidate for the position.
- (e) At the discretion of the current president, a question and answer period may take place for each candidate.

## **Article 9.5 Voting for Club Officers**

The process for voting for candidates into officer positions shall occur as follows:

- (a) The voting period shall be open to members of good standing for a minimum of three (3) days following each of the election day club meetings. Only votes cast by members in good standing shall be considered for the purpose of determining the successful candidate.

- (b) Where there is one candidate for a position, members in good standing will be asked to cast a vote of confidence or non-confidence.
- (c) Should the candidate receive more than 50% of votes of confidence from members in good standing, the candidate shall be declared the winner of the election for the specified position.
- (d) Where there are multiple candidates, voting shall take place online via an instant-runoff voting (IRV) system, as a form of ranked preferential voting:
  - (i) Through instant runoff voting, members in good standing can rank the candidates in order of preference.
  - (ii) Ballots are to be initially counted for each voter's top choice. If a candidate receives more than 50% of the vote based on first-choice votes, that candidate wins the election for that position.
  - (iii) If a candidate does not receive more than 50% of the vote based on first-choice votes, then the candidate with the fewest votes is eliminated. The voters who selected the defeated candidate as a first choice then have their votes added to the respective total vote for their next choice candidate. This process continues until a candidate receives more than 50% of the votes.

## **Article 9.6 Notification of Election Outcomes to Candidates**

Candidates shall be notified of the outcomes from the club election as per the following process:

- (a) Successful candidates shall be notified of the outcome within forty eight (48) hours of the voting period closing. Each successful candidate shall have forty eight (48) hours to provide written communication of whether they accept or decline the position.
- (b) If a candidate is the winner of multiple positions, they may only accept one position, and subsequently forfeit their candidacy for the other position(s) of which they were the successful candidate. At this time, the forfeited position(s) shall be offered to the candidate with the second highest number of votes through IRV methodology where the voters who selected the successful candidate as a first choice then have their votes added to the totals of their next choice. This process continues until a candidate receives more than 50% of the votes.
- (c) Should a candidate decline to accept any position, the forfeited position(s) shall be offered to the candidate with the second highest number of votes through IRV methodology where the voters who selected the successful candidate as a first choice then have their votes added to the totals of their next choice. This process continues until a candidate receives more than 50% of the votes.



## **Article 9.7 Notification of Election Results to All Club Members**

Election results shall be published and announced to the club members no later than 7 days (1 week) after the voting period closes.

## **Article 9.8 Vacancy in Club Officer Position**

A vacancy for an officer position shall be addressed as follows:

- (a) If an officer position remains vacant immediately following a club election, a subsequent club election should be held within sixty (60) days following confirmation of the vacancy.
- (b) If the position remains vacant following a subsequent club election, the board may appoint an officer for the remainder of the term.
- (c) If any officer or board member position becomes vacant when there are five months or more remaining in the Rotary year, a club election shall be held to fill the position. If any officer or board member vacates a position when there is less than five months remaining in the Rotary year, the remaining officers of the board may elect or appoint a replacement for the remainder of the term. The immediate past president position is exempt from this process, as a replacement may not be appointed. The board may not under any circumstances appoint any officer to an office outside of the current Rotary year.

## **Article 10 — Discipline of Members**

All members shall, at all times, conduct their affairs so as to uphold the dignity, good standing and reputation of the club and its members. Should a member behave in a way that may have an adverse impact on the image of the club, and/or cause harm to individuals, communities or organizations associated with the club, either physical or psychological, it may lead to disciplinary action and membership termination. This disciplinary process regarding member misconduct applies to all members of the club. Misconduct constitutes a grievance and thus shall be resolved according to the grievance resolution process as outlined in these bylaws.

At the club level, allegations of harassment at Rotaract events or activities shall be reviewed by the club board and responded to within a reasonable timeframe, typically one month. If the alleged offender is a member of the club board, he or she is expected to recuse himself or herself from the discussion. The review and/or investigation shall be dependent on the circumstances including the severity and pervasiveness of the behaviour. Concerns that allegations of harassment were not adequately addressed by the club, may be referred with appropriate documentation to the District Governor.

## **Article 10.1 Scope of Disciplinary Process**

Conduct that may lead to disciplinary action includes, but is not limited to, the following:

- (a) Engage in acts that are inconsistent with the Rotary International Code of Conduct, Rotaract constitution, and/or these bylaws.
- (b) Failure to demonstrate role expectations, as outlined in these bylaws.
- (c) Behave in a manner that brings the club into disrepute.
- (d) Verbal or physical harassment of any other members, broader community and/or external stakeholders of the club.
- (e) Treat someone less than favourably, intimidate, humiliate, tease or undermine the well-being of others in the club, regardless of any circumstances.
- (f) Inappropriate use of club property and equipment.
- (g) Wilful damage to, or theft of, property belonging to the club, other members and/or guests of the club.
- (h) A finding that the individual has been involved in criminal activity, financial malfeasance, fraud, election interference, and/or lawsuits against Rotary, its officers or clubs.
- (i) Use of any club information to gain personal advantage for any other person or body, in ways that go against their obligations to act with integrity and in good intention, or may cause harm and detriment to any individual or organization associated with the club.
- (j) Disclosure of information that is sensitive and/or confidential in nature.

Concerns or issues outside of the Rotaract Club of Toronto and their events are outside of the scope for the club's board of directors to be involved. Concerns related to or arising from the sponsor Rotary club, district of the club, multidistrict information organization, zone, or Rotary International are within scope for consideration and resolution through the club's board of directors. The board may assist in finding resources as required to help club members with their personal relationships outside of the club but is not obliged to resolve them.

## **Article 10.2 Identification of a Grievance**

In the event of a grievance with an officer or other club member, the grieving member shall notify the club president of their concern in writing. If the grievance is against the club president, the grieving member shall notify the vice president or president-elect of their concern in writing. If the grievance is identified by the club president, they shall notify the vice president or president-elect of their concern in writing. The officer who

was notified shall mediate the situation and work with both parties to come to a resolution.

## **Article 10.3 Disciplinary Process for Member Misconduct**

The disciplinary process to address alleged misconduct of members is as follows:

- (a) For issues that are considered minor, or where a formal disciplinary action may appear too severe, an informal conversation with the member in dispute can be conducted and no formal documentation shall be retained.
- (b) Efforts to address significant concern(s) may take the form of a closed room meeting with the board, and/or a closed assembly with club members to review and discuss any grievance(s) provided in writing. If it is determined through a vote that further conflict resolution should be explored, the process described in Article 10.3(c) may be followed. If it is determined that the member shall be suspended or expelled, the process described in Articles 10.4, 10.5, and 10.6 shall be followed.
- (c) The procedure for the formal disciplinary action may include a three step process:
  - (i) Formal verbal notice
  - (ii) First and final notice in writing
  - (iii) Notice of membership termination

## **Article 10.4 Authority to Discipline**

The president, with the support of two-thirds majority vote of the board or club membership, shall have authority to suspend or expel any member from the club for cause.

## **Article 10.5 Notice of Disciplinary Action**

In the event that a two-thirds vote by club members in good standing based on the votes cast, or a two-thirds vote by the board where quorum is present, determines that a member should be suspended or expelled from membership in the club, the president, or such other officer as may be designated by the board, shall provide at least fifteen (15) days notice of suspension or expulsion to the member and shall provide reasons for the proposed suspension or expulsion.

## **Article 10.6 Appeal of Disciplinary Action**

Any appeal of disciplinary action shall occur as follows:

- (a) The accused member may make a written appeal to the president, or such other officer as may be designated by the board, in response to the notice received within a fifteen (15) day period. In the event that no written appeals are received by the president, the president or such other officer as may be designated by the board, may proceed to notify the member that the member is suspended or expelled from membership in the club.
- (b) If a written appeal is received in accordance with this section, the board will consider such submissions in arriving at a final decision and shall notify the member concerning such final decision within a further fifteen (15) days from the date of receipt of the submissions. The board's decision shall be final and binding on the member, without any further right of appeal.

## **Article 10.7 Discipline of Officers**

Club officers are subject to a disciplinary process should they fail to uphold any of their duties, regardless of whether or not the officer is part of the board. The disciplinary process for failure to uphold club officer duties is as follows:

- (a) In the event that an officer is unable to discharge their duties or is not in compliance with the bylaws as related to their roles and responsibilities as an officer, the officer shall face a disciplinary board consisting of no less than three (3) individuals, one of whom must be in a position of senior authority relative to the officer charged.
- (b) Formal written notice should be given to the officer, with reasonable time provided to demonstrate improvement. The improvement plan and timeframe for improvement must be provided by the disciplinary board to the officer within forty eight (48) hours of the disciplinary discussion having occurred.
- (c) If it is determined that sufficient improvement has occurred within the timeframe for improvement, the disciplinary board should provide written communication to the officer indicating such once the timeframe for improvement has elapsed.
- (d) If it is determined that there has been insufficient improvement after the specified timeframe has elapsed, a second and final warning may be provided by the disciplinary board to the officer in writing, with the officer responding within forty eight (48) hours to describe challenges experienced and a revised improvement plan. If a revised improvement plan and timeframe cannot be agreed upon by the officer and the disciplinary board, the officer shall forfeit the office upon a two-thirds vote of the board.

# **Article 11 — Intellectual Property and Media**

## **Article 11.1 Member Responsibility**

Members shall acknowledge and respect the club's intellectual property rights, use of club name, logo and copyrighted documents authorized by the club.

(a) It is forbidden to use and distribute club information and property, without authorization by the board, for financial or other personal advantage. This is considered theft of club property and shall be treated according to the process of handling misconduct set out in Article 10.

## **Article 11.2 Rights to Photography and Videography**

The club reserves all rights to photographs and videos taken at club-related events for the purposes of club record-keeping or promotional purposes. This includes the rights to photographs and videos where a photographer may be invited to photograph or otherwise record the event.

Should a third party photographer seek to use the photographs or videos for purposes beyond sharing them with the club, the photographer must seek approval to do so from the board.

## **Article 11.3 Member Consent to Photography and Videography**

Through becoming a member of the Rotaract Club of Toronto, individuals consent to having their photograph or video of themselves taken at club-related events for the purposes of club promotions. A club member has the right to withdraw consent to photography and videography at any point in time by notifying the club president or vice president in writing, and the consent shall come into effect within twenty four (24) hours of the written communication being submitted.

# **Article 12 — Acceptance of Constitution and Bylaws**

Every member, by acceptance of membership, thereby accepts the principles of Rotaract as expressed in its purpose and agrees to comply with the constitution and bylaws of the Rotaract Club of Toronto, and on these conditions alone is entitled to the

privileges. No member shall be absolved from the observance of the constitution and/or bylaws on the plea that a copy of them has not been received.

## **Article 13 — Amendments**

### **Article 13.1 Amendments of Bylaws**

These bylaws may be amended by majority vote based on the votes cast by members in good standing at any regular or special meeting of the club, provided notice of intention to call such a vote is given at least fourteen (14) days earlier. Members in good standing may be asked to vote as follows:

- a. By voting during the specified meeting, once all pertinent information has been presented, or
- c. By voting through electronic means following the specified meeting. All pertinent information must be shared in writing with members in good standing, in advance of their votes being cast. In the case of voting through electronic means, members in good standing shall be provided at least forty eight (48) hours to cast their vote.

Changes to these bylaws must be consistent with the Standard Rotaract Club Constitution, Rotary International Bylaws approval process, and the Rotary Code of Policies.

### **Article 13.2 Provision of Bylaws to The Rotary Club of Toronto**

An updated version of the bylaws must be shared with the sponsor Rotary club, The Rotary Club of Toronto, within seven (7) days of approval. The bylaws are subject to review and approval by The Rotary Club of Toronto, as required by Rotary International guidelines and must be approved if bylaw amendments pertains to Rotary Club of Toronto.

## **Acknowledgements and Version History**

### **Acknowledgements**

Thank you to everyone who has contributed their time, efforts, knowledge, and insights towards the creation of these bylaws during the 2019-20 Rotary year, with significant thanks to members of the Rotaract Club of Toronto. May these bylaws serve as a foundation for the Rotaract Club of Toronto moving forwards, and be amended as needed through the processes outlined in these bylaws for years to come.

A special thanks to the members of the 2019-20 Rotaract Club of Toronto's Club Documentation Working Group for their contributions in developing these bylaws: Kaitlynn Almeida (Chair), Jessica Besaw, Stacey Chikoto, James Dobson, Ryan Fedurco, Diego Galbiati, Katherine Kirkpatrick-Wahl, Othmane Lazrak, Gustavo Lopes, Mariya Morosovska, Ankita Sethi, Evelyn Sham, and Lara Valles.

## Rotaract Club of Toronto Bylaws Version History

Version Number	Approved By	Date Approved	Effective Date
v01	2019-20 Rotaract Club of Toronto and 2020-21 Rotary Club of Toronto Board of Directors	May 21, 2021	July 1, 2020
v02	2020-21 Rotaract Club of Toronto and 2021-22 Rotary Club of Toronto Board of Directors	December 11, 2021	December 11, 2021
v03	2020-21 Rotaract Club of Toronto	December 11, 2021	December 11, 2021