

# 建議扶輪社細則

## Recommended Rotary Club Bylaws

2004 程序手冊出版後，國際扶輪理事會又已更新了建議扶輪社細則，出版委員會已從國際扶輪網站取得此一最新版細則全文，翻譯在此刊登供各扶輪社參考。

### \*扶輪社細則

**\*註：**本細則僅是建議性細則，各扶輪社可為適應自己情況予以修改，惟不得與模範扶輪社章程及國際扶輪章程、國際扶輪細則、及扶輪政策彙編相抵觸。遇有疑難之處，各社應將擬改各條，提交國際扶輪秘書長呈請國際扶輪理事會考慮。

### 第 1 章 定義

1. 理事會：本社理事會
2. 理事：本社理事會之一員
3. 社員：本社名譽社員以外之社員
4. RI：國際扶輪
5. 年度：從 7 月 1 日開始的 12 個月

### 第 2 章 理事會

本社之管理主體是本社社員\_\_\_\_\_人組成之理事會，即依本細則第 3 章第 1 條之規定選出之理事\_\_\_\_\_人及社長、副社長、社長當選人（或社長提名人，如無繼任者選出）、秘書、財務及甫卸任前社長。

### 第 3 章 理事及職員之選舉

**第 1 條**—在舉行選舉職員的年會前一個月之一次例會中，主席應請各社員提名社長、副社長、秘書、財務及理事\_\_\_\_\_人之候選人。是項提名得由一提名委員會辦理，或由出席社員自由提名，或由二者協同進行，由本社決定之。如經決定組織提名委員會，委員由本社決定。被提名者之姓名應依字母順序分列各項職務下，印在選票上，在年會中舉行圈選。社長、副社長、秘書及財務候選人，以得票過半數者為當選。理事\_\_\_\_\_人之選舉亦以得票過半數者為當選。按此選出之社長即是社長提名人，並應在選舉之後緊接而來的 7 月 1 日起的一年擔任理事，並且在此一年度之後緊接而來的 7 月 1 日就任為社長。社長提名人在繼任者選出後即稱為社長當選人。

**第 2 條**—按此選出之職員及理事，連同甫卸任前社長組成理事會。由理事當選人所組成之理事會應在當選後一星期

### \*Bylaws of the Rotary Club of \_\_\_\_\_

**\*NOTE:** These bylaws are recommended only and may be changed by any Rotary club to meet its own conditions, provided such changes are not out of harmony with the standard Rotary club constitution and with the RI constitution, RI bylaws, and the Rotary Code of Policies. If any doubt exists, the proposed changes should be submitted to the general secretary for the consideration of the Board of Directors of RI.

### Article I Definitions

1. Board: The Board of Directors of this club.
2. Director: A member of this club's Board of Directors.
3. Member: A member, other than an honorary member, of this club.
4. RI: Rotary International.
5. Year: The twelve-month period that begins on 1 July.

### Article 2 Board

The governing body of this club shall be the board consisting of \_\_\_\_\_ members of this club, namely, \_\_\_\_\_ directors elected in accordance with article 3, section 1, of these bylaws, and the president, vice-president, president-elect (or president-nominee, if no successor has been elected), secretary, treasurer, and the immediate past president.

### Article 3 Election of Directors and Officers

**Section 1** – At a regular meeting one month prior to the meeting for election of officers, the presiding officer shall ask for nominations by members of the club for president, vice-president, secretary, treasurer, and \_\_\_\_\_ directors. The nominations may be presented by a nominating committee or by members from the floor, by either or by both as a club may determine. If it is determined to have a nominating committee, such committee shall be appointed as the club may determine. The nominations duly made shall be placed on a ballot in alphabetical order under each office and shall be voted for at the annual meeting. The candidates for president, vice-president, secretary, and treasurer receiving a majority of the votes shall be declared elected to their respective offices. The \_\_\_\_\_ candidates for director receiving a majority of the votes shall be declared elected as directors. The candidate for president elected in such balloting shall be the president-nominee and serve as a director for the year commencing on the first day of July next following the election, and shall assume office as president on the first day of July immediately following that year. The president-nominee shall take the title of president-elect upon the election of a successor.

**Section 2** – The officers and directors, so elected, together with the immediate past president shall constitute the board. Within one week after their election, the directors-elect shall

內開會選出一位社員擔任糾察。

**第 3 條**—理事或職員遇出缺時，應由其餘理事遴選社員補充之。

**第 4 條**—下屆職員或下屆理事當選人出缺時，應由其餘下屆理事當選人遴選社員補充之。

## 第 4 章 職員之任務

**第 1 條—社長**。社長應主持本社及理事會之集會，並執行通常屬於社長之任務。

**第 2 條—社長當選人**。社長當選人應擔任理事之任務及執行社長或理事會所指派之任務。

**第 3 條—副社長**。在本社及理事會之集會，如遇社長缺席，副社長應擔任主席，並執行通常屬於副社長之職務。

**第 4 條—秘書**。秘書應掌管社員名冊；記載集會出席紀錄；寄發本社、理事會及各委員會之開會通知；編撰並保管會議紀錄；向國際扶輪填送各項報告，包括每年 1 月 1 日及 7 月 1 日向國際扶輪秘書長填送之社員人數半年報告，及包括 10 月 1 日及 4 月 1 日向秘書長填送之自上次 1 月或 7 月半年報告以來被選為現職社員的比例報告、向國際扶輪秘書長填送之社員變動報告、及每月末次例會之後 15 日內應向地區總監填送之每月社員例會出席報告；收取國際扶輪公式雜誌訂閱費匯寄國際扶輪；並執行其他通常屬於秘書之職務。

**第 5 條—財務**。財務應掌管本社之各種款項，每年一次向本社並依理事會之意旨隨時報告財務且執行通常屬於財務之職務。財務於卸任時，應將其經手之所有款項，連同賬簿及本社其他任何財產移交給下屆財務或社長。

**第 6 條—糾察**。糾察應擔任依通常規定之糾察職務及社長或理事會所指派之職務。

## 第 5 章 集會

**第 1 條—年會**。本社於每年\_\_\_\_\_月\_\_\_\_\_日召開年會選舉下一年度之職員及理事。

(註：模範扶輪社章程第 5 章第 2 條規定：「本社選舉職員之年會應依本社細則之規定在每年 12 月 31 日前舉行。」)

**第 2 條—每週例會**。本社每週例會應於每星期\_\_\_\_\_，\_\_\_\_\_時\_\_\_\_\_分至\_\_\_\_\_時\_\_\_\_\_分舉行。如遇例會

meet and elect some member of the club to act as sergeant-at-arms.

**Section 3** – A vacancy in the board or any office shall be filled by action of the remaining directors.

**Section 4** – A vacancy in the position of any officer-elect or director-elect shall be filled by action of the remaining directors-elect.

## Article 4 Duties of Officers

**Section 1 – President.** It shall be the duty of the president to preside at meetings of the club and the board and to perform other duties as ordinarily pertain to the office of president.

**Section 2 – President-elect.** It shall be the duty of the president-elect to serve as a director and to perform such other duties as may be prescribed by the president or the board.

**Section 3 – Vice-President.** It shall be the duty of the vice-president to preside at meetings of the club and the board in the absence of the president and to perform other duties as ordinarily pertain to the office of vice-president.

**Section 4 – Secretary.** It shall be the duty of the secretary to keep membership records; record attendance at meetings; send out notices of club, board and committee meetings; record and preserve the minutes of such meetings; report as required to RI, including the semiannual reports of membership on 1 January and 1 July of each year, and prorated reports on 1 October and 1 April of each active member who has been elected to membership in the club since the start of the July or January semiannual reporting period, report changes in membership; provide the monthly attendance report, which shall be made to the district governor within 15 days of the last meeting of the month; collect and remit RI official magazine subscriptions; and perform other duties as usually pertain to the office of secretary.

**Section 5 – Treasurer.** It shall be the duty of the treasurer to have custody of all funds, accounting for it to the club annually and at any other time upon demand by the board, and to perform other duties as pertain to the office of treasurer. Upon retirement from office, the treasurer shall turn over to the incoming treasurer or to the president all funds, books of accounts, or any other club property.

**Section 6 – Sergeant-at-Arms.** The duties of the sergeant-at-arms shall be such as are usually prescribed for such office and other duties as may be prescribed by the president or the board.

## Article 5 Meetings

**Section 1 – Annual Meeting.** An annual meeting of this club shall be held on the \_\_\_\_\_ in each year, at which time the election of officers and directors to serve for the ensuing year shall take place.

(Note: Article 5, section 2 of the standard Rotary club constitution provides that "An annual meeting for the election of officers shall be held not later than 31 December...")

**Section 2 – The regular weekly meetings** of this club shall be held on \_\_\_\_\_ (day) at \_\_\_\_\_ (time). Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club. All

變更或取消，應事先及時通知全體社員。除名譽社員（或按照模範扶輪社章程第 8 章第 3 及第 4 條本社理事會准免計出席之社員）外，本社所有資格完備之社員在例會必須計算其出席或缺席，而出席必須由社員在本社例會或任何其他社例會出席至少百分之六十時間證明之，或依據模範扶輪社章程第 8 章第 1 條及第 2 條之規定來認定。

**第 3 條**—一年會及例會以社員三分之一出席為足法定出席人數。

**第 4 條**—理事會例常會議應於每月\_\_\_\_\_日舉行。社長認有必要時，或經理事 2 人之請求，得召開特別理事會議，惟須事前及時通知各理事。

**第 5 條**—理事會議以全體理事過半數之出席為足法定人數。

## 第 6 章 入社費與常年社費

**第 1 條**—入社費定為\_\_\_\_\_元，申請人於繳納入社費後，始獲得社員資格。

**第 2 條**—常年社費定為每年\_\_\_\_\_元，應於 7 月 1 日及 1 月 1 日分 2 期繳納，每期另繳國際扶輪公式雜誌訂閱費。

## 第 7 章 表決方法

本社一切社務之表決，除理事及職員之選舉採用投票方式外，餘均採用口頭表決方式。理事會得決定某一特別決議以投票方式而非口頭方式表決。

(註：口頭表決之定義為扶輪社表決時以口頭同意方式辦理。)

## 第 8 章 四大服務

四大服務是為本扶輪社工作所採行之哲學性與實務性架構。四大服務是社務服務、職業服務、社區服務及國際服務。本社應積極從事四大服務中每一服務。

## 第 9 章 委員會

扶輪社各委員會負責執行實現本社根據四大服務訂定的年度及長期目標。社長當選人、社長、及甫卸任前社長應一起合作，以確保領導及連續規劃的繼續性。只要情況可行，應指派委員會委員於同一委員會服務 3 年以確保連貫性。社長當選人負責在就任年度開始之前指派委員會委員填補空缺、指派各委員會主委，並舉行規劃會議。建議指

members excepting an honorary member (or member excused pursuant to article 8, sections 3 and 4 of the standard Rotary club constitution) in good standing in this club, on the day of the regular meeting, must be counted as present or absent, and attendance must be evidenced by the member's being present for at least sixty (60) percent of the time devoted to the regular meeting, either at this club or at any other Rotary club, or as otherwise provided in the standard Rotary club constitution, article 8, sections 1 and 2.

**Section 3** – One-third of the membership shall constitute a quorum at the annual and regular meetings of this club.

**Section 4** – Regular meetings of the board shall be held on \_\_\_\_\_ of each month. Special meetings of the board shall be called by the president, whenever deemed necessary, or upon the request of two (2) directors, due notice having been given.

**Section 5** – A majority of the directors shall constitute a quorum of the board.

## Article 6 Fees and Dues

**Section 1** – The admission fee shall be \$ \_\_\_\_\_ to be paid before the applicant can qualify as a member.

**Section 2** – The membership dues shall be \$ \_\_\_\_\_ per annum, payable semiannually on the first day of July and of January, with the understanding that a portion of each semiannual payment shall be applied to each member's subscription to the RI official magazine.

## Article 7 Method of Voting

The business of this club shall be transacted by *viva voce*\* vote except the election of officers and directors, which shall be by ballot. The board may determine that a specific resolution be considered by ballot rather than by *viva voce* vote.

(Note: *Viva voce* vote is defined as when club voting is conducted by vocal assent.)

## Article 8 Four Avenues of Service

The four Avenues of Service are the philosophical and practical framework for the work of this Rotary club. They are Club Service, Vocational Service, Community Service, and International Service. This club will be active in each of the four Avenues of Service.

## Article 9 Committees

Club committees are charged with carrying out the annual and long-range goals of the club based on the four Avenues of Service. The president-elect, president and immediate past president should work together to ensure continuity of leadership and succession planning. When feasible, committee members should be appointed to the same committee for three years to ensure consistency. The president-elect is responsible for appointing committee members to fill vacancies, appointing committee chairs and conducting planning meetings prior to the start of the year in office. It is recommended that the chair have previous

派主委應選先前有擔任同一委員會委員之經驗者。應指派以下各常設委員會：

• **社員委員會**

此一委員會應研擬及執行吸收及防止流失社員的一項綜合計畫。

• **扶輪社公共關係委員會**

此一委員會應研擬及執行提供有關扶輪的資訊給公眾及推廣本社服務計劃與活動的計畫。

• **扶輪社行政管理委員會**

此一委員會應辦理發揮本社運作效果的各项活動。

• **服務計劃委員會**

此一委員會應研擬及執行解決自己社區及其他國家社區需求的教育、人道、及職業計畫。

• **扶輪基金會委員會**

此一委員會應研擬及執行透過財務捐獻及參與計畫來支持扶輪基金會的計畫。

此外，可視需要指派特殊委員會。

- (a) 社長應是所有委員會之當然委員，因此應有委員之特權。
- (b) 各委員會應處理本細則中規定之任務，及社長及理事會所託付之事項。除由理事會特別授權者外，須先報告理事會經理事會認可後方得執行。
- (c) 各委員會主委應負責該委員會之會議及活動、應督導及協調委員會之工作，並向理事會報告委員會之活動。

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(註：上述委員會架構與地區領導計畫與扶輪社領導計畫一致。扶輪社為滿足該社服務及聯誼需求可逕自創設任何委員會。這些可以選擇設立的委員會的名單範本可從扶輪社各委員會手冊中找到。扶輪社可視需要發展一個不同的委員會架構。)

## 第 10 章 委員會之任務

各委員會的任務應由社長為他或她一年任期加以訂定及審查。在宣佈各委員會的任務時，社長應參考適合的國際扶輪資料。服務計劃委員會在研擬年度的計畫時應考慮職業服務、社區服務及國際服務。

各委員會應在每一年度開始時應有特定的要求及明確的目標，在年度內執行。社長當選人的主要責任應是在年度

experience as a member of the committee. Standing committees should be appointed as follows:

• **Membership**

This committee should develop and implement a comprehensive plan for the recruitment and retention of members.

• **Club Public Relations**

This committee should develop and implement plans to provide the public with information about Rotary and to promote the club's service projects and activities.

• **Club Administration**

This committee should conduct activities associated with the effective operation of the club.

• **Service Projects**

This committee should develop and implement educational, humanitarian and vocational projects that address the needs of its community and communities in other countries.

• **The Rotary Foundation**

This committee should develop and implement plans to support The Rotary Foundation through both financial contributions and program participation.

Additional ad hoc committees may be appointed as needed.

- (a) The president shall be ex officio a member of all committees and, as such, shall have all the privileges of membership thereon.
- (b) Each committee shall transact its business as is delegated to it in these bylaws and such additional business as may be referred to it by the president or the board. Except where special authority is given by the board, such committees shall not take action until a report has been made and approved by the board.
- (c) Each chair shall be responsible for regular meetings and activities of the committee, shall supervise and coordinate the work of the committee and shall report to the board on all committee activities.

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(Note: The above committee structure is in harmony with both the District Leadership Plan and the Club Leadership Plan. Clubs have the discretion to create any committees that are required to effectively meet its service and fellowship needs. A sample listing of such optional committees is found in The Club Committee Manual. A club may develop a different committee structure as needed.)

## Article 10 Duties of Committees

The duties of all committees shall be established and reviewed by the president for his or her year. In declaring the duties of each, the president shall make reference to appropriate RI materials. The service project committee will consider vocational service, community service and international service avenues when developing plans for the year.

Each committee shall have a specific mandate, clearly defined goals, and action plans established by the beginning of each year for implementation during the course of the year. It shall be the primary responsibility of the president-elect to provide the necessary leadership to prepare a

開始之前提供必要的領導，為扶輪社各委員會的要求、目標及計畫準備一項建議如上述在年度開始前提交理事會。

## 第 11 章 請假

社員因故在某一時期內不能出席本社之例會時，應以書面敘明充足理由，向理事會正式請假。

(註：社員事先請假者，可免於被停止社員資格之處分，但仍不能作出席論。請假社員，除參加其他扶輪社例會外，仍作缺席論，惟依模範扶輪社章程第 8 章第 3 及第 4 條規定准假者，本社在出席記錄中不予核計。)

## 第 12 章 財務

**第 1 條**—理事會於每一會計年度開始之前，應負責依一年內預計收入支出之數額，編製全年之預算表，一切支出非經理事會之決議，不得超過各項預算之限額。預算應分成兩個獨立部份：一是與扶輪社運作有關，另一部分與慈善/服務運作有關。

**第 2 條**—財務應將本社之款項存放於理事會指定之銀行。社款應分成兩個獨立部份：扶輪社運作與服務計畫。

**第 3 條**—一切支付款項，概由財務或其他經授權之職員在其他二名職員或理事核准下，方得照付。

**第 4 條**—應每年一次聘請合格人士稽核本社全部賬目。

**第 5 條**—為了維護本社款項之安全，理事會對於負責經營本社款項之職員，應飭其提供保證，費用由本社負擔之。

**第 6 條**—本社以每年 7 月 1 日至次年 6 月 30 日為會計年度。社員繳納常年社費，分為一年二期：7 月 1 日至 12 月 31 日一期，1 月 1 日至 6 月 30 日一期。本社應於每年 7 月 1 日及 1 月 1 日向國際扶輪繳付會費及國際扶輪公式雜誌訂閱費，並按這些日期的社員名額為計算標準。

## 第 13 章 選舉社員之方法

**第 1 條**—凡由本社現職社員提名加入本社之新社員，須以書面經由本社秘書提請理事會審核。遷入本社所在地方之扶輪社員或其他扶輪社之前社員可經由其前屬扶輪社提名為(本社)現職社員。此項提名案除在本細則另有規定外應暫時保守機密。

**第 2 條**—理事會應確定被提名人符合本社章程中職業分類及社員資格。

**第 3 條**—理事會應在收到提名後 30 天內決定核准或予拒

recommendation for club committees, mandates, goals and plans for presentation to the board in advance of the commencement of the year as noted above.

## Article 11 Leave of Absence

Upon written application to the board, setting forth good and sufficient cause, leave of absence may be granted excusing a member from attending the meetings of the club for a specified length of time.

(Note: Such leave of absence does operate to prevent a forfeiture of membership; it does not operate to give the club credit for the member's attendance. Unless the member attends a regular meeting of some other club, the excused member must be recorded as absent except that absence authorized under the provisions of article 8, sections 3 and 4 of the standard Rotary club constitution is not computed in the attendance record of the club.)

## Article 12 Finances

**Section 1** – Prior to the beginning of each fiscal year, the board shall prepare a budget of estimated income and expenditures for the year, which shall stand as the limit of expenditures for these purposes, unless otherwise ordered by action of the board. The budget shall be broken into two separate parts: one in respect of club operations and one in respect of charitable/service operations.

**Section 2** – The treasurer shall deposit all club funds in a bank, named by the board. The club funds shall be divided into two separate parts: club operations and service projects.

**Section 3** – All bills shall be paid by the treasurer or other authorized officer only when approved by two other officers or directors.

**Section 4** – A thorough review of all financial transactions by a qualified person shall be made once each year.

**Section 5** – Officers having charge or control of club funds shall give bond as required by the board for the safe custody of the funds of the club, cost of bond to be borne by the club.

**Section 6** – The fiscal year of this club shall extend from 1 July to 30 June, and for the collection of members' dues shall be divided into two (2) semiannual periods extending from 1 July to 31 December, and from 1 January to 30 June. The payment of per capita dues and RI official magazine subscriptions shall be made on 1 July and 1 January of each year on the basis of the membership of the club on those dates.

## Article 13 Method of Electing Members

**Section 1** – The name of a prospective member, proposed by an active member of the club, shall be submitted to the board in writing, through the club secretary. A transferring or former member of another club may be proposed to active membership by the former club. The proposal shall be kept confidential except as otherwise provided in this procedure.

**Section 2** – The board shall ensure that the proposal meets all the classification and membership requirements of the standard Rotary club constitution.

**Section 3** – The board shall approve or disapprove the proposal within 30 days of its submission, and shall notify the proposer, through the club secretary, of its decision.

絕，然後將其決定經由本社秘書通知提名人。

**第 4 條**—如經理事會決議通過，被提名人應予告知扶輪之宗旨及社員之權利與義務，然後由被提名人填具入社申請書，並向本社社員公佈其姓名及擬貸予之職業分類。

**第 5 條**—公佈被提名人姓名後，如 7 日內無名譽社員以外之社員依本細則規定以書面列舉理由向理事會提出異議，則該被提名人於繳清入社費（名譽社員不須繳付）後即當選為社員。

如有任何社員向理事會反對該被提名人入社時，則理事會應於下次會議時以投票表決。如雖有反對但理事會投票結果仍然通過，則該被提名人（若非名譽社員）於繳清應納之入社費後即當選為社員。

**第 6 條**—當選後，社長應安排該新社員入社儀式、發給社員證及新社員之扶輪文獻。此外，社長或秘書應向國際扶輪報告新社員的資訊，且社長應指派一名社員協助新社員融入本社並指派新社員參加本社的一項計畫或職務。

**第 7 條**—本社應，依照模範扶輪社章程，選舉理事會推荐之名譽社員。

## 第 14 章 決議

關於任何事件之決議或動議，凡對本社有約束性者，非先經由理事會審議，不得逕於本社討論。如有此類決議或動議於本社例會中提出時，應即不予討論，交付理事會處理。

## 第 15 章 例會程序

宣佈開會。

介紹來訪之扶輪社員。

函件及宣佈事項及扶輪資訊。

委員會報告。

未完社務。

新案社務。

演講或其他節目。

散會。

## 第 16 章 修改

本細則各條款之修改，得在足法定人數出席之任何例會中，由全體出席社員三分之二之同意票通過，惟修改案應在至少 10 天前將通知寄達全體社員。修改或增列之條款不得與本社章程及國際扶輪之章程及細則相抵觸。

**Section 4** – If the decision of the board is favorable, the prospective member shall be informed of the purposes of Rotary and of the privileges and responsibilities of membership, following which the prospective member shall be requested to sign the membership proposal form and to permit his or her name and proposed classification to be published to the club.

**Section 5** – If no written objection to the proposal, stating reasons, is received by the board from any member (other than honorary) of the club within seven (7) days following publication of information about the prospective member, that person, upon payment of the admission fee (if not honorary membership), as prescribed in these bylaws, shall be considered to be elected to membership.

If any such objection has been filed with the board, it shall vote on this matter at its next meeting. If approved despite the objection, the proposed member, upon payment of the admission fee (if not honorary membership), shall be considered to be elected to membership.

**Section 6** – Following the election, the president shall arrange for the new member's induction, membership card, and new member Rotary literature. In addition, the president or secretary will report the new member information to RI and the president will assign a member to assist with the new member's assimilation to the club as well as assign the new member to a club project or function.

**Section 7** – The club may elect, in accordance with the standard Rotary club constitution, honorary members proposed by the board.

## Article 14 Resolutions

The club shall not consider any resolution or motion to commit the club on any matter until the board has considered it. Such resolutions or motions, if offered at a club meeting, shall be referred to the board without discussion.

## Article 15 Order of Business

Meeting called to order.

Introduction of visitors.

Correspondence, announcements and Rotary Information.

Committee reports if any.

Any unfinished business.

Any new business.

Address or other program features.

Adjournment.

## Article 16 Amendments

These bylaws may be amended at any regular meeting, a quorum being present, by a two-thirds vote of all members present, provided that notice of such proposed amendment shall have been mailed to each member at least ten (10) days before such meeting. No amendment or addition to these bylaws can be made which is not in harmony with the standard Rotary club constitution and with the constitution and bylaws of RI.