

BYLAWS OF THE ROTARY FELLOWSHIP OF SUB-SAHARAN CULTURE (RFSSC)

ARTICLE I - NAME

Section 1.1. The name of this Rotary Fellowship shall be Rotary Fellowship of Sub-Saharan Culture (RFSSC).

ARTICLE II - PURPOSE

Section 2.1. The purpose of this Rotary Fellowship is to This Fellowship would bring together Rotarians, Rotaractors, alumni, friends of Rotary and all people who are passionate about the rich cultural heritage of Sub-Saharan Africa. The goal is to create a cultural and social platform for celebrating, preserving, and promoting sub saharian culture while supporting some service projects that align with Rotary's areas of focus.

This Rotary Fellowship shall operate in compliance with Rotary International's policies for Rotary Fellowships, but it shall not be an agency of, or controlled by, Rotary International.

ARTICLE III - MEMBERSHIP

Section 3.1. The Rotary Fellowship shall have at least 25 members representing at least five countries. Membership in the Rotary Fellowship shall be open to any interested individual. The Fellowship will be inclusive to participants from all backgrounds regardless of their age, ethnicity, race, color, abilities, religion, socioeconomic status, culture, sex, sexual orientation, and gender identity. Membership in a Rotary Club or Rotaract club is not a prerequisite for joining the Rotary Fellowship.

Section 3.2. Membership shall be offered on an annual basis. Lifetime, honorary, or other memberships may be offered at the discretion of the Rotary Fellowship's Board of Directors and shall be reviewed every year.

Section 3.3 The Board of Directors, by affirmative vote of two-thirds, may suspend or terminate a membership for cause after an appropriate hearing.

Section 3.4 Any member may resign by filing a written resignation with the Secretary.

Section 3.5 Upon written request signed by a former member and filed with the Secretary, the Board may, by the affirmative vote of two-thirds, reinstate such former member to membership upon such terms as the Board may deem appropriate.

ARTICLE IV - BOARD OF DIRECTORS

Section 4.1. The Rotary Fellowship shall be governed by a Board with no fewer than three members representing at least two countries. The number of Directors shall be self-determined by the Rotary Fellowship. The Board of Directors shall be made up of any interested individual of the Fellowship. There are no requirements for the board members to be Rotarians or Rotaractors with the exception of the Chair.

Section 4.2. Terms for Directors may last from one to six years. Directors' terms are renewable. After six consecutive years of service, Directors are ineligible to serve until three years have

**BYLAWS OF THE ROTARY FELLOWSHIP OF
SUB-SAHARAN CULTURE
(RFSSC)**

passed. Terms shall commence on 1 July of the calendar year elected and end on 30 June of the terminal year. Upon the recognition of a new Rotary Fellowship, Board Members will be encouraged to serve a minimum of two years to establish continuity of the new Fellowship. Any changes to Board Members will be approved and documented accordingly.

Section 4.3. The Board of Directors shall be composed of the following elected Officers. The term of each Director shall be identical to their term as an Officer. When an individual ceases to serve as an Officer, they automatically cease to be a member of the Board.

- Chair (President)
- Secretary
- Vice Chair (Vice President)
- Treasurer

Section 4.4. In the event of a tie vote within the Board of Directors, the Chair of the Fellowship shall have the deciding vote. This tie-breaking authority is in addition to the Chair's regular vote as a Board member.

ARTICLE V – OFFICERS

Section 5.1. The Rotary Fellowship shall be administered by at least three Executive Officers from at least two different countries, one of whom shall be the Chair. The Chair of the Fellowship must be a Rotarian, Rotaractor, or Rotary Peace Fellow.

Initial Terms (launch phase) :

- Chair (President) : 3 years (36 months)
- Secretary : 3 years (36 months)
- Outreach & Membership Officer : 3 years (36 months)
- Vice Chair (Vice President) : 2½ years (30 months)
- Treasurer : 2½ years (30 months)
- Communications Officer : 2½ years (30 months)
- Development Officer : 2½ years (30 months)
- Solidarity Officer : 2½ years (30 months)

Future Elections

For subsequent elections, the term of all Officers shall be two (2) years. Terms shall be staggered to ensure continuity of leadership and experience.

In all cases, the terms shall coincide with the Rotary year, i.e. 1 July through 30 June.

Section 5.2. The Officers shall perform the duties and functions usually attached to the title of their respective offices, together with such other duties as may be prescribed by the Rotary Fellowship's Board of Directors.

The executive committee (officers) shall be composed of the following positions:

**BYLAWS OF THE ROTARY FELLOWSHIP OF
SUB-SAHARAN CULTURE
(RFSSC)**

1. Chair (President)

- Provides overall leadership and vision for the Fellowship
- Presides over meetings and represents the Fellowship externally
- Coordinates with Rotary International
- Ensures compliance with Rotary policies and fellowship bylaws

2. Vice Chair (Vice President)

- Assists the Chair in all duties and serves as acting Chair when needed
- Supports project planning and coordination
- Oversees specific initiatives or regional outreach efforts
- May lead subcommittees or task forces

3. Secretary

- Manages all official communications and documentation
- Keeps records of meetings and decisions
- Maintains the member directory and fellowship archives
- Coordinates meeting logistics and notices

4. Treasurer

- Oversees financial planning, reporting, and transparency
- Collects membership dues (if applicable) and manages the budget
- Prepares the annual financial report
- Ensures compliance with local regulations and Rotary financial expectations

5. Communications Officer

- Manages the Fellowship's public image and outreach
- Coordinates social media, newsletters, and promotional content
- Updates the online platforms

6. Outreach & Membership Officer

- Promotes the Fellowship and leads efforts to recruit new members internationally
- Welcomes, orients, and supports the integration of new members
- Helps maintain engagement and communication with the membership base

**BYLAWS OF THE ROTARY FELLOWSHIP OF
SUB-SAHARAN CULTURE
(RFSSC)**

7. Development Officer

- Identifies and cultivates partnerships and funding opportunities to support the Fellowship's growth
- Leads efforts to secure financial and institutional resources for activities and projects
- Supports the sustainability and strategic development of the Fellowship through external engagement

8. Community Service Officer

- Designs, coordinates, and implements the Fellowship's charitable and humanitarian initiatives.
- Strengthens relationships with local communities, NGOs, and Rotary clubs to identify and co-develop **charity projects** aligned with the Fellowship's themes.
- Promotes a culture of empathy and generosity within the Fellowship through awareness and engagement.

ARTICLE VI - MEETINGS

Section 6.1. An annual meeting of the members shall take place virtually or in-person as determined by the Fellowship's Board of Directors. At this meeting, the installation of incoming Directors and Officers and other business shall take place. The exact date, time, and location of the annual meeting of the members shall be set by the Rotary Fellowship's Board of Directors and announced to the members at least 60 days prior to the meeting.

ARTICLE VII - ELECTION OF DIRECTORS AND OFFICERS

Section 7.1. A Nominating Committee shall be appointed by the Rotary Fellowship's Board of Directors and so indicated in a notice to the members. Notice sent to the last known e-mail address of the members shall be considered good and sufficient notice. The Nominating Committee shall receive nominations for expiring Director positions until a specified deadline, whereupon nominations shall be closed. The Nominating Committee may also offer its own nominees for election. All nominees must indicate their willingness to serve by a specified deadline to be considered valid nominees for election.

Section 7.2. The names of the nominees for Director positions shall be distributed to the members, along with a voting ballot, at least 30 days prior to the annual meeting of the

**BYLAWS OF THE ROTARY FELLOWSHIP OF
SUB-SAHARAN CULTURE
(RFSSC)**

members. Ballots may be sent by email to the last known address of all members in good standing. Ballots shall indicate that they must be returned to the Nominating Committee at least seven days prior to the annual meeting.

Section 7.3. The Nominating Committee shall tally the votes cast and announce the newly elected incoming Directors prior to the annual meeting of the members. Each candidate who receives a two-thirds of the votes is declared elected.

Section 7.4. At its annual meeting, the incoming members of the Rotary Fellowship's Board of Directors shall meet and elect from its members the incoming Officers of the Rotary Fellowship, who shall become Officers-elect on the first day of July following their election and shall take office on the next 1 July.

Section 7.5. A vacancy in the Rotary Fellowship's Board of Directors, or any office, shall be filled by action of the Rotary Fellowship's Board of Directors.

Section 7.6. A Director or Officer may be removed from office by a two-thirds vote of the Rotary Fellowship's Board of Directors, or, by a two-thirds vote of the membership.

Section 7.7 All election and governance disputes shall be resolved amicably by the fellowship. Guidance from an independent third party may be sought to help resolve disputes. RI will not intervene.

Section 7.8 From the second election onward, candidates for Chair or Vice Chair must have previously held any Officer position within the Fellowship.

ARTICLE VIII- Chapters

Section 8.1 The Rotary Fellowship may choose to form chapters to diversify involvement and increase its international reach. These chapters must use the Rotary Fellowships' RI-approved name and visual identity with a chapter-specific identifier. The Rotary Fellowship shall recognize and oversee its chapters. Each chapter is responsible for complying with the policies set forth by Rotary International and the Rotary Fellowship; the Rotary Fellowship is responsible for overseeing and enforcing each chapter's compliance with RI policies. The Rotary Fellowship may collect nominal dues from its chapters to offset administrative expenses incurred as a result supporting chapters.

ARTICLE IX - FISCAL MATTERS

Section 9.1. The fiscal year of the Rotary Fellowship shall be the same as the Rotary year, i.e. 1 July through 30 June.

Section 9.2. The Rotary Fellowship's dues shall be set by the Board of Directors and shall be due on 1 July of each year. The Rotary Fellowship's dues shall be of a reasonable amount.

Section 9.3. Funds shall be deposited in a financial institution approved by the Board of Directors.

**BYLAWS OF THE ROTARY FELLOWSHIP OF
SUB-SAHARAN CULTURE
(RFSSC)**

Section 9.4. Annual budget will be presented and approved at the annual meeting. An annual report is due to RI by 1 September of each year. Publication of the annual report of activities and financials will be presented annually to members.

ARTICLE X -HARASSMENT-FREE ENVIRONMENT

Section 10.1. The Rotary Fellowship is committed to maintaining an environment that is free of harassment. Harassment is broadly defined as any conduct, verbal or physical, that denigrates, insults or offends a person or group based on any characteristic (age, ethnicity, race, color, abilities, religion, socioeconomic status, culture, sex, sexual orientations or gender identity). All members and individuals attending or participating in the Rotary Fellowship's meetings, events or activities should expect an environment free of harassment and shall help maintain an environment that promotes safety, courtesy, dignity, and respect to all. All allegations of criminal activity should be referred to appropriate local law enforcement authorities.

Section 10.2 The Rotary Fellowship shall promptly address allegations of harassment brought before it and shall not retaliate against those making the allegation. The Fellowships Board, or a committee appointed by the chair for this purpose, shall review and respond to each allegation of harassment within a reasonable time-frame, typically one month. If the chair or other leaders of the Fellowship is/are the alleged offender, the immediate past chair (or most recent chair), directly or by appointment of a committee for this purpose, shall review and respond to the allegation. If the alleged offender is a member of the Fellowships' 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 behavior. The Rotary Fellowship shall report allegations of harassment to the alleged offender's club president and district governor.

Section 10.3 The Rotary Fellowship shall protect the safety and wellbeing of all youth participating in its activities and comply with Rotary International's youth protection policies. Membership or affiliation shall not be granted to a person who is known to have engaged in sexual abuse or harassment or who is prohibited from being a member of a Rotary or Rotaract Club.

ARTICLE XI - COMPLIANCE WITH RI POLICIES

Section 11.1. These standard bylaws may be amended only by the RI Board of Directors.

Section 11.2. The Rotary Fellowship must adopt RI's amendments to the standard bylaws once the general secretary communicates such amendments to Rotary Fellowships.

Section 11.3. Notwithstanding the above provision, the Rotary Fellowship may adopt amendments and administration procedures not in conflict with the provisions of these bylaws and the constitution and bylaws of Rotary International. Amendments may be made at a meeting of the Rotary Fellowship, if a quorum is present, by at least a two-thirds vote of all voting members.

Section 11.4. The Rotary Fellowship shall comply with Rotary International's policies for Rotary Fellowships and Rotary Fellowships Standard Bylaws, as set forth in the Rotary International Code of Policies. The Rotary Fellowship's Board of Directors and Executive Officers shall familiarize themselves with these policies and any amendments to these policies as adopted by the RI Board of Directors from time to time.

ARTICLE XII – Membership Charter

**BYLAWS OF THE ROTARY FELLOWSHIP OF
SUB-SAHARAN CULTURE
(RFSSC)**

Section 12.1. The Fellowship may adopt a Membership Charter outlining the rights, responsibilities, and expectations of its members.

Once approved by the Board, the charter will guide conduct, participation, and engagement within the Fellowship.

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ARTICLE XIII – Membership Dues

Section 13.1. The Fellowship may collect modest membership dues, as determined by the Board of Directors, to support its basic operational needs. These may include communication tools, website hosting, event coordination, and other administrative functions necessary to fulfill the Fellowship's mission. Dues, if collected, shall be clearly communicated and managed with full transparency.