

ARCED By-Laws
February 10, 2019

The Association of Rotary Club Executive Directors (ARCED) is open to individuals who are the principal paid staff members of their club and are actively and intimately involved in its day-to-day operations. These persons may be known within their club as Executive Director, Executive Secretary, Club Administrator or another similar title but will be known within ARCED as the Executive Director (ED). All qualifying members must remain current with their ARCED dues.

Although there is common ground in aspirations and ideals, there is no official connection between ARCED and Rotary International (RI), The Rotary Foundation (TRF) or the clubs of ARCED members.

The purpose of ARCED is two-fold. The first is to support the member EDs and their clubs through the sharing, storage and distribution of information and other resources. The second is to provide assistance and guidance to the clubs hosting the upcoming annual Large Club Conferences (LCCs).

With regard to the LCC, attendance is limited to the ARCED member and one, perhaps two, Rotarians who have been chosen to become president of their club. The actual number of invitations to each LCC is by determined by the host club, based on the current size of the clubs, the fact of past attendance and capacities of their venues. Nevertheless, ARCED members can expect to benefit from their membership through the sharing of information as noted in the first purpose as listed above.

The leadership of ARCED is accomplished by an Executive Committee of nine members serving three-year terms on a staggered basis. Thus, three new members join each year as three current ones complete their terms. The terms begin and end at the LCC. The positions are:

- The host ED of the most recent LCC,
- The host ED of the upcoming LCC,
- The host ED of the “on deck” LCC,
- Six members elected at large by the EDs in attendance at the LCC.

The elections will be held at a special session of EDs at each LCC. In order to qualify for election to the Executive Committee, all candidates must be a current member of ARCED and must be a participant in the LCC at which the elections are held.

To maintain his or her place on the Executive Committee, the member must be an active and positive contributor, continue to hold the qualifying position in a Rotary Club and remain current with ARCED dues.

A term of service is generally expected to be three years with the ability to be re-elected for one more term. In the case where a member cannot complete his or her term, a special election for a person to complete the term will be held using electronic means. Eligible candidates and voters will be those EDs who attended the most recent LCC. In all cases, only ARCED members whose dues are current may vote and serve. A member of the Executive Committee may be removed for good cause by a two-thirds majority vote of the other members.

Positions within the Executive Committee will be determined by each new committee as soon as practical after the election. In addition to the three Hosts, there will be four named positions:

- Chair. The duties are to 1) preside over the committee and its activities, 2) administer the process for electing new members and 3) represent ARCED to RI, TRF and the rest of the Rotary world.
- Secretary. The duties are to 1) take and distribute minutes of meetings and 2) maintain the membership list.
- Treasurer. The duties are to 1) maintain the funds of the organization, 2) collect dues, 3) make any needed payments and 4) issue periodic reports.
- Communications Coordinator. The duties are to 1) maintain the rotarylargeclub.org website, 2) establish and operate a system for sharing ideas, information and documents and 3) handle various external communications, e.g., a periodic newsletter.
- Survey and Statistics Coordinator. The duties are to 1) maintain and enhance the annual survey instrument, 2) collect, process and report the data and 3) work with the upcoming host club to incorporate the results into their conference.
- The duties of the remaining Member-at-Large are to 1) provide counsel and guidance to the committee as a whole, 2) assist the incumbents of the other positions and 3) address specific issues or situations as needed.

Should one of the incumbents in one of the five named positions be unable to continue in that role, one of the remaining members of the Executive Committee shall fulfill that role. Such a situation could result in a rearrangement of persons in those named positions.

Although the Executive Committee is the sole decision-making body

for ARCED, it may call on the expertise, experience and/or interest of other ARCED members or outside persons or companies as needed, e.g., to gather data, obtain opinions, evaluate approaches, conduct trials or contract for products or services.

The entire Executive Committee is scheduled to meet in formal session four times a year, roughly on a quarterly basis. Three of the meetings can be accomplished electronically, as in a phone or video conference. The fourth will be conducted in person at each year's LCC. The number of ARCED members at that conference will be deemed a quorum for the purpose of representing the entire ARCED membership.

Proposed amendments may be voted on at the annual ARCED meeting at the LCC. Proposed amendments need to be submitted to the membership 10 days prior to the annual meeting. Amendments to the bylaws require a majority vote of the members in attendance at the annual meeting.