

Bylaws of the Rotary Club of Claremont, California, USA

Article 1 Definitions

Board	The Board of Directors of this Rotary club
Director	A member of this club's Board of Directors
Member	A member, other than an honorary member, of this club.
RI	Rotary International
Quorum	The minimum number of participants who must be present when a vote is taken: one-third of the club's members for club decisions and a majority of the directors (6) for club board decisions.
Year	The 12 month period that begins on July 1.

Article 2 Board of Directors

Section 1. Members of the Board. The governing body of this club shall be the Board of Directors (Board) consisting of 11 members of this club, namely, (1) the president, (2) president-elect (acting as secretary for the first six months of the Rotary Year), (3) president elect- elect (acting as Treasurer for the first half of the Year and Secretary for the second half of the Year), (4) the immediate past president, (5) and for the first half of the year the immediate-immediate past president, and the second half of the year the president elect-elect-elect (who will function as the Treasurer). In addition there will be six directors elected from the body of the club, two to be elected each year for a three year term in accordance with article 3, section 1 of these bylaws.

Section 2. Responsibilities of the Board and Directors. The Board is responsible for approving the annual budgets, participating in formulation and approval of Club Policies and Procedures, and contributing to the overall success of the Rotary Club of Claremont. Directors are responsible for attending monthly Board meetings, Club Assemblies, and District Governor visits, making suggestions for improvements, and promoting the general awareness of the Club services and benefits provided to the community by the Rotary Club of Claremont.

Section 3. Rotary Club of Claremont Foundation Board of Directors. The governing body of the club shall also act as the Board of Directors of the Rotary Club of Claremont Foundation and shall direct the activities of the Foundation to comply with the charitable goals of the Rotary Club of Claremont. As described in article 12 the finances of the Foundation will be maintained separately from those of the Rotary Club of Claremont operations.

Article 3 Election of Directors and Officers

Section 1. Directors. Directors shall be selected from the eligible members of the Club. Each member who is in good standing for four years of service shall be placed on a ballot in alphabetical order at the annual meeting in December. The two candidates for director receiving a majority of the votes shall be declared elected as directors to serve a term of three years. In the event of a tie vote, the Board of Directors shall select a director or directors from among the tied candidates. Should an elected candidate chose not to serve, the candidate with the next highest number of votes will be elected.

Section 2. President Elect-Elect-Elect (PEEE). The nominations for PEEE will be made by a nominating committee composed of the past presidents of the club. The PEEE candidates shall be voted on by a ballot submitted to the club and the PEEE shall be confirmed by a *viva voce* vote of the club.

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 shall be filled by action of the past presidents with reference to the most recent December ballot.

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, to serve as Secretary during the first six months of the Rotary Year and as Vice President during the second six months of the Rotary Year, 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 upon request of the President, preside at meetings of the Board in the absence of the president, and perform other duties as ordinarily pertain to the vice-president.

Section 4. *Secretary*. It shall be the duty of the secretary to keep membership records; record and preserve the minutes of Board meetings and perform other duties that 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 principle duty of the sergeant-at-arms, who shall be the immediate past president, shall be to serve as parliamentarian for Board meetings..

Article 5 Meetings

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

Section 2. Regular meetings. The regular weekly meetings of this club shall be held on Friday at 12:10 PM. Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club.

Section 3. In the absence of the President, the regular meetings may be chaired by a past president or by the Vice President.

Section 4. Board meetings. Regular meetings of the Board shall be held on the third Tuesday of each month. Special meetings of the Board shall be called by the president, whenever deemed necessary, or upon the request of two directors, due notice having been given. Board meetings shall

be conducted in accord with Robert's Rules of Order, to be enforced by the immediate past president as Sergeant at Arms.

Article 6 Fees and Dues

Section 1. The admission fee as established by RI and/or the club shall be paid before the applicant can qualify as a member.

Section 2. Annual club dues shall include RI per capita dues, a subscription to *The Rotarian* or a Rotary regional magazine, District per capita dues, club annual fees and any other Rotary or District per capita assessment(s).

Section 3. Dues shall be payable quarterly on: July 1, October 1, January 1, and April 1.

Section 4. Any changes in the membership dues shall, after discussion with the club membership, be included in the annual budget recommended by the President for Board approval.

Article 7 Method of Voting

The business of this club shall be transacted by voice vote except the election of directors and officers, which shall be by ballot. The Board may provide a ballot on a specific resolution.

Article 8 Committees

Club committees are charged with carrying out the annual and long-range goals of the club based on the five Avenues of Service.

Section 1. Standing committees are appointed and described as follows:

- Member Development

This committee should develop and implement a comprehensive plan for the recruitment, retention and development 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.

- Youth Service

This committee should develop and implement plans in support of affiliated chapters of Interact and Rotaract, and facilitate youth participation in these organizations, with specific emphasis on the opportunities presented by RYLA, TLC, Interact Symposium, and Youth Exchange Programs, and administer club scholarship programs.

Section 2. Additional committees may be appointed as needed.

Section 3. The president shall be an ex officio member of all committees and, as such, shall have all the privileges of membership thereon.

Section 4. 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.

Section 5. 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.

Section 6. Honorary members are welcome to participate in the work of the Club's standing committees.

Article 9 Finances

Section 1. Prior to the beginning of each fiscal year, the President Elect shall prepare an operations and foundation budget of estimated income and expenditures for the year for approval by the Board, which shall stand as the limit of expenditures for these purposes unless otherwise ordered by action of the Board.

Section 2. The treasurer shall deposit all club funds in a financial institution designated by the Board. The club shall maintain separate accounts for operations and the foundation.

Section 3. All regularly occurring bills or budgeted items with supporting documentation shall be paid by the Treasurer or other authorized officer. Other expenses shall be approved by two officers of the club.

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

Section 5. An annual financial statement of the club shall be provided to the club membership.

Section 6. The fiscal year of this club shall extend from July 1 to June 30.

Article 10 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 also be proposed for 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 Rotary Club of Claremont.

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.

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 including stated reasons is received by the Board from any Member of the club within seven (7) days following publication of information about the prospective member, the prospective member shall be considered to be elected to membership upon payment of the admission fee, as prescribed in these bylaws. 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, shall be considered to be elected to membership.

Section 6. Honorary Members. The club may elect honorary members proposed by the Board, in accordance with the Rotary Club Constitution. Honorary members will not be responsible for paying the admission fee or dues.

Article 11 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 12 Amendments

These Bylaws may be amended at any regular club meeting. Changing the club bylaws requires that written notice be sent to each member 10 days before the meeting, that a quorum be present for the vote, and that two-thirds of the votes support the change. Changes to these bylaws must be consistent with the Constitution of the Rotary Club of Claremont, the RI Constitution and Bylaws and the Rotary Code of Policies.