

# By Laws of the Rotary Club of Cheat Lake

PO Box 423 Dellslow, WV 26531

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[www.cheatlakerotary.org](http://www.cheatlakerotary.org)

## Article I Election of Directors and Officers

**Section 1** — The Immediate Past President and the President Elect will meet to determine the slate of officers for the upcoming year in November of the Rotary Year. The Slate of proposed officers will be presented to the Board of Directors at the December Board Meeting and then presented to the membership at the next regularly scheduled meeting. The candidates for President, President Elect, President Elect Nominee, Secretary, Treasurer, Sargent-At-Arms, and 7 At-Large Voting Members will be proposed. The board may decide on other committee and fundraising chairs as needed. Those receiving a majority of the votes shall be declared elected to their respective offices.

**Section 2** — The officers and directors, so elected, together with the immediate past president shall constitute the board of directors.

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

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

## Article II Board of Directors

The governing body of this club shall be the board of directors consisting of thirteen (13) members of this club, namely, seven (7) directors elected in accordance with article I, section 1 of these bylaws, the president, vice-president/president-elect, secretary, treasurer, sergeant-at-arms and the immediate past president.

## Article III Duties of Officers

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

**Section 2** — ~~Vice-President~~/*President-elect*. It shall be the duty of the ~~vice-president~~/president-elect to serve as a member of the board of directors of the club and to perform such other duties as may be prescribed by the president or the board. The ~~vice president~~/president-elect shall preside at meetings of the club and board in the absence of the president and perform such other duties as ordinarily pertain to the office.

**Section 3** — *Secretary*. It shall be the duty of the secretary to keep the records of membership, record the attendance at meetings, send out notices of meetings of the club, board and committees, record and preserve the minutes of such meetings, make the required reports to RI, authenticate records of the club, and perform such other duties as usually pertain to the office of secretary.

**Section 4** — *Treasurer*. It shall be the duty of the treasurer to have custody of all funds, accounting for same to the club annually and at any other time upon demand by the board, and to perform such 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 5** — *Sergeant-at-Arms*. The duties of the sergeant-at-arms shall be such as are usually prescribed for such office and such other duties as may be prescribed by the president or the board.

#### **Article IV Meetings**

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

**Section 2** — The regular weekly meetings of this club shall be held on Tuesday at 7:30 AM.

Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club. All members excepting an honorary member (or member excused by the board of directors of this club, pursuant to article IX, 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, but most importantly, make effort to participate in club activities throughout the Rotary Year. ~~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 IX, section 1.~~

**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 the first Monday of each month. Special meetings of the board shall be called by the president, whenever deemed necessary, or upon the request of two (2) members of the board, due notice having been given.

**Section 5** — A majority of the board members shall constitute a quorum of the board.

#### **Article V Fees and Dues**

**Section 1** — The admission fee shall be \$ 50.00 to be paid before the applicant can qualify as a member.

**Section 2** — Per annum membership dues shall be set by the board and shall be payable quarterly on the first day of July, October, January and April, with the understanding that the appropriate amount of each quarterly payment shall be applied to each member's subscription to *THE ROTARIAN* magazine.

**Section 3 --- Termination of Membership.**

- (a.) Any member may voluntarily terminate their membership at any time, by informing the Board in writing.
- (b.) Any members of the organization who fails to pay their dues for three consecutive quarters will have their membership terminated by the Board.
- (c.) If a member fails to pay their dues for two consecutive quarters, the Secretary will notify them by mail and email that their membership will be terminated if their dues are not paid by the end of the third late quarter.
- (d.) Upon receipt of a Notice of Termination, a member may submit an Appeal of Dues to the Board before the end of the third late quarter. In response, the Board may grant an extension of dues with a payment plan, may offer a temporary leave of absence due to illness or hardship (see Article 8) or may deny the Appeal.
- (e.) If no Appeal is received or the Appeal is denied, and dues are not received by the end of the third quarter of non-payment of dues, membership will be automatically terminated. The terminated member will forfeit all rights and privileges of membership, including any payment of dues.

**Article VI Method of Voting**

The business of this club shall be transacted by *viva voce* vote; provided, that the election of officers and directors shall be by ballot if requested by any member of the club and otherwise as determined by the board.

**Article VII Committees**

**Section 1 —**

- (a) The board shall determine the standing committees for each year, and the president shall, subject to the approval of the board, appoint the members of each standing committee.
- (b) The president may, subject to the approval of the board, also appoint such committees on particular phases of club service, vocational service, community service, international service or other club matters as deemed necessary.
- (c) Each committee shall consist of a chairman, who shall be named by the president from the membership of the board, and not less than two (2) other members.
- (d) The president shall be *ex officio* a member of all committees and, as such, shall have all the privileges of membership thereon, including voting.
- (e) Each committee shall transact such business as is delegated to it in the bylaws or the resolution creating it 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, and the committee and its membership are approved by the board, such committees shall not take action until a report has been made to the board and approved by the board.

(f) Where feasible and practicable in the appointment of such committees, there should be provision for continuity of membership, either by appointing one or more members for a second term or by appointing one or more members to a two-year term.

**Section 2** — Club committees coordinate their efforts in order to achieve the club’s annual and long-range goals. Each committee chairman shall be responsible for regular committee 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.

### **Article VIII Leave of Absence**

**Section 1** - The board may grant a member moving from the locality of this club or the surrounding area a special leave of absence not to exceed one (1) year to enable the member to visit and become known to a Rotary club in the new community if the member continues to meet all conditions of club membership.

**Section 2** – The board may allow a member moving from the locality of this club or the surrounding area to retain membership if the member continues to meet all conditions of club membership.

**Section 3** – Extended excused absences are governed by Article IX, Section 3 of the standard Rotary club constitution.

### **Article IX Finances**

**Section 1** — The treasurer shall deposit all funds of the club in one or more banks to be named by the board.

**Section 2** — All bills shall be paid only by checks signed by any two officers who are authorized check signers at the club’s bank(s).

**Section 3** — Officers having charge or control of funds shall give bond as may be required by the board for the safe custody of the funds of the club, cost of bond to be borne by the club.

**Section 4** — 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 four (4) quarterly periods. The payment of per capita dues and magazine subscriptions shall be made quarterly, with payments to RI on the basis of the membership of the club on the dates specified by RI.

**Section 5** — At the beginning of each fiscal year the board shall prepare or cause to be prepared a budget of estimated income and estimated expenditures for the year, which, having been agreed to by the board, shall stand as the limit of expenditures for the respective purposes unless otherwise ordered by action of the board.

### **Article X 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~~ Membership Committee Chairperson. A transferring or former member of another club may be proposed to active membership by the former club. The proposal for the time being 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 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.

**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 through one reading and one email correspondence to the membership.

**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 induction of the new member; the club secretary shall issue a membership card and shall report the new member to RI; and the Rotary information committee shall provide appropriate literature for presentation at the induction and assign a member to assist in the assimilation of the new member.

**Section 7** — The board shall recognize a Rotary Family Membership. This includes persons who distinguish themselves by meritorious service in the furtherance of Rotary ideals. Their support of Rotary's cause may grant membership in this club. The term of such membership shall remain current per annual membership payment to RI as mentioned above. The Rotary Family Members are exempt from breakfast payments and will only pay if in attendance at a meeting. They shall have voting privileges if attending meetings and shall have the ability to transfer their membership to active status to hold an elected office in the club. They shall be entitled to attend all meetings and enjoy all privileges of this club as full Rotarian Members.

**Section 8** —

(a) *Eligibility for Honorary Membership.* Persons who have distinguished themselves by meritorious service in the furtherance of Rotary ideals and those persons considered friends of Rotary for their permanent support of Rotary's cause may be elected to honorary membership in this club. The term of such membership shall be as determined by the board. Persons may hold honorary membership in more than one club.

(b) *Rights and Privileges.* Honorary members shall be exempt from the payment of admission fees and dues, shall have no vote, and shall not be eligible to hold any office in this club. Such members shall not hold classifications, but shall be entitled to attend

all meetings and enjoy all the other privileges of this club. No honorary member of this club is entitled to any rights and privileges in any other club, except for the right to visit other clubs without being the guest of a Rotarian.

(c) *Termination of Honorary Membership.* Honorary membership shall automatically terminate at the end of the term for such membership as determined by the board. However, the board may extend an honorary membership for an additional period. The board may revoke an honorary membership at any time.

#### **Article XI Resolutions**

No resolution or motion to commit this club on any matter shall be considered by the club until it has been considered by the board. Such resolutions or motions, if offered at a club meeting, shall be referred to the board without discussion.

#### **Article XII Amendments**

These bylaws may be amended at any regular club meeting, a quorum (one-third of the membership) being present, by a two-thirds vote of all members present, provided that notice of such proposed amendment shall have been emailed or mailed to each member at least ten (10) days and posted on the club web site 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 club constitution and with the constitution and bylaws of RI.