**ROTARY CLUB BYLAWS**

**Bylaws of the Rotary Club of Stafford, Virginia – 2018-2019**

*Club bylaws supplement the Standard Rotary Club Constitution and establish common club practices. The bylaws in this document are recommendations. Language in RED reflects the Stafford club’s practices, and it is confirmed that they are not in conflict with the RI Constitution and Bylaws, the Standard Rotary Club Constitution (except where permitted), and the Rotary Code of Policies. Articles that the club is required to include are noted below.*

**Article 1 Definitions**

1. Board: The club’s board of directors

2. Director: A member of the club’s board of directors

3. Member: A member of the club, other than an honorary member

4. 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 for club board decisions

5. RI: Rotary International

6. Year: The 12-month period that begins on 1 July

**Article 2 Board**

The governing body of this club is its board of directors, consisting of president, immediate past president, president-elect, president-nominee, secretary, and treasurer. Committee Chairs are invited to attend board meetings as appropriate.

*The Standard Rotary Club Constitution requires a club’s bylaws to include article 2. The officers listed above are required to be members of the club board. Your club’s board may have additional members, such as the president nominee, sergeant-at-arms, or other directors.*

**Article 3 Elections and Terms of Office**

Section 1 —Not later than October 31, the club president shall appoint a nominating committee consisting three members to include: President-elect as Chair, Immediate Past President, and Club Treasurer. Not later than the first club meeting in November, the nominating committee shall present a slate of officers for the up-coming Rotary Year. Additional nominations may be presented from the floor. Not later than the first meeting in December, the club president shall call the annual meeting for the purpose of electing the president, secretary, and treasurer. The ballot shall include the nominating committee slate of officers and nominations from the floor, if any. (**See Article 7, Method of Voting**)

**NOTE: Constitutional Requirement, Article 13, Section 5-*Election of officers*.**

1. ***Terms of Officers other than President***. Each officer shall be elected as provided in the bylaws. Except the President, each officer shall take office on 1 July immediately

following election and shall serve for the term of office or until a successor has been duly elected and qualified. *(1****) Term of President****.* The president shall be elected as provided in the bylaws, not more than two (2) years but not less than eighteen (18) months prior to the day of taking office and shall serve as president-nominee upon election. The nominee shall take the title of president-elect on 1 July in the year prior to taking office as president. The president shall take office on 1 July and shall serve a period of one year or until a successor has been duly elected and qualified.

Section 2 —The candidate who receives a majority of the votes for each office is declared elected to that office.

Section 3 — If **any officer or board member vacates his or her position, the remaining members of the board will appoint a replacement.**

Section 4 — **If any officer-elect vacates a position, the remaining members of the board-elect will appoint a replacement.**

Section 5 —The terms of office for each role are(Exceptions can be made):

President — one year

Treasurer —not less than two nor more than three years

Secretary — not less than two nor more than three years

Sergeant-at-arms — one year

Th*e Standard Rotary Club Constitution requires that your club’s bylaws specify an election process. If a nominating committee is used, include details of how it is appointed. The term of office for a club president is specified as one year in the Standard Rotary Club Constitution.*

**Article 4 Duties of the Officers**

Section 1 — The president presides at club and board meetings.

Section 2 —The immediate past president serves as a director on the club board.

Section 3 —The president-elect prepares for his or her year in office, serves as a director, and

presides at club and board meetings when the president is absent.

Section 4 — The president nominee services as a director and is a ‘Leader in Training’.

Section 5 —The secretary keeps membership and attendance records, prepares board minutes and distributes board minutes to club members after they are approved by the board.

Section 6 —The treasurer oversees all funds, provides monthly financial reports, and provides an annual accounting of them.

Section 7 —The sergeant-at-arms maintains order in club meetings.

*See Rotary club leader manuals for details on specific roles of club officers.*

**Article 5 Meetings**

Section 1 —An annual meeting of this club is held no later than 31 December to elect the officers who will serve for the next Rotary year.

Section 2 —This club meets as follows: ­­­1st, 2nd, 3rd Wednesdays at 12:00 noon (& 4th Wednesday’s when appropriate). The Last Wednesday of every month the club holds a social at 5:00-7:00 PM – locations to be determined. Reasonable notice of any change or

cancellation of the regular meeting will be given to all club members.

Section 3 —Board meetings are held each month. Special meetings of the board are called with

reasonable notice by the president or upon the request of two board members.

*The Standard Rotary Club Constitution requires club bylaws to include article 5, section 2.*

**Article 6 Dues**

**Annual club dues are** \_$880\_\_**. They are paid as follows: quarterly with invoices sent to each club member.** Annual club dues include **RI per capita dues, a subscription to The Rotarian or a Rotary regional magazine, district per capita dues, club fees, and any other Rotary or district per capita assessment.**

*The Standard Rotary Club Constitution requires club bylaws to include article 6.*

**Article 7 Method of Voting**

The business of this club is conducted by voice vote or a show of hands except in the election of officers which is conducted by ballot. The board may also provide a ballot for a vote on some resolutions.

**Article 8 Committees**

Section 1 — Club committees coordinate their efforts to achieve the club’s annual and long-term goals. Each club should have the committees listed in article 13, section 7, of the Standard Rotary Club Constitution.

Section 2 —The president is an ex officio member of all committees and, as such, has all the privileges of membership.

Section 3 — Each committee’s chair is responsible for the regular meetings and activities of the committee, supervises and coordinates its work, and reports to the board on all committee activities.

**Article 9 Finances**

Section 1 — Before each fiscal year starts, the board prepares an annual budget of estimated income and expenditures.

Section 2 — The treasurer deposits club funds in a financial institution or institutions designated by the board, divided into two accounts: one for club operations and one for service projects via The club Foundation.

Section 3 — Bills are paid by the treasurer or another authorized officer and approved by two other officers or directors.

Section 4 — A qualified person conducts a thorough annual review of all financial transactions.

Section 5 —Club members will receive an annual financial statement of the club.

Section 6 — The fiscal year is from 1 July to 30 June.

**Article 10 Method of Electing Members**

Section 1 — A member proposes a candidate for membership to the board, or another club proposes one of its transferring or former members.

Section 2 — The board approves or rejects the candidate’s membership within 30 days and notifies the proposing member of its decision.

Section 3 — If the board approves the candidate’s membership, the prospective member is invited to join the club.

*A process to address objections raised by current members may also be included here.*

**Article 11 Amendments**

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

Section 1 – Meeting Weather Closure

The Rotary Club of Stafford will not meet for regular meetings if The Stafford County Government decides to close due to inclement weather.