

Recommended Rotary Club Bylaws

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Bylaws of the Rotary Club of Southwest Eureka

Article 1 Definitions

1. Board: The board of directors of this club.
 2. Director: A director on this club's board.
 3. Member: A member, other than an honorary member, of this club.
 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 beginning 1 July.
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Article 2 Board

The governing body of this club shall be the board of directors consisting of twelve (12) members of this club, namely six (6) directors elected in accordance with Article I, Section 1, of these By-Laws, the president, president elect, vice-president, secretary, treasurer, and the immediate past president.

Article 3 Elections and Terms of Office

Section 1 —

a) At a regular meeting, one month prior to the meeting for election of officers, the presiding officer shall ask for nominations of members of the club for president, vice-president, treasurer, and three to serve two-year terms as members of the board of directors. The nominations will be presented by a nominating committee composed of the past presidents who are currently members of the club. The immediate past president shall chair this committee.

b) The nominations duly made shall be placed on a ballot in alphabetical order under each office and shall be voted upon at the annual meeting. The candidates for president, vice-president, secretary and treasurer receiving a majority of the votes shall be declared elected to their respective offices. The three candidates for director receiving the greatest number of votes shall be declared elected as directors. The president elected in such balloting *shall* serve as a member of the board *as* president-elect for the year commencing on the first day of July following his or her election as president and shall assume office *as* president on the first day of July of the year immediately following his or her year of service on the board as president-elect.

Section 2 — The officers and directors, so elected, together the current directors who are serving in the first year of a two-year term shall constitute the board of directors-elect. Within one week after their election the board of directors-elect shall meet and elect a member of the club to act a sergeant-at-arms.

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

Section 4 — If any officer-elect or director-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:

President —	<u>One year</u>
Vice President —	<u>One year</u>
Treasurer —	<u>One year</u>
Secretary —	<u>One year</u>
Sergeant-at-arms —	<u>One year</u>
Director —	<u>Two years</u>

Section 6 — The candidate who receives a majority of the votes for each office will be declared elected to that office.

Article 4 Duties of the Officers

Section 1 - President

It shall be the duty of the president to preside at meetings of the club and the board of directors and to perform such duties as ordinarily pertain to this office.

Section 2 - President-Elect

It shall be the duty of the 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.

Section 3 - Vice-President

It shall be the duty of the vice-president to preside at meetings of the club and board in the absence of the president and to perform such other duties as ordinarily pertain to his office.

Section 4 - 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.

To collect and remit to Rotary International subscriptions to THE ROTARIAN, and perform such other duties as usually pertain to this office.

Section 5 - 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 perform such other duties as pertain to his office. Upon his or her retirement from office, they shall turn over to the successor or to the

president all funds, books of account or any other club property in his or her possession.

Section 6 - Sergeant-at-Arms

The duties of the sergeant-at-arms shall be such as are usually prescribed by the president or the board.

Article 5 Meetings

Section 1 - Annual Meeting

The annual meeting of this club shall be held on the second Friday 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 - Regular Meetings

The regular weekly meetings of this club shall be held on Friday at 12:10 p.m.

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 VII, Section C 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, and the attendance must be evidenced by the member's being present for a least sixty (60) percent of the time devoted to the *regular* meeting, either at this club or any other Rotary club.

Section 3 Quorum, club meeting

One-third of the membership shall constitute a quorum at the annual and regular meetings of this club.

Section 4 – Board meeting

Board meetings are held each month, on the third Wednesday of the month. Special meetings of the board are called with reasonable notice by the president, or upon the request of two directors. A majority of the board members will constitute a quorum.

Article 6 Dues and fees

Section 1 – Setting the Amount

The fees and dues of the Club will be the initial admission fee and annual dues, in an amount as may be approved by a two-thirds vote of the Board members. The membership shall be given 14-day notice of the proposed action.

Section 2 – Initiation Fee

The initiation fee shall be paid before the applicant can qualify as a member.

Section 3 – Annual Dues

The membership dues are payable semiannually on the first day of July and January, with the understanding that the dues include the members subscription to *THE ROTARIAN* magazine.

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 and directors, which is conducted by ballot. The board may also provide a ballot for a vote on some resolution.

Article 8 Committees

Section 1 -

- (a) The president shall, subject to the approval of the board, appoint the following standing committees:
- *Club Service Committee*
 - *Vocational Service Committee*
 - *Community Service Committee*
 - *International Service Committee*
 - *Youth Service Committee*
- (b) The president shall, subject to the approval of the board, also appoint such committees on particular phases of *Club Service*, *Vocational Service*, *Community Service*, *International Service*, and *Youth Service* as he or she may deem necessary.
- (c) The *Club Service Committee*, *Vocational Service Committee*, *Community Service Committee*, *International Service Committee*, and *Youth Service Committee* shall each consist of a chairperson, who shall be named by the president from the membership of the board, and not less than two (2) other members. .
- (d) Each committee shall transact such business as is delegated to it in the By Laws 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 to the board and approved by the board.
- (e) Should the president deem it necessary, he or she may appoint one or more committees dealing with various aspects of youth activities, which depending on the respective responsibilities, may be under any, or all, of the *Vocational Service*, *Community Service*, or *International Service Committees*. Where feasible and practical 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 -

Each committee chair is responsible for the regular meeting and activities of the committee, supervises and coordinates its work, and reports to the board on all committee activities.

Article 9 Duties of Committees

Section 1 - Club Service Committee

This committee shall devise and carry into effect plans which will guide and assist members of this club in discharging their responsibilities in matters relating to club service. The chairman of the *Club Service Committee* shall be responsible for regular meetings of the committee and shall report to the board on all club service activities.

- (a) *Attendance Committee* - This committee shall devise means for encouraging attendance at all Rotary meetings -- including attendance at district conferences, intercity meetings, regional conferences, and international conventions by all club members. This committee shall especially encourage attendance at regular meetings of this club and attendance at regular meetings of other clubs when unable to attend meetings of this club; keep all members informed on attendance requirements, promote better incentives for good attendance; and seek to ascertain and remove the conditions that contribute to unsatisfactory attendance.
- (b) *Classifications Committee* - This committee shall as early as possible, but not later than August 31 of each year make a classification survey of the community; shall compile from the survey a roster of filled and unfilled classifications, applying the classification principal, shall review, where necessary, existing classifications represented in the club; and shall counsel with the board on all classification problems
- (c) *Club Bulletin Committee* -- This committee shall endeavor, through the publishing of a weekly club bulletin, to stimulate interest and improve attendance, announce the program - for the forthcoming meeting, relate highlights of the previous meeting, promote fellowship, contribute to the Rotary education of all members, and report news of the club, of its members and the worldwide Rotary program.
- (d) *Fellowship Activities Committee* -- This committee shall promote acquaintance and fellowship among members, promote participation by members in organized Rotary recreation and social activities, and do such work in pursuance of the general object of the club as may be assigned by the president or the board.
- (e) *Membership Committee* -- This committee shall consider all proposals for membership from the personal side and shall thoroughly investigate the character, business, social and community standing, and general eligibility of all persons proposed for membership and shall report their decisions on all applications to the board.
- (f) *Membership Development Committee* -- This committee shall review continually the club roster of filled and unfilled classifications and shall take positive action to initiate and present to the board the names of suitable persons to fill unfilled classifications.
- (g) *Program Committee* -- This committee shall prepare and arrange programs for the regular and special meetings of the club.
- (h) *Public Relations Committee* -- This committee shall devise and carry into effect, plans (1) to give the public general information about Rotary, its history, object and scope; and (2) secure proper publicity for the club.
- (i) *Rotary Information Committee* -- This committee shall devise and carry into effect plans (1) to give prospective members information about the privileges and responsibilities of membership in a Rotary club, (2) to give members, especially new members, adequate understanding of the privileges and responsibilities of members, (3) give members information about Rotary, its history, object, scope, activities, and (4) to give members information as to developments in the administration of Rotary International.

Section 2- Vocational Service Committee

This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in their vocational relationships and in improving then general standards of practice in their respective

vocations. The chairman of this committee shall be responsible for the vocational service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on a particular phase of vocational service.

Section 3 - Community Service Committee

This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in the community relationships. The chairman of this committee shall be responsible for the community service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of community service, including the following:

- (a) *Human Development Committee* -- This committee shall be concerned within the community with the welfare of human beings of all kinds throughout the whole span of life and with providing assistance and support to those in need.
- (b) *Community Development Committee* -- This committee shall be concerned with working to make the community a better place to live by improving the physical condition of the community and its facilities.
- (c) *Environmental Protection Committee* -- This committee shall be concerned with monitoring and improving the quality of the community's environment.
- (d) *Partners in Service Committee* -- This committee shall be concerned with building relationships with other Rotary sponsored organizations within the community and cooperating with them in service.

Section 4 - International Service Committee

This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in matters relating to international service. The chairman of this committee shall be responsible for the international service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of international service.

Section 5 - Youth Service Committee

This committee shall devise and carry into effect programs specifically for youth in the community in areas such as Interact Clubs, Rotary Youth Leadership Awards, international youth exchange scholarships, career development and other programs as the president and *Youth Service Committee* may direct. All youth programs that fall into the community service and vocational service areas will be carried out by the *Youth Service Committee*.

Article 10 Leave of Absence

Upon written application to the board, setting forth good and sufficient cause, leave of absence may be granted excusing a member from attending the meetings of the club for a specified length of time.

Note: Such leave of absence does not operate to prevent a forfeiture *of* membership; it does not operate to give the club credit for the member's attendance. Unless he or she attends a regular meeting of some other club, the excused member must be recorded as absent except that absence authorized under the provision of article VII, section 3 of the standard Rotary club constitution is not computed in the attendance record of this club.

Article 11 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.

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. A mid-year financial report, with current and previous year income and expenses, is presented at the annual meeting.

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

Article 12 Method of Electing Members

Section 1 - Active Members (including Additional Active Members)

- (a) The name of a prospective member, proposed by an active, senior active, or past service member of the club, or by the *Membership Development Committee*, shall be submitted to the board in writing, through the club secretary. The proposal, for the time being, shall be kept confidential except as otherwise provided in this procedure.
- (b) The board shall request the *Classifications Committee* to consider the report to the board on the eligibility of the proposed member from the standpoint of classification, and shall request the *Membership Committee* investigate and report to the board on the eligibility of the proposed member from the standpoint of character, business and social standing, and general eligibility.
- (c) The board shall consider and approve or disapprove the recommendations of the classifications and membership committees and shall then notify the proposer, through the club secretary, of its decision.

- (d) if the decision of the board is favorable, the proposer, together with one or more members of the *Rotary Information Committee*, shall inform the prospective member of the purposes of Rotary and of the privileges and responsibilities of membership in the club, following which the prospective member shall be requested to complete and submit an application for membership and to give his permission for his name and proposed classification to be published to the club.
- (e) if no written objection to the proposal, stating reasons, is received by the board from any member of the club within ten (10) days following publication of the name of the prospective member, the prospective member, upon payment of his admission fee, as prescribed in Article V of these By Laws, shall be considered to be elected to membership.
- (f) If any objection has been filed with the board, it shall consider the same at any regular or special meeting of the board and shall ballot on the proposed member. If not to exceed one (1) negative votes are cast by members of the board in attendance at such regular or special meeting, the proposed-member, upon payment of the prescribed admission fee, shall be considered elected to membership.
- (g) The member shall be formally introduced as a new member at a regular meeting of the club.

Section 2 – Senior Active Members, Transferred Members and Honorary Members

The name of a proposed candidate for any of these three kinds of membership shall be submitted to the board of directors in writing and the election shall be in the same form and manner as prescribed for the election of an active member provided, however, that such proposal may be considered at any regular or special meeting *of* the board and the board may at its discretion waive any of the steps as set forth in Section 1 of this article and proceed to ballot on the proposed member. If not to exceed two (2) negative votes are cast by the members of the board in attendance at the regular or special meeting, the proposed member of this club shall be considered duly elected, provided, however, that any active member or past service member of the club who qualifies for senior active membership as set forth in the constitution of this club shall automatically become a senior active member of this club, no application or election to such senior active membership being required.

Article 13 Resolutions

No resolution or motion to commit this club or 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 ^wwithout discussion.

Article 14 Order of Business

- Meeting called to order
- Flag salute
- Invocation or thought of the day
- Introduction of new Rotarians
- Introduction of guests of Rotarians
- Correspondence and announcements
- Committee reports, if any
- Any unfinished business
- Any new business
- President's time
- Address or other program features
- Adjournment

Article 15 Amendments

These By Laws may be amended at any regular meeting, a quorum being present, by a two-thirds vote of all members present, provided that notice of such proposed amendment shall have been mailed to each member at least ten (10) days before such meeting. No amendment or addition to these By Laws can be made which is not in harmony with the standard Rotary club constitution and with the Constitution and Bylaws of Rotary International.

Article 16 Donations and Grants

Objective

To clarify and record the donations and grants made by the Club and conserve the Club's resources, the following procedure will be used to execute them:

Documentation

When it is determined that the Club will make a donation or grant, the representative of the recipient will meet with a sponsor from the Rotary Club of Southwest Eureka and agree to and record:

1. The purpose, program or objective to be attained by the grant.
2. The amount of the grant.
3. The appropriate date of completion of the program or objective and a date for expiration of the proposed grant, should the purpose, program or objective become unattainable.
4. The representative of the recipient and the Club sponsor will be identified and sign the document or electronic acceptance

5. **Guardianship of Funds**
6. Upon Approval of the document by the Club President, funds will be placed in an interest -earning account until payment or expiration of the proposed project. Interest earned will be transferred to the Club's endowment fund. Unused funds from cancelled projects will be returned to the general treasury of the Club.
- 7.
8. **Disbursement of Funds**
9. Payment will be made based upon Board acceptance of documentation by the beneficiary.