

NOTES: 1) Directors (11)
2) Not always follows *

MIKE
LEWIS

Bylaws of the Rotary Club of Atascadero

Article I Election of Directors and Officers

Section 1 – Prior to the November board of directors meeting, the club nominating committee, made up of the ten most recent past presidents who are still club members and chaired by the immediate past-president, shall nominate to the board of directors, a nominee for president-elect. The board of directors, at the regular November board meeting, shall elect the president-elect nominee. Said president-elect nominee shall, prior to his/her term as president, appoint his/her board and committee chairpersons. The president-elect nominee shall serve as a member of the board as president-elect for the year commencing on the first day of July next following his/her election as president-elect nominee, and shall assume office as president on the first day of July immediately following his/her year of service on the board as president-elect.

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

Section 1 – The governing body of this club shall be the board of directors consisting of eleven members of this club, namely club service, community service, vocational service, international service, membership, and at-large director, the president, the president-elect, secretary, treasurer and 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 the board of directors and to perform such other 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 – *Secretary*. It shall be the duty of the secretary to keep the records of the membership; record the attendance at meetings; send out notices of meetings of the club, board of directors, and committees; record and preserve the minutes of such meetings; make the required reports to Rotary International, including the semiannual reports of membership, which shall be made to the General Secretary of Rotary International on January 1st and July 1st of each year, and including prorated reports to the General Secretary on October 1st and April 1st of each active member who has been elected to membership in the club since the start of the July and January semiannual reporting period, the report of changes in membership, which shall be made to the General Secretary of Rotary International, the monthly report of attendance at the club meetings, which shall be made to the District Governor immediately following the last meeting of

the month; collect and remit to Rotary International subscriptions to *The Rotarian*; and perform such other duties as usually pertains to this office.

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 of directors and to perform such other duties as pertain to this office. 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 sergeant-at-arms shall be appointed by the president at each regular weekly meeting. The sergeant-at-arms will perform those duties usually prescribed for this office and any other duties as may be prescribed by the president or the board. The sergeant-at-arms is not a member of the Board of Directors.

Article IV Meetings

* **Section 1 – Annual Meeting.** An annual meeting of the club shall be held on the first Wednesday of 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 Meeting. The regular weekly meeting of this club shall be held on Wednesday at 12:00 noon. 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 members excused by the board of directors of this club pursuant to Article VIII, section 2 (b) 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 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 VIII, section I.

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 second Tuesday 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. *added by Board Res*

Section 5 – A majority of the board of director members shall constitute a quorum of the board.

Article V Fees and Dues

Section 1 – The admission fee shall be determined by the board of directors to be paid before the applicant can qualify as a member. *Cost Resolution (CR)*

Section 2 – The membership dues shall be determined by the board of directors, payable quarterly on the first day of July, October, January and April with the understanding that an amount, as determined by Rotary International, shall be applied to each member's subscription *The Rotarian* magazine, semi-annually.

Article VI Method of Voting

The business of this club shall be transacted by voice vote.

Article VII Committees

Section 1 – Standing Committees

(a) The president shall, subject to the approval of the board of directors, appoint chairpersons for the following standing committees:

- Club Service committee
- Vocational Service committee
- Community Service committee
- International Service committee
- Membership committee

(b) The president shall, subject to the approval of the board of directors, also appoint such committee chairpersons on particular phases of club service, vocational service, community service, international service and membership as deemed necessary.

(c) The club service committee, vocational service committee, community service committee, international service committee, and membership committee shall consist of a chairperson, named by the president, and as many committee members as each chairman deems necessary. — Revised in Good Resolution

(d) The president shall be *ex officio* a member of all committees and, as such, shall have the privileges of membership thereon.

(e) Each committee shall transact such business as is delegated to it in the bylaws and such additional business as may be referred to it by the president or the board of directors. 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.

(f) The president may appoint one or more committees dealing with various aspects of youth activities, which, depending on their respective responsibilities, may be under any, or all, of the vocational service, community service or international service committees. Where feasible and practicable in the appointment of such committees, there should be provisions 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.

OK - Approved to Rotary Foundation

SAME

pull out in CR

not count funds or other program obligations

Section 2 – Club Service Committee

(a) The chairman of the club service committee shall be responsible for all club service activities and shall supervise and coordinate the work of all committees appointed on particular phases of club service.

(b) The club service committee shall consist of the chairman of the club service committee and the chairman of all committees appointed on a particular phases of club service.

(c) The club service director shall, subject to the approval of the board, appoint the following committees on particular phases of club service:

- | | |
|-----------------------------|---------------------------------|
| 1. Attendance committee | *5. Program committee |
| *2. Club bulletin committee | *6. Public relations committee |
| *3. Fellowship committee | 7. Rotary information committee |
| *4. Magazine committee | |

- (d) Where feasible and practicable in the appointment of club 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.
- (e) The Rotary information committee shall consist of three (3) members, one member of the committee to be appointed each year for a term of three (3) years.
- (f) The magazine committee shall, wherever feasible, include the editor of the club publication and a local newspaper or advertising member of the club.

Article VIII Duties of Committees

Section 1 – Club 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 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 activities.

- (1) *Attendance Committee.* This committee shall devise means for encouraging attendance at all Rotary meetings – including attendance at district conferences, inter-city 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.
- (2) *Club Bulletin Committee.* This committee shall endeavor, through the publishing of a biweekly club bulletin, to stimulate interest and improve attendance, announce the program of 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 of the worldwide Rotary program.
- (3) *Fellowship Activities Committee.* This committee shall promote acquaintance and friendship among the members, promote participation by members in organized Rotary recreational 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 of directors. — *Advised etc*
- (4) *Magazine Committee.* This committee shall stimulate reader interest in *The Rotarian*, sponsor a magazine month; arrange for brief monthly reviews of the magazine on regular club programs; encourage the use of the magazine in the induction of new members; provide a copy of the magazine for non-Rotarian speakers; secure international service and other special subscriptions for libraries, hospitals, schools and other reading rooms; send news items and photographs to the editor of the magazine and in other ways make the magazine of service to the club members and non-Rotarians.
- (5) *Program Committee.* This committee shall prepare and arrange the programs for the regular and special meetings of this club.

(6) *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) to secure proper publicity for the club.

(7) *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 the members, especially the new members, adequate understanding of the privileges and responsibilities of members, (3) to give members information about Rotary, its history, object, scope, activities, and (4) to give the members information as to developments in the administrative operation of Rotary International.

Section 2 – Vocational Service Committee. This committee shall devise and carry into effect plans that will guide and assist the members of this club in discharging their responsibilities in their vocational relationships and in improving the general standards of practice in their respective vocations. The chairman of this committee shall be responsible for the vocational services activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of vocational service.

*CF Leadership
Ethics
Cofounder*

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 their community relationships. The chairman of this committee shall be responsible for the community service activity of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of community service.

*Rotary
Community
Foundation*

*- YOUTH
+ Int'l
+ RYLA*

*+ Community Project (Annual)
+ Rotary Foundation*

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 activity of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of international service.

*- Projects
- Exchange*

Section 5 – Membership 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 membership growth and retention. The chairman of this committee shall be responsible for the membership activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of membership. This committee shall consist of three (3) members, one member to be appointed each year for a term of three (3) years.

The Membership Committee shall consist of the following sub-committees:

- Membership Development Committee
- Qualifications Committee
- Classifications Committee

orientation / motto / Blue Book

- (1) *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.
- (2) *Qualifications 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.
- (3) *Classification Committee.* This committee shall compile and keep a continuous roster of filled and unfilled classifications, applying the classification principle; shall review where necessary, existing classifications represented in the club; and shall counsel with the board on all classification problems.

Article IX 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 the member attends a regular meeting of another club, the excused member must be recorded as absent except that absence authorized under the provisions of article VIII, section 2(b) of the standard Rotary club constitution is not computed in the attendance record of the club.)

Article X Finances

OK **Section 1** – The treasurer shall deposit all funds of the club in a bank to be named by the board.

Section 2 – All bills shall be paid only by check signed by the treasurer. A thorough audit by a certified public accountant or other qualified person may be made once each year of all the club's financial transactions at the discretion of the board.

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 July 1st to June 30th, and for the collection of members dues shall be divided into four quarterly periods extending from July 1st to September 30th, from October 1st to December 31st, from January 1st to March 31st, and from April 1st to June 30th. The payment of per capita dues and magazine subscriptions to Rotary International shall be made on July 1st and January 1st of each year on the basis of membership of the club on those dates.

(note: Magazine subscriptions for members joining during a semiannual period are payable upon invoice from the Secretariat.)

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

Article XI Method of Electing Members

Section 1 – Active Membership

Secretary by transfer

- (1) The name of a prospective member, proposed by an active member of the club or by the membership development committee, shall be submitted to the board in writing, through the membership chairman. 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.
- (2) The board shall request the classification committee to consider and report to the board on the eligibility of the proposed member from the standpoint of classification, and shall request the qualifications committee to 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.
- (3) The board shall consider and approve or disapprove the recommendations of the classification and qualifications committees by a majority vote and shall then notify the proposer, through the membership chairperson, of its decision.
- (4) If the decision of the board is favorable, the proposer, together with one or more members of the membership committee, shall inform the prospective member of the purpose of Rotary and 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/her permission for his/her name and proposed classification to be published to the club.
- (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 ten (10) days following publication of the name of the prospective member, the prospective member, upon payment of the admission fee, as prescribed in these bylaws, shall be considered to be elected to membership.
- (6) If any such 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 two (2) negative votes are cast by the 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 to be elected to membership.
- (7) Following the member's election, the president shall arrange for the induction of the new member; the club secretary shall issue a membership card and shall report his/her name to the General Secretary of Rotary International.

Section 2 – Honorary Membership

An honorary membership may be bestowed upon a person who has distinguished themselves by meritorious service in the furtherance of Rotary ideals as prescribed in Article VI, section 6 of the standard club constitution. The term of honorary membership shall be determined by the board. Honorary members do not hold a classification, are not counted in attendance, are exempt from paying admission fees and dues, do not have a vote

and are not eligible to hold office, but enjoy the privilege of attending meetings at this club or any other Rotary club.

Article XII 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 XIII Order of Business

Meeting called to order.
Pledge of Allegiance and Opening Prayer.
Introduction of visiting Rotarians.
Introduction of Guests.
Correspondence and announcements.
Committee reports, if any.
Any unfinished business.
Any new business (member recognitions).
Program.
Adjournment.

Article XIV Amendments

These bylaws 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 bylaws can be made which is not in harmony with the club constitution and with the constitutions and bylaws of Rotary International.

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