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Bylaws of the Palm Springs Rotary Club

Article I Definitions

1. Board: The Board of Directors of this club.
2. Officers: Officers of the Club are President, President-elect, President-elect Nominee, Secretary, Treasurer and Immediate Past President.
3. Director: A member of this club's Board of Directors.
4. Member: A member, other than an honorary member, of this club.
5. RI: Rotary International.
6. Year: The twelve-month period that begins on 1 July.
7. Sojourner: A Rotarian whose primary membership is with another, out of town, club, but who annually spends several months or seasons as a visiting Rotarian.
Sojourners will not pay dues or have voting privileges.

Article 2 Board

The governing body of this club shall be the Board of Directors consisting of up to 15 members of this club, which shall include the Officers and six directors. At the discretion of the president, an additional 3 directors can be appointed in accordance with article 3, section 1 of these bylaws.

Article 3 Election of Directors and Officers

Section 1 – During the month of October annually, the President shall appoint a committee of at least five active members, which shall include at least three Club past- presidents, for the purpose of nominating the next year's Officers and six Directors. The membership shall be notified in writing at least 10 days in advance, either by letter, email or the club newsletter. The nominating committee shall present its selection at the regular meeting of the club within fifteen days of its appointment. The membership will be provided the opportunity to nominate additional candidates from the floor. The candidates who are nominated from the floor must have a second to their nomination. After the nominations are closed, the presiding officer shall call for an election. The candidates receiving the majority of the vote shall be declared elected.

Starting on the first day of July, immediately following that year all newly-elected officers and directors shall assume their responsibilities.

Section 2- Prior to December 31 of each year, the newly-elected Board of Directors will convene at a special meeting to nominate and elect the President-Elect Nominee-Designate.

Section 3 – The officers and directors, so elected, together with the immediate past president shall constitute the board.

Section 4 – A vacancy in the Board or any office shall be filled by action of the remaining Directors.

Section 5– A vacancy in the position of any officer-elect or director-elect shall be filled by action of the remaining directors-elect.

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 and to perform such other duties as may be prescribed by the president or the board.

Section 3 – *President-Elect Nominee Designate.* It shall be the duty of the President-Elect Nominee Designate to understudy the current President-Elect and become familiar with the duties involved, as well as to generally prepare to assume the duties of President-Elect in the following Club year.

Section 4 – *Secretary.* It shall be the duty of the secretary to keep membership records; record attendance at meetings; send out notices of club, board, and committee meetings; record and preserve the minutes of such meetings; report as required to RI, including the semiannual reports of membership on 1 January and 1 July of each year, which shall include per capita dues for all members and prorated dues for active members who have been elected to membership in the club since the start of the July or January semiannual reporting period; report changes in membership; provide the monthly attendance report, which shall be made to the district governor within 15 days of the last meeting of the month; collect and remit RI official magazine subscriptions; and perform other duties as usually 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 at its annual meeting, and at any other time upon demand by the board, and to perform other duties as pertain to the office of treasurer. Upon leaving office, the treasurer shall turn over to the incoming treasurer or to the president all funds, books of accounts, or any other club property.

Article 5 Meetings

Section 1 – Annual Meeting. An annual meeting of this club shall be held on a Wednesday noon, no later than mid-November, at which time the election of officers and directors to serve for the ensuing year shall occur, as described in Article 3, Section 1, of these bylaws.

Section 2 – The regular weekly meetings of this club shall be held on Wednesday at 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 member excused pursuant to 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 9, sections 1 and 2.

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 monthly, at a time, date and location determined by the President. All regular meetings of the Board will be open to all active members of the Club, and advance notice of these meetings will be announced or published. Special meetings of the board shall be called by the president, whenever deemed necessary, or upon the request of two (2) or more, and adequate notice will be given.

Section 5 – A majority of the current directors shall constitute a quorum of the board. No absentee or "proxy" voting will be permitted.

Article 6 Fees and Dues

Section 1 – The admission fee shall be \$50 to be paid before the applicant can qualify as a member, except as provided for in the standard Rotary club constitution, article 11.

Section 2 – The membership dues shall be \$ 250 per annum, payable annually during the month of July, with the understanding that a portion of each annual payment shall be applied to each member's subscription to the RI official magazine.

Article 7 Method of Voting

The business of this club shall be transacted by *viva voce** vote except the election of officers and directors, which shall be by ballot. The board may determine that a specific resolution be considered by ballot rather than by *viva voce* vote.

(Note: Viva voce vote is defined as when club voting is conducted by vocal assent.)

Article 8 Five Avenues of Service

The five Avenues of Service are the philosophical and practical framework for the work of this Rotary Club. They are Club Service, Vocational Service, Community Service, Youth Services, and International Service. This club will be active in each of the five Avenues of Service.

Article 9 Committees

Club committees are charged with carrying out the annual and long-range goals of the club based on the five Avenues of Service. The president-elect, president, and immediate past president should work together to ensure continuity of leadership and succession planning. The president-elect is responsible for appointing committee members to fill vacancies, appointing committee chairs, and conducting planning meetings prior to the start of the year in office. It is recommended that the chair have previous experience as a member of the committee. Standing committees should be appointed as follows:

- **Membership**
This committee should develop and implement a comprehensive plan for the recruitment and retention 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 International Foundation**
This committee should develop and implement plans to support The Rotary Foundation through both financial contributions and program participation.

Additional ad hoc committees may be appointed as needed.

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

Article 10 Duties of Committees

The duties of all committees shall be established and reviewed by the president for his or her year. In declaring the duties of each, the president shall reference to appropriate RI materials. The service projects committee will consider the Avenues of Vocational Service, Community Service, and International Service when developing plans for the year.

Each committee shall have a specific mandate, clearly defined goals, and action plans established by the beginning of each year for implementation during the course of the year. It shall be the primary responsibility of the president-elect to provide the necessary leadership to prepare a recommendation for club committees, mandates, goals, and plans for presentation to the board in advance of the commencement of the year as noted above.

Article 11 Leave of Absence

Upon written application to the board, setting forth good and sufficient cause, a leave of absence may be granted excusing a member from attending the meetings of the club for no longer than 6 months, or until the end of the current Club year.

Article 12 Finances

Section 1 – Prior to the beginning of each fiscal year, the incoming president shall prepare a budget of estimated income and expenditures for the year, which shall stand as the limit of expenditures for these purposes, unless otherwise ordered by action of the board. The budget shall be presented to the board and voted upon at the first board meeting of the year, to be held in July. The budget shall be broken into two separate parts: one in respect of club operations and one in respect of charitable/service operations.

Section 2 – The treasurer shall deposit all club funds in a bank, named by the board.

Section 3 – All bills shall be paid by the treasurer or other authorized officer only when approved by two other officers or directors.

Section 4 – A thorough review of all financial transactions by a qualified third party approved by the Board, who is not an Officer of the Club, shall be made once each year.

Section 5 – The fiscal year of this club shall extend from 1 July to 30 June. The payment of per capita dues and RI official magazine subscriptions shall be made on 1 July and 1 January of each year on the basis of the membership of the club on those dates.

Article 13 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 be proposed to 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 standard Rotary 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.

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, and after verification that all dues and administrative fees have been paid, the President shall arrange for the new member's induction. Upon induction, the President or Club Secretary will provide the certificate of membership, and new member Club and Rotary literature. In addition, the President or Secretary will report the new member information to RI and to the District Secretary. The president will assign a member to assist with the new member's assimilation to the club as well as assign the new member to a club project or function. The President will assign a "mentor," who is not necessarily the sponsoring Rotarian, to assist with the new member's assimilation into the Club, and to help facilitate compliance with the Red Badge orientation program. The President, along with the Mentor and new member, will discuss the assignment of the new member to club projects, functions, as well as committee recommendations.

Section 7 – The club may elect, in accordance with the standard Rotary club constitution, honorary members proposed by the Board.

Article 14 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 15 Order of Business

Meeting called to order
Invocation or Reflective Moment
Flag salute
Four Way Test
Song (if desired)
Introduction of visitors
Correspondence, announcements, and Rotary information
Committee reports if any
Any unfinished business
Any new business
Address or other program features
"Recognition" and Happy Dollars
Adjournment

Article 16 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 communicated 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 standard Rotary club constitution and with the constitution and bylaws of RI.