**Bylaws of the Rotary Club of Cypress Fairbanks**

**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 July 1 of any given year.

**Article 2 Board**

The governing body of this club is its board of directors, consisting of, at a minimum, the president, immediate past president, president-elect, secretary, treasurer, Sergeant-at-arms and one member at large.

**Article 3 Elections and Terms of Office**

Section 1 — Electionsfor new Board Directors will occur in December. Within the month prior to elections, members nominate candidates for president, secretary, treasurer, Sergeant-at-arms, one member at large and any open director positions. The nominations may be presented by a nominating committee, by members from the floor, or both.

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 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 — **One year**

Treasurer — **One year**

Secretary — **One Year**

Sergeant-at-arms — **One Year**

Member at large **- One Year**

Section 6 – The nominating committee shall be chaired by the President-Elect who will select from the membership others to assist in the process.

**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 and serves as a director.

Section 4 —A director attends club and board meetings.

Section 5 —The secretary keeps membership and attendance records. The secretary follows procedures as set forth by Rotary District 5890 and Rotary International in regards to correct and timely reporting of membership information.

Section 6 —The treasurer oversees all funds and provides a monthly accounting to the Board of Directors as well as an annual accounting. The treasurer will send monthly statements to the membership for dues and keeps an accounting of receipts. The treasurer follows procedures as set forth by Rotary District 5890 and Rotary International in regards to correct and timely payment of membership dues and proper stewardship of funds.

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

**Article 5 Meetings**

Section 1 —An annual meeting of the Rotary Club of Cypress Fairbanks is held no later than December 31st to elect the officers and directors who will serve for the next Rotary year.

Section 2 —The Rotary Club of Cypress Fairbanks meets as follows**: Monday­­** **11:45 am -1:00 pm**. At Carl’s BBQ; Cypress, Texas. 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 directors.

**Article 6 Dues**

**Annual club dues are** listed in our club bulletin **They are paid as follows: $95 per Quarter.**  Annual club dues include **Rotary International per capita dues, a subscription to The Rotarian or a Rotary regional magazine, Rotary District 5890 per capita dues, club fees, and any other Rotary or district per capita assessment.**

**Dues will be listed in Club bulletin and web site**

**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 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 approves an annual budget of estimated income and expenditures that is submitted by the incoming President with the assistance and coordination from the treasurer.

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 (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.

Section 4- *Membership Classification*.

*Service Members* shall be members that attend service projects in place of stated meetings. Club, District and RI service projects and events will be counted towards attendance.

*Family Classification*. More than one person sharing a common address may use the family classification. Every member after the first may receive a 25 % discount IN CLUB DUES.

*Company Classification*. A company for non- profit or profit may have one member but others that help or work at these companies may attend a meeting or service project and represent the company. If more than TWO join from the same company then every member after the first may, receive a 25% discount IN CLUB DUES

**Article 11 Amendments**

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