**Bylaws of the Rocheport Rotary Club, Rocheport, Missouri**

Approved on June 7, 2021

# Article 1 Election of Members, Directors and Officers

**Section 1 —** New members will be proposed to the Board by a new member’s sponsor and the application will be vetted and proposed to Club members. The proposed member will be accepted into the club by a voice or email vote by the membership9. Members will strive to participate in the club with regular attendance, timely payment of dues, and sharing in service opportunities. Members will aspire to fulfill the ideals of *The Four-Way Test*.

**Section 2 —** The President will appoint a three-person Nominating Committee that will solicit nominations from members at a regular club meeting one month before the election of officers is scheduled. Seven board member nominees will include president, past president, vice-president (who also serves as president-elect), secretary, treasurer and two at-large members of the board (each serving two-year, staggered terms). A vacancy in the position of any officer-elect or director-elect shall be filled by appointment by the president with board approval.

 **Section 3 —** The Board may grant a Leave of Absence for cause at its discretion

(dues continuing) and may terminate members for non-payment of dues or other reasonable cause.

# Article II Duties of Officers

**Section 1** — The **presiden**t will preside at meetings of the club and board and perform such other duties that ordinarily pertain to the office of president and serve as an ex-officio member of all committees.

**Section 2 —** The **vice-president/president-elect**will serve as a member of the board of directors and perform such other duties as may be prescribed by the president or the board or as ordinarily pertain to the office of vice president. The vice president will become the next president.

**Section 3 —** The **secretary** will keep the records of membership, send out notices of meetings for the club and board, and keep a record of and send out a notice of club meetings. The secretary will also update the District and Club Data Base, coordinate club communication and public relations, or delegate the responsibility to ensure that it is done.

**Section 4 -** The **treasurer** will have custody of all funds, accounting for the same to the club at board meetings and at any other time upon request of the board, and to perform such other duties as pertains to the office of treasurer. The treasurer is also responsible for ensuring that all appropriate tax filings are made in a timely fashion in accordance with current tax laws at the time of filing. Upon retirement from office, the treasurer shall turn over to the incoming treasurer or to the president all funds, books of accounts, electronic records and bank access passwords, and any other club property.

# Article III Meetings

**Section 1 —** An annual election of officers and directors for the following Rotary year (July 1-June 30) shall be held not later than December 31.

**Section 2 —** The meeting times and frequency shall be established by the board in consultation with members.

**Section 3 —** One-half of the membership shall constitute a quorum at the regular meetings of this club.

**Section 4 —** Regular or special meetings of the board shall be called by the president or three members of the board, whenever deemed necessary.

**Section 5 —** Four board members shall constitute a quorum of the board.

**Article IV** All fees and dues shall be determined annually by the Board, including but not limited to the application fee and regular dues that include Rotary International, Rocheport Rotary and the Rotary Foundation.

**Article V Method of Voting** The business of this club shall be transacted by voice vote, show of hands, and/or electronic vote at secretary’s request.

# Article VI Committees

The president shall, subject to the approval of the board, appoint standing and special committees as needed, including:

Service

Youth

Membership/Hospitality

Program

## Article VII Finances

**Section 1 —** Prior to the beginning of each fiscal year (July 1 to June 30), the board shall prepare or cause to be prepared a budget of estimated income, proposed dues and fees, and estimated expenditures for the year, which, having been agreed to by the board, shall be presented to and approved by members, shall stand as the limit of expenditures for the respective purposes unless otherwise determined by action of the board.

 **Section 2 —** The treasurer or their authorized representative shall deposit all funds of the club in some bank to be named by the board.

**Section 3 —** To the extent reasonably possible, all bills shall be paid by checks issued by the treasurer and signed by any designated signatory. All bills not paid by check, shall only be paid after proper approval from either the Treasurer or the President of the organization. All bill payments over $1500 require dual authorization for payment from the Treasurer and another executive board member.

**Section 4 —** Collection of members’ dues, timing, method, and payment plans shall be determined by the board.

 **Section 5 —** A thorough review of the club’s financial transactions shall be made once each year by the board.

## Article VIII Resolutions

Resolutions, financial or otherwise, should first be submitted to the board before being submitted to the club so there is an opportunity to evaluate impact upon budget.

# Article IX Amendments

These bylaws may be amended at any regular meeting by a ⅔ vote of the active membership of the club, provided that notice of such proposed amendment shall have been sent to members at least ten (10) days before such a meeting. No amendment or addition to these bylaws can be made which is not in harmony with the constitution and bylaws of Rotary International.

# Article X Other matters

Any other matters not covered by these bylaws shall be considered in light of the *Four-Way Test* and the overall mission, values, and guidelines of Rotary International and the Rocheport Rotary Club.