

## **Bylaws of the Rotary Club of Lafayette North**

### **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.

### **Article 2 Board**

The governing body of this club shall be the board consisting of eleven members of this club, namely, the president, president-elect, secretary, treasurer, sergeant-at-arms, the five directors elected in accordance with Article 3, Section 1 of these bylaws, and the immediate past president.

### **Article 3 Elections and Terms of Office**

Section 1 — One month before elections, members nominate candidates for president, vice president, secretary, treasurer, sergeant-at-arms and five director positions. The nominations may be presented by a nominating committee, by members from the floor, or both. If it is determined to use a nominating committee, such committee shall be appointed as the club may determine.

Section 2 — The candidate who receives a majority of the votes for each position is declared elected to that position.

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 term of office for each position is one year, beginning on July 1<sup>st</sup> of each year.

### **Article 4 Duties of the Officers and Directors**

Section 1 — The president presides at club and board meetings and performs such other duties as ordinarily pertain to the office of president.

Section 2 — The immediate past president serves as a director on the club board and attends club and board meetings.

Section 3 — The president-elect prepares for his or her year in office, serves as a director and performs such other duties as may be prescribed by the president or the board.

Section 4 — The secretary keeps membership records; records attendance at meetings; sends out notices of club, board, and committee meetings; records and preserves the minutes of such meetings; reports as required to RI, including the semiannual reports of membership on January 1<sup>st</sup> and July 1<sup>st</sup> 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; reports changes in membership; provides the monthly attendance report, which shall be made to the district governor within 15 days of the last meeting of the month; collects and remits RI official magazine subscriptions; and performs other duties as usually pertain to the office of the secretary.

Section 5 — The treasurer has custody of all funds, accounting for them to the club annually and at any other time upon demand by the board, and to perform other duties as pertains to the office of treasurer. Upon retirement from office, the treasurer shall turn over the incoming treasurer or to the president all funds, books of accounts, accounting software, access passwords, or any other club property.

Section 6 — The sergeant-at-arms maintains order in club meetings and other duties as may be prescribed by the president or the board.

Section 8 — The five directors attend club and board meetings, each having responsibility for chairing one of the committees set forth in Article 11, Section 7 of the club's Constitution.

## **Article 5 Meetings**

Section 1 — An annual meeting of this club is held no later than December 31<sup>st</sup> to elect the officers and directors who will serve for the next Rotary year.

Section 2 — This club's regular meetings are held on the second and fourth Tuesdays of each month, at 12:00 noon. 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 on a date and time decided by a majority vote of the newly-elected board at its first meeting in July. 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 \$420 per year. They are payable in four equal quarterly installments on the first days of July, October, January and April. Annual club dues include RI per capita dues, subscriptions to the official magazine, district per capita

dues, club fees (including a \$25 per quarter assessment for the club's Superbowl pool), and any other Rotary or district per capita assessment.

### **Article 7 Method of Voting**

The business of this club is conducted by voice vote, show of hands, electronic ballot, or through the use of a conference telephone or other electronic communications equipment by means of which all persons participating in the meeting can communicate with each other, except in the contested election of an officer or director position, which will be conducted by ballot. The board may also provide a ballot for a vote on some resolutions.

### **Article 8 Committees**

Section 1 — This club's committees comprise those listed in Article 11, Section 7, of the Standard Rotary Club Constitution.

Section 2 — The president is an ex officio member of all committees.

Section 3 — Each committee's chair is responsible for the regular meetings and activities of the committee, supervising and coordinating its work, and reporting to the board on all committee activities.

Section 4 — Each committee shall transact such 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.

Section 5 — 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 the appropriate RI materials. The service projects committee will consider the Avenues of Vocational Service, Community Service, International Service and Youth Service when developing plans for the year.

Section 6 — 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 9 Finances**

Section 1 — Before each fiscal year starts, the board prepares an annual budget of estimated income and expenditures which shall stand as the limit of expenditures for these purposes, unless otherwise ordered by action of the board. The budget shall be broken into two separate parts: one with respect to club operations and one with respect to charitable/service operations.

Section 2 — The treasurer deposits all 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. The payment of per capita dues and RI official magazine subscriptions shall be made on July 1<sup>st</sup> and January 1<sup>st</sup> of each year on the basis of the membership of the club on those dates.

Section 4 — Officers having charge or control of club funds shall give bond as required by the board for the safe custody of the funds of the club, cost of bond to be borne by the club.

Section 5 — A qualified person conducts a thorough annual review of all financial transactions.

Section 6 — 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 7 — The fiscal year is from July 1<sup>st</sup> to June 30<sup>th</sup>.

## **Article 10 Method of Electing Members**

Section 1 — A member proposes a candidate for membership to the board and/or the membership committee in writing, through the club secretary, or another club member proposes one of its transferring or former members. The proposal shall be kept confidential, except as otherwise provided in this procedure.

Section 2 — Within 30 days, the board ensures that the proposal meets all the classification and membership requirements of the standard Rotary club constitution, then approves or rejects the candidate's membership and notifies the proposing member of its decision.

Section 3 — If the board approves the candidate's membership, the prospective member is informed of the purposes of Rotary and of the privileges and responsibilities of membership, following which the prospective member shall be invited to join the club, sign the membership proposal form and permit his or her name and proposed classification to be published to the club.

Section 4 — 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 days following publication of information about the prospective member, that person shall be considered to be elected to membership.

Section 5 — 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, shall be considered to be elected to membership.

Section 6 - Following the election, the president shall arrange for the new member's induction, membership card, and new member Rotary literature. In addition, the secretary will report the new member information to RI and the chair of the

membership committee will assign a member to assist with the new member's assimilation to the club. The chair of the service projects or club administration committees will assign the new member to a club project or function.

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

### **Article 11 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 12 Amendments**

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