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 1st 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

st and July 1st 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 31st 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 will be approved by the board at the first board meeting of the new fiscal year. Club dues are payable in four equal quarterly installments in 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 annual Scholarship recipients approved by the Club), and any other Rotary or district per capita assessment. Members who qualify for and apply in writing for the Rule of 85, will be exempt from paying for meals from quarterly dues. Exempt members will only be billed for any meals that they or any of their guests eat.

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

year, as noted above 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.

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.

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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 or per capita dues and RI official

magazine subscriptions shall be made on July 1

and January 1

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 midyear 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 to June 30th.

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

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.

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