

# **Bylaws of the Rotary Club of Rayne, Louisiana, USA**

## **Article 1 Definitions**

1. Board: The Board of Directors of this club.
2. Director: A member of this club's Board of Directors.
3. Member: A member, other than an honorary member, of this club.
4. RI: Rotary International.
5. Year: The 12-month period that begins on 1 July.

## **Article 2 Board**

The governing body of this club is the Board consisting of 5 members of this club, namely, the president, immediate past president, president-elect (or president-nominee, if no successor has been elected), secretary, treasurer, and the sergeant-at-arms. At the discretion of the board, also added can be at least 2 directors, not to exceed 3 directors, elected in accordance with article 3, section 1 of these bylaws..

## **Article 3 Election of Directors and Other Officers**

**Section 1** — At a regular meeting one month prior to the meeting for election of officers, the presiding officer shall ask for nominations by members of the club for president, secretary, treasurer and directors. The nominations may be presented by a nominating committee or by members from the floor, by either or by both as a club may determine. If it is determined to use a nominating committee, such committee shall be appointed as the club may determine. The nominations duly made shall be placed on a ballot in alphabetical order under each office and shall be voted for at the annual meeting. The candidates for president, secretary and treasurer receiving a majority of the votes shall be elected to their respective offices. The candidates for director receiving a majority of the votes shall be declared elected a directors. The candidate for president elected in such balloting shall be the president-nominee. The president-nominee shall take the title of president-elect on the first day of July next following the election, and shall serve as an officer during that year. On July 1 immediately following that year, the president-elect shall assume the office of president.

**Section 2** — The officers and directors shall constitute the board. Within one week after their election, the directors-elect shall meet and elect some member of the club to act as sergeant-at-arms.

**Section 3** — A vacancy in the board or any office shall be filled by action of the remaining directors.

**Section 4** — 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 board and to perform other duties as ordinarily pertain to the office of president.

**Section 2** — Immediate Past President. It shall be the duty of the immediate past president to serve as a director and to perform such other duties as may be prescribed by the president or board.

**Section 3** — President-elect. It shall be the duty of the president-elect to preside at meetings of the club and the board in the absence of the president, to serve as a director and to perform such other duties as may be prescribed by the president or board.

**Section 4** — Secretary. It shall be the duty of the secretary to keep membership records; record attendance; 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 periods; report changes in membership; provide the monthly attendance reports, 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 and attendance records.

**Section 5** — Treasurer. It shall be the duty of the treasurer to have custody of all funds, accounting for it to the club annually and at any other time upon demand by the board, and to perform other duties as pertain to the office of treasurer. Upon retirement from office, the treasurer shall turn over all funds, books of account and any other club property.

**Section 6** — Sergeant-at-Arms. The duties of the sergeant-at-arms shall be such as are usually prescribed for such office and other duties as may be prescribed by the president or the board.

## **Article 5 Meetings**

**Section 1** — Annual Meeting. An annual meeting of this club shall be held on the first regular meeting in December of each year, at which time the election of officers and directors to serve for the ensuing year shall take place.

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*(Note: Article 6, section 2 of the Standard Rotary Club Constitution provides that "An annual meeting for the election of officers shall be held no later than 31 December...")*

**Section 2** — The regular weekly meetings of this club are held on Thursday at 7:30 a.m.

Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club. All members excepting 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 meeting of the board shall be held on the Third Wednesday of each month. Special meetings of the board shall be called by the president, whenever deemed necessary, or upon the request of two (2) directors, due notice having been given.

**Section 5** — A majority of the directors shall constitute a quorum.

## **Article 6 Fees and Dues**

**Section 1** — The membership dues are payable semiannually on the first day of July and of January, with the understanding that a portion of each semiannual payment shall be applied to each member's a) RI dues: payable as stipulated on the RI By Laws 17.030. b) Annual Club dues c) District 6200 dues d) Meal and beverage costs e) Optional Rotary Foundation contribution f) Subscription to the RI official magazine.

**Section 2** — The board shall establish dues and membership fees, contingent upon members approval.

## **Article 7 Method of Voting**

The business of this club shall be transacted by viva voce\* 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.

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

## **Article 8 Avenue of Service**

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

## **Article 9 Committees**

**Section 1** — Club committees are charged with carrying out the annual and long-range strategic goals of the club. The president-elect, president, and immediate past president should work together to ensure continuity of leadership and succession planning. When feasible, committee members should be appointed to the same committee for three years to ensure consistency. 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 recruitment and retention of members
- **Public Image**  
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.
- **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 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 a 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 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, and recommended to the general membership.
- (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.

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*(Note: The above committee structure is in harmony with both the District Leadership Plan and the Club Leadership Plan. Clubs have the discretion to create committees that are necessary to effectively meet its service and fellowship needs. Sample listings of optional committees are found in the Club Committee Manual. A club may develop a different committee structure as needed.)*

## **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 appropriate RI materials and the Avenues of 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 the board, setting forth good and sufficient cause, Leave of absence may be granted excusing a member from attending the meetings of the club for no longer than twelve months.

*(Note: Such leave of absence does operate to prevent a forfeiture of membership; it does not operate to give the club credit for the member's attendance. Unless the member attends a regular meeting of some other club, the excused member must be recorded as absent except that absence authorized under the provisions of the Standard Rotary Club Constitution is not computed in the attendance record of the club.)*

## **Article 12 Finances**

**Section 1** — Prior to the beginning of each fiscal year, the board shall prepare an annual 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 broken into two separate parts: one in respect of club operations and one in respect of charitable/services operations.

**Section 2** — The treasurer shall deposit club funds in a bank, named by the board. The club funds shall be divided into two separate parts: club operations and service projects.

**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 person shall be made once each year.

**Section 5** — The fiscal year of this club shall extend from 1 July to 30 June, and for the collection of members' dues shall be divided into two (2) semiannual periods extending from 1 July to 31 December, and from 1 January to 30 June. The payment of per capita dues and RI official magazine subscription 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 the procedure.

**Section 2** — The Board shall ensure that the proposal meets all the classification and membership requirements of the Rotary Club constitution. The prospective member shall attend at least 2 Rotary meetings or events.

**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 purpose of Rotary and of the privileges and responsibilities of membership, following which the prospective member shall be asked 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 the honorary) of the club within seven (7) days following publication of information about the prospective member, that person, 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 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 Rotary literature. In addition, the president or secretary will report the new member information to RI and 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.

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

**Section 8** — Corporate Membership

A corporate sponsor shall be a reputable and established business, organization or governmental entity.

Purpose: A corporation, company, business, organization as well as governmental entities, (Collectively referred to as "Corporate") in the club's area can sponsor a member through the Corporate Sponsorship Program to represent their corporation in the Rotary Club of Rayne following the currently established membership approval process.

Have the primary designee of the corporation/company attend club meetings, serve as club officers and be on club committees. This type of membership will be open to businesses, organizations and government entities though referred to collectively as ‘Corporate Membership’

- A. Approval. A corporate entity or organization can become an eligible corporate sponsor of the Rotary Club of Rayne through the existing member approval process.
- B. Designees. Once an entity becomes an eligible corporate member through the established approval process, it may appoint up to three persons to be its designees, who must be members of that entity’s local management group.
  - a. One of the three shall be a “Primary” designee who shall have all rights of Rotary membership.
    - i. Additional Primary designees may be appointed and will have all rights of Rotary membership
  - b. The other two designees shall have all the rights of membership except they may not hold elected office.
  - c. One vote is allowed per Primary member.
  - d. Changing designees. The club will determine the ability of the eligible corporation to change any of its designees so long as at all times one of them is a member of the eligible corporation’s leadership group.
- C. Inductions. A corporate member designee will be formally inducted into the club as a new member.
- D. Attendance. The attendance requirement for an eligible corporation will be the same as an individual membership.
- E. Classification. The classification of the eligible corporation and its designees will be established by the club. Because a corporate member is an official member of the Rotary club, this classification will be counted toward the classification limits set forth in the RI constitution.
- F. RI registration. Each Primary designee will be listed as an official member of the Rayne Rotary club and will be noted in the roster

that they are designees of the named eligible corporation.

- G. Badges. The badge will show their status as a Corporate Member.
- H. Votes and quorum. For the purpose of general meetings and club matters, voting by the corporate member will be as an official member of the Rotary Club of Rayne. Membership and would apply toward RI election voting. The secondary designee may vote and count as a quorum by permission of the primary designee.
- I. Holding Office. The Primary designee, as an individual, can hold any office in the Rotary club to which the designee is elected in the normal way. The number of designees to hold an office at any one time will be established by the club.
- J. Financial obligations. The financial obligations of an eligible corporation will be as follows: a) RI dues: payable as stipulated in the RI Bylaws 17.030. b) Annual club dues. c) District 6200 dues. d) Meal/beverage costs for each designee of the corporate/company or group. (If all members attend the same meeting the additional cost of meals will be applied.) e) Optional contribution to The Rotary Foundation. F) Subscription to the RI official magazine.
- K. Conversion. If the designee of the eligible corporation is no longer an employee of the eligible corporation they may auto-convert to an individual in the club. The individual will be responsible for all aforementioned dues and fees.
- L. Termination. The process of terminating the membership of a designee or the eligible corporation will be determined by the Rotary Club of Rayne existing bylaws.
- M. The board with approval of membership shall establish corporate dues and designees membership fees.

### **Section 9 – Family Membership**

A family membership consists of spouse, children, parents and domestic partners.

Purpose: The Family Membership Program will allow a family unit in the club's area to become a member of the Rotary Club of Rayne following the currently established membership approval process.



Have the primary designee of the family attend club meetings, serve as club officers and be on club committees.

- A. Approval. A Family member can become a member of the Rotary Club of Rayne through the existing member approval process.
- B. Designees. Once a family becomes an eligible member through the established approval process, it may appoint up to three persons to be its designees, who must be members of the family unit.
  - a. One of the three shall be a “Primary” designee who shall have all rights of Rotary membership.
    - i. Additional Primary designees may be appointed and will have all rights of Rotary membership
  - b. The other two designees shall have all the rights of membership except they may not hold elected office.
  - c. One vote is allowed per Primary member.
  - d. Changing designees. The club will determine the ability of the eligible corporation to change any of its designees so long as at all times one of them is a member of the eligible family.
- C. Inductions. A Family member designee will be formally inducted into the club as a new member.
- D. Attendance. The attendance requirement for an eligible Family will be the same as an individual membership.
- E. Classification. The classification of the eligible family and its designees will be established by the club. Because a Family member is an official member of the Rotary club, this classification will be counted toward the classification limits set forth in the RI constitution.
- F. RI registration. Each Primary designee will be listed as an official member of the Rotary Club of Rayne and will be noted in the roster that they are designees of the named eligible family.
- G. Badges. The badge will show their status as a Family Member.

- H. Votes and quorum. For the purpose of general meetings and club matters, voting by the family member will be as an official member of the Rotary Club of Rayne Membership and would apply toward RI election voting. The secondary designee may vote and count as a quorum by permission of the primary designee.
- I. Holding Office. The Primary designee, as an individual, can hold any office in the Rotary club to which the designee is elected in the normal way. The number of designees to hold an office at any one time will be established by the club.
- J. Financial obligations. The financial obligations of an eligible corporation will be as follows: a) RI dues: payable as stipulated in the RI Bylaws 17.030. b) Annual club dues. c) District 6200 dues. d) Meal/beverage costs for each designee of the family or group. (If all members attend the same meeting the additional cost of meals will be applied.) e) Optional contribution to The Rotary Foundation. F) Subscription to the RI official magazine.
- K. Conversion. If the designee of the eligible family is no longer a member of the eligible family they may auto-convert to an individual in the club. The individual will be responsible for all aforementioned dues and fees.
- L. Termination. The process of terminating the membership of a designee or the eligible family will be determined by the Rotary Club of Rayne existing bylaws.
- M. The board with approval of membership shall establish dues and designees membership fees.

#### **Section 10 – Satellite Clubs**

The board, in accordance with the club constitution and approval of general membership may sponsor satellite clubs.

- A. The qualifications, membership requirements and membership dues and fees will be established by the board with approval of membership, and following the bylaws of the Rotary Club of Rayne.
- B. The Rotary Club of Rayne will offer guidance and assistance in the establishment and determining of club structure and representation.
- C. The satellite club will determine meeting place and time.

- D. Additional provisions may be added as necessary to ensure the satellite club operates according to the Rotary guidelines and requirements.
- E. E-clubs may be sponsored following procedures determined by the Rotary Club of Rayne.

#### **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.  
Introduction of visitors.  
Correspondence, announcements, and Rotary information.  
Committee reports if any.  
Any unfinished business.  
Any new business.  
Address or other program features.  
Adjournment.

#### **Article 16 Amendments**

These bylaws may be amended at any regular club meeting, a quorum being present, by a two-thirds vote of all members present, provided that notice of such proposed amendment shall have been mailed to each member at least ten (10) days before such meeting. No amendments 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.