

**Bylaws of the Rotary Club of
HARTLAND-LAKE COUNTRY
7/1/2023-6/30/26**

Revised June 2023

Article 1 Definitions

1. Board: The Board consists of officers of the club and three or more directors.
2. Officer: The president, immediate past president, president-elect, secretary, treasurer, and 2 sergeant-at-arms.
3. Director: A committee chair–
4. Member: A member, other than an honorary member, of this club.
5. Quorum: One-third of the club membership; a majority of directors for the Board
6. Honorary member: A person who has distinguished themselves well above and beyond service with the club.
7. RI: Rotary International
8. LCF: Lake Country Foundation
9. PH: Paul Harris Foundation
10. Year: The 12-month period that begins on 1 July.

Article 2 Board of Directors Defined

The governing body of this Club is the Board consisting of a minimum of nine members, namely the president, immediate past president, president-elect, secretary, treasurer, 2 sergeant-at-arms (with only one as having voting privileges), and three or more directors as determined by the president.

Article 3 Elections and Terms of Office

Section 1 — On or before the end of the Third Quarter, the Board president-elect will present a slate of officers to the general membership for approval. (Members who wish to be an officer or recommend someone, must contact the president elect by the end of the Second Quarter.)

Section 2 — A vacancy on the Board or any office shall be filled by the remaining members of the Board or as assigned by the president

Section 3 — A vacancy of any officer-elect position or director-elect position shall be filled by the remaining members of the Board-elect or as assigned by the president.

Section 4 — Terms of office for the Officers and the directors shall be one year. Any of these can be re-elected for an additional one-year term.

Article 4 Duties of the Board

Section 1 — President. The president shall preside at Club and Board meetings.

Section 2 — Immediate Past President. The immediate past president shall serve as an Officer.

Section 3 — President-elect. The president-elect shall prepare for their year in office and serve as an Officer.

Section 4 — President-elect shall preside at Club and Board meetings in the absence of the president. In the event neither is available, a past president may fill in.

Section 5 — Director. A director shall attend Club and Board meetings.

Section 6 — Secretary. The secretary shall ensure membership and attendance records are kept.

Section 7 — Treasurer. The treasurer shall oversee all funds and provide annual accounting of these funds.

Section 8 — Board members may perform additional duties as assigned

Section 9 — Sergeant-at-arms. One sergeant-at-arms will act as Director and attend Board meetings and prepare for upcoming membership meetings

Article 5 Meetings

Section 1 — Annual Meeting. An annual meeting of this club shall be held by the end of the Third Quarter of the Rotary Calendar each year to elect the Officers and Directors who will serve for the next Rotary year.

Section 2 — The regular meetings of this Club are held on a Board-approved schedule with advance notice provided to members via emails and the Club's website. Reasonable notice of any change or cancellation of the regular meeting shall 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 Fees and Dues

Section 1 — The admission fee, as established by RI and/or the Club, shall be paid before the applicant can qualify as a member.

Section 2 — Membership dues shall consist of RI per capita dues, subscription fees to The Rotarian or Rotary regional magazine, District per capita dues, Club annual dues, and any other Rotary or District per capita assessment. Club annual dues shall be as established by the board. A quarterly fundraising fee is mandatory for all members.

Membership dues shall be payable in accordance with the policies of the Club as established by the Board. A waiver may be requested by a member. *Such waiver must be proposed to the quorum (1/3) of the club for vote and that 2/3 of the quorum support.*

Article 7 Method of Voting

The business of this Club is conducted by voice vote or show of hands. The Board may provide a ballot or a vote on a specific resolution.

Article 8 Committees

Section 1 — Club committees coordinate their efforts in order to achieve the Club's annual and long-range goals. The Club should have the following committees:

- Club Service
- Membership
- Paul Harris Foundation
- International Service
- Public Relations
- Community Service
- Fundraising
- Vocation Services
- New Generations (works with Rotaract & Interact, and International exchange student)

Section 2 — Committees may be appointed or removed as needed.

Section 3 — The president shall be *ex officio* a member of all committees and, as such, shall have all the privileges of membership.

Section 4 — Except where special authority is given by the Board, committees shall not take action until a report has been made and approved by the Board. The president or the Board shall refer additional business to a specific committee as needed.

Section 5 — 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.

Article 9 Finances

Section 1 — Prior to each fiscal year, the treasurer shall prepare an annual budget of estimated income and expenditures for Board approval.

Section 2 — The treasurer or other authorized persons shall deposit club funds in a financial institution(s) designated by the Board, with sufficient detail as to allow tracking of the sources of said deposits.

Section 3 — Bills are paid by the treasurer or another authorized person when approved by the treasurer or two other officers or directors.

Section 4 — A qualified person shall complete an annual review of all financial transactions, if directed to do so by the Board.

Section 5 — An annual financial statement of the Club shall be provided to Club members.

Section 6 — The fiscal year is from 1 July to 30 June.

Article 10 Method of Electing Members

Section 1 - A member shall provide an application to the membership chair for review and recommendation. The membership chair, if appropriate, will forward the application to the Board.

Section 2 - The membership chair shall ensure that the candidate meets all of Rotary's membership requirements.

Section 3 - The membership chair shall present qualified candidates to the Board for approval.

Section 4 - The board shall approve or reject the candidate's membership within 30 days and the membership chair shall notify the proposer and candidate of its decision.

Section 5 - If the decision of the Board is favorable, the prospective member is invited to join the Club, educated about Rotary and membership requirements, and asked to sign the membership proposal form and to allow his or her name and proposed classification to be conveyed to the Club.

Section 6 - If no member of the Club submits a written objection to the Board, including reasons for the objection, within seven days after the Club is notified of the prospective member, that person, upon payment of the admission fee, is considered to be elected to membership. If an objection has been filed with the Board, the Club shall vote on this matter at its next meeting. If approved despite the objection, the proposed member is elected to membership after admission fee payment.

Section 7 - The Club may elect honorary members proposed by the Board. To authorize the honorary member, a quorum of the club must be present for the vote, and that two-thirds of the votes support the proposal.

Article 11 Resolutions

Any resolutions or motions to commit the Club to any position or action shall first be reviewed and approved by the Board. If resolutions or motions are first offered at a Club meeting, they shall be sent to the Board without discussion.

Article 12 Amendments

These Bylaws may be amended at any regular Club meeting. Changing the Club bylaws requires that written notice be sent to each member 10 days before the meeting, that a quorum be present for the vote, and that 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.