

Bylaws of the Rotary Club of Chicago Lakeview, Illinois, USA

Article 1 Definitions

1. Board: The club's board of directors
2. Director: A member of the club's board of directors
3. Member: A member of the club, other than an honorary member
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. Simple Majority: Half of those present for a vote, plus 1
6. RI: Rotary International
7. Year: The 12-month period that begins on 1 July
8. Good Standing: A member who fully pays their dues and assessments.

Article 2 Board

The governing body of this club is its board, consisting of, at a minimum, the president, vice-president, immediate past president, president-elect, secretary, and treasurer and 4 directors. If co-presidents are elected, as defined in Article 3, there shall not be a vice-president on the board during that year.

In the January following their election, the president-nominee shall become a member of the board. If the nominee is already serving as a member of the board, the board will declare the nominee's previous position vacant and appoint a replacement for the remainder of their term.

Article 3 Elections and Terms of Office

Section 1 — Between November 1 - 30, members nominate candidates for president, vice president, secretary, treasurer, and any open director positions. The nominations may be presented by a nominating committee, by members from the floor, or both.

Section 2 – Two members may be nominated to serve as co-presidents. If both members accept the nomination, they shall be listed together on the election ballot. If co-presidents are elected by the club, there shall not be a vice-president on the board during their year in office.

Section 3 — The candidate who receives a majority of the votes for each office is declared elected to that office.

Section 4 — If any officer or board member vacates his or her position, the remaining members of the board will appoint a replacement.

Section 5 — If any officer-elect or director-elect vacates a position, the remaining members of the board-elect will appoint a replacement.

Section 6 — The terms of office for each role are:

President/Co-President — 1 year

Vice President — 1 year

Treasurer — 1 year

Secretary — 1 year

Director — 2 years

Article 4 Duties of the Board of Directors

Section 1 — The president presides at club and board meetings.

Section 2 — The immediate past president serves as a director on the club board and chair of the Membership Committee.

Section 3 — The president-elect prepares for his or her year in office and serves as a director.

Section 4 — The vice president presides at club and board meetings when the president is absent.

Section 5 — A director attends club and board meetings. With the exception of the Membership Committee, they serve as the chair of a committee listed in article 13, section 7, of the Standard Rotary Club Constitution.

Section 6 — The secretary keeps membership and attendance records.

Section 7 — The treasurer oversees all funds and provides an annual accounting of them.

Section 8 - Minutes of board meetings are posted on the club website within 60 days of the meeting.

Article 5 Meetings

Section 1 — An annual meeting of this club will be held in December to elect the officers and directors who will serve for the next Rotary year.

Section 2 — This club meets at 7:00pm on the Second, Third, Fourth and, if applicable, Fifth Wednesday of each month. Reasonable notice of any change or cancellation of the regular meeting will be given to all club members.

Section 3 — Board meetings are held at 7:00pm on the first Wednesday of 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 – An admission fee of \$60.00 shall be paid before a new member can qualify as a member. A transferring or former member of another club in good standing shall pay half of the new member admission fee.

Section 2 – Annual club dues are \$320 per year and are paid as follows: Quarterly in March, June, September, and December. Annual club dues include Rotary per capita dues, a subscription to The Rotarian or a Rotary regional magazine, district per capita dues, club administrative fees, and any other Rotary or district per capita assessment.

Section 3 - Dues must be paid no later than the last day of the last month of the quarter (May 31, August 31, November 30, April 30), unless a member is on a payment plan approved by the board.

Section 4 – New members will be billed pro-rata dues based on the number of months left in the half-year, unless they become members after the tenth day of the last month in the respective half.

Article 7 Method of Voting

The business of this club is conducted by voice vote or a show of hands except in the election of officers and directors, which is conducted by ballot. The board may also provide a ballot for a vote on some resolutions. Provided a quorum is present at a meeting, a simple majority of those members attending is required to approve any measure.

Article 8 Committees

Section 1 — Club committees coordinate their efforts to achieve the club's annual and long-term goals. Each club should have the committees listed in article 11, section 7, of the Standard Rotary Club Constitution.

Section 2 — The president is an ex officio member of all committees and, as such, has all the privileges of membership.

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

Article 9 Finances

Section 1 — Before each fiscal year starts, the board prepares an annual budget of estimated income and expenditures.

Section 2 — The treasurer deposits 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.

Section 4 — A qualified person conducts a thorough annual review of all financial transactions.

Section 5 — Club members will receive an annual financial statement of the club.

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

Article 10 Method of Electing Members

Section 1 – A prospective member must attend three (3) club events or meetings. They may then apply or be invited to apply to be a member of the club. The application shall be submitted in writing to the board through the membership chair. 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 this procedure.

Section 2 – The membership chair shall ensure that the proposal meets all the classification and membership requirements of the standard Rotary club constitution and share this information with the board.

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 purposes of Rotary and of the privileges and responsibilities of membership, following which the prospective member shall be requested 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 honorary) of the club within seven (7) days following publication of information about the prospective member, that person, upon payment of the admission fee (if not honorary membership), 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, upon payment of the admission fee (if not honorary membership), 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 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 the standard Rotary club constitution, honorary members proposed by the board.

Article 11 Amendments

These bylaws may be amended at any regular club meeting. Changing the club bylaws requires sending written notice to each member 10 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.