

# ***Bylaws of the Rotary Club of Bowling Green, Ohio***

## **Article I: Election of Directors and Officers**

### **Section 1 -**

(a) At a regular meeting six weeks prior to the annual meeting, the president shall appoint a nomination committee consisting of three members, none of whom shall be Directors, appointed as follows: One past president, who shall serve as chair, and two members from the membership. The nominating committee so selected shall choose a list of nominees from the club, not to exceed the number of vacancies, to serve on the board of directors for the next fiscal year.

(b) At the regular meeting, one month prior to the annual meeting, the chair of the nominating committee shall report and submit in nomination those names of members selected by the nominating committee for election to the vacancies of the board of directors for the ensuing year. The President shall then call for nominations from the floor and after the nominations are duly closed instruct the secretary to prepare the ballot for voting at the annual meeting.

(c) The board of directors shall consist of ten (10) members; to-wit: the immediate past president and nine members elected from the membership. The new directors elected each year shall serve for a term of three years with at least one director-elect to be selected for the executive track -- being vice-president of each avenue of service, vocational, international, community, club, then president-elect and president in that order. Directors selected for the executive track shall serve on the board for a period of six years plus a final year as past president.

(d) A member must be in Rotary two years before being eligible to serve on the board.

**Section 2 -** A vacancy in the board of directors or any office shall be filled by action of the remaining members of the board.

**Section 3 -** A vacancy in the position of any office-elect or director-elect shall be filled by action of the remaining members of the board of directors-elect.

**Section 4 -** Appointed by the board, the secretary and treasurer shall serve *ex officio*

## **Article II - Duties of the Board and Officers**

**Section 1 - Board -** The governing body of this club shall be the board of directors, elected in accordance with article I, section 1, of these bylaws.

**Section 2 - President -** It shall be the duty of the president to preside at meetings of



the club and board and to perform such other duties as ordinarily pertain to the office of president.

**Section 3 - *President-elect*** - It shall be the duty of the president-elect to preside at meetings of the club and board in the absence of the president and to perform such other duties as ordinarily pertain to the office of president-elect.

**Section 4 - *Immediate Past President*** - It shall be the duty of the immediate past president to serve as a member of the board of directors of the club and perform such other duties as may be prescribed by the president or the board.

**Section 5 - *Secretary*** - It shall be the duty of the secretary to keep the records of membership, record the attendance at meetings, send out notices of meetings of the clubs' board and committees, record and preserve the minutes of such meetings, make the required reports to RI, including the semiannual reports of membership, which shall be made to the general secretary of RI on January 1 and July 1 of each year, and including prorated reports to the general secretary on October 1 and April 1 of each active, senior active and past service member who has been elected to membership in the club since the start of the July or January semiannual reporting period, the report of changes in membership, which shall be made to the general secretary of RI, the monthly report of attendance at the club meetings, which shall be made to the district governor immediately following the last meeting of the month, collect and remit to RI subscriptions to THE ROTARIAN, and perform such other duties as usually pertain to the office of secretary.

**Section 6 - *Treasurer*** - It shall be the duty of the treasurer to have custody of all funds, accounting for same to the club annually and at any other time upon demand by the board and to perform such other duties as pertain to the office of treasurer. Upon retirement from office the treasurer shall turn over to the incoming treasurer or to the president all funds, books of accounts or any other club property.

### **Article III - Meetings**

**Section 1 - *Annual meeting*** - An annual meeting of this club shall be held during December 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 IV, section 2 of the standard Rotary club constitution provides that "An annual meeting for the election of officers of this club shall be held no later than the thirty-first of December in each year as provided in the bylaws of this club.")*

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**Section 2** - The regular weekly meetings of this club shall be held on Thursday at 6:15pm. Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club. All members excepting an honorary member (or member excused by the board of directors of this club, pursuant to article VII, section 3 of 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. 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.

**Section 3** - One-half of the membership shall constitute a quorum at the annual and regular meetings of this club.

**Section 4** - Regular meetings of the board shall be held on the third Thursday of each month. Special meetings of the board shall be called by the president, whenever deemed necessary, or upon the request of two (2) members of the board, due notice having been given.

**Section 5** - A majority of the board members shall constitute a quorum of the board.

## **Article IV - Fees and Dues**

**Section 1** - The admission fee shall be determined by the board and paid before the applicant can qualify as a member.

**Section 2** - The membership dues shall be determined by the board and payable annually on the first day of July or semiannually on July 1 and January 1, with the understanding that a portion shall be used to provide each member a subscription to THE ROTARIAN magazine. First year membership dues shall be pro-rated and immediately payable.

## **Article V - Method of Voting**

The business of this club shall be transacted by *viva voce* vote except the election of officers and directors, which shall be by ballot.

## **Article VI - Committees**

### **Section 1 -**

(a) The president shall, subject to the approval of the board, appoint the following standing committees:

Club Service Committee

Community Service Committee

International Service Committee

Vocational Service Committee

(b) The president shall, subject to the approval of the board, also appoint such committees on particular phases of club service, community service, international service, and vocational service as deemed necessary.



(c) The club service committee, community service committee, international service committee, and vocational service committee shall be chaired by a vice-president selected in accordance with article I, section 1, and not less than two (2) other members.

(d) The president shall be *ex officio* a member of all committees and, as such, shall have all the privileges of membership thereon.

(e) Each committee shall transact such business as is delegated to it in the bylaws and such additional business as may be referred to it by the president of the board. Except where special authority is given by the board, such committees shall not take action until a report has been made to the board and approved by the board.

(f) Where feasible and practical in the appointment of club committees, there should be provision for continuity of membership, either by appointing one or more members for a second term or by appointing one or more members to a two-year term.

## **Section 2 - Club Service Committee**

(a) The vice-president of the club service committee shall be responsible for all club service activities and shall supervise and coordinate the work of all committees appointed on particular phases of club service.

(b) The club service committee shall consist of the vice-president of the club service committee and the chairs of all committees appointed on particular phases of club service.

(c) The president shall, subject to the approval of the board, appoint the following committees on particular phases of club service:

Attendance committee

Classifications committee

Club bulletin committee

Directory committee

Fellowship committee

Historian committee

Membership committee

Program committee

Public relations committee



Rotary information committee

Sergeants committee

(d) The president shall appoint the president-elect to oversee and coordinate the work of the classifications, membership and Rotary information committees.

### **Section 3 - Community Service Committee**

(a) The vice-president of the community service committee shall be responsible for all community service activities and shall supervise and coordinate the work of all committees appointed on particular phases of community service.

(b) The community service committee shall consist of the vice-president of the community service committee and the chairs of all committees appointed on particular phases of community service.

(c) The president shall, subject to the approval of the board, appoint the following committees on particular phases of community service:

Human development committee

(i.e. children / disabilities / seniors, world community workshop, scholarship)

Community development committee

(fish fry, projects)

Environmental protection committee

(adopt-a-highway)

Partners in service committee

BG Rotary Foundation

### **Section 4 - International Service Committee**

(a) The vice-president of the international service committee shall be responsible for all international service activities and shall supervise and coordinate the work of all committees appointed on particular phases of international service.

(b) The international service committee shall consist of the vice-president of the international service committee and the chairs of all committees appointed on particular phases of international service.

(c) The president shall, subject to the approval of the board, appoint the following committees on particular phases of international service:

World community service - MESA

RI Foundation

International youth projects



## International "Sister Club"

### **Section 5 - Vocational Service Committee**

(a) The vice-president of the vocational service committee shall be responsible for all vocational service activities and shall supervise and coordinate the work of all committees appointed on particular phases of vocational service.

(b) The vocational service committee shall consist of the vice-president of the vocational service committee and the chairs of all committees appointed on particular phases of vocational service.

(c) The president shall, subject to the approval of the board, appoint the following committees on particular phases of vocational service:

Four-Way-Test

Vocational Awareness

## **Article VII - Duties of Committees**

**Section 1 - Club Service Committee** - This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in matters relating to club service. The vice-president of the club service committee shall be responsible for regular meetings of the committee and shall report to the board on all club service activities.

(a) *Attendance Committee* - This committee shall devise means for encouraging attendance at all Rotary meetings - including attendance at district conferences, inter city meetings, regional conferences, and international conventions by all members. This committee shall especially encourage attendance at regular meeting of this club and attendance at regular meetings of other clubs when unable to attend meetings of this club; keep all members informed on attendance requirements; promote better incentives for good attendance; and seek to ascertain and remove the conditions that contribute to unsatisfactory attendance.

(b) *Classifications Committee* - This committee shall as early as possible, but no later than August 31 of each year, make a classification survey of the community; shall compile from the survey a roster of filled and unfilled classifications, applying the classification principle; shall review, where necessary, existing classifications represented in the club; and shall counsel with the board on all classification problems.

(c) *Club Bulletin Committee* - This committee shall endeavor, through the publishing of a weekly club bulletin, to stimulate interest and improve attendance, announce the program of the forthcoming meeting, relate highlights of the previous meeting, promote fellowship, contribute to the Rotary education of all members, and report news of the club, of its members and of the worldwide Rotary program.



(d) *Fellowship Committee* - This committee shall promote acquaintance and friendship among the members, promote participation by members in organized Rotary recreational and social activities, and do such work in pursuance of the general object of the club as may be assigned by the president or the board.

(e) *Membership Committee* - This committee shall consider all proposals for membership from the personal side and shall thoroughly investigate the character, business, social and community standing, and general eligibility of all persons proposed for membership and shall report their decisions on all applications to the board. The committee shall review, continually, the club roster of filled and unfilled classifications and shall take positive action to initiate and present to the board the names of suitable persons to fill unfilled classifications.

(f) *Program Committee* - This committee shall prepare and arrange the programs for the regular and special meetings of the club.

(g) *Public Relations Committee* - This committee shall devise and carry into effect, plans (1) to give the public general information about Rotary, its history, object, and scope; and (2) to secure proper publicity for the club.

(h) *Rotary Information Committee* - This committee shall devise and carry into effect plans (1) to give prospective members information about the privileges and responsibilities of membership in a Rotary club, (2) to give the members, especially the new members, adequate understanding of the privileges and responsibilities of members, (3) to give the members information about Rotary, its history, object, scope, activities, and (4) to give the members information as to developments in the administrative operation of RI.

**Section 2 - Community Service Committee** - This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in their community relationships. The vice-president of this committee shall be responsible for the community service activities of this club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of community service.

(a) *Human Development Committee* - This committee shall devise and carry into effect plans which will guide and assist the members of this club in dealing within the community with the welfare of human beings of all kinds throughout the whole span of life by providing assistance and support to those in need.

(b) *Community Development Committee* - This committee shall devise and carry into effect plans which will guide and assist the members of this club in working to make the community a better place to live by improving the physical condition of the community and its facilities.

(c) *Environmental Protection Committee* - This committee shall devise and carry into effect plans which will guide and assist the members of this club in monitoring and improving the quality of the community's environment.



(d) *Partners in Service Committee* - This committee shall devise and carry into effect plans which will guide and assist the members of this club in building relationships with other Rotary sponsored organizations within the community and in cooperating with them in service.

**Section 3 - International Service Committee** - This committee shall devise and carry into effect plans to guide and assist the members of this club in discharging their responsibilities in matters relating to international service. The vice-president of this committee shall be responsible for the international service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of international service.

**Section 4 - Vocational Service Committee** - This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in their vocational relationships and in improving the general standards of practice in their respective vocations. The vice-president of this committee shall be responsible for the vocational service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of vocational service.

## **Article VIII - Leave of Absence**

Upon written application to 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 a specified length of time.

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*(Note: Such leave of absence prevents a forfeiture of membership; it does not 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 provision of article VII, section 3 of the standard Rotary club constitution is not computed in the attendance record of the club.)*

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## **Article IX - Finances**

**Section 1** - The treasurer shall deposit all funds of the club in a bank(s) to be named by the board.

**Section 2** - All bills shall be paid only by checks signed by the treasurer upon vouchers signed by any two officers. A thorough audit by a certified public accountant or other qualified person shall be made once each year of all the club's financial transactions.

**Section 3** - Officers having charge of control of funds shall give bond as may be required by the board for the safe custody of the funds of the club, cost of bond to be borne by the club.



**Section 4** - The fiscal year of this club shall extend from July 1 to June 30. The payment of per capita dues and magazine subscriptions to RI shall be made on July 1 and January 1 of each year on the basis of the membership of the club on those dates.

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*(Note: Magazine subscriptions for members joining during a semiannual period are payable upon invoice from the Secretariat.)*

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**Section 5** - At the beginning of each fiscal year the board shall prepare or cause to be prepared a budget of estimated expenditures for the year, which, having been agreed to by the board, shall stand as the limit of expenditures for the respective purposes unless otherwise ordered by action of the board.

## **Article X - Method of Electing Members (For All Kinds of Membership)**

**Section 1** - The name of a respective member, proposed by an active, senior active, or past service member of the club, shall be submitted to the board in writing, through the club secretary. The proposal for the time being shall be kept confidential except as otherwise provided in this procedure.

**Section 2** - The board shall ensure that the proposal meets all classification and membership requirements of the club constitution.

**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 privileges and responsibilities of membership (including the kind of membership proposed), following which the prospective member shall be requested to sign the membership proposal form and to permit his or her name and proposed classification (if active membership) 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 such election, the president shall arrange for the new member's induction and further orientation, and the club secretary shall issue a membership



card to the member and shall report such action to RI.

## **Article XI - Resolutions**

No resolution or motion to commit this club on any matter shall be considered by the club until it has been considered by the board. Such resolutions or motions, if offered at a club meeting, shall be referred to the board without discussion.

## **Article XII - Order of Business**

Meeting called to order.

Introduction of visiting Rotarians, guests and reports of make-ups.

Correspondence and announcements.

Committee reports.

Unfinished business.

New business.

Songs

Sergeants

Address or other program features.

Adjournment.

*order of business may be amended by the President*

## **Article XIII - Amendments**

These bylaws may be amended at any regular 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 days before such meeting. No amendment or addition to these bylaws can be made which is not in harmony with the club constitution and with the constitution and bylaws of RI.

5/9/96 -- Approved by the Board

5/30/96 -- Adopted by the Membership