

Bylaws of the Rotary Club of Oxford, Ohio
June 21, 2023

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Club bylaws supplement the Standard Rotary Club Constitution with common club practices. The bylaws in this document are recommendations, but once adopted are binding for the members of the club. Customize them to reflect your club's practices, and confirm that they are not in conflict with the RI Constitution and Bylaws, the Standard Rotary Club Constitution (except where permitted), and the Rotary Code of Policies. Articles that your club is required to include are noted below.

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.

Your club may choose how it defines a quorum for voting purposes.

Article 2 Board

The governing body of this club is its board of directors, consisting of the President, Immediate Past President, President-elect, Secretary, Treasurer, Sergeant-at-Arms and the Directors for the five avenues of service.

The Standard Rotary Club Constitution requires a club's bylaws to include article 2. The officers listed above are required to be members of the club board. Your club's board may have additional members, such as the President, the President-nominee, Sergeant-at-Arms, or other Directors. If your club has satellite clubs, list their club board members in this article, also.

Article 3 Elections and Terms of Office

Section 1 — No later than December 1 of the current year the President elect (in consultation with the President and Immediate Past President) shall prepare a slate of officers for the next Rotary year (July 1 – June 30). He or she shall present the slate to the Board for its approval and to the entire membership for its approval at a regular meeting prior to December 31.

Section 2 — If any officer or board member vacates their position, the remaining members of the board will appoint a replacement.

Section 3 — If any officer-elect or director-elect vacates a position, the remaining members of the board-elect will appoint a replacement.

The Standard Rotary Club Constitution requires that your club's bylaws specify an election process. If a nominating committee is used, include details of how it is appointed. The term of office for a club President is specified as one year in the Standard Rotary Club Constitution. When a successor is not elected, the current President's term can be extended for up to one year.

Article 4 Duties of the Officers

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

Section 2 — The Immediate Past President serves as a Director on the club board.

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

Section 4 — The President-elect presides at club and board meetings when the President is absent.

Section 5 — A Director attends club and board meetings.

Section 6 — The Secretary keeps membership and attendance records.

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

Section 8 — The Sergeant-at-Arms maintains order in club meetings.

See Rotary club leader manuals for details on the roles and responsibilities of club officers.

Article 5 Meetings

Section 1 — An annual meeting of this club is held no later than 31 December to elect the officers and directors who will serve for the next Rotary year.

Section 2 — This club meets as follows: Wednesday at 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. Special meetings of the board are called with reasonable notice by the President or upon the request of two directors.

The Standard Rotary Club Constitution requires club bylaws to include article 5, section 2.

Article 6 Dues

Dues are paid quarterly. Annual club dues include RI per capita dues, subscriptions to an official magazine, district per capita dues, club fees, and any other Rotary or district per capita assessment. Before the end of the Rotary fiscal year the Treasurer will report on the itemized per-member Rotary dues to the club members.

The Standard Rotary Club Constitution requires club bylaws to include article 6.

Article 7 Method of Voting

The business of this club is conducted by voice vote or a show of hands including the election of officers and directors. The board may also provide a ballot for a vote on some resolutions.

Include satellite club voting procedures here.

Article 8 Committees

Section 1 — This club's Avenues of Service and committees comprise the following: **Club Service, Vocational Service, Community Service, International Service** and **Youth Service**. In accordance with the Rotary Club Constitution, there shall be five standing committees that include: Club Administration, Membership, Public Image, Rotary Foundation and Service Projects. Furthermore, other committees will be identified to achieve the activities of the Rotary Club.

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, supervises and coordinates its work, and reports to the assigned Director on all committee activities.

Club committees coordinate their efforts to achieve the club's annual and long-term goals.

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.

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. A mid-year financial report, with current and previous year income and expenses, is presented at the annual meeting.

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

Section 7- Any member who fails to pay dues within 30 days after they are due shall be notified in writing by the Secretary. If the dues are not paid within 10 days after the notification, the Board may terminate membership at its discretion.

Article 10 Method of Electing

Section 1 — A member proposes a candidate for membership to the board and/or the membership committee, or another club proposes one of its transferring or former members.

Section 2 — The board approves or rejects the candidate's membership within 30 days and if approved, the Secretary shall then provide the full membership with an e-mail regarding the board-approved candidate. The notice shall include the name of the nominee, the name of the Rotarian sponsoring the nominee and a brief statement describing the background of the nominee.

Section 3 — At least 10 days after the notice has been sent to the membership the candidate will be considered approved if no objection is received from a club member and the prospective member is invited to join the club.

Section 4 — In the event an objection is submitted, the board shall consider the objection and make a final determination on the proposed member.

Article 11 Attendance

In accordance with Article 10, Sections 1-7, of the Rotary Club Constitution, each member should attend regular meetings and engage in club service projects, events, and other activities as often as possible.

Article 12 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.