



## BYLAWS OF THE COLUMBIA ROTARY CLUB

### ARTICLE I 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 twelve-month period that begins on 1 July.

### ARTICLE 2 BOARD

The governing body of this Club shall be the Board of Directors, which shall consist of the nine directors, the president, the vice president and president elect, the secretary, the treasurer, and the immediate past president.

### ARTICLE 3 ELECTIONS OF DIRECTORS AND OFFICERS

**Section 1** – At a regular meeting one month prior to the annual meeting, the presiding officer shall ask for nominations for vice president and president-elect, secretary, treasurer, and three new members to the Board of Directors. The nominations shall be made by members from the floor and the consent of the nominee shall be obtained by the person nominating such member before the nomination is made. 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 nominees for officers and directors who receive a majority of the votes shall be declared elected to the respective offices and to the Board. The officers elected shall serve a one-year term beginning July 1 of the year following their election except that the vice president and president-elect shall be the president of the club on July 1 of the second year following his election. The three directors elected each year shall serve a three-year term. A director may not succeed himself but may be elected at any subsequent elections. Any director elected to fill an unexpired term may succeed himself for a full term.

**Section 2** – The officers and directors, so elected, together with the immediate past president shall constitute the board.

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

**Section 2 – *President-elect.*** It shall be the duty of the president-elect to serve as a director and to preside at any club meeting or board meeting in the absence of the president and to perform such other duties as may be prescribed by the president or the board.

**Section 3 – *Secretary.*** It shall be the duty of the secretary to keep membership records; record attendance at meetings; 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, and prorated reports on 1 October and 1 April of each active member who has been elected to membership in the club since the start of the July or January semiannual reporting period, report changes in membership; provide the monthly attendance report, 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.

**Section 4 – *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 to the incoming treasurer or to the president all funds, books of accounts, or any other club property. The treasurer shall work with the assistant treasurer in assigning specific duties to ensure that all financial obligations and responsibilities are met.

**Section 5 – *Assistant Treasurer.*** It shall be the duty of the assistant treasurer to work under the guidance of the treasurer in club accounting duties and responsibilities. Duties will be determined by the Treasurer and approved by the board. The assistant treasurer shall report to the board and/or club in the absence of the treasurer.

## **ARTICLE 5 MEETINGS**

**Section 1 – *Annual Meeting.*** An annual meeting of this club shall be held no later than December 31<sup>st</sup> each year, at which time the election of officers and directors to serve for the ensuing year shall take place.

**Section 2 –** The regular weekly meetings of this club shall be held on Thursday at Noon. 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 pursuant to article 8, sections 3 and 4 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, 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 8, 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 meetings of the board shall be held once 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 of the board.

## **ARTICLE 6 FEES AND DUES**

**Section 1** – The admission fee shall be determined by the Board of Directors and paid before the applicant can qualify as a member.

**Section 2** – The Board of Directors shall establish the membership dues, which shall be payable to the club.

**Section 3** - Any Active Member who is excused from attendance requirements will not be held liable for payment for the meals missed. The member, however, will be liable for all dues and fees assessed to active members of the Club.

## **ARTICLE 7 METHOD OF VOTING**

The business of this club shall be transacted by voice vote 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 voice vote.

## **ARTICLE 8 AVENUES 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 New Generations Service. This club will be active in each of the Avenues of Service.

## **ARTICLE 9 COMMITTEES**

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 the 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 the 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.
- (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.

*(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 any committees that are required to effectively meet its service and fellowship needs. A sample listing of such optional committees is found in the club committee manuals. 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 make reference to appropriate RI materials.

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 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 no longer than 12 months.

## **ARTICLE 12 FINANCES**

**Section 1** – Prior to the beginning of each fiscal year, the board shall prepare a 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/service operations.

**Section 2** – The treasurer shall deposit all 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** – The treasurer or other authorized officer shall pay all bills.

**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 four (4) periods extending from 1 July to 30 June. The payment of per capita dues and RI official magazine subscriptions 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 this procedure.

**Section 2** – The board shall ensure that the proposal meets all the classification and membership requirements of the standard Rotary 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 purposes of Rotary and of the privileges and responsibilities of membership, following which the prospective member shall be requested 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 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 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:**

The order of business will be established by the President, but should generally follow these guidelines:

Meeting called to order.

Rotary Four Way Test

Pledge of Allegiance

Invocation

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 meeting, a quorum being present, by a two-thirds vote of all members present, provided that notice of such proposed amendment shall have been distributed to each member at least ten (10) days before such meeting. No amendment 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.