

Bylaws of the Rotary Club of The Classic City of Athens GA (4154)

Approved December 16, 2019

Club bylaws supplement the Standard Rotary Club Constitution and establish common club practices. The bylaws in this document are recommendations. 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 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. RI: Rotary International
6. Year: The 12-month period that begins on 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 twelve (12) members of this club, namely, the president, immediate past president, president-elect, vice-president/president-nominee, secretary, treasurer, and six (6) additional directors elected in accordance with article 3, section 1 of these bylaws. When feasible, the chairs of the standing committees in article 9 (membership, public image, administration, service projects, the Rotary Foundation, program, and philanthropy) shall be among those elected as directors.

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 vice 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 — At a regular meeting one month prior to the meeting for election of officers, the presiding officer shall ask for nominations by members of the club for the positions specified in article 2. The nominations may be presented by a nominating committee (preferably comprising the most immediate three past presidents still members of the club) or by members from the floor. 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 candidates for president, president-elect, vice-president, secretary, and treasurer receiving a majority of the votes shall be declared elected to their respective offices. The six (6) candidates for director receiving a majority of the votes shall be declared elected as directors. The candidate for vice-president elected in such balloting shall be considered the president-nominee and shall be placed on the ballot as candidate for president-elect for the following year. Likewise, the candidate elected as president-elect shall be placed on the ballot for president for the following year. The candidates elected shall take the title and position effective the first day of July immediately following the vote.

Section 2 — The candidate who receives a majority of the votes for each office is declared elected to that office.

Section 3 — If any officer or board member vacates his or her position, the remaining members of the board will appoint a replacement.

Section 4 — If any officer-elect or director-elect vacates a position, the remaining members of the board-elect will appoint a replacement.

Section 5 — The terms of office for each role are:

President — one year

President-elect — one year

Vice President — one year

Treasurer — one year

Secretary — one year

Sergeant-at-arms — one year

Director — one year

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.

Article 4 Duties of the Officers

Section 1 — The president presides at club and board meetings and performs other duties as ordinarily pertain to the office of president.

Section 2 — The immediate past president serves as a director on the club board and performs such other duties as may be prescribed by the president or the Board. When feasible, the immediate past president shall serve as chair of the nominating committee.

Section 3 — The president-elect prepares for his or her year in office, serves as a director, and performs such other duties as may be prescribed by the president or the Board. The president-elect shall also serve as the club's fund-raising chair.

Section 4 — The vice president presides at club and board meetings when the president is absent and performs other duties as ordinarily pertain to the office of vice-president. When feasible, the vice-president may chair the club's public image committee.

Section 5 — A director attends club and board meetings.

Section 6 — The secretary keeps membership and attendance records; records attendance at meetings; sends out notices of club, Board, and committee meetings; record and preserve the minutes of such meetings and after approval, makes these available to members within 60 days

of the meeting; reports as required to RI, including the semiannual reports of membership on 1 January and 1 July of each year, which shall include per capita dues for all members and prorated dues for active members who have been elected to membership in the club since the start of the July or January semiannual reporting period; reports 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; collects and remits RI official magazine subscriptions; and perform other duties as usually pertain to the office of secretary.

Section 7 — The treasurer has custody of all funds accounting for them to the club annually and at any other time upon demand by the Board, and performs other duties as pertains to the office of treasurer, including invoicing and collecting dues, making required payments, and helping the president-elect set the annual budget and providing reports at Board meetings. 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.

Section 8 — The sergeant-at-arms maintains order in club meetings; shall be an ex officio member of the Board; and, performs other such duties as are usually prescribed for such office and other duties as may be prescribed by the president or the Board.

See Rotary club leader manuals for details on the roles 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 — The regular weekly meetings of this club shall be held on Monday at 12:00-1:00 PM. Reasonable notice of any change or cancellation of the regular meeting will be given to all club members. One-third of the membership shall constitute a quorum at the annual and regular meetings of this club.

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. A majority of the directors shall constitute a quorum of the Board.

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

Article 6 Dues

Section 1 — The admission fee shall be as determined by the Board, to be paid before the applicant can qualify as a member, except as provided for in the standard Rotary club constitution, article 11.

Section 2 — The membership dues shall be as determined by the Board, payable quarterly on the first day of July, October, January, and April, with the understanding that a portion of each payment shall be applied to each member's subscription to the RI official magazine.

Section 3 — At the Board's discretion, additional payments or obligations of the members (e.g., for fund-raisers, contributions to the Rotary Foundation or GRSP, or visitor fees) may be added as a courtesy to the members' quarterly invoices.

Section 4 – Members currently on an approved leave of absence may be allowed to have their membership dues adjusted to remove the cost of meals not eaten and be invoiced solely for dues payable to Rotary International and District 6910 plus any other operational costs for the club as determined by the Board.

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, a show of hands or electronically, except in the election of officers and directors when there are two or more people seeking the same officer or director position. If such case exists, the vote shall be conducted by secret ballot. A single slate nomination does not require a secret ballot and may be conducted by voice vote or a show of hands. The board may also provide a ballot for a vote on some resolutions. For routine board business, the board may vote via email or other electronic means.

Include satellite club voting procedures here.

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 13, section 7, of the Standard Rotary Club Constitution. 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.

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.

Section 4 -- 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.

- Program

This committee should develop and implement a well-rounded series of programs of interest to the membership, including those focusing on Rotary, the community, and all Avenues of Service.

- . Philanthropy

This committee should review all ad hoc requests for philanthropic and service related funding and make recommendations to the Board for action as well as proposed funding sources.

Section 5 -- Additional ad hoc and sub-committees may be appointed as needed by the president and Board. These may include areas of focus as designated by RI, District 6910, or the Board, for instance: Fellowship; Social Media; Families of Rotary; Training; Philanthropy; Nominating; etc. As determined by the Board, these committees may function as subcommittees of, and report to, the standing committees.

Section 6 -- 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 reference appropriate RI materials and the Avenues of Service when developing plans for the year. 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 9 Finances

Section 1 — Prior to the beginning of each fiscal year, the president-elect and treasurer-elect shall prepare and the Board shall approve 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. The budget for charitable/service operations may be funded from the previous year's fundraiser, supplemented as approved by the Board from reserve funds.

Section 2 — The treasurer shall deposit all club funds in a bank, named by the Board. The club funds shall be categorized into three separate parts or accounts: annual club operations (including dues, annual operating expenses, and the like); District grant projects (including funds received for District grant projects and Club funds as may be required to match said grant and perform the project), and club reserves (which shall maintain at least 25% of the club's current annual budget in reserve in an interest-bearing account).

Section 3 — The Treasurer shall have the responsibility of picking up all invoices and other mail from the Club's Post Office box. The Treasurer shall prepare checks. The President, Past President, President Elect and Secretary shall have check signing authority.

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

Additionally, the treasurer and Board should implement appropriate practices for control and tracking of petty cash (e.g., “birthday bucks” and “happy dollars”) received. Officers having charge or control of club funds shall give bond as required by the Board for the safe custody of the funds of the club, cost of bond to be borne by the club.

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, and for the collection of members' dues shall be divided into four (4) quarterly periods extending from 1 July to 30 September, from 1 October to 31 December, from 1 January to 31 March, and from 1 April 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.

Section 7 — Any revenue excess from the operating account or unspent funds from the charitable/service account after the end of the year should be deposited into the reserve account within two (2) months of the close of the year, with Board approval. Reserves may be used to supplement the charitable/service budget when the budgeted plan exceeds the prior year's fund-raising revenues, and as directed by the Board (e.g., for emergency funding to the operating account, responding to a natural disaster in the community, investment in additional service projects approved after the adoption of the annual budget, investment in the Rotary Foundation on behalf of a member, subsidizing membership dues, supporting the GRSP program, or other uses as approved by the Board). The reserve account should always hold a minimum of 25% of the current annual budget in reserve.

Section 8 — The Club has established a Donor Advised Fund with Rotary International, subject to regulations and requirements of Rotary international. The Club may add to or make grants from said DAF upon resolution of the Board and subject to the regulations and requirements of Rotary International. The President, Past President, President Elect, and Secretary shall have viewing and grant requesting authority. In addition, the Treasurer shall have viewing authority.

Article 10 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 — After a review and recommendation by the Membership Committee, the Board approves or rejects the candidate's membership within 30 days and notifies the proposing member, through the club secretary, of its decision.

Section 3 — 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 or membership committee 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, in accordance with the club's "red badge" program.

Section 7 – The club may elect, in accordance with the standard Rotary club constitution, honorary members proposed by the Board.

A process to address objections raised by current members may also be included here.

Article 11 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 12 Order of Business

Meeting called to order. Prayer/Reflection and Pledge of Allegiance.

Introduction of visiting Rotarians and guests.

Correspondence, announcements, and Rotary information.

Committee reports if any.

Any unfinished business.

Any new business.

Address or other program features.

Adjournment, including recitation of the Four-Way Test.

Article 13 Membership Categories

The regular club members will be in one of the following categories.

Regular member: Dues and responsibilities as prescribed by the board.

Young Rotary Leaders: Member shall be under the age of 40. Lowered dues and attendance as prescribed by the board.

Corporate membership: Two or three members sharing one membership. There shall be one regular member per group with the other participants referred to as associate members. Dues and attendance as prescribed by the board.

Creative Class membership: Proven leaders in the Athens Arts Community. Lowered dues, additional leadership responsibilities and attendance requirements as prescribed by the board.

Rule of 85 member: After 20 years as a Rotarian, if a member's years in Rotary and age equal 85, that member shall pay lowered dues and have reduced attendance requirements as prescribed by the board.

All new memberships, membership changes and resignations shall be approved by the board.

Article 14 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.