



BYLAWS OF THE ROTARY CLUB OF HABERSHAM COUNTY

Article 1: 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 July 1

Article 2: Board

The governing body of this club shall be the board consisting of the members of this club, namely the directors, elected in accordance with Article 3, Section 1 of these bylaws, the president, president-elect, president elect-elect, secretary, treasurer and the immediate past president.

Article 3: Election of Directors and Officers

Section 1: All officers and directors shall be those prescribed by the constitution and elected by secret ballot.

- (a) At a regular meeting in November, or one month prior to the meeting for election of officers and directors, the president shall appoint an ad hoc nominating committee comprised of three members; past president, who shall serve as chair of the committee, the president-elect, and a member-at-large. It shall be the duty of the nominating committee to propose one candidate for each office and conduct the election.
- (b) The nominating committee will report a slate of proposed officers and directors at the first regular club meeting in December. At the time of the committee's report, the club president shall open the meeting for nominations from the floor.
- (c) The nominating committee will prepare a written ballot including nominees from the floor as well as the slate of officers and directors proposed by the committee for voting by club members at the second club meeting in December. This meeting shall be the annual meeting. The nominating committee shall count the votes and report the results to the club. The candidates receiving a majority of the votes for each position shall be declared duly elected.
- (d) The candidate for president elected in such balloting shall be the president-elect and serve as a director for the year commencing on the first day of July next following the election, and shall assume office as president on the first day of July immediately following that year. The president-elect-elect shall take the title of president-elect upon the election of a successor.

Section 2: The newly elected officers and directors shall meet within two months of their election to begin planning for the upcoming year. A sergeant-at-arms shall be appointed at this time.

Section 3: A vacancy in the board of directors or any office shall be filled by action of the remaining members of the board.

Section 4: A vacancy in the position of any officer-elect or director-elect shall be filled by action of the remaining officers-elect and 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.

Section 2: President-Elect. It shall be the duty of the president-elect to serve as a member of the board of directors of the club and to perform other duties as may be prescribed by the president which may include presiding at meetings of the club and the board in the absence of the president.

Section 3: President-Elect-Elect. It shall be the duty of the president-elect-elect to serve as a director and to perform other duties as may be prescribed by the president.

Section 4: Secretary. It shall be the duty of the secretary to keep membership records; record attendance at meetings; send out notices of club and board meetings; record and preserve the minutes of such meetings; report as required to RI, including the semi-annual reports of membership on January 1 and July 1 of each year, and prorated reports on October 1 and April 1 of each active member who has been elected to membership in the club since the start of the July or January semi-annual 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. The secretary will ensure that minutes of board meetings are available for review at the request of any club member at any time.

Section 5: Treasurer. It shall be the duty of the treasurer to have custody of all funds, accounting for it annually to the club, monthly to the board 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. An ad hoc audit committee of three members shall be appointed by the president each June to review the financial records and provide a report to the members at the first club meeting in August.

Section 6: Sergeant-at-Arms. The duties of the sergeant-at-arms shall be such as are usually prescribed for the office and other duties as may be prescribed by the president or the board.

Article 5: Meetings

Section 1: Annual meeting. An annual meeting of this club shall be held on the 2nd Thursday in December in each year, at which time the election of directors and officers to serve for the ensuing year shall take place.

Section 2: The regular weekly meetings of the club shall be held on Thursday at 12:00 noon. Notice of changes in or canceling of the regular meeting shall be given to all members of the club. All members except an honorary member (or member excused pursuant to article 8, sections 3 and 4 of the club's 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 club's Constitution, article 8, sections 1 and 2.

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

Section 4: Regular meetings of the board shall be held monthly. 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 6: Fees and Dues

Section 1: The membership dues shall be set annually and payable quarterly on the first day of each quarter.

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.

Article 8: Avenues of Service

The Avenues of Service are the philosophical and practical framework for the work of this Rotary club: Club Administration, Club Public Relations, Membership, Community Service, Vocational Service, Youth Service, Fundraising, On-to-Conference and The Rotary Foundation (International Service).

Article 9: Committees

Section 1: The club shall have two types of committees: standing and ad hoc.

1. Standing committees are specified in the bylaws and function for a term of one year, though their work may be ongoing.
2. Ad hoc committees may be appointed by the club president, with board approval, to carry out specific activities for betterment of the club or as prescribed in the bylaws. The president shall designate the chair of any ad hoc committee upon appointment. Upon discharge of responsibilities, ad hoc committees are disbanded.
 - a) The president may, subject to approval of the board, appoint the following standing committees in the Areas of Service:
 - Club Administration:** Committees to be Fundraising, Sergeant at Arms, Programs, On-to-Conference, and Fellowship.
 - Club Public Relations:** Committees to be Rotary Information, Bulletins, Publicity, Continuing Education, Club History and Web Site.
 - Membership:** Committees to be Membership Development, Red Badge Orientation, Member Retention, Classifications and Vocational Service.
 - Community Service:** Committees to be Community Service, Youth Service and GRSP.
 - The Rotary Foundation (International Service):** Committees to be International Service, Foundation Giving and Foundation Program.
 - b) Committees, objectives and goals shall be set and approved annually by the board of directors. Committee members and chairs shall also be approved by the board of directors. All members will be provided with a published list of committee membership and responsibilities.
 - c) The president shall be an ex-officio member of all committees and shall have all the privileges of membership thereon.
 - d) 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 or 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.

e) Each chair shall be responsible for regular meetings and activities of the committee, shall supervise and coordinate the work of the committee and report to the board on all committee activities.

f) Where feasible and practicable regarding the appointment of club committees, there should be a provision for continuity of membership by appointing one or more members for a second term.

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 reference appropriate RI materials. The service projects committee will consider 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 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 a specified length of time.

Article 12: Finances

Section 1: The treasurer shall deposit all funds of the club in a bank designated by the board.

Section 2: All bills shall be paid only by checks, signed by the treasurer, upon vouchers signed by any two officers. An ad hoc audit committee shall annually review the club's financial transactions. A thorough audit by a certified public accountant or other qualified individual may be made upon recommendation by the audit committee or board of directors.

Section 3: Officers having charge or control of funds shall give bond as may be required by the board for the safe custody of the funds of the club. The cost of the bond is to be borne by the club.

Section 4: The fiscal year for this club shall extend from July 1 to June 30, and for the collection of members' dues shall be divided into four (4) quarterly payments per capita. Dues and magazine subscriptions to Rotary International shall be made on July 1 and January 1 of each year on the basis of the membership of the club on those dates.

Section 5: At the beginning of each fiscal year, the board shall prepare, or cause to be prepared, a budget of estimated income and 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 13: Method of Electing Members

Section 1: Active Members

a) The name of a prospective member, proposed by an active or past service

member of the club, or by the membership development committee, shall be submitted to the board in writing using the new member form, through the club secretary. The board shall vote on approval or disapproval of the proposed new member to be presented to the club membership.

b) If the decision of the board is favorable, the club secretary will post the proposed new member(s) name in the weekly bulletin for the following two (2) weeks for publication of the name(s) of the prospective member(s) with their corresponding classification and sponsor. If any active club member has an objection to allowing membership to any proposed new member, they must submit in writing their objection to the board.

e) If no written objection to the proposal, stating reason, is received by the board from any active member of the club within one week (7 days) following publication of the name of the prospective member, the prospective member shall be considered to be elected to membership. If any objection has been filed with the board, it shall consider the same at any regular or special meeting of the board and shall ballot on the proposed member. If not more than four (4) negative votes are cast by the members of the board in attendance at such regular or special meeting, the proposed member shall be considered to be elected to membership.

f) Following the member's election to membership as herein provided, the club secretary shall issue a membership packet and membership card to the member and shall report his or her name to the general secretary of Rotary International.

Section 2: Honorary Member

The name of a proposed candidate for Honorary Membership shall be as prescribed for the election of an active member provided, however, that such proposal may be considered at any regular or special meeting of the board and that the board may, at its discretion, waive any of the steps as set forth in Section 1 of the article and proceed to ballot on the proposed Honorary member. If not more than four (4) negative votes are cast by the members of the board in attendance at the regular or special meeting, the Honorary member shall be considered duly appointed.

Article 14: Resolutions

No resolutions or motions 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 15: 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 amendments shall have been provided in writing to each member at least ten days before such meeting. No amendment to these bylaws can be made which is not in harmony with the club constitution and constitution and bylaws of Rotary International.