

# Bylaws of the Rotary Club of Gwinnett Tomorrow, Inc.

*The Future  
of Rotary  
is Here!*



## 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 consisting of 9 members of this club, namely, the president, president-elect, secretary, treasurer, (officers); immediate past-president, plus four members nominated and selected by the membership at-large (directors); all whom are elected in accordance with article 3, section 1 of these bylaws, except the immediate past-president.

## Article 3 - Election of Directors and Officers

**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 president, secretary and treasurer. The nominations may be presented by a nominating committee or by members from the floor, by either or by both as a club may determine. If it is determined to use a nominating committee, such committee shall be appointed as the club may determine. 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, secretary, and treasurer receiving a majority of the votes shall be declared elected to their respective offices. The candidates for directors receiving the four highest vote totals shall be declared elected as directors. The candidate for president elected in such balloting shall be the president-nominee 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 1 July immediately following that year. The president-nominee shall take the title of president-elect on 1 July in the year prior to taking office as president.

**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 board members.

**Section 4** – A vacancy in the position of any officer-elect or director-elect shall be filled by action of the remaining board members-elect.

## Article 4 - Duties of Officers

**Section 1** – *President* It shall be the duties 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 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, 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; 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 no less than quarterly 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.

## **Article 5 - Meetings**

**Section 1 – Annual Meeting** An annual meeting of this club shall be held on the first meeting in July of each year, at which time the election of officers and directors to serve for the ensuing year shall take place.

*(Note: Article 6, section 2 of the Standard Rotary Club Constitution provides that “An annual meeting for the election of officers shall be held not later than 31 December...”)*

**Section 2** – The regular bi-weekly meetings of this club shall be held on Monday (day) at 6 PM (time). 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 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.

**Section 3** – One-half of the membership plus one shall constitute a quorum at all meetings of this club.

**Section 4** – Regular meetings of the board shall be held at least quarterly. Special meetings of the board shall be called by the president whenever deemed necessary, or upon the request of two (2) board members, 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 admission fee shall be \$100, 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 \$500 per year (excluding meals), payable quarterly, with the understanding that a portion of each quarterly payment shall be applied to each member’s subscription to the RI official magazine.

## **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, written or electronically. The board may determine that a specific resolution be considered by ballot, rather than by voice vote.

## **Article 8 - Five Avenues of Service**

The Five 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 Youth Service. This club will be active in each of the five Avenues of Service.

## **Article 9 - Committees**

Club committees are charged with carrying out the annual and long-range goals of the club based on the Five Avenues of Service. 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 member recruitment and retention.

- **Club Public Relations**

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.

- **Club 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 Manual. 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 reference to appropriate RI materials. The service projects committee will consider the Avenues of Vocational Service, Community Service, and International 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.

*(Note: Such leave of absence does operate to prevent a forfeiture of membership; it does not operate to 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 provisions of the Standard Rotary Club Constitution is not computed in the attendance record of the club.)*

## **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** – All bills shall be paid by the treasurer or other authorized officer only when approved by two other officers or directors.

**Section 4** – A thorough review of all financial transactions by a qualified person shall be made once each year.

**Section 5** – 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 6** – 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) equal quarterly periods starting from July 1. 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 shall be submitted to the board in writing, through the club secretary.

**Section 2** – The board shall ensure that the prospective member meets all the membership requirements of the standard Rotary Club Constitution.

**Section 3** – Members will be notified of a prospective member’s application for two consecutive weeks via the club’s main communications media. Any objections by a member to the prospective member’s admission to the club must be presented in writing to the board during this two-week period.

**Section 4** – The board shall approve or disapprove the prospective member’s application within 30 days of its submission and shall notify the prospective member, through the club secretary, of its decision.

**Section 4** – If the decision of the board is favorable via simple majority, 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 agree to the responsibilities of membership.

**Section 5** – 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 6** – The club may elect, in accordance with the standard Rotary club constitution, honorary members proposed by the board.

## **Article 14 – Method of Dismissing Members**

Any dismissal of a member must be in accordance with the Rotary Club Constitution. Non-payment of dues for two consecutive quarters will be considered grounds for dismissal. In such cases, the board must give the member in arrears 30 (thirty) days’ notice of pending dismissal, during which time the member will be given the opportunity to pay all outstanding dues.

Other acts constituting grounds for dismissal include, but are not limited to, criminal activity, moral turpitude, or acts detrimental to the club or its reputation. Recommendation for a member’s dismissal must be presented in writing to the board by a club member in good standing. The member under consideration for dismissal must be notified within 7 (seven) days of the recommendation for dismissal. Within 14 (fourteen) days of notification, the member under consideration for dismissal will be given the opportunity to address the board before the board votes on the recommendation for dismissal. In order to dismiss a member, 3/4 (three-quarters) of the entire board must vote in favor.

## **Article 15 - 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 16 – Board Meeting Order of Business**

Meeting called to order

Old Business

Correspondence, announcements, and Rotary information

Committee reports

New business

Adjournment

## **Article 17 - Amendments**

These bylaws may be amended at any regular meeting, by a 2/3 (two-thirds) majority vote of the entire board, provided that notice of such proposed amendment shall have been transmitted 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.

## **Article 18 - Prior Actions**

Any past and prior actions that were previously approved or conducted by the board or club and that may or may not comply with the current bylaws above are hereby now retroactively reaffirmed by the passage of these by laws.