

BYLAWS OF THE ROTARY CLUB OF LYNN HAVEN, FLORIDA

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. Quorum: One third of the club membership; a majority of directors for the Board.
5. RI: Rotary International
6. Year: The 12-month period that begins on 1 July.

ARTICLE 2 – BOARD.

The governing body of this club is the Board consisting of at a minimum, the president, immediate past president, president-elect, president-elect nominee, secretary, treasurer, and sergeant at arms. In addition to these 7 officers, there will be a minimum of 4 directors who are customarily committee chairs. The total should be an odd number in case the president needs to cast a vote to break a tie. A quorum will consist of a minimum of six director members.

ARTICLE 3 - ELECTIONS AND TERMS OF OFFICE:

Section 1 – In November of each year, the board will form a nominating committee to select a president-elect nominee. The committee would present its recommendation to the club. Nominations would also be accepted from the membership. A notice of nomination opportunity would be sent out and/or announced no less than two weeks prior to the election. Nominees must have previously agreed to serve if elected.

Section 2 – New officers will assume their office on July 1.

Section 3 – A vacancy of any officer or director position shall be filled by the remaining members of the board.

Section 4 - Terms of office for each role are as follows:

President- One year

Past President – One year

President-elect –One year

President Nominee - One year

Directors – One year

Treasurer – One year

Secretary – One year

Sergeant at arms- One year

Article 4 - Process For Elections

Section 1 – In November of each year, the sitting president and president- elect will appoint a minimum of 4 directors to the next board. The members appointed must be willing to serve before accepting an appointment. Those members appointed will not become board members until July 1. Preference to committee chairs should be shown for these appointees.

Section 2 – The slate of directors will be presented to the club at the annual meeting which will be held in December. Nominations from the floor will also be accepted but no one will be allowed to accept a nomination unless they have agreed beforehand to serve if elected.

Section 3 – The board will usually be made up of a minimum of 11 members, namely the president, immediate past president, president-elect, president elect nominee, secretary, treasurer, sergeant at arms, plus a minimum of 4 directors.

Section 4 – In the event any of these board members become unable to serve, the board will immediately elect a replacement.

Section 5 – A vacancy of any officer-elect position of director-elect position shall be filled by the remaining members of the Board-elect.

Article 5 - Duties of the Board

Section 1 – President. The president shall preside at club and board meetings and serve as a director.

Section 2 – Immediate Past President. The immediate past president shall serve as a director.

Section 3 - President Elect. The president-elect shall prepare for their year in office and shall preside at club and Board meetings in the absence of the president and serve as a director. The president elect will be the keeper of the club's by-laws ensuring the club in compliance.

Section 4 – President Nominee. The president nominee shall prepare for their year in office and serve as a director

Section 5 – Secretary. The secretary shall keep membership and attendance records and serve as a director

Section 6 – Treasurer. The treasurer shall oversee all funds and provide annual accounting of these funds, work with the budget committee, and serve as a director.

Section 7 – A director shall attend club and board meetings. Board members may perform additional duties as assigned.

Section 8 – Sergeant at arms shall meet and introduce all visitors at club meetings. Shall collect monies for "happy dollars". Should be at the disposal of the president at all times for additional assigned duties. Should serve as a director.

Section 9 - Review all activities that the club (standing Projects) is participating in or may be asked to participate in or support in the future. Make a recommendation for a level of support (dollars- time or personnel). Make a " I " or "nay" vote recommendation for the general memberships final approval for participation in the project.

Article 6 - Meetings:

Section 1 – Annual Meeting. An annual meeting of this club shall be held no later than 31 December to elect the officers and directors who will serve for the next Rotary year, to amend, or adopt the club's strategic plan, and to amend or adopt the

club's disaster relief plan, and to amend or adopt a change in meeting location venue.

Section 2 – The regular weekly meetings of this club are held on Wednesday at 7am, in person, via video communication, or both. Reasonable notice of any change or cancellation of the regular meeting shall 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.

Section 4 – Board members should make a reasonable effort to attend all board meetings, either in person or video communication, unless their absence is excused. Three non-excused absences in 6 months will be grounds for removal from the board.

Section 5 – All active members must make a reasonable effort to attend all weekly meeting, either in-person or via video communication.

Article 7 - Fees and Dues

Section 1 – The admission fee, as established by RI and/or the club, shall be paid before the applicant can qualify as a member. The amount will be a minimum of \$50 and will be subject to change by the board.

Section 2 – Membership dues shall consist of RI per capita dues, subscription fees to The Rotarian, district per capita dues, club annual dues, meals, and any other Rotary or district per capita assessment. Club annual dues shall be in the amount determined by the board and will be subject to change each year. If the dollar amount of dues changes, the board must first bring it to the membership for discussion. These dues statements will be rendered quarterly and should be paid in 30 days. Members not paying their dues in 60 days can be subject to removal from the club by action of the board.

Section 3 – A Corporate Membership allows The Rotary Club of Lynn Haven to offer an alternative membership package to some of the corporation's employees. The Rotary Club of Lynn Haven will charge corporate members the same quarterly club dues as a traditional member. Each additional member, from the same corporation, will be charged a minimum of \$50 per quarter.

Section 4 – The sitting president will be excused from all quarterly dues.

Section 5 – Each member will be expected to make a reasonable effort to make a contribution to the Rotary Foundation.

Article 8 Method of Voting

Board meetings are open to all members. An agenda is sent out prior to each board meeting. A member must be present, via in person or electronically, to address the board if he/she have questions and/or concerns on agenda and non- agenda items. If the board decides that some business should come before the club, it can be conducted by voice vote, show of hands, or secret ballot at any regular meeting. A simple majority will cover most items, but our by-Laws require a 66.7% majority vote with a quorum of the membership present in some instances.

Article 9 - Committees

Section 1 – Club committees coordinate their efforts to achieve the club’s annual and long-range goals. This club should have the following committees:

Membership:

The role of the membership committee is to develop and implement an action plan for membership development. To be effective, a Rotary club needs members. A club's ability to serve the community, support The Rotary Foundation, and develop leaders capable of serving Rotary beyond the club level is directly related to the size and strength of our club's membership base. The responsibilities of the club membership committee:

- Develop committee goals to achieve club membership goals for the coming year.
- Conduct club assessments to determine strengths and weaknesses.
- Work with the public relations committee to create a positive club image that is attractive to prospective and current members alike.
- Develop programs to educate and train new and current club members.
- Sponsor newly organized clubs in your district, if applicable.

Rotary Foundation:

The Rotary Foundation is the charitable arm of Rotary International and is supported solely by voluntary contributions from Rotarians and friends of the Foundation. Through Foundation grants, Rotarians are able to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty. The role of the club Rotary Foundation committee is to develop and implement a plan to support the Foundation through program participation and financial contributions through community and international service. The responsibilities of the club Rotary Foundation committee:

- Develop committee goals to achieve club Foundation goals for the coming year.
- Educate and train club members about the Foundation.
- Encourage and facilitate participation in Foundation programs.
- Ensure that our club and its members contribute to The Rotary Foundation.

Club Programs

This person and/or committee shall consist of such members under the chairmanship of the Director as may be required and appointed by the President to insure continuous high-quality weekly programs.

International Service

The responsibilities of the International Service Committee are as follows:

1. Educate committee and Club membership to become more knowledgeable of International Fellowship programs.
2. Serve as Club focal point in coordinating International Fellowship programs with the club
3. Promote vocational, leisure, and cultural enrichment activities and home hosting opportunities within Club for International visitors.

Community Service

The role of the club service projects committee is to help develop and implement educational, humanitarian, and vocational service projects that help our community and communities in other countries. The responsibilities of the club service projects:

- Develop committee goals to achieve club service project goals for the coming year.
- Conduct service projects that include assessments, planning, and evaluation.
- Create a balanced program of service.
- Work with other organizations, volunteers, and committee members to maximize the impact of our projects.
- Lead fundraising efforts to fund projects.
- Understand liability issues that affect our club projects and activities.

Public Relations:

The role of the club public relations committee is to inform the public about Rotary and promote the club's service projects and activities. Having strong public relations ensures that communities around the world know that Rotary is a credible organization that meets real needs. When a Rotary club has a positive public image, current members are motivated to be active and prospective members are eager to join. The responsibilities of the club public relations committee:

- Develop committee goals to achieve the club's public relations goals for the coming year.
- Promote Rotary and your Rotary club in your community.
- Work with Rotarians in your club to maximize public relations efforts.
- Understand the components of public relations that will help you promote Rotary to the community.
- Know Rotary's key messages and be able to use them when speaking in public.

Fund Raising

This committee should develop and implement plans to support club service projects and programs through financial contributions and fundraising projects.

Budget

The fiscal year of this club shall be from July 1st to June 30th . Prior to the beginning of each fiscal year the board shall prepare or cause to be prepared a budget of estimated income and estimated expenses for the year, which, having been approved by the board, shall stand as the limit of expenses for the respective purposes unless otherwise ordered by action of the board.

Military Service

This Rotary member is a person and/or committee that liaises between The Rotary Club of Lynn Haven and local armed services to communicate and coordinate activities by serving as an official go-between both organizations.

Vocational Service

Responsibilities: The Vocational Committee has the responsibility to encourage high school students who are interested in advancing their vocational skills This committee works with the Vocational Education departments of Bay County schools to provide expertise and mentoring to students in the preparation for entering the work force. This committee also is responsible for activities that spotlight the vocations of Rotarians, provide programs during Vocation Month, encourage high ethical standards in business and profession.

Section 2 –Additional committees may be appointed or deleted as needed.

Section 3 – The president shall be ex officio a member of all committees and, as such, shall have all the privileges of membership.

Section 4 – Except where special authority is given by the board, committees shall not take action until a report has been made and approved by the board. The president or the board shall refer additional business to a specific committee as needed.

Section 5 – Each chair shall be responsible for regular meetings and activities of their committee, shall supervise and coordinate the work of the committee, and shall report to the board on all committee activities.

Article 10: Club Service Projects

The Rotary Club of Lynn Haven will conduct civic and service projects throughout the year in support of Rotary International's stated goals. These projects will be local, national and international in effort. The projects will be voted annually by the membership and include the following: stated goal of project; identification of committee responsible and organization of members and their duties; timeline of activity and a record of project.

- 1) Goal of the project: is it a fundraiser, service project, a partnership with other organizations, etc.
- 2) Identify the committee best suited to lead; identify a project leader and needed volunteers and their roles; include a recorder to capture all information
- 3) identify a timeline for project to include start time, planning, phased completion goals, and a completion of the project
- 4) Record the project events: team leadership; contact names, their roles and numbers; coordination requirements; timelines required; volunteers and resources needed, costs and benefits, and lessons learned for future attempts.
- 5) Summarize project in a standardized after-action review format and archive the report on our website for future access and use; update report after each successive project; insure a "current as of:" date stamp for report. *see attached example report format.
- 6) Provide the membership a short summation report (verbal or written) of the completed project.
- 7) At the beginning of each Rotary year (July) on-going projects will be voted on by the membership for relevance and continuation. If approved the lead committee will be verified and a team leader chosen to build a team and begin planning. Updates will be provided by Presidential request or quarterly at regular meeting.

Article 11 - Finances

Section 1 – Prior to each fiscal year, the budget committee shall prepare an annual budget of estimated income and expenditures.

Section 2 – The treasurer shall immediately deposit all club income into financial institutions designated by the board.

Section 3: All accounts are to be paid immediately by the treasurer. Nonroutine accounts exceeding \$1,000 (for example, Rotary International and District Dues) must be approved by the Board for payment.

Section 4 – Any question concerning a member’s quarterly statement will need to be reported to the board, not the treasurer. When needed, appropriate action will be taken immediately.

Section 5 – A thorough review of all financial transactions shall be completed after the end of June each year by the budget committee.

Section 6: Monthly statements (Checking, Savings when available, Cash Flow, and Balance Sheet) showing all deposits, expenditures, and account balances shall be provided to the Board each month by the Treasurer.

7. The Treasurer shall keep running logs of all cash and check funds received and check expenditures.

Article 12 - Method of Electing Members

Section 1 – A member shall provide a candidate’s name to the Board. A transferring or former member of another club may also be proposed for membership by the former club. The proposal is kept confidential unless the Board instructs otherwise.

Section 2 – The Board shall insure that the candidate meets all of Rotary’s membership requirements.

Section 3 – The Board shall approve or reject the candidate’s membership within 10 days and shall notify the proposer of its decision.

Section 4 – If the decision of the board is favorable, the prospective member is invited to join the club, educated about Rotary and membership requirements, and asked to fill out an on-line membership proposal form and to allow his or her name and proposed classification to be conveyed to the club.

Section 5 – If no member of the club submits a written objection including reasons for the objection, to the Board within 7 days after the club is notified of the prospective member, that person, upon payment of any admission fees, is considered to be elected to membership. If an objection has been filed with the Board, the club shall discuss then vote on this matter at its next meeting. The vote will carry or be denied by the majority number of members present. If approved despite the objection, the proposed member is elected to membership after any required admission fees are paid.

Section 6 – The club may elect honorary members proposed by the board. Honorary members are defined as: (1) Persons who have distinguished themselves by meritorious service in the furtherance of Rotary ideals or, (2) Those persons considered friends of Rotary for their permanent support of Rotary's causes. Honorary Members shall be exempt from payment of Rotary International dues, District dues, and Club dues and, shall have no vote and shall not be eligible to hold any office in the Club. However, Honorary Member attending weekly Rotary meeting and food is served, the Honorary Member is responsible for paying for the meal. Such members shall not hold classifications. These honorary members may also be terminated at any time by action of the board.

Section 7 – Rule of 85. Upon approval of the Board, Rotarians can be exempt from payment of Rotary International dues, District dues, and Club dues, and if the combined total of their years of membership in one or more clubs plus their age equals at least 85, with their years of membership totaling at least 20. However, If Rule of 85 participant attend weekly Rotary meeting and a food is served, the Rule of 85 participant is responsible for paying for the meal. Such members shall not hold classifications. Rule of 85 members may also be terminated at any time by action of the board.

Article 12 - Resolutions

Any resolutions or motions to commit the club to any position or action shall first be reviewed and approved by the board. If resolutions or motions are first offered at a club meeting, they shall be sent to the board without discussion.

Article 13 - Advisory Committee

An Advisory Committee made up of the four past-presidents or any member who has served as a chair on the district, zone, or Rotary International levels. The Advisory Committee will be chosen by current club president and will meet a minimum of two times per year and provide informal guidance and advice to the current officers and directors as needed.

Article 14 - Reimbursements

The club may provide partial reimbursements to defray expenses for members that attend district training, district conferences, zone training, or any other official district or zone event. The board will determine the amount of these reimbursement requests after they evaluate the number attending, the cost of the event, as well as the amount budgeted for this. The reimbursement requests for registrations should be presented in writing to the board. Any member of the club attending their first Rotary Leadership Institute meeting will be reimbursed 100% of their registration fee.

Article 15 - Amendments

Changing the club bylaws requires that written notice be sent to each member 10 days before a meeting, that a quorum be present to vote, and that 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. All new members are to be given a copy of these bylaws if requested.

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