**Bylaws of the Rotary Club of West Pasco Foundation, Inc**

Article 1 – Election and Officers

 The Board will consist of the following current officer positions of the The Rotary Club of West Pasco, Inc.

 President

 President Elect

 Vice President

 Secretary

Treasurer

Past President

Article 2 - Board

 The governing body of this organization is its board of directors consisting of the President, President Elect, Secretary and Treasurer.

Article 3 – Duties of Officers

 President – Presides over the meetings

 President Elect – Fills in when the President cannot be present

 Vice President – Assists President as needed

 Secretary – Takes minutes and stores records

 Treasurer – Oversees and accounts for all funds

 Past President – Assists President in an advisory role

Article 4 – Meetings

 The organization will meet on a quarterly basis

 Reasonable notice of all any change or cancellation will be given to all Board members.

 A special meeting can be called by the President or two Board Members.

Article 5 – Method of Voting

 The business of the organization is conducted by voice vote or show of hands. The Board may also do an electronic vote via email if authorized by the President.

Article 6 – Finances

 Before each fiscal year starts, the Board prepares an annual budget of estimated income and expenditures.

 The Treasurer deposits all funds in a financial institution designated by the Board.

 Bills are paid by the Treasurer. All expenses over $1000 must be approved by two officers of the Board.

Article 6 – Continued

 The fiscal year will be from July 1st to June 3oth.

Article 7 – Amendments

 These bylaws may be amended at a Board meeting. Changing the organization’s bylaws requires sending written notice to each Board member 10 days before the meeting, having a quorum present for the vote and having three-quarters votes to support the change.