

# Rotary

Club of Fleming Island



## Bylaws of the Rotary Club of Fleming Island

*Effective March 17, 2021*

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# ROTARY CLUB OF FLEMING ISLAND

## Article 1 Definitions

Board:	The Board of Directors of this Club
Director:	A member of this Club's Board of Directors
Member:	A member, other than an honorary member, of this Club
RI:	Rotary International
Year:	The 12-month period that begins on July 1st

## Article 2 Board

The governing body of this Club shall be its board. The board shall be duly elected in accordance with Article 3, Section 1 of these bylaws. Board members shall include the Club President, President-Elect, Secretary, Sergeant-at-Arms, Immediate Past President, Club Treasurer, and directors. Additionally, the Club President may, at her or his discretion, also appoint a board-approved Board Advisor to serve a term concurrent with the appointer. The Board Advisor shall report and serve as a "non-voting" member of the board. No board member may simultaneously occupy multiple board positions. In the event of a tie-vote, The Club President will have the deciding vote on the motion or resolution.

## Article 3 Election of Directors and Officers

**Section 1** – A nominating committee shall be formed at an August meeting each year. Such committee shall be chaired by the Immediate Past President and shall include the Club President, President-Elect, and 2-4 members-at-large, who are not current board members and who have been randomly selected by lottery. The Immediate Past President shall present nominees for board members at a regular Club meeting at least 4 weeks prior to the annual meeting. The nominations duly made for each office or director shall be announced to the membership verbally and in writing at not less than 2 separate Club meetings prior to the election at the annual meeting. Club members may submit alternate nominations to the nominating committee chairperson not less than 2 weeks prior to the annual meeting. Membership will vote for duly nominated nominees at the annual meeting. All board members are elected for a term of 1 year, beginning the first day of July.

**Section 2** – The officers and directors, so elected, shall constitute the board.

**Section 3** – A vacancy on the board or any office shall be filled by action of the remaining directors.

**Section 4** – A vacancy in the position of President-Elect should be filled by action of the nominating committee (as described in Article 3, section 1) and shall be presented to the Club no less than 2 weeks prior to a vote by the Club members at a regular Club meeting.

## **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 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; send notices of Club and board meetings; record and preserve the minutes of such meetings; report as required to Rotary International (RI), including the semiannual reports of membership on January 1<sup>st</sup> and July 1<sup>st</sup> 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 no later than the 15<sup>th</sup> day of the month following; collect and remit RI official magazine subscriptions; and perform other duties as pertain to the office of secretary.

**Section 4** – *Sergeant-at-Arms*. The duties of the sergeant-at-arms shall be such as are usually prescribed for such office and other duties as may be prescribed by the president or the board - record attendance at regular Club meetings and assemblies, report attendance to the Club secretary no later than the 7<sup>th</sup> day of the month following, maintain Club effects and equipment.

**Section 5** – *Treasurer*. It shall be the duty of the treasurer to oversee all funds, accounting for it to the Club annually and to the board of directors at monthly board meetings; submit IRS Form 990 (or equivalent Form 990-N) in a timely fashion; and to perform other duties as pertains 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 at an October meeting each year, at which time the election of officers and directors to serve for the ensuing year shall take place.

**Section 2** – *The Club shall meet once a week except when a Board Meeting is scheduled.* Due notice of any changes in or canceling of the regular meeting shall be given to all members of the Club.

**Section 3** – One-third of the membership shall constitute a quorum at the annual and regular meetings of this Club.

**Section 4** – Regular meetings of the board shall be held once a month. Special meetings of the board shall be called by the president, whenever deemed necessary, or upon the request of two (2) directors, 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 – Members pay an initial administration fee. Dues are paid in advance, set in Standard Order of Procedures.

Section 2 - *Termination — Non-payment of Dues.* Any member failing to pay dues within thirty (30) days after the prescribed time shall be notified in writing by the secretary at the member’s last known address. If the dues are not paid on or before ten (10) days of the date of notification, membership may terminate, subject to the discretion of the board. The board may reinstate the former member to membership upon the former member’s petition and payment of all indebtedness to this Club.

## **Article 7 Method of Voting**

The business of this Club shall be transacted *viva voce (voting conducted by vocal assent)* or by digital means, which will then be recorded in board minutes at the next board meeting. If any board member feels a digital vote is not appropriate or warranted, the vote will then defer to an in-person or virtual board meeting. The board may determine that certain business be considered by board-approved methods of secret ballot.

## **Article 8 Five Avenues of Service and Six Areas of Focus**

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 New Generations Service.

In addition, this Club will strive to be active in each of the Rotary Areas of Focus. They include: Peace and conflict prevention/resolution, Disease prevention and treatment, Water and sanitation, Maternal and child health, Basic education and literacy, Economic and community development.

## **Article 9 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 (*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.*)

## **Article 10 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. Once completed, the budget shall be provided to all Club members.

**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 and signed by the President, the President Elect or the Immediate Past President.

**Section 4** – A thorough review of all financial transactions by a Club member shall be made annually. The reviewer shall be selected by the membership at a Club meeting and may not be a board member. A report of the reviewer's findings shall be presented at a Club meeting. Any board member may request an additional review at any time subject to board approval.

**Section 5** – Officers having charge or control of Club funds are currently covered under the District Risk Management coverage.

**Section 6** – The fiscal year of this Club shall extend from January 1<sup>st</sup> to December 31<sup>st</sup> and shall be divided into four (4) quarterly periods extending from July 1<sup>st</sup> to September 30<sup>th</sup>, October 1<sup>st</sup> to December 31<sup>st</sup>, January 1<sup>st</sup> to March 31<sup>st</sup>, and April 1<sup>st</sup> to June 30<sup>th</sup> for the collection of members' dues. The payment of per capita dues and RI official magazine subscriptions shall be made on July 1<sup>st</sup> and January 1<sup>st</sup> of each year based on the membership of the Club on those dates.

## **Article 11 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 membership director. A transferring or former member of another club may be proposed to active membership by the former club if confirmed of being in good standing with the previous club.

**Section 2** – The board shall ensure that the proposal meets all the classification and membership requirements of the standard Rotary club constitution.

**Section 3** – The board shall approve or disapprove the proposal within 30 days of its submission and shall notify the proposer, through the membership director, of its decision.

**Section 4** – 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 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 elected to membership.

**Section 6** – Following the election, the president-elect shall arrange for the new member's induction, membership card, and new member Rotary literature. In addition, the 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 7** – The Club may elect, in accordance with the standard Rotary club constitution, honorary members proposed by the board. Honorary membership is valid only for the current Rotary year.

## **Article 12 Conflict of Interest**

The Club shall adopt, implement, and maintain a Conflict-of-Interest policy consistent with the requirements of Section 501(c)(3) of the Internal Revenue Code.

## **Article 13 Amendments**

These bylaws may be amended at any regular meeting, a quorum being present, by a two-thirds vote of all members present if notice of such proposed amendment shall have been communicated 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.



# STANDARD OPERATING PROCEDURE (SOP)

## For the Rotary Club of Fleming Island

Effective April 2022

*The current board may add, remove, or change the Club’s SOPs. Changes should be communicated to the Club in writing.*

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### A. Meetings

The Club meets every Wednesday from 7:15-8:15am at a location designated by the board – except for the first Wednesday of the month.

Breakfast is free for Club member’s spouses/partners, and potential members. Visiting Rotarians and additional family members/friends shall pay the regular meal fee. The fee for breakfast is \$10.00.

### B. Socials

A cost/plate for each social should always be set and communicated before any event. Socials may be free for members, or for a member + one family member. A fee will be billed for member’s additional guest(s).

### C. Club Awards

**Section 1** – Members of the Club who have distinguished themselves among their Club peers through effort(s) and/or service(s) which result in primary benefit to the Club shall be officially recognized by the Club. To this end, a Rotarian of the Year shall be recognized per Section 3 below. Recipients of such recognition must be current members in good standing of the Club. Further, said members' distinguishing effort(s) and/or service(s) must have taken place while a member is in good standing with the Club. No limit shall be imposed on the incidence or cumulative total of incidences of recognition of any properly identified individual member in good standing of the Club.

**Section 2** – A Rotarian of the Year shall be selected by a committee consisting of the President, Immediate Past President, and the President-Elect. Therefore, the President, Immediate Past President and President-Elect are not eligible for the award. Any other member in good standing of the Club is eligible for election as Rotarian of the Year. Duly elected recipients of this award shall be recognized during the first installation banquet following election. The recipient's name and the year of recognition shall be engraved on a plaque dedicated to the recipient of the Rotarian of the Year award. Additionally, the President-Elect shall arrange for that year's Rotarian of the Year to receive a \$1,000 Paul Harris Fellowship that is presented to the recipient with the properly engraved plaque. Funding sources for the requisite \$1,000 shall be exhausted in the following order: (1) Club points, (2) accumulated and earmarked weekly raffle proceeds, and (3) Club funds.

## **D. Membership – Transfers**

When accepting a past Rotary member to the Club: if the person has been out of Rotary for 2 years or more and their previous club cannot verify his/her good standing, s/he will need to pay the initial Club fee and start the process again with FI Rotary Club.

## **E. New Member Process**

1. Visit a Club meeting or function.
2. Complete Membership Application online at: <http://bit.ly/RotaryMemberApplication>.
3. Board approval.
4. Seven-day notice to Club members.
5. Fire-side chat.
6. Pay initiation fee and quarterly fee.
7. Online payment option: [www.bit.ly/RotaryInitialPayment](http://www.bit.ly/RotaryInitialPayment).
8. Induction Ceremony

## **F. Membership Fees and Dues**

**Section 1** - The admission fee shall be **\$250** to be paid before the applicant may qualify as a member, except as provided for in the standard Rotary club constitution, article 9.

**Section 2** – The membership dues shall be **\$1,100** per annum, payable annual, quarterly, with the understanding that a portion of each payment shall be applied to each member's subscription to the RI official magazine per the semi-annual dues invoices received by Treasurer.

## **G. Rule of 85 Membership Dues**

If a member's age is 65 and above and the aggregated of the member's years of age and years of Rotary membership is 85 years or more, the member may apply for excused absence. A "Rule of 85" member cannot earn the perfect attendance pin.

With the board's approval the member then has the option to continue paying full membership fees (\$275/quarter) or "Rule of 85" membership fees (\$133/quarter).

A "Rule of 85" member must pay the Club's guest fee for breakfast (\$10) when attending a meeting.

## **H. Family Membership Dues**

**Dues and admission for initial member** -See above.

**Dues for an additional family member**

One Time Administrative: \$15

Annual Cost: \$280

Must have an immediate relationship to primary member (child or spouse) and complete the vetting/application process.

## **I. Corporate Membership**

**Dues for initial member** – See above.

**Additional Member from the same company and same location/office:**

One Time Administrative: \$15

Annual Cost: 280

Meeting Meals: If more than one person attends a Club meeting at one time, the \$10.00 breakfast fee is charged.

Socials: One may attend, however, additional people who attend will be charged.

A Corporate Member must be employed with same company and complete the vetting/application process.

A Corporate Member, both initial and additional member, may not add a family member who would pay only Family Membership Dues.

## **J. PETS**

Beginning after April 2022, the club will cover the expenses of the registration, hotel, and mileage for the incoming club president when attending PETS.

## **K. Interact**

*High School Interact Clubs membership quarterly dues-* If requested, RCFI will offer the Interact teacher a club membership to a discounted rate determined by the board -ensuring that the money always covers the regular PH and RI dues.

## **L. Standing Committees and Chairs**

Standing Committee Chairs are charged with carrying out the annual and long-range goals of the Club based on the five Avenues of Service. The President, President-Elect, and Immediate Past President shall work together to ensure continuity of leadership and succession planning. The President-Elect is responsible for nominating directors to fill vacancies, appointing committee chairs, and conducting planning meetings prior to the start of the year in office.

Standing Committee Chairs' duties are as follows:

### **Membership**

The membership director shall develop and implement a comprehensive plan for the recruitment and retention of members.

### **Public Image**

The public image director shall develop and implement plans to provide the public with information about Rotary and to promote the Club's service projects and activities.

### **Service Projects**

The service projects director shall develop and implement educational, humanitarian, and vocational projects that address the needs of the Club's local and international communities.

### **The Rotary Foundation**

The Rotary Foundation director shall develop and implement plans to support The Rotary Foundation through both financial contributions and program participation.

### **Youth Services**

Promotion of awareness and project support and guidance to all Youth Service program committees, including RYLA, Interact, Rotaract, Youth Exchange and New Generation Service. Coordinate youth protection certification and training activities at the Club to maintain a safe environment for all youth participants in Rotary activities.

## **Duties of Subcommittees**

Subcommittees may be formed to effectively support the administrative and service goals of the Club. Each subcommittee and its mandate must be approved by the board prior to taking any action on behalf of the Club.

Subcommittees will act under the direction of the related Standing Committee Chair(s) and will be led by a subcommittee chair appointed by the President-Elect.

Each subcommittee shall have a specific mandate, clearly defined goals, and established action plans for implementation throughout the year. It shall be the primary responsibility of the President-Elect to provide the necessary leadership to prepare a recommendation for active subcommittees and their respective chairs, mandates, goals, and plans for presentation to the board for approval.

The President shall be an ex officio member of all subcommittees and, as such, shall have all the privileges of membership thereon.

Each subcommittee shall transact its business as is delegated to it in these bylaws and such additional business as may be referred by the president or the board. Except where special authority is given by the board, such subcommittees shall not take action until a report has been made and approved by the board.

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

## **M. Annual Club Dates**

### **July**

- Club Assembly during Club meeting
  - New president presents his/her goals and ideas for the year
  - Presentation of the schedule and budget
  - Enlist members for committees and subcommittees and create plans

### **August**

- Form a nominating committee, per Article 3 Section 1.
- Appoint two members to review the prior year's finances, per Article 10 Section 4.

### **September**

- Nomination committee presents nominees for the upcoming board to the Club a minimum of 4 weeks prior to October's Annual Meeting.
- Past year's financial report reviewed during a Club meeting, per Article 10 Section 4.
- Collect member dues for October-December

## **October**

- Annual Club meeting, election of president-elect, officers, and directors for the upcoming Rotary year, starting July 1<sup>st</sup>, per Article 5, Section 1.

## **November**

- President-elect attends pre-President Elect Training Seminar (PETS) (and reports on the president-elect for the following year).

## **December**

- Secretary reports current membership data to RI by January 1<sup>st</sup>.
- Treasure makes payment of per capita dues to RI by January 1<sup>st</sup>.
- Collect member dues for January-March.

## **January**

## **February**

- Attend RLI: Incoming board (especially president-elect and president-elect-elect).

## **March**

- President-elect attends PETS.
- Collect member dues for April-June.

## **April**

- Incoming board meets to set board and committee positions, discuss budget and goals.

## **May**

- Incoming board members attends District Assembly Training.
- President-elect, current president, and past president, choose Rotarian of the Year, order an engraved plaque, and arrange for a Paul Harris Fellowship.

## June

- Pass the Gavel Party.
  - Award Rotarian of the Year.
  - Swear in the new board.
  - Hand over the Club Charter (framed) to new president.
- Secretary reports current membership data to RI by January 1<sup>st</sup>.
- Treasure makes payment of per capita dues and RI by January 1<sup>st</sup>.
- Collect member dues for July-September.