



Bylaws of the Rotary Club of Prince George

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 11 members of this club, namely, 6 committee chairs, appointed by the President, president-elect, secretary, treasurer, and the immediate past president.

Article 3 Election of Officers

Section 1 – In November, the presiding officer shall ask for nominations by members of the club for president, president-elect, secretary, and treasurer for election in December. 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 have 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. Any uncontested offices may be voted upon *viva voce*. The candidates for president, president-elect, secretary, and treasurer receiving a majority of the votes shall be declared elected to their respective offices. 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.

Section 2 – The officers, so elected, and the appointed committee chairs, together with the immediate past president shall constitute the board

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

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

Section 5 — The terms of office for each role are:

President — one year

President Elect — one year

Treasurer — one year

Secretary — one year

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, report changes in membership; provide the monthly attendance report, which shall be made to the district governor by the 15th of the following month, 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 annually 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. The President may appoint assistants to the treasurer as circumstances may require.

Article 5 Meetings

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

Section 2 – The regular weekly meetings of this club shall be held on the first and third Wednesday of each month at 7:30 a.m.

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 article 12, sections 3 and 4 of 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, 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 standard Rotary club constitution, article 8, sections 1 and 2. Passport Members attend the meetings and events of the Rotary Club of Prince George County when they are able to. They can also attend meetings and events of other clubs, provided that they contact club leaders in advance to arrange their visit. Members are required to attend our own club meetings in person at least once per program year.

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 on the day of each month and the time determined by the current Board to be most feasible for the majority of the Board. 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. A committee chair may designate a club member to represent him or her at the board meeting and that member may be counted for quorum purposes.

Section 6 – Meetings may be in-person, virtual, or via email. Voting may be mail if time is of the essence.

Article 6 Dues

Section 1 –Members shall pay dues as set by the Borad at the first Board meeting of the fiscal year. The Primary Corporate member pays the same amount as other members of the club but will pay only the dues for the Corporation’s designees for Rotary International and District 7600 dues. Club dues are waived.

Article 7 Method of Voting

The business of this club shall be transacted by voice vote except for the election of officers and directors, which shall be by ballot. 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 the recruitment and retention of members.
- **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.
- Youth Services
This committee should serve as the liaison between the club and the school Interact clubs and lead the club on youth service projects.

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.

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 make reference to appropriate RI materials. The service project committee will consider vocational service, community service and international service avenues 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, consistent with the rules in the Manual of Procedure. Continued payment of dues will be required during the leave of absence.

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 board may present the budget to the club members for suggestions.

Section 2 – The treasurer or assistant treasurer, if designated, shall deposit all club funds in a bank, named by the board.

Section 3 – All bills shall be paid by the treasurer or other authorized officer.

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 may 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. A member's dues may be paid annually at the beginning of the fiscal year or quarterly through the fiscal year.

Article 13 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 club secretary. A transferring or former member of another club may be proposed to active membership by the former club. The proposal shall be kept confidential except as otherwise provided in this procedure.

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 club secretary, 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, as prescribed in these bylaws, shall be considered to be 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 shall be considered to be elected to membership.

Section 6 – 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.

Our club will offer the following alternative membership types: These members enjoy all the benefits, opportunities, and responsibilities of Rotary. The requirements for each are listed below.

- a. **Honorary:** Honorary members are exempt from paying fees and dues, may not vote, and may not hold any office in the club. Such members do not hold classifications but are entitled to attend all meetings, wear the RI emblem, badge, or other RI insignia, and enjoy all the other privileges of the club. No honorary member of a club is entitled to any rights or privileges in any other club, except for the right to visit other clubs without being the guest of a Rotarian. Individuals may hold honorary membership in more than one club. (RIB 4.050.2.; SRCC 7, 6)

- b. **Corporate:** Corporate membership involves an agreement with a business, which then pays for or subsidizes the dues for employees who have this kind of membership. The corporation itself cannot be a club member — only people can be members of a Rotary club. The club offers corporate membership to individuals based on their employment at a corporation or other entity.
- c. **Passport:** passport memberships require their members to participate or perform service for a minimum number of hours per year, which can include attending meetings of their own club or any other Rotary club, helping with fundraisers or projects, or participating in a service activity inside or outside of Rotary.
- d. **Family:** Family membership – also called spouse or partner memberships – are similar to corporate membership, in that there is often a primary member and one or more alternate members. The alternate members may be adult children of the primary member, a partner or spouse, or other family member. The reduced rate for the secondary member eliminates the club dues and the duplicate subscriptions for the Rotarian magazine to the same household.

Section 7 – The club may elect, in accordance with the standard Rotary club constitution, **Honorary Members** proposed by the board.

Section 8- A corporate entity or organization may become an eligible **Corporate Member** by having a primary corporate member as a regular club member. Once there is a primary corporate member, the entity may designate additional corporate designees. Each designee must be employed by the Eligible Corporation or organization. The Rotary International membership will be held by the primary corporate member and all additional corporate designees. All corporate designees will be eligible to serve on club committees. All corporate members are eligible to serve as club officers. All corporate designees are eligible to vote on any club matter. The primary corporate member and all designees shall meet all membership requirements. A brief background for the primary corporate member and each designee must be submitted for comment or objection. The corporation may change any of its designees, if one of them is always a primary corporate member. All corporate members and designees shall be considered as one member for participation requirements including attendance, events, and fundraising. The Corporation shall pay full dues for the primary corporate member and shall pay dues for the designees paying only to cover the cost of the Rotary International and District dues.

Section 9-Rotarians holding a **Passport Membership** attend the meetings and events of the Rotary Club of Prince George County when they are able to. They can also attend meetings and events of other clubs, if they contact club leaders in advance to arrange their visit. Members are required to attend our own club meetings in person at least once per program year. Passport Members are expected to perform 40 hours of service per program year. Club visits and service hours should be reported to the club secretary at least quarterly. Passport members are expected to support the club fundraisers as determined by the project committee. Passport Members are official members of the Rotary Club of Prince George County, pay club, district, and RI dues, and they are listed as active members in RI’s records.

Section 10- Family Membership may be offered to a member and adult children of the primary member, a partner or spouse, or other family member to become members of the Rotary Club of Prince George County. The application and approval process will be the same as a standard Rotary membership. The primary member and secondary member will both be classified based on his or her current or former business, profession, or type of community service. The primary member and secondary member will both be listed as official active members of the Club. For

the purpose of general meetings and club matters, the primary member and secondary member will each be provided with one vote. Each family membership member, as an active member, can hold any office in the Rotary club to which the member is elected in the normal process. The Primary member will be responsible for quarterly club dues including fees for District dues, and Rotary International dues with a subscription to the Rotarian magazine. The secondary member is obligated to pay quarterly fees for District dues, and Rotary International dues minus the cost associated with the second subscription to the Rotarian magazine for the household. Both the primary and secondary members are obligated to participate in the Club's fundraising project at a reduced but combined rate determined by the project committee.

Article 14 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 15 Order of Business

Meeting called to order.
Introduction of visitors.
Correspondence, announcements and Rotary Information.
Committee reports if any.
Any unfinished business.
Any new business.
Address or other program features.
Adjournment.

Article 16 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 amendment shall have been provided 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 17 Parliamentary Authority

Except as otherwise specified in the bylaws, all questions of order or procedure with respect to any meeting or action of this club, its board or any committee appointed hereunder shall be determined in accordance with Robert's Rules of Order newly revised from time to time.

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