

# Rotary

## Franklin Daybreak



### **Bylaws of the Rotary Club of Franklin Daybreak**

#### **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: The minimum number of participants who must be present when a vote is taken: one-third of the club's members for club decisions and a majority of the directors for club board decisions.
5. RI: Rotary International
6. 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 thirteen members of this club, namely, the president, the president-elect, president nominee, immediate past president, secretary, treasurer, and the seven club chairs (Membership, Public Image, Administration, Service, Youth Services, Foundation, and Diversity, Equity, and Inclusion) elected in accordance with article 3, section 1 of these bylaws.

#### **Article 3 Election of Directors and Officers**

Section 1 – By October 1st, the immediate Past President shall ask for nominations by members of the club for an incoming President, President Elect, President Nominee, Secretary, Treasurer and seven club chairs. The nominations may be presented by a nominating committee or by members from the floor, by either or by both. The nominating committee shall consist of the IPP, the past presidents still active in the club, and the president-elect for the relevant Rotary year. The nominations duly made shall be published in the club bulletin at least twice prior to the annual meeting and shall be voted on at the annual meeting closest to December 1st. The candidates receiving the majority of the votes shall serve for the next Rotary year.

Section 2 – The officers and directors so elected, together with the immediate past president shall constitute the board. The President shall appoint a Sergeant at Arms, CART (Coins for Alzheimer's Research) and Polio Chairs, and any other pertinent positions not on the board.

Section 3 – A vacancy in the board or any officer-elect shall be filled by action of the remaining members of the board.

#### **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 pertains to the office of the president.

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Section 2 – Immediate Past President (IPP). It shall be the duty of the IPP to serve on the board, preside over meeting of the club in the absence of the President and President elect and to convene the Nominating Committee by October 1<sup>st</sup>.

Section 3 – President-elect. It shall be the duty of the President-elect to serve on the board and to perform such other duties as may be prescribed by the president or the board, including presiding at meetings of the club in the absence of the president. The President elect shall also attend training sessions as prescribed by the District Governor Elect.

Section 4 – President Nominee. It shall be the duty of the president nominee to learn as much as possible including attending training sessions prescribed by the District Governor Nominee. The President Nominee shall also perform such duties as prescribed by the presiding officer or board.

Section 5 – Secretary. It shall be the duty of the secretary to keep membership records and record attendance at meetings.

Section 6 – Treasurer. It shall be the duty of the treasurer to have custody of all funds accounting for it to the club quarterly and at any other time upon demand by the board, 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 the president) all funds, books of accounts, or any other club property and request an audit of all Club Funds.

Section 7 – Membership Chair – It shall be the duty of the Membership Chair to develop and implement a comprehensive plan for the recruitment and retention of members.

Section 8 – Public Image Chair – It shall be the duty of the Public Image Chair to develop and implement plans to provide the public with information about Rotary and to promote the club's service Projects using the appropriate Rotary Images and Messages.

Section 9 – Club Administration Chair – It shall be the duty of the Administration Chair to conduct activities associated with the effective operation of the club including the scheduling of the weekly programs.

Section 10 – Service Chair – It shall be the duty of the Service Chair to develop and implement educational, humanitarian, and vocational projects that address the needs of the community and the communities of the world. It shall also be the duty of the Service Chair to develop and implement fundraising for the club. Fundraising and Service can be a shared responsibility with two chairs.

Section 11- Youth Service Chair – It shall be the duty of the Youth Services chair to develop and implement activities involved with the youth of both the local and international communities through such programs as Interact, Rotaract, Youth Exchange, Early Act and RYLA.

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Section 12 – Rotary Foundation Chair – It shall be the duty of the Rotary Foundation Chair to develop and implement plans to support the Rotary Foundation and Polio Plus through both financial contributions and program participation.

Section 13 - Diversity, Equity, and Inclusion Chair (DEI) - It shall be the duty of the DEI Chair to develop and implement plans to create and maintain an environment that is collaborative, positive, and healthy for everyone using the DEI Code of Conduct.

### **Article 5 Meetings**

Section 1 – Annual Meeting. An annual meeting of this club shall be held on the first Tuesday of December in each year, at which time the election of officers and directors to serve for the ensuing year shall take place. One-third of the membership shall constitute a quorum at the annual and regular meetings of this club.

Section 2 – The regular weekly meetings of this club shall be held on Tuesdays 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.

Section 3 – Regular meetings of the board shall be held monthly at the discretion of the president and the board. 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. A majority of the directors shall constitute a quorum of the board.

Section 4 – in case of inclement weather the President or designee can announce the cancellation of the regularly scheduled meeting or board meeting 24 hours in advance. The club will not meet following the closing of Macon County Schools. If Macon County Schools are on a delayed schedule, the club WILL meet.

### **Article 6 Fees and Dues**

Section 1 – The membership dues shall be \$85, payable quarterly on the first day of July, October, January, and April. The Annual club dues include RI per capita dues, subscription to an official magazine, district per capita dues, club fees, and any other Rotary or district per capita assessment. It is the culture of this club that all members donate to The Rotary Foundation at the Sustaining Level - \$100 a year.

### **ARTICLE 7 METHOD OF VOTING**

The business of this club shall be transacted by voice. The board may determine that a specific resolution be considered by ballot rather than by voice vote.

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### ARTICLE 8 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 nominee, 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 two to three years to ensure consistency. The past president will chair a nominating committee of 6 past presidents to select committee chairs which will be presented to the board and then with their approval, to the club membership for approval. The president-elect will conduct planning meetings prior to the start of their year in office. It is recommended that, if possible, the chair of each committee have some prior 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.
- **Public Image:** 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 including club bulleting, web page and social media.
- **Service:** This committee should develop and implement educational, humanitarian, and vocational projects that address the needs of its community and communities in other countries.
- **Youth Services:** This committee should be involved with the youth in both local and international communities. If possible, they should work with Rotaract, Interact, Youth Exchange, RYLA, Young Professionals and Middle school students to share the Rotary vision and encourage participation in the 4 way test.
- **Foundation:** This committee should develop and implement plans to support the Rotary Foundation through both financial contributions and programs participation.
- **Diversity, Equity, and Inclusion:** This committee should help create and maintain an environment that is collaborative, positive, and healthy for everyone using the DEI Code of Conduct.

Additional ad hoc committees may be appointed as needed.

- ❖ The president shall be ex officio member of all committees and, as such, shall have all the privileges of membership thereon.
- ❖ 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

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special authority is given by the board, such committees shall not take action until a report has been made and approved by the board.

- ❖ 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 9 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; club operations charitable/service operations.

Section 2 – The treasurer 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 only when approved by two other officers or directors or stated in the approved budget.

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

Section 5 – The fiscal year of this club shall extend from 1<sup>st</sup> of July to the 30<sup>th</sup> of June, and for the collection of member's dues shall be divided into four (4) quarterly periods. The payment of per capita dues and RI official magazine subscriptions shall be made on the 1<sup>st</sup> of July and the 1<sup>st</sup> of January of each fiscal year on the basis of membership of the club on those dates.

Section 6 – The club shall maintain a prudent reserve.

### **ARTICLE 10 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 thru the Membership committee to the Secretary. A transferring or former member of another club may be proposed to active membership after an inquiry as to their standing with their 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 – The prospective members name is then posted and announced for two consecutive meetings of the club. If no written objection to the proposal, stating reasons, is received by the board from any

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member (other than honorary) of the club within 7 days following publication of information about the prospective member, that person, upon payment of the dues required shall be considered to be elected to membership.

Section 5 – Following the election, the president shall arrange for the new member’s induction, and the Membership Chair shall conduct an Orientation. In addition, the president or secretary will report the new member information to RI and the president/membership chair will assign a member to assist with the new member’s assimilation into 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 11 RESOLUTIONS/AMENDMENTS**

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.

These bylaws may be amended at any regular club meeting. Changing the club bylaws requires sending written notice to each member 21-days before the meeting, having a quorum present for the vote, and having 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 Polices.