Bylaws of the Rotary Club of Franklin Daybreak

May 1, 2015

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. 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 twelve members of this club, namely, the president, the president-elect, president nominee, immediate past president, secretary, treasurer, and the six directors (Membership, Public Relations, Club Administration, Club Service, New Generations and Foundation) elected in accordance with article 3, section 1 of these bylaws.

Article 3 Election of Directors and Officers

 Section 1 – At a regular meeting, one month prior to the meeting for election of officers, the presiding officer shall ask for nominations by members of the club for an incoming President, President Elect, President Nominee, Secretary, Treasurer and six directors. The nominations may be presented by a nominating committee or by members from the floor, by either or by both. If it is by a nominating committee, such committee shall be appointed as the club may determine. 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. The candidates for President, President Elect, President Nominee, secretary and treasurer receiving the majority of the votes shall be declared elected to their respective offices. The candidates for director receiving a majority of the votes shall be declared elected as directors.

 Section 2 – The officer and directors so elected, together with the immediate past president shall constitute the board. Within one month after their elections, the directors-elect shall meet and elect some members of the club to act as sergeant-at-arms.

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

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

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.

 Section 2 – President-elect. It shall be the duty of the President-elect to serve as director 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 presiding officer and/or board.

 Section 3 – President Nominee. It shall be the duty of the president nominee to learn as much as possible including attending training sessions prescribed by the current presiding officer and/or board. The President Nominee shall also perform such duties as prescribed by the presiding officer or board.

 Section 4 – 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, including the semiannual reports of membership on 1 January and 1 July of each year, which shall include per capita dues for all members and prorated dues for active members who have been elected to members hip 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 within 15 days oft the last meeting of the month; collect and remit RI official magazine subscriptions; and perform other duties as usually pertain to the office of the secretary.

 Section 5 – 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 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.

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 ensuring year shall take place.

 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. All members excepting an honorary member (or member excused pursuant to 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 percent (60 %) of the time devoted to the regular meeting, either at this club or any other Rotary club, or as otherwise provided in the standard Rotary club constitution, article 9, section 1 and 2.

 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 third Wednesday of each 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 directors shall constitute a quorum of the board.

**Article 6 Fees and Dues**

 Section 1 – The membership dues shall be $125 per quarter (including breakfast) or $87.50 (excluding breakfast), payable quarterly on the first day of July, October, January and April with the understanding that a portion of each quarterly payment shall be applied to each member’s subscription to the RI official magazine.

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.

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 Services. This club will be active in each avenue 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 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 5 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 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 including club bulleting, web page and social media.
* **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.
* **Youth Services**: This committee should be involved with the youth in both local and international communities. If possible, they should work with Rotoract, 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.

Additional ad hoc committees may be appointed as needed.

* The president shall be ex officio a 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 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 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 reference to appropriate RI materials. Each club committee will consider the Avenue of Vocational Service, Community Service, and International Service when developing plans for the year, and work closely with the Youth Services Committee.

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 new fiscal year as noted above.

ARTICLE 11 LEAVE OF ABSENCE

Upon written application to the board, setting forth good and sufficient cause, (such as military or sickness), leave of absence may be granted excusing a member from attending the meeting of the club for a specified length of time. Such leave of absence does not operate to prevent a forfeiture of membership; it does not operate to give the club credit for the member’s attendance. Unless the member attends a regular meeting of some other club or e-club, the excused member must be recorded absent except that absence authorized under the provisions of the Standard Rotary Club Constitution is not computed in the attendance record of the club.

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 budget shall be broken into two separate parts; one in respect of club operations and one in respect of 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.

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

 Section 5 – Officers having charge or control of club funds shall give if required by the board for the safe custody of the funds of the club the coast of a bond shall be borne by the club.

 Section 6 – The fiscal year of this club shall extend from 1st of July to the 30th 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 1st of July and the 1st of January of each fiscal year on the basis of membership of the club on those dates.

ARTICLE 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 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 – The prospective members name is then posted and announced for three consecutive meetings of the club. If no written objection to the proposal, stating reasons, is received by the board from any 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, 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 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 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 is called to order, Invocation, Pledge of Allegiance.

Sergeant of Arms – Introduction of visitors, Rotarians in the news, happy dollars.

Correspondence, announcements, and Rotary information

Committee reports, if any.

Any unfinished business.

Any new business

Address or other program features. 50/50 winner, 4 Way Test, Adjournment