

Bylaws of the Rotary Club of

SYLVA

Club bylaws supplement the Standard Rotary Club Constitution with common club practices. The bylaws, once adopted, are binding for the members of the club.

Article 1 Definitions

1. Board: The board of directors of this club.
2. Director: A director on this club's board.
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 12-month period beginning 1 July.

Article 2 Board

The governing body of the Sylva Rotary Club is its board of directors, consisting of, at a minimum, the President, Immediate Past President, President-Elect, Secretary, Treasurer, and Sylva Rotary Satellite Club Chair.

Article 3 Elections and Terms of Office

Section 1 — One month before elections, members nominate candidates for president, vice president, secretary, treasurer, and any open director positions. The nominations may be presented by a nominating committee, by members from the floor, or both. The nominating committee is comprised of the President, President-Elect and the three Past-Presidents of the club.

Section 2 — The candidate who receives a majority of the votes for each office is declared elected to that office. The officers are elected by the club members and directors are appointed by the president. Sylva Rotary Satellite Club officers are elected by its club's members and directors are appointed by the Club Chair.

Section 3 — **If any officer or board member vacates their position, the remaining members of the board will appoint a replacement.**

Section 4 — **If any officer-elect or director-elect vacates a position, the remaining members of the board-elect will appoint a replacement.**

Section 5 — The terms of office for each role for Sylva Rotary Club and Sylva Rotary Satellite Club are:

<u>Sylva Rotary Club</u>	<u>Sylva Rotary Satellite Club</u>
President 1 year	Chair 1 year
Vice President 1 year	Chair Elect 1 year
Treasurer 1 year	Treasurer 1 year
Secretary 1 year	Secretary 1 year
Director 1 year	Director 1 year

The Standard Rotary Club Constitution requires that your club's bylaws specify an election process. If a nominating committee is used, include details of how it is appointed. The term of office for a club president is specified as one year in the Standard Rotary Club Constitution. When a successor is not elected, the current president's term can be extended for up to one year.

Article 4 Duties of the Officers

Section 1 — The president presides at club and board meetings.

Section 2 — The immediate past president serves as a director on the club board.

Section 3 — The president-elect prepares for his or her year in office and serves as a director.

Section 4 — The president-elect presides at club and board meetings when the president is absent. The president-elect also will help with fund-raising dollars.

Section 5 — The president-nominee presides at club and board meetings when the president and president-elect are absent.

Section 6 — A director attends club and board meetings.

Section 7 — The secretary keeps membership and attendance records.

Section 8 — The treasurer oversees all funds and provides an accounting of them.

Section 9 — The sergeant-at-arms maintains order in club meetings.

Section 10 — Board members may perform additional duties as assigned.

Section 11 – Chair of Sylva Rotary Satellite Club presides over its meetings and selects a designee to preside over meeting(s) in event of Chair's absence.

Article 5 Meetings

Section 1 – An annual meeting of this club is held no later than 31 December to elect the officers and directors who will serve for the next Rotary year.

Section 2 – The Sylva Rotary Club meets twice a month on Thursdays at 12:00 pm and it holds two additional meetings each month as follows. The Sylva Rotary Club meets with the Satellite Club at their regular monthly meeting and a monthly service project or social meeting is held. During a pandemic, the regular meetings may be held virtually. Reasonable notice of any change or cancellation of the regular meeting will be given to all club members. The Sylva Rotary Satellite Club meets at a date, time, and venue as determined by its members. If date, time, or venue changes, the Satellite Club will notify parent club.

Section 3 – Board meetings are held each month. Special meetings of the board are called with reasonable notice by the president or upon the request of two directors.

Article 6 Dues

Annual club dues are \$370.00 for Sylva Rotary Club and **\$200.00** for Sylva Rotary Satellite Club. They are paid as follows: \$92.50 per quarter for Sylva Rotary Club and \$50.00 per quarter for Sylva Rotary Satellite Club. Annual club dues include RI per capita dues, subscriptions to an official magazine, district per capita dues, club fees, and any other Rotary or district per capita assessment. Meals are no longer available at club meetings.

Article 7 Method of Voting

The business of the Sylva Rotary Club and Sylva Rotary Satellite Club is conducted by voice vote or a show of hands except in the election of officers and directors. The board may also provide a ballot for a vote on some resolutions.

Article 8 Committees

Section 1 – This club's committees comprise those listed in article 11, section 7, of the Standard Rotary Club Constitution, as well as the following: Rotary Satellite Club of Sylva.

Section 2 – The president is an ex officio member of all committees.

Section 3 – Each committee's chair is responsible for the regular meetings and activities of the committee, supervises and coordinates its work, and reports to the board on all

committee activities.

Article 9 Finances

Section 1 — Before each fiscal year starts, the board prepares an annual budget of estimated income and expenditures.

Section 2 — The treasurer deposits club funds in a financial institution or institutions designated by the board, divided into two accounts: one for club operations and one for service projects.

Section 3 — Bills are paid by the treasurer or another authorized officer and approved by two other officers or directors.

Section 4 — A qualified person, approved by the board, conducts a thorough annual review of all financial transactions.

Section 5 — Club members will receive an annual financial statement of the club. A mid-year financial report, with current and previous year income and expenses, is presented at the annual meeting.

Section 6 — The fiscal year is from 1 July to 30 June.

Article 10 Method of Electing Members

Section 1 — A member proposes a candidate for membership to the board and/or the membership committee, or another club proposes one of its transferring or former members.

Section 2 — The club president or membership chair will announce the candidate's name to club members on two separate occasions for their approval or disapproval.

Section 3 — If there are no objections from the club after the two announcements for membership, the prospective member will be invited to join the club.

Section 4 — If a member objects to the prospective member joining the club, a letter will need to be sent to the Board detailing the reasons for the objection. The Board will approve or reject the candidate's membership within 30 days.

Section 5 — The club may elect honorary members proposed by the board. An honorary member is defined in Article 8, Section (a through e) of the constitution.

Section 6 — Corporate memberships will be allowed and are counted as individuals. The member pays RI dues. They are counted as official members of the club. They receive all the benefits that other active members receive. Corporate memberships do not apply to the Sylva Rotary Satellite Club.

Article 11 Sylva Rotary - Diversity, Equity and Inclusivity

As a global network that strives to build a world where people unite and take action to

