**Bylaws of the Rotary Club of Mooresville/Lake Norman**

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**Bylaws of the Rotary Club of Mooresville/Lake Norman \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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 one-third of the directors for club board decisions.

5. RI: Rotary International.

6. Year: The 12-month period beginning 1 July.

One third of the membership will constitute a quorum for voting purposes.

**Article 2 Board**

The governing body of this club is its board of directors, consisting of 9 members, the president, immediate past president, president-elect, secretary, treasurer, and 4 additional board members.

**Article 3 Elections and Terms of Office**

**Section 1** —One month before elections, the nominating committee nominates candidates for president, immediate past president, president elect, secretary, treasurer, and 4 directors. The nominations may be presented by a nominating committee, by members from the floor, or both.

**Section 2** —The candidate who receives a majority of the votes for each office is declared elected to that office.

**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 are:

|  |  |
| --- | --- |
| President —  | One year open to renewal |
| President ElectPresident Nominee  | One year One year |
| Treasurer — | 1 year open to renewal |
| Secretary — | 1 year open to renewal |
| Sergeant-at-arms —  | 1 year open to renewal |
| Director — | 2 years open to renewal  |

**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 and presides at club and board meetings when the president is absent.

**Section 4** —A director attends club and board meetings.

**Section 5** — It shall be the duty of the Secretary to keep membership and attendance records of club board and committees and preserve the minutes of such meetings. Make the required reports to Rotary International, including (but not limited to) the Semi*-*Annual reports of membership on January 18. and July 1st of each year. Keep records of the monthly report of attendance at Club meetings which shall be posted on the district website following the last meeting of the month, and perform such other duties as usually pertain to this office or that the President may assign. The treasurer will send to the membership the minutes of the board meeting within 30 days after approval by the board.

**Section 6** — It shall be the duty of the Treasurer to have custody of all funds and provides an accounting of them. The treasurer prepares monthly/quarterly budget for the club to be presented at club’s board meeting. The treasurer will prepare the budget for the next Rotary year to be presented to the membership during the club assembly before July 1. The treasurer is to give accounting information when requested by the Board and to perform such other duties as pertain to this office. Upon retirement from office, the retiring officer shall turn over to the successor or to the President all funds, books of accounts, or any other Club property in their possession.

**Section 7** —The sergeant-at-arms maintains order in club meetings.

**Article 5 Meetings**

**Section 1** —An annual meeting (general assembly) 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** —This club meets as follows: ­­­Tuesday noon for lunch 12-1 pm

Reasonable notice of any change or cancellation of the regular meeting will be given to all club members.

**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.

**Section 4 –** A virtual meeting of this club is considered official and can replace a regular meeting.

**Article 6 Dues**

**Monthly dues are: $ 65 including meals.**

**Annual club dues are** \_$ 780.00\_\_**. They are paid as follows: $ 195.00 Quarterly** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Annual club dues include **RI per capita dues ($69.00 annually)**

**district per capita dues ($ 54.00 annually)**

 **club fees for meals, magazine, sustainer, and different supplies ($ 657.00 annually)**

**and any other Rotary or district per capita assessment.**

**If dues are not paid 30 days after the due date, the treasurer shall notify the member in writing at the member’s last known address. If the dues are not paid 10 days after notification, the issue will be reported to the board to make the decision about termination. Any member who is terminated may reapply for reinstatement after all dues are paid.**

**A $ 25.00 per quarter is included, as a donation to the Rotary Foundation, for members to become sustainers.**

**Article 7 Method of Voting**

The business of this club is conducted by voice vote or a show of hands except in the election of officers and directors, which is conducted by ballot. The board may also provide a ballot for a vote on some resolutions.

One third of the membership shall constitute a quorum at the annual and regular meetings of the club and board meetings.

The majority of members present (Half plus one will pass the resolution). If there are equal votes, the president’s (or his designee) vote will count as 2.

*Include satellite club, if available, voting procedures here.*

**Article 8 Five Avenues of Service**

Rotary’s five Avenues of Service are the philosophical and practical framework for the work of this Rotary club.

1. **Club Service**, the first Avenue of Service, involves action by the committee chair and members to help the club function successfully, like attendance, programs, club bulletin, classification, and district conference participation.

2. **Vocational Service**, the second Avenue of Service, has the purpose of promoting high ethical standards in businesses and professions, recognizing the worthiness of all dignified occupations, and fostering the ideal of service in the pursuit of all vocations. The role of members includes conducting themselves and their businesses in accordance with Rotary’s principles and lending their vocational skills to club-developed projects in order to address the issues and needs of society. The chair and members will identify and complete vocational projects including literacy, career development, scholarships and vocational teams.

3. **Community Service**, the third Avenue of Service, comprises varied efforts that members make, sometimes in conjunction with others, to improve the quality of life of those who live within this club’s locality or municipality. The chair and members will identify community needs and recommend service projects, fund raising projects and fun projects to help the community. It will identify also a project which qualifies to apply for a district grant.

4. **International Service,** the fourth Avenue of Service, comprises those activities that members do to advance international understanding, goodwill, and peace by fostering acquaintance with people of other countries, their cultures, customs, accomplishments, aspirations, and problems, through reading and correspondence and through cooperation in all club activities and projects designed to help people in other lands. Chair and members will identify an international need and cooperate with a Rotary club outside the US to apply for a global grant to help that specific country.

5. **Youth Service**, the fifth Avenue of Service, recognizes the positive change implemented by youth and young adults through leadership development activities, involvement in community and international service projects, and exchange programs that enrich and foster world peace and cultural understanding. The chair and members will identify students at high school who qualify for the Rotary scholarship, or participate in RYLA, or start an Interact club. They could identify also if we can start a Rotaract club at the college level.

**Article 9 Committees**

**Section 1** —This club’s committees comprise those listed in article 11, section 7, of the Standard Rotary Club Constitution, they are the following:

 (a) **Club Administration**. (Club Service, programs, club bulletin, district conference participation)

(b) **Membership.** (New member orientation, member retention, increase membership, mentoring, classification, Rotary education, RLI)

(c) **Public Image/Networking**. (Website, Facebook, social media, networking events, community outreach, newspapers, radio…)

(d) **Rotary Foundation**. (International and community Service, Global grants, District Grants)

(e) **Service Projects/Fundraising**. (Community Service, identify new projects, significant projects)

 The board or president may appoint additional committees as needed.

**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.

*Club committees coordinate their efforts to achieve the club’s annual and long-term goals.*

**Article 10 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 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 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 Club Secretary. A transferring or former member of another Club may be proposed to active membership by the former Club. The proposal, for the time being, 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 Club Constitution.

**Section3**: 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*/*her name and proposed classification to be published to the Club.

**Section 5**: Before being inducted the new member should attend a rotary education session (Fireside Chat), to become familiar with the mission and object of Rotary, dues and the bylaws of our club.

**Section 6**: 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 admission fee, as prescribed in these by-laws, shall be considered elected to membership.

**Section 7**: If any such objection (see Section 5) 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, shall be considered elected to membership.

**Section 8**: Following the election, the President shall arrange for the induction of the new member; the Secretary shall report the new member to Rotary International; and the Rotary Information Committee shall provide appropriate literature for presentation at the induction and assign a member (Mentor) to assist in the assimilation of the new member.

**Article 12 Membership**

**Section 1 —** *General Qualifications.* This club shall be composed of adult persons who demonstrate good character, integrity, and leadership; possess good reputation within their business, profession, and/or community; and are willing to serve in their community and/or around the world.

**Section 2 —** *Types.*This club shall have two types of membership, active and honorary. Clubs may create other types in accordance with section 7 of this article. These members are reported to RI as either active or honorary.

**Section 3 —** *Active Members.* A person who possesses the qualifications in article 5, section 2 of the RI constitution may be elected as an active club member.

**Section 4 —** *Prohibited Dual Memberships.* No member shall simultaneously

(a) belong to this and another club other than a satellite of this club, or

(b) be an honorary member in this club.

**Section 5 — *Honorary Membership****.* This club may elect honorary members for terms set by the board, who shall:

(a) be exempt from paying dues.

(b) not vote.

(c) not hold any club office.

(d) not hold classifications; and

(e) be entitled to attend all meetings and enjoy all other privileges in the club but have no rights or privileges in any other club, except to visit without being a Rotarian’s guest.

**Section 6- Corporate Membership**

Corporate membership is a good way to promote Rotary to younger members and create flexibility for attendance. This type of membership will provide Businesses and

Corporations with a reduced rate for membership.

1. The Business or Corporation will fill an application for the proposed members. It will pay for one or more primary members, and 2 alternate members (for each primary member) could attend the weekly Rotary meeting in case the primary

member is unavailable. Primary and alternate members need to be approved by the club.

1. Only Primary members could be included in the RI and District website, and

can vote in Rotary business meetings.

1. The Primary member is responsible for assigning one of the alternate members

to cover for him, in case of his absence, and to be sure his business is paying his/her dues on time.

**Article 13 Resolutions**

Section 1: No resolution or motion to commit this Club on any matter shall be considered by the Club until it has been considered by the Board. Such resolution or motions, if offered at a Club meeting, shall be referred to the Board without discussion.

**Article 14 Order of Business**

Section 1: The order of business for each Club meeting could include (but not be limited to): Call to Order; Prayer; Pledge to the Flag; meal and fellowship, Introduction of Guests, happy dollar, business meeting, Announcements, Program, other business, Adjournment..

**Article 15 Amendments**

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 Policies.

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