**RECOMMENDED ROTARY CLUB BYLAWS**

**Bylaws of the Rotary Club of Albemarle, NC**

**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: One-third of the club membership; a majority of directors for the Board.

5. RI: Rotary International.

6. Year: The 12-month period that begins on 1 July.

**Article 2 Board**

The governing body of this club is the Board consisting at a minimum of the president, immediate past president, president-elect, vice president, treasurer, secretary, sergeant-at-arms and directors.

**Article 3 Elections and Terms of Office**

Section 1 **—** One month prior to elections, the nominating committee, comprised of the three immediate past presidents, with the most recent past president serving as chairman will meet to nominate candidates for president, vice president, president elect, secretary, treasurer, and any open director positions. The nominations will be presented by the nominating committee, and members may make nominations from the floor.

Section 2 **—** Voting can happen by show of hands, acclamation, or written ballet, with the voting methodology decided prior to the election. The candidate who receives a majority of the votes for each office is declared elected to that office.

Section 3 **—**  **A vacancy on the board or any office shall be filled by the remaining members of the Board.**

Section 4 **— A vacancy of any officer-elect position or director-elect position shall be filled by the remaining members of the board-elect.**

Section 5 **—** Terms of office for each role are as follows:

**President – 1 year**

**President Elect – 1 year**

**Vice President — 1 year**

**Directors — 2 years (6)**

**Treasurer — 2 years**

**Secretary — 2 years**

**Sergeant-at-arms — 1 year (appointed by the President)**

**Article 4 Duties of the Board**

Section 1 **—** President. The president shall preside at club and board meetings.

Section 2 **—** Immediate Past President. The immediate past president shall serve as a director.

Section 3 **—** President-elect. The president-elect shall prepare for their year in office and serve as a director.

Section 4 **—** Vice President. The vice president shall preside at club and board meetings in the absence of the president.

Section 5 **—** Director. A director shall attend club and board meetings.

Section 6 **—** Secretary. The secretary shall keep membership, attendance records, file required reports, and keep and distribute minutes from board meetings.

Section 7 **—** Treasurer. The treasurer shall oversee all funds and provide annual accounting of these funds, and submit reports for annual review by the finance committee.

Section 8 – Sargent at Arms. Serves as the official meeting greeter and member check-in.

Section 9 **—** Board members may perform additional duties as assigned.

**Article 5 Meetings**

Section 1 **—** Annual Meeting. An annual meeting of this club shall be held no later than 31 January to elect the officers and directors who will serve for the next Rotary year.

Section 2 **—** The regular weekly meetings of this club are held each Thursday at 12 p.m. Reasonable notice of any change or cancellation of the regular meeting shall 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**—** District conferences and training are held throughout the Rotary year. The club will pay registration for up to 4 club members to attend district conference.

Section 5**—** International meetings are held annually. The club will pay all expenses for the president-elect to attend the international meeting.

**Article 6 Fees and Dues**

Section 1 **—** **The admission fee, as established by RI and/or the club, shall be paid before the applicant can qualify as a member. The initiation fee for a new member is $50.00 and is payable with the first quarter’s dues.**

Section 2 **—** **Membership dues shall consist of RI per capita dues, subscription fees to The Rotarian or Rotary regional magazine, district per capita dues, club annual dues, and any other Rotary or district per capita assessment. Club annual dues shall be in the amount of $132. Membership dues shall be payable in accordance with the policies of the club as established by the board.**

**Section 3 – Nonpayment of dues beyond 90 days constitutes grounds for termination.**

**Article 7** **Club Business**

The business of the club is conducted by voice vote or show of hands, except for the election of officers or directors.

**Article 8 Committees**

Section 1 **—** Club committees coordinate their efforts in order to achieve the club’s annual and long-range goals. (see attached addendum for committee responsibilities):

* Membership Service
* Finance Committee
* Foundation Service
* Community Service
* Youth Service
* Club Service

Section 2 **—** Additional committees may be appointed as needed.

Section 3 **—** The president shall be *ex-officio* member of all committees and, as such, shall have all the privileges of membership.

Section 4 **—** Except where special authority is given by the board, committees shall not take action until a report has been made and approved by the board.The president or the board shall refer additional business to a specific committee as needed.

Section 5 **—** 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 each fiscal year, the board shall prepare an annual budget of estimated income and expenditures.

Section 2 **—** The treasurer shall deposit club funds in financial institution(s) designated by the board, divided into two parts: club operations and service projects.

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

Section 4 **—** A thorough annual review of all financial transactions shall be completed by the finance committee.

Section 5 **—** An annual financial statement of the club shall be provided to club members.

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

**Article 10 Method of Electing Members**

Section 1 **—** A member shall provide a candidate’s name to the board. A transferring or former member of another club may also be proposed for membership by the former club. The proposal is kept confidential unless the board instructs otherwise.

Section 2 **—** The board shall ensure that the candidate meets all of Rotary’s membership requirements.

Section 3 **—** The board shall approve or reject the candidate’s membership within 30 days and if favorable shall submit to the members for approval.

Section 4 **—** If no member of the club submits a written objection, including reasons for the objection, to the board within seven days after the club is notified of the prospective member, that person, upon payment of the admission fee, is officially elected to membership.

Section 5 **—** If an objection has been filed with the board, the club shall vote on this matter at its next meeting. If approved despite the objection, the proposed member is elected to membership after admission fee payment.

Section 6 **—** The club may elect honorary members proposed by the board.

Section 7 **—** A transferring member from another club or reinstated member shall not be charged the initiation fee of $50.

**Article 11 Resolutions**

Any resolutions or motions to commit the club to any position or action shall first be reviewed and approved by the board. If resolutions or motions are first offered at a club meeting, they shall be sent to the board without discussion.

**Article 12 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 for a specified length of time.

**Article 13 Amendments**

These bylaws may be amended at any regular club meeting. Changing the club bylaws requires that written notice be sent to each member 10 days before the meeting, that a quorum be present for the vote, and that 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.

These bylaws adopted on the day of , 2014 by two-thirds of the membership present.

President

Attest:

Secretary