



Rotary Club of Cary (#6093)

Club Bylaws

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Bylaws of the Rotary Club of Cary

Article 1. Name and Identification

The Rotary Club of Cary is a 501 (c)(4) organization (social welfare organization), a member of Rotary International. The Rotary Club of Cary is designated by Rotary International as Club #6093, part of Zone 33, District 7710.

Article 2. Definitions

1. Club The Rotary Club of Cary
 2. Board: The Board of Directors of this Club.
 3. Director: A director on this Club's Board.
 4. Member: A member, other than an honorary member, of this Club.
 5. 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 (e.g., Club elections) and a majority of the directors for club board decisions.
 6. RI: Rotary International.
 7. Rotary Year: The 12-month period beginning 1 July.
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Article 3. Board

The governing body of this club is its Board of Directors, consisting of, at a minimum, the President, Immediate Past President, President-Elect, Vice President, Secretary, and Treasurer, and the Chairs of Committees duly established by the Board of Directors (i.e., Club Service, Community Service, Youth Service, International Service, Membership, Programs, Club Image/Social Media, The Rotary Foundation).

The Executive Committee of the Board of Directors consists of the President, Immediate Past President, President-Elect, and Vice President. The Executive Committee is empowered to act on behalf of the Board for matters it may delegate (i.e., those requiring immediacy, safety, privacy, etc.). The Executive Committee shall report actions it takes to the Board of Directors.

Article 4. Elections and Terms of Office

Section 1 — At least one month before elections, members nominate candidates for President, Vice President, Secretary, Treasurer, and any open Committee Chair positions. The nominations may be presented by a nominating committee, members from the floor, or both.

Section 2 — The Board of Directors will evaluate the nominations and present a slate of candidates to the entire Club for a vote of approval.

Section 3 — If any Officer, Director, or Director-Elect vacates their position, the remaining members of the Board will appoint a replacement.

Section 4 — The terms of office for each role are:

President —	<u>one year</u>
Immediate Past President —	<u>one year</u>
President-Elect —	<u>one year</u>
Vice President —	<u>one year</u>
Secretary —	<u>two year</u>
Treasurer —	<u>two year</u>
Committee Chair -	<u>one year</u>

The offices of Vice President, President Elect, President, and Immediate Past President shall be served in consecutive successive years. Once a person has been nominated and elected Vice President, that person shall serve as President Elect, President, and Immediate Past president automatically in successive one-year terms.

Should the President Elect, or President resign during their current term, the Vice President or President Elect shall fulfill the successive office. Should the Vice President resign during the current term, or the office becomes vacant because of the President Elect, or President leaving office, the nominating committee shall appoint a new person for the position of Vice President.

The office of Treasurer shall be for a two-year term. The office of Secretary shall be a two-year term. Neither the Secretary nor the Treasurer are limited as to the number of terms they can serve.

The office of Sergeant -at- Arms shall be elected for a one-year term. There will be no limit to the number of terms they can serve.

Nominating Committee:

Each year, the current President will select and chair a nominating committee made up of the immediate Past President, President, President-Elect, Vice President and at least two other members selected by the President. The nominating committee will create a slate of officers, board members, and committee chairs. Two weeks prior to the annual meeting in December of each year, this slate of candidates will be circulated among the Club and any additional nominations will be solicited. Should there be any additional nominations, these elections as well as a vote to approve the rest of the slate of candidates will be conducted at the annual meeting.

Article 5. Duties of the Officers

Section 1 — The President presides at Club meetings and meetings of the Board. The President will also have check signing authority and serve as back-up to the Treasurer, as needed.

Section 2 — The Immediate Past President serves as a Director on the Board, and as liaison to the Board of the Cary Rotary Club Charitable Foundation.

Section 3 — The President-Elect prepares for his or her year in office and serves as a member of the Board of Directors. Will preside at meetings of the Club and Board in the absence of the President and performs other duties as may be requested by the President

Section 4 — The Vice President presides at Club and Board meetings when the President and President-elect are absent. The Vice President also organizes (or delegates) Meeting Assignments for the various components of regular club meetings.

Section 5 — A Director attends Club and Board meetings.

Section 6 — It shall be the duty of the Secretary to maintain the records of membership; record the attendance at meetings; send out notices of meetings of the Club, Board and Committees; record and preserve the minutes of such meetings and make any required reports to Rotary International.

Section 7 — It shall be the duty of the Treasurer to have custody of all funds, accounting for same to the Club annually and at any other time upon demand from the Board of Directors, and to perform other duties as it pertains to the office of Treasurer. Upon retirement from office, the Treasurer shall turn over to the incoming Treasurer or to the President all funds, books of accounts, and any other associated club property

Section 8 — The Sergeant-at-Arms maintains order in club meetings. The Sergeant-at-Arms will not serve as a director.

Article 6. Meetings

Section 1 — An annual meeting of this Club is to be 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, 12:30PM. Reasonable notice of any change or cancellation of the regular meeting will be given to all club members.

Section 3 — The date, time, and location of meetings of the Board of Directors is established by the current President at the beginning of each Rotary year and placed in the Club calendar. Special meetings of the Board may be called with reasonable notice, which shall not be less than three (3) calendar days, by the President or upon the request of two Directors.

Article 7. Dues and Fees

Annual Club dues are established each year by the Board of Directors. Details of those charges will be sent to all members each year and a list of these fees will be provided to all prospective members. 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.

Article 8. 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 a voice vote (in favor, oppose) affirming the slate of Officers and Directors listed on the ballot. The Board may also provide a ballot for a vote on some resolutions.

Article 9. Committees

Section 1 — This Club's committees comprise those listed in Article 11, Section 7, of the Standard Rotary Club Constitution (Club Administration, Membership, Public Image, Rotary Foundation, Service Projects [Vocational Service, Community Service and International Service]), as well as the following: Youth Services, Program Committee.

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 of Directors on all committee activities.

Section 4 - Club committees are charged with carrying out the annual and long-range goals of the Club based on the five (5) Avenues of Service. Club committees coordinate their efforts to achieve the club's annual and long-term goals.

Article 10. Leaves of Absence

Upon written application to the Board, setting forth good and sufficient cause, leaves of absence (LOA) may be granted excusing a member from attending the meetings of the club for a specified period of time.

Article 11. Finances

Section 1 — Before each fiscal year starts, the Board of Directors 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 which are part of the budget set at the beginning of the Rotary year are paid as they are received by the Treasurer without an additional signature or approval. However, when there is an expense outside the approved budget or operations of the Club, approval by the Club President is required prior to payment.

Section 4 — A thorough review by a certified public accountant shall ordinarily be made once each year of all the club's financial transactions.

Section 5 — The Treasurer will prepare monthly interim financial statements for review by the Board. In addition, the Treasurer will prepare an end of year annual financial statement and present it to the Board of Directors. Upon review and approval, the Board will make such reports available to members for review.

Section 6 — The fiscal year is the Rotary year - 1 July to 30 June.

Article 12. Method of Electing Members

Section 1 — The name of the prospective member, proposed by an active member of the Club, shall be submitted following Club procedures in writing, through the Club secretary.

Section 2 — The Board of Directors approves or rejects the candidate's membership within 30 days and notifies the proposing member of its decision.

Section 3 — If the Board approves the candidate's membership, the Secretary shall distribute information to members regarding the Board's approval. Members will have 7 days to make any objection to the Board.

Section 4 - Without objection, the prospective member shall be invited to join the Club.

Section 5 - If any objection has been filed with the Board, it shall vote on this matter at its next meeting. If approved despite the objection, the proposed member, shall be considered to be elected to membership.

Article 13. Amendments

These bylaws may be amended at any regular Club meeting. Changing the Club bylaws requires sending written notice to each member 10 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.