

Bylaws of the Rotary Club of FIRST FLIGHT, KILL DEVIL HILLS

ARTICLE I

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 vice president, president-elect, secretary, treasurer and sergeant-at-arms and four members of the board of directors. Prior to this meeting, if it is determined by the board to have a nominating committee, such committee shall be appointed by the board. All nominations duly made shall be placed on a ballot in alphabetical order under each office and shall be voted for at the annual meeting. The candidates for office receiving a majority of the votes shall be voted for at the annual meeting. The four candidates for director receiving a majority of the votes shall be declared elected as directors. The president-elect in such balloting shall serve as a member of the board as president-elect for the year commencing on the first day of July next following the member's election as president-elect, and shall assume office as president on the first day of July immediately following the member's year of service on the board as president-elect.

SECTION 2 - The officers and directors, so elected, together with the immediate past president shall constitute the Board of Directors.

SECTION 3 - A vacancy in the board of directors or any office shall be filled by action of the remaining members of the board.

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

ARTICLE II

Board of Directors

SECTION 1 - The governing body of this club shall be the Board of Directors, consisting of ten members of this club, namely, four directors elected in accordance with Article 1, Section 1, of these bylaws, the president, vice president, president-elect, secretary, treasurer and the sergeant-at-arms. The immediate past president shall serve ex-officio.

ARTICLE III

Duties of Officers

SECTION 1 - President. It shall be the duty of the president to preside at meetings of the club and board and to perform such other duties as ordinarily pertain to the president's office.

SECTION 2 - President-Elect. It shall be the duty of the president-elect to serve as a member of the board of directors of the club and to perform such other duties as may be prescribed by the president or the board.

SECTION 3-Vice President. It shall be the duty of the vice president to preside at meetings of the club and board in the absence of the president and to perform such other duties as ordinarily pertain to the vice president's office.

SECTION 4-Secretary. It shall be the duty of the secretary to keep 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, make the required reports to Rotary International, including the semiannual reports of membership, which shall be made to the General Secretary of Rotary International on January 1st and July 1st of each year, and including pro-rated reports to the general secretary on 1 October and 1 April of each active, senior active and past service member who has been elected to membership in the club since the start of the July or January semi-annual reporting period, the report of changes in membership, which shall be made to the General Secretary of Rotary International, the monthly report of attendance at the club meetings which shall be made to the district governor immediately following the last meeting of the month, collect and remit to Rotary International subscriptions to The Rotarian, and perform such other duties as usually pertain to the secretary's office.

SECTION 5-Treasurer. 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 by the board and to perform such other duties as pertain to the treasurer's office. Upon the treasurer's retirement from office the treasurer shall turn over to the treasurer's successor or to the president all funds, books of accounts or any other club property in the treasurer's possession.

SECTION 6-Sergeant at Arms. The duties of the sergeant-at-arms shall be such as are usually prescribed for the sergeant-at-arm's office and such other duties as may be prescribed by the president or the board.

ARTICLE IV

Meetings

SECTION 1-Annual Meeting. An annual meeting of this club shall be held on the first Wednesday in December in each year, at which time the election of officers and directors as set forth in Article I shall take place for the ensuing year.

SECTION 2-The regular weekly meetings of this club shall be held on Wednesday at 1:00 P.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 by the board of directors of this club, pursuant to Article VII, Section 3 of 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 (60) percent of the time devoted to the regular meeting, either at this club or at any other Rotary club.

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 second 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) members of the board, due notice having been given.

SECTION 5-A majority of the board members shall constitute a quorum of the board.

ARTICLE V

Fees and Dues

SECTION 1 - Membership dues shall be set by the Board of Directors and submitted to the general membership for ratification pursuant to the procedure outlined under Article XIV of these Bylaws, governing Amendments. Notwithstanding the foregoing, however, if the Board of Directors is notified by either Rotary International or the District of Rotary International of which this Club is a member, or both, that a per-member increase in dues has been enacted, and such dues increase is not subject to further discussion or appeal by any club, then upon approval by the Board of Directors, the membership dues shall be increased by the actual per-member increase as established by Rotary International or the District, as applicable, without a requirement for ratification by the general membership .In no event shall the membership dues be less than \$25.00 per annum. A portion of each member's dues shall be applied to each member's subscription to The Rotarian Magazine. The Club shall bill members for dues every month (or quarter or semi-annually or annually if so requested by a member).

ARTICLE VI

Method or Voting

The business of this club shall be transacted by viva voice vote except the election of officers and directors which shall be by ballot.

ARTICLE VII

Committees

SECTION 1-(a) The president shall, subject to the approval of the board, appoint the following standing committees:

Club Service Committee
Vocational Service Committee
Community Service Committee
International Service Committee

The president shall, subject to the approval of the board, also appoint such committees on particular phases of Club Service, Vocational Service, Community Service, and International Service as the president may deem necessary.

(c) The Club Service committee, Vocational Service committee, Community Service committee, and International Service committee shall each consist of a chair, which shall be named by the president from the membership of the board, and not less than two (2) other members.

(d) The president shall be ex officio a member of all committees and, as such, shall have all the privileges of membership thereon.

(e) Each committee shall transact such business as is delegated to it in the 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 committee shall not take action until a report has been made to the board and approved by the board.

(f) Should the president deem it necessary, the president may appoint one or more committees dealing with various aspects of youth activities, which depending on their respective responsibilities, may be under any, or all, of the Vocational Service, Community Service or International Service committees. Where feasible and practicable in the appointment of such committees, there should be provision for continuity of membership, either by appointing one or more members for a second term or by appointing one or more members to a two-year term.

SECTION 2-Club Service Committee.

(a) The chair of the Club Service committee shall be responsible for all Club Service activities and shall supervise and coordinate the work of all committees appointed on particular phases of Club Service.

(b) The Club Service committee shall consist of the chair of the Club Service committee and the chairs of all committees appointed on particular phases of Club Service.

(c) The president shall, subject to the approval of the board, appoint the following committees on particular phases of Club Service:

- Attendance committee
- Club bulletin/magazine committee
- Fellowship activities committee
- Membership committee
- Program committee
- Public relations committee

The president shall appoint one member each year to the following committees:

- Classifications committee
- Rotary information committee

(d) Where feasible and practicable in the appointment of club committees, there should be provision for continuity of membership, either by appointing one or more members for a second term or by appointing one or more members to a two-year term.

(e) The classifications and Rotary information committees shall each consist of three (3) members, one member of each committee to be appointed each year for a term of three (3) years. The first appointments made under the provision shall be as follows: one member for a term of one year; one member for a term of two (2) years; one member for a term of three (3) years.

(f) The magazine committee shall, wherever feasible, include the editor of the club publication and a local newspaper or advertising member of the club.

ARTICLE VIII

Duties of Committees

SECTION 1-Club Service Committee. This committee shall devise and carry into effect plans, which will guide and assist the members of this club in discharging their responsibilities in matters relating to Club Service. The chair of the Club Service committee shall be responsible for regular meetings of the committee and shall report to the board on all Club Service activities.

(a) Attendance Committee. This committee shall devise means for encouraging attendance at all Rotary meetings-including attendance at district conferences, intercity meetings, regional conferences, and International Conventions by all club members. This committee shall especially encourage attendance at regular meetings of this club and attendance at regular meetings of other clubs when unable to attend meetings of this club; keep all members informed on attendance requirements; promote better

incentives for good attendance; and seek to ascertain and remove the conditions that contribute to unsatisfactory attendance.

(b) Classifications Committee. This committee shall as early as possible, but no later than 31 August of each year, make a classification survey of the community; shall compile from the survey a roster of filled and unfilled classifications using the guide to classifications; shall review, where necessary, existing classifications represented in the club; and shall counsel with the board on all classification problems.

(c) Club Bulletin/Magazine Committee. This committee shall endeavor, through the publishing of a weekly club bulletin, to stimulate interest and improve attendance, announce the program of the forthcoming meeting, relate highlights of the previous meeting, promote fellowship, contribute to the Rotary education of all members, and report news of the club, of its members and of the worldwide Rotary program. This committee shall also stimulate reader interest in The Rotarian and/or Revista Rotaria; sponsor a magazine month; arrange for brief monthly reviews of the magazine on regular club programs; encourage the use of the magazine in the induction of new members; provide a copy of the magazine for non-Rotarian speakers; secure international service and other special subscriptions for libraries, hospitals, schools and other reading rooms; send news items and photographs to the editor of the magazine, and in other ways make the magazine of service to the club members and non-Rotarians.

(d) Fellowship Activities Committee. This committee shall promote acquaintance and friendship among the members, promote participation by members in organized Rotary recreational and social activities, and do such work in pursuance of the general object of the club as may be assigned by the president or the board.

(e) Membership Committee. This committee shall consider all proposals for membership from the personal side and shall thoroughly investigate the character, business, social and community standing and general eligibility of all persons proposed for membership and shall report their decisions on all applications to the board. This committee shall also review continually the club roster of filled and unfilled classifications and shall take positive action to initiate and present to the board the names of suitable persons to fill unfilled classifications.

(f) Program Committee. This committee shall prepare and arrange the programs for the regular and special meetings of the club.

(g) Public Relations Committee. This committee shall devise and carry into effect plans (1) to give the public general information about Rotary, its history, object and scope; and (2) to secure proper publicity for the club.

(h) Rotary Information Committee. This committee shall devise and carry into effect plans (1) to give prospective members information about the privileges and responsibilities of membership in a Rotary club, (2) to give the members, especially the new members, adequate understanding of the privileges and responsibilities of members, (3) to give the members information about Rotary, its history object, scope, activities, and (4) to give the members information as to developments in the administrative operation of Rotary International.

SECTION 2-Vocational Service Committee. This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in their vocational relationships and in improving the general standards of practice in their respective vocations. The chair

of this committee shall be responsible for the Vocational Service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of Vocational Service.

SECTION 3 -Community Service Committee. This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in their community relationships. The chair of this committee shall be responsible for the Community Service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of Community Service.

SECTION 4-International Service Committee. This committee shall devise and carry into effect plans that will guide and assist the members of this club in discharging their responsibilities in matters relating to International Service. The chair of this committee shall be responsible for the International Service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of International Service.

ARTICLE IX

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 of the club for a specified length of time.

(Note: Such leave of absence does 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, the excused member must be recorded as absent except that absence authorized under the provision of Art.. VII, Sec. 3 of the Standard Rotary Club Constitution is not computed in the attendance record of the club.)

ARTICLE X

FINANCES

SECTION 1-The treasurer shall deposit all funds of the club in some bank named by the board.

SECTION 2--All bills shall be paid only by checks signed by the treasurer upon vouchers presented by any officer. A thorough audit by a certified public accountant or other qualified person shall be made once each year of all the club's financial transactions.

SECTION 3-- Officers having charge or control of funds shall give bond as may be required by the board for the safe custody of the funds of the club, cost of bond to be borne by the club.

SECTION 4--The fiscal year of this club shall extend from July 1st to June 30th. For purposes of payment of per capita member dues to Rotary International and the District, the fiscal year shall be divided into two (2) semiannual periods extending from July 1st to December 31st, and from January 1st to June 30th. The payment of per capita dues and magazine subscriptions to Rotary International shall be made on July 1st and January 1st of each year on the basis of the membership of the club on those dates.

(Note: Magazine subscriptions for members joining during semiannual period are payable upon invoice from the Secretariat.)

SECTION 5--At the beginning of each fiscal year the board shall prepare or cause to be prepared a budget of estimated income and estimated expenditures for the year, which, having been agreed to by the board, shall stand as the limit of expenditures for the respective purposes unless otherwise ordered by action of the board.

SECTION 6--All requests to the board for discretionary funds will only be considered at regular meetings of the board. Such requests must be presented in writing to all board members at least seven (7) days before the regular board meeting when the request is scheduled to be discussed or considered.

ARTICLE XI

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 shall notify the proposer of its decision

SECTION 4 – If the decision of the Board is favorable, the prospective member is invited to join the club, educated about Rotary and membership requirements, and asked to sign the membership proposal form and to allow his or her name and proposed classification to be conveyed to the club.

SECTION 5 – If no member of the club submits written objection including the 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 considered to be elected to membership. If an objection has been filed with the board, the club shall vote on the matter at its next meeting. If approve despite the objection, the proposed member is elected to membership after the admission fee payment.

SECTION 6 – The club may elect honorary members proposed by the Board.

ARTICLE XII

Resolutions

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 resolutions or motions, if offered at a club meeting, shall be referred to the board without discussion.

ARTICLE XIII

Order of Business

- Meeting called to order.
- Introduction of visiting Rotarians.
- Correspondence and announcements.
- Committee reports, if any.
- Any unfinished business.
- Any new business.
- Address or other program feature.
- Adjournment.

ARTICLE XIV

Amendments

These bylaws may be amended at any regular meeting, a quorum being present, by a two-thirds vote of all members present provided that notice of such proposed amendment shall have been mailed to each member at least ten days before such meeting. No amendment or addition to these bylaws can be made which is not in harmony with the club constitution and with the Constitution and Bylaws of Rotary International.

Adopted pursuant to Article XIV of the Bylaws of the First Flight Rotary Club, this 30 day of June 1993.

President

ATTEST:

Secretary

Amendment History:

Original Bylaws Approved: June 30, 1993

Amended as to Membership criteria and selection process: 2016