

Bylaws of the Rotary Club of
FAYETTEVILLE NORTH CAROLINA

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. RI: Rotary International.
5. Year: The twelve-month period that begins on 1 July.

Article 2 Board

The governing body of this Club shall be the Board consisting of eleven Members of this Club, namely, the President, immediate Past President, President-elect (or President-nominee, if no successor has been elected), Secretary, Treasurer and the six Directors (Rotary Foundation Programs, Education and Leadership Programs, Civic Service Programs, Fund Raising Programs, Marketing Programs and Membership) elected in accordance with article 3, section 1 of these bylaws.

Article 3 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 for President, Secretary, Treasurer, and six Directors. The nominations shall be presented by the Nominating Committee. The Nominating Committee shall be appointed by the Board and be comprised of at least four Members, two of whom shall be Past Club Presidents. The nominations duly made by the Nominations Committee shall be placed on a ballot in alphabetical order under each office and Director position and shall be voted for at the annual meeting (December). The candidate receiving a majority of the votes for an office or Director Position shall be declared elected to their respective offices. The candidate for President elected in such balloting shall be the President-nominee. The President-nominee shall take the title of President-elect on the first day of July next following the election, and shall serve as an Officer during that year. On 1 July immediately following that year, the President-elect shall assume office as President.

Section 2 – The Officers and Directors shall constitute the Board.

Section 3 – A vacancy in the Board or any office shall be filled by action of the remaining Directors.

Section 4 – A vacancy in the position of any Officer-elect or Director-elect shall be filled by action of the remaining Directors-elect.

Article 4 Duties of Officers

Section 1 – *President*- It shall be the duty of the President to preside at meetings of the Club and the Board and to perform other duties as ordinarily pertains to the office of President.

Section 2 – Immediate Past President- It shall be the duty of the immediate past President to serve as a Director, to preside at meetings of the Club and the Board in the absence of the President and to perform such other duties as may be prescribed by the President or the Board.

Section 3 – President-elect- It shall be the duty of the President-elect to serve as a Director and to perform such other duties as may be prescribed by the President or the Board.

Section 4 – Secretary- It shall be the duty of the Secretary to keep membership records; record attendance at meetings; send out notices of Club, board, and committee meetings; record and preserve the minutes of such meetings; report as required to RI, including the semiannual reports of membership on 1 January and 1 July of each year, which shall include per capita dues for all Members and prorated dues for active Members who have been elected to membership in the Club since the start of the July or January semiannual reporting period; report changes in membership; provide the monthly attendance report, which shall be made to the district governor within 15 days of the last meeting of the month; collect and remit RI official magazine subscriptions; and perform other duties as usually pertain to the office of Secretary.

Section 5 – Treasurer- It shall be the duty of the Treasurer to have custody of all funds, accounting for it to the Club annually and at any other time upon demand by the Board, and to perform other duties as 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, or any other Club property.

Article 5 Meetings

Section 1 – Annual Meeting. An annual meeting of this Club shall be held during December in each year, at which time the election of Officers and Directors to serve for the ensuing year shall take place.

Section 2 – The regular weekly meetings of this Club shall be held on Monday at 6:30 PM. 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 pursuant to 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, or as otherwise provided in the standard Rotary Club Constitution, article 9, sections 1 and 2.

Section 3 – One-third of the membership shall constitute a quorum at the annual and regular meetings of this Club.

Section 4 – Regular meeting of the Board shall be held bimonthly at a time and place to be determined by the President. Special meetings of the Board shall be called by the President, whenever deemed necessary, or upon the request of two (2) Directors, due notice having been given.

Section 5 – A majority of the Directors shall constitute a quorum of the Board.

Article 6 Fees and Dues

Section 1 – The admission fee shall be \$ 125.00 to be paid before the applicant can qualify as a Member, except as provided for in the standard Rotary Club Constitution, article 11.

Section 2 – The membership dues shall be \$ 130.00 per quarter, with the understanding that a portion of each semiannual payment shall be applied to each Member's subscription to the RI official magazine.

Article 7 Method of Voting

The business of this Club shall be transacted by voice vote except the election of Officers and Directors, which shall be by paper ballot. The Board may determine that a specific resolution be considered by paper ballot rather than by voice vote.

Article 8 Avenues of Service

The Avenues of Service are the philosophical and practical framework for the work of this Rotary Club. They are Club Service, Vocational Service, Community Service, International Service, and New Generations Service. This Club will be active in each of the Avenues of Service.

Article 9 Committees

Club committees are charged with carrying out the annual and long-range strategic goals of the Club. The President-elect, President, and immediate past President should work together to ensure continuity of leadership and succession planning. When feasible, committee Members should be appointed to the same committee for three years to ensure consistency. The President-elect is responsible for appointing committee Members to fill vacancies, appointing committee chairs, and conducting planning meetings prior to the start of the year in office. It is recommended that the chair have previous experience as a member of the committee. Standing committees should be appointed as follows:

- **Rotary Foundation Programs** - This committee should develop and implement plans to support The Rotary Foundation through both financial contributions and program participation.
- **Education and Leadership Programs** - This committee should develop and implement plans to provide the public with information about Rotary and to promote the Club's service projects and activities.
- **Civic Service Programs** - This committee should develop and implement educational, humanitarian, and vocational projects that address the needs of its community and communities in other countries.
- **Fund Raising Programs** - This committee should seek to develop and implement activities which will raise funds with which to support the philanthropic efforts of RI and of the Club locally.

· **Marketing Programs** - This committee should seek methods to provide timely communications to Club Members and to raise awareness of Rotary in the community.

· **Membership** - This committee should develop and implement a comprehensive plan for the recruitment and retention of Members.

The elected Directors serve as the Chair Person of each respective standing committee.

Additional ad hoc committees may be appointed as needed.

(a) The President shall be an *ex officio* Member of all committees and, as such, shall have all the privileges of membership thereon.

(b) Each committee shall transact its business as is delegated to it in these bylaws and such additional business as may be referred to it by the President, the Club or the Board. Except where special authority is given by the Board, such committees shall not take action until a report has been made and approved by the Club.

(c) 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 monthly to the Board and quarterly to the Club on all committee activities.

Article 10 Duties of Committees

The duties of all committees shall be established by the President for his or her year and reviewed by the Club. In declaring the duties of each, the President shall reference appropriate RI materials, the Avenues of Service, the approved Club Vision and Annual Goals when developing plans for the year.

Each committee shall have a specific mandate, clearly defined goals, and action plans established by the beginning of each year (July) for implementation during the course of the year. It shall be the primary responsibility of the President-elect to provide the necessary leadership to prepare a recommendation for Club committees, mandates, goals, and plans for presentation to the Board and the Club in advance of the commencement of the year as noted above.

Article 11 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 no longer than twelve months.

Article 12 Finances

Section 1 – Prior to the beginning of each fiscal year (July), the Board shall prepare a budget of estimated income and expenditures for the year, which shall be approved by the Club and stand as the limit of expenditures for these purposes, unless otherwise ordered by action of the Board and approved by the Club. The budget

shall be broken into two separate parts: one in respect of Club operations and one in respect of charitable/service operations.

Section 2 – The Treasurer shall deposit all Club funds in a bank, named by the Board. The Club funds shall be divided into two separate parts: Club operations and service projects.

Section 3 – All bills shall be paid by the Treasurer or other authorized Officer only when in accordance with the Club approved budget and approved by two other Officers or Directors.

Section 4 – A thorough review of all financial transactions shall be made quarterly by a person appointed by the Club.

Section 5 - A report of financial condition shall be prepared quarterly by the Treasurer and submitted to the Club.

Section 6 – Officers having charge or control of Club funds shall give bond as required by the Board for the safe custody of the funds of the Club, cost of bond to be borne by the Club.

Section 7 – The fiscal year of this Club shall extend from 1 July to 30 June, and for the collection of Members' dues the four (4) periods covering 1 July to 30 September, 1 October to 31 December, 1 January to 31 March and 1 April to 30 June. The payment of per capita dues and RI official magazine subscriptions shall be made on 1 July and 1 January of each year on the basis of the membership of the Club on those dates.

Article 13 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 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 standard Rotary Club Constitution.

Section 3 – The Club 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 Club 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 or her name and proposed classification to be published to the Club.

Section 5 – Objection

Subsection a - 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 the admission fee (if not Honorary Membership), as prescribed in these bylaws, shall be considered to be elected to membership.

Subsection b - If any such objection has been filed with the Board, and presented to

the Club for a vote at the next meeting. If approved despite the objection, the proposed Member, upon payment of the admission fee (if not Honorary Membership), shall be considered to be elected to membership.

Section 6 – Following the election, the President shall arrange for the new Member's induction, membership card, and new Member Rotary literature. In addition, the President or Secretary will report the new Member information to RI and the President will assign a Member to assist with the new Member's assimilation to the Club as well as assign the new Member to a Club project or function.

Section 7 – The Club may elect Honorary Members, in accordance with the standard Rotary Club constitution.

Article 14 Resolutions

The Club, with a quorum being present, will consider any Member's resolution or motion to commit the Club; it is however recommended that such new resolutions or motions, when offered at a Club meeting, shall be referred to the appropriate Club Committee or a Working Group be established to investigate the issue and provide recommendations to the Club at the next scheduled meeting.

Article 15 Order of Business

Meeting called to order.

Prayer

Pledge of Allegiance

Singing of the Selected Rotary Song

Introduction of visitors.

Correspondence, announcements, and Rotary information.

Committee reports if any.

Any unfinished business.

Any new business.

Address or other program features.

Four Way Test

Adjournment.

Article 16 Amendments

These bylaws may be amended at any regular Club 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/e-mailed to each Member at least ten (10) days before such meeting. No amendment or addition to these bylaws can be made which is not in harmony with the standard Rotary Club constitution and with the constitution and bylaws of RI.

Bylaws approved by Club membership on June 20, 2011