

Bylaws of the Rotary Club of Morehead City Noon (Club 6168)

Article 1 Definitions

1. Board: The Board of Directors of this club.
2. Director: A member of 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 a majority of the directors for club board decisions.
5. RI: Rotary International.
6. Year: The twelve-month period that begins on 1 July.

Article 2 Board

The governing body of this club is its board consisting of at a minimum: the president, president-elect, president-nominee, immediate past president, secretary, treasurer, and sergeant-at-arms. At the discretion of the board, also the six (6) directors 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 by members of the club for president-nominee, secretary, treasurer, and two (2) directors. The nominations may be presented by a nominating committee or by members from the floor, by either or by both as a club may determine. If it is determined to use a nominating committee, such committee shall be appointed as the club may determine. The nominations duly made shall be placed on a ballot in alphabetical order under each office and shall be voted for at the annual meeting.

Section 2 - The candidates for president-nominee, secretary, and treasurer receiving a majority of the votes shall be declared elected to their respective offices. The two (2) candidates for director receiving a majority of the votes shall be declared elected as directors. The candidate for president-nominee elected in such balloting shall be the president-nominee for the year commencing on the first day of July next following the election and serve as a director. In the interim period between the election and the first day of July next following the election, the candidate shall have the title, president-nominee-designee.

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, with the advice of the nominating committee.

Section 5 - The terms of the president, secretary, and treasurer shall be one year. The term of each director shall be three years, with terms staggered such that each year only two of the six directors shall be elected.

Article 4 Duties of Officers

Section 1 – *President.* presides at meetings of the club and the board and to perform other duties as ordinarily pertain to the office of president.

Section 2 – *Immediate Past President.* presides at meetings of the club and the board in the absence of the president, serves on the board and to perform other duties as

ordinarily pertain to the office of Immediate Past President.

Section 3 – *President-elect*. serves as a director and to perform such other duties as may be prescribed by the president or the board, usually serving as project committee chair.

Section 4 – *President-nominee*. serves as a director and to perform such other duties as may be prescribed by the president or the board, usually serving as fundraising committee chair.

Section 5 – *Director*. Attends club and board meetings.

Section 6– *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 7– *Treasurer*. has 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.

Section 8 – *Sergeant-at-Arms*. duties as are usually prescribed for such office and other duties as may be prescribed by the president or the board.

Article 5 Meetings

Section 1 – The regular weekly meetings of this club shall be held each Tuesday at noon. Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club.

Section 2 - Usual Order of Business at weekly meetings

Meeting called to order.

Introduction of visitors.

Correspondence, announcements, and Rotary information.

Committee reports if any.

Any unfinished business.

Any new business.

Address or other program features.

Adjournment.

Section 3 - Regular meetings of the board shall be held each month. 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 4 – *Annual Meeting*. An annual meeting of this club shall be held on the first Tuesday of December in each year, at which time the election of officers and directors to serve for the ensuing year shall take place.

Article 6 Dues

Section 1 – The membership dues shall be \$ 315.00 per annum, payable annually on the first day of July (or semiannually or quarterly for individuals with the written permission of the Board), with the understanding that a portion of each payment shall be applied to each member's subscription to the RI official magazine.

Section 2 - The amount of the admission fee and the annual dues may be changed each

year by the board as part of the annual budget approval process.

Section 3 - An optional \$100.00 contribution for the Rotary Foundation sustaining membership may be requested in addition to annual membership fees.

Article 7 Method of Voting

The business of this club shall be transacted by voice vote or show of hands except the election of officers and directors, which may be by ballot. The board may determine that a specific resolution be considered by ballot rather than by voice vote.

Article 8 Committees

Club committees are charged with carrying out the annual and long-range goals of the club based on the five Avenues of Service. 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:

- Club Administration

This committee should conduct activities associated with the effective operation of the club.

- Membership

This committee should develop and implement a comprehensive plan for the recruitment and retention of members.

- Club Public Image

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.

- The Rotary Foundation

This committee should develop and implement plans to support The Rotary Foundation through both financial contributions and program participation.

- Service Projects

This committee should develop and implement educational, humanitarian, and vocational projects that address the needs of its community and communities in other countries.

- Fundraising

This committee should plan fundraiser activities to support our service projects.

Additional ad hoc committees may be appointed as needed.

(a) The president shall be ex officio a member of all committees

(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 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 board.

(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 to the board on all committee activities.

Article 9 Finances

Section 1 – Prior to the beginning of each fiscal year, the board shall prepare a budget of estimated income and expenditures for the year, which shall stand as the limit of expenditures for these purposes, unless otherwise ordered by action of the board. 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 and, at the discretion of the board, may require prior approval by two other officers or directors.

Section 4 – A thorough review of all financial transactions by a qualified person shall be made once each year. 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 5 – 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 6 – The fiscal year of this club shall extend from 1 July to 30 June, and for the collection of members' dues shall be payable annually on 1 July, or, with written permission, may be divided into two (2) semiannual periods extending from 1 July to 31 December, and from 1 January to 30 June. The club 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 10 Method of Electing Members

Section 1 – The name of a prospective member, proposed by an active member of the club or another club, shall be submitted to the board or the Membership Committee. 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 complete the membership proposal form. A transferring or former member of another club may be proposed to active membership by the former club. All proposals shall be kept confidential except as otherwise provided in this procedure.

Section 2 – 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 3– If the decision of the board is favorable, the prospective member signs the membership proposal form and permits his or her name and proposed classification to be published to the club.

Section 4 - 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 elected to membership. If any such 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, upon payment of the admission fee (if not honorary membership), shall be considered elected to membership.

Article 11 Resolutions

The club shall not consider any resolution or motion to commit the club on any matter until the board has considered it. Such resolutions or motions, if offered at a club meeting, shall be referred to the board without discussion.

Article 12 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.