

By-Laws

Rotary Year: 2020-21

Article 1 General

The official Rotary International name of this club is "Rotary Club of District 7730 Passport," and will be referred to as "Club" in this document.

The Club was founded in May 2018, and officially chartered in July 2018 by District 7730. The Club is recognized as a 501(c)4 not for profit entity by the Internal Revenue Service (IRS) as a Civic Organization with the Employer Identification Number (EIN) 83-0645280, and has the annual filing requirements as such.

The Club is a district-wide hybrid club with both virtual and face-to-face meetings that promote the Rotary Guiding Principles, focus service in the Areas of Rotary Focus (Peace and conflict prevention/resolution, Disease prevention and treatment, Water and sanitation, Maternal and child health, Basic education and literacy, Environment, and Economic and Community Development).

Our Club members participate in monthly online membership meetings, monthly officers and leadership team meetings, club fundraisers, club socials, club leadership development, other events and activities throughout the Rotary year. Club members also engage in Zone 33/34 and District trainings, activities and events. Club Members are required to pay annual dues, support Rotary International Foundation, and engage in twelve (12) monthly club membership meetings, Rotary International Foundation, Polio Plus, intermittent club events and activities, and serve a minimum of 40 hours of volunteer service work annually.

Our Club rally cry is GO. BE. DO. ROTARY!

Rotary International Theme for 2020-21: Rotary Opens Opportunities

Article 2 Definitions

Club Officer: A voting member holding one of four (4) executive leadership roles (President, President Elect, Treasurer and Secretary). (Level 4)

Leadership: A voting member holds club leadership role as CHAIR (Past President, Foundation, Membership, Grants, Webmaster, Public Image, International Projects, C.A.R.T., Polio, Sunshine, RYLA, Boys & Girls Homes of NC (BGHNC), Hunger, Scouts, Literacy, and Interact) (Level 3)

Member: An active member, other than an honorary member, of this Club. (Level 1)

RI: Rotary International

Rotary Year: The twelve-month period that begins on July 1 ends June 30

Article 3 Leadership Team

The Club Leadership Team is a governing team, consisting of Club Officers, and Club Chairs. Leadership Team to include the roles of:

Club Officers

- President
- President Elect
- Secretary/Webmaster
- Treasurer

Club Leadership

- Past President
- Sunshine Chair
- Foundation Chair
- Grants Chair
- Membership Chair
- International Project Chair
- Public Image Chair
- C.A.R.T. Chair
- RYLA Chair
- BGHNC Chair
- Hunger (Rise Against Hunger) Chair
- Literacy Chair
- Polio Chair
- Scouts Co-Chairs

- Interact Chair

Article 4 Duties of Officers

President: It shall be the duty of the President of the Club to oversee, lead, motivate, and preside over the Club's membership, meetings, activities, events, and fundraisers. The President shall be the Club's spokesperson.

President-Elect: It shall be the duty of the President-Elect to prepare and train to become President of the Club for the upcoming Rotary Year, and to perform such other duties as may be prescribed by the President. It is mandatory for the President-Elect to attend President-Elect Training Seminar (PETS), prepare a Club Budget for the upcoming Rotary Year, and enter Club Goals for upcoming Rotary Year into DACdb and Rotary International Club Central.

Secretary: It shall be the duty of the Club Secretary to manage new member application and data; manage all Club correspondence; distribute announcements, notices, and communications regarding Club meetings, fundraisers, events, and activities; record and preserve monthly meetings on Zoom; maintain and distribute monthly Club bulletin; maintain monthly DACdb and RI data matches; file RI semiannual membership reports on July 1 and January 1 of each year; file RI prorated reports on October 1 and April 1 of each active member has been elected to membership in the club since the start of July or January semiannual reporting period; and perform such other duties as usually pertain to the role of Secretary.

Treasurer: It shall be the duty of the Club Treasurer to oversee the financial health and vitality of the Club's financials; oversee the collection of all Club funds; disbursement of funds, custody of all funds, and bookkeeping and accounting of such financial activity. Provide monthly financial reports to Club Officers and Leadership first week of each month. The Treasurer shall perform such other duties as pertains to the role of Treasurer. Upon retirement as Treasurer, the Treasurer shall turn over to the incoming Treasurer or to the President all funds, books of account, passwords/credentials to online accounts, and other club property.

Article 5 Duties of Club Leadership (Chairs)

Club Chair Roles are, but not limited to:

- Past President - Advisory
- Foundation Chair - Rotary Foundation Giving, Rotary Foundation Projects, Paul Harris Fellows
- Membership Chair - Prospecting, Recruitment, and Retention of Club Members
- Public Image Chair - Branding, Marketing, and Promotions
- Sunshine Chair - Recognition and Celebrations of Club Members
- Grants Chair - District, Rotary International, and External Grants
- International Projects Chair - Global Project Management and Fundraising
- RYLA Chair - Youth Selection and Participation in RYLA Programming, and Fundraising
- BGHNC Chair - Rotary Cottage, Youth Residents, Fundraising, and Projects
- Literacy Chair - Basic Education and Literacy Projects, Fundraising and Promotions
- Interact Chair - Support and guidance of youth Rotary Club, ages 12-18
- Scouts Chair - Support and guidance of youth Scout Troop 7730
- Hunger Chair - Rise Against Hunger, Backpack Friends, and other hunger project
- Polio Chair - Polio eradication, education and awareness; fundraising projects
- C.A.R.T. Chair - Alzheimer's Research education and awareness; fundraising projects

Club Chairs have the responsibility to attend both monthly membership and leadership meetings. Club Chairs shall oversee, lead, organize, fundraise, and report monthly committee activities, financials, and outcomes. Each Chair shall collaborate with Club Officers and other committee Chairs to ensure efficiency and effectiveness. Each Chair shall engage in Club, District and Zone training that is pertinent to their respective Club committee throughout the Rotary year. Club Chair shall comply with Club, District and RI governance and security policies. In January of Rotary Year, each Chair is responsible to develop an annual strategy and goals for their respective committee that will be aligned and utilized for the following Rotary year's Club Strategy.

Article 6 Election of Officers

Each November, the Club President shall request nominations for the Club Officer roles: President and/or President-Elect. President shall note the Rotary year for each position. Nomination period is one week from date of email. Once nominations are in, the Club President and Secretary, in December, shall officially present the nominees for membership electronic voting. Members shall have 1-week from the date of the official notice to vote for Club Officer roles. Club Officer roles with highest number of active membership votes shall be designated as next-in-line President and President-Elect.

Article 7 Club Leadership Assignments

In January of each Rotary year, the President-Elect shall select and assign their leadership team roles and leaders for their upcoming Rotary year.

The Club President-Elect shall announce their leadership team by the end of January.

President-Elect shall convene their Leadership Team at an annual Leadership Retreat to be held in February prior to their Rotary year to develop strategy and goals for upcoming Rotary year.

Article 8 Meetings

Types of Club Meetings are:

- Rotary International Conference
- Zone 33/34 Meetings
- District Meetings
- Monthly Membership Meetings
- Monthly Leadership Team Meetings
- Service Project Events (Volunteering)
- Leadership & DACdb Trainings
- Club Leadership Development Series
- Club Socials
- Club Fundraisers

Club Officers, Leadership, and Active Members shall be empowered to engage and participate in any and all Club meetings throughout the Rotary year.

All meetings are recorded by either Club Officers or Club Leadership in DACdb.

Club Officer or Leadership Quorum is a majority of those officers and/or leaders.

Monthly Membership and Leadership Team meetings are held virtually, online via ZOOM. All online meeting links are documented in DACdb - My Club - Calendar - Monthly meeting notices.

All other meetings may be held virtually or face-to-face to provide fundraising, fellowship, networking, and project work.

Club Members self-report all their engagements using the DACdb - Engagement system. Club Members may inquire to Club Secretary for instruction on how to use DACdb to record Engagement.

Article 9 Service Projects

Club Members shall be empowered to choose projects that align with their values, passion and purpose.

Club Members shall have 40 hours annually of service. Club Members may engage in Club projects, assist another Rotary club with their service projects, and/or organize a project for the Club. Club Members shall self-report their service hours in DACdb - Engagement.

Club Secretary will share monthly service opportunities as part of their monthly reporting.

Article 10 Fundraising

Funds raised from any Club service project requires committee Chair and project lead to collaborate with the Club Treasurer, report funds raised to Club Officers in project report, and upon receipt of funds turn the money into the Club Treasurer or Club Officer for verification and sign off of funds received.

Club Chairs will report fundraising monies in their monthly leadership report.

Article 11 Fees and Dues

Annual Membership Dues: Club annual membership dues are set at \$200.00.

Membership Dues amount shall be reviewed by Club Officers and Leadership Team and may be changed by a majority vote. Review and changes must occur no later than May of each Rotary year.

Club Members are accountable and responsible to pay invoices in a timely manner. Annual Membership Dues will be invoiced in July of each year.

Membership Dues may be paid annually, quarterly, or monthly.

Club Event Fees: shall be paid in advance or at the event, as specified by responsible Club Chair.

Article 12 Method of Voting

Club business shall be transacted by electronic vote.

Article 13 Finances

The Club fiscal year begins July 1 and ends June 30th.

Club bank signatories shall be Club President and Club Treasurer.

The Club Treasurer shall oversee all Club finances, financial transactions, withdrawals, and deposits of all funds of the Club in the designated Club bank: BB&T.

All Club bills shall be paid based on invoices that have been reviewed and approved by Club President and Club Treasurer.

Check requests must be pre-approved by Club President. Club expense request must be pre-approved and accompanied by project plan and budget.

In May of each Rotary year, the President-Elect shall prepare a budget of estimated income and estimated expenditures for the upcoming year. This budget shall be presented and approved by the Club Officers and Leadership Team by end of May each year.

Article 14 Club Membership

Types of Memberships:

- Prospect
- Active
- Terminated

Characteristics of a Rotary Member:

- Person of HIGH CHARACTER
- Community-minded
- Leader
- Empowered and Engaged
- Desires to be a Rotarian
- Their values align to the 4-Way Test, and Guiding Principles of Rotary

Process for New Member

- Active Club Members actively seek strong candidates to become new members of the Club
- Active Club Members will submit new member prospect to Club Secretary and Club Membership Chair
- All membership data is confidential
- Application - Use DACdb - Pmail - Club Template - Membership Application
- Club Officers receive notification of new member application
- The Club Secretary will add new member into DACdb as prospect
- The Club Secretary will send Pmail to Club Leadership to vote. Club Leadership will have five (5) working days to vote in or out the new member. If one of the club's leadership fails to vote it will be assumed the vote would be for the candidate and registered as a "yes" vote. With a favorable membership vote the Club Secretary shall propose the member to the active membership via Pmail. Active members shall have no more than 5 working days to vote yes or no. Once tallied, the Club Secretary will announce new member via Pmail to all active members, and update new member status from prospect to active. If there is active membership objection, the Leadership Team has the power to override and must do so within five (5) working days from membership vote deadline.
- The Membership Chair will orientate new members by introducing, connecting and engaging new members to committees and projects, as well as providing them basic understanding of DACdb and where to sign up for DACdb training.
- The Club Secretary shall update new member DACdb and RI records

- New members will be inducted upon payment of membership dues. The Club Secretary shall notify the Club President as to when to announce new member at monthly meeting.
- The Club Secretary and Membership Chair will report new member data in monthly reporting.

Termination

If it has been determined by the Club Officers and/or the Club Leadership Team that a member of the Club has acted in a manner not consistent with Rotary Guiding Principles and the Rotary 4-Way Test then the membership shall be revoked.

Revocation of membership must be noticed to the member in writing and signed by the Club President.

The member whose membership has been revoked shall have 30 days to appeal, in writing, the decision of revocation.

If an appeal has been filed, the President shall call a special meeting to discuss the merits of the appeal, and if appropriate, request that the member participate in such meeting. If the decision is upheld then member shall have no further course of action. If the decision is overruled the member shall be fully reinstated to Rotary membership. The Club Secretary shall update DACdb and RI.

Article 15 Resolutions

No resolution or motion to commit this Club to or on any matter shall be considered by the Club until it has been considered by the Club Officers and/or Club Leadership Team.

Such resolutions or motions, if offered at a Club meeting, shall be referred to the Club Officers and/or Leadership Team without discussion.

Article 16 Amendments

These bylaws may be amended, from time-to-time, by an electronic vote of the membership with more than 50% of members voting and an approval by two-thirds of those voting, provided that notice of such proposed amendment shall have been duly made available to each member at least ten (10) days before such electronic vote.

No adornment or addition to these bylaws can be made which is not in harmony with the constitution and bylaws of RI.