

# **Bylaws of the Rotary Club of Forest Acres**

## **Article 1 Definitions**

1. Board: The club's board of directors
  2. Director: A member of the club's board of directors
  3. Member: A member of the club, other than an honorary member
  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 12-month period that begins on 1 July
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## **Article 2 Board**

The governing body of this club is its board of directors made up at least 9 and not more than 12 members: the President, Immediate past president, President-elect, Secretary, Treasurer of Club Operations, Treasurer of Special Projects, Sergeant-at-arms, and four elected directors with two directors being elected each year to serve a two-year term.

## **Article 3 Elections and Terms of Office**

Section 1 — One month before elections, members nominate candidates for all open positions. The nominations may be presented by a nominating committee, by members from the floor, or both.

Section 2 — The candidate who receives a majority of the votes for each office is declared elected to that office.

Section 3 — If any officer-elect or director-elect vacates a position, the remaining members of the board-elect will appoint a replacement.

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

- President — one year
- Immediate Past President — one year
- President-Elect - one year
- President-Nominee — one year
- Treasurer — Unspecified
- Secretary — Unspecified
- Sergeant-at-arms — one year
- Director — two years

## **Article 4 Duties of the Officers**

Section 1 — The president presides at club and board meetings.

Section 2 — The immediate past president serves as a director on the club board and presides at Club and board meetings when the president is absent.

Section 3 — The president-elect prepares for his or her year in office and serves as a director.

Section 4 — A director attends club and board meetings.

Section 5 — The secretary keeps membership and attendance records.

Section 6 — The treasurers oversee all funds and provides an annual accounting of them.

Section 7 — The sergeant-at-arms maintains order in club meetings.

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*See Rotary club operating manual for details on the roles of club officers.*

## **Article 5 Meetings**

Section 1 — An annual meeting of this club is 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: Every Wednesday at 1:00 PM. Reasonable notice of any change or cancellation of the regular meeting will be given to all club members.

Section 3 — Board meetings are held each month. Special meetings of the board are called with reasonable notice by the president or upon the request of two directors.

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## **Article 6 Dues**

Annual club dues are determined by the board.

## **Article 7 Method of Voting**

The business of this club is conducted by voice vote.

## **Article 8 Committees**

Section 1 — Club committees coordinate their efforts to achieve the club's annual and long-term goals. Each club should have the committees listed in article 11, section 7, of the Standard Rotary Club Constitution.

Section 2 — The president is an ex officio member of all committees and, as such, has all the privileges of membership.

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 on all committee activities.

## **Article 9 Finances**

Section 1 — Before each fiscal year starts, the board prepares an annual budget of estimated income and expenditures for operations and special projects.

Section 2 — The treasurers deposits club funds in a financial institution or institutions designated by the board, divided into two accounts: one for club operations and one for special projects.

Section 3 — Bills are paid by the treasurers. Two authorized signatures are required for all checks more than \$1500.

Section 4 — A qualified person conducts a thorough annual review of all financial transactions.

Section 5 — Club members will receive an annual report of the club's committees – including finance.

Section 6 — The fiscal year is from 1 July to 30 June.

#### **Article 10 Method of Electing Members**

Section 1 — A member proposes a candidate for membership to the board, or another club proposes one of its transferring or former members.

Section 2 — The board 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 prospective member is invited to join the club.

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#### **Article 11 Amendments**

These bylaws may be amended at any regular club meeting. Changing the club bylaws requires sending email to each member 10 days before the meeting, having a quorum present for the vote, and having 50 percent of the total membership voting to 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.

**REVISED 12/26/2024**