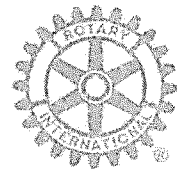


**Rotary**  
Moncks Corner, District 7770



# Club Bylaws

Revised by Board of Directors Subcommittee

Julie Jordan  
3-2-2023

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Updated by the MC Rotary Board of Directors subcommittee:

Rebecca Vetter, Club President

Kimberly Nolte, Club Secretary

Dot Gatlin, Club Treasurer

Julie Jordan, Board Member At-large

## REFERENCES & RESOURCES:

- Constitution of Rotary International
- Bylaws of Rotary International
- Standard Rotary Club Constitution (R. 2022-June)
- Recommended Rotary Club Bylaws (R. 2022-June)

<https://my.rotary.org/en/learning-reference/about-rotary/governance-documents>

**Bylaws of the Rotary Club of Moncks Corner**  
**Amended February 28, 2023**

Our Club, #6250 a member of District 7770

Our Club website is [www.MoncksCornerRotary.com](http://www.MoncksCornerRotary.com)

Our Club social media includes Facebook and Instagram

Our district website is <http://www.rotary7770.org/>

Rotary International website is <http://www.rotary.org>

**Article 1: Definitions**

1. Board: The board of directors of this club.
2. Director: A director on 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: two-thirds of the club's members for club decisions and a majority of the directors for club board decisions.
5. RI: Rotary International.
6. Club Year: The 12-month period beginning 1 July.
7. Foundation Year: The twelve-month period beginning 1 January (for 501(c)3 tax reporting purposes).
8. In Writing: A communication capable of documentation, regardless of the method of transmission. (This includes, but is not limited to email.)

**Article 2: Board**

The executive board of this club shall consist of six (6) members of this club, namely, the President, immediate past-president, President-elect (Vice President), Secretary, Treasurer, and Sergeant-at-arms. At the discretion of the board, three (3) at-large directors may be elected in accordance with article 3, section 1 of these bylaws. All at-large directors and the executive board comprises the full board.

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

Section 1 — One month before elections to be held at the mid-year Annual Meeting (December), members nominate candidates for any applicable open officer and/or directors' 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/director's position is declared elected to that office and will be installed in the June meeting effective July 1.

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

Section 4 — If any officer-elect or director-elect vacates a position, the remaining members of the board-elect will appoint a replacement.

Section 5 — The terms of office for each role are:

President —	<u>Two years</u>
President-elect (Vice President) —	<u>Two years</u>
Treasurer —	<u>One year or until a successor is elected and qualified.</u>
Secretary —	<u>One year or until a successor is elected and qualified.</u>
Sergeant-at-arms —	<u>One year or until a successor is elected and qualified.</u>
Director(s) —	<u>One year or until a successor is elected and qualified.</u>

#### **Article 4: Duties of the 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 such 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 and to perform such other duties as may be prescribed by the president or the board.

Section 3 — **President-elect/Vice President:** 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. It shall be the duty of the president-elect to preside at meetings of the club and the board in the absence of the president and to perform other duties as ordinarily pertains to the office of president-elect. (The president-elect shall be considered vice president to conform with the RI Constitution.)

Section 4 — **Secretary:** it shall be the duty of the secretary to record and preserve board meeting minutes, report semi-annually by Jan 1 and Jul 1 active membership to RI, and report all membership changes, and send out notices to the membership of club, board, committee meetings, and club activities.

Section 5 — **Treasurer:** It shall be the duty of the treasurer to have custody of all funds, accounting for funds 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 to the incoming treasurer or to the president all funds, books of accounts, or any other club property.

Section 6 — **Sergeant-at-arms:** The duties of the sergeant-at-arms shall be such 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 — 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: The regular meetings of this club are to be held on the 2<sup>nd</sup> Thursdays at 12 Noon and the 4<sup>th</sup> Thursdays at 6PM of each month. Reasonable notice of any change or cancellation of the regular meeting will be given to all club members.

Section 3 — Board meetings are held at least quarterly with a board meeting schedule established at the beginning of the club year (July 1). Special meetings of the board are called with reasonable notice by the president or upon the request of two directors.

### **Article 6: Dues**

Annual club dues are evaluated each year and presented to the membership at the annual for following Rotary Club year. Dues are payable quarterly within 30 days of receipt of their invoice. Annual club dues include RI per capita dues, subscriptions to an official magazine, district per capita dues, club fees, and any other Rotary or district per capita assessment.

### **Article 7: Method of Voting**

The business of this club shall be transacted by voice vote and/or electronic communications. The board may determine that the election of officers and directors or a specific resolution be considered by ballot rather than by voice vote.

### **Article 8: Committees**

Section 1 — This club's committees comprise those listed in article 11, section 7, of the Standard Rotary Club Constitution.

Section 2 — The president is an ex officio member of all committees.

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.

Section 4 — Additional ad hoc committees may be appointed by the president, as needed.

Section 5 – All club members should serve on at least one committee of their choosing each year.

### **Article 9: Finances**

Section 1 – Before each fiscal year starts, the board prepares an annual budget of estimated income and expenditures.

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

Section 3 – Bills are paid by the treasurer or another authorized officer and approved by two other officers or directors.

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

Section 5 – 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 6 – At the discretion of the board, 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 the bond to be borne by the club.

Section 7 – The fiscal year is from 1 July to 30 June.

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

Section 1 – A member of this club or another club proposes a candidate for membership to the board and/or the membership committee. Proposed candidates attend at least 2 regular club meetings prior to submitting their membership application.

Section 2 – If no written objection to the proposal, stating reasons, is received by the board from any members (other than honorary) that person (if not honorary membership) as prescribed in these bylaws, shall be considered to be elected to membership pending final board approval.

Section 3 – 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.

### **Article 11: Amendments**

These bylaws may be amended at any regular club meeting. Changing the club bylaws requires sending written notice to each member 10 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.