



Rotary Club of Valdese Bylaws

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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. Corporate Designee: Friend of Rotary
6. Year: The twelve-month period that begins July 1

Article 2 Board

The governing body of this club called the Board, shall be the six officers, namely: the president, immediate past president, president-elect, secretary, treasurer, and sergeant-at-arms. The directors will serve as chairman of their area of service, namely: club service, vocational service, community service, international service, past presidents, fundraising, foundation, membership, and youth.

At the discretion of the board, suggested by the nominating committee, other members at large, may be added for the purpose of retaining experience or giving a relatively new member an opportunity to gain experience. These directors and officers will be elected in accordance with Article 3, section 1 of these bylaws.

Article 3 Election of Directors and Officers

Section 1- The past president director will be selected from past presidents and serve with the nominating committee consisting of three other past presidents. These nominations duly made shall be presented and approved by the board prior to submitting to the club for approval.

Section 2- The officers and directors shall constitute the board.

Section 3- A vacancy on the board shall be filled by action of the remaining board.

Section 4- A vacancy in the position of any officer-elect or director-elect shall be filled by action of the remaining board.

Article 4 Duties of Officers

Section 1- *President.* It shall be the duty of the president to preside at club meetings and board meetings; and perform other duties that ordinarily pertain 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 suggested by the president of 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. It shall be the duty of the president-elect to preside at meetings of the club and the board in absence of the president, plus perform other duties that ordinarily pertain to the office of president-elect.

Section 4- *Secretary.* It shall be the duty of the secretary to keep membership records and record attendance at meetings and preserve the minutes of such meetings. The secretary will send out notices of club, board, committee meetings if position of Club director is vacant. Send reports as required by RI, including the semiannual reports of membership on 1 January and 1 July of each year; which will 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 July or January semiannual reporting period. Report changes in membership and provide monthly attendance report to the district governor within 15 days of the last meeting of the month. Remit RI official magazine, "The Rotarian", subscriptions and perform other duties that usually pertain to the office of the 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. Perform other duties that pertain to the office of treasurer. Upon retirement from office, the treasurer shall turn over to the incoming treasurer or 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- Club Assembly An annual meeting of this club shall be in July for budget and strategies. In the December meeting, present a slate of officers and directors for approval to serve for the ensuing year.

Section 2- The regular weekly meetings of this club shall be held each Tuesday at 12:00 p.m. Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club. All members except an honorary member or a friend of Rotary (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 present or absent. Attendance must be evidenced by the member's being present for at least 60 percent of the time devoted to the regular meeting, either at this club or at any other Rotary club. Supplemented with make ups of online questionnaires, volunteer hours, or attending board meetings.

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

Section 4- Regular meetings of the board shall be held on a day and time each month the president and other board members feel best suits the schedule of the board for maximum attendance. Special meetings of the board shall be called by the president, whenever deemed necessary, or upon request of two directors, due notice having been given.

Section 5- A majority of the board shall constitute a quorum.

Article 6 Fees and Dues

Section 1- There is **no** admission fee to be paid before the applicant can qualify for membership, however the proposed member will be oriented before induction to membership as to the clubs expectations to **purchase for resale tickets to the two annual fundraisers.**

Section 2- The current membership dues of **\$155 per quarter** will be invoiced prior and due the first day of July, October, January, and April, and include Rotary International Foundation sustaining member dues are \$100 annually. The membership dues will be applied to an approved budget of the board then presented to the club at a Club Assembly meeting. The current District 7670 dues are **\$45 annually.** Rotary International dues are **\$154.92 annually*** for 2017. **RI dues will increase by \$4 each year for three years beginning 2017. Dues for 2018 = \$158.92. Dues for 2019 = \$162.92.*

Article 7- Method of Voting

The business of this club shall be transacted by *viva voce** vote. The board may determine that a specific resolution be considered by ballot rather than by *viva voce* vote. **viva voce* vote is defined when a club conducts voting by vocal assent

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 Youth. 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, president-elect, 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 their year in office. It is recommended that the chair have previous experience as a member of the committee. Standing committees should be appointed as follow:

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

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. Maintain a current club website.

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

International This committee should enhance member knowledge, understanding and application of worldwide needs, problems, and opportunities, as well as cultural differences. Develop activities to promote international understanding and goodwill.

Fundraising This committee should development and implement events to raise monies for projects the club participates in and help sustain the general operating budget.

Club Service Focus on making the club stronger. This committee should develop and implement a club program, communication, food organization for lunches and fundraising events.

Youth This committee should help implement and maintain youth programs in the local community for all age groups. These programs should aim to include personal development, education, community service, competitions, international understanding and goodwill and travel through student exchange.

Vocational Strengthen the emphasis on vocation and classification in new member recruitment and induction. Identify means of emphasizing vocation in club activities. Create a stronger emphasis on business networking with integrity in Rotary at the club and district level. Focus more attention on business networking with integrity as a means of attracting the new generation. Emphasize the

connection between the *Four Way Test* and the *Rotary Code of Conduct*. Calls all Rotarians to work with integrity.

Community Service Encourage every Rotarian to find ways to improve the quality of life for people in their communities. This committee should develop and implement educational, humanitarian, and vocational projects that address the needs of its community and communities in other countries.

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

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 therein.
- (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 10 Duties of Committees

The duties of all committees shall be established and reviewed by the president for his or her year. In declaring the duties of each, the president shall reference appropriate RI materials and the Avenue of Service 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 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 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, 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 the Foundation.

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 Foundation.

Section 3- All bills shall be paid by the treasurer or other authorized officer only when approved 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.

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 divided into two (2) semiannual periods extending from 1 July to 31 December, and from 1 January 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 or at a board meeting to be voted on. 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 board shall approve or disapprove the proposal within 30 days of its submission and shall notify the proposed, through the club secretary, of its decision.

Section 4- If the decision of the board is favorable, the prospective member shall be informed of the purpose 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- If no written objection to the proposal, stating reasons, is received by the board from any member (other than honorary) of the club within 14 days following publication of information about the prospective member, that person, (if not honorary membership), as prescribed in these bylaws, shall be considered to be 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, shall be considered to be elected to membership.

Section 6- Following the election, the membership chair shall arrange for the new member's induction, membership badge, and new member Rotary literature. In addition, the secretary will report the new member information to RI and each new member will have a sponsor who will assist with assimilation to the club. All new members will be expected to serve on a committee, assist with a club project, and assist with the club fundraisers.

Section 7- The club may elect, in accordance with the standard Rotary club constitution, honorary members proposed by the board.

Article 14 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 15 Order of Business

Meeting called to order.

Introduction of guests.

Correspondence, announcements, and Rotary information.

Committee reports if any.

Any unfinished business.

Any new business.

Address or other program features.

Adjournment.

Article 16 Corporate Membership

Section 1- There shall be a membership classification "Corporate Membership", which will have one active member, Senior Leader, and up to two "Friends of Rotary" or Corporate designees. Each individual shall be approved by the board.

Section 2- The individuals comprising a given corporate membership must be from a single entity. Corporate membership groups must have an affinity other than family.

Section 3- The entity must be approved by the board of the club prior to a corporate membership being granted.

Section 4- The intent of the program is to bring additional businesses and individuals into the organization. Under special circumstances, active members may request to form a corporate membership, subject to board approval.

Section 5- Friends of Rotary who leave the entity shall no longer be eligible for corporate membership. They may request to join the club as an active member.

Section 6- The active member, Senior leader, in the share shall be a full member of the Rotary Club of Valdese, subject to all obligations of other active members of the club. The Friends of Rotary shall not have the same obligations, but are encouraged to participate in all club activities.

Section 7- The board may, at the discretion and subject to rules, award honorary membership to a Friend of Rotary at the end of their active service.

Section 8- The Friend of Rotary pin, certificate, and name badge shall be provided to each friend of Rotary.

Article 17 Amendments

These bylaws may be amended at any regular meeting, a quorum being present, by a two-thirds vote of all members present, provided that notice of such proposed amendment shall have been emailed 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.