

## Bylaws of the Rotary Club of Mount Airy

### Article I Definitions

1. Board: The Officers and 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. RI: Rotary International.
5. Year: The twelve-month period that begins on 1 July.

### Article 2 Board

The governing body of this club shall be the Board consisting of **6** officers elected of this club membership, namely, the president, president-elect, past president, secretary, treasurer, and the sergeant-at-arms. At the discretion of the Board, also added, can be the **6** directors elected in accordance with article 3, section 1 of these bylaws. **Directors will also serve as the chairpersons of the respective committees as per article 9 of these bylaws.**

### Article 3 Election of Officers and Directors

**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, president elect, secretary, treasurer, and **6** 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. The candidates for president, secretary, and treasurer receiving a majority of the votes shall be declared elected to their respective offices. The **6** candidates for director receiving a majority of the votes shall be declared elected as directors. The candidate for president-elect in such balloting shall serve as an officer for the year commencing on the first day of July following the election and shall assume office as president on the first day of July immediately following that year. A president-nominee shall take the title of president-elect on the first day of July in the year prior to taking office as president.

**Section 2** – The officers and directors, so elected, shall constitute the Board. Within one week after their election, the Board-elect shall meet and elect some member of the club to act as sergeant-at-arms.

**Section 3** – A vacancy in the board or any office shall be filled by action of the remaining officers and directors.

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

**Section 5** – Board directors shall be elected for a three-year term. The initial slate of directors will be assigned a temporary term number from one to three and be eligible to be re-elected to an additional three-year term at the end of that assigned number.

### Article 4 Duties of 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 other duties as ordinarily pertain to the office of president.

**Section 2** – *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.

**Section 3** – *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 4** – *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, 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 5 – *Sergeant-at-Arms.*** The duties of the sergeant-at-arms shall be **facilitating the meetings by having the flag, projector, screen, and 4-way test in place, and assigning persons to give the invocation, Pledge of Allegiance, and 4-way test. Greet and assist the speaker as needed and maintain control of the meetings,** or such duties as are usually prescribed for such office and other duties as may be prescribed by the president or the board.

**Section 6 – *Past President.*** Shall act as an advisory to the board for one year.

## **Article 5 Meetings**

**Section 1 – *Annual Meeting.*** An annual meeting of this club shall be held on or before 31 December in each year, at which time the election of officers and directors to serve for the ensuing year shall take place.

**Section 2 –** The regular weekly meetings of this club shall be held on Tuesday at 12:00 pm.

Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club. All members excepting an honorary member (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 as present or absent

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

**Section 4 –** Regular meetings of the board shall be held on the third Tuesday of each month. Special meetings of the board shall be called by the president, whenever deemed necessary, or upon the request of two (2) officers or directors, due notice having been given.

**Section 5 –** A majority of the officers and directors together shall constitute a quorum of the board.

## **Article 6 Fees and Dues**

**Section 1 –** Initiation fee charged with the first statement. **\$58.73**

**Section 2 –** The membership dues shall be **\$30.83** per quarter, with the understanding that a portion of each payment shall be applied to each member's subscription to the RI official magazine.

**Section 3 –** Meals, **\$156.00** paid quarterly.

**Section 4 –** Paul Harris Foundation, **\$25.00** paid quarterly.

**Section 5 –** Annual fund raiser assessment **(Donation paid of \$100 or sell a book of festival tickets.)**

**Section 6 –** Service memberships: Each service member will be charged an initiation fee, membership dues, and be responsible for the annual fund raiser assessment as outlined in Article 6, Sections 1, 2, 4 and 5.

**Section 7 –** Corporate memberships: A corporate membership is provided to businesses, professional practices, educational institutions, and government entities. Each corporate member will be charged an initiation fee, membership dues, and be responsible for the annual fund raiser assessment as outlined in Article 6, Sections 1,2,3, 4, and 5. Corporate memberships allow for an entity to send a representative to each club meeting.

## **Article 7 Method of Voting**

The business of this club shall be transacted by *viva voce*\* vote except the election of officers and directors, which shall be by ballot. The board may determine that a specific resolution be considered by ballot rather than by *viva voce* vote.

## **Article 8 Five Avenues of Service**

The Five 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 Service This club will be active in each of the Five Avenues of Service.

## **Article 9 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 chairperson of each of the 6 committees serve as a director on the Board** and have previous experience as a member of the committee. Standing committees should be appointed as follows:

- **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.
- Youth Services  
This committee should conduct activities associated with the Interact Clubs, school projects, student affairs, and youth involvement opportunities.
- 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. This committee may include various sub-committees based on specific service projects.
- Fundraising  
This committee should develop and implement any and all efforts to raise money. This committee may include various sub-committees based on specific fundraising events.
- The Rotary Foundation  
This committee should develop and implement plans to support The Rotary Foundation through both financial contributions and program participation.

Club Administration has been omitted since club officers act as administrators of club business.

Additional ad hoc or Sub-committees may be appointed as needed.

- (a) The president shall be ex officio a member of all committees and, as such, shall have all the privileges of membership thereon.
- (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 any 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 to appropriate RI materials. The Service Projects Committee will consider 3 of the 5 Avenues of Vocational Service, Community Service, and International Service when developing plans for the year. The Membership Committee will consider the Avenue of Club Service to attract and retain new and existing members. The Youth Services Committee will consider the Avenue of Youth Services through Interact and youth involvement projects.

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 a specified length of time.

*(Note: Such leave of absence does operate to prevent a forfeiture of membership; it does not operate to give the club credit for the member's attendance. Unless the member attends a regular meeting of some other club, the excused member must be recorded as absent except that absence authorized under the provisions of the Standard Rotary Club Constitution is not computed in the attendance record of the club.)*

## **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 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 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 four (4) quarterly periods extending from 1 July to 31 December. The payment of per capita dues and RI official magazine subscriptions shall be made on 1 July and 1 January of each year based on the membership of the club on those dates.

## **Article 13 Method of Electing Members**

**Section 1** – **After attending at least 2 general meetings**, the application of a prospective member, proposed by an active member of the club, shall be submitted to the board in writing, through the club secretary. 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 proposer, 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 purposes 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 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 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, upon payment of the admission fee (if not honorary membership), shall be considered to be elected to membership.

**Section 6** – Following the election, the president shall arrange for the new member's induction, membership card, and new member Rotary literature. In addition, the president or secretary will report the new member information to RI and the president will assign a member to assist with the new member's assimilation to the club as well as assign the new member to a club project or function.

**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 visitors.

Correspondence, announcements, and Rotary information.

Committee reports if any.

Any unfinished business.

Any new business.

Address or other program features.

Adjournment.

**Article 16 Amendments**

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

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