Bylaws of the Rotary Club of

Springfield North

Revised: June, 2022

Approved: June 16, 2022

*NOTE: All clubs admitted to Rotary International membership must adopt the Standard Rotary Club Constitution. The Club bylaws supplement the Standard Rotary Club Constitution with common club practices. The bylaws in this document, once adopted, are binding for the members of the club. The bylaws may be amended but must not conflict with the RI Constitution and Bylaws, the Standard Rotary Club Constitution (except where permitted), and the Rotary Code of Policies.*

**Article Subject Page**

1 Definitions 3

2 Board 3

3 Election and Terms of Office 3

4 Duties of Officers 4

5 Meetings 4

6 Dues 5

7 Method of Voting 5

8 Avenues of Service 5

9 Committees 5

10 Duties of Committees 6

11 Finances 6

12 Membership 7

13 Method of Electing Members 7

14 Resolutions 8

15 Order of Business 8

16 Amendments 8

**Bylaws of the Rotary Club of Springfield North**

**Article 1 Definitions**

1. Board: The board of directors of this club.

2. Director: A director of 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: 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 beginning 1 July.

**Article 2 Board**

The governing body of this club shall be its board consisting of the president, immediate past president, president-elect, secretary and treasurer and up to three elected directors.

**Article 3 Elections and Terms of Office**

Section 1**-** At the first regular meeting in November the club president or presiding officer shall ask for members to serve on a nominating committee for the purpose of nominating candidates for: president-nominee, secretary, treasurer, and any open director positions.

At the first regular meeting in December, the nominating committee shall report their selection of candidates for: president-nominee, secretary, treasurer, and any open director positions. The club president or presiding officer shall then ask members if there are any additional candidates to be added.

At the second regular meeting in December, members present shall vote by voice unless ballot is determined by the board for: president-nominee, secretary, treasurer, and any open director positions. The candidate who receives a majority of votes for each office shall be declared elected.

The winner of the president-nominee becomes president-elect on 1 July in the year before taking office as president. The president takes office on 1 July and serves a period of one year and the current president moves to past-president. When a successor is not elected, the current president’s term is extended for up to one year.

Section 2**-**Within one week after the election, the directors-elect shall meet and elect a member of the club as sergeant-at-arms.

Section 3– A vacancy in the position of any officer-elect or director-elect shall be filled by action of the remaining directors-elect.

Section 4–A vacancy in the board or any office shall be filled by action of the remaining directors.

Section 5– The terms of office for each role shall be for one-year beginning on 1 July.

**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 pertain to the office of president.

Section 2-- *President-elect.* It shall be the duty of the president-elect to serve as a director, prepare for his/her year as president and preside at club and board meetings in the absence of the president.

Section 3-- *Immediate* *Past-President*. It shall be the duty of the immediate past-president to serve as a director on the board and to preside at club and board meetings in the absence of the president and/or president-elect.

Section 4–*Secretary.* It shall be the duty of the secretary to keep membership records using “My Rotary” and “Dacdb”; to record attendance at meetings; send out notices of club, board, and committee meetings; record and preserve the minutes of meetings; and report to Rotary International (RI) as required.

Section 5**–***Treasurer.* It shall be the duty of the treasurer to have custody of all funds, and to give a monthly financial report to the board. This shall include a balance sheet, income statement and register of all expenditures. Duties shall also include annual filing of the appropriate return in the 990 series with the IRS and any other government compliance documents. 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 6–A Director attends club and board meetings.

Section 7--Sergeant-at-arms maintains order in club meetings.

*See Rotary club leader manuals for details on the roles and responsibilities of club officers.*

**Article 5 Meetings**

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

Section 2 – *Regular Meetings* - The regular weekly meetings of this club shall be on Tuesday at 7:00 a.m. either in person or electronically as necessary. Due notice of any changes in or cancellation of the regular meeting shall be given to members of the club.

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

Session 4**-** *Board Meetings* Regular monthly meetings of the board shall be held as determined by the president. Special meetings of the board shall be called by the president, when deemed necessary, or upon the request of two (2) directors. Due notice of the meetings shall be given to all board members.

Section 5 – A majority of the directors shall be present to constitute a quorum of the club’s board.

**Article 6-- Fees and Dues**

Section 1--The membership dues shall be reviewed and set by the board at the June meeting each year. Dues shall be per annum and billed semiannually on 1 July and 1 January. Meals and the voluntary Rotary Foundation contribution of $100.00 shall be included in the invoice.

Section 2—No admission fee is required for new members. The first membership dues shall be prorated and paid by the applicant prior to qualifying as a member of the club.

**Article 7 Method of Voting**

The business of this club shall be transacted by vocal assent vote except the election of officers and directors, which shall be by ballot or, when circumstances warrant, an electronic vote. The board may determine that a specific resolution be considered by ballot or electronically rather than by voice vote.

**Article 8--Five Avenues of Service**

Per Article 6 of the Standard Club Constitution, 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 New Generations Service. This club will strive to 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.

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.

Those listed are in accordance with Article 11, Section 7 of the Standard Rotary Club Constitution. Additional ad hoc committees may be appointed as needed.

* **Club- Administration** – This Committee should conduct activities associated with the effective operation of the club.
* **Membership** – This committee should develop and implement a comprehensive plan for the 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.
* **The Rotary Foundation** – This committee should develop and implement plans to support The Rotary Foundation through both financial contributions and program participation.
* **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.

(a) The president shall be an ex officio member of all committees.

(b) Each committee shall transact its business as delegated in the bylaws. Additional business may be referred to it by the president or 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 club president. In declaring the duties of each, the president shall make reference to appropriate RI materials. The service project committee will consider vocational service, community service and international service avenues when developing plans for the year.

Each committee shall have specific mandates, clearly defined goals, and action plans established by the beginning of each Rotary 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--Finances**

Section 1- Before each fiscal year begins, the board shall prepare and approve an annual budget of estimated income and expenditures.

Section 2 – The treasurer shall deposit club funds in a financial institution or institutions designated by the board.

Section 3 – All bills shall be paid by the treasurer after being approved by the president or another authorized officer or director. Bills may be paid by a single signature or electronically.

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

Section 5 – Annual financial statements of the club, after review per section 4, shall be made available to the club members by 30 September.

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 club pays RI per capita dues in July and January. District per capita dues shall be paid in July.

**Article 12** **Membership**

Refer to the Standard Rotary Club Constitution for:

* Article 8—General Membership Qualifications
* Article 9-- Club Membership Composition
* Article 10—Attendance:
  + Section 1 Each member should attend this club’s regular meetings and engage in this club’s service projects, events, and other activities.
  + Section 7 This club elects to waive all attendance requirements
* Article 13--Duration of Membership & Termination

**Article 13 Method of Electing Members**

Section 1 – The name of a prospective member shall be proposed by an active member of the club, and 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 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 to be published to the club.

Section 5 – If no written objection to the proposal is received by the board from any member of the club within seven (7) days following publication of information about the prospective member, that person, upon payment, shall be considered elected to membership. Refer to Article 6 Section 2.

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 elected to membership.

Section 6 – Following the election, the president shall arrange for the new member’s induction, membership orientation, and providing the new member with appropriate 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.
* Invocation, Pledge & Four-Way Test
* Introduction of visitors.
* Correspondence, announcements and Rotary Information.
* Committee reports.
* Any unfinished business.
* Any New business.
* Address or other program features.
* Adjournment.

**Article 16 Amendments**

Club bylaws may be amended at any regular meeting. Changing the bylaws requires approval by the Board of Directors as well as written notice to each member at least 21 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

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