

Rotary Club Bylaws

*Bylaws of the Rotary Club of Conway Morning

Approved by Membership 11/16/2021

Article I Definitions

1. Board: The Board of Directors of this club.
2. Director: A member of this club's Board of Directors.
3. Member: An individual member, or
A young professional member (18-30), or
An honorary member.
4. President The elected President for current Rotary year
5. President-Elect The elected President for the upcoming Rotary year
6. President-Nominee The elected President for the Rotary year after next
7. Immediate Past President
8. RI: Rotary International.
9. 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 the president, president-elect, and president-nominee, secretary, treasurer, the sergeant-at-arms, and committee chairs.

Article 3 Election of Officers

Section 1 – At a regular meeting one month prior to the meeting for the election of officers, the presiding officer shall ask for nominations by members of the club for any open officer position (president, president-elect, president-nominee, secretary, treasurer). 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 slate of nominees shall be voted on at a meeting in December. The candidates for president, president-elect, secretary, and treasurer receiving a majority of the votes shall be declared elected to their respective offices. The president-elect shall work with club leadership to appoint committee chairs for the upcoming fiscal year. Committee Chairs may serve multiple one-year appointments.

Section 2 – The officers and committee chairs together with the immediate past president shall constitute the board. Within one month after their election, the directors-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 during the current Rotary year shall be filled by action of the board.

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 the president.

Section 2 – *President-elect*. 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 pertain to the office of the president-elect.

Section 3 – *Secretary*. It shall be the duty of the secretary to keep membership records; record attendance at 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 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, and to perform other duties as pertain 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 6 – *Sergeant-at-Arms.* The sergeant-at-arms shall have the responsibility to set up the meeting appropriately and other duties as may be prescribed by the president or the board.

Article 5 Meetings

Section 1 – *Annual Meeting.* An annual meeting of this club shall be held in December of 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 7:00 a.m. central time.

The regular meetings may be held in-person or via online technology or a hybrid of both. The board may designate one or more regular meetings at another day or time. 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 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, and attendance must be evidenced by the member's being present for at least sixty (60) percent of the time devoted to the regular meeting, either at this club or at any other Rotary club, or as otherwise provided in the standard Rotary club constitution, article 9, sections 1 and 2.

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

Section 4 - The club recognizes the merits of any public question involving the general welfare of the community, the nation, and the world. Such questions are of concern to the members of this club and shall be proper

subjects of fair and informed study and discussion at a club meeting for the enlightenment of its members in forming their individual opinions. However, this club shall not express an opinion on any pending controversial public measure.

Prior to ninety (90) days before a primary election and prior to six (6) months before a general election, the club may allow politicians who hold or seek an office to address the club on the state of current affairs as presented by their

office; however, the candidate may not discuss the merits or demerits of his or her candidacy or another candidacy.

Section 5 - Within ninety (90) days of a primary election and within six (6) months of a general election, no candidate for office will be allowed to address the club, unless any and all candidates for that office are also invited to speak with a balanced amount of time allotted for each candidate.

Section 6 – Politicians shall have equal opportunity to sponsor club events. Acceptance of a sponsorship by the club does not constitute endorsement of the politician by the club. A statement declaring non-endorsement will be included on sponsor recognition materials

Section 7 – Regular meetings of the board shall be held monthly at the discretion of the President. Special meetings of the board shall be called by the president, whenever deemed necessary, or upon the request of two (2) directors, due notice having been given.

Section 8 – A majority of the directors shall constitute a quorum of the board.

Article 6 Fees and Dues

Section 1 – The admission fee shall be paid before the applicant can qualify as a member, except as provided for in the standard Rotary club constitution, article 11. Admission Fees are as follows:

Individual Member - \$35

Young Professional Member - \$25

Honorary Member - \$0.00

Section 2 – The membership dues shall be payable semiannually on the first day of July and of January, with the understanding that a portion of each semiannual payment shall be applied to each member's subscription to the RI official magazine. Annual membership dues are as follows:

Individual Member - \$180

Young Professional Member - \$120

Honorary Member - \$0.00

Article 7 Method of Voting

The business of this club shall be transacted by *viva voce** vote. A member may make a motion and a second to the motion will be made, to direct the club to move to a secret ballot rather than by *viva voce* vote.

(Note: *Viva voce vote is defined as when club voting is conducted by vocal assent.*)

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 Areas 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 chair 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 via social media and through local news organizations.
- **Club Administration**
This committee should conduct activities associated with the effective operation of the club.
- **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.
- **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 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 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.

(Note: The above committee structure is in harmony with both the District Leadership Plan and the Club Leadership Plan. Clubs have the discretion to create any committees that are required to effectively meet their service and fellowship needs. A sample listing of such optional committees is found in the Club Committee Manual. A club may develop a different committee structure as needed.)

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. The service projects committee will consider the Avenues of Club Service, Vocational Service, Community Service, International Service, and Youth 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 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 the 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 of the club funds in a bank, named by the board, except the club shall keep up to \$50 in petty cash to be used to collect meal costs of guests and to make change.

Section 3 – All bills shall be paid by the treasurer or other authorized officer if the expenditure is included in a board approved budget. The treasurer will pay an unbudgeted bill upon approval by the board.

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 the collection of members' dues shall be monthly except for the Greenbrier Satellite Club which is 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 or electronically (completed online by the prospective member) 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 membership chair will meet with the proposed new member to review the purposes of Rotary and the privileges and responsibilities of membership including costs.

Section 3 – The board shall ensure that the proposal meets the membership requirements of the standard Rotary club constitution.

Section 4 – 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 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 membership chair 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.

Article 15 Order of Business – An example of the order of business of a regular meeting follows:

- 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 that notice of such proposed amendment shall have been mailed or 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.

President

Secretary