

Bylaws of the Rotary Club of Fluvanna County
Updated 4/10/2023

Article 1 Definitions

1. Board: The club's board of directors
 2. Director: A member of the club's board of directors
 3. Member: A member of the club, other than an honorary member
 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 that begins on 1 July
 7. TRF: The Rotary Foundation
 8. RFFC: Rotary Foundation of Fluvanna County
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Article 2 Board

The governing body of this club is its board of directors, consisting of, at a minimum, the president, immediate past president, president-elect, secretary, treasurer, and RFFC Trustee Chair. If filled the following Director positions will also be included on the Board:

Executive Secretary, Membership Chair, TRF Chair, Youth Services Chair, Programs Chair, Sergeant-At-Arms, Service Projects Chair, Public Image Chair and Satellite Club Chair.

Any satellite club of this club will have as a minimum a Chair, Secretary and Treasurer.

Article 3 Elections and Terms of Office

Section 1 — One month before elections, members nominate candidates for president, vice president, secretary, treasurer, and any open director 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 is declared elected to that office.

Section 3 — If any officer or board member vacates his or her 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 — one year/18 months or two years

President elect — one year/18 months or two years

Treasurer — two years

Secretary — two years

Executive Secretary — three years
Sergeant-at-arms — one year or two years
All other Directors — one year

Article 4 Duties of the Officers

Section 1 — The president presides at club and board meetings.
Section 2 — The immediate past president serves as a director on the club board.
Section 3 — The president-elect prepares for his or her year in office and serves as a director.
Section 4 — A director attends club and board meetings.
Section 5 — The secretary keeps membership and attendance records.
Section 6 — The treasurer oversees all funds and provides an annual accounting of them.
Section 7 — The sergeant-at-arms maintains order in club meetings.
Section 8 — The executive secretary shall be responsible for performing some or all of the functions of the secretary as may be directed by the board as well as other duties as may be prescribed by the president or the board.

A detailed description of duties of the officers is included as attachment one to these by-laws

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 — The club will hold regular meetings at least three Tuesdays a month and an optional social or club assembly at least once every three months. Reasonable notice of any change or cancellation of the regular meeting will be given to all club members via email.
Section 3 — Board meetings are held quarterly. Special meetings of the board are called with reasonable notice by the president or upon the request of two directors.
Section 4 — Satellite Club meetings will be determined by the leadership of the Satellite Club. They must have a minimum of two activities per month.
Section 5- Traditional Club membership has an engagement objective of a minimum of a combination of meeting attendance or service in one of the 5 Avenues of Service for an average of 4 hours per month. Alternative club memberships will have engagement objectives as stated in attachment two of these by-laws.

Article 6 Dues

Section 1 – An initiation fee, as determined by the board, shall be paid before the applicant can qualify as a member except as noted in section two (2) below. This initiation fee will be used to make an initial contribution by the new club member to TRF (International) as prescribed in our membership documents shown in **attachment four** to these by-laws.
Section 2 – New club members who have previously belonged to this club or another Rotary Club will not be required to pay an initiation fee.
Section 3 – The membership dues shall be set by the board, payable quarterly not later than the 15th day of January, April, July and October, with the understanding that annual club dues include RI per capita dues, a subscription to The Rotarian or a Rotary regional magazine, District per capita dues, club fees, and any other Rotary or District per capita assessment. Dues will also include member contributions to TRF and RFFC.

Section 4 – The dues structure is located in attachment four to these by-laws.

Article 7 Method of Voting

The business of this club is conducted by voice vote or a show of hands except in the election of officers and directors, which is conducted by ballot. The board may also provide a ballot for a vote on some resolutions.

Electronic voting via email is permissible for all business.

Satellite club voting procedures will mirror the parent club.

Article 8 Committees

Section 1 — Club committees coordinate their efforts to achieve the club’s annual and long-term goals. Each club should have the committees listed in article 13, section 7, of the Standard Rotary Club Constitution.

Section 2 — The president is an ex officio member of all committees and, as such, has all the privileges of membership.

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.

A detailed description of the current club committees is included in **attachment one** to these by-laws and will be updated as needed by a vote of the Board.

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.

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 reconciliation annually of all financial transactions.

Section 5 — Club members will receive an annual financial statement of the club.

Section 6 — The fiscal year is from 1 July to 30 June.

Article 10 Method of Electing Members

Section 1 — A member proposes a candidate for membership to the board, or another club proposes one of its transferring or former members.

Section 2 — The board approves or rejects the candidate’s membership within 30 days and notifies the club at large of its decision.

Section 3 — The club then has one week to raise any objections to membership. If there are no objections, then the board (Secretary) will notify the candidate of its decision.

Section 4 — If the board approves the candidate’s membership, the prospective member is invited to join the club.

The current Member application packet is attachment two to these bylaws. Approving a new member can be accomplished by an in-person or electronic vote. A simple majority of the respondents will be used to grant membership.

Article 11 Attendance/Engagement

Section 1 — General Provisions. Each member should engage in this club's regular meetings, or satellite club's regular meetings if provided in the bylaws, and engage in this club's service projects, other events and activities. A member shall be counted as attending a regular meeting if the member is present in person or using an online connection for at least 60 percent of the meeting, or is present and is called away unexpectedly and subsequently produces evidence to the satisfaction of the board that such action was reasonable, or participates in the regular meeting posted on the club's website within one week following its posting, or makes up for an absence in any of the ways described on **attachment three**, Club Attendance and Make-up Policy.

Section 2 — Excused and Extended Absences. A member's absence shall be excused if

- (a) the absence complies with the conditions and under circumstances approved by the board. The board may excuse a member's absence for reasons which it considers to be good and sufficient. Such excused absences shall not extend for longer than twelve months. However, if the leave is for a medical reason or after the birth, the adoption, or foster care of a child that extends for more than twelve months such leave may be renewed by the board for a period of time beyond the original twelve months.
- (b) the aggregate of the member's years of age and years of membership in one or more clubs is 85 years or more, the member has been a member of one or more clubs for at least 20 years, and the member has notified the club secretary in writing of the member's desire to be excused from attendance and the board has approved.
- (c) the excused member is still responsible for paying the club dues as invoiced. These dues may be reduced by the Board if they include meal costs or other fees not required by these by-laws.

Section 3 — Attendance Records. When a member whose absences are excused under the provision of subsection 2 (a) of this article fails to attend a club meeting, the member and the member's absence shall not be included in the attendance records. In the event that a member whose absences are excused under the provisions of subsection 2 (b) attends a club meeting, the member and the member's attendance shall be included in the membership and attendance figures used to compute this club's attendance.

Article 12 Order of Business

The regular club meeting will generally follow the agenda outlined below:

Meeting called to order.
Pledge of Allegiance.
Moment of Reflection.
Introduction of visitors and guests.
Correspondence, announcements and Rotary Information.
Committee reports if any.
Any unfinished business.
Any new business.
Address or other program features
Passing of the Happy Cup
Four Way Test.
Adjournment.

Article 13 Amendments

These bylaws may be amended at any regular club meeting. Changing the club bylaws requires sending written notice to each member 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. Electronic voting on the changes in by-laws is authorized as indicated in article 7 above.

Bylaws of the Rotary Club of Fluvanna County
Attachment One: Officer and Committee Responsibilities
Updated 4/10/2023

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. It shall also be the duty of the president – elect to preside at meetings of the club and the boards in the absence of the president and to perform such other duties as ordinarily pertain to the office of a vice-president.

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 and District 7600, including the semiannual reports of membership on 1 January and 1 July of each year, report changes in membership; provide the monthly attendance report, which shall be made to the district governor by the 15th day of the following month 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 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. The treasurer shall pay club invoices when directed by the President or Secretary. He / she shall maintain a record of payment status for each member and advise the President and Secretary if a member becomes more than 30 days in arrears. 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 such as are usually prescribed for such office and other duties as may be prescribed by the president or the board. The sergeant-at-arms shall prepare the club meeting room in advance of meetings and ensure the meeting room is returned to its original condition after club meetings. He shall be responsible for managing any club meeting fund raising initiatives. Any funds collected shall be turned over to the club treasurer at the conclusion of the meeting.

Section 6 - *Executive Secretary*. This position may be created by the board and shall serve at the pleasure of the board. The executive secretary shall be responsible for performing some or all of the functions of the secretary as may be directed by the board as well as other duties as may be prescribed by the president or the board.

Section 7 – *Committee Chairs*. Committee chairs are responsible for the work of their committees as described below and reporting periodically to the Board and the Members on their progress.

Standing Committees

Club committees are charged with carrying out the annual and long-range goals of the club based on the Rotary Avenues of Service. 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 the year in office. It is recommended that the chair have previous experience as a member of the committee. The following Standing committees are authorized and should be appointed as follows:

- **Membership**

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

- **Care and Comfort**

This sub-committee is responsible for staying in touch with members who are not present at meetings. They will attempt to maintain communication with members and keep the club informed of the status and well-being of absent members.

- **The Rotary Foundation**

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

- **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. This committee is responsible for maintaining the public image and public face of the club. It will include all activities of the following:

- **WEB Master**

The WEB Master shall be responsible for the creation and update of the club's WEB page. Content shall be provided by appropriate club officers.

- **Club Bulletin Editor**

The editor and staff (if available) will solicit content from club officers and research available Rotary related information to include at least monthly editions. The bulletin should be published on the day before a scheduled club meeting.

- **Social**

The Social committee will plan and coordinate club social functions to include any public socials as well as the annual dinner.

- **Programs and Club Education Committee**

This committee is responsible for all Club Programs and Club Educational Activity. This includes scheduling Program Speakers as well as providing Educational Moments or training to Club Members.

The Committee will seek to have one program monthly aligned with the Rotary International Monthly Area of Focus and one program a month devoted to local issues and speakers.

Additional Committees

The following Committees are authorized and may be filled as needed:

- **Disaster Relief**
This committee shall maintain liaison with the Rotary District Disaster relief organization and oversee the club's planning and execution of related matters.
- **Youth Services**
This committee shall maintain liaison with the Rotary District Youth Services committee and oversee the club's planning and execution of Youth Services related matters.
- **Service Committee**
This committee is responsible for identifying and developing opportunities for service within the 5 Avenues of Service. Committee members will meet with local community service organizations and present opportunities to the club on at least an annual basis.
- **Fund Raising Committee**
This committee is responsible for organizing projects and activities that may be needed to provide financial support to either our partner community service organizations of specific projects that require funding for completion.

Bylaws of the Rotary Club of Fluvanna County
Attachment Two: Membership Types, Roles and Responsibilities

Updated 4/10/2023

The Rotary Club of Fluvanna County authorizes the following Active and Inactive Membership Types. Membership dues structures will be listed in attachment four.

Traditional Membership Description:

Traditional members are those members who choose to attend regular meetings and participate in service projects on an ongoing basis. The expectation for engagement for these traditional members is that they will strive to attend at least 50% of club meetings and participate in at least 2 hours of community service activity per month.

Members are responsible to submit their service hours to the Service Committee on a monthly basis listing at a minimum the following:

When the service occurred.

What type of Service occurred?

How long was the time of the activity?

Who were they supporting?

Corporate Membership Description:

Two types of Corporate Memberships are available. A Primary Corporate Member is identical to an Active Member, with the exception that this individual can allow other approved, Secondary Corporate Members, to attend weekly club meetings in their place and not pay an additional meal fee. A Secondary Corporate Member is employed within the same organization as their respective Primary Corporate Member, does not pay club dues, cannot be a Board member, and does not have a vote within club business. The Secondary Corporate Member can participate in committees and is required to attend a minimum of one meeting or club event quarterly. There is no maximum of Secondary Corporate Members per Primary Corporate Member. A Primary Corporate Member must maintain an Active membership to enable the Secondary members to continue their membership in the club. Dues for a Corporate Member are explained in attachment four.

Corporate Members are responsible to submit their service hours to the Service Committee on a monthly basis listing at a minimum the following:

When the service occurred.

What type of Service occurred?
How long was the time of the activity?
Who were they supporting?

Service Only Membership Description:

Service Members pay a reduced level of club dues as shown in attachment four. They are considered an Active member by Rotary International. Service members are encouraged but not required to attend 1-3 meetings or club events per quarter. Additionally, they will be required to complete a minimum of 20 hours of service per year in one of the 5 Avenues of Service. These hours can be as individuals, and they are not restricted to Rotary Club planned events. Service Members cannot become a Board member, but they can participate in committees. They will have voting rights within club business.

Service members are responsible to submit their service hours to the Service Committee on a monthly basis listing at a minimum the following:

When the service occurred.
What type of Service occurred?
How long was the time of the activity?
Who were they supporting?

Family Membership Description:

We offer two categories of Family Membership. They are described below.

Active Category: A Family Member of an Active member is eligible to join the club in the Active Family Membership classification. The Active Family Member will pay club dues at a discounted rate as shown in attachment four. Family Members engagement expectation is the same as the type of membership of the original Active Rotarian. Active Family Members in good standing can become a Board member and they have voting rights within club business.

Non-Active Category: A Family Member of an Active member is eligible to join the club in the Non-Active Family Membership classification. The Family Member does not pay club, District or Rotary International dues and is not considered an active member by Rotary International. Family Members cannot become a Board member, but they can participate in committees. They will not have voting rights within club business. The engagement expectation for Non-Active Family members is that they participate in at least 20 hours of community service in one of the 5 Avenues of service annually. These hours can be as individuals, and they are not restricted to Rotary Club planned events.

Family members are responsible to submit their service hours to the Service Committee on a monthly basis listing at a minimum the following:

When the service occurred.

What type of Service occurred?

How long was the time of the activity?

Who were they supporting?

E-Member Description:

E-Members are those members who choose to attend meetings exclusively from an online presence. The expectation for engagement for these members is that they will strive to attend at least 50% of club meetings and participate in at least 2 hours of community service activity per month. This membership can be ideal for those that travel frequently, and those that have limited ability to attend in-person regularly. Their dues structure is the same as the Traditional Member dues structure except they pay a reduced club administration fee as explained in attachment four.

Passport Member

A Passport member chooses to attend other club's meetings frequently, to meet their club's engagement guidelines. This membership type can be ideal for people who travel frequently or who enjoy a variety of club experiences. The difference between an E-Member and a Passport Member is that Passport members will only join Fluvanna Rotary meetings occasionally as they will meet their engagement objectives by visiting other clubs.

The expectation for engagement for these members is that they will strive to attend at least 2 club meetings and participate in at least 2 hours of community service activity per month or an average of 48 hours annually. This membership can be ideal for those that travel frequently, and those that have limited ability to attend in-person regularly. Their dues structure is the same as the Traditional Member dues structure except they not pay a reduced club administration fee as explained in attachment four. Passport members are responsible for informing the Secretary by the end of the month of their participation activities of the previous month. Passport Members cannot become a Board member, but they can participate in committees. They will have voting rights within club business.

Friend of Rotary Member Description

Designed for people who want to help the club and participate in projects but cannot commit to meetings. Friends of Rotary engagement expectation is that they strive to complete 20 service hours annually service in one of the Rotary Avenues of service. These hours can be as individuals, and they are not restricted to Rotary Club planned events. Ideally Friends of Rotary will report their service hours to the Service Committee on a monthly basis listing at a minimum the following:

When the service occurred.

What type of Service occurred?

How long was the time of the activity?

Who were they supporting?

Friends of Rotary Members cannot become Board members, but they can participate in committees. They will not have voting rights.

Bylaws of the Rotary Club of Fluvanna County
Attachment Three: Attendance and Make-up Policy
Updated 4/10/2023

Section 1 — General Provisions. Each member should attend this club's regular meetings, or satellite club's regular meetings if provided in the bylaws, and engage in this club's service projects, other events and activities. A member shall be counted as attending a regular meeting if the member is present in person or using an online connection for the meeting, or is present and is called away unexpectedly and subsequently produces evidence to the satisfaction of the board that such action was reasonable, or makes up for an absence in any of the following ways:

- (a) *180 Days Before or After the Meeting.* If, within 180 days before or after the regular time for that meeting, the member
- (1) attends the regular meeting of another club, of a satellite club meeting of another club, or of a provisional club; or
 - (2) attends a regular meeting of a Rotaract or Interact club, Rotary Community Corps, or Rotary Fellowship or of a provisional Rotaract or Interact club, Rotary Community Corps, or Rotary Fellowship; or
 - (3) attends a convention of RI, a council on legislation, an international assembly, a Rotary institute for past and present officers of RI, a Rotary institute for past, present, and incoming officers of RI, or any other meeting convened with the approval of the board of directors of RI or the president of RI acting on behalf of the board of directors of RI, a Rotary multizone conference, a meeting of a committee of RI, a Rotary district conference, a Rotary district training assembly, any district meeting held by direction of the board of directors of RI, any district committee meeting held by direction of the district governor, or a regularly announced intercity meeting of Rotary clubs; or
 - (4) attends and participates in a club service project or a club-sponsored community event or meeting authorized by the board; or
 - (6) attends a board meeting or, if authorized by the board, a meeting of a service committee to which the member is assigned; or
 - (7) participates through a club website in an interactive activity requiring an average of 30 minutes of participation.

It is the club member's responsibility to provide the club secretary with the information pertaining to any attendance at other than regular club meetings within 21 days of the date of the make-up activity.

When a member is outside the member's country of residence, the time restriction shall not be imposed so that the member may attend regular meetings or satellite club meetings in another country at any time during the travel period, and each such attendance shall count as a valid make-up for any regular meeting missed during the member's time abroad.

- (b) *At the Time of the Meeting.* If, at the time of the meeting, the member is
- (1) traveling with reasonable directness to or from one of the meetings specified in subsection (a)(3) of this section; or
 - (2) serving as an officer or member of a committee of RI, or a trustee of The Rotary Foundation; or
 - (3) serving as the special representative of the district governor in the formation of a new club; or
 - (4) on Rotary business in the employ of RI; or
 - (5) directly and actively engaged in a district-sponsored or RI- or Rotary Foundation-sponsored service project in a remote area where making up attendance is impossible; or
 - (6) engaged in Rotary business duly authorized by the board which precludes attendance at the meeting.

Section 2 — *Excused and Extended Absences.* A member's absence shall be excused if

- (a) the absence complies with the conditions and under circumstances approved by the board. The board may excuse a member's absence for reasons which it considers to be good and sufficient. Such excused absences shall not extend for longer than twelve months. However, if the leave is for a medical reason or after the birth, the adoption, or foster care of a child that extends for more than twelve months such leave may be renewed by the board for a period of time beyond the original twelve months.
- (b) the aggregate of the member's years of age and years of membership in one or more clubs is 85 years or more, the member has been a member of one or more clubs for at least 20 years, and the member has notified the club secretary in writing of the member's desire to be excused from attendance and the board has approved.
- (c) the excused member is still responsible for paying the club dues as invoiced. These dues may be reduced by the Board if they include meal costs or other fees not required by these by-laws.

**Bylaws of the Rotary Club of Fluvanna County Attachment Four Annual Dues
Rotary Year 2023-2024**

	Traditional Membership- Active	Corporate Member - Active	Service Only- Active	Family Member- Active	Family Member- Non-Active	E-Member	Passport	Friend of Rotary
Club General and Admin Dues	\$182.00	\$300.00				\$100.00	\$100.00	
Rotary International Dues	\$102.00	\$102.00	\$102.00	\$102.00		\$102.00	\$102.00	
District 7600 Dues	\$50.00	\$50.00	\$50.00	\$50.00		\$50.00	\$50.00	
Rotary Foundation of Fluvanna Contribution	\$125.00	\$150.00	\$100.00	\$50.00	\$50.00	\$50.00	\$50.00	\$100.00
Rotary Annual Fund Contribution	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	
End Polio Now Contribution	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	
Annual Dinner	\$35.00	\$35.00						
Total for 2022-2023	\$544.00	\$687.00	\$302.00	\$252.00	\$100.00	\$352.00	\$352.00	\$100.00
Quarterly Payment	\$136.00	\$171.75	\$75.50	\$63.00	\$25.00	\$88.00	\$88.00	\$25.00