

# Bylaws of the Rotary Club of Marion, North Carolina

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## Article I Board of Directors

The governing body of this club shall be the board of directors, consisting of thirteen members: the president, president-elect, secretary, treasurer, the immediate past president, and eight directors. Each director shall serve in a specific chair. The eight chairs are as follows:

Avenue of Club Service	Foundation Director
Avenue of Community Service	Public Relations Director
Avenue of Vocational Service	Bulletin Editor
Avenue of International Service	Sergeant at Arms

## Article II Duties of Officers

**Section 1 — President.** It shall be the duty of the president to preside at meetings of the club and 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 preside at meetings of the club and board in the absence of the president, to serve as a member of the board of directors, and to perform other duties as ordinarily pertain to the office of vice-president and 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, and prorated reports on 1 October and 1 April of each active member who has 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 these 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.

## Article III Election of Directors and Officers

**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 eight directors. The nominations shall be presented by a nominating committee and additional nominations may be presented by members from the floor. The nominations duly made shall be voted for at the annual meeting. The candidates for president, president-elect, secretary, treasurer, and the eight candidates for directors receiving a majority of the votes shall be declared elected to their respective offices and chairs. The president-elect elected in such balloting shall serve as a director for the year commencing on the first day of July next following the election, and shall assume office as president on the first day of July immediately following the year of service on the board as president-elect.

**Section 2 —** A vacancy on the board of directors or any office shall be filled by action of the remaining directors.

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

## **Article IV Election of 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. 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 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, 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 or at a special meeting. If the members of the board in attendance at the meeting cast 3 or more "No" votes, the proposed member is not elected to membership. If the members of the board in attendance at the meeting cast 2 or fewer "No" votes, the proposed member shall be considered to be elected to membership.

**Section 6** — Following the election, the president shall arrange for the new member's induction. The secretary shall report the new member information to RI. The Membership Committee shall arrange for the orientation of the new member.

**Section 7** — The club may elect, in accordance with the club constitution, honorary members proposed by the board.

## **Article V 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 article 8, section 3 and 4 of the Rotary club constitution is not computed in the attendance record of the club.)*

## **Article VI Fees and Dues**

**Section 1** — The admission fee shall be \$ 25.00 to be paid on the first billing of the new member.

Section 2 — The membership dues shall be \$176.00 per annum, payable quarterly, with the understanding that three dollars (US \$3.00) of each quarterly payment shall be applied to each member's subscription to *THE ROTARIAN* magazine.

## **Article VII            Finances**

**Section 1** — 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. The payment of per capita dues and magazine subscriptions to RI shall be made on 1 July and 1 January of each year on the basis of the membership of the club on those dates.

**Section 2** — 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 3** — 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 4** — All bills shall be paid by the treasurer or the president.

**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** — A thorough review of all financial transactions by a qualified person, or a committee appointed by the board, is recommended each year.

## **Article VIII           Meetings**

**Section 1** — **Annual Meeting** of this club shall be held on the last club meeting date in December in each year, at which time the election of officers and directors to serve for the ensuing year shall take place.

**Section 2** — **Regular Weekly Meetings** of this club shall be held on Thursday at 12:00 noon. 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 by the board of directors of this club, pursuant to article 8, sections 3 and 4 of the 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 Rotary club constitution, article 8, sections 1 and 2.

**Section 3** — **Regular Board Meetings** shall be held on the same day of each month as determined by the incoming board prior to its first meeting in July, which date shall be published to the club. **Special meetings** of the board shall be called by the president, whenever deemed necessary, or upon the request of two (2) members of the board, due notice having been given.

**Section 4** — **Quorum:** At the annual or regular meeting of the club, one-third (1/3) of the membership shall constitute a quorum. At board meetings, a majority of the board members shall constitute a quorum.

## **Article IX            Resolutions**

The club shall not consider any resolution or motion to commit this 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 X Method of Voting**

The business of this club shall be transacted by ~~viva voce~~ vote except (1) an election for an office or director's chair shall be by ballot when more than one candidate is nominated for that position; or (2) when the board determines that a ballot vote would be more appropriate.

## **Article XI Four Avenues of Service**

The four Avenues of Service are the philosophical and practical framework for the work of this club. They are Club Service, Vocational Service, Community Service, and International Service. This club will be active in each of the four Avenues of Service.

## **Article XII Committees**

**Section 1 — Club committees are charged with carrying out the annual and long-range goals of the club based on the four Avenues of Service. The president and president-elect should work together to ensure continuity of leadership and succession planning.**

**Section 2 — The president-elect, prior to the start of the year in office, is responsible for establishing committees and appointing committee members and committee chairs to be effective July 1. It is recommended that the chair have previous experience as a member of the committee. After July 1, the president is responsible for appointing committee members to fill vacancies. The member filling the vacancy shall serve the full unexpired term of the position.**

**Section 3 — The president shall be *ex officio* a member of all committees and, as such, shall have all the privileges of membership thereon.**

**Section 4 — Every committee shall be placed under the director whose avenue or area is served by the committee. Each committee 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 supervising director or directly to the board on all committee activities.**

**Section 5 — 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.**

**Section 6 — The duties of all committees shall be established by the president-elect for his or her year, and shall be reviewed during 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.**

**Section 7 — The president-elect and president have the discretion to create any committees that are required to meet effectively the needs of the club. In implementing the RI Club Leadership Plan, the club shall appoint the following standing committees:**

**Membership** This committee identifies and presents candidates for membership; compiles a roster of filled and unfilled classifications; investigates the character, community standing, and general eligibility of proposed members; assigns classifications; oversees induction and conducts orientation of new members; finds ways to promote retention. This committee falls under the Avenue of Club Service.

**Service Projects** A separate committee shall be created for each individual service project or activity. Additionally, a separate committee shall be created for each individual fundraiser. These committees shall develop plans for the successful completion

**of the project or fundraiser and shall be responsible for conducting the work required for the project or fundraiser.**

### **Article XIII Club Leadership Plan**

**Section 1 — Club Administration: Administrative activities of the club shall be handled by the appropriate officer or by a committee specifically established for the activity. Separate committees should be created to prepare nominations and to coordinate fellowship activities. The president-elect should establish a system for arranging the programs for his or her year in office.**

**Section 2 — Rotary Foundation: The responsibility of developing and implementing plans to support the Rotary Foundation through financial contributions and Foundation program participation shall be borne by the Foundation Director. Committees to assist the director may be appointed as needed.**

**Section 3 — Public Relations: The responsibility of developing and implementing plans to provide the public with information about Rotary and to promote the club's service projects, fundraisers, and activities shall be borne by the Public Relations Director. Committees to assist the director may be appointed as needed.**

### **Article XIV 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 hand-delivered or 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 club constitution and with the constitution and bylaws of RI.

**Approved by the Club in assembly on March 8, 2007.**