



The Rotary Club of Alamance

Bylaws

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: 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 the elected officers (namely, the president, president-elect, secretary, treasurer, sergeant-at-arms, and the past president) together with any appointed committee chairs.

Article 3 Election of Directors and Officers

Section 1 – In October, the board shall select a nominating committee consisting of the president, president-elect, the past president, and 2 others from the club. The nominating committee will work with the president-elect to put together a suggested slate of officers and committee chairs for the next Rotary year which begins the following July 1. In October, the president will encourage members of the club to suggest their own or other names to the nominating committee. At the first meeting in November, one month prior to the annual meeting for election of officers, the nominating committee shall present their suggested slate at a club assembly. If anyone dissents from the proposed slate and wishes to nominate another candidate or candidates for an officer position, that nomination, if seconded, will be accepted and placed on a ballot along with the candidate proposed by the nominating committee in alphabetical order under each office that is so affected and shall be voted for at the annual meeting held in December. The candidates receiving a majority of the votes shall be declared elected to their respective offices. If no competing nominations are made, the suggested slate will be considered unanimously accepted by the club if elected by voice vote at the club assembly in the first week of December. The candidate for president-nominee 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 1 July immediately following that year. The president-nominee shall take the title of president-elect on 1 July in the year prior to taking office as president.

Section 2 – A vacancy in the board 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 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 that 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; record and preserve the minutes of such meetings; report as required



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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 such as are usually prescribed for such office 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 on the first Tuesday in December in each year, at which time, if necessary, the election of officers to serve for the ensuing year shall take place. If the election is quickly accomplished through voice vote acceptance of the nominating committee's proposed slate, the annual meeting will serve as a club assembly to formally present the incoming officers and directors and to conduct other club business.

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, 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 – Regular meetings of the board shall be held on the second 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) directors, due notice having been given.

Section 5 – A majority of the directors shall constitute a quorum of the board.

Article 6 Fees and Dues

Section 1 – The membership dues and other fees as billed from RI and as shall be determined by the board will be payable quarterly with the understanding that a portion will be applied to each member's subscription to the RI official magazine.

Section 2 – Members will be billed quarterly for \$25 to cover their contribution to the Annual Fund. Members may opt out of this payment.

Section 3 – If a member is 90 days past due on his or her quarterly billing, that person will be contacted by the club president or a designate from the board to determine the cause and suggest



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possible solutions, including a leave of absence if warranted

Article 7 Method of Voting

The business of this club shall be transacted by voice vote except in the case when an election of officers is required, which shall be by secret ballot. The board may determine that a specific resolution be considered by ballot rather than by voice vote.

Article 8 Four Avenues of Service

The four Avenues of Service are the philosophical and practical framework for the work of this Rotary 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 9 Committees

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-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 Relations - 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.
- 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.
- Youth Services – This committee should develop and implement plans and activities related to Rotary opportunities and clubs designed to benefit high school and college age youth.

Additional ad hoc committees may be appointed as needed.



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- (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.

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 the Avenues of Vocational Service, Community Service, and International 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, setting forth good and sufficient cause, leave of absence may be granted by the board excusing a member from attending the meetings of the club and from paying dues for a period of up to six months. The board will have discretion to grant an extension if circumstances warrant it.

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 recurring monthly bills (budgeted, or routinely incurred in the absence of a formal budget) shall be paid by the treasurer or other authorized officer as per terms on invoice without additional approval by other officers or directors. Any nonrecurring bills totaling less than \$200.00 shall be paid by the treasurer or other authorized officer only after approval by at least two other officers or directors. Any nonrecurring bills totaling \$200.00 or more, or any charitable contribution or expenditure proposed or requested by a member, officer or board of director member, shall be paid by the treasurer or other authorized officer only after approval by a majority of the board of directors. For purposes of approval, email approvals are



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sufficient.

Section 4 – A thorough review of all financial transactions by a qualified person shall be made once each year.

Section 5 – The fiscal year of this club shall extend from 1 July to 30 June for the collection of members' dues and other fees. Billing will be quarterly.

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 membership committee chair in writing, through the proposing active member. A transferring or former member of another club may be proposed to active membership by the former club. (Should a transfer of former member be proposed for membership, the proposal shall be kept confidential except as otherwise provided in this procedure.)

Section 2 – The membership committee shall ensure that the proposal meets all the classification and membership requirements of the standard Rotary club constitution. Should a classification conflict arise, the membership committee chair should approach the active member who would conflict with the prospective member, and ask the active member's advice in accepting the prospective member to the club). Should the active member refuse the acceptance of the prospective member, the decision should be taken to the board for a decision.

Section 3 – The board and membership committee shall approve or disapprove the proposal within 7 days of its submission and shall notify the proposer, through the membership committee chair, of its decision.

Section 4 – The If the decision of the membership committee 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 – The name of the prospective member shall be read aloud at the next two (2) club meetings. If anyone knows of a reason the prospective member should not be approved, he or she should notify the membership committee. If no written objection to the proposal, stating reasons, is received by the membership committee from any member (other than honorary) of the club within fourteen (14) 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 membership committee, the membership committee chair shall present the objection to the board, and 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 membership committee chair 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. The membership committee chair will also see that the new member receive the club's New Member Orientation.

Section 7 - The club may elect, in accordance with the standard Rotary club constitution,



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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 and Pledge of Allegiance
- Introduction of visitors
- Correspondence, announcements, and Rotary information
- Committee reports if any
- Any unfinished business
- Any new business
- Address or other program features
- Recitation of the Four Way Test
- 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 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.