

Rotary Club of Clearwater East

Bylaws

(Approved February 11, 2011)

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 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 3 Board

The governing body of this club shall be the board consisting of ten (10) members of this club, namely, two (2) or three (3) directors elected in accordance with Article 3, Section 1, of these bylaws, and the president, president-elect, secretary, treasurer, and the immediate past president, who serves as vice president. All club and Board meetings shall be conducted according to Robert's Rules of Order.

Article 4 Election of Directors and Officers

Section 1 – Nominations may be presented by a nominating committee or by members from the floor. The nominating committee is chaired by the president elect, with two (2) members appointed by the president. The nominations duly made shall be placed on a ballot in alphabetical order under each office and shall be voted for at the annual meeting. The candidates for president-elect, secretary, and treasurer receiving a majority of the votes shall be declared elected to their respective offices. The two (2) or three (3) candidates for director receiving the highest number of votes shall be declared elected as directors and serve for two consecutive years commencing on the first day of July next following the election. The candidate for president elected in such balloting shall be the president-elect and serve 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 that year.

Section 2 – The officers and directors, so elected, together with the vice president (immediate past president) shall constitute the board.

Section 3 – A vacancy in the board or any office shall be filled by action of the remaining directors.

Section 4 – A vacancy in the position of any officer-elect or director-elect shall be filled by action of the remaining directors-elect.

Article 5 Method of Voting

The business of this club shall be transacted by vocal assent, except the election of officers and directors. The board may determine that a specific resolution or election be considered by ballot rather than by vocal assent.

Article 6 Duties of Officers

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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 an officer and perform other such duties as may be prescribed by the president or the board. Within one week of election, the president-elect shall appoint a Sergeant-at-Arms commencing on the 1st day of July following election.

Section 3 – Vice-President(Immediate Past President). It shall be the duty of the vice-president 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 vice-president.

Section 4 – 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 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 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.

Article 7 Duties of Directors

Club directors are charged with carrying out the annual and long-range goals of the club based on the four Avenues of Service. Each director will supervise one area of club activity, defined as follows:

- Membership Develop and implement a comprehensive plan for the recruitment and retention of members.
- Public Relations Develop and implement plans to provide the public with information about Rotary and to promote the club's service projects and activities.
- Fund Raising Develop and conduct activities associated with the fund-raising needs of the club operations and the Rotary Club of Clearwater East Foundation.
- Service Projects Develop and implement educational, humanitarian and vocational projects that address the needs of its community and communities in other countries.
- The Rotary Foundation Develop and implement plans to support The Rotary Foundation through both financial contributions and program participation.

(a) Club programmatic duties as well as administrative duties as required are assumed by the President-elect.

(b) The president shall be ex officio a member of all committees and, as such, shall have all the privileges of membership thereon.

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(c) Each director shall be responsible for regular meetings and activities of all committees in their area of activity, shall supervise and coordinate the work of their committees and shall report to the board on all related committee activities.

(d) Each club 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.

(e) Additional ad hoc committees may be appointed as needed by the Board of Directors, and the committee chairs shall not serve as directors. Any additional ad hoc committee shall be a subcommittee and report to one of the directors

Article 8 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 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 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 9 Meetings

Section 1 – Annual Meeting. An annual meeting of this club shall be held no later than 31 December 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 Fridays at 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 pursuant to Article 8, Sections 3 and 4 of 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 8, 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 monthly. Special meetings of the board shall be called by the president, whenever deemed necessary, or upon the request of two (2) directors, at least 24 hour notice having been given.

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

Article 10 Fees and Dues

Section 1 – The admission fee shall be determined annually by the Board of Directors and paid before the applicant can qualify as a member.

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Section 2 – The membership dues shall be determined annually by the Board of Directors and paid on a schedule determined by the Board of Directors, with the understanding that a portion of each annual payment shall be applied to dues and assessments submitted to Rotary International and the District.

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.

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.

Section 2 – The treasurer shall deposit all club funds in a timely manner in a bank, named by the board.

Section 3 – All bills shall be paid by the treasurer or other authorized officer only when approved by two other officers or directors.

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. 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 – Sponsor fills out Member Proposal Form and turns it in to the Club Secretary. Club Secretary notifies President and Membership Director of new member prospect. The proposal shall be kept confidential except as otherwise provided in this procedure.

Section 2 – Classification chair is contacted by the Club Secretary to determine the correct classification for the proposed member. Classification chair recommends to the Board the new members classification.

Section 3 – Board of Directors formally approve or disapprove the applicant. New member is given background information form to complete.

Section 4 - The name of the individual who has been approved for membership must be posted for two consecutive issues of the Sparkler. 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 5- The Rotary Information Committee will provide the new member with the following information: History and traditions of Rotary International. Information about the Rotary Club of

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Clearwater East. Opportunities for service. Describe both the financial obligation and participation requirements. A New Member Checklist for him/her to complete. The Sponsor has the responsibility to monitor the completion of the checklist with the new member. New member turns in completed background information form at Rotary Information.

Section 6- New member will be formally inducted to the club.

Section 7 – A membership package will be given to new member which includes: A welcome letter from the President. Club membership roster. Rotary Basics brochure. Committee assignments. Membership invoice. Rotary Pin

Section 8 – A new member red badge which will be worn until the following requirements are met: Attend a board meeting. Be a Greeter or 50/50 seller three times at a club meeting. Give a 5 minute bio at a club meeting.

Section 9 - Club Secretary will order blue Rotary Badge. This entire process should be completed within 60 days.

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 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.