

Bylaws of the Rotary Club of Mississauga Meadowvale

Club bylaws supplement the Standard Rotary Club Constitution and establish common club practices. The bylaws in this document are recommendations. Customize them to reflect your club's practices, and confirm that they are not in conflict with the RI Constitution and Bylaws, the Standard Rotary Club Constitution (except where permitted), and the Rotary Code of Policies. Articles that your club is required to include are noted below.

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
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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, and treasurer.

The Standard Rotary Club Constitution requires a club's bylaws to include article 2. The officers listed above are required to be members of the club board. Your club's board may have additional members, such as the vice president, the president-nominee, sergeant-at-arms, or other directors. If your club has satellite clubs, list their club board members in this article, also.

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

Vice President — one year

Treasurer — one year
Secretary — one year
Sergeant-at-arms — one year
Director — one year

The Standard Rotary Club Constitution requires that your club's bylaws specify an election process. If a nominating committee is used, include details of how it is appointed. The term of office for a club president is specified as one year in the Standard Rotary Club Constitution.

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 — The vice president presides at club and board meetings when the president is absent.

Section 5 — A director attends club and board meetings.

Section 6 — The secretary keeps membership and attendance records.

Section 7 — The treasurer oversees all funds and provides an annual accounting of them.

Section 8 — The sergeant-at-arms maintains order in club meetings.

See Rotary club leader manuals for details on the roles of club officers.

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 — This club meets as follows: Twice per month on Friday at 12:15 PM until 1:30 PM. Reasonable notice of any change or cancellation of the regular meeting will be given to all club members.

Section 3 — Board meetings are held each month. Special meetings of the board are called with reasonable notice by the president or upon the request of two directors.

The Standard Rotary Club Constitution requires club bylaws to include article 5, section 2.

Article 6 Dues

Annual club dues are \$225 for the 2018-2019 year and will be \$250 commencing the 2019-2020 year. They are paid as follows: Semi-Annually. 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. In addition to the dues outlined above, active members that have not been given associate member status will also be charged the perscribed lunch fee to cover the cost of the venue and the meal.

The Standard Rotary Club Constitution requires club bylaws to include article 6.

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.

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.

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, divided into three accounts: one for club operations, one for service projects and for the OLG Bingo activities.

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 thorough annual review 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.

Section 7 — Addition reports and financial information is also required for compliance with the OLG Bingo activities.

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 proposing member of its decision.

Section 3 — If the board approves the candidate's membership, the prospective member is invited to join the club.

Article 11 Amendments

These bylaws may be amended at any regular club meeting. Changing the club bylaws requires sending written notice to each member 10 days 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.

Article 12 Associate Members

Section 1 – *Active Membership*. As per article 10 section 2 of the club constitution, this club shall have two kinds of membership, namely active and honorary. Active membership also includes Associate members.

Section 2 – *Eligibility*. A person requesting this membership must meet the condition in article 10 of the club constitution and must re-apply for this membership yearly and provide the Board with a valid reason as to why they are not able to attend meetings on a regular reason but are able to comply with the attendance requirements outlined in article 12 of the constitution.

Section 3 – *Lunch Fees*. Associate members will not be billed in advance for lunch fees, but if they attend a meeting they will need to pay the standard lunch fee that would be charged for a guest.

Section 4 – *Dues*. Associate members are required to pay the same dues as active members.

Article 13 Dissolution

Section 1 - It is specifically provided that in the event of liquidation, dissolution or winding-up of the club, after payment of its liabilities in accordance with the Act shall be distributed to one or more Rotary clubs and in accordance with the by-laws and procedures of Rotary International.

Section 2 - It is specifically provided that in the event of liquidation, dissolution or winding-up of the club, all the assets and property held or acquired from the proceeds of a licensed lottery event shall be distributed to organizations eligible to receive lottery funds.

Note: Changes to this document were made available to the board of the Rotary Club of Mississauga Meadowvale at the regular board meeting on July 8, 2019. Changes to this document were approved at a regular club meeting on August 9, 2019.

Mario Caruso

Club President 2019-2020