



Bylaws of the Rotary Club of Burlington

Purpose of the Rotary Club of Burlington

The Rotary Club of Burlington's primary exempt purpose is to promote service as a worthy endeavor, provide service to others, promote integrity, and advance world understanding, goodwill, and peace in our club, communities, vocations, in youth, and internationally.

Article I: Definitions

Board: The Board of Directors of this club

Director: A member of this club's Board of Directors

Member: A member, other than an honorary member, of this club

RI: Rotary International

District: Rotary District 5050

Foundation: Burlington Rotary Foundation

Year: The club's fiscal year from July 1st to June 30th

Article 2: Board

The governing body of this club is the board consisting of the following members: president, immediate past president, president elect, president nominee, secretary, treasurer, and six directors (elected in alternating years).

Article 3: Election of Directors and Officers

Section 1 - Election of officers for the following year takes place at the second regular club meeting in December.

Section 2 - One month prior to the election of officers, the president asks for nominations for president elect, president nominee, secretary, treasurer, three directors, and a director-at-large representing the foundation. Nominations may be made by a nominating committee appointed by the president and/or by members from the floor.

Section 3 - Nominations are placed on a ballot by the secretary in alphabetical order under each office. After determining a quorum is present, each member in good standing is given a ballot. The president appoints two members to count the ballots. The candidate who receives a majority of the votes for each office is declared elected to that office for a one-year term with the exception of directors who serve a term of two years. The president elect assumes the office of president after one year as president elect.

Section 4 - The officers and directors, so elected, together with the immediate past president, constitute the board.

Section 5 - If any officer or board member vacates a position, the remaining members of the board appoint a replacement.

Article 4: Duties of Officers

Section 1 - President. The president presides at club and board meetings, appoints committee chairs, and maintains communication with the membership and the District.

Section 2 - President Elect. To prepare for the ensuing year as president, the president elect attends Pre-PETS and PETS, conducts planning meetings, develops a separate budget for club operations and the foundation for membership approval, and appoints committee chairs prior to the start of year in office as president.

Section 3 - President Nominee. The president nominee is responsible for the annual club fundraiser.

Section 4 - Secretary. The secretary records and preserves the minutes of board meetings, keeps membership and attendance records, makes the required reports to Rotary International and the District, orders club supplies, picks up mail, and handles correspondence.

Section 5 - Treasurer. The treasurer oversees all club and foundation funds and provides monthly financial statements to the board. Upon leaving office, the treasurer turns over all funds, books of accounts, and any other club property to the incoming treasurer or to the president.

Article 5: Meetings

Section 1 – An annual meeting of this club is held at the second regular meeting of the club in December each year, at which time the election of officers and directors to serve for the ensuing year takes place. One-third of the membership constitutes a quorum at the annual meeting.

Section 2 – The regular weekly meeting of this club will be held on Fridays at 7:00 a.m. at a place designated by the board. Due notice of cancellation or any changes in the time or place of the regular meeting will be given to all club members via email.

Section 3 – Regular meetings of the board will be held on a specified day each month as designated by the president and the current board at their initial board meeting. Special meetings of the board may be called with reasonable email notice by the president or upon the request of two directors. A majority of the directors constitute a quorum.

Article 6: Dues

Annual membership dues are established by the board and are prorated by month for new members.

Article 7: Method of Voting

The business of this club is conducted by voice vote or show of hands except in the election of officers and directors, which is conducted by ballot. The board may determine that a specific resolution be conducted by ballot.

Article 8: Five Avenues of Service

The Object of Rotary is to “encourage and foster the ideal of service as a basis of worthy enterprise.” Since 1910, the Rotary Motto has been “Service Above Self.”

Rotary’s Five Avenues of Service are the philosophical and practical framework for the work of this Rotary club. They are Club Service, Vocational Service, Community Service, International Service, and New Generations. This club will be active in each of the Five Avenues of Service.

Article 9: Committees

Section 1 - Club committees are charged with carrying out the annual and long-range goals of the club. Standing committees are appointed as follows:

Membership - Develops and implements a comprehensive plan for the recruitment and retention of members. Arranges for the induction of new members and schedules classification talks.

Community Service - Develops and implements service projects that engage the membership and address the needs of the community.

Fellowship - Organizes fellowship opportunities for club members.

Public Relations - Maintains the club's website and Facebook page. Develops and implements plans to provide the public with information about Rotary and to promote the club's service projects and activities.

Civic Donations - Develops funding guidelines for board approval, reviews funding requests, and makes recommendations to the board.

Foundation - Develops and implements plans to support The Rotary Foundation through both financial contributions and program participation.

Additional ad hoc committees may be appointed by the president as needed.

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 transacts 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 specific authority is given by the board, such committees will not take action until a report has been made and approved by the board.

Section 4 - Each committee chair is responsible for regular meetings and activities of the committee, supervises and coordinates the work of the committee, and reports to the board on all committee activities.

Article 10: 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 as long as membership dues are kept current.

Article 11: Finances

Section 1 - Not less than one month before the start of each fiscal year, the president elect prepares an annual club budget of estimated income and expense for club operations and a separate budget for the foundation. After being agreed to by a vote of the membership, the budgets stand as the limit of expenditures for the respective purposes, unless otherwise amended by action of the board.

Section 2 - The treasurer deposits club funds in a financial institution or institutions designated by the board in separate accounts for club operations and the foundation.

Section 3 - All expenditures are paid only by check signed by the treasurer or other officer authorized by the board.

Section 4 - A qualified person conducts a thorough annual review of all financial transactions.

Section 5 - A bond is not required of officers having charge or control of club funds.

Article 12: Method of Electing Members

Section 1 - A member proposes a candidate for membership in writing to the membership committee chair. A transferring or former member of another club may be proposed by the former club.

Section 2 - The prospective member's name is placed in front of the membership for two weeks by the secretary via email. Any objection to the proposed member must be in writing, stating the reason, and received by the club secretary within seven days following the second week of publication.

Section 3 - The board approves or disapproves the proposal at its next regular board meeting, taking into consideration any written objections from the membership, and the club secretary notifies the proposer of the board's decision.

Section 4 - If the decision of the board is favorable, the prospective member is informed by the membership chair of the purposes of Rotary and of the privileges and responsibilities of membership, following which the prospective member signs the membership proposal form to permit his or her name and proposed classification to be published to the club.

Section 5 - The secretary orders a membership badge for the new member and updates the membership list on the club website.

Section 6 - The membership committee chair arranges for the new member's induction and classification talk.

Section 7 - Honorary membership may be approved by the board.

Article 13: Resolutions

The membership may not consider any resolution or motion to commit the club on any matter until it has been considered by the board. Such resolutions or motions, if offered at a club meeting, are referred to the board without discussion.

Article 14: Amendments

These bylaws may be amended at any regular meeting, a quorum being established, by a two-thirds vote of all members present, provided that notice of the proposed amendment is emailed to each member at least ten days before the meeting. No amendment or addition to these bylaws can be made which is not in harmony with the constitution and bylaws of Rotary International.

Article 15: Distributions upon Dissolution

Upon any dissolution of the Club all of its assets remaining after payment of creditors shall be distributed to one or more organizations selected by the Board of Directors which are qualified as exempt from taxation under the provisions of Sections 501(a) and 501(c)(3) or 501(c)(4) of the Code, or any successor statutes, and which further the purposes of the Club as set forth in Article 8 herein. In no event shall any of the Club's assets be distributed to the officers, directors, or members of the Club.