

ROTARY CLUB OF KENMORE BYLAWS

MARCH 2023

ROTARY CLUB OF KENMORE BOARD OF DIRECTORS

AS PASSED AT THE MEMBERS MEETING HELD ON MAY 22, 2023

Bylaws of the Rotary Club of Kenmore

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Bylaws of the Rotary Club of Kenmore

Article 1 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. 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 beginning 1 July.

Article 2 Board

The governing body of this club is its board of directors, consisting of, at a minimum, the president, satellite club president/chairman (if in existence), immediate past president, president-elect, secretary, and treasurer. The club officers make up the Executive Committee.

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 (consisting of past presidents), 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 their 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 will appoint a replacement.

Section 5 — The terms of office for each role are:

- President — one year
- President-Elect/ Vice President — one year
- Treasurer — one year
- Secretary — one year
- Director — one year

When a successor is not elected, the current officer's term can be extended for another term.

Article 4 Duties of the Officers

Section 1 — The president presides at club and board meetings and serves on the board as a voting member (tie-breaking vote).

Section 2 — The immediate past president serves as a director on the club board and serves as the chair of the nominating committee.

Section 3 — The president-elect/vice president prepares for his or her year in office and serves as a club director and presides at club and board meetings when the president is absent.

Section 4 — A director attends club and board meetings and may perform additional duties as assigned and serve on the board as a voting member.

Section 5 — The secretary keeps membership and attendance records and serves on the board as a voting member.

Section 6 — The treasurer oversees all funds and provides a monthly accounting of them and serves on the board as a voting member.

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 — Regular weekly meetings of this club are held. 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.

Article 6 Dues

Membership dues include RI per capita dues, subscriptions to an official Rotary magazine, district per capita dues, club fees, and any other Rotary or district per capita assessment. Club annual dues and payment dates are established by the board of directors on an annual basis.

Article 7 Method of Voting

The business of this club is conducted by voice vote, electronic 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. The satellite club (if in existence) will follow these procedures.

Article 8 Committees

Section 1 — This club's committees comprise those listed in article 11, section 7, of the Standard Rotary Club Constitution, as well as the following:

Executive Committee — Board steering committee.

Fundraising Committee — Work on fundraising strategies and events.

Nominating Committee — Prepare slate of officers; made up of Past-Presidents.

Sunshine Social Committee — Recognize new members; promote birthdays and anniversaries.

Youth Services Committee — Work with Interact/Rotract Clubs; promote Rotary youth programs/events.

Section 2 — Additional committees may be appointed as needed in effort to achieve club's annual and long-term goals.

Section 3 — The president is an ex officio member of all committees.

Section 4 — Except where special authority is given by the board, committees shall not take action until a report has been made and approved by the board of directors. The president of the board shall refer additional business to a specific committee as needed.

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 two accounts: one for club operations and one for service projects.

Section 3 — Bills are paid by the treasurer or another authorized officer and approved by the board of 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. A mid-year financial report, with current and previous year income and expenses, is presented at the annual meeting.

Section 6 — The fiscal year is from 1 July to 30 June.

Article 10 Method of Electing Members

Section 1 — A member of this club or another club proposes a candidate for membership to the board and/or the membership committee.

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 21 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.