

Bylaws of the

Rotary Club of Prince George Yellowhead

2026 March



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. Quorum: One-third of the club membership; a majority of directors for the Board.
5. RI: Rotary International.
6. Year: The 12-month period that begins on 1 July.

Article 2 Board

The governing body of this club is the Board consisting at a minimum of the following officers: president, immediate past president, president-elect, secretary, treasurer and sergeant-at-arms. The governing body shall also include up to six additional directors.

Article 3 Elections and Terms of Office

Section 1 — One month prior and up to, and including, the day of elections, members may nominate candidates for president, president-elect, secretary, treasurer, and any open director positions. The nominations may be presented by a nominating committee, by members from the floor, or both. The nominating committee shall consist of the immediate past-president, president-elect and any other members appointed by the immediate past-president.

Section 2 — The candidate who receives a majority of the votes for each office is declared elected to that office.

Section 3 — A vacancy on the Board or any office shall be filled by the remaining members of the Board.

Section 4 — A vacancy for any officer-elect position or director-elect position shall be filled by the remaining members of the Board-elect.

Section 5 — Terms of office for each role are as follows:

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

Section 6 -- In accordance with Article 10 of the Rotary Club of Prince George Yellowhead Constitution, the Board is the governing body and of this club and has general control over all officers and committees. The Board may, for good cause, remove a director or committee chairperson before the expiration of his or her term of office.

Article 4 Duties of the Board

Section 1 — President. The president shall preside at club and Board meetings.

Section 2 — Immediate Past President. The immediate past president shall serve as a director.

Section 3 — President-elect. The president-elect shall serve as vice-president and shall prepare for his/her year in office, shall preside at club and Board meetings in the absence of the president and shall perform such other duties as may be prescribed by the president or board.

Section 4 — Director. A director shall attend club and Board meetings.

Section 5 — Secretary. The secretary shall keep membership and attendance records, 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

Bylaws of the Rotary Club of Prince George Yellowhead

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. Should the secretary not be present at a regular meeting or annual meeting, the meeting chair shall appoint another director to record the meetings.

Section 6 - Treasurer. The treasurer shall oversee all funds and provide annual accounting of these funds. 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 pertain 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 7 - 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.

Section 8 - Board members may perform additional duties as assigned.

Section 9 – A director or officer must not be remunerated for being or acting as a director, but a director may be reimbursed for expenses necessarily or reasonably incurred by the director while engaged in the affairs of the club

Article 5 Meetings

Section 1 - Annual Meeting.

An annual meeting of this club shall be held no later than 31 December to elect the officers and directors who will

serve for the next Rotary year. The date of the meeting shall be determined by the President and notice provided to each member a minimum of 10 days before the meeting.

Section 2 - The regular weekly meetings of this club shall be held on **Thursday** at **12:15pm**. or as scheduled by the Board from time to time' Reasonable notice of any change or cancellation of the regular meeting shall 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 Fees and Dues

Section 1 - The admission fee, as established by RI and/or the club, shall be paid before the applicant can qualify as a member. The admission fee is listed in Schedule A attached to this bylaw.

Section 2 - Membership dues shall consist of RI per capita dues, subscription fees to The Rotarian or Rotary regional magazine, district per capita dues, club annual dues, and any other Rotary or district per capita assessment. Membership dues shall be payable in accordance with the policies of the club as established by the Board. Membership dues are listed in Schedule A attached to this bylaw.

Section 3 - New members will be required to pay pro-rated membership dues based on the amount stipulated in Article 6, Section 2, and the number of days from the date of the new member's induction into the club to date when the next cycle of semiannual membership dues is payable.

Section 4 - The membership dues shall be established at the annual general meeting or any regular meetings by a two-thirds majority vote of the membership following the procedures outlined in Article 12. The membership dues shall be payable

semiannually on the first day of July and of January, with the understanding that a portion of each semiannual payment shall be applied to each member's subscription to the RI official magazine.

Article 7 Method of Voting

Section 1 - The business of this club is conducted by voice vote or show of hands except for the election of officers and directors, which is conducted by ballot. The Board may provide a ballot for a vote on a specific resolution.

Section 2 – Proxy voting is not allowed.

Article 8 Committees

Section 1 - Club committees coordinate their efforts in order to achieve the club's annual and long-range goals. Each club may have the following committees:

- Club Administration
- Membership
- Public Relations
- Rotary Foundation
- Service Projects
- Committee of the Whole

Section 2 - Additional committees may be appointed as needed.

Section 3 - The president shall be *ex officio* a member of all committees and, as such, shall have all the privileges of membership.

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. The president or the Board shall refer additional business to a specific committee as needed.

Section 5 - 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 9 Finances

Section 1 - Prior to each fiscal year, the Board shall prepare an annual budget of estimated income and expenditures.

Section 2 - The treasurer shall deposit club funds in financial institution(s) designated by the Board, divided into two parts: club operations and service projects.

Section 3 - Bills are paid by the treasurer or another authorized officer when approved by two other officers or directors.

Section 4 - A thorough annual review of all financial transactions shall be completed by a qualified person.

Section 5 - An annual financial statement of the club shall be provided to club members.

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

Section 7 - A decision to borrow funds must be passed by resolution of the club members at the annual meeting or at any regular meeting. A proposal to borrow funds by the Board must be prepared in writing and made available to members for review. The decision to borrow requires that written notice be sent to each member 10 days before the meeting, that a quorum be present for the vote, and that two-thirds of the votes support the decision.

Article 10 Method of Electing Members

Section 1 - A member shall provide a candidate's name to the Board. A transferring or former member of another club may also be proposed for membership by the former club. The proposal is kept confidential unless the Board instructs otherwise.

Section 2 - The Board shall approve or reject the candidate's membership within 30 days and shall notify the proposer of its decision.

Section 3 - If the decision of the Board is favorable, the prospective member is invited to join the club, educated about Rotary and membership requirements, and asked to sign the membership proposal form and to allow his or her name and proposed classification to be conveyed to the club.

Section 4 - If no member of the club submits a written objection including reasons for the objection, to the Board within seven days after the club is notified of the prospective member, that person, upon payment of the admission fee, is considered to be elected to membership. If an objection has been filed with the Board, the club shall vote on this matter at its next meeting. If approved despite the objection, the proposed member is elected to membership after admission fee payment.

Section 5 — The club may elect honorary members proposed by the Board.

Article 11 Resolutions

Any resolutions or motions to commit the club to any position or action shall first be reviewed and approved by the Board. If resolutions or motions are first offered at a club meeting, they shall be sent to the Board without discussion.

Article 12 Amendments

These Bylaws may be amended at any regular club meeting. Changing the club bylaws requires that written notice be sent to each member 10 days before the meeting, that a quorum be present for the vote, and that 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.

Schedule A

Charges	Amount	Meeting Date (When charge was established)	Motion
1. Admission Fee	\$0.00		
2. Membership Dues	\$350.00	13 Dec 2025	“THAT membership dues be increased from \$300.00 to \$350.00 per annum effective 01 January 2026.” MOTION made by Scott Hamilton, seconded by Garnet Weston. CARRIED. [motion was approved unanimously by the membership, a quorum being present]

Witness(es)		Applicants for Incorporation		
		Michael Duck	<i>Date</i>	
		Scott Hamilton	<i>Date</i>	
		Janice Bleecker	<i>Date</i>	
		Garnet Weston	<i>Date</i>	
		Bill Hellyer	<i>Date</i>	