



# Rotary Club of Sechelt



**Bylaws**

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## **Bylaws of the Rotary Club of Sechelt**

### **Article 1 Definitions**

1. **Board** The Directors of the Rotary Club of Sechelt.
2. **Director** A member of the Rotary Club of Sechelt Board.
3. **Committee Head** Members appointed by The Board to head a committee.
4. **Member** A Member, other than an honorary member of the Rotary Club of Sechelt.
5. **RI** Rotary International.
6. **Year** Twelve months period that begins on July 01.

### **Article 2 Board**

The governing body of this club shall be the Board consisting of up to 10 club members, namely, directors elected in accordance with article 3, section 1, of these bylaws, and the president, president-elect (or president-nominee, if no successor has been elected), secretary, treasurer, and immediate past president.

### **Article 3 Election of Directors and Officers**

#### **Section 1**

In September, the President will appoint a committee to develop a list of officer nominations for president, president-elect nominee, secretary, and treasurer, to take office July 01, the following year. The committee will carefully review prospective officers and prequalify the candidates, ensuring they are ready, willing, and able to carry out anticipated duties associated with each position. The President to appoint a Sergeant of Arms.

In October and November, during regular meetings, the committee will announce the nominees consecutively over three weeks and invite additional nominations from the floor, which must be prequalify prospective candidates, ready, willing, and able to carry out anticipated duties associated with each position. The nominations 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, president-elect, secretary, and treasurer receiving the majority of the votes shall be declared elected to their respective offices. The candidates for director receiving a majority of the votes shall be declared elected as directors.

President Elect	July 01 – July 01	12 months
President	July 01 – July 01	12 months

## **Section 2**

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

The term of office for each role is:

- President usually one year, but not more than two years
- President elect usually one year, but not more than two years
- Secretary as elected
- Treasurer as elected
- Director as elected

Directors shall generally serve two-year terms with the term of two directors expiring in even years and the term of the other directors expiring in odd years.

## **Section 3**

A Director or Officer vacancy on The Board shall be filled by action of the remaining directors or officers.

## **Article 4     Duties of Officers**

**Section 1 - President:** It shall be the duty of the president to preside at club meetings 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 a director, to preside at Club and Board meetings, in the absence of the president and to perform other duties as ordinarily pertains to the office of president-elect.

**Section 3 – Secretary:** It shall be the duty of the secretary to keep membership records; record attendance; send out club notices regarding meetings; record and preserve meeting minutes. Keep track of CRC and Food Safe certifications. And perform other duties as usually pertain to the office of secretary.

The Secretary will report as required to RI, including the semi-annual membership report January 01 and July 01 and prorated reports October 01 and April 01 on each active member; 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.

**Section 4 – 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.

**Section 5 – Sergeant-At-Arms.** The duties of the sergeant-at-arms is to ensure the meeting room is set up with appropriate equipment, and other duties as may be prescribed by the president.

## **Article 5 Meetings**

**Section 1 – Annual Meeting:** An annual meeting of this club shall be held at a regular club meeting in the month of December, each year, at which time the election of officers and directors to serve for the ensuing year shall take place.

**Section 2 – Regular Weekly:** The regular meetings of this club shall be held on the second and fourth Tuesday of each month at 5:00 PM

Due notice of any changes in or canceling of the regular meetings shall be given to all members of the club with as much advanced notice by e-mail as possible. All members except an honorary member (or member excused pursuant to article 11), in good standing in this club, on the day of the regular meeting, must be counted as present or absent.

**Section 3 – Membership:** One-third of the membership shall constitute a quorum at the annual and regular club meetings.

**Section 4 – Board Meetings:** Regular Board meetings shall be held each month at such time and day as shall be determined by The Board. Special meetings of the board shall be called by the president, whenever deemed necessary, or upon the request of two (2) directors, due notice having been given.

**Section 5 – Quorum:** A majority of the directors shall constitute a quorum of the board.

## **Article 6 Fees and Dues**

**Section 1 – Fees:** An **Admission** fee of \$50 to be paid before an applicant can qualify as a member.

The **Administration** revenue will be funded by an allocation of 10% of project revenue to the Administration account.

Such fees to be reviewed annually.

**Section 2 – Membership dues:** The membership dues shall be assessed per annum, payable semi-annually on the July 01 and January 01, with the understanding that a portion of each semi-annual payment shall be applied to each member's subscription to the RI official magazine.

**Section 3 – Changes:** Any changes in RI dues or District dues will automatically be passed onto the members. Annual dues will be proposed by the board and voted on at a club meeting.

**Section 4 – Board Discretion:** The Board may at its discretion choose to waive all or part of the Administration Fee and/or Membership dues for a new member in Sections 1 & 2 above.

### **Article 7 - Method of Voting**

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

### **Article 8 - Five Avenues of Service**

The five Avenues of Service are the philosophical and practical framework for the work of The Club. They are Club Service, Vocational Service, Community Service, International Service and New Generations. The Club will be active in each of the five Avenues of Service.

1. **Club Service**, the first Avenue of Service, involves action a member should take within this club to help it function successfully.
2. **Vocational Service**, the second Avenue of Service, has the purpose of promoting high ethical standards in business and professions, recognizing the worthiness of all dignified occupations.
3. **Community Service**, the third Avenue of Service, comprises the varied efforts to improve the quality of life of those who live within this club's locality or municipality.
4. **International Service**, the fourth Avenue of Service, comprises those activities that advance understanding, goodwill and peace designed to help people in other lands.
5. **New Generations** (or Youth Service), the fifth Avenue of Service, recognizes the positive change implemented by youth and young adults through leadership development activities, involvement in community and international service projects, and exchange programs that enrich and foster world peace and cultural understanding.

## **Article 9 - Committees**

Club committees are charged with carrying out the annual and long-range goals of the club based on the five Avenues of Service. The president, president-elect, and immediate past president should work together to ensure continuity of leadership and succession planning.

When feasible, committee members should be appointed to the same committee for two to three years to ensure consistency. The president-elect is responsible for appointing committee members to fill vacancies, appoint committee chairs and conduct planning meetings prior to the start of the year in office. The president-elect may be responsible for appointing committee members to fill vacancies, appoint committee chairs, and conduct planning meetings as directed by the President.

It is recommended that the committee chair person have previous experience as a member of the committee. Standing committees are as follows:

- **Membership**

This committee develops and implements a comprehensive plan to recruit and retain members. This committee carries out activities to support and sustain the club's Mission Statement. This committee develops and implements plans to support social activities within the club.

- **Club Public Relations**

This committee develops and implements plans to provide the public with information about Rotary and to promote the club's service projects and activities through a comprehensive marketing plan.

- **Club Administration**

This committee conducts activities associated with the effective operation of the club.

- **Service Projects**

This committee develops and implements educational, humanitarian, and vocational projects that address the needs of its community and communities in other countries.



- **Youth Services**

This committee develops and implement plans to support youth programs, the Interactor Club, RYLA, and international student exchange.

- **The Rotary Foundation**

This committee develops and implements plans to support The Rotary Foundation through both financial contributions and program participation.

- **Additional ad hoc Committees may be appointed as needed**

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

(b) Each committee is bound by 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.

(c) Committee chair persons shall be responsible for regular meetings and activities of the committee; supervise and coordinate the work of the committee; and report to the board and membership on all committee activities.

## **Article 10 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 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 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 Club meetings 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, unless otherwise ordered by the board. The budget shall be broken into two separate parts: one in respect of club operations (administration) and one in respect of charitable/service operations.

The board shall not commit available funds in excess of \$500 for any purpose NOT specified in the approved budget without first referring the matter to a quorum of the club for approval by vote.

**Section 2** – The treasurer shall deposit all club funds in a bank, named by the board. The club funds shall be divided into separate accounts: club operations, foundation, calendar and service projects.

**Section 3** – All bills shall be paid by the treasurer or other authorized officer on the basis of vouchers and when approved by two officers or directors. According to GAAP, bank statements are verified by a different person than the one depositing or withdrawing amounts. The board will approve who has signing authority each year or as need be in. Cheques and E-transfers can be signed by two authorized officers as approved by the board and on file at the bank.

**Section 4** – A review of all transactions shall be made periodically by a qualified person, other than the Treasurer, as appointed by the president.

An audit of all financial transactions by a qualified person shall be made once each year as appointed by the president, unless otherwise voted by the board.

**Section 5** – Officers having charge or control of club funds shall have Club insurance through District 5040, as required by the board for the safe custody of the funds of the club, cost of insurance is borne by the club.

**Section 6** – The fiscal year of this club extends from July 01 – June 30. Member dues are collected and divided into two semi-annual periods extending from July

01 – December 31, and from January 01 – June 30. The payment of per capita dues and RI official magazine subscriptions are made on July 01 and January 01 based on the membership of the club on those dates.

## **Article 13 Method of Electing Members**

**Section 1** – The name of a prospective member, proposed by an active member of the club, shall be submitted to the board in writing, through the club secretary. A transferring or former member of another club may be proposed to active membership by the former club. The proposal shall be kept confidential except as otherwise provided in this procedure.

**Section 2** – The board shall ensure that the proposal meets all the classification and membership requirements of the standard Rotary club constitution.

**Section 3** – The board shall approve or disapprove the proposal within 30 days of its submission, and shall notify the proposer, through the club secretary.

**Section 4** – If the decision of the board is favorable, the prospective member shall be informed of the purposes of Rotary and of the privileges and responsibilities of membership, following which the prospective member shall be requested to sign the membership proposal form and to permit his or her name and proposed classification to be published to the club.

**Section 5** – 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 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 6** – Following the election, the president shall arrange for the new member's induction, membership card, and new member Rotary literature. In addition, the president or secretary will report the new member information to RI

and the president will assign a member to assist with the new member's assimilation to the club as well as assign the new member to a club project or function.

**Section 7** – The club may elect, in accordance with the standard Rotary club constitution, honorary members proposed by the board.

#### **Article 14 Resolutions**

The club shall not consider any resolution or motion to commit the club on any matter, outside the scope of the approved annual budget, 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 Order of Business**

- Land acknowledgement
- Introduction of visitors and/or speakers
- Correspondence, announcements and Rotary Information
- Committee reports if any
- Any unfinished business
- Any new business
- Address any other program features.

#### **Article 16 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 emailed (or mailed) to each member at least ten days before such a meeting. No amendment or addition to these bylaws can be made which is not in harmony with the Rotary Club of Sechelt's constitution and with the constitution and bylaws of RI.

Revised and published July 26<sup>th</sup> 2024.

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