

**BYLAWS**  
**Of the**  
**ROTARY CLUB OF WEYBURN**

**Amended: 2016**

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**Article I Election of Directors and Officers**

**Section 1** – At a regular meeting one month prior to the meeting for the election of officers, the presiding officer shall ask for nominations by members of the club for president elect, secretary, treasurer, and chairs for the Avenues of Service to be the Board of Directors. The nominations may be presented by a nomination committee or by members from the floor. The nominations duly made 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 elect, secretary, and treasurer receiving the majority of the votes shall be declared elected to their respective offices. The Avenues of Service Chair nominees receiving a majority of the votes shall be declared as elected directors. If no nominations come from the floor, those coming from the nomination committee are elected by acclamation.

**Section 2** – The officers and directors, so elected, together with the president and immediate past president shall constitute the board of directors.

**Section 3** – A vacancy in the board of directors or any office shall be filled by action of the remaining members of the board.

**Section 4** – A vacancy in the position of any officer-elect or director-elect shall be filled by actions of the remaining members of the board of directors-elect.

## **Article II Board of Directors**

The Governing Body of this Club shall be the Board of Directors consisting of thirteen members of the Club, elected in accordance with Article 1, Section 1 of the Bylaws (Election of Directors and Officers), namely President, President-Elect, Secretary, Treasurer, Past President, President-Designate and the five (5) Chairpersons of the four (4) committees: Community Service, Club Service, Youth/Vocational Service, International Service, as well as the Alumni Director and Membership Director.

## **Article III Duties of Officers**

**Section 1 – President.** It shall be the duty of the president to preside at meetings of the club and the board and to perform such other duties as ordinarily pertain to the office of the president.

**Section 2 – President-Elect.** It shall be the duty of the president-elect to serve as a member of the Board of Directors of the club, to preside at meetings of the board and the club in the absence of the president, to serve as chairperson of the program committee, and to perform such other duties as may be prescribed by the president of the club.

**Section 3 – Secretary.** It shall be the duty of the secretary to keep the records of membership, record the attendance, and send out notices of meetings to the club, board, as well as to record, send out, and preserve the minutes of such meetings. As well, the secretary shall perform other such duties as usually pertain to the office of secretary.

**Section 4 – Treasurer.** It shall be the duty of the treasurer to have custody of all funds, accounting for same to the club annually and at any other time upon demand by the board and to perform such duties as pertain to the office of treasurer. The treasurer shall make the required reports to RI including the semiannual reports of membership with remittance. Upon retirement from the office, the treasurer shall turn over to the incoming treasurer or to the president all funds, books of accounts and any other club property.

**Section 5 – Sergeant-at-Arms.** The duties of the sergeant-at-arms shall be such as are usually prescribed for such office and such other duties as may be prescribed by the president or the board. The sergeant-at-arms shall be appointed by the president.

**Section 6 – President Designate.** The duties of the president designate shall be as assigned by the president or board.

## **Article IV Meetings**

**Section 1 – Annual Meeting.** An annual meeting of this club shall normally be held on the second Thursday of December each year, and no later than the first regular meeting of January in each year, at which time the election of officers and directors to serve for the ensuing year shall take place.

**Section 2 –** The regular weekly meetings of this club shall be held on Thursdays at twelve (12:00) noon.

Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club.

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

**Section 4 –** Regular meeting of the board shall be held on the first Wednesday of each month. Special meetings of the board shall be called by the president, whenever deemed necessary, or upon the request of two (2) members of the board, due notice having been given.

**Section 5 –** A majority of the board members shall constitute a quorum of the board.

## **Article V Fees and Dues**

**Section 1 –** The admission fee for membership shall be zero (0) dollars. A person will become a full member of the club at the time of paying the first membership dues.

**Section 2 –** Membership dues shall be determined and set annually, by the Board of Directors and communicated to the members as of July 1 each year.

**Section 3 –** Dues may be paid in full July 1 of each year, or semi-annually on July 1 and January 1, each year.

## **Article VI Method of Voting**

The business of this club shall be transacted by a *vita voce* (by voice) or by show of hands vote except for the election of officers and directors which shall be by ballot.

## **Article VII Committees**

### **Section 1 –**

- (a) The president shall, subject to the approval of the board, appoint the following standing committees:

Club Service committee

Youth/Vocational Service committee

Community Service committee

International Service committee

- (b) The chairperson of each committee shall, subject to the approval of the board, appoint such sub-committees on particular phases of club service, vocational service, community service and international service as deemed necessary.
- (c) The club service committee, vocational service committee, community service committee, and international service committee shall consist of an elected chairperson and vice-chairperson who shall be named by the president and not less than two (2) other members.
- (d) The president shall be *ex officio* member of all committees and, as such, shall have all the privileges of membership thereon.
- (e) Each committee shall transact such business as is delegated to it in the 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 to the board and approved by the board.

### **Section 2 – Club Service Committee**

- (a) This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in matters relating to club service. The chairperson of the club service committee shall be responsible for regular meetings of the committee and shall report to the board on all club service activities.

- (ii) The chairperson shall be appointed by the president and serve on the club service committee.
- (iii) The chairperson of this committee shall be responsible for the public relations activities of the club and shall supervise and coordinate the work of any sub-committees that may be appointed on particular phases of public relations.
- (iv) The public relations committee shall consist of the chairperson and at least two members from the club service committee appointed by the president.
- (v) The public relations committee chairperson may, subject to the approval of the committee, appoint individuals to be responsible for the following particular phases of public relations:
  - (a) *Club Bulletin/Minutes.* The committee shall endeavor, through the publishing of a weekly club bulletin or minutes, to stimulate interest and improve attendance, announce the program of forthcoming meetings, relate highlights of the previous meeting, promote fellowship, contribute to Rotary education of all members, and report news of the club, of its members and of the worldwide Rotary program.
  - (b) *Magazine.* The committee shall stimulate reader interest in *The Rotarian*; sponsor a magazine month; arrange for brief monthly reviews of the magazine on regular club programs; encourage the use of the magazine in the induction of new members; provide a cope of the magazine for non-Rotarian speakers; secure international service and other special subscriptions for libraries, hospitals, schools and other reading rooms; send news items and photographs to the editor of the magazine, and in other ways make the magazine of service to the club members and non-Rotarians.
- (f) Program sub-committee
  - (i) The president elect shall prepare and arrange the programs for the regular and special meetings of this club.
  - (ii) The chairperson shall normally be the president elect who need not be a member of the Club Service committee.
  - (iii) The chairperson of this committee shall be responsible for the program activities of the club and shall supervise and coordinate the work of any sub-committees that may be appointed for program activities.

### **Section 3 – Youth/Vocational Committee**

- (a) This committee shall devise and carry into effect plans which will guide and assist the members of the club in discharging their responsibilities in the areas of youth and vocation.

- (b) The youth/vocational service committee shall consist of the chairperson of the youth/vocational committee, the vice-chairperson, and the members appointed by the president.
- (c) The youth/vocational committee chairperson may, subject to approval of the committee appoint individuals to be responsible for the following particular phases of youth/vocational service:
  - (i) Exchange students
  - (ii) Youth activities including RYLA, Model United Nations, Adventures in Technology, Adventures in Agriculture, Adventures in Citizenship, and Peace Partners.
  - (iii) Scholarships
  - (iv) Special projects

#### **Section 4 – Community Service Committee**

- (a) The committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in their community relationships.
- (b) The community service committee shall consist of the chairperson of the community service committee, the vice-chairperson, and the members appointed by the president.
- (c) The chairperson of this committee shall be responsible for the community service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of community service.
- (d) The community service committee chairperson may, subject to the approval of the committee, appoint individuals to be responsible for the following particular phases of club service:
  - (i) *Human Development:* The committee shall devise and carry into effect plans which will guide and assist the members of this club in dealing within the community with welfare of human beings of all kinds throughout the whole span of life by providing assistance and support to those in need.
  - (ii) *Community Development.* The committee shall devise and carry into effect plans which will guide and assist the members of this club in working to make the community a better place to live by improving the physical condition of the community and its facilities.
  - (iii) *Environmental Protection.* The committee shall devise and carry into effect plans which will guide and assist the members of this club in monitoring and improving the quality of the community's environment.

- (iv) *Partners in Service.* The committee shall devise and carry into effect plans which will guide and assist members of this club in building relationships with other Rotary sponsored organizations within the community and in cooperating with them in service.

### **Sections 5 – International Service Committee**

- (a) This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in matters relating to international service.
- (b) The chairperson of this committee shall be responsible for the international service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of international service.
- (c) The international service committee shall consist of the chairperson of the international service committee, the vice-chairperson, and the members appointed by the president.
- (d) The international service committee chairperson may, subject to the approval of the committee, appoint individuals to be responsible for the following particular phases of club service:
  - (i) International projects
  - (ii) Rotary Foundation
  - (iii) Other related matters

### **Section 6 – Nominations' Committee**

The board shall appoint a nominations' committee each year which shall present a list of nominees to each officer and director position at the annual meeting. The president elect shall chair the nominations' committee.

## **ARTICLE VIII 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.

- (b) The club service committee shall consist of the chairperson of the club service committee, the vice- chairperson, and the members appointed by the president.
- (c) The chairperson of this committee shall be responsible for the club service activities of the club and shall supervise and coordinate the work of any sub-committees that may be appointed on particular phases of club service.
- (d) The club service committee chairperson may, subject of the approval of the committee, appoint individuals to be responsible for the following particular phases of club service.
  - (i) *Attendance.* The committee shall devise means for encouraging attendance at all Rotary meetings – including attendance at district conferences, intercity meetings, regional conferences, and international conventions by club members. This committee shall especially encourage attendance at regular meetings of the club and attendance at regular meetings of other clubs when unable to attend meetings of this club; keep all members informed on attendance requirements; promote better incentives for good attendance; and seek to ascertain and remove the conditions that contribute to unsatisfactory attendance.
  - (ii) *Fellowship Activities.* The committee shall promote acquaintance and friendship among the members, promote participation by members in organized Rotary recreational and social activities and do such work in pursuance of the general object of the club as may be assigned by the president or the board.
  - (iii) *Membership.* The committee shall consider all proposals for membership from the personal side and shall thoroughly investigate the character, business, social and community standing, and general eligibility of all persons proposed for membership and shall report their decisions on all applications of the board.
  - (iv) *Rotary Information.* The committee shall inform prospective members about the privileges and responsibilities of Rotary club membership; keep members informed of the history, object and activities of Rotary at all levels; and oversee the orientation of new members during their first year in the club.
  - (v) *Facility and Venue:* The chairperson or a person appointed by the chairperson will be responsible for any areas of venue for club meetings and price of club meals.
  - (vi) *Fund raising Committee:* The fund raising sub-committee is responsible for determining appropriate fund raising and recommending those fundraising efforts to the board.
- (e) *Public Relations sub-committee*
  - (i) This standing sub-committee shall devise and carry into effect, plans (1) to give the public general information about Rotary, its history, object, and scope; (2) to secure proper publicity for the club; and (3) inform the members of the club news.

## **ARTICLE IX**

## **FINANCES**

**Section 1** – The treasurer shall deposit all funds of the club in a bank or credit union to be approved by the board.

**Section 2** - All bills shall be paid by cheques signed by any two of the following officers: the president, treasurer, secretary, past-president and president elect. A year-end audit or review engagement will be conducted by a chartered accountant or a similarly qualified person so that the annual financial statements can be reviewed and accepted by the board and club membership.

**Section 3** – The treasurer shall acquire a fidelity bond in an amount specified by the board, to insure safe custody of the funds of the club.

**Sections 4** – The fiscal year of this club shall extend from July 1 to June 30, and for the collection of members' dues may be divided into two semi-annual periods extending from July 1 to December 31 and from January 1 to June 30. The payments of per capita dues and magazine subscriptions to Rotary International shall be made on July 1 and January 1 of each year of the basis of membership of the club on those dates.

### **Section 5 – Budget and Approval of Expenditures**

- (a) Prior to the beginning of each fiscal year, the board shall prepare or cause to be prepared a budget of estimated income and estimated expenditures for the year, which, having been agreed to by the board and membership, shall stand as the limit of expenditures for the respective purposes, unless otherwise ordered by action of the board and membership.
- (b) Notwithstanding Section 5(a), the board of directors may approve specific non-budgeted expenditures of \$1000 or less without approval of the membership.

## **Article X Methods of Electing Members (For All Kinds of Membership)**

**Section 1** – The name of a prospective member, proposed by an active, senior active, or past service member of the club, shall be submitted to the board, through the membership chairperson. The proposal for the time being shall be kept confidential except as otherwise provided in this procedure.

**Section 2** – The board shall ensure that the proposal meets all the membership requirements of the club.

**Section 3** – The board shall approve or disapprove the proposal within thirty (30) days of submission, and shall notify the proposer, through the membership chairperson, of its decision.

**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 (including the kind of membership proposed), following which the prospective member shall be requested to sign the membership proposal form and to permit this or his/her name and proposed classification (if active membership), to be published to the club.

**Section 5** – If there is no written objection to the proposal, stating reasons, received by the board from any member (other than honorary) of the club within seven (7) days following publication of information about the prospective member, that person, upon payment of the membership 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 membership fee (if not honorary membership), shall be considered to be elected to membership.

**Section 6** – Following such election, the president shall arrange for the new member's induction and further orientation, and the membership chairperson shall issue a membership card to the member and the secretary shall report such action to RI

## **ARTICLE XI                      RESOLUTIONS**

**Section 1** – No resolution or motion to commit this club on any matter shall be considered by the club until it has been considered by the board. Such resolutions or motions, if offered at a club meeting, shall be referred to the board without discussion.

## **ARTICLE XI                      ITEMS OF BUSINESS**

Meeting called to order.

Introduction of guest and visiting Rotarians.

Guest speaker or other program feature.

Correspondence and announcements.

Committee reports if any.

Any unfinished business.

Any new business.

Adjournment.

## **ARTICLE XII 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 provided to each member at least ten days before such meeting. No amendment or addition to these bylaws can be made which is not in harmony with the club constitution and with the constitution and bylaws of RI.

Approved: \_\_\_\_\_