

BYLAWS OF THE ROTARY CLUB OF RICHMOND HILL

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. RI: Rotary International
5. Year: The twelve-month period that begins on 1 July.

Article 2: Board

The governing body of this club shall be the Board consisting of _____ members of this club, namely, _____ directors elected in accordance with Article 3, Section 1, of these Bylaws, and the President, Vice-President, President-Elect (or President-Nominee, if no successor has been elected), Secretary, Treasurer, and the immediate Past President.

Article 3: Election of Directors and Officers

Section 1. The Board of Directors and Officers will be nominated by a member and elected by majority vote. In the absence of candidates, the Incoming President will appoint the Board of Directors and Officers.

Section 2. The Officers and Directors, so appointed, together with the immediate Past President shall constitute the Board. Within one week after their election, the Directors-Elect shall meet and elect some member of the Club to act as Sergeant-At-Arms.

Section 3. A vacancy in the Board or any office shall be filled by action of the remaining Directors.

Section 4. A vacancy in the position of any Officer-Elect or Director-Elect shall be filled by action of the remaining Directors-elect.

Article 4: 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 other duties as ordinarily pertains to the Office of the President.

Section 2 – President-Elect: It shall be the duty of the President-Elect to serve as a Director and to perform such other duties as may be prescribed by the President or the Board.

Section 3 – Vice President: It shall be the duty of the Vice-President to preside at meetings of the Club and the Board in the absence of the President and to perform other duties as ordinarily pertains to the Office of the Vice-President.

Section 4 – Secretary: It shall be the duty of the Secretary to keep membership records; record attendance at meetings; send out notices of Club, Board and Committee Meetings; record and preserve the minutes of such meetings; report as required to RI, including the semi-annual reports of membership on 1 January and 1 July of each 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 semi-annual 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 the Secretary.

Section 5 – 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 the Treasurer. Upon retirement for 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 shall be such as are usually prescribed for such Office and other duties as may be prescribed by the President or the Board.

Article 5 – Meetings

Section 1 – *Annual Meeting*: An annual meeting of this Club shall be held on the _____ in each year, at which time the election of Officer and Directors to serve for the ensuing year shall take place.

Section 2 – *Regular Weekly Meetings*: The regular weekly meetings of this club shall be held on Monday at 6:30 p.m. Due notice of any changes in or canceling of the regular meeting shall be given to all Members of the Club. All members excepting an Honorary Member (or Member excused pursuant to Article 8, Sections 3 and 4 of the standard Rotary Club constitution) in good standing in this Club, on the day of the regular meeting, must be counted as present or absent, and attendance must be evidenced by the Member's being present for at least sixty (60) percent of the time devoted to the regular meeting, either at this Club or any other Rotary Club, or as otherwise provided in the standard Rotary Club constitution, Article 8, Sections 1 and 2.

Section 3 – One-third of the Membership shall constitute a Quorum at the Annual and regular meetings of this Club.

Section 4 – Regular meetings of the Board shall be held on the second 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) Directors, due notice having been given.

Section 5 – A majority of the Directors shall constitute a Quorum of the Board.

Article 6: Fees and Dues

Section 1 – The Board will determine the annual membership fees and the membership fees shall be payable per annum payable the 1st of July, with the understanding that a portion of each semi-annual payment shall be applied to each Member's subscription to the RI official magazine. In addition, each member shall be billed for Monday meetings based on projected Monday meetings in the quarter. Members shall receive credit for make-up meetings in other clubs on submission of make-up cards from other clubs attended.

Section 2 – Any write-offs for Member dues shall be approved by the Board.

Article 7: Method of Voting

The business of the Club shall be transacted by *viva voce* vote 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 *viva voce* vote.

Article 8: Four Avenues of Service

The four Avenues of Service are the philosophical and practical framework for the work of this Rotary Club. They are Club Service, Vocational Service, Community Service and International Service. This Club will be active in each of the four Avenues of Service.

Article 9: Committees

Club committees are charged with carrying out the annual and long-range goals of the Club based on the four Avenues of Service. The President-Elect, President 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 three years to ensure consistency. The President-Elect is responsible for appointing committee members to fill vacancies, appointing committee chairs and conducting planning meetings prior to the start of the year in office. It is recommended that the Chair have previous experience as a member of the committee. Standing committees should be appointed as follows:

- Membership
This committee shall develop and implement a comprehensive plan for the recruitment and retention of members
- Club Public Relations
This committee should develop and implement plans to provide the public with information about Rotary and to promote the Club's service projects and activities.
- Club Administration
This committee should conduct activities associated with the effective operation of the Club.
- Service Projects
This committee should develop and implement educational, humanitarian and vocational projects that address the needs of its community and communities in other countries.
- The Rotary Foundation
This committee should develop and implement 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 shall be an ex officio member of all committees and, as such, shall have all the privileges of membership thereon.
- (b) Each committee shall transact 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 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) 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 10: Duties of the 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 course of the year. It shall be the primary responsibility of the President-Elect to provide the necessary leadership to prepare a recommendation for the 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 the meetings of the Club for a minimum of 3 months and maximum of 6 months.

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 for these purposes, unless otherwise ordered by action of the Board. The budget shall be broken into two separate parts: one in respect of club operations and one in respect of charitable/service operations.

Section 2 – The Treasurer shall deposit all club funds in a bank, named by the Board. The Club funds shall be divided into two separate parts: club operations and service projects.

Section 3 – All bills shall be paid by the Treasurer or other authorized Officer only when approved by two other Officers or Directors. All cheques shall bear any two signatures of the signing officers as per the bylaw. The cheque-signing officers for the Club shall be President, Vice-President, Past-President, Treasurer, Secretary and Past-Treasurer.

Section 4 – The Treasurer will present at each meeting to the Board, cheques written during the prior month.

Section 5 – A thorough review of all financial transactions by a qualified person shall be made once each year.

Section 6 – Officers having charge or control of Club funds shall give bond as required by the Board for the safe custody of the funds of the Club, cost of bond to be born by the Club.

Section 7 – The fiscal year of this Club shall extend from 1 July to 30 June, and for the collection of Members' dues shall be divided into two (2) semi-annual periods extending from 1 July 31 December, and from 1 January to 30 June. The payment of per capita dues and RI official magazine subscriptions shall be made on 1 July and 1 January of each year on the basis of 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, 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, 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 (7) days following the 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 15: Other Business

Meeting called to order
Introductions of visitors
Correspondence, announcements and Rotary information
Committee reports, if any
Any unfinished business
Any new business
Address or other program features
Adjournment

Article 16: Amendments

These by laws 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 mailed to each member at least ten (10) days before such meeting. No amendment or addition to these Bylaws can be made which is not in harmony with the standard Rotary Club constitution and with the constitution and bylaws of RI.