

Bylaws of the Rotary Club of Truro

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 July 1st.

Article 2 Legal Status

The Club will maintain its registration: as a “society” within the Province Of Nova Scotia. The Club shall ensure that the related “The Rotary Club Of Truro Charitable Trust” maintains its registration as a “registered charity” with the The Government Of Canada.

Article 3 Board

The governing body of this club shall be the board consisting of 14 members of this club, namely, the president, immediate past president, vice-president, secretary, treasurer, sergeant-at-arms and 8 directors; elected in accordance with article 4, section 1 of these bylaws.

Article 4 Election of Directors and Officers

Section 1 – At the Annual General Meeting (normally held before December 31st), the presiding officer shall ask for nominations for President and Secretary for the Rotary year commencing July 1st next, and conduct an election for those 2 positions..

At the Semi-Annual General Meeting (normally held in June), the presiding officer shall ask for nominations for: vice-president, treasurer, sergeant-at-arms, and 8 directors for the Rotary year commencing July 1st next, and conduct an election for those 11 positions.

The nominations may be presented by a nominating committee or by members from the floor, by either or by both as a club may determine. If it is determined to use a nominating committee, such committee shall be appointed as the club may determine. 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 at the AGM for president and secretary and the candidates at the SAGM for vice-president, treasurer and sergeant-at-arms, and the 8 candidates for director positions, receiving a majority of the votes shall be declared elected to their respective offices.

Normally, the progression to the office of president follows these steps: election as secretary for 1 year, election as vice-president for 1 year, and election as president for 1 year.

Section 2 – The officers and directors shall constitute the board.

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 5 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 president.



Section 2 – Immediate Past President. It shall be the duty of the immediate past president 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 vice-president. The vice-president is normally considered the “president-elect”.

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 semiannual reports of membership on 1 January and 1 July of each year, which shall include per capita dues for all members and prorated dues for active members who have 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. The secretary is normally considered the “president-nominee”.

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 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 6 – 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 6 Meetings

Section 1 – Annual Meeting. An annual meeting of this club shall be held as soon as possible after July 1st, and before December 31st in each year, at which time the election of president and secretary to serve for the ensuing year shall take place.

Section 2 – Semi-Annual Meeting. A semi-annual meeting of this club shall be held in June each year, at which time the election of: vice president, treasurer, sergeant-at-arms, and 8 directors to serve for the ensuing year shall take place.

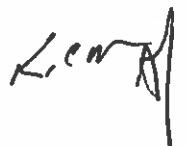
Section 3 – The regular weekly meetings of this club shall be held on Monday at 12:15.

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 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 at any other Rotary club, or as otherwise provided in the standard Rotary club constitution, article 9, sections 1 and 2.

Section 4 – One-third of the membership shall constitute a quorum at the annual, semi-annual and other general meetings of this club.

Section 5 – Regular meetings of the board shall be held 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 6 – A majority of the directors shall constitute a quorum of the board.



Article 7 Fees and Dues

Section 1 – There is no admission fee to join. The prorated membership dues are to be paid before an applicant can qualify as a member.

Section 2 – The membership dues shall be determined by the board each year, 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 8 Method of Voting

The business of this club shall be transacted by vocal ascent vote except the election of officers and directors, which shall be by ballot, however, election by acclamation, may be by vocal ascent. The board may determine that a specific resolution be considered by ballot rather than by vocal ascent.

Article 9 Avenues of Service

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

Article 10 Committees

Club committees are charged with carrying out the annual and long-range strategic goals of the club. 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.

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

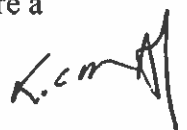
(b) Each committee shall transact its business as is delegated to it in these bylaws and such additional business as may be referred to it by the president or the board. Except where special authority is given by the board, such committees shall not take action until a report has been made and approved 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 11 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 reference appropriate RI materials and the Avenues of Service 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 club committees, mandates, goals, and plans for presentation to the board in advance of the commencement of the year as noted above.

Article 12 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 no longer than twelve months. *(Note: Such leave of absence does operate to prevent a forfeiture of membership; it does not operate to give the club credit for the member's attendance. Unless the member attends a regular meeting of some other club, the excused member must be recorded as absent except that absence authorized under the provisions of the Standard Rotary Club Constitution is not computed in the attendance record of the club.)*

Article 13 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 3 separate parts: club operations, community service operations, and “charitable trust” operations.

Section 2 – The treasurer shall deposit all club funds in a bank, named by the board. The club funds shall be divided into the above 3 separate parts.

Section 3 – All bills shall be paid by the treasurer or other authorized officer only when approved by two officers or directors as designated by the board.

Section 4 – A thorough review of all financial transactions by a qualified accounting firm shall be made once each year.

Section 5 – 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 borne by the club.

Section 6 – 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) semiannual periods extending from 1 July to 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 14 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 or membership committee. 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 14 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

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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 prorated dues (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, for each Rotary year

Article 15 Resolutions

The club shall not consider any resolution or motion to commit the club on any matter 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 16 Order of Business

Meeting called to order.

Introduction of visitors.

Correspondence, announcements, and Rotary information.

Committee, Secretary, and President's reports.

Program speaker.

Adjournment.


Article 17 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 mailed to each member at least 14 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.

This Club Constitution and Bylaws were duly moved, seconded and approved at properly convened Semi-Annual General Meeting of The Rotary Club Of Truro, on June 27th, 2011.



President



Secretary