

**Rotary Club of Petoskey #2811**  
**By-Laws**

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# Bylaws of the Rotary Club of Petoskey #2811

## Article 1 Definitions

1. Board: The board of directors of this club.
  2. Director: A director on this club's board.
  3. Member: A member, other than an honorary member, of this club.
  4. Quorum: The minimum number of participants who must be present when a vote is taken: one-third of the club's members for club decisions and a majority of the directors for club board decisions.
  5. RI: Rotary International.
  6. Year: The 12-month period beginning 1 July.
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## Article 2 Board

The governing body of this club is its board of directors, consisting of, at a minimum, the president, immediate past president, president-elect, secretary, treasurer, and six directors.

## Article 3 Elections and Terms of Office

Section 1 — One month before elections, members nominate candidates for president-elect/nominee and any open director positions. The nominations may be presented by a nominating committee, by members from the floor, or both.

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

Section 3 — If any officer or board member vacates their position, the board president will appoint a replacement to fill the remainder of the term.

Section 4 — If any officer-elect or director-elect vacates a position, the board president will appoint a replacement to fill the remainder of the term.

Section 5 — The terms of office for each role are:

President —	<u>One year</u>
President-elect —	<u>One year</u>
President-nominee	<u>One year</u>
Treasurer —	<u>As appointed by the board</u>
Secretary —	<u>As appointed by the board</u>

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Past President -	<u>One year</u>
Director —	<u>Two years</u>

Section 6 – The nominating committee will consist of the President-Elect, three members of the board who are not up for re-election or terming off the board, and the immediate past president if available.

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#### **Article 4 Duties of the Officers**

Section 1 – The president presides at club and board meetings.

Section 2 – The immediate past president serves as a director on the club board.

Section 3 – The president-elect prepares for his or her year in office, serves as a director, and presides at club and board meetings when the president is absent.

Section 4 – The president-nominee serves as a non-voting director on the club board.

Section 5 – A director attends club and board meetings.

Section 6 – The secretary keeps membership and attendance records.

Section 7 – The treasurer oversees all funds and provides an accounting of them.

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#### **Article 5 Meetings**

Section 1 – An annual meeting of this club is held no later than 31 December to elect the officers and directors who will serve for the next Rotary year.

Section 2 – This club meets as follows: Wednesdays at 12:15 pm. Reasonable notice of any change or cancellation of the regular meeting will 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.

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#### **Article 6 Dues**

Annual club dues are determined by the board annually. They are paid as follows: by quarterly invoice from the club treasurer. Annual club dues include RI per capita dues, subscriptions to an official magazine, district per capita dues, club fees, and any other Rotary or district per capita assessment.

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## **Article 7 Method of Voting**

The business of this club is conducted by voice vote or a show of hands except in the election of officers and directors, which is conducted by ballot. The board may also provide a ballot for a vote on some resolutions.

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## **Article 8 Committees**

Section 1 — This club's committees comprise those listed in Article 11, Section 7, of the Petoskey Rotary Club Constitution, as well as the following: Rotary Park Fund Committee, Strive, Nominating Committee, and any ad-hoc committees needed to maintain the club.

Section 2 — The president is an ex officio member of all committees.

Section 3 — Each committee's chair is responsible for the regular meetings and activities of the committee, supervises and coordinates its work, and reports to the board on all committee activities.

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## **Article 9 Finances**

Section 1 — Before each fiscal year starts, the treasurer and incoming president prepare an annual budget of estimated income and expenditures.

Section 2 — The treasurer deposits club funds in a financial institution or institutions designated by the board.

Section 3 — Bills are paid by the treasurer or another authorized officer and reviewed and approved by the board at their next regular meeting.

Section 4 — A qualified person conducts a thorough annual review of all financial transactions.

Section 5 — Club members will receive an annual financial statement of the club. A mid-year financial report, with current and previous year income and expenses, is presented at the annual meeting.

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

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## **Article 10 Method of Inducting Members**

Section 1 — A member of this club or another club proposes a candidate for membership to the board and/or the membership committee.

Section 2 — The board approves or rejects the candidate's membership within 30 days and notifies the proposing member of its decision.

Section 3 — If the board approves the candidate's membership, the prospective member

is invited to join the club.

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### **Article 11 Amendments**

These bylaws may be amended at any regular club meeting. Changing the club bylaws requires sending written notice to each member 21 days before the meeting, having a quorum present for the vote, and having 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.