By Laws of the Rotary Club of Farmington

**Article 1**

**Election of Directors and Officers**

**Section 1** - At a regular meeting one month prior to the meeting for election of officers, the presiding officer shall ask for nominations by members of the club for president, vice-president, secretary, treasurer, and three members of the board of directors. The nominations may be presented by a nominating committee or by members from the floor, by either or by both, as the club may determine. If it is determined to have 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 an annual meeting. The candidates for president, vice-president, secretary and treasurer receiving a majority of votes shall be declared elected to their respective offices. The election of directors will be for the term of two years. The president elected in such ballot shall serve as a member of the board as president-elect for the term commencing on the first day of July next for only his election as president and shall assume office as president the first day of July immediately following his service on the board as president-elect.

**Section 2** - The officers and directors, so elected, together with the immediate past president shall constitute the board of directors. Within one week after their election board of directors shall meet and elect a member of the club to act as a sergeant at arms.

**Section 3** - Vacancy in the board of directors or any office shall be filled by action of the remaining members of the board without delay.

**Sections 4** - Vacancy in the position of any officer-elect or director-elect shall be filled by action of the remaining members of the board directors-elect without delay.

**Article 2**

**Board of Directors**

**Section 1** - The governing body of this club shall be the board of directors, consisting of nine members of this club, namely, 3 directors elected in accordance with Article 1A, Section 1, of these bylaws, the president, vice-president, president elect, secretary, treasurer and the immediate past president.

**Article 3**

**Duties of Officers**

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

**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 and to perform such other duties as may be a prescribed by the president of the board.

**Section 3** - Vice-president. It shall be the duty of the vice-president to preside at meetings of the club and board in the absence with the president and to perform such other duties as ordinarily pertain to his **office.**

**Sections 4** - Secretary. It shall be the duty of the secretary to keep the records of membership, record attendance at meetings, send out notices of meetings of the club board and committees, record and preserve the minutes of such meetings, of membership, which shall be made to the General Secretary of Rotary International on January 1 and July 1 of each year, and including pro-rated reports to the general secretary on October 1 and April 1 of each active member who has been elected to membership in the club since the start of the July or January semiannual reporting period, the report of changes in membership, shown be made to the general secretary and Rotary International, the monthly report of attendance at the club meetings which shall be made to the district governor immediately following the last meeting of the month collected and remit to Rotary International subscriptions to the ROTARIAN magazine and perform such other duties is usually pertain to his office.

**Section 5** - Treasurer. It shall be the ability of the treasurer to have custody of all funds, accounting for same two that club annually and adding any other time but demand by the board and to perform such other duties as pertained to his office, including an annual audit in any reports required by the Internal Revenue Service. Upon his retirement from offer seashell turnover to his successor or to the president all funds box or comments or any other club property in his possession.

**Section 6** – sergeant at arms. The duties of the sergeant at arms shall be such as are usually prescribed for his office and such other duties as may be prescribed by the president or the board.

**Article 4**

**Meetings**

**Section 1** - Annual Meeting. An annual meeting of this club shall be held at the first regular meeting in the month of December 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 meeting of this club shall be held on 1st and 3rd Thursday of each month, at Scramblers Restaurant at 7:00 am, and a fellowship meeting on “Thursty Thursday”, the last Thursday of each month, at Craft Breww City. Both locations are in Farmington Hills, at Orchard Lake Road at 12 Mile Road shopping center. Due notice of any changes in or canceling of the regular meetings shall be given to all members of the club, as well as published to the public and/or Rotary District 6380.

All members in good standing on the day of the regular meeting must be counted as present or absent and attendance must be evidenced by the members being present for at least 60% of the time devoted to the regular meeting, either at this club or at any other rotary club.

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

**Section 4** - Regular monthly meetings of the board shall be established annually by the incoming board of directors. Special meetings of the board, to be called by the president, whenever deemed necessary, or upon the request of two 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 5**

**Fees and Dues**

**Section 1** – The admission fee shall be $25.00 to be paid before the applicant can qualify as a member.

**Section 2** - The membership dues shall be a $145 per annum, payable annually on the first day of July with the understanding that $10.00 of each annual payment shall be applied to each member subscription to the ROTARIAN magazine.

**Article 6**

**Method of voting**

The business of this club shall be transaction by verbal vote except the election of officers and directors, which shall be by ballot.

**Articles 7**

**Committees**

**Section 1a** – The president shall, subject to the approval of the board, appoint the following standing committees;

Club Service Committee Vocational Service Committee Comunity Service Committee International Service Committee

**Section 1b** – The president shall, subject to approval of the board, also appoint such committees on particular phases of club service, vocational service, community service and international service as he may deem necessary.

**Section 1c** – The Clubs Service Committee, Vocational Service Committee, Community Service Committee and International Service Committee shall consist of a chairman, who shall be named by the president from the membership of the board, and not less than two other members.

**Section 1d** - The president shall be an ex-officio member of all committees and, as such, shall have all the privileges of membership thereon.

**Section 1e** - Each committee shall transact such business as is delegated to it in the bylaws and such additional businesses as may be referred to it by the president or the board. Except where special authority is given by the board, such committee shall not take action until a report has been made to the board and approved by the board.

**Section 1f** – Should the president deem it necessary, he may appoint one or more committees dealing with various aspects of youth activities, which depending on their respective responsibilities, may be under any, or all, of the Vocational Service Community Service or International Service Committees. Where feasible and practicable in the appointment of such committees, or should be provisioned for continuity of membership, either by appointing one or more members for a second term or by appointing one or more members to a two year term.

**Section 2**

**Club Service Committee**

**Section 2a** - The chairman of the Club Service Committee shall be responsible for all club’s service activities and shall supervise and coordinate the work for all committees appointed on particular phases of club service.

**Section 2b** - The Club Service Committee shall consist of the chairman of the Club Service Committee and the chairmen of all committees appointed on particular phases of club service.

**Section 2c** - The president shall, subject to the approval of the board, appoint the following committees on particle are phases of club service as necessary:

Attendance Committee Club Bulletin Committee Fellowship Activities Committee Magazine Committee Membership Committee Program Committee Public Relations Committee Classification Committee Rotary Information Committee

**Section 2d** - Where feasible and practicable in the appointment of club committees, there should the provision for continuity of committee membership, either by appointing one or more members for a second term or by appointing one or more members to a two-year term.

**Section 2e** - The magazine committee shall, wherever feasible, include the editor of the club publication and a local newspaper or advertising member of the club.

**Article 8**

**Duties of committees**

To be completed at a later date.

**Article nine**

**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. Note: such leave of absence does operate to prevent the forfeiture of membership; it does not operate to give the club credit for the members 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 provision of article eight section five C or D of the standard club constitution is not computed in the attendance record of the club.

**Articles 10**

**Finances**

**Section 1** – The Treasurer shall deposit all funds of the club in one bank to be named by the board.

**Section 2** - All bills shall be paid only by check signed by the treasurer, president, or president elect approved by the president. A thorough review by a certified public accountant or other qualified person shall be made once each year for all the clubs financial transactions.

**Section 3** - Officers having charge or control of funds shall give bond as may be required by the board for the safe custody of the funds of the club, cost of the bond to be borne by the club.

**Section 4** - The fiscal year of this club shall extend from July 1 to the June 30 and for the collection of members’ dues shall be from July 1 to June 30. The payment of per capita dues and magazine subscriptions to rotary international shall be made on July 1 and January 1 of each year on the basis of the membership of the club on those dates dues for new members shall be prorated based on the number of months remaining in the fiscal year.

**Section 5** - At the beginning of each fiscal year the board shall prepare or cause to be prepared of budget of the estimated income and estimated expenditures for the year, which, having been agreed to by the board, shall stand as the limit of expenditures for the respective purposes unless otherwise ordered by action of the board.

**Section 6** - At the discretion of the board, liability protection for our club may be provided.

**Article 11**

**Method of electing members**

Section one for active members including.

To be completed at a later date.

**Articles 12**

**Resolutions**

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 13**

**Order of business and regular meetings**

Meeting called order, Introduction of visiting Rotarians, Correspondence and announcements, Committee reports if any, Unfinished business, New business, Program time, Adjournment. If the

**Article 14**

**Amendments**

These bylaws may be amended at any regular meeting, a quorum being is 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 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 a constitution and bylaws of Rotary International.