

# BYLAWS OF THE ROTARY CLUB OF MILFORD

## Article I Election of Directors and Officers

**Section 1** - At a regular meeting in November the presiding president shall ask for nominations by members of the club for president, president elect, secretary, treasurer and three (3) members of the board of directors. The nominations may be presented by a nominating committee or by members from the floor. 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 and be voted on at a December meeting. The candidates for president, president elect, secretary and treasurer receiving a majority of votes shall be declared elected to their respective offices. The three (3) candidates for director receiving the majority of votes shall be declared elected as directors. All officers shall assume office on the first day of July immediately following their election.

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

**Section 3** - A vacancy in the board of directors or any office shall be filled through a nomination and voting process involving all members of the Club. Nominations shall be made using a simple write-in method during a regular club meeting, tallied and presented for vote at the next regular meeting. The candidate receiving the majority of the votes shall be declared elected as a director and announced at the following meeting.

**Section 4** - A vacancy in the position of any officer-elect or director-elect shall be filled through a nomination and voting process involving all members of the Club. Nominations shall be made using a simple write-in method during a regular club meeting, tallied and presented for vote at the next regular club meeting. The candidate receiving the majority of the votes shall be declared elected and announced at the following meeting.

**Section 5** - In the event the current president should desire a second term, an agreement between the current president, current president-elect, and current vice president must be made, each being in agreement the second term is in the best interest of the club. Having reached an agreement, the request for a second term shall be presented to the board for approval, then to the membership for a vote at the same time other positions are elected.

## **Article II Board of Directors**

**Section 1** - The governing body of this club shall be the board of directors consisting of nine (9) members club, namely, three (3) directors elected in accordance with Article I, Section I, of these bylaws, the president, vice president, president elect, secretary, treasurer and the immediate past president.

## **Article III Duties of Officers**

**Section 1 - President.** It shall be the duty of the president to preside at meetings of the club and board. It shall be the duty of the president to write and present a plan of action to the club for the coming year.

**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 work closely with the president to insure a smooth transition and continuation of all goals and plans.

**Section 3 - Secretary** It shall be the duty of the secretary to keep the records of membership, record the attendance at meetings, send out notices of meetings of the club, board and committees. Further the secretary shall make the required reports to Rotary International, including the semi-annual reports of membership on December 20 and June 20 each year to the general secretary of Rotary International. The secretary shall report the monthly engagement of the club members within 15 days of the last meeting of the month, and perform such other 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 club and foundation funds, accounting for same at each board meeting, and to perform such other duties as pertain to the office of treasurer. It shall be the duty of the treasurer to obtain new bank signature cards when the officers change each July 1<sup>st</sup>. It shall be the duty of the treasurer to provide computer backups of both the Club and Foundation books to the Club Accountant each year. 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 5- Sergeant-at-Arms.** The duties of the Sergeant-at-Arms shall include such activities as Fine Master and other such duties as prescribed by the president or the Board. The Sergeant-at-Arms shall be appointed each year by the president.

## Article IV Meetings

**Section 1 - Annual Meeting.** An annual meeting of this club shall be held on the first Thursday of December in each year at which time the election of officers and directors to serve for the ensuing year shall take place. Election of said officers at this time provides ample time for Rotary International and District documentation update and for Pre-PETS, PETS AND COTS training.

**Section 2 - The regular weekly meetings** of this club shall be held at a time and location approved by the board with notification given to all members of the club. Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club. Engagement must be evidenced by the member actively participating in regular meetings, board meetings, committee meetings, fundraising events or other club functions. A member may request a leave of absence for health, work, and other personal reasons. Such request must be approved by the board.

**Section 3 - Quorum.** One-third (1/3) 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 on the first Monday 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 present at the board meeting shall constitute a quorum of the board.

## Article V Fees and Dues

**Section 1 - The initiation fee** The initiation fee shall be set by the board and is to be paid by the applicant prior to swearing in.

**Section 2 - The membership dues** shall be set by the board. Members must pay the dues before the end of August. However, because District and International dues are paid semi- annually (in advance) any member resigning in the middle of a six month period shall be liable for the dues for the entire six month period. A portion of the annual dues shall be applied to each member's subscription to THE ROTARIAN magazine.

**Section 3 - Finance charge.** There will be a finance charge of 5% assessed on any outstanding amount due for any bill not paid within 45 days.

**Section 4 -** Any member requesting to pay their bill by credit card will be charged the handling fee charged by the credit card company. (As of 2024 up to 3%)

## Article VI Methods of Voting

**Section 1-** The business of the club shall be conducted by viva voce (voice vote), except for the election of officers and directors, which shall be done by ballot. Any items presented for a vote must first be approved by the Board members before proceeding to a general vote.

### **Article VII Committees**

**Section 1 -** The president shall, subject to the approval of the board, appoint committees as recommended by Rotary International as they are required to run the business of the club. The president shall be, ex officio, a member of all committees and, as such, shall have all the privileges of membership thereon. All committees shall report to the board for their approval.

### **Article VIII Duties of Committees**

**Section 1 - Membership Committee.** This committee shall plan and execute programs to promote membership of this club. Further, this committee shall guide and assist members to further the goals of the club. This committee shall oversee the orientation of new members during their first year in the club. This 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 to the board.

**Section 2 - Service Project Committee.** The Milford Rotary Foundation shall work with developing service projects to improve both human welfare and the community..

**Section 3 - Public Relations** The president shall appoint a public relations officer to keep the community acquainted with the activities and projects of the Milford Rotary Club.

**Section 4-The Rotary Foundation.** The Rotary Foundation activities will be handled by the board of the Milford Rotary Foundation which is headed by the Immediate Past President of the Club.

**Section 5 - Fundraising Committee** Assist in planning, organizing, facilitating, and evaluating various fundraisers aimed at generating funds for club projects and initiatives. Take an active role in leading efforts to raise money through strategic campaigns and events that support the club's mission and goals.

**Section 6 - Social Committee Responsibilities** Organize and plan social functions designed to foster strong relationships among club members. These events aim to create a sense of community and camaraderie within the club. Establish connections with other area clubs, including Rotary clubs and other organizations, to collaborate on joint social functions and networking opportunities. Plan and coordinate social activities to be held at least every third Thursday of the month. These activities provide regular opportunities for members to interact outside of formal meetings and projects.

**Section 7 - Speaker Committee Responsibilities** Identify and invite speakers who can address topics relevant to Rotary's interests, such as community updates, needs of non-profit groups, district information, and opportunities to get to know club members better. Ensure speakers understand and adhere to Rotary's non-partisan and non-denominational principles. They are expected not to endorse political candidates,

parties, or specific platforms during their presentations. Coordinate with speakers to prepare a 20-minute presentation that will allow time for questions and answers.

Article IX Leave of Absence **Upon approval by the board a leave of absence may be granted excusing a member from attending the meetings for a specified length of time.**

## **Article X Finances**

**Section 1** - The treasurer shall deposit all funds of the club in some bank to be named by the board.

**Section 2** - All bills as itemized in the approved budget shall be paid only by checks signed by the treasurer or other authorized signer upon receipt of valid invoices. A back up copy of Quick Books to be delivered to the certified public accountant each year so that he/she can file the necessary IRS reports. A thorough audit by a certified public accountant shall be made at the request of the board.

**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 to the club, cost to be borne by the club.

**Section 4** - The fiscal year of this club shall extend from July 1<sup>st</sup> to June 30<sup>th</sup>. The collection of members' dues must be collected before the end of Aug, however members will be encouraged to pay semi-annually. The payment of per capita dues and magazine subscriptions to Rotary International shall be based on membership as of December 31<sup>st</sup> and June 30<sup>th</sup> each year.

**Section 5** - At the beginning of each fiscal year the board shall prepare or cause to be prepared a budget of estimated income and expenses for the year. Once approved by the board this shall serve as the guide for the Treasurer. Expenses of at least 10% or more over and above the budget must be approved by the board.

## **Article XI Method of Electing Members**

**Section 1** - A prospective member may be proposed for membership by an active member of the club as their sponsor in three ways. (a) If transferring from another club, by the submission of a letter to any board member stating that they are a member in good standing and the date their dues are paid through. The letter must contain their Rotary International membership number. (b) If a former member of another club they must submit a completed application to any board member which includes their previous Rotary International membership number. (c) If they are a new member they must attend a regular meeting at least three times prior to submitting their application to any board member. Upon approval the new member shall be assigned a mentor (not the original sponsor).

**Section 2** - After ensuring that the applicant meets the membership requirements of the club constitution, the board shall approve or disapprove the applicant within 10 days of submission.

**Section 3** - If approved by the board, the prospective member will be notified and announced at the next club meeting to the membership as a prospective member. It will be announced to the club that any active member has seven days to email an objection with any board member to the President & the Membership Chair.

If any objections have been filed with the board within the seven days, the board shall meet at their next regular meeting to discuss the objections and vote again on the proposed member. If approved despite the objection, the proposed member shall be considered elected to membership and shall pay the prorated dues at the time of initiation. If rejected by the board, the prospective member shall be promptly notified in writing.

**Section 4**-Following the approval by the board and the membership, the president shall arrange for the induction of the new member. The club Secretary shall order a badge and report their name to Rotary International. At the time of induction, the new member shall be provided with Rotary literature and a Rotary pin.

### **Article XII 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 XIII Order of Business**

The order of a regular meeting shall be determined by the current president. Inclusion of the following shall be at the president's discretion;

1. Call to order with pledge of allegiance and prayer.
2. Introduction of visitors
3. Brags and fines
4. Correspondence and announcements
5. Committee reports, if any
6. Program and/or speaker
7. Four way test
8. Adjournment

## **Article XIV Amendments**

These bylaws may be amended by a two-thirds vote of all members, provided that a copy of the proposed revision or amendment shall have been emailed to each member at least ten (10) days before voting. Voting may be done in person, by proxy, or by email. No amendment or revision of these bylaws can be made which is not in harmony with the club constitution and with the constitution and bylaws of Rotary International.

Approved and Adopted September 10, 2024