

Bylaws of the Rotary Club of S.E. Nassau

ARRANGEMENT

Article I Definitions

Article 2 Board

Article 3 Election of Directors and Officers

Article 4 Duties of Officers

Article 5 Meetings

Article 6 Fees and Dues

Article 7 Method of Voting

Article 8 Four Avenues of Service

Article 9 Committees

Article 10 Duties of Committees

Article 11 Leave of Absence

Article 12 Finances

Article 13 Method of Electing Members

Article 14 Resolutions

Article 15 Order of Business

Article 16 Amendments

Article I Definitions

1. In these bylaws -

“Board” means The Board of Officers and Directors of this club;

“Club” means the Rotary Club of Southeast Nassau

“Director” means a member of this club's Board who is not an officer;

“Member” means a member of this club but does not include an honorary member;

“Member in good standing” means a member whose dues have been fully paid up and who has achieved not less than the requisite 50 % attendance record for the relevant year, or part thereof, under consideration;

“Officer” means president, vice-president, president-elect, secretary, treasurer or other member of this club's Board who is not a director;

“RI” means Rotary International and

“Year” means the twelve-month period that begins on 1 July.

Article 2 Board

The governing body of this club shall be the board which shall consist of the directors elected in accordance with article 3, section 1, of these bylaws, and the president, vice-president/president-elect, president nominee, secretary, treasurer, and the immediate past president.

Article 3 Election of Directors and Officers

Section 1 - Nominations and Elections

1. At a regular club meeting, to be held not less than 14 days prior to the meeting for election of officers, the presiding officer shall ask for nominations by members of the club for president, vice-president/president elect, president nominee, secretary, treasurer, and the directors. Only members in good standing may be nominated and elected to the board.
2. The nominations may be presented by
 - i. a nominating committee or
 - ii. by members in good standing from the floor or
 - iii. by both the nominating committee and the members from the floor.
3. In the event that the club decides to have a nominating committee, such committee shall consist of the last three past presidents plus up to two other persons selected by them.
4.
 - i. Nominations duly made shall be placed on a ballot in alphabetical order under each office and shall be voted for at the annual meeting.
 - ii. The candidates for president, vice-president/president elect, president nominee, secretary, and treasurer receiving a majority of the votes shall be declared elected to their respective offices.
 - iii. The candidates for directors receiving a majority of the votes shall be declared elected as directors. .

Section 2 - Assumption of Office

1. The officers and directors, so elected, shall constitute the board for the year commencing on the first day of July next following the election together with the immediate past president at that time.
2. Within three months after their election, the directors-elect shall meet and the president will appoint committee chairpersons from among those directors

Section 3 - Board Vacancy

A vacancy in the board or any office shall be filled by action of the remaining members of the board.

Section 4 - Board-Elect Vacancy

A vacancy in the position of any officer-elect or director-elect shall be filled by action of the remaining directors-elect.

Section 5 – District/International Conference

The president elect and secretary, at the expense of the club, shall attend the district conference to participate in the President Elects Training Seminar, District Assembly and District Conference.

The president elect, at the expense of the club, may also attend the R.I. conference or other similar conference sponsored by Rotary.

In addition to paying for travel at normal economy rates the club will also pay a per diem of up to \$75 per day subject to deduction of any prepaid meals paid for by the club.

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 pertain to the office of president.

Section 2 – President-elect /Vice-President

It shall be the duty of the president-elect/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 pertain to the office of the president-elect, including to chair the club's Membership Committee.

Section 3 – President-nominee

It shall be the duty of the president-nominee to serve as a director and to perform such other duties as may be prescribed by the president or the board.

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 and the District Governor of District 7020, 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.

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 pertain 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 – Immediate Past President

It shall be the duty of the immediate past president to serve as an officer and to perform such other duties as may be prescribed by the president or the board. The Immediate Past President shall also chair the Rotary Foundation Committee.

Article 5 Meetings

Section 1 – Annual Meeting

An annual meeting of this club shall be held no later than the last Wednesday in October in each year, at which time the election of officers and directors to serve for the ensuing year shall take place. Provided that where it becomes impossible or impracticable to hold the annual meeting by the date stated, the annual meeting shall be held on the occasion of the next regular club meeting immediately following that date, or on another date to be determined by the board and, in either event, not later than December 31 of that year.

Section 2 - Regular Meetings

- 1.** The regular weekly meetings of this club shall be held on Wednesday's at 1 pm at a place to be determined by the board in Nassau, New Providence, The Bahamas. Due notice of any changes in or cancellation of the regular meeting shall be given to all members of the club by a board member or delegate authorized to do so.
- 2.** All members in good standing in this club (excepting a member excused pursuant to article 8, sections 3 and 4 of the standard Rotary club constitution), on the day of the regular meeting, must be recorded 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 3 - Quorum for Regular Meetings

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

Section 4 – Board Meetings

Regular meetings of the board shall be held on the 2nd Tuesday of each month or such other day as may be decided upon by the board. Special meetings of the board shall be called by the president, whenever deemed necessary, or upon the request of two (2) directors or officers, reasonable notice having been duly given.

Section 5 – Quorum for Board Meetings

A majority of the directors and officers shall constitute a quorum of the board.

Article 6 Fees and Dues

Section 1 – Admission fees

The admission fee shall be \$50 to be paid before the applicant can qualify as a member, except as provided for in the standard Rotary club constitution. This fee shall be waived for persons who had been a member of a Rotaract Club in the two years prior to applying for membership in this club.

Section 2 – Membership dues

The membership dues shall be \$300 per annum, or such other amount as the board may from time to time determine, payable annually on the first day of July, to be apportioned as set out in Schedule 1 of these bylaws.

Section 3 – Pro-rated dues

When a member is admitted into membership during the club year their membership dues, other than the Sustaining Membership fee, shall be prorated dependent on their date of joining. 100% of the membership dues shall be payable for members joining during the first quarter of the year, 75% of the annual dues shall be payable during the second quarter, 50% of the annual dues shall be payable during the third quarter and 25% of the annual dues shall be payable during the fourth quarter. Provided that all dues payable to RI shall be paid in accordance with RI policies.

Section 4 – Change in fees and dues

The admission fee and the membership dues shall be subject to change from time to time upon a majority decision of the board and subject to ratification by a majority of members present at any regular meeting, a quorum being present, provided that notice of such proposed ratification shall have been mailed by post or e-mailed to each member at least seven (7) days before such meeting. Upon the ratification by the members of the new fee or dues, this Article and these bylaws shall be deemed to have been duly amended.

Article 7 Method of Voting

The business of this club shall be transacted by

- i. *viva voce* vote or
- ii. secret ballot or
- iii. by such other method determined by the board at a board meeting or
- iv. by such other method determined by a majority of the members at a regular meeting or
- v. by universal acclamation.

Article 8 Five Avenues of Service

The five 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 Youth Service. This club will be active in each of the five Avenues of Service.

Article 9 Committees

Section 1 - Nature of Club Committees

Club committees are charged with carrying out the annual and long-range goals of the club based on the five 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 his or her year in office. It is recommended that the chair have previous experience as a member of the committee.

Section 2 - Standing committees

- **Membership**
This committee should develop and implement a comprehensive plan for the recruitment and retention of members, including orientation, education and classification.
- **Public Relations and Programming**
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. This committee will also be responsible for planning the club's program of speakers and promoting those speakers.
- **Club Administration**
This committee should conduct activities associated with the effective operation of the club including but not limited to the club bulletin and website, weekly program,, sergeant at arms and attendance.
- **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. This will include responsibility for Annual Giving, Grants, Group Study Exchange, Scholarships, Polioplus and other relevant Foundation programs.
- **Fundraising**
This committee should develop an effective fundraising strategy to meet the Service goals of the club

- **Fellowship and Family of Rotary**
This committee should plan regular fellowship activities for the members of this club as well as activities involving families of Rotarians.
- **International Relationships**
This committee should seek to develop relationships with clubs in other districts and countries to fulfill RI's criteria relating to such things as international projects. The committee should also work to involve the club in the Think Caribbean and similar programmes as well as be responsible to the planning and execution of the Mock United Nations Sessions and GSE projects.

Section 3 - Ad Hoc Committees

Additional ad hoc committees may be appointed by the president or board as needed.

Section 4 - Committee business

- (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.
- (d) A minimum of two committee members shall constitute a quorum. However to gain credit for attendance at least three persons shall be present, unless the committee consist of four persons or less, when the two persons present may claim attendance credit.

Article 10 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 make reference to appropriate RI materials.

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 his or her 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 specified length of time.

(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 12 Finances

Section 1 – Budget

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 community/service operations.

Section 2 – Club Funds

1. 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 fundraising.
2. 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 3 – Payment of Bills

All bills shall be paid by the treasurer or other authorized officer only when approved by two other officers or directors.

Section 4 – Independent Review

A thorough review of all financial transactions by a qualified person shall be made once each year. That qualified person may or may not be a member but shall not be an officer or director of the board at the time of the review.

Section 5 – Fiscal Year

The fiscal year of this club shall extend from 1 July to 30 June.

Section 6 – Payment of RI dues

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 – Proposal

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 the president in the absence of the 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 – Board Approval

1. The board shall ensure that the proposal meets all the classification and membership requirements of the standard Rotary club constitution.

2. The board shall approve or disapprove the proposal within 30 days of its submission, and shall notify the proposer, through the club secretary or a delegate of the board in the absence of the secretary, of its decision.

3. If the board disapproves the proposal, then the proposer will be deemed to have withdrawn the proposal and shall not, without the leave of the board, resubmit the proposal prior to the expiration of six months from the date of the board's decision.

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 required to sign the membership proposal form and to permit his or her name and proposed classification to be published to the club.

Section 3 – Club Approval

1. The prospective member's name and proposed classification shall be published to the club inviting objections, if any, within seven (7) days of publication. All objections must be submitted in writing and accompanied by reasons for the objection and signed by the objecting member. All objections must be submitted to the board in writing, through the club secretary.

2. If no written objection to the proposal, stating reasons, is received by the board from any member of the club within seven (7) days following publication, the prospective member, upon payment of the admission fee (if not honorary membership or a former member of Rotaract as provided for herein) and the dues as prescribed in these bylaws, shall be considered to be elected to membership.

3. If any such objection has been filed with the board, the board shall vote on this matter at its next meeting. If the board approves the proposal despite the objection, the proposed member, upon payment of the admission fee (if not honorary membership) and the dues as prescribed in these bylaws, shall be considered to be elected to membership.

Section 4– Member Induction

Following the election, the president shall arrange for the new member's induction, and for the membership card and new member Rotary literature to be presented to the new member. 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 committee.

Section 5 – Honorary Members

The club may elect, in accordance with the standard Rotary club constitution, honorary members proposed by the board.

Article 14 Resolutions

1. 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.
2. The board shall consider the resolution or motion as soon as is reasonably practicable.
3. The board shall communicate its decision to the club for further action or otherwise.

Article 15 Order of Business

Section 1 - Regular Club Meeting Agenda

The agenda for the regular club meeting shall be as follows, or as amended by the President or his or her designate, from time to time.

- Sounding of the Bell - Meeting called to order
- Invocation
- The Four Way Test
- Loyal toast to The Commonwealth of the Bahamas
- Loyal toast to The Queen, our Head of State
- Welcome visiting Rotarians
- Introduction and welcome of Guests
- Exchange of Banners
- Announcements: correspondence, announcements and rotary information.
- Sergeant-at-arms: fines & jokes, birthdays, anniversaries
- Introduction of speaker
- Speaker
- Vote of thanks
- Raffle
- Final toast
- Adjournment

Section 2 - Board Agenda

The agenda for the board meeting shall be as follows, or as amended by the President or his or her designate or the board, from time to time.

- Invocation
- Apologies for absences
- Minutes of previous meeting
- Matters arising

President's report
Treasurer's report
Committee reports
Other business
Next meeting date
Adjournment

Article 16 Amendments

Section 1. Procedure

1. Save and except for the provisions of Article 6, 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 by post or e-mailed to each member at least ten (10) days before such meeting. For avoidance of doubt, Article 6 may be amended in the manner provided therein and such amendment shall be deemed an amendment of these bylaws.

2. Subject to Section 2 herein, the amendment shall take immediate effect unless another date for coming into operation has been voted upon in similar fashion as the amendment.

Section 2. Void amendments

No amendment or addition to these bylaws shall be made which is inconsistent with the provisions of the standard Rotary club constitution or with the RI constitution or with the RI bylaws. Any such purported amendment shall, to the extent of the inconsistency, be deemed void.

SCHEDULES

Article 6 - SCHEDULE 1

DESCRIPTION	AMOUNT PAYABLE
Rotary International Dues	\$52.50
The Rotarian magazine	\$24.00
Rotary International Council on Legislation Levy	\$1.00
District Dues	\$35.00
Club Dues	\$102.50
Local AG Fund	<u>\$10.00</u>
Subtotal Annual Fees	\$200.00
Rotary International Sustaining Membership	<u>\$100.00</u>
Total Membership Fees	<u>\$325.00</u>