



## **BYLAWS OF THE ROTARY CLUB OF GRANVILLE**

### **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 begins on July 1.

### **Article 2 Board**

The governing body of this club shall be the board consisting of 5 officers of this club, namely, the president, president-elect, secretary, treasurer, and past president, and 6 committee chairs/directors (the Rotary Foundation Chair is the Past President). These directors shall be elected in accordance with article 3, section 1 of these bylaws.

### **Article 3 Election of Directors and Officers**

Section 1 - At a regular meeting one month prior to the meeting for election of officers, the presiding-officer may ask for nominations by members of the club for president, secretary, treasurer, and president-elect. The nominations may be presented by a nominating committee (consisting of the Immediate Past President, Current President, and President Elect) or by members from the floor, by either or by both as the club may determine. The nominations duly made shall be voted on at the annual meeting. The candidates for president, secretary, and treasurer, and president-elect receiving a majority of the votes shall be declared elected to their respective offices. The candidate for president elected in such balloting shall be the president-nominee and serve as a director for the year commencing on the first day of July next following the election, and shall assume office as president on 1 July immediately following that year. The president-nominee shall take the title of president-elect on 1 July in the year prior to taking office as president.

Section 2 - A vacancy in the board or any office shall be filled by action of the remaining directors.

Section 3 – A vacancy in the position of any officer-elect or director-elect shall be filled by action of the remaining directors-elect.

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

Section 1 – President - It shall be the duty of the president to preside at meetings of the club and to perform other duties as ordinarily pertains to the office of president.

Section 2 – President-Elect – It shall be the duty of the president-elect to serve as a director and to perform such other duties as may be prescribed by the president or the board.

Section 3 – 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 January 1 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. Upon retirement from office, the secretary shall turn over to the incoming secretary or president, all records and other club property.

Section 4 – Treasurer – It shall be the duty of the treasurer to have custody of all funds, prepare an annual operating budget for board approval, account for funds to the club annually and at any other time upon demand by the board, present the annual IRS Form 990 for board approval, and 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.

#### **Article 5                      Meetings**

Section 1 – Annual Meetings – An annual meeting of this club shall be held on the first Monday of December each year at which time the election of officers for the ensuing year shall take place.

Section 2 – The regular weekly meeting of this club shall be held on Monday at 12:10 p.m. Due notice of any change 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 article 8, sections 3 and 4 of 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.

Section 3 – One-third 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 held monthly at a standard meeting time as agreed 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, due notice having been given.

Section 5 – One third of the directors shall constitute a quorum of the board.

**Article 6                      Fees and Dues**

Section 1 – The one-time initiation fee shall be set by the board and paid before the applicant can qualify as a member.

Section 2 – The annual membership dues shall be determined by the board, payable quarterly on the first day of July, October, January, and April, with the understanding that a portion of each quarterly payment shall be applied to each member’s subscription to the RI official magazine.

**Article 7                      Method of Voting**

The business of this club shall be transacted by viva voce vote. The board may determine that a specific resolution be considered by ballot rather than viva voce vote.

**Article 8                      Four Avenues of Service**

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

**Article 9                      Committees**

Club committees are charged with carrying out the annual and long-range goals of the club based on the four 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 promote consistency. The president-elect is responsible for appointing committee members to fill vacancies, appointing committee chairs/directors, and conducting planning meetings prior to the start of the year in office. It is recommended that the committee chair has previous experience as a member of the committee. Standing committees may be appointed as follows:

Membership

This committee should develop and implement a comprehensive plan for the recruitment and retention of members.

Club Public Relations

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.

#### Club Administrations

This committee should conduct activities associated with the effective operation of the club.

#### 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.

#### Rotary Foundation

This committee should develop and implement plans to support The Rotary Foundation through both financial contributions and program participation.

#### Fundraising

This committee should develop and implement those projects to raise the funds necessary for the support of club objectives and the foundation.

Additional ad hoc committees may be appointed as needed.

- (a) The president shall be an ex officio- member of all committees and, as such, shall have all the privileges of membership thereof.
- (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 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. The service project committee will consider vocational service, community service, and international service avenues when developing plans for the year.

Each committee shall have clearly defined responsibilities as contained in the committee's standard operating procedures, 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, goals and plans for presentation to the board in advance of the commencement of the 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 meeting of the club in accordance with current club policy.

**Article 12      Finances**

Section 1 – Prior to the beginnings 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.

Section 2 – The treasurer shall deposit all club funds in a bank, named by the board.

Section 3 – All bills shall be paid by the treasurer or other authorized officer.

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

Section 5 – Officers having charge or control of club funds shall give bond if 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 July 1 to June 30, and for the collection of members dues shall be divided into two (2) semiannual periods extending from July 1 to December 31, and from January 1 to June 30. The payment of per capita dues and RI official magazine subscriptions shall be made on July 1 and January 1 of each year on the basis of the membership of the club on those dates.

**Article 13      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. A member of another club may request transferring his/her active membership to the club. The proposed transfer shall be kept confidential except as otherwise provided in this procedure.

Section 2 – The board shall insure that the membership proposal is in accordance with current procedures.

Section 3 – The board shall approve or disapprove the applicant within a reasonable time period after 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 for disclosure to the club.

Section 5 – If no written objection to the applicant, stating reasons, is received by the board from any member (other than an honorary member) of the club within seven (7) days following disclosure of information about the prospective member, that person, upon payment of the admission fee (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 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.

#### **Article 14      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 15      Order of Business**

Meeting called to order

Invocation and Pledge of Allegiance

Introduction of visitors

Correspondence, announcements, and Rotary information

Committee reports if any

Sergeant at Arms

Drawing

Address or other program features

Adjournment

#### **Article 16      Amendments**

The bylaws may be amended at any regular meeting, a quorum being present, by two-thirds vote of all members present, provided that notice of such proposed amendment shall have been mailed or e-mailed to each member at least 10 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.

These bylaws were adopted by the members of the Rotary Club of Granville on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_ and replaces and supersedes all previous versions.

IN WITNESS WHEREOF, the undersigned officers of the Board of the Rotary Club of Granville have hereunto subscribed their names as of this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

\_\_\_\_\_  
, President

\_\_\_\_\_  
, President-Elect

\_\_\_\_\_  
, Secretary

\_\_\_\_\_  
, Treasurer

\_\_\_\_\_  
, Past President