

Bylaws of the Rotary Club of Boise, Inc

Article I 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 that begins on 1 July.

Article 2 Board

The governing body of this club shall be the board consisting of twelve (12) members of this club, namely, six (6) directors elected in accordance with article 3, section 1, of these bylaws, and the president, vice-president, president-elect, secretary, treasurer, and the immediate past president.

Article 3 Election of Directors and Officers

Section 1 – Nominations

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 six (6) directors. The nominations may be presented by a nominating committee or by members from the floor, by either or by both as a 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 the annual meeting. The candidates for president, vice-president, secretary, and treasurer receiving a majority of the votes shall be declared elected to their respective offices. The six (6) candidates for director receiving a majority of the votes shall be declared elected as directors. The candidate for president elected in such balloting shall be the president-nominee and serve as a director of the year commencing on the first day of July next following the election, and shall assume office as president on the first day of July immediately following that year. The president-nominee shall take the title of president-elect upon the election of a successor.

Section 2 – Constitution of Board

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

Section 3 – Vacancy in Board

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

Section 4 – Vacancy of Officer-elect

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 board and to perform other duties as ordinarily pertain to the office of president.

Section 2 & 3 President-elect and Vice President

It shall be the duty of the president-elect with the assistance of the vice-president, to preside at meetings of the club and board in the absence of the president and to perform such other duties as ordinarily pertain to their offices. In the event of the prolonged or permanent inability of the president to perform his or her duties, the president elect shall assume the presidency.

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, including the semiannual reports of membership on 1 January and 1 July of each year and prorated reports on 1 October and 1 April of each active member who has 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 - Sergeant-at-Arms

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

Article 5 Meetings

Section 1 – Annual Meeting

An annual meeting of this club shall be held on the Second Thursday 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 – Weekly Meetings

The regular weekly meetings of this club shall be held on Thursday at 12:00 Noon.

Due notice of changes 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, 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 8, sections 1 and 2.

Section 3 – Quorum of Membership

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

Section 4 – Regular Meetings

Regular meetings of the board shall be held on the second Tuesday 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- Quorum of Board

A majority of the board members shall constitute a quorum of the board.

Article 6 Fees and Dues

Section 1 – Admission Fee

The admission fee shall be \$100 to be paid before the applicant can qualify as a member.

Section 2 – Membership Dues

The membership dues shall be \$85.00 per quarter; dues for members previously approved for Exempt Status shall be \$45.00 per quarter. All new Exempt Status members shall pay dues of \$85.00 per quarter with meals charged only when eaten at \$12.00 per meal. Dues are payable on the first day of July, October, January and April, with the understanding that a portion of each semiannual payment shall be applied to each member's subscription to the RI official magazine.

(Note: the subscription price of THE ROTARIAN is us \$12.00 per annum.)

Article 7 Method of Voting

The business of this club shall be transacted by *viva voce** vote except the election of officers and directors, which shall be by ballot. The board may determine that a specific resolution be considered by ballot rather than by *viva voce* vote

(Note: viva voce vote is defined as when club voting is conducted by vocal assent.)

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

Section 1 – Standing Groups

- (a) The president shall, subject to the approval of the board, appoint the following standing groups:
 - Club Life
 - Communications
 - Membership Services
 - Service to People
 - Service to Communities
 - Financial Support
- (b) The president shall appoint a director for each group from the membership of the board.
- (c) The president shall be *ex officio* member of all committees and, as such, shall have all the privileges of membership thereon.
- (d) Each group and committee therein shall transact such business as is delegated to it in the 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 to the board and approved by the board.

Section 2 – Composition of the Standing Groups

- (a) Club Life Group – The club Life Group shall be responsible for the content of regular club meetings and activities. Committees comprising this group will include, but not be limited to, the following:
 - Program
 - Special Events
 - Music
 - Chaplain
- (b) Communications Group – The Communication Group will be responsible for all internal and external communications of the club. It will include, but not be limited to, the following:
 - Club Bulletin
 - COGS
 - Club History
 - Public Relations
 - District Liaison
- (c) Membership Services Group – The responsibilities of the Memberships Services Group will lie in the area of recruiting, qualifying, education new members, as well as including these members in the club activities. The group will include, but not be limited to, the following committees:
 - Membership Development
 - Member Credentials and Classification
 - Rotary Information
 - New Member Mentorship
 - Fellowship and Welcoming

- (d) Service to People Group – The Service to People Group will be charged with all aspects of club service to individuals, and will include, but not be limited to, the following committees:

International Youth Service
Local Youth Projects
Scholarships
Student Recognition
Senior Service
Youth Protection Committee

- (e) Service to Communities Group – The Service to Communities Group will be charged with all aspects of club service to communities, and will include, but not be limited to, the following committees:

World Community Service
Local Community Service
Vocational Service

- (f) Financial Support Group – The Financial Support Group will be charged with overseeing all aspects of the club's finances. It will include, but not be limited to, the following committees:

Budget
Rotary International Foundation
Greater Boise Rotary Foundation
Fund Raising

Section 3 – Additional Committees

- (a) The president shall, subject to the approval of the board, also appoint such additional committees as deemed necessary to complete specific aspects of the club's objectives.
- (b) Where feasible and practicable in the appointment of committees, there should be provision 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 4 – Duties of Committees

Duties of the committees will be determined by the board and reviewed annually. Descriptions of such duties will be filed with the club secretary and included as part of each annual report.

Article 10 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 provision of article 8, section 3 and 4 of the standard Rotary Club constitution is not computed in the attendance record of the club)

Article 11 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 charitable/service operations.

Section 2 – Banking

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 service projects.

Section 3 – Bills

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

Section 4 – Financial Review

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

Section 5 – Bonding

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 6 – Fiscal Year

The fiscal year of this club shall extend from 1 July to 30 June, and for the collection of members' dues shall be divided into two (2) semiannual periods extending from 1 July to 31 December, and from 1 January to 30 June. 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 12 Method of Electing Members

Section 1 – Proposal

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 transferring or former member of another club may be proposed to active membership by the former club. The proposal for the time being shall be kept confidential except as otherwise provided in this procedure.

Section 2 – Classification

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

Section 3 – Approval

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

Section 4 – Member Information

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 and to permit his or her name and proposed classification to be published to the club.

Section 5 – Election to Membership

If no written objection to the proposal, stating reasons, is received by the board from any member (other than honorary) of the club within seven (7) days following publication 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 – Induction

Following such election, the president shall arrange for the induction of the new member; the club secretary shall issue a membership and shall report the new member to RI; and the Rotary information committee shall provide appropriate literature for presentation at the induction and assign a member to assist in the assimilation of the new member.

Section 7 – Honorary Members

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

Article 13 Resolution

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 14 Order of Business

Meeting called to order
Introduction of visitors
Correspondence, announcements and Rotary information
Committee reports if any
Any unfinished business
Any new business
Address or other program features
Adjournment

Article 15 Amendments

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 to each member at least ten days before such meeting. No amendment of addition to these bylaws can be made which is not in harmony with the club constitution and with the constitution and bylaws of RI.