

Bylaws of the Rotary Club of DeLand

**Article I** **Election of Directors and Officers**

Section 1 —The Past Presidents Council shall meet prior to the annual meeting in November and nominate eight members for the Board of Directors. These nominations shall be placed upon a ballot and voted for at the annual meeting, and the four candidates securing the highest number of votes shall be declared elected for a two-year term. The results of the balloting shall be recorded by the Secretary to establish the priority of the remaining candidates for filling any future vacancy by one or more of the aforesaid elected directors~~.~~ The annual meeting of this club shall be held at a regular club meeting during the month of November in each year, at which time the election of directors to serve for the ensuing year shall take place.

Section 2 – The Past Presidents Council shall meet prior to October 1st (Between July-October) in July to nominate and select our new slate of four board members. the four remaining, and the four newly elected and a President Elect Elect, who is required to attend as a member of the Board as President-Nominee commencing on the election. They shall assume the office of President-Elect on the first day of ***July*** in the subsequent year. The immediate Past President shall announce the President-Nominee at the next regular club meeting after the selection.

Section 3 —The positions of Executive Secretary and Treasurer shall have three-year terms. These two positions are officers of the club with voting rights. These positions will remain as Board Members and do NOT require annual Board approval while they are their three-year term. If either officer vacates the office before the end of the three-term, the Board shall meet to elect a replacement for that office. That person may come from the membership of the club and need not be a member of the Board. At the end of the three-year term, the club members shall be notified of such and any club member, including the current officer in that position, may apply for the available position. The Board shall meet to elect a new officer or retain the existing officer.

Section 4 — A vacancy in the Board of Directors shall be filled by the   
Board from a list of candidates for the vacated directorship in the order of the number of votes tallied in the respective election. If no such eligible candidate is available, the Board of Directors shall appoint any member ***in good standing*** to fill the vacancy.

Section 5 — A vacancy in the office of President shall automatically be filled by the President-Elect for the remainder of the Rotary year, provided the President Elect has attended the PETS Training. In the event the President-Elect is unable or unwilling to serve, the vacancy shall be filled by a Past President chosen by the Past Presidents Council. This person will complete the term until the Rotary year ends on June 30.

Section 6 – The retiring President shall serve as a director and Vice President for the ensuing club year.

Section 7 – Failure of a member of the Board of Directors to attend three unexcused consecutive meetings causes a vacancy. A new director shall be appointed by the Board of Directors in the manner prescribed in Section 4 above.

**Article II** **Board of Directors**

The governing body of this club shall be the Board of Directors consisting of eight directors elected in accordance with Article I, Section 1 of these bylaws, the President, President-elect, ***President Nominee***, Executive Secretary, Treasurer, immediate Past President and any Past District Governor ***who must be a current member of the club and wishes to accept the board position. Any ex-officio Board members with no more than 3 Members appointed by the President for their year should also be approved by the elected Board members.*** ***It is recommended that Board members read the Club Constitution and Bylaws.***

**Article III** **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 **–** *Immediate Past**President*. It shall be the duty of the immediate past President to serve as a director and Vice President and to perform such other duties as may be prescribed by the President or the board. ***They will also serve as the President of the Presidents Council.***

Section 3 **–** *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. The President-Elect will Co-Chair our major project.

Section 4 **–** Executive *Secretary*. It shall be the duty of the Executive Secretary to keep membership records; report membership data to RI, Club Runner and ***DACdb***; 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, review the semiannual invoice 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 and perform other duties as usually pertain to the office of Secretary. This includes the mail picked up either by the Exec Secretary or Club Treasurer: distribution, preparation of the new member welcome packets and the ordering of the new member club badge. The Secretary shall keep the Club web site current with membership and Club information, Cog Wheels, add updated By-laws, Constitution, Board Minutes, and Project Information, which includes the quarterly billing to the Treasurer.

Section ***5* –** *Treasurer*. It shall be the duty of the Treasurer to have custody of all funds, accounting for it to the club monthly 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 IV** **Meetings**

Section 1 — The regular weekly meetings of this club shall be held on Thursday at noon (12:00 pm) provided that in an emergency, or for good cause, the Board of Directors or President may:

(a) Change the regular meeting of any week to a different day of the same week or to a different hour of the regular day, or

(b) Cancel the regular meeting of any week because of a legal holiday, the death of the club President, an epidemic, or a disaster affecting the entire community. Due notice of any changes in or cancellation of the regular meeting shall be given ***in advance*** to all members of the club. All members, excepting an honorary member, or member excused by the Board of directors of this club, who are 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 members being present, either at this club or at any other Rotary club.

Section 2 — One-third of the membership shall constitute a quorum at the annual and regular meetings of this club.

Section 3 — Regular meetings of the Board shall be held at noon on the third Tuesday of each month, or such other day as may be designated by the Board of Directors. 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, with due notice having been given.

Section 4 — A majority of the Board members shall constitute a quorum of the Board Meeting. The Board consists of eight duly elected board members plus the two board elected club officers (Treasurer and Exec Secretary) and a maximum of three ex-officio members. Note: If the board reaches a tied decision, the President may vote to break the tie. A Majority equals one more than half the allowed voting members.

**Section 5 – non-Rotary activities will NOT be conducted during Rotary scheduled meetings or events. Non-Rotary activities can be mentioned during our “Sergeant of Arms” happy dollar donations’ only.**

Section 6- What is discussed in the Board Meeting must stay confidential.

**Article V Fees and Dues**

Section 1 — The admission fee shall be $150.00, for Initiation Fee and Background Check or any other such sum as may be decided by the Board of Directors, to be paid before the applicant can qualify as a member. Before induction, the applicant shall also pay the invoice provided at orientation, which includes one quarter of meals, facility fees, dues, and optional Paul Harris. The personal interests reported by the new member should be provided to the Membership Chair by the week the proposed is introduced as a new member. A photo will be taken of the proposed on the day of induction for the Club Runner website. If another photo is preferred, the new member may upload such photo.

Section 2 — The membership dues, ***as prescribed by the Board per annum***, and meals are billed quarterly on the first day of each quarter, with the understanding that the dues include The Rotary Magazine, ***RI dues and District dues, and their Fees for fundraising.***

Section 3- A late fee of 5% will be added for all accounts over 60 days old per quarter.

**Article VI** **Method of Voting**

The business of this club shall be transacted by viva voice vote except the election of Board Members, which shall be by ballot.

**Article VII** **Past Presidents Council**

There shall be a Past Presidents Council composed of the five immediate Past Presidents and any past district governors who served as district governor while a member of this club. ***The Executive Secretary shall attend the meetings with Voting rights and to record the proceedings and provide information to the Council***. The immediate Past President shall be the chairman of this council.

During the Selection process, if the Past Presidents Council is unable to find a nominated candidate who accepts the proposal to be President-Elect or President-Nominee and there are no other suitable candidates who are knowledgeable and duly qualified to manage the Rotary Club of DeLand, then the Council shall have the authority to ask a Past President to serve.

**Article VIII** **Committees**

Section 1 — The President shall appoint the following directors:

Area of Club Service

Area of Vocational Service

Area of Community Service

Area of International Service

Area of Youth Service (RYLA, RYE, Interact, Rotaract, and EarlyAct)

Section 2 -The President shall appoint committees that are required to effectively meet the club**’**s service and fellowship needs

Section 3 - Each committee 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 and approved by the Board.

**Article IX** **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 reference appropriate RI materials and the Avenues of Service when developing plans for the year.

**No committee chair or Rotarian who manages a Rotary activity can assign a replacement. The President is responsible for the club operation and the President may have another candidate in mind as the replacement.**

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 the year as noted above.

***Committee chairs are expected to turn in an updated play book of their projects, including budget and timelines within 90 days of the completed project.***

**Article X** **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 no longer than 12 months. When on leave of absence, the dues are charged. The lunch and facilities charges are not. (Note: Such leave of absence does operate to prevent a forfeiture of membership.)

**Article XI Finances**

Section 1 — The Treasurer shall deposit all funds of the club in a bank to be named by the Board ***within seven (7) days of receipt of the funds***.

Section 2 — All bills shall be paid only by checks signed ***by two of the following three officers: President, Executive Secretary, and Treasurer.*** A club audit by **four (4) *qualified members of the Board (not to include the President, Vice President, Executive Secretary or Treasurer)***  shall be made once each year of all the club’s 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 bond to be borne by the club.

Section 4 — The fiscal year of this club shall extend from July 1st to June 30th, and the collection of members’ dues shall be divided into four (4) quarterly periods. The payment of per capita dues and magazine subscriptions to RI shall be made on July 1st and January 1st of each year based on the membership of the club on those dates. (Note: Magazine subscriptions for members joining during a semiannual period are payable upon invoice from the Secretariat.)

Section 5 — At the beginning of each fiscal year the Board shall approve a budget prepared by the President of estimated income and estimated expenditures for the year, which shall stand as the limit of expenditures for the respective purposes unless otherwise ordered by action of the Board.

***Section 6*** . ***Grants and Monetary Awards:***

***The Board of Directors shall adopt written policies and procedures to be***

***used in making grants and other monetary awards including but not limited to scholarships or stipends. The policies shall include reference to timelines for applications, use of application forms specified by the club, and approved purposes for which grants, and monetary awards may be made. The policies shall include provisions to follow in which the board may waive or deviate from the regular procedures in the event of emergencies, natural disasters or other exceptional circumstances.***

**Article XII Method of Electing Members**

Section 1 — The name of a prospective member, proposed by an active member in good standing of the club, shall be submitted to the Board through the membership chairperson on a Club proposal form. The proposed member must authorize the Club to perform a background check prior to consideration for membership. The Membership Chair shall order the background check and review then report back to the Board the denial or approval of said prospective. The prospective member must attend at least two Club meetings. The sponsor will pay for the first two meetings only after that the proposed member must pay for their own meals. A transferring or former member of another club may be proposed to active membership by the former club, if in good standing from that club, and may forego the other pre-induction requirements, if the Board approves. The proposal shall be kept confidential except as otherwise provided in this procedure.

Section 2 — The Membership Chair shall refer the proposal to the Classification Chair to ensure that the prospective member meets all the classification and membership requirements of the club constitution, and to designate the proposed member’s classification once the background has been approved.

Section 3 — The Board shall approve or disapprove the proposal within 3 days of its submission, and shall notify the ***sponsor***, through the Membership Chair, of its decision. If a member objects, then this matter must be discussed further. If the classification and membership committees report adversely and the Board of directors sustains their action, the ***sponsor*** shall be notified by the Executive Secretary. At no time will the ***prospective*** member be informed by anyone of action being taken until such time as he or she has been approved or disapproved by the membership.

Section 4 —Once the Board has approved the ***prospective member*** for membership, the Membership Chair (making sure the proposed has signed the Proposal, authorizing their name and classification be distributed to the membership for approval) will prepare email with pertinent information about the ***prospective member*** . This includes the name of the ***prospective member***, business name and address, classification, sponsor’s name, any appropriate personal information (hobbies, community involvement, and family). The Membership Chair should send the emails information to the entire membership via Club Runner e-mail. Club members have 3 business days to give an objection in writing to any Board member.

Section 5 **—**If any objection has been filed (stating reasons for objection), the Board will vote on the matter at their next meeting, or a special meeting called by the President. If there is not more than one negative vote, the proposed member is accepted, unless the reason is clearly stated and compelling, and it is agreed by the Board to disallow the approval. If there is more than one negative vote, the Board will vote to withdraw their approval of the candidate. The Board shall carefully consider any objections to the ***prospective member***, including consulting with the member(s) who filed the objection, before accepting the member or withdrawing approval. The ***sponsor*** will then notify the ***prospective member*** of the Boards decision.

Section 6 — If no written objection to the proposal ***is received by the President or Membership Chair*** within (3) business days following publication of information about the prospective member, that person shall be approved for membership. The Membership Chair then shall give the proposal form to the Orientation Chair to set up an orientation meeting with the proposed. ***The sponsor should also be invited to the orientation, should they wish to attend***. Such meeting is usually attended by several Rotarians, the ***prospective member*** and the President. The sponsor is also invited to this meeting. The orientation meeting is to inform the candidate of ***the history and purpose*** of Rotary highlighting the privileges and responsibilities of membership. At the conclusion of the orientation, the prospective member shall be given an invoice and requested to complete the requirements necessary for induction, including payment of the admission fee (if not honorary membership) and dues, and satisfaction of other requirements as prescribed in these bylaws.

**Subcommittees and Roles**

**1. Outreach & Development (2-3 people)**

The role of this subcommittee is to identify people in the community who may be a good fit to join Rotary and strategize increasing membership.

**2. Welcome (3-4 people)**

The role of this subcommittee is to welcome guests by sitting with them and talking to them at meetings and events. The subcommittee will also reach out to guests after they attend a meeting or event and encourage them to come back to our meetings, events and join as a member.

**3. Orientation & Education (4-5 people)**

The role of this subcommittee is to have at least two members attend each orientation to broaden the prospective new member’s introduction to Rotary. The subcommittee will ensure the prospective new member is aware of and agrees to the commitment of joining Rotary. The subcommittee will prepare the materials for Orientation and work with Karen Weiss to educate the new member on ClubRunner and club procedures.

**4. Involvement (3-4 people)**

The role of this subcommittee is to engage new members in all Rotary events. This subcommittee will review the new member’s Interests Form to make sure the new member gets involved in their interest area. The subcommittee will also work with the Committee members of each Rotary event to personally invite the new member to attend at least one meeting for each event/project.

**5. Fun & Fellowship (3-4 people)**

The role of this subcommittee is to work with the President and Board to plan and host fun membership events throughout the year (e.g., picnic, train trip, softball game, BBQ, etc.) for fellowship and to strengthen the bond of new and current members.

**6. Retention (3-4 people)**

The role of this subcommittee is to engage with current members to ensure satisfaction and enjoyment of their Rotary experience. The subcommittee will personally reach out to members who have missed 3 consecutive meetings to show them support and tell them we missed them. The subcommittee will also be available to discuss with current members any issues, concerns, or ideas they may have to improve the club. The subcommittee with work with the Treasurer and AR person to communicate with members who are behind on dues to create a payment plan and retain them as a member.

Section 7 — Following the orientation, and once all monies are paid, the Orientation Chair, working with the Membership ***Chair, shall*** make the necessary notifications to arrange for the new member’s induction. The President shall schedule the introduction by the sponsor and the induction of the new member at a regular meeting. The ***Executive Secretary*** shall issue a membership ***packet*** and shall report the new member to RI, ***Club Runner,*** ***and DACdb***; and shall provide appropriate literature and Rotary pin and badge for presentation at the induction and assign a member to assist in the assimilation of the new member. ***For the month following induction as a new member, they must act as an official “Greeter” at meetings. Within a few weeks after induction, the new member will be given Web training.***

**Article XIII**  **Resolutions**

Section 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.

Section 2 – Any appeal to the club, or to its members as Rotarians, for charitable or other subscriptions shall be handled in accordance with the procedure prescribed in Section 1 of this article.

Section 3 –***The President shall have the discretion to spend up to and including $300 without prior Board approval and will inform the Board at the next regular Board meeting of each expenditure. The aggregate amount of such discretionary spending shall not exceed $1,500.00 in any year without Board approval.***

**Article XIV** **Order of Club Meeting Agenda**

Meeting called to order.

Introduction of visiting Rotarians and guests.

Care and Concern report.

Invocation, pledge of allegiance, Five-way test and music.

Rotary Announcements.

Hunting and fishing report.

Sergeant at arms and ***non-Rotary announcements***

Program

Adjournment.

**Article XV** **Amendments**

These bylaws may be amended at any regular meeting, a quorum being present, by a two-thirds vote of all members present if notice of such proposed amendment shall have been emailed to each member at least ten (10) 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 the constitution and bylaws of Rotary International.

**Associate Member Information**

**Extended to those who would otherwise qualify for active membership, but who, due to career or personal status (business start-up, etc.) cannot afford all financial or time obligations. Member requests from Membership chairperson to be associate member for 2 years only due to business / financial concerns.**

*(a) Requirements of Associate Member:*

* Attend at least three weekly club meetings per quarter.
* Participate in one community action project/activity per quarter.
* Be an active member of the club’s major fundraising project committee.
* Be an active member of one other club committee.
* Pay only an admission fee.
* Pay only District and RI dues and subscription on a quarterly basis.
* Pay only for those food and social activities as attended.
* Not excluded from club event fundraising support requirement
* Convert to an Active Membership prior to the end of a two-year term.
* The member needs to be current on their dues.
* The Board must approve prior Associate Membership.

*(b) Rights and Privileges.* Associate Members will enjoy the same status and voting rights as active members but may not hold a leadership position (elected or appointed) in the club. All or part of an Associate Member’s financial obligations to the club may be paid by the sponsoring Active Member as part of sponsorship. No more than 15% of the club’s total membership may be Associate Members at the time of induction of a new Associate Member.

**Contact Membership Chair for additional information.**

Revised Bylaws Gloria Denston July 15, 2025