

Bylaws of the Rotary Club of Fairbanks Golden Heart

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.

All Other Terms Not Specifically Defined Have Their Ordinary Meaning

Article 2 Board

The governing body of this club shall be the board consisting of 7 members of this club, namely, 2 directors elected in accordance with article 3, section 1, of these bylaws, and the president, president-elect, secretary, treasurer, and the immediate past president.

Article 3 Election of Directors and Officers

Section 1 – At a general membership 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-elect, secretary, treasurer, and 2 directors. The positions of secretary and treasurer shall be two-year positions, with elections for those positions taking place every other year.

The nominations shall be presented by members from the floor for each position. A second is required for the nomination to be considered by the general membership. After general discussion, and statements by the nominees, the presiding officer will call for a vote, with a majority voting in the affirmative required for the nomination to be approved.

Section 2 – The officers and directors, so elected, together with the immediate past president shall constitute the board.

Section 3 – A vacancy in the board or any office shall be filled by action of the remaining board.

Section 4 – 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 duties 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 outlined by RI.

Section 2 – *President-elect*. It shall be the duties of the president-elect to serve as a director, to serve as program director for the club, to preside at meetings of the club and the board in the absence of the president, to perform other duties as ordinarily pertains to the office of the president-elect, and to perform such other duties as may be prescribed by the president or the board as outlined by RI.

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, provide the monthly attendance report, which shall be made to the district governor within 15 days of the last meeting of the month; and perform 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 funds, accounting for it to the club annually and at any other time upon demand by the board, to make payments to the Rotary Foundation President 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.

Article 5 Meetings

Section 1 – At a meeting to be determined by the president, the election of officers and directors to serve for the ensuing year shall take place.

Section 2 – The regular weekly meetings of this club shall be held on Tuesdays at 5:30 p.m. Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club by the president or secretary. 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 – 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 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) directors. Notice of any special meetings shall be given via the discretion of the president, but no later than the Friday before the special meeting.

Section 5 – A majority of the directors (4) shall constitute a quorum of the board.

Article 6 Fees and Dues

The membership dues shall be \$600 per annum, payable monthly, quarterly, or annually – to include \$100 per year Paul Harris/Foundation Contribution.

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 or the election of certain officers/directors be considered by written vote rather than by *viva voce* vote. A majority is required for a motion to be carried.

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. The president-elect is responsible for appointing committee members to fill vacancies and conducting planning meetings prior to the start of the year in office. Standing committees should be appointed as follows:

- **Membership**
This committee shall develop and implement a comprehensive plan for the recruitment and retention of members.
- **Club Public Relations**
This committee shall develop and implement plans to provide the public with information about Rotary and to promote the club's service projects and activities.
- **Club Administration**
This committee shall conduct activities associated with the effective operation of the club.
- **Service Projects**
This committee shall 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 shall develop and implement plans to support The Rotary Foundation through both financial contributions and program participation.

Additional ad hoc committees may be appointed as needed by the President.

- (a) The president shall be ex officio a member of all committees and, as such, shall have all the privileges of membership thereon.
- (b) Members on the Committees shall serve a term of two (2) years, unless the total club membership exceeds 25 member, in which case members shall be appointed on an annual basis.
- (c) 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.
- (d) Each chair shall be responsible for 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 planning for the year.

Article 11 Leave of Absence

Upon written application to the board, setting forth good and sufficient cause, leave of absence may be granted by the president excusing a member from attending the meetings of the club for a specified length of time. The president shall also discretion to grant leaves of absence, from time to time,

Article 12 Finances

Section 1 – 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 board shall approve the budget for the next calendar year the June 30 prior to the start of the calendar year. 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 – 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 – All bills shall be paid by the treasurer or president only when approved by two other officers or directors.

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

Section 5 – 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 – 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 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 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 – The board shall ensure that the proposal meets all the classification and membership requirements of the standard Rotary club constitution.

Section 3 – The board shall approve or disapprove the proposal within 30 days or 3 business days of its 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 and to permit his or her name and proposed classification to be published to the club.

Section 5 – 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 – Following the election, the president shall arrange for the 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

Meetings shall last an hour, with 30 minutes reserved for the meeting program.

Subject to the discretion of the President, the following is the Order of Business:

Meeting called to order.

Pledge of Allegiance (US Flag).

Introduction of visitors.

Happy Bucks

Correspondence, announcements and Rotary Information.

Committee reports if any.

Any unfinished business.

Any new business.

Address or other program features.

Adjournment.

Article 16 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 (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.