

# Bylaws of the ROTARY CLUB OF DOYLESTOWN

## Article 1 Definitions

1. **Board:** The Board of Directors of this club which consists of the seven officers, seven chairs of standing committees and 2 coordinators (YP and Interact).
2. **Director:** A member of this club's Board of Directors which includes both the seven officers, the seven chairs of standing committees, and 2 coordinators.
3. **Member:** A member, other than an honorary member, of this club.
4. **Quorum:** One-third of the club regular membership; a majority of directors for the Board.
5. **RI:** Rotary International.
6. **Year:** The 12-month period that begins on 1 July.

## Article 2 Board

The governing body of this club is the board consisting of seven officers, namely, the president, president-elect, vice-president, immediate past-president, secretary, treasurer and may include sergeant-at-arms: seven directors who serve as the chairs of standing committees, namely, administration, membership, public relations, Rotary Foundation, service projects, sunrise meeting, and youth programs; two coordinators, namely, Interact and Young Professionals.

## Article 3 Officer Elections and Terms of Office

Section 1 - Officer Elections may be held at the club's annual meeting held prior to the next calendar year. Prior to the election, the president shall ask for officer nominations. The candidate for president-elect shall be the president-nominee and serve as a director prior to the year elected as president, and shall assume office as president the following year. The vice president shall become president-elect in the year the president-elect becomes president.

Section 2 - The nominations may be presented by a nominating committee, by members from the floor or both.

Section 3 - The candidate who receives a majority of the votes for each office at the annual meeting is declared elected to that office.

Section 4 - A vacancy in any office shall be filled by action of the remaining members of the Board.

Section 5 - A vacancy of any officer-elect position shall be filled by action of the remaining members of the Board-elect.

Section 6 - Terms of the president, president-elect, and vice president are one year; other officers and directors serve one year terms with a maximum of three consecutive terms. The Treasurer is encouraged to retain the position for three years for ensure stability in the financial management of the club.

#### **Article 4 Duties of the Board**

Section 1 - President. The president shall preside at club and Board meetings.

Section 2 - President-elect. The president-elect shall preside at club and Board meetings in the absence of the president, and may chair of one of the club's committees, while preparing for their year in office. The president-elect shall ensure continuity of leadership and succession planning in coordination with the president and past president. The president-elect is responsible for identifying committee chairs to serve during their year as president and should conduct planning meetings prior to the start of their year in office as president.

Section 3 - Vice President. The vice president may chair of one of the club's committees and shall become president-elect in the year the president-elect becomes president.

Section 4 - Immediate Past President. The immediate past president shall serve as a director.

Section 5 - Secretary. The secretary shall keep membership and attendance records, and record and preserve the minutes of board and annual meetings. All club documentation shall be retained in ClubRunner. This should include budgets, grants, scholarships, tax reports, etc., and any other documents that need to be stored in a central area for future reference.

Section 6 - Treasurer. The treasurer shall oversee all funds and provide annual accounting of these funds, provide quarterly updates and communicate an annual budget to the club.

Section 7 - Sergeant-at-Arms. The sergeant-at-arms shall, if applicable, prepare the meeting venue.

Section 8 - Director. A director when available will attend club and Board meetings and shall serve as the chair of a standing committee, or as YP or Interact Coordinator.

#### **Article 5 Meetings**

Section 1 - Annual Meeting. An annual meeting of this club shall be held no later than December 31 to elect the officers and directors who will serve for the next Rotary year.

Section 2 - The regular weekly meetings of this club are held on three evenings and one morning each month. Young Professionals (21-40) meet monthly. Reasonable notice of any change or cancellation of the regular meetings shall be given to all club members.

Section 3 - Board meetings are held monthly or at the discretion of the President. Special meetings of the board are called with reasonable notice by the president or upon the request of two directors.

## **Article 6 Attendance**

The Club Constitution provides details on meeting attendance requirements, procedures for meeting make-ups, leave of absence, excused absences, and termination criteria. Refer to it for the latest information.

The Board may decide not to enforce all the requirements specified in the Constitution. All members are encouraged to attend weekly meetings, attend and participate in club service projects or a club sponsored community event. Additionally, members should participate in club operational activities as needed.

## **Article 7 Fees and Dues**

Section 1 - The admission fee, as established by RI and/or the club board, shall be paid before the applicant can qualify as a member. The board may choose to set the fee at zero.

Section 2 - Membership dues shall be set by the board. A portion of each payment consists of RI per capita dues, subscription fees to The Rotarian magazine, district per capita dues, club annual dues; and any other Rotary or district per capita assessment. Each member will be responsible for the cost of meals and meeting room fees which may vary depending on meeting location and charges made to the club. Membership dues shall be payable in accordance with the procedures of the club as established by the Board.

At the discretion of the Board, on a case by case basis, members may be terminated for non-payment of dues.

Section 3 - Membership dues may be paid quarterly or annually. If dues are paid annually a discount may be applied as established by the Board. Discount is defined in the Membership Dues Procedure.

Each member is encouraged to include an optional contribution to The Rotary Foundation.

Section 4 – The Board may approve reduced dues in a case of member hardship.

## **Article 8 Method of Voting**

The business of this club is conducted by voice vote, show of hands or an option for electronically voting when applicable, including election of officers. The Board may provide a ballot for a vote on a specific resolution.

## Article 9 Committees

Section 1 - Club committees coordinate their efforts in order to achieve the club's annual and long-range goals. The club recommends the following committees:

- **Administration** - Conducts activities ensuring the effective operation of the club including member communications, fellowship activities, and overseeing the selection of the club venue and speakers.
- **Membership** - Develops and implements a comprehensive recruitment plan for new members. Also develops plans for member recruitment activities, prospective member education, new member orientation, member continuing education, leadership development, and member retention.
- **Public Relations** - Develops and implements a comprehensive plan to provide the public with information about Rotary and to promote the club's activities. The committee shall maintain the club's website, issue press releases, develop a club brochure and participate in community activities to build the image of the club as well as work with contracted public relations designee.
- **Rotary Foundation** - Develops and implements plans to support The Rotary Foundation through both financial contributions and program participation. The committee will also oversee Friendship Exchanges, World Peace Fellows and apply for district and international grants as appropriate.
- **Community Service** - Develops and implements educational, humanitarian, and vocational projects that address the needs of the community and communities throughout the world. This will include service projects and other initiatives as approved by the board.
- **Community Grants & Scholarships** - Develops and implements process to seek funding proposals from local organizations providing services to the citizens of Doylestown and Bucks County. Works with area high schools to identify participants, and award scholarships, who will provide a speech and shall choose the topic of his/her speech. The purpose of the speech is to address an ethical problem/issue using the principles of the 4 Way Test.
- **Sunrise Meeting**- Presides at the club's morning meetings and conducts activities ensuring the effective operation of the morning meetings including member communications, fellowship activities, and the selection of the morning meeting venue and speakers. Shall ensure coordination between morning and evening club communications and activities.
- **Youth Service** - Develops and implements all youth and young adult activities, including Camp Neidig, Interact, Rotaract, Rotary Youth Exchange, and scholarships.
- **Interact Coordinator** -Presides over Interact Club meetings and activities at the local high schools) ensuring the consistent pursuit of Interact goals as stated in the club's mission statement as well as coordination and communication between students, adult volunteers, and Rotary members to support the achievement of said goals.

Section 2 - Additional committees may be appointed as needed.

Section 3 - The president shall be ex officio a member of all committees and, as such, shall have all the privileges of membership.

Section 4 - Except where special authority is given by the Board, committees shall not take action until a report has been made and approved by the Board. The president or the Board shall refer additional business to a specific committee as needed.

Section 5 - 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 Finances**

Section 1 - Prior to each fiscal year, the Treasurer and President-elect shall prepare an annual budget of estimated income and expenditures which, once approved by the board, shall stand as the limit of expenditures for these purposes, unless otherwise ordered by action of the board. The budget shall have two sections, one for the Rotary Club of Doylestown, a 501(c) (4) civic organization, and the second for The Rotary Club of Doylestown Charitable Organization, a 501(c) (3) charitable organization. The Treasury function should be managed consistent with the guidelines, policies and ethical standards of The Treasurer's Manual of Rotary International to ensure the financial well-being of the Club. The Treasurer's Manual is available online to all Treasurers and is periodically updated by Rotary International.

Section 2 - The treasurer shall deposit club funds in financial institutions designated by the Board, divided into two parts: club operations and club charitable organization operations.

Section 3 - Bills are paid by the treasurer or another authorized officer as authorized by the budget or when approved by two other officers or directors.

Section 4 - A thorough annual review of all financial transactions shall be completed by a qualified person. In addition, the Treasurer should ensure the annual filing of Forms 990, for both the Club and Charitable organizations, as well as compliance with any other statutory or fiscal requirements.

Section 5 - An annual financial statement of the club shall be provided to club members.

Section 6 - The fiscal year is from 1 July to 30 June.

### **Article 11 Method of Electing Members**

Section 1 - A member shall provide a candidate's name to the Board. A transferring or former member of another club may also be proposed for membership by the former club. The proposal is kept confidential unless the Board instructs otherwise.

Section 2 - The membership chair shall ensure that the candidate meets all of Rotary's membership requirements per the appropriate section of the current Rotary Constitution.

Section 3 - The Board shall approve or reject the candidate's membership within 10 days and shall notify the proposer of its decision.

Section 4 - If the decision of the Board is favorable, the club secretary or membership chair shall circulate the prospective member's name to the club members. If no member of the club submits a written objection including reasons for the objection, to the Board within 7 days, that person, upon payment of the admission fee, is considered to be elected to membership. If an objection has been filed with the Board, the board shall vote on this matter at its next meeting. If approved despite the objection, the proposed member is elected to membership after admission fee payment (if applicable). The prospective member is invited to join the club, educated about Rotary and membership requirements, and asked to sign the membership proposal form and to allow his or her name and proposed classification to be conveyed to the club.

Section 5 - Following a member's election, the president or membership chair shall arrange for the new member's induction and report the new member to RI. The membership chair will assign a member to assist with the new member's assimilation to the club, and the president will assign the new member to a club project or function. The new member should be scheduled to do a classification speech within 3 months of joining.

Section 6 - The club may elect honorary members proposed by the Board.

### **Article 12 Membership**

Section 1 - The following Membership Categories are available at The Rotary Club of Doylestown which are in addition to regular membership categories provided in the Standard Club Constitution.

- **Family Membership** - Open to club members who live at the same address. The first family member will pay full annual dues and the second member will pay half annual dues. Each will have full membership and voting privileges.
- **Interact/Rotaract Coordinator Membership** - Open to education representatives serving as Coordinators for a club sponsored Interact or Rotaract Club; the member's sponsor will be the club's liaison. One membership per sponsored club is available. The member will not be charged membership dues with the club responsible for member's dues to Rotary International and the district. There will be no attendance requirement. The member will pay for meals consumed at club meetings and functions. The coordinator will have full membership and voting privileges. Established application and approval process to be followed and Paul Harris contributions are deemed optional.
- **Young Professional (YPJ)** - Open to 21-40 year old members. Dues are established by the board annually. Members will pay for meals consumed at meetings and functions. Established application and approval process to be followed.




Section 2 - Additional membership categories may be developed as the board deems appropriate.

**Article 13 Amendments**

These Bylaws may be amended at any regular club meeting. Changing the club bylaws requires that written notice be sent to each club member 10 days before the meeting that a quorum is present for the vote, and that two-thirds of the votes support the change. If club members do not respond, it is considered as an approval. Changes to these bylaws must be aligned with the Standard Rotary Club Constitution, the RI Constitution and Bylaws, and the Rotary Code of Policies.

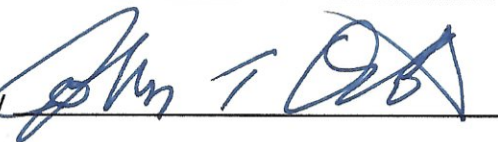
**Reviewed and approved by the club board**

On this 11<sup>TH</sup> day of OCTOBER, 2023

By  Club Secretary


**Written notice provided to club members**


On this 2<sup>ND</sup> day of FEBRUARY, 2024

By  Club Secretary

**ADOPTED BY THE ROTARY CLUB OF DOYLESTOWN**

On this 1<sup>ST</sup> day of May 2024

By  Club President

By  Board Member