

# Rotary Club of League City Bylaws

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*Date of Last Review and/or Amended By Board of Directors 16th of April 2020*

## **Bylaws of the Rotary Club of League City**

### **Article 1 Definitions**

- 1) Club: The Rotary Club of League City. A tax exempt charitable 501c(4) entity. A member of Rotary International.
- 2) Board: The board of directors of this club.
- 3) Officer: Includes President, President-Elect, President-Nominee, Immediate Past President, Secretary, Treasurer, Sergeant-at-Arms
- 4) Director: A director on this club's board.
- 5) Member: A member, other than an honorary member, of this club.
- 6) Quorum: The minimum number of participants who must be present when a vote is taken: one-third of the club's members for club decisions and a majority of the directors for the club board decisions.
- 7) RI: Rotary International.
- 8) Year: The 12-month period beginning July 1.

### **Article 2 Board**

The governing body of this club is its board of directors, consisting of, at a minimum, the president, immediate past president, president-elect, secretary, and treasurer. All directors of the board must either be elected officers or appointed.

### **Article 3 Election of Officers, Appointment of Directors, and Terms of Office**

**Section 1** - At a regular meeting held a minimum of one month before elections, the presiding officer will ask members to nominate candidates for president-nominee, secretary, treasurer, and any open director positions. The nominations may be presented by a nominating committee, by members from the floor, or both.

Nominations will be placed on a ballot in alphabetical order under each office. Nominations will be presented for voting at the annual meeting.

**Section 2** - The candidates for president-nominee, secretary, treasurer, and any open director positions receiving a majority of the votes will be declared elected to their respective offices.

The president-nominee will take the title of president-elect on the first day of July following the election, and will serve as an officer during that year. At the conclusion of that year, the president-elect will assume office as president on July 1.

During the six week period after their election, the officers-elect will meet and elect the directors and sergeant-at-arms. The president-elect shall provide a recommendation for each position.

**Section 3** - If any officer or board member vacates their positions, the remaining members of the board will appoint a replacement.

**Section 4** - If any officer-elect or director-elect vacates a position, the remaining members of the board will appoint a replacement.

**Section 5** - The terms of office for each role are:

- President ----- One Year
- President-Elect ----- One Year
- Secretary ----- One Year
- Treasurer ----- One Year
- Sergeant-At-Arms ----- One Year
- Director ----- One Year

If a successor to the current president is not elected, the current president's term can be extended for up to one year.

#### **Article 4 Duties of Officers and Directors**

**Section 1** - *President*. It will be the duty of the president to preside at meetings of the club and the board, and to perform other duties as ordinarily pertained to the office of president.

**Section 2** - *President-elect*. The president-elect prepares for their year in office. It will 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** - *Immediate past president*. Serves as a director on the club board and chair of the Foundation Board. It will be the duty of the immediate past president to preside at meetings of the club and the board in the absence of the president and to perform such other duties as may be prescribed by the president or the board.

**Section 4** - *Secretary*. It will be the duty of the secretary to keep and maintain membership and meeting attendance records. Duties of the secretary will also include recording and preserving minutes of meetings, reporting as required to RI, and performing other duties as usually pertained to the office of secretary.

**Section 5** - *Treasurer*. It will be the duty of the treasurer to hold custody of and oversee all funds of the club and provide an accounting of them. Duties of the treasurer will also include keeping and maintaining the financial books of the club and providing financial reporting at predetermined meetings set by the president and upon request of the board. The treasurer will also perform other duties as ordinarily pertained to the office of treasurer. Upon retirement from office, the treasurer will 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 will be to maintain order in club meetings. Duties of the sergeant-at-arms will also include preparation of the meeting room prior to the club meeting and restoring the room to its original state following the meeting. The sergeant-at-arms will also perform such other duties as may be prescribed by the president or the board.

**Section 7 - *Directors.*** The duties of the directors are to attend club and board meetings. Each director will perform their respective duties as set forth by the president or the board.

## **Article 5 Meetings**

**Section 1 - *Annual Meeting.*** The annual meeting of this club is held in December.

**Section 2 -** The regular weekly meetings of this club will be held on Thursdays at Noon. Reasonable notice of any changes or cancellation of the regular meeting will be given to all club members. Attendance will be taken at all meetings.

**Section 3 -** One-third of the membership will constitute a quorum at the annual and regular meetings of this club.

**Section 4 -** Board meetings are held at a minimum of quarterly or as determined by the board. Special meetings of the board are called with reasonable notice by the president or upon the request of two (2) directors.

**Section 5 -** A majority of the directors and officers will constitute a quorum of the board.

## **Article 6 Fees and Dues**

**Section 1 -** Upon the the approval of a new member admission fee in the amount of \$50 will be charged once new membership is approved and will be billed in the first invoice after membership becomes effective.

**Section 2 -** Annual club dues for active members are determined by the board. Member has the option to pay quarterly or in full annually subject to discount as may be determined by the board each year.

Membership dues are determined by the board and comprised of but not limited to: RI per capita dues, subscription to an official magazine, district per capita dues, club fees, participation in the RI annual share fund, and any other Rotary or district per capita assessment.

## **Article 7 Method of Voting**

The business of this club is conducted by voice vote or show of hands except in the election of officers and directors, which is conducted by ballot. The board may also provide a ballot when called for by the club president or other club officer. Ballots may be distributed electronically.

## **Article 8 Avenues of Service**

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

## **Article 9 Committees**

**Section 1** - Club committees are charged with carrying out the annual and long-range strategic goals of the club based on the five Avenues of Service. The president, president-elect, and immediate past president work together to ensure progression of leadership and succession planning. When feasible, committee members should be appointed to the same committee for three years to ensure consistency. A vice-chair is recommended.

**Section 2** - The president-elect is responsible for appointing committee members to fill vacancies for his/her year as president. The president-elect should also recommend directors to the board-elect and conduct planning meetings prior to the start of his/her year in office. He/She may appoint additional ad hoc committees as needed.

**Section 3** - Standing committees should be appointed as follows:

### Membership

This committee develops and implements a comprehensive plan for the recruitment and retention of members, including implementing the Red Badge program.

### Public Relations

This committee develops and implements plans to provide the public with information about Rotary and to promote the club's service projects and activities, including taking photographs, updating social media and issuing press releases.

### Administration

This committee conducts activities associated with the effective operation of the club.

### Service Projects

This committee develops and implements educational, humanitarian, and vocational projects that address the needs of its community and communities in other countries. The service project committee will consider vocational service, community service and international service avenues when developing plans for the year.

### Foundation

This committee develops and implements plans to support The Rotary Foundation through both financial contributions and program participation.

## New Generations

This Committee serves as the club's representative to any RYLA, Youth Exchange, EarlyAct, Interact and Rotaract groups the club sponsors.

**Section 4** - The president is an ex officio member of all committees with all the privileges of membership within the committees.

**Section 5** - Each committee will transact the business delegated to it in these bylaws and any additional business referred to it by the president or the board.

**Section 6** - Each committee chair is responsible for the regular meetings and activities of the committee, supervises and coordinates its work, and reports to the board on all committee activities.

## **Article 10 Duties of Committees**

The duties of all committees will be established and reviewed by the president for his or her year. In declaring the duties of each, the president will make reference to appropriate RI materials. Each committee will have a specific mandate, clearly defined goals, and action plans established by the beginning of each Rotary year for implementation during the course of the year.

## **Article 11 Leave of Absence**

A member may submit a written request to the board, setting forth good and sufficient cause for a leave of absence. A leave may be granted excusing a member from attending meetings of the club for a specified length of time, not to exceed six (6) months. The member is expected to maintain financial responsibilities.

## **Article 12 Finances**

**Section 1** - Prior to the beginning of each fiscal year, the board prepares a budget of estimated income and expenditures.

**Section 2** - The treasurer deposits club funds in a financial institution or institutions designated by the board.

**Section 3** - Bills are paid by the treasurer or another authorized officer and documented approval by one other authorized officer or director.

**Section 4** - A thorough review of all financial transactions of the previous fiscal year shall be done by a review committee by September 30<sup>th</sup> of each year. The review committee shall consist of four Rotary Club of League City members, two of whom are appointed by the club president and two of whom are appointed by the Foundation president. The review committee members shall not be members of either Board. The results of the review will be presented to the Boards of both organizations.

**Section 5** - The fiscal year of this club is July 1 to June 30.

**Section 6** - During the fiscal year the collection of members' dues will be divided into four (4) quarterly periods.

### **Article 13 Method of Electing Members**

**Section 1** - The name of a prospective candidate for membership, proposed by an active member of the club, will be submitted to the board in writing, through the membership chair. A transferring or former member of another club may be proposed to active membership by the former club.

**Section 2** - The board approves or rejects the candidate's membership application within 30 days of its submission.

**Section 3** - If approved, two reading of the prospective candidate's information will be emailed to the membership.

**Section 4** - If no written objection to the prospective candidate is received by the board from any member of the club within fourteen (14) days following publication of information about the prospective member, that person shall be considered elected to membership.

If any objection has been filed with the board, a vote on this matter will be taken at the next board meeting. Upon final approval of the board, the proposed member will be considered elected to membership.

**Section 5** – Following the election, the president will arrange for the new members' induction. In addition, the president or secretary will report the new member information to RI.

**Section 6** – The board may elect honorary members.

### **Article 14 Resolutions**

The club will 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, will be referred to the board without discussion.

## **Article 15 Order of Business**

Order of Business to be determined by the sitting President including but not limited to:

- Call to Order
- Invocation
- Pledge of Allegiance
- Song of the Week
- Introduction of Visitors
- Announcements
- Rotary Information
- Committee Reports
- New Business
- Program
- Four-Way Test
- Adjournment

## **Article 16 Amendments**

Changing the club bylaws requires sending written notice to each member at least ten (10) days before the meeting, having a quorum present for the vote, and having two-thirds of the votes support the change. These bylaws may be amended at any regular club meeting. Changes to these bylaws must be consistent with the Rotary Club of League City Constitution, the RI Constitution and Bylaws, and the Rotary Code of Policies.