Bylaws of the Rotary Club of Eagle-Garden City

*These bylaws supplement the Standard Rotary Club Constitution and establish approved practices of the Eagle-Garden City Rotary Club. These bylaws comply with the RI Constitution and Bylaws, the Standard Rotary Club Constitution, and the Rotary Code of Policies, and they were approved by vote of the Eagle-Garden City Rotary Club members on November 1, 2018.*

# Article 1 Definitions

**Member** An active member of the Eagle-Garden City Rotary Club, not including honorary members or inactive members.

**Director** An active member of the Eagle-Garden City Rotary Club’s board of directors. Every active member of the club is also a director.

**Board** The Eagle-Garden City Rotary Club’s board of directors, which is made up of the entire active membership.

**Executive committee** An advisory committee made up of Eagle-Garden City Rotary Club officers.

**Quorum** The minimum number of members who must be present when a vote is taken. One-third of the active membership constitutes a quorum at the annual and regular meetings of the Eagle-Garden City Rotary Club. For executive committee meetings, a majority of officers constitutes a quorum.

**RI** Rotary International

**Year** The 12-month period that begins on July 1 and ends June 30.

# Article 2 Five Avenues of Service

The five Avenues of Service provide the philosophical and practical framework for the work of the Eagle-Garden City Rotary Club:

**Club Service** Focuses on making clubs strong. A thriving club is anchored by strong relationships and an active membership development plan.

**Vocational Service** Calls on Rotarians to work with integrity and contribute expertise to the problems and needs of society.

**Community Service** Encourages Rotarians to find ways to improve the quality of life for people in their communities and to serve the public interest.

**International Service** Exemplifies our global reach in promoting peace and understanding.

**Youth Service** Recognizes the importance of empowering youth and young professionals through leadership development programs.

# Article 3 Board and Executive Committee

Section 1 Each member of the Eagle-Garden City Rotary Club serves as a director on the board. Director status begins once the club accepts a person as a member. (See Article 10 for more information.)

Section 2 The executive committee consists of the president, immediate past president, president-elect, vice president, secretary, and treasurer.

# Article 4 Elections and Terms of Office

Section 1 At least one month before the annual meeting, members nominate candidates for the next year’s vice president, president-elect, secretary, and treasurer. Nominations may be presented by the executive committee, members from the floor, or both.

Section 2 Nominations are listed on a ballot in alphabetical order by office and voted on at the annual meeting held the first Thursday of June. The candidate who receives a majority of votes for each office is elected to that office.

Section 3 In the case of a vacancy in any office, the **members appoint a replacement.**

Section 4 The term for all offices is one year. A member can fill the office of club president and president-elect for a one-year term only. The offices of vice president, secretary, and treasurer are also one-year terms, but they can be filled by the same people for consecutive years.

# Article 5 Duties of the Officers

Section 1 The **president** presides at club and executive committee meetings, serves as ex officio member of all committees, and performs other duties that ordinarily pertain to the office of president.

Section 2 The **immediate past president** serves on the executive committee and advises the president.

Section 3 The **president-elect** serves on the executive committee, appoints chairs and members of all committees except the executive committee, and prepares for his or her year in office.

Section 4 The **vice president** serves on the executive committee, presides at club and executive committee meetings when the president is absent, and performs other duties prescribed by the president or executive committee.

Section 5 The **secretary** fulfills several tasks throughout the year:

* Keeps membership and attendance records.
* Sends notices of club, executive committee, and committee meetings.
* Records, preserves, and distributes meeting summaries.
* Reports as required to RI, including the semiannual membership reports on January 1 and July 1 each year, as well as the prorated reports on October 1 and April 1 of each member accepted to membership in the Eagle-Garden City Rotary Club since the July or January semiannual report periods. Collects and remits *The Rotarian* magazine subscriptions.
* Reports to RI changes in membership.
* Accepts membership proposals from club members and advances those proposals to the executive committee.
* Performs other duties that ordinarily pertain to the office of secretary.

Section 6 The **treasurer** fulfills several tasks throughout the year:

* Manages the budget and provides accounting updates to the members annually and upon request.
* Provides quarterly invoices to members for their dues, collects these funds and deposits them to the club operations account.
* Collects funds raised for charitable purposes and deposits them to the service project account.
* Pays bills in a timely manner.
* Orders red and blue badges for prospective and active members, respectively.
* In the transition from one treasurer to another, the treasurer turns over all funds, books of accounts, and any other club property to the president or incoming treasurer.
* The treasurer also performs other duties that ordinarily pertain to the office of treasurer.

# Article 6 Meetings

Section 1 Regular weekly meetings of the Eagle-Garden City Rotary Club are held each Thursday, from 12 to 1 pm. Members will be given reasonable notice if a meeting time is changed or a meeting is canceled. A quorum is necessary to conduct business. One-third of the membership constitutes a quorum at regular meetings of the Eagle-Garden City Rotary Club.

Section 2 The annual meeting of the Eagle-Garden City Rotary Club is held the first Thursday in June to elect officers who will serve for the next Rotary year and to decide annual fees. A quorum is necessary to conduct business. One-third of the membership constitutes a quorum at the annual meeting of the Eagle-Garden City Rotary Club.

Section 3 Executive committee meetings are scheduled by the officers monthly as needed. Special meetings of the executive committee may be called by the president when deemed necessary or at the request of two or more club members. A majority of officers serving on the executive committee constitutes a quorum.

# Article 7 Finances and Dues

Section 1 The fiscal year runs from July 1 to June 30. Before each fiscal year starts, the executive committee, with input from club members, prepares an annual budget of estimated income and expenditures. Budgeted expenditures serve as limits not to be exceeded unless changed and approved by the executive committee in advance.

Section 2 To ensure the safe custody of club funds, the club pays for the bonding of any officers with access to or control of such funds, per RI requirement.

Section 3 At least once a year, all financial transactions are reviewed by the executive committee and/or a qualified independent auditor. The reviewed annual financial statement is provided to all club members.

Section 4 The treasurer deposits club funds in a financial institution or institutions designated by the executive committee. Funds are divided into two accounts: one for club operations and one for service projects. Funds raised for charitable purposes must be deposited in the account for service projects.

Section 5 Bills are paid by the treasurer or other authorized officer.

**Section 6 The amount of annual club dues is decided at the annual meeting held the first Thursday in June. These dues include RI per capita dues, subscription to *The Rotarian*, district per capita dues, club dues, lunch costs, and any other Rotary or district per capita assessment approved by the club. T**he treasurer invoices club members quarterly, and members are responsible for paying their dues in a timely manner.

# Article 8 Methods of Voting

Section 1 A quorum of members must be present (in person or by written proxy) for a vote to be taken on business of the Eagle-Garden City Rotary Club.

Section 2 Votes may be taken by voice or show of hands except in the election of officers at the annual meeting. Election of officers is conducted by ballot.

Section 3 The executive committee may request a ballot vote on resolutions, if desired.

# Article 9 Standing and Ad Hoc Committees

Section 1 Club committees coordinate their efforts to achieve the club’s annual and long-term goals. Per Article 13, Section 7, of the Standard Rotary Club Constitution, the Eagle-Garden City Rotary Club has the following standing committees:

* The **executive committee** conducts activities to ensure the effective operation of the club. (See Article 3 for more information.)
* The **membership committee** develops and implements a comprehensive plan for recruiting and retaining members.
* The **public relations committee** develops and implements plans to inform the public about Rotary and promote service projects and activities of the Eagle-Garden City Rotary Club.
* The **Rotary Foundation committee** develops and implements plans to support the Rotary Foundation through both financial contributions and program participation.
* The **service projects committee** develops and implements educational, humanitarian and vocational projects according to the five Avenues of Service. (See Article 2 for more information.)

Section 2 Ad hoc committees may be created by the executive committee or club members, as needed, and given specific mandates, goals and plans for presentation to club members.

Section 3 The president is an ex officio member of all committees, with all the privileges of such membership. The president also chairs the executive committee.

Section 4 The president, president-elect, and immediate past president work together on succession planning to ensure continuity of committee leadership.

Section 5 Except for the executive committee, the president-elect provides the necessary leadership for committees that will serve during his or her time as president. The president-elect appoints committee chairs, appoints committee members, and conducts planning meetings prior to the start of his or her year in office. When possible, committee members serve on the same committee for three years to ensure consistency.

Section 6 Each chair plans the regular meetings and activities of the committee, supervises and coordinates its work, and reports to the club on all committee activities.

Section 7 Except where special authority is given by the executive committee, committees cannot implement an action until a report is made and approved by the club.

# Article 10 New and Transfer Members

Section 1 A member proposes, to the club secretary, a candidate for membership, or another club proposes one of its transferring or former members.

Section 2 The executive committee assesses whether the proposed candidate meets all the classification and membership requirements set forth in the Standard Rotary Club Constitution and then approves or rejects the candidate’s membership within 30 days and notifies the proposing member, through the club secretary, of its decision.

Section 3 If the executive committee approves a candidate’s membership, the prospective member is invited by the club secretary to join the club.

Section 4 Except for transferring Rotarians, new members are considered Red Badge members until they successfully complete the requirements provided to them and their mentors to become familiar with Rotary and the practices of the Eagle-Garden City Rotary Club. Once achieved, the red badge name tag is exchanged for the regular blue badge name tag (ordered by the club treasurer) during a ceremony inducting new members.

# Article 11 Leaves of Absence and Resignations

Section 1 To request a leave of absence, a member of the Eagle-Garden City Rotary Club writes a letter detailing the reason for the request and the length of time for the leave of absence. If approved by the club, the member is considered inactive for the designated period of time. The leave of absence excuses the inactive member from attending club meetings in the designated time period. However, to remain a member in good standing, the inactive member must pay all Rotary dues except those for the weekly lunches. (See Article 7, Section 6, for a list of required dues.)

Section 2 To resign from the Eagle-Garden City Rotary Club, the resigning member gives notice to any officer on the executive committee. Upon submittal, no more invoices are sent and budgeting can be adjusted as needed.

# Article 12 Order of Business

Regular club meetings include the following orders of business:

* The president calls the meeting to order.
* Members recite the Pledge of Allegiance.
* A member provides a moment of inspiration.
* The president introduces visitors.
* Members offer happy dollars (optional).
* The president shares correspondence, announcements and any other pertinent Rotary information.
* Committee chairs give reports, if relevant.
* The president leads discussion on any unfinished business and takes a vote, if necessary.
* A speaker gives a presentation on a topic of interest.
* The president leads and members recite the four-way test.
* The president adjourns the meeting.

# Article 13 Rules of Order

The Eagle-Garden City Rotary Club recognizes the value of Robert’s Rules of Order for conducting fair and orderly meetings. The rules contained in the current edition of Robert’s Rules of Order guide the business of our club when applicable and when they are consistent with these bylaws.

# Article 14 Amendments

Section 1 These bylaws may be amended at any regular meeting of the Eagle-Garden City Rotary Club as long as a quorum is present and the amendment passes by two-thirds of all members voting. Votes on the amendment may be made in person or by written proxy to one of the officers.

Section 2 Before changing the bylaws of the Eagle-Garden City Rotary Club, written notice of the proposed changes must be provided to each member 10 days before the meeting where the vote is taken.

Section 3 Changes to these bylaws must be consistent with the Standard Rotary Club Constitution, the RI Constitution and Bylaws, and the Rotary Code of Policies.