**By-laws of the Oyster Creek Rotary Club**

**As Amended December 22, 2017**

**ARTICLE I. ELECTION OF DIRECTORS AND OFFICERS**

 Section 1. At a regular meeting one month prior to the meeting for election of officers, the presiding officer shall ask for nomination by members of the club for president-elect, vice-president, secretary, treasurer, sergeant-at-arms, and four (4) additional members of the board of directors. The nominations will be presented by a nominating committee or by members from the floor. The President shall appoint the nominating committee, which shall consist of the immediate past president, the president-elect, the vice-president, one (1) other past president, and one (1) other non-officer club member in good standing. This will take place the first week in November. The nominations duly made shall be placed on a ballot in alphabetical order under each office and shall be voted for at the annual meeting. The candidates for president-elect, vice-president, secretary and treasurer receiving a majority of the votes shall be declared elected to their respective offices. The four (4) candidates for director receiving a majority of the votes shall be declared elected as directors. The president-elect elected in such balloting shall serve as a member of the board as president-elect for the year commencing on the first day of July next following election as president-elect, and shall assume office as president on the first day of July immediately following service on the board as president-elect. All incoming officers and directors will agree to participate in Club and district sponsored training for their elected positions.

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

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

 Section 4. A vacancy in the position of any officer-elect or director-elect shall be filled by action of the remaining members of the board of directors.

**ARTICLE II. BOARD OF DIRECTORS**

The governing body of this club shall be the board of directors consisting of eleven (11) members of this club, namely, nine (9) directors elected in accordance with Article I, Section 1 of these by-laws and the president and the immediate past president.

**ARTICLE III. DUTIES OF OFFICERS**

Section 1. President. It shall be the duty of the president to preside at meetings of the club and board and to perform such other duties as ordinarily pertaining to the office. The president will familiarize himself with Rotary tax requirements and assure that all Club tax forms are completed and filed by their due dates.

Section 2. President-elect. It shall be the duty of the president-elect to serve as a member of the board of directors of the club, to preside at meetings of the club and board in the absence of the president, handle all fund-raising activities, and to perform such other duties as may be prescribed by the president of the board.

Section 3. Vice-president. It shall be the duty of the vice-president to preside at meetings of the club and board in the absence of the president and the president-elect, chair the Attendance Committee, the Membership Committee, and the Program Committee, and to perform such other duties as ordinarily pertain to this office.

Section 4. Secretary. It shall be the duty of the secretary to keep the records of membership, record the attendance at meetings, send out notices of meetings of the club, board and committees, record and preserve the minutes of such meetings, make the required reports to Rotary International, including the semiannual reports of membership, which shall be made to the general secretary of Rotary International on 1 January and 1 July of each year, and including prorated reports to the general secretary on 1 October and 1 April of each active, senior active and past service member who has been elected to membership in the club since the start of July or January semi- annual reporting period, the report of changes in membership, which shall be made to the general secretary of Rotary International, the monthly report of attendance at the club meeting of the month, collect and remit to Rotary International subscriptions to *The Rotarian*, and perform such other duties as usually pertains to this office.

Section 5. Treasurer. It shall be the duty of the treasurer to have custody of all funds, accounting for same to the club annually and at any other time upon demand by the board and to perform such other duties as pertain to this office. Upon his retirement from office he shall turn over to his successor or to the president all funds, books of accounts or any other club property in his possession. The treasurer will assure that IRS FORM 990 and any other tax forms are filed by the due date of November 15.

Section 6. Sergeant-at-Arms. The duties of the sergeant-at-arms shall be such as are usually prescribed for his office and such other duties as may be prescribed by the president or the board.

**ARTICLE IV. MEETINGS**

 Section 1. An annual meeting of the club shall be held on or after the last meeting in December in each year at which time the election of officers and directors to serve for the ensuing year shall take place.

 Section 2. The regular weekly meeting of this club shall be held on Wednesday at 7:00 AM. Due notice of any changes or canceling of the regular meeting shall be given to all members of the club. All members excepting an honorary member (or member excused by the board of directors of this club, pursuant to Article VII, Section 3. 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.

 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 monthly as set forth by the Board. 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, due notice having been given.

 Section 5. A majority of the board members shall constitute a quorum of the board.

**ARTICLE V. FEES AND DUES**

 Section 1. The initiation fee shall be $50.00 to be paid before the applicant can qualify as a member. Fee may be changed by the Board recommendation and membership approval only.

 Section 2. The membership dues shall be $220.00 per annum, payable semiannually on the first day of July and of January, with the understanding that the member’s subscription to *The Rotarian* magazine is applied on a semiannual basis.

**ARTICLE VI. METHOD OF VOTING**

 The business of this club shall be transacted via voice vote except the election of officers and directors, which shall be by ballot, or by acclamation.

**ARTICLE VII. COMMITTEES**

 Section 1. (a) Each of the four (4) directors duly elected by the Club shall chair the

 committee they were elected to head:

 Club Service Committee

 Vocational Service Committee

 Community Service Committee

 International Service Committee

 (b) The president shall, subject to the approval of the board, also appoint such

 committees on particular phases of club service, vocational service,

 community service, and international service as he may deem necessary.

 (c) The president shall be an ex-officio member of all committees and, as such

 shall have all privileges of membership thereon.

 (d) Each committee shall transact such business as is delegated to it by the

by-laws and such additional business as may be referred to it by the president of the board. Except where special authority is given by the board, such committees shall not take action until a report has been made to the board and approved by the board.

 (e) Should the president deem it necessary, he may appoint one or more

 committees dealing with various aspects of youth activities, which,

depending on their respective responsibilities, may be under any, or all of the vocational service, community service or international service committees. Where feasible and practicable in the appointment of such committees, there should be provision for continuity of membership either by appointing one or more members for a second term, or by appointing one or more members to a two-year term.

 Section 2. Club Service Committee

1. The director of the club service committee shall be responsible for all club service activities and shall supervise and coordinate the work of all committees appointed on particular phases of Club service.
2. The club service committee shall consist of the director of the club service committee and the chairmen of all committees appointed on particular phases of club service.
3. The director shall, subject to the approval of the board, appoint the following committees on particular phases of club service:

Club Bulletin Committee

Fellowship Committee

Magazine Committee

Membership Committee

Membership Development Committee

Public Relations Committee

Classifications Committee

Rotary Information Committee

1. Where feasible and practicable in the appointment of club committees, there should be provision for the continuity of membership either by appointing one or more members for a second term or by appointing one or more members to a two-year term.
2. The classification and Rotary information committees shall consist of three (3) members, one member of each committee to be appointed each year for a term of three (3) years. The first appointments made under this provision shall be as follows: one member for a term of one (1) year; one member for a term of two (2) years; one member for a term of three (3) years.
3. The magazine committee shall, wherever feasible, include the editor of the club publication and a local newspaper or advertising member of the club.

**ARTICLE VIII. DUTIES OF COMMITTEES**

 Section 1. Club Service Committee. This committee shall devise and carry into effect plans, which will guide and assist the members of this club in discharging their responsibilities in matters relating to club service. The director of the club service committee shall be responsible for regular meetings of the committee and shall report to the board on all club service activities.

1. Classifications Committee. This committee shall as early as possible, but not later than 31 August of each year, make a classification survey of the community; compile from the survey a roster of filled and unfilled classifications, applying the classification principle, review, where necessary, existing classifications represented in the club, and counsel with the board on all classification problems.
2. Club Bulletin Committee. This committee shall endeavor, through the publishing of a weekly club bulletin, to stimulate interest and improve attendance, announce the program of the forthcoming meeting, relate highlights of the previous meeting, promote fellowship, contribute to the Rotary education of all members, and report news of the club, of its members and of the worldwide Rotary program.
3. Fellowship Activities Committee. This committee shall promote acquaintance and friendship among the members, promote participation of members in organized Rotary recreational and social activities, and do such work in pursuance of the general object of the club as may be assigned by the president or the board.
4. Magazine Committee. This committee shall stimulate reader interest in The Rotarian; sponsor a magazine month; arrange for brief monthly reviews of the magazine on regular club programs; encourage the use of the magazine in the induction of new members; provide a copy of the magazine for non-Rotarian speakers; secure international service and other special subscriptions for libraries, hospitals, schools and other reading rooms; send news items and photographs to the editor of the magazines and in other ways make the magazine of service to the club members and non-Rotarians.
5. Membership Development Committee. This committee shall review continually the club roster of filled and unfilled classifications and shall take positive action to initiate and present to the board the names of suitable persons to fill unfilled classifications.
6. Public Relations Committee. This committee shall devise and carry into effect, plans (1) to give the public general information about Rotary, its history, object, and scope; and (2) to secure proper publicity for the club.
7. Rotary Information Committee. This committee shall devise and carry into effect plans (1) to give prospective members information about the privileges and responsibilities of membership in a Rotary club, (2) to give the members, especially the new members, adequate understanding of the privileges and responsibilities of members, (3) to give the members information about Rotary, its history, object, scope, activities, and (4) to give members information as to developments in the administrative operation of Rotary International.

Section 2. Vocational Service Committee. This committee shall devise and carry into effect plans, which will guide and assist the members of this club in discharging their responsibilities in their respective vocations. The director of this committee shall be responsible for the vocational service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of vocational service including all Interact activities and all scholarships for students at participating schools.

Section 3. Community Service Committee. This committee shall devise and carry into effect plans, which will guide and assist the members of this club in discharging their responsibilities in their community relationships. The director of this committee shall be responsible for the community service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of community service including investigating and recommending to the Board the disbursements of funds for community needs as well as setting up the Claude Borden Spirit Award program.

Section 4. International Service Committee. This committee shall devise and carry into effect plans, which will guide and assist the members of this club in discharging their responsibilities in matters relating to international service. The director of this committee shall be responsible for the international service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of international service including exchange student programs.

Section 5. Vice President’s Committees

1. Attendance Committee. This committee shall devise means for encouraging attendance at all Rotary meetings, including attendance at district conferences, intercity meetings, regional conferences, and international conventions by all club members. This committee shall especially encourage attendance at regular meetings of the club and attendance at regular meetings of other clubs when unable to attend meetings of this club; keep all members informed on attendance requirements; promote better incentives for good attendance; and see to ascertain and remove the conditions that contribute to unsatisfactory attendance.
2. Membership Committee. This committee shall consider all proposals for membership from the personal side and shall thoroughly investigate the character, business, social and community standing, and general eligibility of all persons proposed for membership and shall report their decisions on all applications to the board.
3. Program Committee. This committee shall prepare and arrange the programs for the regular and special meetings of the club.

**ARTICLE IX. 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.

**ARTICLE X. FINANCES**

 Section 1. The treasurer shall deposit all funds of the club in some bank to be named to the board.

 Section 2. All bills shall be paid only by checks signed by the treasurer and one (1) other officer upon vouchers signed by any member in good standing. A thorough audit by a certified public accountant or other qualified person 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 1 July to 30 June, and for the collection of members’ dues shall be divided into the two (2) halves of each year on the basis of the membership of the club on those dates.

 Section 5. At the beginning of each fiscal year the board shall prepare or cause to be prepared a budget of estimated income and estimated expenditures for the year, which, having been agreed to by the board, shall stand as the limit of expenditures for the respective purposes unless otherwise ordered by action of the board.

**ARTICLE XI. METHOD OF ELECTING MEMBERS**

Section 1. Active Members (including additional active members)

1. The top section of the application of a prospective member, proposed by an active, senior active, or past service member of the club or by the membership development committee, shall be submitted to the club secretary or membership committee in writing.
2. The secretary shall request the membership committee to consider on the eligibility of the proposed member from the standpoint of classification. After classification is secured, then the proposed member is given two readings to be at least one week apart to the general membership.
3. If no written objection to the proposed, stating reasons, is received by the board from any member of the club within ten (10) days of second reading of the name of the prospective member, the secretary then submits to the board the proposed member’s application.
4. In the event any objection has been filed with the board, it shall consider the same at any regular or special meeting of the board and shall ballot on the proposed member. If no more than forty (40) percent negative votes are cast by the members of the board in attendance at such regular or special meeting, the prospective member shall be considered approved by the board.
5. If the decision of the board is favorable, 2 members of the membership committee, shall inform the prospective member of the benefits of Rotary and get approval to proceed, Member pays fees and dues at Induction.
6. The proposed member shall be considered to be elected to membership.
7. Following the member’s election to membership as herein provided, the club secretary shall issue a membership card to the member and shall report his name to the general secretary of Rotary International. The member shall be formally introduced as a new member at a regular meeting of the club.

Section 2. Senior Active, Past Service, and Honorary Members. The name of a proposed candidate for any one of these three kinds of membership shall be submitted to the board of directors in writing and the election shall be in the same form and manner as prescribed for the election of an active member provided, however, that such proposal may be considered at any regular or special meeting of the board and that the board may at its discretion waive any of the steps as set forth in Section 1 of this Article and proceed to ballot on the proposed member. If not to exceed forty (40) percent negative votes are cast by the members of the board in attendance at the regular or special meeting, the proposed member shall be considered duly elected, provided, however, that any active members or past service member of this club wo qualifies for senior active membership as set forth in the constitution of this club shall automatically become a senior active member of this club, no application for or election to such senior active membership being required.

**ARTICLE XII. RESOLUTIONS**

 No resolution or motion to commit this club on any matter shall be considered by the club until it has been considered by the board. Such resolutions or motions, if offered at a club meeting, shall be referred to the board without discussion.

**ARTICLE XIII. SAMPLE ORDER OF BUSINESS**

Club meeting called to order

Prayer

Pledge to the Flag

4 Way Test

Introduction of Visiting Rotarians

Song

Rotary Business

Program

Adjournment

**ARTICLE XIV. AMENDMENTS**

These by-laws 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 amendments shall have been mailed to each member at least ten days before such meeting. No amendment or addition to these laws can be made which is not in harmony with the club constitution and with the constitution and by-laws of Rotary International.

Certificate of Secretary

I, Mary Ann Hibbeler, Secretary of the Oyster Creek Rotary Club, a duly registered member club of Rotary International, do hereby certify that I am the keeper of the records and the minutes of the proceedings of said club; that on \_\_\_\_\_\_\_\_\_\_\_\_\_\_, at a regular held meeting of the club, and at which a quorum was present, notice of said meeting for purpose of voting on the By-laws amendment having been given to the membership of the club at least ten (10) days before such meeting; that at said meeting the following resolution was duly and legally adopted by a two-thirds (2/3) majority of the members present; and that such resolution has not been rescinded and is now in full force and effect;

 “RESOLVED that the By-laws of the Oyster Creek Rotary Club, a copy of which has been presented to the members of this and at the previous two meetings are hereby adopted as the By-laws of this cub in the place and stead of all By-laws and amendments thereto previously adopted.”

IN WITNESS WHEREOF I have hereunto set my hand as Secretary of Oyster Creek Rotary Club on December 22, 2017.



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Mary A. Hibbeler

ATTEST:



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Harrison Gregg, Jr., President