



## **BYLAWS OF THE ROTARY CLUB OF HURST EULESS BEDFORD**

### **Article I - Board of Directors**

The governing body of the club shall be the Board of Directors, consisting of the President, President-elect, Vice President, Secretary, Treasurer, Sergeant-at-arms, and the immediate Past President. Included on the Board of Directors are the Directors of the Avenues of Service consisting of the Club Service Director, Vocational Service Director, Community Service Director, International Service Director, Youth Service Director and their Co Directors. Standing Committee Chairs included on the Board of Directors are the Membership Committee, Foundation Committee, and Public Relations Committee. Committee Co-Chairs may act as a proxy for their respective committees if a Board member whom is unable to attend.

### **Article II - Election of Officers and the Appointment of Directors of Avenues of Service and, Standing Committee Chairs**

**Section 1.** During October, the President shall appoint a nominating committee of three members. The nominating committee shall designate nominees for President-elect, Vice President, Secretary, and Treasurer, for the next Rotary year starting July 1<sup>st</sup>. The nominating committee shall submit its report to the board of directors in November. The nominating committee shall present their nominees to the club for election at one of the meetings in December. The President shall also ask for nominations by club members from the floor. The candidate receiving the most votes for President-elect, Vice President, Secretary, and Treasurer shall be declared elected to their respective offices.

The Office of Treasurer may not be in line to become president, as this prohibits some of our members to serve because of legal ramifications of their profession.

The President-elect shall serve as a member of the board for the year commencing on the first day of July next following his election as President-elect, and shall assume office as President on the first day of July immediately following his year of service on the board as President-elect.

**Section 2.** The President-elect shall appoint the members who will serve as the Directors of the Avenues of Service, the Sergeant-at-arms and Committee Chairs during his term as President.

**Section 3.** A vacancy in the Board of Directors or any office shall be filled by action of the remaining members of the Board.

### **Article III - Duties of the Officers**

**Section 1.** President. It shall be the duty of the President to serve as Chairman of the Board of Directors, to preside at meetings of the club and to perform such duties as ordinarily pertain to the office of President. Other duties shall include, but not be limited to oversight of the activities of the club in the Avenues of Service and other Committees.

**Section 2.** President-elect. It shall be the duty of the President-elect to serve as a member of the Board, to preside at meetings in the absence of the President, and to perform such other duties as may be prescribed by the President or the Board. These duties shall include, but not be limited to, oversight of the activities of the club in the Avenues of Service and other Committees. A specific duty is to help coordinate the club Golf Tournament.

**Section 3.** Vice President. It shall be the duty of the Vice President to serve as a member of the Board, to preside at meetings in the absence of the President and President-elect, and to perform such other duties as may be prescribed by the President or the Board. These duties shall include, but not be limited to, assisting the President-elect in oversight of the activities of the club in the Avenues of Service and other Committees. A specific duty is to help coordinate the club Youth Recognition Banquet and Christmas Event.

**Section 4.** Secretary. It shall be the duty of the Secretary in coordination with the Executive Secretary to keep the records of membership, record the attendance at meetings, send out notices of meetings of the club, of the Board and committees, record and preserve the minutes of the Board meetings, make the required reports to Rotary International, including the semiannual reports of membership made to the General Secretary of Rotary International on January 1<sup>st</sup> and July 1<sup>st</sup> each year, to report changes in membership to the General Secretary of Rotary International, the monthly report of attendance at the club meetings to the district governor immediately following the last meeting of each month, collect and remit to Rotary International subscriptions to *THE ROTARIAN*, and perform such other duties as usually pertain to the office of Secretary. The Executive Secretary is to be employed by the club and reports to the Secretary and to the President.

**Section 5.** Treasurer. It shall be the duty of the Treasurer to have custody of all funds, accounting for those funds to the club annually and at any other time upon demand by the Board, and to perform such 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.

**Section 6.** Sergeant-at-arms. The duties of the Sergeant-at-arms shall be such duties as are prescribed for this office and such other duties as may be prescribed by the President or the

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Board. The Sergeant-at-arms should report prior to meetings to prepare meeting room and insure meetings are conducted in a uniform manner.

## **Article IV – Meetings**

**Section 1.** Annual Meeting. An annual meeting of this club shall be held during any regular December meeting of 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 meetings of the club shall be held on Tuesdays at 12:00 noon. Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club.

All members, except honorary members, 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. The Board may also constitute other activities which can be considered a “make-up” option for attendance.

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

**Section 4.** Regular meetings of the Board shall be held at least each quarter. 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 for such special meetings.

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

## **Article V – Dues and Club Fees**

**Section 1.** The admission fee shall be \$100.00 to be paid before the applicant can qualify as a member. The fee for former Rotary members shall be \$50.00.

**Section 2.** The annual membership dues shall be set by the Board and will be payable quarterly as of the 15<sup>th</sup> day of October, January, April, and July with the understanding that part of the dues shall be applied semiannually to each member's subscription to *THE ROTARIAN* magazine. Current approved Dues are \$100/quarter for Local, District and Rotary International.

**Section 3.** Other fees may be assessed for lunch expenses, lunch expense of member's guests, banquets, and other events at the discretion of the Board.

**Section 4.** Process. Any member failing to pay dues/fees within thirty (30) days after the prescribed time shall be notified in writing by the Executive Secretary at the member's last known address. If the dues/fees are not paid on or before thirty (30) days of the date of notification, membership may terminate, subject to the discretion of the board.

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**Section 5.** Reinstatement. The Board may reinstate the former member to membership upon the former member's petition and payment of all indebtedness to this club.

## **Article VI - Method of Voting**

The business of this club shall be transacted by voice vote or show of hands, except the election of officers, which shall be by written ballot. Preparation of a written ballot is not needed if there is only one nominee for a position.

## **Article VII – Avenues of Service and Standing Committees**

**Section 1.** There are five Avenues of Service: Club Service, Vocational Service, Community Service, International Service, and Youth Service. There are three Standing committees: Foundation Committee, Public Relations Committee, and Membership Committee.

**Section 2.** The President shall appoint a director for each Avenue of Service and Chairman for each of the standing committees.

**Section 3.** The President, Directors, and Committee Chairman shall, subject to the approval of the board, also appoint committees and subcommittees as deemed necessary.

**Section 4.** The President shall be an ex officio member of all Avenues of Service and Committees, and as such, shall have all the privileges of membership thereon.

## **Article VIII - Duties of Avenues of Service and Committees**

**Note: In order to achieve the Presidential Citation, each Board Member needs to complete the following for their Avenue of Service or Committee.**

1. Ensure annual goals are recorded at Rotary Club Central at the beginning of the Rotary year.
2. Ensure any Achievements are reported at Rotary Club Central before March 31<sup>st</sup>.

**Section 1.** Club Service. This Avenue of Service's responsibilities include, but are not limited to the following:

1. Devise means for encouraging attendance at all Rotary meetings, including the District Assembly, District Conference, and International Conventions.
2. Prepare and arrange programs for the regular weekly club meetings.
3. Organize and encourage participation in the annual fund raiser (i.e., golf tournament).
4. Organize and encourage participation in club social events (i.e., Christmas party).
5. Have 50% or more of club members identify skills and interests in their public My Rotary profile.

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6. Post an initiative to Rotary Showcase
7. Post a project in need of assistance to Rotary Ideas or contribute to a project in “Rotary Ideas”.
8. Recruit two or more members to participate in discussion groups in My Rotary.

**Section 2. Vocational Service.** This Avenue of Service’s responsibilities include, but are not limited to the following:

1. Arrange Vocational Recognition Program(s).
2. Coordinate vocational talks at Club meetings.
3. Coordinate a Four-Way Speech Contest and Four-Way Essay Contest.
4. Coordinate student scholarships as approved by the Board.
5. Promote and coordinate proposals for local District Grant Request with Rotary Foundation Chair and Board to ensure member awareness and compliance with deadlines.

**Section 3. Community Service.** This Avenue of Service’s responsibilities include, but are not limited to the following:

1. Coordinate support of community organizations (i.e., Women's Shelter, Community Enrichment Center).
2. Coordinate support of community activities and develop subcommittees to ensure community activities are organized. (i.e., Angel Tree, Meals on Wheels, Special Olympics, etc.).
3. Potentially sponsor a Rotary Community Corps to enhance community engagement and ensure project sustainability.

**Section 4. International Service.** This Avenue of Service’s responsibilities include, but are not limited to the following:

1. Promote the Rotary Youth Exchange Program.
2. Promote the hosting of Vocational Training Team (VTT) member when in our area.
3. Promote the Rotary Inter-country Teacher Exchange (RITE) program.
4. Coordinate with the Rotary Foundation Service Chair and Board for any Global Grant or International District Grant requests.
5. Promote any other international service available for participation. Ensure that one or more club member belongs to a Board recognized Rotarian Action Group.
6. Promote the available international programs (i.e. Open World, Rotary Friendship Exchange).

**Section 5. Youth Services.** This Avenue of Service’s responsibilities include but are not limited to the following:

1. Promote student participation in RYLA.
2. Coordinate and promote Interact Club.
3. Coordinate a Youth Recognition banquet.
4. Ensure one or more club members mentor an Interactor or Rotaractor.
5. Include Interactors and Rotaractors in club project and events when applicable.

**Section 6.** Rotary Foundation Committee. This committee's responsibilities include, but are not limited to the following:

1. Develop means to encourage new Foundation Benefactors, Paul Harris Sustaining Members, and Paul Harris Fellows.
2. Keep accurate records of the contributions and disbursements to Rotary International.
3. Ensure attendance to a grant management seminar and report in Rotary Club Central.
4. Coordinate with the International Service and the Board any requests for a Global Grant or International District Grant.
5. Promote and coordinate proposals for District Grant Requests with Rotary Foundation Chair and Board to ensure member awareness and compliance with deadlines.

**Section 7.** Public Relations Committee. This committee's responsibilities include, but are not limited to the following:

1. Coordinate the printing of a weekly club bulletin, which announces the forthcoming program, promotes fellowship, reports news of the club, and contributes to the Rotary education of all members.
2. Devise and carry into effect plans to give the public general information about Rotary, and secure proper publicity for the club.
3. Coordinate the printing of a club directory.
4. Enlist local media to cover outstanding club projects.
5. Involve local media one or more club event, project, or fundraiser.

**Section 8.** Membership Committee. This committee's responsibilities include but are not limited to the following:

1. Prepare and execute a plan to identify and attract new members as cited in Article IX.
2. Develop procedures to educate and mentor new members to Rotary and our club from red badge to blue badge.
3. Execute programs to increase involvement of new and current members in club activities.
4. Develop programs to retain current members.

## **Article IX – Finances**

**Section 1.** The Treasurer shall deposit all funds of the club in a financial institution to be named by the Board.

**Section 2.** All bills shall be paid only by checks signed by the Treasurer or other Officers appointed by the Board. A thorough review of all of the club's financial transactions shall be made once each year by a Board appointed financial review committee.

**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. The cost of the bond will be borne by the club.

(Revised July 2018)

**Section 4.** The fiscal year of this club shall extend from July 1<sup>st</sup> to June 30\*, and for the collection of members' dues shall be divided in to four (4) quarterly periods: July-September; October-December; January-March; and April-June. The payment of per capita dues and magazines subscriptions to Rotary International shall be made on July 1<sup>st</sup> and January 1<sup>st</sup> of each year on the basis of the membership of the club on those dates. (Note: Magazine subscriptions for members joining during a semiannual period are payable upon invoice from the Secretary.)

**Section 5.** Prior to the beginning of the fiscal year, the Board shall prepare or cause to be prepared a budget of estimated income and expenditures for the year, which when 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 X - Members**

**Section 1.** A club shall be composed of adult persons who demonstrate good character, integrity, and leadership; possess good reputation within their business, profession, and/or community; and are willing to serve in their community and/or around the world.

**Section 2.** Members should have their place of business or residence located in the locality of the club or the surrounding area. A member moving from the locality of the club or the surrounding area may retain membership in the club where the member's board grants such permission and said member continues to meet all conditions of the club membership.

**Section 3.** Each club shall have a well-balanced membership in which no one business, profession or type of community service predominates. The club shall not elect a person to active membership from a classification if the club already has five or more members from that classification, unless the club has more than 50 members, in which case the club may elect a person to active membership in a classification so long as it will not result in the classification making up more than 10 percent of the club's active membership. Members who are retired shall not be included in the total number of members in a classification. The classification of a transferring or former member of a club, or Rotaractor or Rotary alumnus as defined by the board shall not preclude election to active membership even if the election results in a club membership temporarily exceeding the above limitations. If a member changes classification, the club may continue the member's membership under the new classification notwithstanding these limitations.

## **Article XI - 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.

(Note: Such leave of absence does operate to prevent a forfeiture of membership. It does not operate to give the club credit for the member's attendance. Unless he attends a regular meeting of some other club, the excused member must be recorded as absent.

## **Article XII - Method of Electing Members**

### **Section 1. Active Members.**

1. Any active member of the club may submit the name of a prospective member for consideration. The proposal shall be submitted to the Board and Membership Committee in writing through the Secretary. The proposal for the time being shall be kept confidential except as otherwise provided in this procedure.
2. The Membership Committee shall vet the prospective member and ensure that the proposal meets all the classification and membership requirements as cited in Article X.
3. The Board shall approve or disapprove the proposal within thirty days of its submission, and shall notify the member sponsoring the proposal of its decision through the club Secretary.
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 (including the classification proposed), following which the prospective member shall be requested to sign the membership proposal form to permit his/her name and proposed classification to be introduced to the club.
5. If no written objection to the proposal, stating reasons, is received by the Board from any active member of the club within seven (7) days following introduction, the proposed member shall be considered elected to membership upon payment of the admission fee. If any such objection is filed with the Board, the Board shall vote on this matter to determine whether or not to extend an invitation of membership despite the objection. If approved by the Board despite the objection, the proposed member shall be considered elected to membership upon payment of the admission fee.
6. Following such election, the President shall arrange for the new member's induction and further orientation, and the Secretary shall issue a membership card to the member and report such action to Rotary International.

### **Section 2. Honorary Members.**

1. Persons who have distinguished themselves by meritorious service in the furtherance of Rotary ideals may be elected to honorary membership in the club. The Board shall determine the term of such membership.
2. Honorary members shall be exempt from the payment of admission fees and dues, shall have no vote and shall not be eligible to hold any office in the club. Such members shall hold no classifications, but shall be entitled to attend meetings and enjoy all the other privileges of the club.

## **Article XIII – Resolutions**

The club shall consider no resolution or motion to commit this 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 XIV - Order of Business**

The general order of business for weekly meetings will be: meeting called to order, introduction of visiting Rotarians and guests, correspondence and announcements, committee reports, any unfinished business, any new business, address or other program feature, adjournment.

**Article XV – Amendments**

These bylaws may be amended at any regular meeting, a quorum being present, by a two-third vote of all members present, provided that notice of such proposed amendment shall have been provided to each member at least ten days before such meeting. No amendment or addition to these bylaws can be made which is not in harmony with the Constitution and Bylaws of Rotary International.