



Freehold Rotary Club Bylaws

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Article 1 - Board of Directors

Section 1.1 – Governing Body The governing body of the Club is its Board of Directors chaired by the President and it includes the Immediate Past President, President-Elect, Secretary, Treasurer and up to four at-large members of the club.

Article 2 - Officers and Their Duties

Section 2.1 – President The President presides at all meetings of the Board and of the Club, and performs the additional duties that required of a president. The President will be an ex-officio member of all committees of the Club and of the Rotary Club of Freehold Foundation.

Section 2.2 – President-Elect If the President is not present, the President-Elect presides at meetings of the Board and the Club. The President-Elect helps the President in such areas as the President assigns, and oversees the Club’s fund raising activities. The President-Elect is primarily responsible for compliance with and coordination of all Rotary International and District requirements, programs, and requests.

Section 2.3 – Secretary The Secretary keeps the records of membership, issues Rotary cards, records the attendance at meetings, sends out meeting notices, records and preserves the minutes of meetings. The Secretary also makes the required reports to Rotary International and the District. The Secretary supervises and coordinates the processing of all new membership proposals through the various stages of approval and performs additional duties assigned by the Board.

Section 2.4 – Treasurer The Treasurer has custody of all funds, accounts to the Board of Directors each month, and performs additional duties assigned by the Board. The Treasurer records and sends all required payments to Rotary International and the District. Upon retirement from office, the Treasurer will turn over to a successor or the President all funds, books of account, and any other Club property held by the Treasurer. The Treasurer will assist the successor Treasurer or the President in making an orderly transition in the management of Club finances.

The Treasurer is responsible for the timely filing of all required tax returns for the Club. The Treasurer also ensures that the Club complies with all pertinent laws and regulations required to maintain its non-taxable status. The board will select an Assistant to the Treasurer to assist the Treasurer in their day-to-day responsibilities. The Assistant to the Treasurer will not automatically be a member of the Board.

Section 2.5 – Immediate Past President The Immediate Past President Chairs the Nominating Committee.



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Article 3 – Committees and Their Duties

Section 3.1 – Nominating Committee The Immediate Past President serves as Chairperson of the Nominating Committee which consists of the members of the Board of Directors. The committee is responsible for nominating officers and directors for the next Club year.

Section 3.2 – Membership Development The Chair of Membership Development is responsible for activities to increase club membership and orient new members to the procedures and responsibilities of Rotary membership. The Director will establish a Membership Development Committee to assist in developing and implementing programs to attract promising new members to the Club. The committee will develop and administer a program to ensure that each new member is actively introduced to the fellowship of the club and becomes an active participant in club service activities.

Section 3.3 – Fund Raising The Chair of the Fundraising Committee is responsible for overall planning and execution of club fund-raising events. This includes the establishment of appropriate committees to support planning and execution, and requires that the Director provide leadership to enlist the active involvement of all members.

Section 3.4 – Community Service The Community Service Chair coordinates the planning and delivery of funds to support appropriate community service organizations either directly or through the Rotary Club of Freehold Foundation on which the Director will be a member. The Director plans and coordinates an appropriate program with attendant publicity to recognize the achievements of agencies supported by the Club. The Director is also responsible for planning and coordinating club- sponsored hands-on service projects and all other community programs and activities in which the club takes part. Organizations seeking funding from the club or foundation must a Rotary Seed funding application. [See appendix].

Section 3.5 – International Service The International Service Chair plans and coordinates the Club's international service activities. These include managing the Club's international service projects and coordinating with Rotary International service programs including the International Student Exchange, International Group Study programs, and the Ambassadorial Scholarship Program



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Article 4 – Prior Approval of Projects Required Section

4.1 – Prior Board Approval Required No member of the Club may obligate or commit the Club to any project, activity, or endeavor without explicit prior approval of the Board. The Club will not consider any resolution or motion to commit the Club on any matter until it has been approved by the Board. If such a resolution or motion is offered at a Club meeting, the motion will be referred to the Board without discussion.

Section 4.2 – Procedures for Approving Club Projects The following procedures are intended to guide the process for approving club projects:

- a. The Club Board has sole authority to approve or disapprove projects that involve only Club activities (i.e., no fund raising).
- b. The Club Board has sole authority to approve or disapprove projects that involve fund raising but do not require any expense to be drawn from the Foundation.
- c. The Club Board may endorse projects that involve fund raising and expenses to be paid by the Foundation, but the Foundation Board must approve such projects before proceeding.
- d. Any project which involves a significant commitment of members' time, or expenses exceeding \$500, or any public notice which may reflect on the Freehold Rotary Club, requires advance approval of a written project plan by the Board of Directors. At a minimum, such a plan must include:
 - A brief description of the project, its purpose, effort and expense required to complete, and benefits to accrue, as outlined in the Rotary Seed application appended to these bylaws.
- e. The President will ask the Community Service Chair to review project proposals to ensure that they are in appropriate form and do not conflict with existing projects. The Chair makes regular reports to the board on the progress of approved projects.



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Article 5 – Election of Officers and Directors

Section 5.1 – Nominating Committee: No later than the first Tuesday in March, the Immediate Past-President will convene the Nominating Committee to prepare a slate of nominations for officers and directors, and will verify each nominee's willingness to serve.

Section 5.2 – Nominations for Board of Directors On the second Tuesday in March at the regular weekly meeting, the Nominating Committee will present its slate of nominations for the Board of Directors. The Nominating Committee may set an earlier date. The Secretary will give the members at least two-week notice of this meeting by email or regular mail. Any member may make a nomination from the floor. The Secretary will publish the list of nominations on the Club's website and in the Rotary Wheel.

Section 5.3 – At the regular meeting of the Club on the second Tuesday in March, the Secretary will announce the election of the officers whose elections are uncontested. The Nominating Committee may set an earlier date.

Section 5.4 – If a member makes a nomination from the floor, the Secretary will officiate in the election the following week after members have had time to consider the respective candidates. The Secretary will count the ballots and announce the winners based on a plurality of votes. By the end of March, the Secretary will forward the names of the Board of Directors to Rotary International. The Secretary will also publish the results of the election on the Club's website and in the Wheel.

Article 6 – Finances

Section 6.1 – June 30 Fiscal Year The fiscal year of the club will begin on July 1 and end on June 30. The Board will fix a schedule for the collection of Member dues and fees. The Club will pay when due all fees and assessments by Rotary International and District 7500.

Section 6.2 – Fund Deposits The Treasurer will deposit all Club funds in a financial institution approved by the Board.

Section 6.3 – Bills Paid by Treasurer or President. The Treasurer will pay all bills by check. If the Treasurer is not available the President may sign Cl



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Article 7 – Meetings

Section 7.1 – Board of Directors Meetings The Board shall meet on the last Thursday of every month unless that date conflicts with a holiday, other event, or confluence of other obligations, in which case an alternate date shall be proposed by the President and approved by two other Board members. The President may call a Special Meeting of the Board at his or her initiative, or at the written request of two Board members. The President will make every effort to give Board members at least 24 hours advance notice of a Special Meeting.

A majority of the Board members constitutes a quorum for the conduct of Board business, and the votes of a majority of the Board members present at a meeting authorize Board actions.

Section 7.2 – Regular Weekly Meetings On Tuesdays at 12:15 p.m. the Club will hold its regular weekly meetings at a location within the territorial limits of the Club. The Board may change the time and place of the meetings on occasion. The Club will give its members notice of the business scheduled to be considered at a regular meeting by announcing it at a prior weekly meeting or by publishing notice in an email or on the website.

Article 8 – Conduct of Meetings

Section 8.1 – Order of Business The normal order of business at regular weekly Club meetings may include: Flag salute or song Meditation Service of meal Introduction of guests and visiting Rotarians Fines and Happy Dollars Queen of Hearts Drawing Announcements Program Adjournment

Section 8.2 – Participation of Members Members are expected to arrive on-time at all Club meetings in appropriate attire and wearing a Rotary pin. Members are encouraged to socialize with guests and visiting Rotarians. Members are expected to remain for the entire meeting, and members who must leave early are expected to pay a fine to the Sergeant-at-Arms and leave quietly.

Members who are absent for more than two straight weeks will receive a telephone call from the Chair of the Attendance Committee.



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Article 9 – Method of Electing Members

Section 9.1 – Membership Proposal A prospective member may be proposed by any active member and the proposal will be submitted to the Membership Development Committee. The Committee will review the membership proposal, interview the candidate, ascertain that the candidate understands Rotary's objectives, attendance requirements, financial obligations and service obligations. The Committee at this interview shall brief the candidate on the membership process and form a judgment as to the candidate's suitability for membership in the Club and Rotary International. The Chairperson of the Membership Development Committee or a delegate of the Committee shall then submit the proposal, along with the Committee's recommendation, to the Board of Directors.

Section 9.2 – Board Approval The Board of Directors must unanimously approve the application for membership before it is submitted to the membership. A Board member has a responsibility to object to a membership proposal on ethical or other substantive grounds. Such objection must be placed in writing to assure fairness in the process.

Section 9.3 – Notification Of The Membership Proposal A member of the board will then notify the Chairman of the Membership committee if he/she has not attended the board meeting. The club will NOT be notified in an open meeting until the Membership Committee has notified the entire membership in writing (email or regular mail) and the seven day period has passed without an objection. Notification shall include the Name of the Proposed Member, Name and location of Business or Professional Office, Classification, Town of Residency and Sponsor. A notice must be included that any objection must appear in Writing within 7 days.

Section 9.4 – Objection to Proposed Membership If an objection appears within 7 days in writing with reasons, the Board will consider it at the next board meeting. The Board can approve or disapprove after proper consideration. The Membership committee will then notify the proposed member that the board is considering his/her application, may want to meet with the proposed member or that the proposed member has been approved and will be inducted at the next Rotary meeting.

Section 9.5 - Honorary Membership An Honorary Membership may be approved by the Board in accordance with the Constitution and the membership is valid only from July 1 to June 30 of that year. The Board may renew an honorary membership indefinitely, but must renew it each year.



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Article 10 – Fees and Dues

Section 10.1 – Fees and Dues Club dues are billed on a quarterly basis and include various financial obligations based on the membership status of the member. For active members it includes meals, Rotary International dues and Rotary District dues. For Senior Members and On Leave Members it includes Rotary International dues, Rotary District dues and meals to be billed based on attendance at the prevailing rate. The Board of Directors has sole discretion as to all fees, dues, meal costs and other billings. Any changes to an existing fee or fee structure must be approved by two-thirds of the Board.

Section 10.2 – Proration of Dues When a member is admitted, the Treasurer will prorate dues for new members based on the months remaining in the fiscal year. When a member asks to resign, the Treasurer will prorate dues, fees, and meal charges of the resigning member to the date of the member's written request for resignation. A member's resignation will not be approved until all of his charges have been paid. If a membership is terminated for cause, the member will not be entitled to any rebate of dues or fees paid. If a member does not pay his or her charges within a reasonable time, the Board may use its legal remedies to collect the amounts owed.

Section 10.3 – Special Arrangements The Board may establish a special arrangement for a member who is temporarily unable to fulfill his or her financial obligations to the Club.

Section 10.4 – Suspension/Dismissal of Members Members who have failed to pay dues for two quarters will receive a letter from the treasurer advising them that their membership status will be brought before the Board of Directors. If there is no response and payment is not forthcoming in two weeks the Board, at its discretion, can vote to remove the member from the club at its next regularly scheduled meeting.

Article 11 – Leave of Absence and Excused Status

Section 11.1 – Leave of Absence Upon receipt of a written application showing good reason, the Board may grant a member a leave of absence for a specified period of time. An approved Leave of Absence excuses the member from attending meetings and being billed for meetings, but the member must continue to pay all other dues and fees of membership unless the payments are specifically waived by the Board

Section 11.2 – Excused Status: Rule of 85 Upon receipt of a written request for Excused Status, the Board may grant Excused Status to a member if:

(A) The absence complies with the conditions set by the Board; and (B) The total of the member's years of age and years of membership in one or more Rotary Clubs is at least 85 years.



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Article 12 – Interpretation and Amendments

Section 12.1 – Interpretation Any question about the meaning or interpretation of any provision of these Bylaws will be resolved by adherence first to the Rotary International’s Manual of Procedure, and then by the decision of the Club’s Board of Directors.

Section 12.2 – Amendments The Board of Directors may amend the Bylaws by a majority vote. No amendment or addition to these Bylaws can be made that is not in harmony with the Bylaws of Rotary International.

Section 12.3 – Use of Club Name Prohibited No member of the Club may use the name of the Club or of Rotary in any public or private promotion, advertising, solicitation, or any other way that is not directly related to approved Rotary or Club endeavors. This restriction does not apply to listing Club membership, offices held, or awards as part of a legitimate curriculum vita or resume.