



SERVICE Above Self

Bylaws of the Rotary Club of East Hartford, Inc.

Article I Election of Directors and Officers

Section 1 - At a regular meeting at least 2 weeks prior to the meeting for election of officers, the presiding officer shall ask for nominations by members of the Club for President, Vice President/President-Elect, Secretary, Treasurer, and at least 3 and not more than 7 members of the Board of Directors. The nominations may be presented by a nominating committee or by members from the floor, by either or by both as the Board of Directors may determine. If it is determined to have a nominating committee, such committee shall be appointed as the Board of Directors may determine. The nominations duly made shall be presented to the Club and shall be voted on at the annual meeting. The candidates for President, Vice President/President-Elect, Secretary and Treasurer receiving a majority of the votes shall be declared elected to their respective offices. The 3 candidates for Directors receiving a majority of the votes shall be declared elected as Directors. The Vice President/President-Elect shall automatically be a nominee for the office of President for the year commencing on the first day of July next following his or her election as Vice President/President Elect.

Section 2 - The officers and directors so elected together with the immediate Past President shall constitute the Board of Directors - Elect. Within one week after their election, the Board of Directors - Elect shall meet and elect some member of the Club to act as Sergeant-At-Arms.

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-Elect.

Section 5 - At the first regularly scheduled meeting of the newly elected Board of Directors, the President with the approval of the Board shall appoint an Assistant Treasurer and an Assistant Secretary.

Article II Board of Directors

The governing body of this Club shall be the Board of Directors consisting of a minimum of 9 members and maximum of 13 members of this Club, namely, a minimum of 3 Directors and maximum of 7 Directors elected in accordance with Article I, Section 1, of these by-laws, the President, Vice President/President-Elect, Secretary, Treasurer, immediate Past President and the Sergeant-At-Arms.

Article III Duties of Officers

Section 1 - *President*. It shall be the duty of the President to preside at meetings of the Club and the Board and to perform such other duties as ordinarily pertain to the office of President.

Section 2 - *Vice President/President-Elect*. It shall be the duty of the Vice President/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, to perform such other duties as may be prescribed by the President or the Board and to perform such other duties as ordinarily pertain to the office of Vice-President/President-Elect.

Section 3 - *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 RI, including the semiannual reports of membership, which shall be made to the General Secretary of RI on January 1st and July 1st of each year, and including prorated reports to the General Secretary on October 1st and April 1st of each active member who has been elected to membership in the Club since the start of the July or January semiannual reporting period, the reports of changes in membership, which shall be made to the General Secretary of RI, the monthly report of attendance at the Club meetings, which shall be made to the District Governor within 15 days of the last meeting of the month, collect and remit to RI subscriptions to *THE ROTARIAN*, and perform such other duties as usually pertain to the office of Secretary.

Section 4 - *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 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 5 - *Assistant Secretary*. It shall be the duty of the Assistant Secretary to perform all the duties of the office of Secretary in the absence of the Secretary and to perform such other duties as may be prescribed by the Board.

Section 6 - *Assistant Treasurer*. It shall be the duty of the Assistant Treasurer to perform all the duties of the office of Treasurer in the absence of the Treasurer and to perform such other duties as may be prescribed by the Board.

Section 7 - *Sergeant-At-Arms*. The duties of the Sergeant-At-Arms shall be such as are usually prescribed for such office and such other duties as may be prescribed by the President or the Board.

Article IV Meetings

Section 1 - *Annual Meeting*. An annual meeting of the Club shall be held in the month of 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 meetings of this Club shall be held on Wednesdays at 12:15 PM. 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 (or members excused by the Board of Directors of this Club, pursuant to Article VIII, section 2(b) 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, or as otherwise provided in the standard Rotary Club Constitution, Article VIII, section 1.

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. 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, and upon the giving of due notice of the special meeting.

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

Article V Fees and Dues

Section 1 - An admission fee for admission to the Club may be charged and shall be determined by the Board of Directors and shall be paid before the applicant can qualify as a member.

Section 2 - The membership dues shall be determined by the Board and shall be payable semiannually on the first day of July and of January with the understanding that an amount of each semiannual payment as required by Rotary International shall be applied to each member's subscription to *THE ROTARIAN* magazine.

Article VI Method of Voting

The business of this Club shall be transacted by *viva voce* vote except if there is more than one nomination to fill an Officer or Board position, such vote shall be by written ballot.

Article VII Committees

Section 1 - (a) The President shall appoint one or more Directors to oversee the committees which comprise the following avenues of service:

Club Service

Vocational Service

Community Service

International Service

Youth Service

(b) The President shall, subject to approval of the Board, also appoint such committees on particular phases of Club Service, Vocational Service, Community Service, International Service, and Youth Service as deemed necessary for the operation of the Club, its business and its activities.

(c) Where feasible and practicable in the appointment of Club 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 for a two-year term.

(d) Each committee shall transact such business as is delegated to it by the President or 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) The President shall be *ex-officio* a member of all committees and, as such, shall have all the privileges of membership thereon.

ARTICLE VIII Committee Duties

Section 1 - Club Service

(a) The Director overseeing the Avenue of Club Service 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.

(b) The Avenue of Club Service shall consist of all Club service committees appointed on particular phases of Club service.

(c) The Avenue of Club Service shall consist of the following committees and such other committees as may be appointed and approved by the Board in accordance with these bylaws:

Fireside Chats	Public Relations
Golf Tournament	Sergeant-At-Arms
High Gear	Social/Family Events
Membership	Supply Sergeant
New Member/Rotary Information	Tax Preparation
Nominating	Ways And Means
Program	Website

(d) The New Member/Rotary Information Committee shall consist of three (3) members, one member to be appointed by the President each year for a term of three (3) years.

Section 2 - Community Service.

(a) The Director overseeing the Avenue of Community Service shall be responsible for devising and carrying into effect plans which will guide and assist members of this Club in discharging their responsibilities in their community relationships. The Director 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.

(b) The Avenue of Community Service shall consist of all community service committees appointed on particular phases of community service.

(c) The Avenue of Community Service shall consist of the following committees and such other committees as may be appointed and approved by the Board in accordance with these bylaws:

Community Service Projects
Koats for Kids
Scholarship

Section 3 - *Vocational Service.*

(a) The Director overseeing the Avenue of Vocational Service shall be responsible for devising and carrying into effect plans which will guide and assist the members of this Club in discharging their responsibilities in their vocational relationships and in improving the general standards of practice in their respective vocations. The Director 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.

(b) The Avenue of Vocational Service shall consist of all vocational service committees appointed on particular phases of vocational service.

(c) The Avenue of Vocational Service shall consist of the following committee and such other committees as may be appointed and approved by the Board in accordance with these bylaws:

Vocational Service

Section 4 - *International Service.*

The Director overseeing the Avenue of International Service shall be responsible for devising and carrying 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 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.

(b) The Avenue of International Service shall consist of all international service committees appointed on particular phases of international service.

(c) The Avenue of International Service shall consist of the following committees and such other committees as may be appointed and approved by the Board in accordance with these bylaws:

Foundation
Grants
International Service Projects

Section 5 - *Youth Service.*

(a) The Director overseeing the Avenue of Youth Service shall be responsible for devising and carrying into effect plans which will guide and assist the members of this Club in discharging their responsibilities in matters relating to youth service. The Director shall be responsible for the youth service activities of the Club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of youth service.

(b) The Avenue of Youth Service shall consist of all youth service committees appointed on particular phases of youth service.

(c) The Avenue of Youth Service shall consist of the following committees and such other committees as may be appointed and approved by the Board in accordance with these bylaws:

Youth Programs Committee

Article IX Leave of Absence

Upon written application to the Board, setting forth good and sufficient cause, a leave of absence may be granted excusing a member from attending the meeting of the Club for a specified length of time.

Article X Finances

Section 1 - The Treasurer shall deposit all funds of the Club in such bank or banks designated and approved by the Board.

Section 2 - All bills shall be paid only by checks signed by the Treasurer, or such other officer as may be authorized by the Board, after approval by a member of the Board. The Board shall conduct a review of all of the Club's financial transactions after the close of the each fiscal year and shall make a report of the Club's financial condition at the next annual meeting occurring after the close of such fiscal year.

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 any such bond shall be borne by the Club.

Section 4 - The fiscal year of this Club shall extend from July 1st to June 30th, and for the collection of members' dues shall be divided into two (2) semiannual periods extending from July 1st to December 31st, and from January 1st to June 30th. The payment of per capita dues and magazine subscriptions to RI shall be made on July 1st and January 1st 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 - The name of a prospective member, proposed by an active member of the Club, shall be submitted to the Board in writing, through the Club Secretary. A transferring or former member of another Rotary Club may be proposed to active membership by the former Club. Any proposal for membership shall be kept confidential except as otherwise provided in this procedure.

Section 2 - The Board shall ensure that the proposal meets all the classification and membership requirements of the Club Constitution.

Section 3 - The Board shall approve or disapprove the proposal within 30 days of its submission, and shall notify the proposer, through the Club Secretary, of its decision.

Section 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, after which the prospective member shall be requested to sign the membership proposal form and to permit his or her name and proposed classification to be published to the Club.

Section 5 - If no written objection to the proposal, stating reasons, is received by the Board from any member of the Club (other than honorary) within seven (7) days following publication of information about the prospective member, that person, upon payment of any admission fee (if not an honorary membership), as prescribed in these bylaws, shall be considered to be elected to membership.

If any such objection has been filed, the Board shall vote on this matter at its next meeting. If approved despite the objection, the proposed member, upon payment of the admission fee (if any and if not honorary membership), shall be considered to be elected to membership.

Section 6 - Following the election, the President shall arrange for the induction of the new member and shall report the new member to RI; and the Rotary Information Committee shall provide appropriate literature for presentation at the induction and assign a member to assist in the assimilation of the new member.

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 Amendments

These bylaws may be amended at any regular meeting, a quorum being present, by a two-thirds vote of all members present, provided that a copy of such proposed amendment shall have been delivered to each Club member at least ten (10) days before such meeting by any combination of the following: in hand, by mail, by fax, by email or by any other appropriate means or method that will deliver a copy of any proposed amendment to a Club member. No amendment or addition to these bylaws can be made which is not in harmony with the Club constitution and with the constitution and bylaws of RI.

(Adopted 12-27-06, Amended 2-2012, Amended 4-2014)