

## **Bylaws of the Rotary Club of Chambersburg**

### **Article 1 Definitions**

1. Board: The Board of Directors of this club.
2. Director: A member of this club's Board of Director's.
3. Member: A member, other than honorary, of this club.
4. RI: Rotary International.
5. Year: The twelve-month period that begins on 1 July.

### **Article 2 Board**

The governing body of this club shall be the board consisting of seventeen (17) members of this club, namely, nine (9) directors elected in accordance with article 3, section 1, of these Bylaws, and the president, vice-president, president-elect (or president-nominee, if no successor has been elected), secretary, assistant secretary, treasurer, the immediate past president and web director.

### **Article 3 Election of Directors and Officers**

**Section 1** -- The election of officers and directors shall be held at the annual meeting. A nominating committee shall be appointed by the Club President and charged with selection of candidates for the positions of President, Vice President, Secretary, Treasurer, Web Director and 3 Directors. At a regular meeting one month prior to the annual meeting, the presiding officer shall ask for nominations by members of the club for officers and directors. The slate of officers and directors selected by the nominating committee, together with any nominations received from the membership, shall be voted upon at the annual meeting. The nominations shall be placed on a ballot in alphabetical order under each office. The candidates for president, vice-president, secretary, treasurer, and web director receiving a majority of the votes shall be declared elected to their respective offices. The 3 candidates for director receiving a majority of the votes shall be declared elected as directors for the following three years. The candidate for president elected in such balloting shall be the president-nominee and serve as a director for the year commencing on the first day of July next following the election, and shall assume office as president on the first day of July immediately following that year. The president-nominee shall take the title of president-elect upon the election of a successor.

**Section 2** - The officers and directors, so elected, together with the immediate past president shall constitute the board. Within one week after the election, the directors elect shall meet and elect some member of the club to act as sergeant-at-arms.

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

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

### **Article 4 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 other duties as ordinarily pertain to the office of president.

**Section 2 – Immediate Past President.** It shall be the duty of the immediate past president to serve as a director and to perform such other duties as may be prescribed by the president or the board.

**Section 3 . - President-elect.** It shall be the duty of the president-elect to serve as a director and to perform other duties as may be prescribed by the president or the board.

**Section 4 - Vice-President.** It shall be the duty of the vice-president to preside at meetings of the club and the board in the absence of the president and to perform other duties as ordinarily pertain to the office of vice-president.

**Section 5 - Secretary.** It shall be the duty of the secretary to keep membership records; record attendance at meetings; send out notices of club, board and committee meetings; record and preserve the minutes of such meetings; report as required to RI, including semiannual reports of membership on 1 January and 1 July of each year, which shall include per capita dues for all members and prorated dues for active members who have been elected to membership in the club since the start of the July or January semiannual reporting period; report changes in membership; provide the monthly attendance report, which shall be made to the district governor within 15 days of the last meeting of the month; collect and remit RI official magazine subscriptions; and perform other duties as usually pertain to the office of secretary. It shall be the duty of the assistant secretary to assist the secretary as may be prescribed by the secretary or the board.

**Section 6 - Treasurer.** It shall be the duty of the treasurer to have custody of all funds, accounting for it to the club annually and at any other time upon the demand by the board, and to perform other duties as pertains 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 7 - Sergeant-at-Arms.** The duties of the sergeant-at-Arms shall be such as are usually prescribed for such office and other duties as may be prescribed by the president or the board.

## **Article 5 Meetings**

**Section 1 - Annual Meeting.** An annual meeting of this club shall be held on the first Thursday in December of each year, at which time the election of officers and directors to serve for the ensuing year shall take place.

**Section 2 - Regular Meetings.** The regular meeting of this club shall be held on Thursday at 12:15. Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club. All members excepting an honorary member (or member excused pursuant to 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 9, sections 1 and 2.

**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 on the second Tuesday of each month. Special meetings of the board shall be called by the president, whenever deemed necessary, or upon the request of two (2) directors, due notice having been given.

**Section 5 -** A majority of the directors shall constitute a quorum of the board.

## **Article 6 Fees and Dues**

**Section 1** - The uniform admission fee as determined by the board shall be paid before the applicant can qualify as a member.

**Section 2** - The membership dues and fees shall be established by the board of directors, payable quarterly on the first day of July, October, January, and April, with the understanding that a portion of each quarterly payment shall be applied to each member's subscription to the RI official magazine.

## **Article 7 Method of Voting**

The business of this club shall be transacted by *viva voce* \* vote except the election of officers and directors, which shall be by ballot. The board may determine that a specific resolution be considered by ballot rather than by *viva voce* vote. (Note: *Viva voce* vote is defined as when club voting is conducted by vocal assent.)

## **Article 8 Avenues of Service**

The Avenues of Service are the philosophical and practical framework for the work of this Rotary club. They are Club Service, Vocational Service, Community Service, International Service and New Generations Service. This club will be active in each of the Avenues of Service.

## **Article 9 Committees**

Club committees are charged with carrying out the annual and long-range goals of the club. The president-elect, president, and immediate past president should work together to ensure continuity of leadership and succession planning. When feasible, committee members should be appointed to the same committee for three years to ensure consistency. The president-elect is responsible for appointing committee members to fill vacancies, appointing committee chairs and conducting planning meetings prior to the start of the year in office. It is recommended that the chair have previous experience as a member of the committee. Standing committees should be appointed as follows:

- Membership This committee should develop and implement a comprehensive plan for the recruitment and retention of members.
- Public Image  
This committee should develop and implement plans to provide the public with information about Rotary and to promote the club's service projects and activities.
- Service Projects  
This committee should develop and implement educational, humanitarian and vocational projects that address the needs of our community and communities in other countries.
- The Rotary Foundation  
This committee should develop and implement plans to support The Rotary Foundation through both financial contributions and program participation.
- Administration  
This committee should conduct activities associated with the effective operation of the club.

Additional ad hoc committees may be appointed as needed.

- (a) The president shall be ex officio a member of all committees and, as such, shall have all the privileges of membership thereon.
- (b) Each committee shall transact its business as is delegated to it by these bylaws and such additional business as may be referred 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 and approved by the board.
- (c) Each chair shall be responsible for regular meetings and activities of the committee, shall supervise and coordinate the work of the committee and shall report to the board all

committee activities.

## **Article 10 Duties of Committees**

The duties of all committees shall be established and reviewed by the president for his or her year. In declaring the duties of each, the president shall reference appropriate RI materials and the Avenues of service when developing plans for the year. Each committee shall have a specific mandate, clearly defined goals, and action plans established by the beginning of each year for implementation during the course of the year. It shall be the primary responsibility of the president-elect to provide the necessary leadership to prepare a recommendation for club committees, mandates, goals, and plans for presentation to the board in advance of the commencement of the year as noted above.

## **Article 11 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 no longer than twelve (12) months.

*(Note: Such leave of absence does operate to prevent forfeiture of membership; it does not operate to give the club credit for the member's attendance. Unless the member attends a regular meeting of some other club, the excused member must be recorded as absent except that absence authorized under the provisions of the standard club constitution is not computed in the attendance record of the club.)*

## **Article 12 Finances**

**Section 1** - Prior to the beginning of each fiscal year, the board shall prepare a budget of estimated income and expenditures for the year, which shall stand as the limits of expenditures for these purposes, unless otherwise ordered by action of the board. The budget shall be broken into two separate parts, one in respect of club operations and one in respect of charitable/service operations.

**Section 2** - The treasurer shall deposit all funds in a bank, named by the board. The club funds shall be divided into two separate parts, club operations and service projects.

**Section 3** - All bills shall be paid by the treasurer or other authorized officer. Bills over \$2,500 require the written approval by two other officers or directors.

**Section 4** - A thorough review of all financial transactions by a Certified Public Accountant shall be made once each year.

**Section 5** - Officers having charge or control of club funds shall give bond as may be required by the board for the safe custody of the funds of the club, cost of the bond to be borne by the club.

**Section 6** - The fiscal year of this club shall extend from 1 July to 30 June, and for the collection of member's dues shall be divided into two (2) semiannual periods extending from 1 July to 31 December and from 1 January to 30 June. The payment of per capita dues and RI official magazine subscriptions shall be made on 1 July and 1 January of each year on the basis of the membership of the club on those dates.

## **Article 13 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 club may be proposed to active membership by the former club. The proposal 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 standard Rotary 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 responsibilities of membership, following 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 (other than honorary) of the club within seven (7) days following publication of information about the prospective member, that person, upon payment of the 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 with the board, it shall vote on this matter at its next meeting. If approved despite the objection, the proposed member, upon payment of the admission fee (if not honorary membership), shall be considered to be elected to membership.

**Section 6** - Following the election, the president shall arrange for the new member's induction, membership card, and new member Rotary literature, including providing the new member a copy of the constitution and bylaws of this club. In addition, the president or secretary will report the new member information to RI and the president will assign a member to assist with the new member's assimilation to the club as well as assign the new member to a club project or function.

**Section 7** -- The club may elect, in accordance with the standard club constitution, honorary members proposed by the board.

#### **Article 14**

The club shall not consider any resolution or motion to commit the 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 15 Order of Business**

Meeting called to order  
Introduction of visitors  
Correspondence, announcements and Rotary Information  
Committee reports if any  
Any unfinished business  
Any new business  
Address or other program features  
Adjournment

#### **Article 16 Amendments**

These bylaws may be amended any regular meeting, a quorum being present, by a two-thirds vote of all members present, provided that notice of such proposed amendment shall have been mailed to each member at least ten (10) days before such meeting. The term "mailed" will include utilization of electronic mail (e-mail) and Internet technology. No amendment or addition to these bylaws can be made which is not in harmony with the standard Rotary club constitution and with the constitution and bylaws of RI.

