

Bylaws of the Rotary Club of Penn Yan, New York

7/1/2019

These bylaws must be consistent with the Standard Rotary Club Constitution, the RI Constitution and Bylaws, and the Rotary Code of Policies.

Article 1 Definitions

1. Board: The club's board of directors
2. Director: A member of the club's board of directors
3. Member: A member of the club, other than an honorary member
4. Quorum: The minimum number of participants who must be present when a vote is taken: one-third of the club's members for club decisions and a simple majority of the directors for club board decisions
5. RI: Rotary International
6. Year: The 12-month period that begins on 1 July

Article 2 Board

The Board of Directors will have 9 members and a quorum of 5 Directors is necessary to transact the business of the Organization.

The governing body of this club is its board of directors, consisting of the president, immediate past president, president-elect, secretary, and treasurer, vice president and additional 3 elected directors representing youth service, international service, and community service.

Article 3 Elections and Terms of Office

Section 1 — One month before elections, members nominate candidates for president, vice president, secretary, treasurer, and any open director positions. The nominations may be presented by a nominating committee, by members from the floor, or both.

Section 2 — The candidate who receives a majority of the votes for each office is declared elected to that office.

Section 3 — If any officer or board member vacates his or her position, the remaining members of the board will appoint a replacement.

Section 4 — If any officer-elect or director-elect vacates a position, the remaining members of the board-elect will appoint a replacement.

Section 5 — The terms of office are, as follows:

President — one year

President-Elect — one year

Vice President — one year

Treasurer — one year

Secretary — one year

Article 4 Duties of the Officers

Section 1 — The president presides at club and board meetings.

Section 2 — The immediate past president serves as a director on the club board.

Section 3 — The president-elect prepares for his or her year in office and serves as a director.

Section 4 — The vice president presides at club and board meetings when the president is absent.

Section 5 — A director attends club and board meetings.

Section 6 — The secretary keeps membership records.

Section 7 — The treasurer oversees all funds and provides an annual accounting of them.

Article 5 Meetings

Section 1 — An annual meeting of this club is held on the first Tuesday in December to elect the officers and directors who will serve for the next Rotary year.

Section 2 — This club will meet at the direction of the President with Board approval.

Section 3 — Board meetings are held each month as directed by the President. Special meetings of the board are called with reasonable notice by the president or upon the request of two directors.

Article 6 Dues

Annual club dues are set by the Board. They are paid as of July 1 per year or semiannually, July 1 and January 1. Annual club dues include RI per capita dues, a subscription to The Rotarian or a Rotary regional magazine, district per capita dues, Camp Onseyawa assessment, club fees, and any other Rotary or district per capita assessment.

Article 7 Method of Voting

The business of this club is conducted by voice vote or a show of hands. The board may also provide a ballot or accept email ballots.

Article 8 Committees

Section 1 — Club committees coordinate their efforts to achieve the club's annual and long-term goals. Committees may be appointed as needed.

Section 2 — The president is an ex officio member of all committees and, as such, has all the privileges of membership.

Section 3 — Each committee chair is responsible for the regular meetings and activities of the committee, supervises and coordinates its work, and reports to the board on all committee activities.

Article 9 Finances

Section 1 — Before each fiscal year starts, the board prepares an annual budget of estimated income and expenditures.

Section 2 — The treasurer deposits club funds in a financial institution or institutions designated by the board, divided into two accounts: one for club operations and one for service projects.

Section 3 — Bills are paid by the treasurer or another authorized officer.

Section 4 — A qualified person conducts a thorough annual review of all financial transactions.

Section 5 — Club members will receive an annual financial statement of the club.

Section 6 — The fiscal year is from 1 July to 30 June.

Article 10 Method of Electing Members

Section 1 — A member proposes a candidate for membership to the board, or another club proposes one of its transferring or former members.

Section 2 --- Active membership status includes individual membership and corporate membership in compliance with RI regulations and Club requirements.

Section 3 — The board approves or rejects the candidate's membership within 30 days and notifies the club of the proposed member and allows 2 weeks for any member to voice a concern.

Section 4 — If the board approves the candidate's membership, the prospective member is invited to join the club. The installation of the approved member should be at a mutually accepted time and as soon as is reasonably possible.

Article 11 Amendments

These bylaws may be amended at any regular club meeting. Changing the club bylaws requires sending notice to each member 10 days before the meeting, having a quorum present for the vote, and having two-thirds of the votes support the change. Changes to these bylaws must be consistent with the Standard Rotary Club Constitution, the RI Constitution and Bylaws, and the Rotary Code of Policies.

ROTARY MEETING:

Welcome Guests

Pledge to the Flag

Sunshine Report/Social Time: How is everyone doing?

Announcements

Report on past projects

Report on upcoming projects and needed volunteers

Induct New Members

Program: _____

Announce Next Meeting