

# Bylaws of the Rotary Club of Mount Horeb

2022

*Club bylaws supplement the Standard Rotary Club Constitution and establish common club practices. The bylaws in this document are recommendations. Customize them to reflect your club's practices, and confirm that they are not in conflict with the RI Constitution and Bylaws, the Standard Rotary Club Constitution (except where permitted), and the Rotary Code of Policies. Articles that your club is required to include are noted below.*

## **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 majority of the directors for club board decisions
5. RI: Rotary International
6. Year: The 12-month period that begins on 1 July

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*Your club may choose how it defines a quorum for voting purposes.*

## **Article 2 Board**

The governing body of this club is its board of directors, consisting of, the president, immediate past president, president-elect, secretary, treasurer, and up to 3 Directors at large.

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*The Standard Rotary Club Constitution requires a club's bylaws to include article 2. The officers listed above are required to be members of the club board. Your club's board may have additional members, such as the vice president, the president-nominee, sergeant-at-arms, or other directors. If your club has satellite clubs, list their club board members in this article, also.*

## **Article 3 Elections and Terms of Office**

Section 1 — One month before elections ([at the November Business Meeting](#)), 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 — Voting opens at the December Business Meeting and is conducted electronically. Voting will remain open for 30 days or until a majority is achieved. 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 for each role are:

President — One Year

Treasurer — No Limit, at discretion of board at annual review

Secretary — No Limit, at discretion of board at annual review

Director — elected position, 2 year rotation.

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*The Standard Rotary Club Constitution requires that your club's bylaws specify an election process. If a nominating committee is used, include details of how it is appointed. The term of office for a club president is specified as one year in the Standard Rotary Club Constitution.*

#### **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.

Strike this item and renumber 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 and attendance records.

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

Strike this item Section 8 — The sergeant-at-arms maintains order in club meetings. Optional position \*

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*See Rotary club leader manuals for details on the roles of club officers.*

#### **Article 5 Meetings**

Section 1 — The December Business Meeting is the annual meeting of this club and is held to elect the officers and directors who will serve for the next Rotary year.

Section 2 — This club meets as follows: Weekly on Wednesday at Noon. Reasonable notice of any change or cancellation of the regular meeting will be given to all club members.

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

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*The Standard Rotary Club Constitution requires club bylaws to include article 5, section 2.*

### **Article 6 Dues**

Annual club dues are paid as follows: Quarterly, Net 30. Annual club dues include RI per capita dues, a subscription to The Rotarian or a Rotary regional magazine, district per capita dues, club fees, and any other Rotary or district per capita assessment. Club dues structures are outlined in club handbook.

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*The Standard Rotary Club Constitution requires club bylaws to include article 6.*

### **Article 7 Method of Voting**

The business of this club is conducted by electronic voting. A vote will remain open for 30 days or until a majority is achieved. The board may also provide a ballot for a vote on some resolutions. Financial decisions outside of the budget and committee allocations in the budget, and decisions on changes in fundraising activities require a vote of the club.

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*Include satellite club voting procedures here.*

### **Article 8 Committees**

Section 1 — Club committees coordinate their efforts to achieve the club's annual and long term goals. Each club should have the committees listed in article 13, section 7, of the Standard Rotary Club Constitution.

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's 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 and proposes an annual budget to the Board for the committee.

Section 4 - The committees are: New Generations/Youth; Grants - Local and International; Membership, Social, Public Relations and Diversity; Fundraising; and Mount Horeb Rotary Foundation.

### **Article 9 Finances**

Section 1 — Before each fiscal year starts, the board prepares an annual budget of estimated income and expenditures during the March Board meeting. The proposed budget is presented to the club for a vote at the April business meeting.

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

one for International projects, and a Capital account. Do we want to keep separate accounts for service and international?

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

Section 4 — A qualified financial professional 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 — The board recommends the candidate's membership at the next board meeting and the club votes on the recommendation at the next business meeting.. The proposed candidate does not attend the business meeting at which the vote is taken. This vote is conducted by a voice vote. If a majority of club members is not established, the vote will be conducted electronically and remain open until a majority is achieved or for 30 day.

Section 3 — If the club approves the candidate's membership, the prospective member is invited to join the club, and a sponsor is assigned.

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*A process to address objections raised by current members may also be included here.*

#### **Article 11 Amendments**

Changing the club bylaws requires electronically sending the proposed changes to club members and conducting an electronic vote which will remain open until two thirds of the club support or reject the amendments, or for 30 days., Changes to these bylaws must be consistent with the Standard Rotary Club Constitution, the RI Constitution and Bylaws, and the Rotary Code of Policies.