

# Bylaws of the Rotary Club of Carlisle, Pennsylvania

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## Article 1 Definitions

1. Board: The Board of Directors of this club.
2. Director: A member of this club’s Board of Directors.
3. Member: A member, other than an honorary member, of this club.
4. Quorum: One-third of the club membership; a majority of directors for the Board.
5. RI: Rotary International.
6. Year: The 12-month period that begins on 1 July.

## Article 2 Board

**Section 1 – The Board of Directors.** The Board of Directors of the Rotary Club of Carlisle will consist of the President, President- Elect, Vice President, Immediate Past-President, Treasurer, Secretary, RI Foundation Chair, up to seven Directors at Large and may include a sergeant-at-arms. The Secretary and Treasurer will be appointed each July by the Board of Directors on a year to year basis.

**Section 2 – Non-voting Members.** The Board of Directors may also appoint Club Members at Large to the positions of Assistant Treasurer and Assistant Secretary who will assist the Treasurer and Secretary with their duties and be non-voting members of the Board of Directors.

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

**Section 1 – Election of Board Members.** At a regular meeting of the Board of Directors of the Rotary Club of Carlisle in December of each year, the nomination and board approval of the open positions for Board of Directors for the following year, beginning July 1<sup>st</sup>, will occur at the call of the Club President. The nominations for open positions for the Board of Directors will be presented to the Club at large by a nominating committee consisting of the three most recent Past Presidents who are still active members of the Rotary Club of Carlisle. The nominating committee will present to the Board and the Club, the names of proposed Board Members. The new Board Members will be presented to Club membership at the Club Assembly usually held in January of each year. In addition, at the Club Assembly, nominations will be accepted from the floor. If Rotary Members are nominated for Board positions in excess of the number of open positions, the election of Board of Directors will be deferred to the next regular meeting of the Rotary Club of Carlisle, at which time the election will occur by secret ballot. Those receiving the greatest number of votes will be elected by the Club Members present to a three year term as a member of the Board of Directors. The term of Directors will be extended if they later serve as Officers of the Rotary Club of Carlisle.

**Section 2 – Election of Officers.** The Officers of the Club and the new Vice-President will be appointed and elected by the Board of Directors in December of each year and approved by the Club Assembly, usually held in January, for the following Rotary Club year extending from July 1st to June 30th of each year.

**Section 3 –** A vacancy on the Board or any office shall be filled by the remaining members of the Board.

**Section 4 –** A vacancy of any officer-elect position or director-elect position shall be filled by the remaining members of the Board-elect.

**Section 5 –** Terms of office for each role are as follows: the President, President-Elect, Vice President, Treasurer, Secretary and Sergeant-at-arms serve a one year term of office. Directors serve on the board for a three year term.

### **Article 4 Duties of the Board**

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

**Section 2 – President-Elect.** It shall be the duty of the President-Elect to preside at meetings of the Club and of the Board in the absence of the President and to perform such other duties as may be prescribed by the President or the Board. The President-Elect normally serves as the Chair of International Service Lane. The President-Elect will succeed the President beginning July 1, of the new Rotary year.

**Section 3 – Vice-President.** It shall be the duty of the Vice-President to preside at meetings of the Club and Board in the absence of the President and the President-Elect and to perform such

other duties as ordinarily pertain to his/her office. The Vice-President shall normally serve as Chair for Club Service Lane. As such the Vice President also coordinates all club issues with the Elks Club Manager. The Vice-President will succeed to the duties of the President-Elect beginning July 1 of the new Rotary year.

**Section 4 – Secretary & Assistant Secretary.** It shall be the duty of the Secretary and Assistant 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 Rotary International, including the semiannual reports of membership, which shall be made to the General Secretary of Rotary International on January 1st and July 1st of each year, and including prorated reports to the General Secretary on October 1 and April 1 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 report of changes in membership, which shall be made to the General Secretary of Rotary International, the monthly report of attendance at the club meetings which shall be made to the District Governor immediately following the last meeting of the month, collect and remit to Rotary International subscriptions to *The Rotarian* and perform such other duties as usually pertain to his/her office. The Assistant-Secretary will assist the Secretary with the performance of his or her duties.

**Section 5 – Treasurer & Assistant Treasurer.** It shall be the duty of the Treasurer to have custody of all funds, accounting for same to the Board of Directors on a monthly basis and the Club annually and at any other time upon demand by the Board and to perform such other duties as pertain to his/her office. Upon retirement from office he/she shall turn over to the successor or to the President all funds, books of account or any other Club property in his possession. The Assistant Treasurer will assist the Treasurer in the performance of his/her duties.

**Section 6 – Director.** A director shall attend club and Board meetings. Directors serve as lane chairs and committee chairs as appointed by the President.

**Section 7 – Sergeant-at-arms.** The duties of the Sergeant-at-arms will include assisting with the setting up of the weekly meeting and the duties as are usually prescribed for this office and such 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 at the Club Assembly normally held in January of each year at which time the election of officers and directors to serve for the ensuing year shall take place.

**Section 2 – Club Assemblies.** There shall be at least two Club Assemblies held in July and January of each year at the call of the Board of Directors.

**Section 3 – Regular Meetings.** The regular weekly meetings of this club shall be held on Thursday at 12:00 p.m. Due notice of any changes in locations in or canceling of the regular meeting shall be given to all members of this club. All members excepting an honorary member (or member excused by the Board of Directors of this club, pursuant to Article VII, Section 3 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 60 percent of the time devoted to the regular meeting, either at this club or at any other Rotary club. One-third of the membership shall constitute a quorum at the annual and regular meetings of this club.

**Section 4 – Board Meetings.** Regular meetings of the Board shall be held on the second Thursday of each month. Special meetings of the Board shall be called by the President, whenever deemed necessary, or upon the request of two Members of the Board, due notice having been given.

**Section 5 – Quorum for Board Meetings.** A majority of the voting Board Members shall constitute a quorum of the Board.

## **Article 6 Fees and Dues**

**Section 1 – Annual Dues.** The membership dues shall be those dues established by the Board of Directors, payable quarterly, semiannually or annually, with the understanding that a portion of the annual membership dues shall be applied to each member's subscription to *The Rotarian* magazine; the District Assessment.

**Section 2 – Every Rotarian Every Year (EREY).** Every club member is expected to support the Every Rotarian Every Year (EREY) program. Annually contributing money to the RI Foundation, be it only \$10 or \$20, is expected of every club member. Members are encouraged to become EREY Sustaining Members by annually contributing \$100 and will be recognized as such in the club's Directory. When club members have contributed a total of \$1,000 they will be recognized as a Paul Harris Fellow. Club members who contribute \$1,000 annually will be inducted into the Paul Harris Society.

## **Article 7 Method of Voting**

The business of this club shall be transacted by *via voice* vote and as prescribed in Article I, Section 3 regarding the election of officers and directors.

## **Article 8 Lanes of Service and Committees**

### **Section 1 – Lanes of Service**

(a) The President shall, subject to the approval of the Board, appoint the following standing Lanes of Service:

- Club Service
- Vocational Service
- Community Service
- Youth Service
- International Service

(b) The Club Service Lane (normally chaired by the Vice-President), Vocational Service Lane, Community Service Lane, Youth Service Lane and International Service Lane (normally chaired by the President-Elect) shall each consist of a Chair, who shall be named by the President from the Membership of the Board, and not less than two other members.

### **Section 2 – Lane Chair Responsibilities**

(a) **Club Service.** This Lane shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in matters relating to Club Service. The Chair of the Club Service Lane shall be responsible for regular meetings of the Lane and shall report to the Board on all Club Service activities.

(1) The Chair of the Club Service Lane 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.

(2) The Club Service Committee shall consist of the Chair of the Club Service Lane and the Chair of all committees appointed on particular phases of Club Service.

(b) **Vocational Service.** This Lane shall devise carry 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 Chair of this Lane 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. These will include Career Development: Four- Way Test Committee: and Vocational Awareness Committees.

(c) **Community Service.** This Lane shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in their community relationships. The Chair of this Lane 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.

(d) **Youth Service.** This Lane shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in matters relating to Youth Service. The Chair of this Lane 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.

(e) **International Service.** This Lane shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in matters relating to International Service. The Chair of this Lane 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.

### **Section 3– Committee Organization**

(a) The President shall, subject to the approval of the Board, also appoint committees under each of the five lanes of service as he/she may deem necessary. The President and President-Elect shall propose to the Board of Directors the committee structure and committee assignments no later than the June Board of Directors' Meeting. An updated list of committees and designated chairperson(s) assigned to each service lane will be printed in the Club's Directory.

(b) The President shall be ex-officio a member of all committees and, as such shall have all the privileges of membership thereon.

(c) Each committee shall transact such business as is delegated to it in the by-laws 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 to the Board and approved by the Board.

(d) Where feasible and practicable in the appointment of such 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 to a two-year term.

#### **Section 4 – Key Standing Committees**

(a) **Rotagraph Newsletter.** This committee shall endeavor, through the publishing of a monthly club bulletin, to stimulate interest and improve attendance, announce the program of the forthcoming

meeting, promote fellowship, contribute to the Rotary education of all members, and report news of the club, of its members and of the worldwide Rotary program.

(b) **Membership Committee.** This committee shall consider all proposals for membership and shall thoroughly investigate the character, business, social and community standing, and general eligibility of all persons proposed for membership and shall report their decision on all applications to the Board. This committee shall devise and carry into effect plans

(1) to give prospective members information about the privileges and responsibilities of membership in a Rotary club,

(2) to give the members, especially the new members, adequate understanding of the privileges and responsibilities of members

(3) to give the members information about Rotary, its history, object, scope, activities, and

(4) to give the members information as to developments in the administrative operation of Rotary International. In addition this committee or a separate committee may be appointed to meet with new members following their induction to the club and review the duties and responsibilities of the members.

(c) **Programs Committee.** This committee shall prepare and arrange the programs for the regular and special meetings of this club. The Vice President chairs this committee.

(d) **Public Relations Committee.** This committee shall devise and carry into effect, plans to give the public general information about Rotary, its history, object, and scope; and to secure proper publicity for the club.

(e) **The Four-Way Test Committee.** The Four-Way Test Committee will consist of three or four Past Presidents, who will recommend to the Board a Club Member for the annual Four-Way Test Award, which exemplifies the Four Way Test criteria to the committee. This nomination should be approved by the Board in October or November and the Four Way Test Award should be presented to the recipient at the Holiday/December meeting of the Club.

## **Article 9 Finances**

**Section 1** – 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. The proposed budget should be drafted by the Treasurer, President and President-Elect and presented to the Board of Directors no later than the April board meeting. The Board of Directors must approve the budget at the June Board of Directors' Meeting.

**Section 2** – The treasurer shall deposit club funds in financial institution(s) designated by the Board, divided into two parts: club operations and service projects.

**Section 3** – All expenses of the Club shall be processed for payment by the Treasurer or Assistant Treasurer. At each monthly meeting the Board shall review all payments made by the Treasurer or Assistant Treasurer for the preceding month.

**Section 4** – The Board should initiate an audit once each year of the financial records of all the club's financial transactions.

**Section 5** – An annual financial statement of the club shall be provided to club members.

**Section 6** – The fiscal year of this club shall extend from July 1st to June 30th, and for the collections of members' dues shall be divided into quarterly periods extending from July 1st to September 30th, and from October 1st to December 31st, from January 1st to March 31st and from April 1st to June 30th. The payment of per capita dues and magazine subscriptions to Rotary International shall be made on July 1st and January 1st of each year on the basis of the membership of the club on those dates.

## **Article 10 Method of Electing Members**

### **Active Members**

**Section 1** – A member (proposer) shall provide a candidate's name to the Membership Chair and Club Secretary. A transferring or former member of another club may also be proposed for membership by the former club. The proposal is kept confidential unless the Board instructs otherwise.

**Section 2** – The candidate's name will be read in front of the membership at two consecutive meetings. If a club member objects to the candidate he or she must submit a written objection including reasons for the objection to the Board within seven days of the second reading.

**Section 3** – The Board shall ensure that the candidate meets all of Rotary's membership requirements and will consider objections submitted by any club member. Approval shall require a majority vote of the members of the Board present. If approved despite the objection, the proposed member is elected to membership.

**Section 4** – The Board shall inform the Membership Committee and Club Secretary of its decision who shall then notify the proposer. If the decision of the Board is favorable, the prospective member is invited to join the club, educated about Rotary and membership requirements, and asked to sign the “Expectations of New and All Active Members” form and to allow his or her name and proposed classification to be conveyed to the club.

**Section 5** – Following the member's election to membership as herein provided, the Club Secretary shall report his or her name to the General Secretary of Rotary International. The member shall be formally introduced and inducted as a new member at a regular meeting of the Club.

### **Honorary Members**

The club may elect honorary members from the community as prescribed in Article 7, Section 5 (a) of the club’s constitution. Club members may also apply for honorary status once the member’s age and years of service add up to 85. Rights and privileges of all honorary members are specified in Article 7, Section 5(b) of the club’s constitution.

### **Article 11 Resolutions**

Any resolutions or motions to commit the club to any position or action shall first be reviewed and approved by the Board. If resolutions or motions are first offered at a club meeting, they shall be sent to the Board without discussion.

### **Article 12 Amendments**

These bylaws may be amended at any regular club meeting. Changing the club bylaws requires that written notice be sent to each member ten days before the meeting, that a quorum be present for the vote, and that 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 By-laws, and the Rotary Code of Policies.

The bylaws were adopted by the Board of Directors of the Rotary Club of Carlisle on 10 April 2014 and by the membership on 17 April 2014.