

**BY-LAWS
OF
THE ROTARY CLUB OF ~~THE~~ WEST SHORE (Club)**

(Amended May 21, 2026; April 27, 2017; January 30, 1996; July 1, 1995; July 13, 1993; a
September 2, 1991; June 5, 1990; September 2, 1986)

**Article I
Definitions**

- Section 1.** Board: The Rotary Club of West Shore (aka club) ~~club's~~ board of directors.
- Section 2.** Director: A member of this club's board of directors.
- Section 3.** Officers: ~~A board member who holds an office within the club. Officers include~~ The president, president-elect, secretary, ~~and~~ treasurer, and immediate past president.
- Section 4.** Member: A member of the club, other than an honorary member.
- Section 5.** 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 board decisions.
- Section 6.** RI: Rotary International
- Section 7.** Year: The 12-month period that begins on July 1.

**Article II
Governance**

The governing body of this club is the board of directors., ~~consisting of the President, immediate past President, President elect, Secretary, and Treasurer.~~

**Article III
Elections and Terms of Office**

- Section 1. An annual meeting of the club will be held no later than December 31 to elect the officers and directors who will serve for the next Rotary year.
- Section 2.** One month before elections, members shall nominate candidates for president,

president-elect, secretary, treasurer, and any open director positions. The nominations may be presented by a nominating committee selected by the president, by members from the floor, or both.

Section ~~23~~. The candidate who receives a majority of the votes for each office is declared elected to that office.

Section ~~34~~. If any officer or director vacates his or her position, the remaining members of the board shall appoint a replacement.

Section ~~45~~. If any officer-elect or director-elect vacates a position, the remaining members of the board shall appoint a replacement.

Section ~~56~~. The terms for each office are: president, president-elect, secretary, treasurer - one year; immediate past president and director - two years.

Section ~~6~~. ~~Elections shall occur at least one month prior to the end of the calendar year.~~

Article IV Duties of Officers

Section 1. **President.** The president shall preside at meetings of the club and the board, may appoint committees and perform such other duties as ordinary pertaining to the office. The president shall attend the required district meetings and make every reasonable effort to attend all district and Rotary International meetings where attendance is expected.

Section 2. **President-elect.** The president-elect shall preside at meetings of the club and directors in the absence of the president and perform such other duties as ordinarily pertain to the office. The president-elect shall attend the required district meetings and make every reasonable effort to attend all district and Rotary International meetings where attendance is expected. The president-elect shall also chair a program committee and be responsible for programs for regular and special meetings of the club.

Section 3. **Secretary.** The secretary shall keep the records of membership; ~~record the attendance at meetings of the club;~~ prepare minutes of board meetings. and make the required reports to Rotary International and to the district governor; and perform such other duties as usually pertain to this office.

Section 4. **Treasurer.** The ~~Secretary~~ treasurer shall collect the dues, fees and assessments from the members.; ~~and allot appropriate credit for attendance make-ups at approved Rotary meetings.~~ The dues shall be collected quarterly, with one

reminder to delinquent members who are at least one quarter month in arrears. The ~~treasurer~~ Secretary shall notify the board of directors of any delinquency exceeding two quarters months, and keep full and accurate records, and shall arrange for timely transfer of funds from dues, fees and assessments ~~to the Treasurer.~~

~~Section 4. Treasurer.~~ The treasurer shall have custody of all funds, account to the club annually, and at any other time upon demand by the board. The treasurer shall ~~recommend to the board investments of funds;~~ keep full, accurate, and procedurally acceptable records of all funds and transactions; and pay bills and obligations promptly. The treasurer or a designate approved by the board shall be responsible for all communications with the Foundation for Enhancing Communities regarding the Rotary Club of the West Shore Fund.

Article V Meetings

Section 1. **Annual Meetings.** Annual meetings of the club shall be held no later than December 31 each year to elect Officers and Directors who will serve for the next Rotary year.

Section 2. **Regular Meetings.** Regular meetings of the Club shall be at ~~7:45~~ 8:00 AM on the first (1st) and third (3rd) Thursday of each month. When possible 48 hours advance Reasonable notice of any change or cancellation of a regular meeting shall be given to all members. The president may schedule off site service project meetings, social functions and vocational visits in lieu of regular meetings. Meeting times and frequencies may be changed as a club decision by a vote of the club members.

Section 3. **Board Meetings.** The board shall meet ~~each month a minimum of four times in~~ The Rotary year. Special meetings may be called with reasonable notice by the president or upon the request of two directors. A majority of directors constitutes a quorum. Within 30 days after all board meetings, written minutes should be available to all members.

~~Section 4. **Financial Report.** A mid-year financial report including income and expense of the first six months of the current year, shall be presented at a meeting held by January 31.~~

Article VI Dues/~~New Member Fees~~

Section 1. **Annual Dues.** Annual dues are set yearly by the Board and are payable quarterly in advance. As of July 2026 annual dues are \$300.00. Annual dues include ~~\$60.00 per capita dues~~, a subscription to the Rotarian, district per capita dues, club fees and any other Rotary or district per capita assessment.

~~Section 2. **New Member Fees.** A new member fee shall be \$35.00 payable when an applicant is admitted as a member of the club. Ten dollars (\$10.00) of the fee shall be paid to the Rotary Foundation.~~

Article VII Method of Voting

The business of the club shall be conducted by voice vote, show of hands or by ballot. The election of officers and directors, with multiple candidates shall be conducted by ballot. The board may direct voting by electronic ballot ~~for some resolutions.~~

Article VIII Committees

Section 1. The club committees include those listed below, which are ~~those~~ prescribed by article ~~4311~~, Section 7, of the Standard Rotary Club Constitution (June 2025). The board or president may appoint additional committees as needed. ~~And include:~~

Club Administration

Membership

Public Image

Rotary Foundation

Service Projects

Club Service

International Service

Community Service

Vocational Service

Youth Service

Special Services

Purpose. Committees coordinate their activities to achieve the club's annual and long-term goals.

President. The president is an ex-officio member of all committees and has all of the privileges of membership.

Committee Chairs. Each committee chair is responsible for all meetings and

activities of the committee, supervises and coordinates its work, and reports to the board on all committee activities. Committee chairs may be appointed by the president or elected by a majority of the committee members.

Article IX Finances

- Section 1. **Budget.** Before each fiscal year starts, the treasurer shall prepare an annual budget of estimated income and expenses.
- Section 2. **Deposits.** The ~~Secretary and~~ treasurer shall deposit 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. **Payments.** All bills shall be paid by the treasurer or another authorized officer pursuant to vouchers submitted by the president, president-elect, ~~and vice president, secretary~~ and/or ~~financial~~ secretary and ~~checks signed as follows:~~ and approved by two other officers or directors.
- ~~All invoices or requests for payment require approving signature of two Officers; check signed by one Officer.~~
- Section 4. **Annual Review.** A thorough audit by a certified public accountant or review by a qualified person of all financial transactions shall be conducted each year and reviewed by the board.
- Section 5. **Financial Statement.** Each club member shall receive annual financial statements of the club. ~~A mid-year financial report is presented at the annual meeting.~~
- Section 6. **Fiscal Year.** The fiscal year is from July 1 to June 30.

Article X Membership

NOTE: THIS SECTION WAS NOT UPDATED BECAUSE AN ADDITIONAL DISCUSSION IS NEEDED TO CLAIIFY HOW FAMILY AND CORPORATE MEMBERSHIPS SHOULD BE CONSIDERED.

- Section 1. **Kinds.** There are four kinds of membership: Active, Family, Corporate, and Honorary.

- Section 2. **Active.** A member who is duly admitted to the club, is current on payment of dues and meets attendance requirements.
- Section 3. **Family.** Spouse or immediate family member may attend and participate in all club activities. There will not be any attendance requirements, however if the family member wants to be a formal member of the club, the payment of RI dues is required.
- Section 4. **Corporate.** Company that would like to have multiple employees participate in service and attendance. Active status offered to employees as representatives of the company. Minimum of two (2) required, without attendance requirements, allowing other employees to participate in club activities, having one (1) Senior Management as guest at special meetings or events. All Club, District and RI dues must be current on payments.
- Section 5. **Honorary.** A member who has distinguished himself by meritorious service in the advancement of Rotary ideals, and who has been so designated by the Board. An honorary member shall be exempt from the payment of admission fees and dues, shall have no vote and shall not be eligible to hold any office in the club, but shall be entitled to attend all meetings, and enjoy the privileges of the club. No honorary member of the club is entitled to any rights or privileges in any other Club. Honorary membership shall automatically terminate on the 30th day of June next after the date of designation. However, the Board of Directors in its discretion may, by resolution from year to year, continue such honorary membership for the ensuing year.

Article XI Election of Members

- Section 1. Candidates for membership shall be presented in the following manner:
- Section 2. **Proposal.** The name of a prospective member shall be proposed by a member of the club or by another Rotary club and submitted to the board.
- Section 3. **Board Action.** The board shall consider and approve or disapprove the application within 30 days and notify the proposer, through the secretary, of its decision. If approved, the name of the candidate shall be published in the next issue of the Spokesman, and the proposer shall inform the candidate of the privileges and responsibilities of membership. The candidate shall become a member and be introduced at the next meeting of the club.
- Section 4. **Action by the Secretary.** The secretary shall report the name to the Secretary General of Rotary International.

Article XII Leave of Absence

Upon written explanation to the Board setting forth good cause, leave of absence may be granted excusing a member from attending meetings for a specified period.

Article XIII Duration of Membership

Membership shall continue unless terminated by the board for the following reasons:

~~**A. Non-Attendance.** Failure to attend meetings as required by Rotary International unless excused for good and sufficient reason;~~

~~**B.A. Non Payment of Dues;**~~ or

~~**C.B. Other Cause.**~~ For reasons the board deems sufficient by two-thirds of the board at a meeting called for that purpose.

Article XIV Resolutions

No resolutions or motions 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, without discussion, to the board, which shall take action ~~according to Article V, Section 3.~~

Article XV Order of Business

The order of business shall follow the pattern below. Deviations may be made at the discretion of the presiding officer.

- Call to Order
- Pledge of Allegiance - Invocation
- Meal
- Correspondence and Announcements
- Unfinished Business
- New Business
- Program
- Adjournment

Article XVI
Amendments

These bylaws may be amended at any regular meeting of the club, a quorum being present, by a two-thirds vote of all members present, provided that notice of such proposed amendment shall have been given by mail, email, or facsimile to each member at least ten (10) days before such meeting. No amendment or addition to these bylaws can be made which is not in harmony with the Standard Club Constitution and Bylaws of Rotary International.