

## Bylaws of the Rotary Club of Bethlehem Morning Star

<b>Article</b>	<b>Subject</b>	<b>Page</b>
1	Definitions .....	1
2	Board.....	1
3	Elections and Terms of Office .....	1
4	Duties of the Officers .....	2
5	Meetings.....	2
6	Dues .....	2
7	Method of Voting.....	2
8	Committees .....	2
9	Finances .....	3
10	Method of Electing Members .....	3
11	Amendments.....	4

## **Article 1 Definitions**

1. Board: The board of directors of this club.
  2. Director: A director on this club's board.
  3. Member: A member, other than an honorary member, of this club.
  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 beginning 1 July.
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## **Article 2 Board**

The governing body of this club is its board of directors, consisting of, at a minimum, the president, immediate past president, president-elect, secretary, treasurer and six (6) directors.

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

Section 1 – One month before elections, members nominate candidates for president, president-elect, 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 their 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 (1) year

President-elect – One (1) year

President-nominee – One (1) year

Treasurer – No limit

Secretary – No limit

Sergeant-at-Arms – No limit

Directors – Two (2) years

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#### **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 president-nominee presides at club and board meetings when the president and president-elect are 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 accounting of them.

Section 8 – The sergeant-at-arms maintains order in club meetings.

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#### **Article 5 Meetings**

Section 1 – An annual meeting of this club is held no later than 31 December to elect the officers and directors who will serve for the next Rotary year.

Section 2 – The meeting time, location and dates will be set by the Board of Directors annually.

Section 3 – Board meetings are held 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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#### **Article 6 Dues**

The club dues shall be set by the Board of Directors annually. They are paid annually on July 1 or semi-annually on 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, club fees, and any other Rotary or district per capita assessment.

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

The business of this club may be conducted by ballot, voice vote, a show of hands, or electronic means.

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#### **Article 8 Committees**

## **Article 8 Committees**

Section 1 — Club committees coordinate their efforts to achieve the club's annual and long-term goals. This club will have committees consistent with article 13, section 7, of the Constitution of the Rotary Club of Bethlehem Morning Star.

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.

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## **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 in charitable accounts for service projects.

Section 3 — Bills are paid by the treasurer or another authorized officer. Report of transactions will be made monthly to the board of directors for review and approval.

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.

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## **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. The board approves or rejects the candidate's membership within 30 days and notifies the proposing member of its decision. A seven (7) day notice of the proposed member will be sent to the general membership. If there are no objections to membership, the prospective member is invited to join the club.

Section 2 — This club will endeavor to have a broad base of classifications within the membership; however, a proposed member's classification may not be used to determine candidacy. This section supersedes Article 11, Section 2 in the Constitution of the Rotary Club of Bethlehem Morning Star.

Section 3 — All Members are required to pay dues in a timely manner. If it is determined that dues have not been paid, a member will be subject to termination as described in the Constitution of the Rotary Club of Bethlehem Morning Star.

Section 4 – A member is expected to participate in all club activities including attending regular meetings, supporting service projects, and participating in activities and events. A member will not be terminated solely due to deficiencies in attendance requirements. This section supersedes Article 15, Section 4 in the Constitution of the Rotary Club of Bethlehem Morning Star.

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#### **Article 11 Amendments**

These bylaws may be amended at any regular club meeting. Changing the club bylaws requires sending written 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.