

RECOMMENDED ROTARY CLUB BYLAWS

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Bylaws of the Rotary E-Club of Upstate NY

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.

NOTE: These bylaws are only recommendations. Club bylaws should be used to supplement the Standard Rotary Club Constitution with the common practices and processes of your club. You may update the club bylaws to reflect the current practices of your club as long as the changes do not conflict with the RI Constitution and Bylaws, the Standard Rotary Club Constitution, and the Rotary Code of Policies. Your club may also determine how to define a quorum for voting purposes. Mandatory articles that your club must include are noted below.

This edition of the Recommended Rotary Club Bylaws removed the sections on Avenues of Service and Leave of Absence as they are found in the Standard Rotary Club Constitution. The section Order of Business was also removed to allow clubs more flexibility. For meeting agenda details, see Rotary club leader manuals. For questions, consult your district governor.

Article 2 Board

Beginning July 1, 2016, the governing body of this club is the Board consisting of the president, immediate past president, **president-elect, secretary, secretary-elect**, treasurer and two directors.

~~**In our club the role of president-elect and the secretary are served by the same person.**~~

For the current time, the offices of the immediate past president is considered vacant.

Article 3 Elections and Terms of Office

Section 1 — One month prior to elections, members may nominate candidates for president, secretary, treasurer, and any open director positions. The nominations may be presented by members from the floor

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

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:

Director — 1 year

Treasurer — 1 year

Secretary — 1 year

Section 1 — *President*. The president shall preside at club and Board meetings.

Section 2 — *Immediate Past President*. The immediate past president shall serve as a director.

Section 3 — *President-elect*. The president-elect shall prepare for their year in office and serve as a director.

Section 5 — *Director*. A director shall attend club and Board meetings.

Section 6 — *Secretary*. The secretary shall keep membership and attendance records.

Section 7 — *Treasurer*. The treasurer shall oversee all funds and provide annual accounting of these funds.

Section 8 — Board members may perform additional duties as assigned.

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

Article 5 Meetings

Section 1 – *Annual Meeting.* An annual meeting of this club shall be held during the second week of December and no later than 31 December to elect the officers and directors who will serve for the next Rotary year. (Constitution Article 5, Section Two)

Section 2 – This club posts its interactive activity on the website every Monday (Constitution Article 6) Reasonable notice of any change or cancellation of the regular meeting shall be given to all club members.

An average website meeting participation of 2 hours monthly is required.

The secretary will manage Attendance records of the club according to Constitution Article 9, Section One.

Section 3 – Board meetings are held electronically every other month and as necessary. Special meetings of the Board are called with reasonable notice by the president or upon the request of two directors.

Article 6 Fees and Dues

Section 1 – The admission fee, as established by RI and/or the club, shall be paid before the applicant can qualify as a member.

Section 2 – Membership dues shall consist of RI per capita dues, subscription fees to *The Rotarian* or Rotary regional magazine, district per capita dues, club annual dues, and any other Rotary or district per capita assessment. Club annual dues shall be in the amount of \$149.00. The admission fee is zero.

Arrangements can be made to pay your dues on a semi-annual basis. A payment of \$75.00 for July 1 – December 31 is due on or before July 15. A second payment of \$74.00 is due by December 31.

Article 7 Method of Voting

The business of this club is conducted electronically except for the election of officers and directors, which is conducted by electronic ballot. The Board may provide a ballot for a vote on a specific resolution. A quorum is defined as a simple majority.

Article 8 Committees

Section 1 — Club committees coordinate their efforts in order to achieve the club's annual and long-range goals. Each club should have the following committees:

- Club Administration
- Membership
- Public Relations
- Rotary Foundation
- Service Projects

Section 2 — Additional committees may be appointed as needed.

Section 3 — The president shall be *ex officio* a member of all committees and, as such, shall have all the privileges of membership.

Section 4 — Except where special authority is given by the Board, committees shall not take action until a report has been made and approved by the Board. The president or the Board shall refer additional business to a specific committee as needed.

Section 5 — Each chair shall be responsible for regular meetings and activities of the committee, shall supervise and coordinate the work of the committee, and shall report to the Board on all committee activities.

Article 9 Finances

Section 1 — Prior to each fiscal year, the Board shall prepare an annual budget of estimated income and expenditures.

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 — Bills are paid by the treasurer or another authorized officer when approved by **one** other officers or directors.

Section 4 — A thorough annual review of all financial transactions shall be completed by a qualified person.

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

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

Article 10 Method of Electing Members

Section 1 — A member shall provide a candidate's name to the Board. 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 Board shall ensure that the candidate meets all of Rotary's membership requirements. (Constitution Article 7, Section One)

Section 3 — The Board shall approve or reject the candidate's membership within 30 days and shall notify the proposer of its decision.

Section 4 — 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 membership proposal form and to allow his or her name and proposed classification to be conveyed to the club.

Section 5 — If no member of the club submits a written objection including reasons for the objection, to the Board within seven days after the club is notified of the prospective member, that person, upon payment of the admission fee, is considered to be elected to membership. If an objection has been filed with the Board, the club shall vote on this matter at its next meeting. If approved despite the objection, the proposed member is elected to membership after admission fee payment.

Section 6 — The club may elect honorary members proposed by the Board.

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 10 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 Bylaws, and the Rotary Code of Policies.