

By-Laws of the Rotary Club of Amarillo West

2024-2025

Article 1 Definitions

1. Board: The Board of Directors of this club.
 2. Director: A director of 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 begins on 1 July.
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Article 2 Board

The governing body of this club is the Board consisting at a minimum, the president, immediate past president, president-elect, secretary and treasurer.

Article 3 Elections and Terms of Office

Section 1 — One month before elections:-The president will appoint a Nominating Committee each year to select the new slate of officers for the upcoming year. The nominations will be presented by the nominating committee. Before the vote, members can nominate from the floor. Vote is taken by ballot.

Section 2 — The candidate who receives a majority vote 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 — Terms of office for each role are :

President
Immediate Past President
President -elect
Vice President
Secretary
Treasurer
Sergeant-at-Arms
Director

Article 4 Duties of the Board

Section 1 — President. The president presides 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 4 — Vice President. The vice president, a previous club president shall preside at club and Board meetings in the absence of the president.

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 — Sergeant-at-arms maintains order in club meetings

Section 9 — Board members may perform additional duties as assigned.

Article 5 Meetings

Section 1 — Annual Meeting. 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 — This club meets as follows: Friday at Noon. Reasonable notice of any change or cancellation of the regular meeting shall be given to all club members.

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.

Article 6 Fees and Dues

Section 1— Annual club dues are \$604.00. They are paid as follows:

International Dues\$292.92 per year (Billed each month @ \$24.41)

District Dues.....\$40.00 per year (Billed each month @ \$3.33)

Amarillo West Dues.....\$267.12 per year (Billed each month @ \$22.26)

Total Dues\$604.00 (Billed monthly \$50.00)

Annual club dues include RI per capita dues, subscriptions to an official magazine, district per capita dues, club fees, and any other Rotary or district per capita assessment. Club dues shall be payable in accordance with the policies of the club as established by the Board.

Article 7 Method of Voting

The business of this club is conducted by voice vote or show of hands except for the election of officers and directors, which is conducted by ballot. The Board may provide a ballot for a vote on some resolutions.

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 (article 11, section 7 of the *Standard Rotary Club Constitution*):

- Club Administration
- Membership
- Public Image
- Rotary Foundation
- Service Projects
- * Program
- * Youth Service

The Board or President may appoint additional committees as needed.

Section 1 — The president *is the ex officio* member of all committees.

Section 2 — 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 — 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 multiple accounts.

Section 3 — Bills are paid by the treasurer or another authorized officer and approved by the Board through an approved budget for the term year. Other expenditures, not approved by the Budget, should be presented to the Board for approval ***or two other officers or directors*** before they are paid.

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. A mid-year financial report, with current and previous year income and expenses, is presented at the annual meeting.

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 and/or the membership committee, or another club proposes one of its transferring or former members.

Section 2 — The Board approves or rejects the candidate’s membership within 30 days and will notify the proposing member of its decision.

Section 3 — If the board approves the candidate’s membership, the prospective member is invited to join the club and should appear in two consecutive club bulletins. With no objections, the new member will be installed.

Article 11 Amendments

These By-Laws may be amended at any regular club meeting. Changing the club bylaws requires written notice to each member 21 days before the meeting, having a quorum present for the vote, and having two-thirds of the votes support the change. Changes to these by-laws must be consistent with the *Standard Rotary Club Constitution*, the *RI Constitution and By-Laws*, and the *Rotary Code of Policies*.

Article 12 Attendance

Members are required to attend at least 50% of the meetings unless the Board consents to the non-attendance for good cause. Members should reach out to a Board member (as needed) when they will be absent for a continued time period and a make-up is an impossibility. (*Article 13, section 4 of the Standard Rotary Club Constitution*)

Approved by club membership 1/5/2024