

Adopted: May, 2000

By-laws of the Rotary Club of Rockville, Maryland

ARTICLE I Directors

and Officers

Section 1. - At a regular meeting one month prior to the meeting for election of officers, the presiding officer shall ask for nominations by members of the club for president, vice-president, secretary, treasurer and four members of the board of directors. The nominations may be presented by a nominating committee or by members from the floor, by either or by both, as the club may determine. If it is determined to have a nominating committee, such committee shall consist of the three immediate past presidents still active in the club. The nominations duly made shall be announced for each office and shall be voted for at the annual meeting. The candidates for president, vice-president, secretary, and treasurer receiving a majority of the votes shall be declared elected to their respective offices. The four candidates for director receiving a majority of the votes shall be declared elected as directors. The vice-president elected in such balloting shall serve as a member of the board as president-elect for the year commencing on the first day of July next following his election as vice-president, and shall assume office as president on the first day of July immediately following his year of service on the board as president-elect.

Section 2. - The officers and directors, so elected, together with the immediate past president shall constitute a board of directors.

Section 3. - A vacancy in the board of directors or any office shall be filled by action of the remaining members of the board.

Section 4. - A vacancy in the position of any officer-elect or director-elect shall be filled by action of the remaining members of the board of directors - elect.

ARTICLE I Board

of Directors

The governing body of this club shall be the board of directors, consisting of ten members of this club, namely four directors elected in accordance with Article I, Section 1 of these by-laws, the president, incoming president-elect, secretary, treasurer and the immediate past president.

ARTICLE III

Duties of Officers

Section 1. - President. It shall be the duty of the president to preside at the meetings of the club and board and to perform such other duties as ordinarily pertain to this office.

Section 2. - Vice President. It shall be the duty of the incoming president-elect to preside at meetings of the club and board in the absence of the president and to perform such other duties as ordinarily pertain to this office.

Section 3. Secretary. It shall be the duty of the 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 semi-annual reports of 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 minute of the month; collect and remit to Rotary International subscriptions to The Rotarian; and perform such other duties as usually pertain to this office. A paid administrative assistant may be hired to provide many of these functions.

Section 4. - Treasurer. It shall be the duty of the treasurer to have custody of all funds, accounting for same to the club annually and at any other time upon demand by the board and to perform such other duties as pertain to this office. Upon his/her retirement from office he/she shall turn over to his/her successor or to the president all funds, books of accounts or any other club property in his/her possession.

ARTICLE IV

Meetings

Section 1. - Annual meeting. An annual meeting of this club shall be held in the month of December in each year at which time the election of officers and directors to serve for the ensuing year shall take place.

Section 2. The regular weekly meetings of this club shall be held on Thursday at 12:15 p.m. Due notice of any changes in or canceling of the regular meeting shall be given members of the club.

Section 3. - One-third of the membership shall constitute a quorum at the annual and any club assembly meetings of this club.

Section 4. - Regular meetings of the board shall be held monthly at such a time and place specified by the president. Special meetings of the board may 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. - A majority of the board members shall constitute a quorum of the board.

ARTICLE V

Fees and Dues

Section 1. - The membership dues shall be reviewed and established by the Board annually. The annual dues for the following year are billed on the Fourth Quarter Statement and are due by July 1, with the understanding that the dues will cover all fees imposed by Rotary International and District 7620.

Section 2. - The board of directors has the right to determine annually any applicable discount to any members' dues and fees.

Section 3. - Members shall be billed quarterly for their meals with the invoice payable upon receipt. Exceptions to this rule shall be arranged with and approved by the Board of Directors.

ARTICLE VI

Method of Voting The

business of this club shall be transacted via voice vote.

ARTICLE VII

Committees

(a) The president shall, subject to the approval of the board, appoint the following standing committees:

Club service committee
Community service committee
International service committee
Vocational service committee
Sergeant at Arms

(b) The president shall, subject to the approval of the board, also appoint such committees on particular phases of club service, community service, international service and vocational service as he/she may deem necessary.

- (c) The club service committee, the community service committee, the international service committee and the vocational service committee shall each consist of a chairman, who shall be named by the president from the membership of the board.
- (d) The president shall, subject to the approval of the board and the club service chairman, appoint the following committees on particular phases of club service:

Membership committee Public
relations committee

and appoint any other committees that he/she may deem necessary for the internal administration of club affairs.

- (e) The public relations committee shall, wherever feasible, include the editor of the club publication and a local newspaper or advertising member of the club.
- (f) The president shall be ex officio a member of all committees and, as such, shall have all the privileges of membership thereon.
- (g) Each committee shall transact such business as is delegated to it in the bylaws 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.
- (h) Sergeant(s)-At-Arms. This member(s) will weekly assess fines to members for lack of badge or pin, birthdays, lack of knowledge of Rotary information and other subjects as deemed important. All efforts to perform these duties will be in a fun manner to improve comradeship. Monies raised are to be deposited in the club treasury.

ARTICLE VIII Duties of Committees

Section 1 - Community Service Committee. This committee 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 chairman of this committee 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.

Section 2 - International Service Committee. This committee 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 chairman of this committee 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 - Vocational Service Committee. This committee shall devise and 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 chairman of this committee 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. Typical projects of this committee including Ryla, high school scholarships, four way test and others as determined and approved by the board.

Section 4 - Club Service Committee. This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in matters related to club service. Specific committees which report to the club service committee are the sergeant-at-arms, membership committee, public relations committee and classifications committee. The chairman of the club service committee shall be responsible for the club service activities of the club and shall supervise and coordinate the work of the above four committees and all others that may be appointed on particular phases of club service.

- (a) Membership Committee. This committee shall consider all proposals for membership and evaluate eligibility of all persons proposed for membership and shall report their decisions 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.
- (b) Public Relations Committee. This committee shall devise and carry into effect plans (1) to give the public generally information about Rotary, its history, object and scope; and (2) to secure proper publicity for the club.

ARTICLE IX Key

Club Activity

An activity may be designated as a Key Club Activity upon recommendation of the Board of Directors and approval by a majority of the members present at a regular Club meeting, ten (10) days prior written notice having been given to the entire membership. When an activity is designated as a Key Club Activity, each member is required to do one of the following:

- (a) Perform work as a member of the Committee responsible for the activity,
- (b) Attend and participate at the time the activity is held, or
- (e) Make an appropriate cash contribution to the activity.

ARTICLE X Leave

of Absence

Upon written application to the board, setting forth good and sufficient cause, leave of absence may be granted excusing a member from attending the meetings of the club for a specified length of time.

ARTICLE XI

Finances

Section 1 - The treasurer shall deposit all funds of the club in some bank, to be named by the board.

Section 2 - All bills shall be paid only by checks signed by the treasurer. All expenditures made should have already been approved by the Board of Directors and, therefore, no special vouchers requesting funds should be necessary. However, any bill over \$500 shall require the check be signed by two officers of the Board. A thorough review by a certified public accountant or other qualified person shall be made once each year of all the club's financial transactions .

Section 3 - The fiscal year of this club shall extend from July 1 to June 30, and the members' dues shall be collected in one annual period payment for such period.

Section 4 - 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.

Section 5 - Honored high school students, prospective members, speakers and the Executive Secretary receive their meals at no charge. The parents of the students will be charged half the price of lunch.

ARTICLE XII

Method of Electing Members Section 1-

Active members (including additional active members).

- (I) The application of a prospective member, proposed by an active, senior active or past service member of the club shall be submitted to the membership chairman. The proposal for the time being shall be kept confidential except as otherwise provided in this procedure.

- (2) The membership chairman shall request the classifications committee to consider the eligibility of the proposed member from the standpoint of classification, and shall investigate and report to the board on the eligibility of the proposed member from the standpoint of character, business and social standing, and general eligibility.
- (3) The board shall consider and approve or disapprove the recommendations of the classifications and membership committees and shall then notify the proposer, through the membership chairman.
- (4) If the decision of the board is favorable, the proposer, together with the membership chairman shall inform the prospective member of the purposes of Rotary and of the privileges and responsibilities of membership in the club. The name of the prospective member, the name of his/her proposer, his/her proposed classification, his/her business and home address shall be provided in writing by the membership chairman to the members of the club.
- (5) If no written objection to the proposal, stating reasons, is received by the board from any member of the club within 10 days following publication of the name of the prospective member, the prospective member, shall be considered to be elected to membership.

If any objection has been filed with the board, it shall consider the same at any regular or special meeting of the board and shall vote on the proposed member. If not to exceed 3 negative votes are cast by members of the board in attendance at such regular or special meeting, the proposed member, shall be considered to be elected to membership.

Following the member's election to membership as herein provided, the club secretary shall issue a membership card to the member and shall report his name to the general secretary of Rotary International.

- (6) The member shall be formally introduced as a new member at a regular meeting of the club at which time the secretary will provide an informational packet consisting of historical and current Rotary International information.

Section 2 - Senior Active, Past Service, and Honorary Members. The name of a proposed candidate for anyone of these three kinds of membership shall be submitted to the board of directors in writing and the election shall be in the same form and manner as prescribed for the election of an active member provided, however, that such proposal may be considered at any regular or special meeting of the board and that the board may at its discretion waive any of the steps as set forth in Section 1 of this Article and proceed to vote on the proposed- member. If not to exceed 3 negative votes are cast by the members of the board in attendance at the regular or special meeting, the proposed member shall be considered duly elected, provided, however, that any active member or past service member of this club who qualifies for senior active membership as set forth in the constitution of this club shall automatically become a senior active member of this club, no application for or election to such senior active membership being required.

Section 3 - Re-election of Former Additional Active Member.

- (1) The application of a former additional active member of this club who was elected as such member under Article 111, Section 2(a) of the by-laws of Rotary International and whose membership was terminated as provided in Article VIII, Section 2 (b)(l) of the constitution of this club shall be considered promptly by the board and in advance of any other application or proposal under the same classification or another classification.
- (2) When the membership of an additional active member elected under the provisions of Article V, Section 5(b) of the constitution of this club has ceased as a result of the classification becoming vacant, then, when the classification is again fined, he/she may (without prejudice to the right of the holder of the classification to propose an additional active member under Article V, Section Sea) of the constitution) be re-elected.
- (3) At its discretion the board may refer any application to the classifications and membership committees and the board may provide for a ten-day period during which any member objecting to the election of any proposed member shall notify the board in writing, stating reasons for his/her objection. At any regular or special meeting, the board shall proceed to vote on any application taking into account, where applicable, reports from the classifications and membership committees and any objections filed. If not to exceed 3 negative votes are cast by members of the board in attendance at the regular or special meeting, the former additional active member or members shall be considered duly elected to membership and shall be so notified by the secretary. In the event any application is rejected the applicant shall be so notified by the secretary.

ARTICLE XIII

Resolutions

No resolution or motion 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 to the board without discussion.

ARTICLE XIV

Order of Business

Meeting called to order. Introduction of visiting Rotarians. Correspondence and announcements. Committee reports, if any.

Any unfinished business.

Any new business.

Address or other program feature.

Adjournment.

ARTICLE XV

Amendments

These by-laws may be amended at any regular meeting, a quorum being present, by a two-thirds vote of all members present, providing that notice of such proposed amendment shall have been mailed to each member at least ten days before such meeting. No amendment or addition to these by-laws can be made which is not in harmony with the club constitution and with the constitution and by-laws of Rotary International.