

ROTARY CLUB OF KINGSVILLE BYLAWS



Approved on: October 10, 2023
Effective Rotary Year Beginning: July 1, 2023

Article I: Definitions

1. **Board:** The Board of Directors of this club.
2. **Director:** A member of this club's Board of Directors.
3. **Chair:** A member of this club's Chairs.
4. **Member:** A member, other than an honorary member, of this club.
5. **RI:** Rotary International.
6. **Year:** The twelve-month period that begins on 1 July.

Article 2: Board

The governing body of this club shall be the Board consisting of at least but not limited to nine (9) members of this club, namely, three (3) directors elected in accordance with article 3, section 1, of these bylaws, and the President, President-Elect, Secretary, Treasurer, Sergeant-At-Arms, and the immediate Past President.

Article 3: Election of Directors and Officers

Section 1 – At a regular meeting one week prior to the meeting for the election of officers, the presiding officer shall ask for nominations by members of the club for President, President-Elect, President-Elect Nominee, Secretary, Treasurer, Membership Director, Rotary Foundation Director, and Public Image Director. The nominations may be presented by a nominating committee or by members from the floor, by either or by both as a club may determine. If it is determined to have a nominating committee, such committee shall be appointed as the club may determine. The nominations duly made shall be placed on a ballot in alphabetical order under each office and shall be voted for at the annual election meeting. The candidates receiving a majority of the votes shall be declared elected as the new Board. The candidate for President-Elect in such balloting shall be the President nominee and shall assume office as President on the first day of July immediately following that year. The President-Elect Nominee in such balloting shall be the President-Elect nominee.

Section 2 – All officers and nominees must be an active member in good standing within the club. An “active member” is defined as one who regularly attends meetings and functions of the club and “good standing” is defined as having no outstanding payments or conflicts within the club.

Section 3 – The Board, so elected, together with the immediate past President shall constitute the Board. Within one week after their election, or as decided, the Directors-elect shall meet and elect some member of the club to act as Sergeant-At-Arms.

Section 4 – A vacancy in the Board shall be filled by the action of the remaining Directors.

Section 5 – A vacancy in the position of any Director-elect or Chair-elect shall be filled by action of the remaining Directors-elect.

Article 4: Duties of Officers and Directors

Section 1 – *President.* It shall be the duty of the President to preside at meetings of the club and the Board and to perform other duties as ordinarily pertain to the office of the President.

Section 2 – *President-Elect.* It shall be the duty of the President-Elect to perform duties as may be prescribed by the President or the Board.

Section 3 – *Secretary.* It shall be the duty of the Secretary to keep membership records; record attendance at meetings; send out notices of club, Board, and committee meetings; record and preserve the minutes of such meetings; report as required to RI, including the semiannual reports of membership on 1 January and 1 July of each year, and prorated reports on 1 October and 1 April of each active member who has been elected to membership in the club since the start of the July or January semiannual reporting period, report changes in membership; provide the monthly attendance report, which shall be made to the district governor within 15 days of the last meeting of the month; collect and remit RI official magazine subscriptions; and perform other duties as usually pertain to the office of Secretary.

Section 4 – *Treasurer.* It shall be the duty of the Treasurer to have custody of all funds, accounting for it to the club annually and at any other time upon demand by the Board, and to perform other duties as pertain to the office of the Treasurer. Upon retirement from office, the Treasurer shall turn over to the incoming Treasurer or to the President all funds, books of accounts, or any other club property.

Section 5 – *Sergeant-at-Arms.* The duties of the Sergeant-At-Arms shall be such as are usually prescribed for such office and other duties as may be prescribed by the President or the Board.

Section 6 – *Membership Director.* The duties of the Membership Director are to develop and implement a comprehensive plan for the recruitment and retention of members and to provide orientation to new members.

Section 7 – *Public Image Director.* The duties of the Public Image Director are to develop and implement plans to provide the public with information about Rotary and to promote the club's service projects and activities.

Section 8 - *Rotary Foundation Director.* The duties of the Rotary Foundation Director are to develop and implement plans to support The Rotary Foundation through both financial contributions and program participation.

Article 5: Meetings

Section 1 – *Election Meeting.* An election meeting of this club shall be held on the 1st Tuesday in December of 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 Tuesdays at 12:00 Noon. Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club.

Section 3 – One-third (33.33%) of the membership shall constitute a quorum at the election and regular meetings of this club.

Section 4 – Regular Board meetings shall be held on the 2nd Monday of each month or as decided upon with the Board. Special meetings of the Board shall be called by the President, whenever deemed necessary, or upon the request of two (2) directors, due notice having been given.

Section 5 – A majority of the Directors shall constitute a quorum of the Board.

Article 6: Fees and Dues

Section 1 – There is no admission fee to be paid before the applicant can qualify as a member.

Section 2 – The membership dues shall be decided by the Board, payable quarterly on July 1, October 1, January 1, and April 1, with the understanding that a portion of each payment shall be applied to each member’s subscription to the RI official magazine.

Section 3 – The member is responsible for paying for weekly meals at a price decided upon by the Board.

Section 4 – Payment of dues and other quarterly charges are due within the quarter issued. Any member that has an outstanding balance of 2 or more quarters with no ongoing payment plan will be removed from the active member list. Inactive members are still responsible for payment of overdue invoices.

Article 7 Method of Voting

The business of this club shall be transacted by *viva voce** vote except for the election of the Board, which shall be by ballot. The Board may determine that a specific resolution be considered by ballot rather than by *viva voce* vote. (*Note: Viva voce vote is defined as when club voting is conducted by vocal assent.*)

Article 8: Five Avenues of Service

The five Avenues of Service are the philosophical and practical framework for the work of this Rotary club.

1. **Club Service** focuses on making clubs strong. A thriving club is anchored by strong relationships and an active membership development plan.
2. **Vocational Service** calls on every Rotarian to work with integrity and contribute their expertise to the problems and needs of society.
3. **Community Service** encourages every Rotarian to find ways to improve the quality of life for people in their communities and to serve the public interest.
4. **International Service** exemplifies our global reach in promoting peace and understanding. We support this service avenue by sponsoring or volunteering on international projects, seeking partners abroad, and more.
5. **Youth Service** recognizes the importance of empowering youth and young professionals through leadership development programs such as Rotaract, Interact, Rotary Youth

Leadership Awards, and Rotary Youth Exchange.
This club will be active in each of the five Avenues of Service.

Article 9: Committees

Club committees are charged with carrying out the annual and long-range goals of the club based on the five Avenues of Service. The President-Elect, President and immediate Past President should work together to ensure continuity of leadership and succession planning. When feasible, committee members should be appointed to the same committee for three years to ensure consistency. The President-Elect is responsible for appointing committee members to fill vacancies, appointing committee chairs, and conducting planning meetings prior to the start of the year in office. It is recommended that the chair have previous experience as a member of the committee. Standing committees should be appointed as follows:

- **Club Administration:** This committee should conduct activities associated with the effective operation of the club.
- **International Service Projects:** This committee should develop and implement educational, humanitarian, and vocational projects that address the needs of communities in other countries.
- **Local Service Projects:** This committee should develop and implement educational, humanitarian, and vocational projects that address the needs of its community.
- **Youth Services:** This committee should develop and implement activities regarding Rotaract, Interact, local scholarships, and Rotary Youth Exchange.

Additional ad hoc committees may be appointed as needed.

The President shall be ex officio a member of all committees and, as such, shall have all the privileges of membership thereon. Each committee shall transact its business as is delegated to it in these 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 and approved by the Board.

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 10: Duties of Committees

The duties of all committees shall be established and reviewed by the President for his or her year. In declaring the duties of each, the President shall refer to appropriate RI materials.

Each committee shall have a specific mandate, clearly defined goals, and action plans established by the beginning of each year for implementation during the year. It shall be the primary responsibility of the President-elect to provide the necessary leadership to prepare a recommendation for club committees, mandates, goals, and plans for presentation to the Board in advance of the commencement of the year as noted above.

Article 11: Leave of Absence

Upon writing a letter to the Board, setting forth good and sufficient cause, a leave of absence may be granted excusing a member from attending the meetings and paying for the meals for a specified length of time. The member will still be required to pay their dues and any quarterly expenses incurred outside of meal costs.

Article 12: Finances

Section 1 – Prior to the beginning of each fiscal year, the Board shall prepare a budget of estimated income and expenditures for the year, which shall stand as the limit of expenditures for these purposes, unless otherwise ordered by action of the Board. The budget shall be broken into two separate parts: one in respect of club operations and one in respect of charitable/service operations.

Section 2 – The treasurer shall deposit all club funds in a bank, named by the Board. The club funds shall be divided into two separate parts: club operations and service projects.

Section 3 – All bills shall be paid by the Treasurer or other authorized officer only when approved by two other officers or directors.

Section 4 – A thorough review of all financial transactions by a qualified person shall be made once each year.

Section 5 – The fiscal year of this club shall extend from 1 July to 30 June, and the collection of members' dues shall be divided into four (4) quarterly periods extending from 1 July to September 30; August 1 to December 31; January 1 to March 31; and April 1 to June 30. The payment of per capita dues and RI official magazine subscriptions shall be made on July 1 and every subsequent quarter of each year based on the membership of the club on those dates.

Article 13: Method of Approving New Members

Section 1 – The name of a prospective member, proposed by an active member of the club, shall be submitted to the Board in writing, through the club Secretary or President. A transferring or former member of another club may be proposed to active membership by the former club. The proposal shall be kept confidential except as otherwise provided in this procedure.

Section 2 – The Board shall ensure that the proposal meets all the classification and membership requirements of the standard Rotary International (RI) constitution.

Section 3 – The Board shall approve or disapprove the proposal within 30 days of its submission, and shall notify the proposer, through the club Secretary, of its decision.

Section 4 – If the decision of the Board is favorable, the prospective member shall be informed of the purposes of Rotary and of the privileges and responsibilities of membership, following which the prospective member shall be requested to sign the membership proposal form and to permit his or her name and proposed classification to be published to the club.

Section 5 – If no written objection to the proposal, stating reasons, is received by the

Board from any member (other than honorary) of the club within fourteen (14) days following publication of information about the prospective member, that person, (if not honorary membership), as prescribed in these bylaws, shall be approved to membership.

If any such objection has been filed with the Board, it shall vote on this matter at its next meeting. If approved despite the objection, the proposed member, (if not honorary membership), shall be elected to membership.

Section 6 – Following the approval, the Membership Director shall arrange for the new member's induction, orientation, membership card, and new member Rotary literature. In addition, the Secretary will report the new member information to RI and the President will assign a member to assist with the new member's assimilation to the club as well as assign the new member to a club project or function.

Section 7 – The club may approve, in accordance with the standard Rotary International (RI) Constitution, honorary members proposed by the Board.

Section 8 – The club may approve, in accordance with the standard Rotary International (RI) Constitution, other forms of membership proposed by the Board. (Exp. Corporate Membership/ Family Membership) All proposed members, regardless of membership structure must follow the method for approval presented in sections 1-7.

Article 14: Resolutions

The club shall not consider any resolution or motion to commit the club on any matter until the Board has considered it. Such resolutions or motions, if offered at a club meeting, shall be referred to the Board without discussion.

Article 15: Order of Business

- 1. Meeting Called to Order (Ring the Bell):**
 - a. Invocation
 - b. Pledge
 - c. Rotary Song
- 2. President's Time:**
 - a. Introduction of visiting Rotarians
 - b. Other guests
 - c. Club announcements, Birthdays, Anniversaries
 - d. Other
- 3. Program:**
 - a. Introduction of speaker
 - b. Speaker speaks.
- 4. Drawings and Happy Dollar:**
 - a. Paul Harris Weekly and/or Quarterly Winners
 - b. Scholarship Raffle Ticket Winner
 - c. Happy Dollar Announcements
- 5. Close Meeting with the Four-Way Test**

- a. End meeting with the ringing of the bell
- b. Adjourn

Article 16: Amendments

These bylaws may be amended at any regular meeting, a quorum being present, by a one-third (33.33%) of the membership present if notice of such proposed amendment shall have been reviewed by each member at least one meeting before the actual vote takes place at the subsequent meeting. No amendment or addition to these by-laws can be made which is not in harmony with the constitution and by-laws of RI.