**Bylaws of the Rotary Club of Cameron Park**

**Article 1 Definitions**

1. Governing Board: The Board of Directors (Board) of this club.
2. Director: A member of this club’s Board of Directors.
3. Officer: An officer of the club and a director.
4. ClubMember: An active or honoraryRImember ofthe club and other non-voting membership classifications as determined by the board.
5. RI: Rotary International.
6. Rotary Year: The twelve 12-month period that begins on July 1 and ends on June 30.
7. President Elect: The elected president for the next Rotary year prior to actually taking office as president on July 1.
8. President Nominee: The elected president for an upcoming Rotary year until the president elect ahead actually takes office as president at which time the president nominee becomes president elect for the next Rotary year.
9. Quorum: The minimum number of members who must be present when a vote or other action is taken one third of the club’s active RI members (honorary members may not vote) for club decisions and six (6) officers and directors for club board decisions.

**Article 2 Board**

The governing body of this club shall be the board consisting of eleven (11) active RImembers of this club, namely, five (5)directors elected in accordance with Article 3, Section 1, of these bylaws, and the president, vice president, president elect (or president nominee, if no successor has been elected), secretary, treasurer and the immediate past president.

**Article 3 Election of Directors and Officers**

**Section 1** – At least 45 days prior to the date of the annual meeting of the club the president shall convene a nominating committee consisting of the president, the two most recent club past

presidents and the current president elect for the purpose of preparing a proposed slate of officers and directors for the following Rotary year. The most recent past president shall act as chair. The nominees shall include president nominee, vice president, secretary, treasurer and five (5) directors. The slate of nominees shall be presented at a regular club meeting at least one (1) week prior to the annual meeting and published in the club bulletin. At the annual club meeting nominations for officers and directors shall be presented and then these nominations shall be opened along with any nominations from the floor.

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Any uncontested nominations may be elected by vocal assent vote and any contested positions shall be elected by ballot with a simple majority of the members attending (at least a quorum) needed for election. The president nominee shall take the title of president elect on the date that the elected officers take office on July 1 of the upcoming Rotary year.

**Section 2** – The officers and directors, so elected, including the current president elect (who will become the president) and the current president (who will become the immediate past president) shall constitute the board that takes office on July 1 of the upcoming Rotary year. The board and/or president shall select from among the club membership such other committees and chairs as are needed including the club sergeant at arms.

**Section 3** – A vacancy in the current active board or any office shall be filled by action of the remainingcurrent active directors.

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

**Section 5—**The term of office for the president and vice president is normally 1 year and for all other officers and directors is normally 3 years, but may be changed at the will of the board or membership and are subject to re-election each year.

**Article 4 Duties of Officers**

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

**Section 2** -- Immediate Past President. It shall be the duty of the immediate past president to serve as a director and to perform such other duties as may be prescribed by the president or board.

**Section 3** – President Nominee. It shall be the duty of the president nominee to become president elect when the current president elect becomes president and to become president when the then current president becomes past president.

**Section ~~4~~** – President Elect. It shall be the duty of the president elect to serve as an officerand to perform such other duties as may be prescribed by the president or board.

**Section 5** – Vice President. It shall be the duty of the vice president to preside at meetings of the club and the board in the absence of the president and to perform other duties as ordinarily pertain to the office of vice presidentor as determined by the president or board.

**Section 6** -- Secretary. It shall be the duty of the secretary to keep membership records; record attendance at meetings; record and preserve the minutes of board meetings; report as required to the District and RI; report changes in membership; provide the monthly report to the district governor within the prescribed time and perform other duties as usually pertain to the office of secretary. Upon retirement from office, thesecretary shall turn over to the incoming secretary or to the president all secretarial records or any other club property.

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**Section 7** -- Treasurer. It shall be the duty of the treasurer to have custody of all funds, accountingfor the fundsto the club annually and at any other time upon demand by the board, make payments as authorized*,* and to perform other duties as pertains to the office of 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 8** -- Sergeant-at-Arms. The sergeant-at-arms shall perform such duties as are usually prescribed for such office and other duties as may be prescribed by the president or the board including custody of club property and setup at club meetings.

**Article 5 Meetings**

**Section 1** -- An annual meeting of this club shall be held no later than December 31each year toelect officers and directors to serve for the next Rotary year.

**Section 2** -- The regular meetings of this club shall be held on Thursday at 12:15p.m. Due notice of any changes in or cancelling of the regular meeting or locationshall be given to all members of the club. All members in good standing in this club, on the day of the regular meeting, must be counted as present or absent and attendance must be evidenced by the member’s being present for at least sixty (60) percent of the time devoted to the regular meeting, either at this club or at any other Rotary club, or as otherwise provided in the standard Rotary club constitution. Members who miss and make up regular meetings may request credit for the meeting by providing evidence of the make up to the treasurer and secretary. Members on club leave of absence (LOA) or members of 85 as defined in the club constitution are excused from attendance requirements.

**Section 3** -- Regular meetings of the board shall be held monthly, the day*,* time and location withdue notice to be at the discretion of the president. Special meetings of the board shall be called by the president, whenever deemed necessary, or upon request of two (2) directors, due notice having been given.

**Section 4** --E-mail votes of a quorum of the directors may be taken on board matters and shall be affirmed at the next regular board meeting.

**Article 6 Fees and Dues**

**Section 1** -- The board of directors may by resolution set an admission fee for all new members (except for honorary members and members transferring from another Rotary club) to be paid before an applicant can qualify as a member.

**Section 2** -- The membership dues shall be one hundred twenty dollars ($120.00) per annum, or such other sum as the board by resolution may set, payable annually or semi-annually beginning on the first day of July, with the understanding that a portion of such payment shall be for each member’s subscription to the RI official magazine and RI and District per capita assessment.

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**Article 7 Method of Voting**

The business of this club shall be transacted byvocal assent vote. The board may determine that a specific resolution or matter be considered by ballot rather than by vocal assent vote.

**Article 8 Five Avenues of Service**

The five avenues of service are the philosophical and practical framework for the work of this Rotary club. They are Club Service, Vocational Service, Community Service, International Service and Youth Service. This club will be active in each of the five avenues of service.

**Article 9 Committees**

**Section 1** -- 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, committeechairs andmembers should be appointed to the same committee for at least three years to ensure consistency. The president elect or designee 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 committee chair*s* have previous experience as a member of the committee. Standing committees should be appointed as follows:

* Club Administration*.* These duties may be carried out or delegated by the president.
* Membership. This committee should develop and implement a comprehensive plan for the recruitment and retention of members.
* Service Projects. The president may set up a committee for each service project or as appropriate.
* Public Image/Relations. This committee should develop and implement plans to provide the public with information about Rotary and to promote the club’s service projects and activities.
* The Rotary Foundation. This committee should develop and implement plans to

 support The Rotary Foundation through both financial contributions and program

 participation.

* Avenues of Service. Each avenue of service may have a committee to develop and implement educational, humanitarian and vocational projects that address the needs of its community and communities in other countries and to conduct effective operation of the club.

**Section 2** -- The president shall be an *ex officio* member of all committees and, as such, shall have all the privileges of membership thereon.

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**Section 3** – 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.

**Section 4** – 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**

**Section 1** -- The duties of all committees shall be established and reviewed by the presidentelect for the year in office as president. In declaring the duties of each, the presidentelect shall reference appropriate RI materials and consider the avenues of service when developingplans for the year.

**Section 2** -- Each committee shall have a specific mandate, clearly defined goals, and action plans established by the beginning of each year for implementation during the course of the year. It shall be the primary responsibility of the presidentelect 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.

**Article 11 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 up to 12 months. Leave of absence prevents forfeiture of membership; it does not give the club credit for the member’s attendance unless made up or excused according to the club constitution and bylaws. The member must continue to pay annual club dues.

**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 guideline for expenditures for these purposes, unless otherwise approved by action of the board. The budget shall be broken down 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. Separatebank accounts and/or accounting records shall be kept for club operations and charitable/service projects.

**Section 3** -- All bills shall be paid by the treasurer or other authorized officer only when approved by two officers or directors and checks shall be signed by two authorizedsignatories.

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

**Section 5** -- Officers having charge or control of club funds shall give bond as required by the board for the safe custody of the funds of the club, cost of bond to be borne by the club.

**Section 6** -- The fiscal year of this club shall extend from 1 July to 30 June, and billing for the collection of members’ dues shall be made in July of each year. The payment of per capita dues and RI official magazine subscriptions shall be made in July and January of each year on the basis of invoices from RI and District.

**Article 13 Method of Electing Members**

**Section 1** -- The application of a prospective new active, honorary, corporate or other member proposed by an active member of the club, or applications from former club members ormembers transferring from another club shall be submitted to the board in writing, through the membership committee. A transferring member from another club may be proposed to active membership by that club. The application shall be kept confidential except as otherwise provided in this procedure.

**Section 2** -- The board shall ensure that the application meets all the classification and membership requirements of the club andstandard Rotary club constitution.

**Section 3** -- The board shall approve or disapprove the application within 30 days of its submission, and shall notify the proposer, through the membership committee, 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 application

form and to permit his or her name and proposed classification to be published to the membership.

**Section 5** -- If no written objection to the proposed member, stating reasons, is received by the board from any member of the club within seven (7) days following publication of the name of the proposed member, that person, upon payment of any admission fee (except for honorary or transferring memberships), as prescribed in these bylaws, shall be considered to be elected 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, upon payment of any admission fee (if not honorary or transferring membership), shall be considered to be elected to membership.

**Section 6** -- Following the election, the president shall arrange for the new member’s induction, membership card, and new member Rotary literature. In addition, the president or secretary shall report therequired 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.

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**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 for Club Meetings**

Meeting called to order.

Introduction of visitors.

Correspondence, announcements and Rotary information.

Committee reports, if any.

Unfinished business, if any.

New Business, if any.

Program.

Adjournment.

**Article 16 Amendments**

These bylaws may be amended at any regular meeting, a quorum being present, by a two-thirds vote of all members present, provided that notice of such proposed amendment shall have been sent to each member at least ten (10) days before such meeting. No amendment or addition to these bylaws can be made which is not in harmony with the standard Rotary club constitution and with the constitution and bylaws of RI.

*These by laws approved by the board on February 6, 2018 and adopted by vote of the membership at the regular meeting on May 17, 2018.*

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