Mt. Holly Rotary Club By-laws

**2011**

ARTICLE 1

ELECTION OF DIRECTORS AND OFFICERS

SECTION 1

At a regular meeting one month prior to the annual meeting of the club, the presiding officer shall ask the nominating committee to present nominations for president, vice-president, secretary, treasurer, and 5 members of the board of directors. The nominating committee shall be appointed as the club may determine. After the nominating committee has presented the nominations, members shall be asked for additional nominations. The nominations duly made shall be placed on a ballot in alphabetical order under each office and shall be voted for at the annual meeting. The nominees must be members in good standing with regards to both dues and attendance. The candidates for president, vice-president, secretary, and treasurer receiving a majority of the votes shall be declared elected to their respective offices. The 5 candidates for director receiving a majority of the votes shall be declared elected as directors. The 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 or her election as president, and shall assume office as president on the first day of July immediately following his or her 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 the board of directors. Within one month after their election the board of directors-elect shall meet and elect some member of the club to act as sergeant-at-arms. The term of office for each elected officer and board member shall be for one year or until a successor is elected.

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 II

BOARD OF DIRECTORS

SECTION 1

The governing body of this club shall be the board of directors consisting of 12 members of this club, namely, 5 directors elected in accordance with Article I, Section 1, of these by-laws, the president, vice-president, president-elect, secretary, treasurer, the sergeant-at-arms, and the immediate past president.

ARTICLE III

DUTIES OF OFFICERS

SECTION 1 - PRESIDENT

It shall be the duty of the president to preside at meetings of the club and board and to perform such other duties as ordinarily pertains to the office.

SECTION 2 - PRESIDENT-ELECT

It shall be the duty of the president-elect to serve as a member of the board of directors of the club and to perform other duties as may be prescribed by the president or the board.

SECTION 3 - VICE-PRESIDENT

It shall be the duty of the vice-president to preside at meetings of the club and board in the absence of the president and to perform such other duties as ordinarily pertains to theoffice.

SECTION 4 - 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 semiannual reports of membership, which shall be made to the General Secretary of Rotary International on January 1st and July 1st of each year, and including prorated reports to the general secretary 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, the report of changes in 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 meeting of the month, collect and remit to Rotary International subscriptions to *The Rotarian*, and perform such other duties as usually pertain to the office.

SECTION 5 - 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 the office. Upon retirement from office the treasurer shall turn over to the new treasurer or to the president all funds, books of accounts or any other club property possession.

SECTION 6 - SERGEANT-AT-ARMS

The duties of the sergeant-at-arms shall be such as are usually prescribed for his office and such other duties as may be prescribed by the president or the board.

ARTICLE IV

MEETINGS

SECTION 1-ANNUAL MEETING

An annual meeting of this club shall be held on the first Wednesday in December in each year at which time the election of officers and directors to serve for the ensuing year shall take place.

SECTION 2-REGULAR WEEKLY MEETINGS

The regular weekly meetings of this club shall be held on Wednesday at 12:15 P.M.. Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club. All members excepting an honorary member (or member excused by the board of directors of this club, pursuant to Article VII, Section 3 of the Standard Rotary Club Constitution) 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, article VIII. Section 1.

SECTION 3-QUORUM

One-third of the membership shall constitute a quorum at the annual and regular meetings of this club.

SECTION 4 - BOARD OF DIRECTOR=S MEETINGS

Regular meetings of the board shall be held monthly on dates picked by president at his***/***her first meeting. Special meetings of the board shall be called by the president, whenever deemed necessary, or upon the request of two (2) members of the board, due notice having been given.

SECTION 5 -QUORUM

A majority of the board members shall constitute a quorum of the board.

ARTICLE V

FEES AND DUES

SECTION 1

The admission fee shall be $53.00 to be paid before the applicant can qualify as a member.

SECTION 2

The membership dues shall be $620.00 per annum, payable quarterly , understanding that a subscription to the Rotarian Magazine shall be included and $5.00 per quarter will go towards a Paul Harris Foundation Fellow.

SECTION 3

Dues are payable upon receipt of quarterly bill. Once a member is late one billing cycle (quarter), the prescribed time mentioned in the constitution has been met.

ARTICLE VI

METHOD OF VOTING

The business of this club shall be transacted by viva voce vote except the election of officers and directors, which shall be by ballot.

ARTICLE VII

COMMITTEES

SECTION 1

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

Club Administration committee

Club Public Relations committee

Service Projects committee

Membership committee

Rotary Foundation committee

(b) The president shall, subject to the approval of the board, also appoint such committees on particular phases of Club Service, Vocational Service, Community Service, and International Service as deemed necessary.

(c) The Membership committee should develop and implement a comprehensive plan for the recruitment and retention of members. The Club Public Relations 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 Club Administration committee should conduct activities associated with the effective operation of the club. The Service Projects Committee should develop and implement educational, humanitarian and vocational projects that address the needs of its community and communities in other countries. The Rotary Foundation committee should develop and implement plans to support the Rotary Foundation through both financial contributions and program participation.

(d) The president shall be ex officio a member of all committees and, as such shall have all the privileges of membership thereon.

(e) Each committee shall transact such business as is delegated to it in the by-laws 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.

(f) The president may appoint one or more committees dealing with various aspects of youth activities. Where feasible and practicable in the appointment of such committees***,*** there should be provision for continuity of membership, either by appointing one or more members for a second term or by appointing one or more members to a two-year term.

ARTICLE VIII

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 reference appropriate RI materials. The service projects committee will consider the Avenues of Vocational Service, Community Service, and International Service when developing plans for the year.

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 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 IX

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 X

FINANCES

SECTION 1

The treasurer shall deposit all funds of the club in some bank to be named by the board. Specially designated funds and funds designated by the board for investment may held by brokerage firm to be named by the board.

SECTION 2

All bills shall be paid only by checks signed by the treasurer upon vouchers signed by any two officers. A thorough compilation/review by an independent certified public accountant or other qualified person shall be made once each year of all the club's financial transactions.

SECTION 3

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

SECTION 4

The fiscal year of this club shall extend from July 1st to June 30th, and for the collection of members' dues shall be divided into four quarters. The payment of per capita dues and magazine subscriptions to Rotary International shall be made on July 1st and January 1st of each year on the basis of the membership of the club on those dates.

SECTION 5

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.

ARTICLE XI

METHOD OF ELECTING MEMBERS

SECTION 1

The name of prospective member***,*** proposed by an active member of the club***,*** shall be submitted to the board in writing***,*** through the club secretary. A transferring or former member of another club may be proposed to active membership by the former club. The proposal for the time being 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 club constitution and that prior to being proposed, the prospective member has attended at least 3 regular meetings of the club as a guest.

SECTION 3

The board shallapprove or disapprove the proposal with 30 days of its submission, and shall notify the proposer, through the secretary, of its decision.

SECTION 4

If the board's decision is favorable, the prospective member shall be informed of the purposes of Rotary and 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 mailed to the members of 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 with seven (7) days following publication of information about the prospective member, that person, upon payment of the admission fee (if not honorary membership), 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 the admission fee (if not honorary membership), as prescribed in these bylaws, shall be considered to be elected to membership.

SECTION 6

Following the election, the president shall arrange for the induction of the new member; the club secretary shall issue a membership card and shall report the new member to RI; and the Rotary information committee shall provide appropriate literature for presentation at the induction and assign a member to assist in the assimilation of the new member.

SECTION 7

HONORARY MEMBERS

The name of a proposed candidate for Honorarymembership 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***-***6 of the Article and proceed to ballot on the proposed member. If a simple majority of votes are cast by the members of the board in attendance at the regular or special meeting in favor of the proposed honorary member, the proposed member shall be considered duly elected

ARTICLE XII

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 XIII

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 features.

Adjournment.

ARTICLE XIV

AMENDMENTS

The by-laws 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 given to each member in writing 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.

Article XV

INTERPRETATION

Throughout these bylaws, the terminology “mail”, “mailing”, and “ballot-by-mail” will include utilization of facsimile transmission, electronic mail (e-mail) and internet technology to reduce costs and increase responsiveness