

# Bylaws of the Rotary Club of Plainview, Texas

(A Member of Rotary International)

Revised August 8th, 2017.

## Article 1 Definitions

1. Board: The Board of Directors of this club.
2. Director: A member of this club's Board of Directors.
3. Member: A member, other than an honorary member, of this club.
4. RI: Rotary International
5. 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 fourteen (14) members of this club, namely, the president, the president-elect, the vice-president (or president nominee), secretary, treasurer, assistant treasurer, sergeant-at-arms, the immediate past-president, and six (6) directors. The directors will serve three-year terms with two (2) directors being elected each year in accordance with article 3, section 1 of these bylaws.

## Article 3 Election of Officers and Directors

Section 1 – At least five (5) weeks prior to the meeting for the election of officers, the presiding officer will name a nominating committee to include the president-elect, a past president, and one director. The nominating committee will receive nominations for president, president-elect, vice-president (president-nominee), secretary, treasurer, assistant treasurer, and two (2) directors. The nominating committee will present the slate of officers, from the floor, at a club meeting one (1) month prior to the election. Other nominations will be accepted, from the floor, at this meeting. 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 candidates for president, vice-president, secretary, treasurer and assistant treasurer receiving a majority of the votes shall be declared elected to their respective offices. The candidates for director receiving the majority of the votes shall be declared directors-elect and will become directors on 1 July immediately following that year. The candidate for president elected to such balloting shall be the president-elect and serve as a director for the year commencing on the day of election, and shall assume the office of president on 1 July immediately following that year. The candidate for president-elect elected to such balloting shall be the vice-president (president-nominee) and serve as a director for the year commencing on the day of election, and shall assume the office of president-elect on 1 July immediately following that year. The candidate for vice-president (president-nominee) elected to such balloting shall assume the office of vice-president (president-nominee) on 1 July immediately following that year.

Section 2 – The officers and directors, so elected, together with the immediate past president shall constitute the board. Within one week after their election, the board members-elect shall meet and elect some member of the club to act as sergeant-at-arms.

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

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

Section 5 – The Election shall be held prior to the end of the second quarter (31 Dec) and if possible 30 November so reports can be filed with District and RI.

#### **Article 4 Duties of Officers**

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 that ordinarily pertain to the office of president.

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

Section 3 – *Vice-President (president-nominee)*. 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 other duties that ordinarily pertain to the office of vice-president.

Section 4 – *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 as needed; 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, which shall include per capita dues for all members and prorated dues for active members who have been elected to membership in the club since the start of the July or January semiannual reporting periods; 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 5 – *Treasurer*. It shall be the duty of the treasurer to have custody of all funds, accounting for them to the club annually and at any other time upon demand by the board, and to perform other duties that pertain to the office of treasurer. The treasurer shall prepare required tax returns and pertinent documents within IRS guidelines. 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 6 – *Assistant Treasurer*. It shall be the duty of the assistant treasurer to prepare monthly invoicing and issue quarterly statement for the membership. The assistant treasurer will

check the Club's mail weekly and make deposits for membership dues. Weekly deposit reports will be provided to the treasurer and the club president. Prior to the monthly board meeting, a statement of accounts will be provided to the president for discussion at the board meeting.

Section 7 – *Sergeant-at-Arms*. It shall be the duty of the Sergeant-at-Arms (SAA) to prepare the meeting location for the weekly meeting and to coordinate with the program chairperson to secure anything needed to ensure a smooth meeting and program. In coordination with the Membership Committee, the SAA will organize weekly greeters comprised of new members. The greeters will assist members with signing in, finding badges, and completing the documents for visitors and visiting Rotarians. The SAA will act as the parliamentarian as needed. The SAA may impose fines on members during the club meeting for any infraction of the Four-Way Test or disturbances and solicitations.

## **Article 5 Meetings**

Section 1 – *Annual Meeting*. An annual meeting of this club shall be held during the second quarter 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 meetings of this club shall be held on Tuesdays at noon and will occur at least twice per month. 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 pursuant to 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 9, sections 1 and 2.

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

Section 4 – Regular meetings of the board shall be held monthly at a time and location to be determined by 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 members of the board shall constitute a quorum of the board.

## **Article 6 Fees and Dues**

Section 1 – The admission fee shall be set by approval of the board and is to be paid before the applicant can qualify as a member, except as provided for in the standard Rotary club constitution, article 11.

Section 2 – The per annum membership dues shall be set by approval of the board and is payable monthly on the first day of each month, with the understanding that a portion of each monthly payment shall be applied to each member’s subscription to the RI official magazine. Members with a six-month payment delinquency shall receive an official reminder with a requested response concerning the member’s desire to reinstate their account, or to terminate their membership. Upon the occasion of “no reply” within a reasonable time the member’s name will be removed from the club’s membership roll.

Section 3 – The cost of meals shall be borne by the members. The cost of meals will be added to a portion of the local and international dues to be paid each month. The cost of meals shall be set by approval of the board. Members who visit other clubs and pay for meals will be given a credit for that meal when the make-up document is presented to the club secretary.

Section 4 – Each member shall have the option to participate as a Sustaining Member to further the goals of the Rotary Foundation. The annual donation for Sustaining Member is \$100. This donation can be formally accomplished via one of two options:

- 1) Forwarding a check for \$100 made out to the Rotary Foundation for credit to the Sustaining member’s account; OR,
- 2) By monthly billing through the club at \$8.00 per month, to be billed with the monthly billing for 11 months and \$12.00 to be billed with the last monthly billing. At the end of each fiscal year, the club will forward \$100.00 to the Rotary Foundation to be credited to the Sustaining Member’s account.

Section 5 – The cost of a guest meal shall be borne by the member that brings the guest. The cost of an individual meal shall be set by approval of the board. The cost of a meal for a prospective member shall be borne by the club. A guest to the club may become a prospective member at a subsequent meeting.

Section 6 – The club shall bear the cost of meals for special guests at the discretion of the board. Such special guests would include program presenters, students of the month, exchange students, the District Governor and RI personnel and officers.

Section 7 – The club shall bear the cost of meals and/or dues for a club member who provides services to the club beyond the normal range of club service. This shall be at the discretion of the board and must be initiated by action of the board.

### **Article 7 Method of Voting**

The business of this club shall be transacted by voice vote except the election of officers and directors, which shall be by ballot. The board may determine that a specific resolution be considered by ballot rather than by voice vote.

### **Article 8 Committees**

Club committees are charged with carrying out the annual and long-range goals of the club. The president-elect, president, and immediate past president should work together to ensure continuity of leadership and succession planning. When feasible, committee members will 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 meeting 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 will be appointed as follows:

Membership – This committee will develop and implement a comprehensive plan for the recruitment and retention of members.

Club Public Relations – This committee will develop and implement plans to provide the public with information about Rotary and to promote the club’s service projects and activities.

- Student Scholarship and Activities Sub-Committee – The committee will organize publicity around all student activities within the Rotary Club. The Public Relations Committee chair will head this committee. This committee will establish criteria and determine the process for awarding scholarships to students taking part in Rotary activities and meetings. This committee will secure and publicize each student-of-the-month.

Club Administration – This committee will conduct activities associated with the effective operation of the club.

- Running Water Draw Arts and Crafts Festival Sub-Committee – This committee will organize and head the club’s participation in the festival. The Rotary director of the festival will be the chair of this committee.

Service Projects – This committee will develop and implement educational, humanitarian, and vocational projects that address the needs of this community and communities in other countries.

- Running Water Draw Arts and Crafts Festival Sub-Committee – This committee will organize and head the club’s participation in the festival. The Rotary director of the festival will be the chair of this committee.

The Rotary Foundation – This committee will develop and implement plans to support The Rotary Foundation through both financial contributions and program participation.

Additional ad hoc committees may be appointed as needed.

- (a) The president shall be an ex officio member of all committees and, as such, shall have all the privileges of membership thereon.
- (b) Each committee shall transact business as is delegated to it in these bylaws and such additional business as may be faulted 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.
- (c) 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.

Youth - The committee will organize publicity around all student activities within the Rotary Club. This committee will establish criteria and determine the process for awarding scholarships to students taking part in Rotary activities and meetings. This committee will secure and publicize each student-of-the-month. This committee will be in charge of the Interact and Rotaract Youth Clubs.

#### **Article 9 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 Rotary Areas of Focus, 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 10 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.

*(Note: Such leave of absence does operate to prevent a forfeiture of membership; it does not operate to give the club credit for the member's attendance. Unless the member attends a regular meeting of some other club, the excused member must be recorded as absent except that absence authorized under the provisions of the Standard Rotary Club Constitution is not computed in the attendance record of the club.)*

#### **Article 11 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 at least 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. Payments may be made for items approved in the budget.

Section 4 – Running Water Draw Arts and Crafts Festival

(a). Prior to the Running Water Draw Arts and Crafts Festival, the board shall prepare a budget of estimated income and expenditures related to the festival, which shall stand as the limit of expenditures for these purposes, unless otherwise ordered by action of the board. The director that is chair of the service projects committee shall give guidance in the preparation of this budget.

(b). The treasurer or service projects committee chair shall deposit all festival funds in a bank, named by the board.

(c) All bills of the festival shall be paid by the treasurer or service projects committee chair or other authorized officer only when approved by two other officers or directors.

Section 5 – A thorough review of all financial transactions by a qualified person shall be made once each year.

Section 6 – 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 7 – The fiscal year of this club shall extend from 1 July to 30 June, and for the collection of members' dues shall be divided into two (2) semiannual periods extending from 1 July to 31 December, and from 1 January to 30 June. The payment of per capita dues *and* RI official magazine subscriptions shall be made on 1 July *and* 1 January of each year on the basis of membership of the club on those dates.

## **Article 12 Method of Electing 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. 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 club 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 seven (7) days following the publication of the 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, the board 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), 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 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 elect, in accordance with the standard Rotary club constitution, honorary members proposed by the board.

### **Article 13 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 14 Order of Business**

The weekly meetings shall be structured based on the following outline. The President or presiding officer may adjust the sequence as needed to accommodate the planned events. Weekly business and routine matters shall be conducted to permit adequate time for the program.

Meeting called to order.

Songs, invocation, pledge.

Introduction of visitors.

Correspondence, announcements, and Rotary information.

Committee reports if any.

Any unfinished business.



Any new business.

Program.

Adjournment.

### **Article 15 Amendments**

These bylaws may be amended at any regular meeting, a quorum being present by a two-thirds vote of all members present, provided the notice of such proposed amendment shall have been broadcast at least ten (10) days before such meeting. The mode of broadcast may involve any, &/or all of the following modes:

1. e-mail;
2. Rotary Club of Plainview website or other social media outlet;
3. Hard-copy distribution at prior meeting(s).
4. US Postal Service

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.