

# Rotary Club of Lake Nona Bylaws Updated September 2025

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## **Bylaws of the Rotary Club of Lake Nona**

*Club bylaws supplement the Standard Rotary Club Constitution with common club practices. The bylaws in this document, once adopted are binding for the members of the club. They have been customized to reflect our club's practices, and are not in conflict with the RI Constitution and Bylaws, the Standard Rotary Club Constitution (except where permitted), and the Rotary Code of Policies. Articles that our club is required to include are noted below.*

### **Article 1 Definitions**

1. Board: The board of directors of this club.
  2. Director: A director on this club's board.
  3. Member: A member, other than an honorary member, of this club.
  4. Quorum: The minimum number of participants who must be present when a vote is taken: one-third of the club's members for club decisions and a majority of the directors for club board decisions.
  5. RI: Rotary International.
  6. TRF: The Rotary Foundation
  7. Year: The 12-month period beginning 1 July.
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### **Article 2 Board**

The governing body of this club is its board of directors, consisting of, at a minimum, the President, Immediate Past President, President-Elect, Secretary, and Treasurer. At its discretion the board may add but not limited to the six directors: Membership Chair, Service Projects Chair, Rotary Foundation Chair, Club Administration Chair, Public Relations Chair, Fundraising Chair, Youth Services Chair, and Sergeant-at-Arms.

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### **Article 3 Elections and Terms of Office**

Section 1 — Annually, before October 31st each year, members can nominate candidates for president, president-elect, secretary, treasurer, and any open director positions. The nominations will be finalized and presented by a nominating committee which will consider all nominations made by members from the floor and all others as needed.

#### **A. Qualifications:**

- I. All officers and directors, whether elected or appointed, shall be

members in good standing at the time of assumption to office and for the tenure of their office.

- II. All directors shall be a member of this club for the twelve (12) months prior to the date they assume office. The Board may waive the membership requirement for a candidate with an exceptional record of qualifications and service accomplishments.

B. Nominating Committee & Election Process:

- I. The Chair of the Nominating Committee shall be a President-Elect or appointed by the current President of the Club. At least two other nominating committee members shall be appointed by the board.
- II. The Nominating Committee will present nominations at a November meeting annually.
- III. Elections will take place annually in a December club meeting.

Section 2 — The candidate who receives a majority of the votes for each office is declared elected to that office. The mode of voting will be set by Board every year. (Article 7)

Section 3 — If any officer or board member vacates a position, the remaining members of the board will appoint a replacement.

Section 4 — If any officer-elect or director-elect vacates a position, the remaining members of the board-elect will appoint a replacement.

Section 5 — The term of office for each role is one year.

Section 6 — The term of office for a club president is specified as one year in the Standard Rotary Club Constitution. When a successor is not elected, the current president's term can be extended for up to one year.

Section 7 — When a successor is not elected for any Board Member, the current board member term can be extended for up to one year.

Section 8 — A Board Member may serve in 2 Board Roles but will only have 1 vote for voting rights.

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**Article 4 Duties of the Officers**

Section 1 — The president presides at club and board meetings.

Section 2 — The immediate past president serves as a director on the club board.

Section 3 — The president-elect prepares for his or her year in office, serves as a director, and presides at club and board meetings when the president is absent.

Section 4 — A director attends club and board meetings.

Section 5 — The secretary keeps membership and attendance records.

Section 6 — The treasurer oversees all funds and provides an accounting of them.

Section 7 — The sergeant-at-arms maintains order in club meetings.

Section 8 — Each additional officer establishes and keeps current standard operating procedures for their position and in accordance with Rotary club leader manuals.

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## **Article 5 Meetings**

Section 1 — An annual meeting of this club is held no later than 31 December to elect the officers and directors who will serve for the next Rotary year.

Section 2 — Meetings of this club shall be the 2nd and 4th Tuesday of every month at 11:45AM. Reasonable notice of any change or cancellation of the regular meeting will be given to all club members.

Section 3 — Board meetings are held each month. Special meetings of the board are called with reasonable notice by the president or upon the request of two directors.

Section 4 — Participation. Each Member shall participate in at least 70% of all club activities to include but not limited to meetings, service projects, make ups and social gatherings at the Club, District, or Rotary International sponsored activities during the club calendar year, July 1st to June 30th.

- A. If a member has extenuating circumstances that have hindered their ability to participate they will notify the club president/membership committee chair and the Board may excuse said absences for reasons which it considers to be good or sufficient. Member must be in good standing.
  - B. During the first three months of each period the Club secretary will provide the Membership Committee Chair a list of those Rotarians whose participation has fallen below the 50%. Membership committee will reach out to those members. Member must be in good standing.
  - C. During the second three-month period if a member's participation continues to be below 50%, their membership will be terminated by the Board prior to the Rotary Calendar period.
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## **Article 6 Dues**

Section 1: Annual Club Dues shall be as follows:

\$400 - Individual (1 Membership)

\$750 - Couples Membership (2 Memberships)

\$400 - Non Profit (1 Memberships)

\$750 - Small Business - Business Directory (2 Voting Members)

\$1000 - Large Business - Business Directory (3 Voting Members)

\$200 - Honorary (Active) Admin Fee - Non-Voting, service required 1x per quarter, optional \$100 EREY (Not Included in Business Director), Lunch Fee charged per meeting at the member rate, No ProRation For the Year.

Annual club dues must be paid for a member to be considered in good standing. Annual club dues include RI per capita dues, subscriptions to an official magazine, district per capita dues, club fees, a suggested \$100 per capita contribution to the Annual Fund - SHARE of TRF (in the members name) and any other Rotary or district per capita assessment. All Club Dues, Fees & Donations are Non-Refundable.

Section 2: Annual Dues are Billed Yearly on May 1st for the next upcoming Rotary Club Year (July 1st to June 30th). Annual Dues are Due by May 31st each year.

Section 3: Membership Dues may be prorated quarterly for any potential member that joins the club after October 1st (25% Reduction), January 1st (50% Reduction), or April 1st (75% Reduction) for the Current Membership Year **plus** a suggested \$100 for Annual Fund. Honorary Active does to receive this proration.

Section 4: Membership Dues (Failure to Pay). Membership dues are to be paid within thirty (30) days of the date the statement is sent to members. If a member's dues remain outstanding 30 days after the statements have been sent out the Treasurer/Secretary shall send a letter to the member stating that dues are outstanding and must be paid within 30 days from the date of the letter or their membership will be terminated. A ten (10) day grace period will be given before termination. Subsequent to the ten (10) day grace period, the Board will vote on the termination of a member for non-payment of dues.

- A. If a member has extenuating circumstances that have hindered their ability to pay their dues, they must notify the club president/treasurer and the Board may consider said circumstances.

Section 5: A returning member is defined as an individual who has been a previous member of the club and is seeking to rejoin this club. All returning members shall be required to pay membership dues for one full Rotary Year upon their rejoining of the club. If the returning member rejoins the Club after the start of the Rotary year, their membership dues shall be prorated based on the proration in Section 3 above. Membership dues shall be paid within 30 days from date of approval of their reinstatement to the club. In exceptional circumstances, the Board of Directors may consider requests for a waiver or reduction of returning member's membership dues. Such request should be made in writing and include a detailed explanation of the circumstances. The decision of the Board of Directors shall be final.

Section 6: In an effort to promote Membership Continuity, membership in the club shall be continuous and uninterrupted for all members, and there shall be no suspension or interruption of membership for any reason.

Section 7: Additional Yearly Meal/Lunch Fee. Members of the Rotary Club of Lake Nona acknowledge and agree to an additional yearly meal/lunch fee, which shall be charged according to the member's chosen frequency of payment: quarterly, semi-annually, or annually. The yearly cost for meal/lunch fees will be established annually by the Board of Directors. The Board reserves the right to review and adjust these fees based on the club's financial considerations, ensuring the continued success and sustainability of our Rotary activities. Members will be notified in advance of the upcoming billing period, and invoices will be issued accordingly. It is the responsibility of each member to make timely payments as per the selected payment frequency.

## **Article 7 Method of Voting**

The business of this club is conducted by voice vote or show of hands except in the election of officers and directors, which may be conducted by ballot as decided by the Board. The board may also provide a ballot for a vote on some resolutions. A member may vote by proxy if they cannot attend the meeting where the bylaws are voted upon. Board members may vote by electronic means including but not limited to electronic mail. Membership votes will not be conducted by electronic means.

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## **Article 8 Committees**

Section 1 — This club's committees comprise of Club Administration, Membership, Public Image, Rotary Foundation, and Service Projects. The board or president may appoint additional committees as needed.

Section 2 — The president is an ex officio member of all committees.

Section 3 — Each committee's chair is responsible for the regular meetings and activities of the committee, supervises and coordinates its work, and reports to the board on all committee activities.

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## **Article 9 Finances**

Section 1 — Before each fiscal year starts, the board prepares an annual budget of estimated income and expenditures to be presented by the President-Elect and approved by the incoming board.

Section 2 — The treasurer deposits club funds in a financial institution or institutions designated by the board, divided into two accounts: one for club operations and one for service projects. A third account may be used for global grants when needed.

Section 3 — Bills/Invoices are paid by the treasurer and another authorized officer. All bills/invoices larger than \$500 must be approved per the policy set by the board. Two Board Member Rotarian signatures are required on checks and withdrawals.

Section 4 — A qualified person, selected and appointed by the Board each year, conducts

a thorough annual review of all financial transactions.

Section 5 — Club members will receive an annual financial statement of the club in July of each year. A mid-year financial report, with current and previous year income and expenses, will also be presented at the annual meeting in December each year to club members. The treasurer shall supply a monthly projected and actual budget monthly at the board meeting.

Section 6 — The fiscal year is from 1 July to 30 June.

Section 7 — The Board of Directors may choose to keep or change the financial institution or bank for each Rotary year with majority vote approval.

Section 8 — The bank account signers shall be the Treasurer and President, unless another director is chosen and approved by the board of directors.

## **Article 10 Method of Electing Members**

Section 1 — A member of this club or another club proposes a candidate for membership to the board and/or the membership committee.

- A. The potential candidate shall have met the prevailing prerequisites of attendance at the club meeting and participation in club service projects.
- B. Rotarians transferring from other Rotary Clubs will be approved by the board and elected automatically when the transfer is completed by Rotary International.

Section 2 — The board approves or rejects the candidate's membership within 30 days and notifies the proposing member of its decision.

Section 3 — If the board approves the candidate's membership, the prospective member is invited to join the club.

Section 4 — Upon Invitation to the club, the prospective members shall pay their dues before being inducted into the club and added to administrative databases.

Section 5 — A Candidate for membership may be considered for one of the following membership categories: Voting Members Included - Individual, Couple, Corporate (Small or Large) and Non-Voting Members - Honorary and Friend of Rotary.

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## **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 meeting of a club for the specified length of time. Such members must pay their dues to maintain good standing.

## **Article 12 Amendments**

These bylaws may be amended at any regular club meeting. Changing the club bylaws requires sending written notice to each member 10 days before the meeting, having a quorum (one-third of members) present for the vote, and having two-thirds of the votes supporting the change. Changes to these bylaws must be consistent with the Standard Rotary Club Constitution, the RI Constitution and Bylaws, and the Rotary Code of Policies.