

Bylaws of the Rotary Club of Alexandria

Article I Election of Directors and Officers

Section 1:

At least one month prior to the first meeting in December (held for Club election of Board members for the Rotary year beginning on the following July 1st) the current president and the president-elect shall appoint a Nominating Committee consisting of three (3) past presidents of the Club who are still Club members and two (2) other Club members who have served on the Board of Directors or have been a member of the Club for a minimum of two (2) years. The current president and president-elect shall also serve on the Nominating Committee as ex-officio, voting members. The Secretary/Treasurer will serve in an advisory capacity as a non-voting member of the Nominating Committee

To be eligible to serve as a member of the Board of Directors, a person shall have been a member of this Rotary Club for a minimum of two (2) years.

To be eligible to serve as an Officer of this Club, a person shall have served as a member of the Board of Directors of this Club or have been a member of this Club for a minimum of two (2) years.

Section 2:

The Nominating Committee shall submit one nomination each for the following officers: Vice-President, Secretary/Treasurer, Registrar, Sergeant-at-Arms, and up to sixteen (16) members of the Board of Directors.

The Vice-President (or President Nominee) shall automatically become the President Elect for the Rotary Year beginning on the second July after he/she is elected. The position of Secretary and Treasurer may be combined into one office of Secretary/Treasurer.

The nominations for the Board of Directors (non-officers) shall be placed on a ballot in alphabetical order and Club members shall vote for eight (8) of those nominated at the annual meeting of the Club held in December. This ballot shall allow for write-in candidates in lieu of the nominated members. All members on the ballot shall have been contacted and agreed to serve if elected. The eight (8) candidates for the Board of Directors receiving the greatest number of votes shall be declared elected as directors.

In the event of a tie vote in selecting the eight (8) directors, the Nominating Committee shall make the final decision on filling the eight positions. The Nominating Committee, in making their recommendations, shall consider the Club's make-up and diversity. Members of the Nominating Committee shall tally the election votes and announce the results.

Section 3:

The eight (8) Directors so elected, together with the immediate Past President, Current President, President Elect, Vice President, Secretary/Treasurer, Sergeant at Arms and Registrar, shall constitute the new Board of Directors.

Section 4 -- A vacancy in the Board of Directors or any office shall be filled by action of the remaining members of the Board.

Section 5 -- 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

The governing body of this Club shall be the Board of Directors consisting of up to 16 members of this club, namely, 8 directors elected in accordance with Article I, Section 1, 2, and 3 of these Bylaws, the President, President-Elect, Vice-President, Secretary/Treasurer, Immediate Past President, Sergeant-at-Arms and Registrar.

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 pertain to the office of President.

Section 2 — *President-elect.*

It shall be the duty of the President-Elect to preside at meetings of the Club and Board in the absence of the President and to perform such other duties as ordinarily pertain to the office of President-Elect.

Section 3 — *Vice-President.*

It shall be the duty of the Vice-President to serve as a member of the Board of Directors of the Club and to perform such other duties as may be prescribed by the President or the Board.

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 RI, including the semiannual reports of membership, which shall be made to the general secretary of RI on 1 January and 1 July 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 RI, the monthly report of attendance at the club meetings, which shall be made to the district governor within 15 days of the last meeting of the month, collect and remit to RI subscriptions to *THE ROTARIAN*, and perform such other duties as usually pertain to the office of secretary. Secretary shall edit and distribute the club's monthly newsletter and the weekly program information.

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 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 6 — *Sergeant-at-Arms.* The duties of the Sergeant-at-Arms shall be such as are usually prescribed for such office and such other duties as may be prescribed by the President or the Board. The Sergeant-at-Arms shall be responsible to select those members to sit at the head table for each meeting, after checking with the program chair for suggestions. Members selected shall be assigned by the sergeant-at-arms to give an ecumenical prayer, the pledge of allegiance, introduction of guests, birthday and club anniversaries (of members for the week ahead).

Section 7 — *Registrar* The duties of the Registrar shall be such as are usually prescribed for such office and such other duties as may be prescribed by the President or the Board.

Section 8 --- *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 the Board.

Article IV Meetings

Section 1 — *Annual Meeting.* An annual meeting of this Club shall be held on the 1st Tuesday in December of each year, at which time the election of Directors to serve for the ensuing year shall take place.

Section 2 — The regular weekly meetings of this club shall be held on Tuesday at noon.

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 IX, Section 2(b) 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 IX, section 1.

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 determined each year by the elected Directors and Officers. 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 — 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 \$30.00 to be paid before the applicant can qualify as a member. Admission fees are waived for former Rotarians.

Section 2 — The membership dues shall be \$200.00 per annum, payable quarterly on the first day of each January, April, July, and October, with the understanding that six dollars (US\$6.00) of each semiannual payment shall be applied to each member's subscription to THE ROTARIAN magazine.

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 Avenues of Service

The avenues of service are the philosophical and practical framework for the work of this Rotary Club. These avenues are listed in section 1 (a) of this article. This Club will be active in each of the avenues of service.

Section 1 —

- (a) The President shall appoint the following Avenue of Service Chairs (These shall be standing committees):
 - Club Service
 - Community Service
 - International Service
 - New Generations
 - Vocational Service
- (b) The President and the Avenue of Service Chairs shall appoint such committees on particular phases of Club Service, Community Service, International Service, New Generations, and Vocational Service, as deemed necessary.
- (c) The Club Service Committee, Community Service Committee, International Service Committee, New Generations Committee, Vocational Service Committee shall each consist of a Chairperson and not less than two (2) other members.
- (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 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 to the board and approved by the Board.
- (f) The President may appoint one or more committees dealing with various aspects of youth activities, which shall be under the New Generations Committee. 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

Section 1 — *Club Service Committee.*

The Chair of the Club Service Committee shall be responsible for all club service activities and shall supervise and coordinate the work of all committees appointed on particular phases of club service.

- (a) **Membership Committee.** This committee shall consist of these subcommittees:
- Approval and Classifications
 - Recruitment
 - Fellowship
 - Attendance

The Membership Committee shall continually review the Club roster of classifications and take positive action to fill positions with community leaders who qualify for Rotary membership.

(1) ***Approval and Classifications Committee.*** This committee shall as early as possible, but no later than 31 August of each year, make a classification survey of the community; shall compile from the survey a roster of filled and unfilled classifications, applying the classification principle; shall review, where necessary, existing classifications represented in the Club; and shall counsel with the board on all classification problems.

This committee shall consider all proposals for membership from the personal side and shall thoroughly investigate the character, business, social and community standing, and general eligibility of all persons proposed for membership. It is recommended that this committee be composed of experienced Rotary members and have some continuity of membership.

(2) ***Recruitment Committee*** shall continually review the Club roster of classifications and take positive action to fill positions with community leaders who qualify for Rotary membership.

(3) ***Fellowship Activities Committee.*** This committee shall promote acquaintance and friendship among the members, promote participation by members in organized Rotary recreational and social activities, and do such work in pursuance of the general object of the Club as may be assigned by the President or the Board. The Fellowship Chair shall encourage new members to serve as Greeters at Club meetings so they may meet other members of the Club.

(4) ***Attendance Committee.*** This committee shall review individual membership attendance on a regular basis and encourage attendance at all Rotary meetings and activities.

- (b) **Program Committee.** The Chair of the Program Committee shall select 12 monthly program chairs (one for each month of the year). Programs should be timely, interesting, newsworthy, entertaining and in keeping with the Rotary International standards for programs. Each monthly program chair is responsible for obtaining a digital photo, biography, topic and brief outline of content for each program and shall forward this information to the Program Chair and the Secretary in a timely manner.

- (c) **Public Relations Committee.** The chair of the Public Relations Committee shall be responsible for notifying the various media of upcoming Rotary programs and activities.

- (d) **Rotary Orientation Committee.** This committee shall inform approved new members about the privileges and responsibilities of Rotary membership; the specific activities of our Rotary Club; keep members informed about the Club website and database, the history, object, and activities of Rotary at all levels.
- (e) **Finance Committee.** This committee reviews Club's finances, approves the Club's annual budget (as submitted by the treasurer), and advises on all financial matters that affect the Club.

Section 2 — *Community Service Committee*

- (a) The Chair of the Community Service Committee shall be responsible for all community service activities and shall supervise and coordinate the work of all committees appointed on particular phases of community service.
- (b) The Community Service Committee shall consist of the chair of the community service committee and the chair of all committees appointed on particular phases of community service.

Section 3 — *International Service Committee.* The Chair of this committee shall be responsible for the international service activities of the Club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of international service.

Section 4 – *New Generations Committee.* New Generations Service shall recognize the positive change implemented by youth and young adults through leadership development activities, involvement in community and international service projects, and exchange programs that enrich and foster world peace and cultural understanding.

New Generations Committee Chair and committee shall initiate and oversee events for our under 45 Group (Members 45 years and younger) and supervise our club RYLA and Interact Programs.

Section 5 - *Vocational Service Committee.* The Vocational Service committee shall be responsible for the vocational service activities of the Club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of vocational service. This committee shall be responsible for at least one major vocational program and initiate a career day program for high school students to shadow a club member in their special field of interest.

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. 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 article IX, section 2(b) of the standard Rotary Club constitution is not computed in the attendance record of the Club.

Article X Finances

Section 1 — The Treasurer shall deposit all funds of the Club in some bank to be named by the Board.

Section 2 — All bills shall be paid only by checks signed by the Treasurer or Board appointed officer. Each month an audit report shall be printed and filed covering all check payments and journal entries. A copy of the Club's monthly bank statement shall be sent to the Club Treasurer, President and Chair of the Finance Committee.

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 1 July to 30 June, and for the collection of members' dues shall be divided into four (4) quarterly periods with invoices sent July 1, October 1, January 1, and April 1. Member invoices are due upon receipt and full payment must be received within 30 days of billing. The payment of per capita dues and magazine subscriptions to RI shall be made on 1 July and 1 January 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 Treasurer shall prepare a budget of estimated income and estimated expenditures for the year, which, having been agreed to by the finance committee and 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 a prospective member, proposed by an active member of the club, shall be submitted through the Club Secretary to the board in writing. 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 through the Approval/Classifications Committee shall ensure that the proposal meets all the classification and membership requirements of the 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

publication of information about the prospective member, that person 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 shall be considered to be elected to membership.

Section 6 — Following the election, the Secretary shall arrange for the induction of the new member and shall report the new member to RI.

Section 7 -- The Board may elect, in accordance with the standard Rotary Club constitution honorary members of the Club.

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

These Bylaws may be amended at any regular Board meeting, a quorum being present, by a two-thirds vote of all Board members present, provided that notice of such proposed amendment shall have been sent to each member at least five (5) days before such meeting. No amendment or addition to these Bylaws can be made which is not in harmony with the Club Constitution and with the Constitution and Bylaws of RI.