

BYLAWS of THE ROTARY CLUB OF PALM COAST

ARTICLE I – NAME, PURPOSE

Section 1: The name of the corporation shall be **Rotary Club of Palm Coast**

Section 2: **The Rotary Club of Palm Coast** is organized exclusively for charitable, scientific and educational purposes, more specifically

- to fund projects that meet the needs of the community we serve.
- to provide scholarships to adult and youth students in the community we serve.
- to promote goodwill and peace through community projects and the Youth Exchange Program.
- to sustain a viable membership to the worldwide organization, Rotary International

ARTICLE II – MEMBERSHIP

Section 1: Membership shall consist of business, professional and community leaders placed in a membership classification based on his/her profession. Membership is by invitation. Individuals serious about a membership with the **Rotary Club of Palm Coast** must complete a “Membership Application Form” (Exhibit A). The proposed new member’s application is reviewed by the Board of Directors. Once the Board of Directors has approved the new member for membership the member is processed into membership using the voting, induction, orientation and retention guidelines established by Rotary International.

Section 2: Membership may be terminated for failure to pay dues and charges and/or lack of commitment to club objectives.

Section 3: **The Rotary Club of Palm Coast** meets every Wednesday at an agreed upon time and place. It is the member’s responsibility to maintain the necessary level of involvement and commitment to the Club’s fundraising efforts to remain a member in good standing.

ARTICLE III – BOARD OF DIRECTORS

Section 1: Board Role, Size, Compensation. The Board is responsible for overall policy and direction of the Club. The Board makes decisions on all financial and organizational matters. The Board shall have 7-9 members. The board receives no compensation. The Board of Directors is made up of members in good standing from the general membership.

Section 2: Meetings. The Board shall meet at least 10 times per calendar year at an agreed upon time and place.

Section 3: Board Elections. Election of new directors or election of current directors to a second term will occur at the February Board Meeting. The Nominating committee will present the slate of Directors and Officers. Directors and Officers will be elected by a majority vote of the current directors. Installation of officers, including all board members, will take place in June of each year.

Section 4: Terms. All Board members shall serve a one (1) year term, but are eligible for reelection.

Section 5: Quorum. A quorum must be attended by at least 50 percent of the Board members before business can be transacted or motions made or passed.

Section 6: Notice. The agreed upon date and place for monthly board meetings serves as notice for the meeting.

Section 7: Officers and Duties. Officers of the Board of Directors include: President, President Elect, Immediate Past President, Secretary and Treasurer. Their duties are as follows:

The President shall convene regularly scheduled meetings, shall preside or arrange for other members of the executive committee to preside at each meeting in the following order: Past-President, Secretary, Treasurer, President-Elect.

The President Elect will chair committees on special subjects as designated by the board.

The Secretary shall be responsible for keeping records of attendance and visitors.

The Treasurer shall make a report at each Board meeting. Treasurer shall chair the finance committee, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to Board members and the membership at large. The treasurer receives all banking documents and balances all checking accounts. The treasurer makes recommendations on investing moneys.

The Administration Chair shall send out meeting agendas and meeting recaps and maintain the Club bylaws.

Section 8: Vacancies. When a vacancy on the Board exists, nomination for new members may be received from present Board members by the Secretary. These nominations shall be sent out to Board members with the regular Board meeting announcement, to be voted upon at the next Board meeting. These vacancies will be filled only to the end of the particular Board member's term.

Section 9: Resignation, Termination and Absences. Resignation from the Board must be in writing and received by the Secretary. A Board member may be removed for other reasons by a three-fourths vote of the remaining directors.

Section 10: Special meetings. Special meetings of the Board shall be called upon the request of the President or one third of the Board. Notices of special meetings shall be sent out by the Administration Chair to each Board member via email.

ARTICLE IV – COMMITTEES

Section 1: The Board may create committees as needed. The President appoints all committee chairmen.

Section 2: Standing committees are designed to maintain fundraising and grant writing efforts. A committee may be composed of one member for the purpose of achieving a specific goal. Long standing committees are decided upon each year by the President and members are asked to volunteer to fill the positions. If a committee does not have a chair the President may appoint a member for the purpose of maintaining the standing committee.

ARTICLE V - AMENDMENTS

Section 1: These Bylaws may be amended when necessary by a two-thirds majority of the Board of Directors. Proposed amendments must be submitted to the Administration Chair be sent out with regular Board announcements.

These Bylaws were approved at a meeting of the Board of Directors of the **Rotary Club of Palm Coast** on **October 18, 2017**.



EXHIBIT A
MEMBERSHIP APPLICATION FORM

Proposal for Membership of ROTARY CLUB OF PALM COAST

Name: _____

Home Address: _____

City: _____ State: _____ Zipcode: _____

Telephone: Home: _____ Mobile: _____

Employer/Business Name: _____

Position Title/Description: _____

Employer/Business Address: _____

City: _____ State: _____ Zipcode: _____

Employer/Business Telephone: _____

Preferred Email: _____ Date of Birth: _____

Partners Name: _____

Children's Names (and ages if under 18)

Previous Rotary Club (if any): _____

A few vocational and personal background details that will enhance your activities as a Rotarian:

I hereby certify that if accepted to Membership of the ROTARY CLUB OF PALM COAST that I, as a Rotarian, will exemplify the Object of Rotary in all my daily contacts and will abide by the constitutional documents of Rotary International and the club. I agree to pay an admission fee and dues in accordance with the bylaws of the club.

Signature: _____ Date: _____

Proposed Member Nominated by: _____

Board Approval Date: _____