

# **BYLAWS OF THE ROTARY CLUB OF CATAWBA VALLEY**

## **Article I: Election of Directors and officers**

**Section 1-**The current board of directors will appoint a nominating committee at least one month prior to our annual December meeting to select candidates for office for the following year. These should include president-elect, secretary, treasurer & sergeant at arms. The nominating committee will consist of the incoming president, the past president and three other Rotary members appointed by the current board. The nominees are presented to the club at the December meeting by the nominating committee or nominations can be accepted from Rotarians from the floor. The nomination duly made shall be accepted by the members and voted for at this annual meeting. The president elected shall serve as a member of the board as president-elect for the year commencing on the first day of July next following the election, and shall assume office as president on the first day of July immediately following the year of service on the board as president-elect.

**Section 2-** The officers so elected together with the immediate past president shall constitute the board of Directors.

**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**

The governing body of this club shall be the board of directors consisting of 11 members of this club, namely, 7 directors elected in accordance with article I, section 1 of these bylaws, the president, vice president, president-elect, secretary, treasurer, the immediate past president, sergeant at arms, and 4 board members appointed by the elected offices to serve as committee chairpersons. Other committees can be formed from time to time at the discretion of the elected board and that committee chairperson so elected made a member of the board of directors.

## **Article III: Duties of Officers**

**Section 1-** President. It shall be the duty of the president to preside at the meetings of the club and the board of directors, 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 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. The president-elect must attend president elect training (PETS). Registration and lodging will be paid by the club. It is also suggested that the president-elect attend the international convention wherever it is held during the year this person serves as president-elect. The club, upon approval of the board, will pay for the registration, transportation, & lodging for the convention.

**Section 3-** Vice President. It shall be the duty of the vice-president to preside at meeting of the club and the board in the absence of the president and to perform such other duties as ordinarily pertain to the office of vice-president.

**Section 4-** Secretary . It shall be the duty of the secretary to keep the records of the membership, record the attendance at the 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.

**Section 5-** Treasurer. It shall be the duty of the treasurer to have custody of all funds, giving an accounting 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. More specifically, the sergeant- at- arms will greet, register, and collect from the guests for the breakfast meal, and announce our guests to the club. Sargeant-at-arms will also prepare the meeting room by putting out our flags and banners and ensuring that the room is ready for our meeting.

#### **Article IV: Meetings**

**Section 1-** Annual Meeting. An annual meeting of this club shall be held in December each year, at which time the election of officers and directors to serve for the ensuing year shall take place. At a scheduled meeting in June, elected officers & committee chairpersons shall be installed

**Section 2-** The regular weekly meetings of this club shall be held on Thursday at 7:00AM. Due and reasonable notice of any changes in or canceling of the regular meeting shall be given to all members of the club. Due and reasonable notice shall include email notification. In case of snow or other hazardous conditions, a regularly scheduled rotary meeting will be cancelled if the Catawba County schools are canceled or delayed for the day by notice on radio and TV. No other notice will be given.

All members, excepting an honorary member (or member excused by the board of directors of this club, pursuant to article VIII, 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 otherwise provided in the standard Rotary club constitution, article VIII, section 1. Meetings can also be made up on the Internet at [WWW.ROTARYECLUBONE.ORG](http://WWW.ROTARYECLUBONE.ORG) as long as the interactive activity averages 30 minutes of participation.

**Section 3-** Fifty-one (51) percent 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 on the 1<sup>st</sup> Thursday of each month following the regular 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-** 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 \$50.00 to be paid before the applicant can qualify as a member.

**Section 2-** The membership dues shall be \$140.00 per quarter. These dues can be changed from time to time by the board of directors in order to cover current costs without direct approval from the membership.

#### **Article VI: Method of Voting**

The business of this club shall be transacted by voice vote or show of hands except for the election of officers and directors, which is conducted by ballot. The Board may provide a ballot for vote on a specific resolution.

**Article VII: Committees**

**Section 1- Appointments**

- (a) The president shall, subject to the approval of the elected officers appoint the following standing committees.
  - 1-Club Service Committee
  - 2-Vocational Service committee
  - 3-Community Service committee
  - 4-International Service committee
- (b) The president shall, subject to the approval of elected officers, also appoint such committees on particular phases of club service, vocational service, community service, and international service as deemed necessary.
- (c) The club service committee, vocational service committee, community service committee, and international service committee shall each consist of a chairman, who shall be named by the president and approved by elected office.
- (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, depending on their respective responsibilities, may be under any, or all, of the vocational service, community service, or international service committees. Where feasible and practical 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.
- (g) All committee chairpersons shall serve as a member of the board of directors for their term of office.

**Section 2- Club Service Committee**

- (a) The chairman 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.
- (b) The club service committee shall consist of the chairman of the club service committee and the chairmen of all committees appointed on particular phases of club service.
- (c) The president may, subject to the approval of the board, appoint the following committees on particular phases of club service.
  - Attendance committee
  - Club bulletin committee

Fellowship committee  
Magazine committee  
Membership committee  
Membership development committee  
Program committee  
Public relation committee

Appoint one member each year to the following committees.

Classifications committee  
Rotary information committee

- (d) The president may appoint the president-elect or vice-president to oversee and coordinate the work of the classifications, membership, membership development, and Rotary information committees.
- (e) Where feasible and practicable in the appointment of club 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.
- (f) The classifications and Rotary information committees may each consist of three (3) members, one member of each committee to be appointed each year for a term of three (3) years. The first appointments made under this provision shall be as follows: one member for a term of one (1) year; one member for a term of two (2) years; one member for a term of three (3) years.
- (g) The magazine committee may, wherever feasible, include the editor of the club publication and local newspaper or advertising member of the club.

**Section 3-** Community Service committee.

- (a) The chairman 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 chairman of the community service committee and the chairman of all committees appointed on particular phases of community service.
- (c) The president may, subject to the approval of the board, appoint the following committees on particular phases of community service:
  - Human development committee
  - Community development committee
  - Partners in service committee
  - Environmental Protection Committee

**Article VIII: Duties of Committees**

**Section 1-** Club Service Committee. This committee shall devise and carry out plans that will guide and assist the members of this club in discharging their responsibilities in matters relating to club service. The chairman of the club service committee shall be responsible for regular meetings of the committee and shall report to the board on all club service activities.

- (a) Attendance Committee. This committee shall devise means for encouraging attendance at all Rotary meetings-including attendance at district conferences, intercity meetings, regional conferences, and international conventions by all club members. This committee shall especially encourage attendance at regular meetings of other clubs when unable to attend meetings of this club; keep all members informed on attendance requirements; promote better incentives for good attendance; and seek to ascertain and remove the conditions that contribute to unsatisfactory attendance.
- (b) Classification 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 classification applying the classification principle, shall review where necessary existing classifications represented in the club, and shall counsel with the board on all classification problems.
- (c) Club Bulletin Committee This committee shall endeavor through the publishing of a weekly club bulletin, to stimulate interest and improve attendance, announce the program of the forthcoming meeting, relate highlights of the previous meeting, promote fellowship, contribute to the Rotary education of all members, and of the worldwide Rotary program.
- (d) 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.
- (e) Magazine Committee. This committee shall stimulate reader interest in *THE ROTARIAN*; sponsor a magazine month; arrange for brief monthly review of the magazine on regular club programs; encourage the use of the magazine in the induction of new members; provide a copy of the magazine for non-Rotarian speakers; secure international service and other special subscriptions for libraries; and in other ways make the magazine of service to the club members and non-Rotarians.
- (f) Membership Committee. 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 and shall report their decisions on all applications to the board. . This committee shall also review continually the club roster of filled and unfilled classifications and shall take positive action to initiate and present to the board the names of suitable persons to fill unfilled classifications.
- (g) Program Committee. This committee shall prepare and arrange the programs for the regular and special meetings of the club. Club members will be assigned programs dates rotating in alphabetical order except for committee chairs who will have a program once a year in relation to their committee duties and elected officers who are excused from doing a program in the year they serve an active role.

- (h) Public Relation Committee. This committee shall devise and carry into effect plans (1) to give the public general information about Rotary, its history, object, and scope; and (2) to secure proper publicity for the club.
- (i) Rotary Information Committee. This committee shall inform prospective members about the privileges and responsibilities of Rotary club membership; keep members informed about the history, object, and activities of Rotary at all levels; and oversee the orientation of the new members during their first year in the club.

**Section 2-** Vocational Service Committee. This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in their vocational relationships and in improving the general standards of practice in their respective vocations. The chairman of this 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.

**Section 3-** Community Service Committee. This committee shall devise and carry into effect plans that will guide and assist the members of this club in discharging their responsibilities in their community relationships. The chairman of this committee shall be responsible for the community service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of community service.

- (a) Human Development Committee. This committee shall devise and carry into effect plans which will guide and assist the members of this club in dealing with the welfare of human beings of all kinds throughout the whole span of life by providing assistance and support to those in need.
- (b) Community Development Committee. This committee shall devise and carry into effect plans that will guide and assist the members of this club in working to make the community a better place to live by improving the physical condition of the community and its facilities.
- (c) Environmental Protection Committee. This committee shall devise and carry into effect plans which will guide and assist the members of this club in monitoring and improving the quality of the community's environment.
- (d) Partners in Service Committee. This committee shall devise and carry into effect plans that will guide and assist the members of this club in building relationships with other Rotary-sponsored organizations within the community and in cooperating with them in service.

**Section 4-** International Service Committee. This committee shall devise and carry into effect plans that will guide and assist the members of this club in discharging their responsibilities in matters relating to international service. The chairman 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 5** – Club Foundation Chair. This committee shall develop and implement a plan to support The Rotary Foundation through participation, where feasible, in grant projects and activities and through financial contributions.

**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.

(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 must be recorded as absence authorized under the provisions of article VII, 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 invoiced bills shall be paid only by checks signed by the treasurer. Request for funds that are not invoiced shall be paid by the treasurer upon approval by any two (2) officers. An accounting of club funds shall be made to the board on a monthly basis.

**Section 3-** Officers having charge or control of the funds shall give bond as may be required by the board for 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 4 quarterly periods. 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.

(Note: Magazine subscriptions for the members joining during a semiannual period are payable upon invoice from the secretariat.)

**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. The prospective member should have visited our club at least three times and the sponsoring member should have explained the rules of membership, such as attendance requirements. While



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visiting our club, the meal shall be at no expense to the prospect. 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. That is, no more than five (5) active members of the club can share the same classification if our membership is less than 50 or no more than 10% of active members of the club can share the same classification if membership is over 50.

**Section 3-** The board shall approve or disapprove the proposal as soon as possible and shall email or otherwise notify club members of the prospective member's name for consideration. If there are no objections from the board or membership within seven (7) days of the proposal, the prospective member shall be considered to be elected to membership. If any objections have been filed with the board, it shall vote on the member at the next board meeting. If approved by the board despite objections, the proposed member shall be considered elected to membership.

**Section 4-** If the prospective member is accepted, the prospective member shall be informed of the purposes of Rotary and of the privileges and responsibilities of membership at a scheduled meeting and given appropriate literature about rotary.

**Section 5-** 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.

**Section 6-** Following the induction of the new member, the club secretary shall issue a membership card and shall report the new member to RI. New members must attend an orientation meeting within 3 months of joining Rotary.

**Section 7 –** Honorary Membership shall be reviewed annually. Honorary Membership shall be renewed if the Honorary Member has distinguished themselves by meritorious service in the furtherance of Rotary ideals or can be considered a friend of Rotary for their permanent support of Rotary's cause.

## **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**

The following should be the order in which weekly meetings are conducted:

- 1-Meeting called to order.
- 2-Introduction of visiting Rotarians.
- 3-Committee reports if any
- 4-Correspondence and announcement
- 5-Any unfinished business.
- 6-Any new business.
- 7-Address or other program features.
- 8-Adjournment with the four way test.

**Article XIV: Amendments**

These bylaws may amended at any regular meeting, a quorum being present, by a two thirds (2/3) vote of all members present, provided that notice of such proposed amendment shall have been mailed to each member at least ten (10) 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. If any doubt exists, the proposed changes should be submitted to the general secretary of RI for consideration by the RI board of directors.