

Bylaws of the Rotary Club of Mount Holly

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. Quorum: Majority of the club membership; a majority of directors for the Board.
5. RI: Rotary International.
6. Year: The 12-month period that begins on 1 July.

Article 2 Board

The governing body of this club is the Board consisting of members of this club, at a minimum the president, immediate past president, president-elect, vice president, and secretary, but which may also consist of the treasurer, director of club service, director of vocational service, director of community service, director of international service, director of youth service, and/or the sergeant-at-arms.

Article 3 Elections and Terms of Office

Section 1 — At least one month prior to elections, members may nominate candidates for president-nominee, secretary, treasurer, and any open director positions. The nominations may be presented by a nominating committee, by members from the floor, or both. The president-nominee elected in such election shall be the vice-president commencing on the first day of July next following the election, and shall assume office of president-elect on 1 July immediately following that year. The vice-president shall take the title of president-elect on 1 July in the year prior to taking office as president.

Section 2 — The candidate who receives a majority of the votes for each office is declared elected to that office.

Section 3 — A vacancy on the Board or any office shall be filled by action of the remaining members of the Board.

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

Article 4 Duties of the Board

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 as ordinarily pertains to the office of president.

Section 2 — *Immediate Past President*. The immediate past president shall serve as a director.

Section 3 — *President-elect*. It shall be the duty of the president-elect to preside at meetings of the club and the board in the absence of the president and to perform other duties as ordinarily pertain to the office of president-elect, and other duties as may be prescribed by the president or the board.

Section 4 — *Vice President*. It shall be the duty of the vice-president to perform duties as ordinarily pertain to the office of vice-president, and other duties as may be prescribed by the president or the board.

Section 5 — *Director*. A director shall attend club and Board meetings.

Section 6 — *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; 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 period; 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 7 — *Treasurer*. It shall be the duty of the treasurer to have custody of all funds, accounting for it to the club annually and at any other time upon demand by the board, and to perform other duties as pertains 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 8 — *Sergeant-at-Arms*. The duties of the sergeant-at-arms shall be such as are usually prescribed for such office and other duties as may be prescribed by the president or the board.

Article 5 Meetings

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

Section 2 — The regular weekly meetings of this club are held on Thursdays (day) at 12:15 PM. Reasonable notice of any change or cancellation of the regular meeting shall be given to all club members.

Section 3 — A majority of the membership shall constitute a quorum at the annual and regular meetings of this club.

Section 4 — 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. A majority of the directors shall constitute a quorum of the board.

Article 6 Fees and Dues

Section 1 — No admission fee shall be paid before the applicant can qualify as a member.

Section 2 — Membership dues shall consist of RI per capita dues, subscription fees to The Rotarian or Rotary regional magazine, district per capita dues, club annual dues, and any other Rotary or district per capita assessment. Club annual dues shall be in the amount of \$660.00, payable quarterly.

Article 7 Method of Voting

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

Article 8 Committees

Section 1 — Club committees coordinate their efforts in order to achieve the club's annual and long-range goals. The president-elect, president, and immediate past president should work together to ensure continuity of leadership and succession planning. When feasible, committee members should 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 meetings 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 should be appointed as follows:

- Membership/ Public Relations: This committee should develop and implement a comprehensive plan for the recruitment and retention of members. This committee should also develop and implement plans to provide the public with information about Rotary and to promote the club's service projects and activities
- Christmas Party: This committee plans, organizes and facilitates the club's annual Christmas party.
- Service Projects: This committee should develop and implement educational, humanitarian, and vocational projects that address the needs of its community and communities in other countries.
- The Rotary Foundation: This committee should develop and implement plans to support The Rotary Foundation through both financial contributions and program participation.
- Scholarship: This committee should develop and implement plans to support scholarships to deserving high school seniors. Duties include overseeing the selection of and awarding to scholarship recipients.

Section 2 — Additional committees may be appointed as needed.

Section 3 — The president shall be *ex officio* a member of all committees and, as such, shall have all the privileges of membership.

Section 4 — Each committee shall transact its business as is delegated to it in these 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 and approved by the board.

Section 5 — 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.

Article 9 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 club funds in financial institution(s) designated by the Board, divided into two parts: club operations and service projects.

Section 3 — Bills are paid by the treasurer or another authorized officer when approved by two other officers or directors.

Section 4 — A thorough annual review of all financial transactions shall be completed by a qualified person.

Section 5 — An annual financial statement of the club shall be provided to club members.

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

Article 10 Method of Electing Members

Section 1 — A member shall provide a candidate's name to the Board. A transferring or former member of another club may also be proposed for membership by the former club.

Section 2 — The Board shall ensure that the candidate meets all of the classification and membership requirements of the Rotary club constitution. The Board shall ensure that the proposed member has attended at least two regular meetings, given his or her written consent to have his/her name published to the club for membership consideration, and is familiar with the duties and responsibilities of Rotary membership. The proposed membership shall be announced to the club. During this time, if any member has any information pertaining to the proposed member's qualifications, positive or negative, he or she shall be encouraged to submit such information to the Board.

Section 3 — The Board shall approve or reject the candidate's proposal for membership within 30 days and shall notify the proposer of its decision.

Section 4 — If the decision of the board is favorable, a date shall be set for club voting on admission to membership within 30 days of the board's approval. The date of the vote must be published to the club membership at least seven days in advance. If the board's vote is not favorable, the president shall notify the prospective member of the board's decision.

Section 5 – Membership acceptance shall be determined by a two-thirds supermajority vote of the club members present.

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 10 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 11 Amendments

These bylaws may be amended at any regular meeting, a quorum being present, by a two-thirds vote of all members present, provided that notice of such proposed amendment shall have been mailed or emailed to each member at least ten (10) days before such meeting. Changes to these bylaws must be consistent with the Standard Rotary Club Constitution, the RI Constitution and Bylaws, and the Rotary Code of Policies.