

**\*Bylaws of the Rotary Club of the Classic City of Athens (4154)**

*\*NOTE: These bylaws are recommended only and may be changed by any Rotary club to meet its own conditions, provided such changes are not out of harmony with the Standard Rotary Club Constitution and with the RI Constitution, RI Bylaws, and the Rotary Code of Policies. If any doubt exists, the proposed changes should be submitted to the general secretary for the consideration of the Board of Directors of RI.*

**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. RI: Rotary International.
5. Year: The twelve-month period that begins on 1 July.

**Article 2 Board**

The governing body of this club shall be the Board consisting of twelve (12) members of this club, namely, the president, immediate past president, president-elect, vice-president/president-nominee, secretary, treasurer, and six (6) additional directors elected in accordance with article 3, section 1 of these bylaws. When feasible, the chairs of the standing committees in article 9 (membership, public image, administration, service projects, the Rotary Foundation, and program) shall be among those elected as directors.

**Article 3 Election of Directors and Officers**

**Section 1** – At a regular meeting one month prior to the meeting for election of officers, the presiding officer shall ask for nominations by members of the club for the positions specified in article 2. The nominations may be presented by a nominating committee (preferably comprising the most immediate three past presidents still members of the club) or by members from the floor.

The nominations duly made shall be placed on a ballot in alphabetical order under each office and shall be voted for at the annual meeting. The candidates for president, president-elect, vice-president, secretary, and treasurer receiving a majority of the votes shall be declared elected to their respective offices. The six (6) candidates for director receiving a majority of the votes shall be declared elected as directors. The candidate for vice-president elected in such balloting shall be considered the president-nominee, and shall be placed on the ballot as candidate for president-elect for the following year. Likewise, the candidate elected as president-elect shall be placed on the ballot for president for the following year. The candidates elected shall take the title and position effective the first day of July immediately following the vote.

**Section 2** – The eleven (11) officers and directors, so elected, together with the immediate past president shall constitute the Board.

**Section 3** – A vacancy in the Board or any office shall be filled by action of the remaining Board members.

**Section 4** – A vacancy in the position of any officer-elect or director-elect shall be filled by

action of the remaining directors-elect.

#### **Article 4 Duties of Officers**

**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 pertain to the office of president.

**Section 2 – *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. When feasible, the immediate past president shall serve as chair of the nominating committee.

**Section 3 – *President-elect*.** It shall be the duty of the president-elect to serve as a director and to perform such other duties as may be prescribed by the president or the Board. The president-elect shall also serve as the club's fund-raising chair.

**Section 4 – *Vice-President*.** It shall be the duty of the vice-president 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 vice-president. When feasible, the vice-president may chair the club's public image committee.

**Section 5 – *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 6 – *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 pertain to the office of treasurer, including invoicing and collecting dues, making required payments, and helping the president-elect set the annual budget and providing reports at Board meetings. 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 7 – *Sergeant-at-Arms*.** The sergeant-at-arms shall be an ex officio member of the Board. 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 during a regular meeting in December in each year as established by the Board, at which time the election of officers and directors to serve for the ensuing year shall take place.

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*(Note: Article 6, section 2 of the Standard Rotary Club Constitution provides that "An annual meeting for the election of officers shall be held not later than 31 December...")*

**Section 2 –** The regular weekly meetings of this club shall be held on Monday at 12:00-1:00 PM. 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

pursuant to 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 9, sections 1 and 2.

**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 held monthly with specific dates set and announced by the president. Special meetings of the Board shall be called by the president, whenever deemed necessary, or upon the request of two (2) directors, due notice having been given.

**Section 5** – A majority of the directors shall constitute a quorum of the Board.

### **Article 6 Fees and Dues**

**Section 1** – The admission fee shall be as determined by the Board, to be paid before the applicant can qualify as a member, except as provided for in the standard Rotary club constitution, article 11.

**Section 2** – The membership dues shall be as determined by the Board, payable quarterly on the first day of July, October, January, and April, with the understanding that a portion of each payment shall be applied to each member's subscription to the RI official magazine.

**Section 3** – At the Board's discretion, additional payments or obligations of the members (e.g., for fund-raisers, contributions to the Rotary Foundation or GRSP, or visitor fees) may be added as a courtesy to the members' quarterly invoices.

**Section 4** – Members currently on an approved leave of absence or who have requested in writing from the Board, an exemption based on the "Rule of 85" (member's age plus years of tenure total at least 85), may be allowed to have their membership dues adjusted to remove the cost of meals not eaten, and be invoiced solely for dues payable to Rotary International and District 6910 plus any other operational costs for the club as determined by the Board.

### **Article 7 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. The Board may determine that a specific resolution be considered by ballot rather than by *viva voce* vote.

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*(Note: Viva voce vote is defined as when club voting is conducted by vocal assent.)*

### **Article 8 Avenues of Service**

The Avenues of Service are the philosophical and practical framework for the work of this Rotary club. They are Club Service, Vocational Service, Community Service, International Service, and Youth Service. This club will be active in each of the Avenues of Service.

### **Article 9 Committees**

Club committees are charged with carrying out the annual and long-range strategic goals of the club. 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, and that each chair of the standing committees be an elected director of the club. Standing committees should be appointed as follows:

- Membership

This committee should develop and implement a comprehensive plan for the recruitment and retention of members.

- Public Image

This committee should develop and implement plans to provide the public with information about Rotary and to promote the club's service projects and activities.

- Administration

This committee should conduct activities associated with the effective operation of the club.

- 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.

- Program

This committee should develop and implement a well-rounded series of programs of interest to the membership, including those focusing on Rotary, the community, and all Avenues of Service.

Additional ad hoc and sub-committees may be appointed as needed by the president and Board. These may include areas of focus as designated by RI, District 6910, or the Board, for instance: Fellowship; Social Media; Families of Rotary; Training; Philanthropy; Nominating; etc. As determined by the Board, these committees may function as subcommittees of, and report to, the standing committees.

(a) The president shall be *ex officio* a member of all committees and, as such, shall have all the privileges of membership thereon.

(b) 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.

(c) 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.

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*(Note: Clubs have the discretion to create any committees that are required to effectively meet their service and fellowship needs.)*

## **Article 10 Duties of Committees**

The duties of all committees shall be established and reviewed by the president for his or her year. In declaring the duties of each, the president shall reference appropriate RI materials and the Avenues of Service when developing plans for the year.

Each committee shall have a specific mandate, clearly defined goals, and action plans established by the beginning of each year for implementation during the course of the year. It shall be the primary responsibility of the president-elect to provide the necessary leadership to prepare a recommendation for club committees, mandates, goals, and plans for presentation to the Board in advance of the commencement of the year as noted above.

### **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 meetings of the club for no longer than twelve (12) months. The Board must vote to approve leaves of absence for longer than six (6) months.

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*(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 attends a regular meeting of some other club, the excused member must be recorded as absent except that absence authorized under the provisions of the Standard Rotary Club Constitution is not computed in the attendance record of the club.)*

### **Article 12 Finances**

**Section 1** – Prior to the beginning of each fiscal year, the president-elect and treasurer-elect shall prepare and the Board shall approve 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. The budget for charitable/service operations may be funded from the previous year's fundraiser, supplemented as approved by the Board from reserve funds.

**Section 2** – The treasurer shall deposit all club funds in a bank, named by the Board. The club funds shall be categorized into three separate parts or accounts: annual club operations (including dues, annual operating expenses, and the like); charitable funds/service projects (including funds for budgeted service activities as well as proceeds from club fundraisers), and club reserves (which shall maintain at least 40% of the club's current annual budget in reserve in an interest-bearing account).

**Section 3** – All bills relating to the club's approved budget shall be paid by the treasurer or other authorized officer with approval of the president or one other officer.

**Section 4** – A thorough review of all financial transactions by a qualified person shall be made once each year. Additionally, the treasurer and Board should implement appropriate practices for control and tracking of petty cash (e.g., "birthday bucks" and "happy dollars") received.

**Section 5** – Officers having charge or control of club funds shall give bond as required by the Board for the safe custody of the funds of the club, cost of bond to be borne by the club.

**Section 6** – 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 extending from 1 July to 30 September, from 1 October to 31 December, from 1 January to 31 March, and from 1 April to 30 June. The payment of per capita dues and RI official magazine subscriptions 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 7** – Any revenue excess from the operating account or unspent funds from the charitable/service account after the end of the year should be deposited into the reserve account within two (2) months of the close of the year, with Board approval. Reserves may be used to supplement the charitable/service budget when the budgeted plan exceeds the prior year's fund-raising revenues, and as directed by the Board (e.g., for emergency funding to the operating account, responding to a natural disaster in the community, investment in additional service projects approved after the adoption of the annual budget, investment in the Rotary Foundation on behalf of a member, subsidizing membership dues, supporting the GRSP program, or other uses as approved by the Board). The reserve account should always hold a minimum of 40% of the current annual budget in reserve.

### **Article 13 Method of Electing Members**

**Section 1** – The name of a prospective member, proposed by an active member of the club, shall be submitted to the Board in writing, through the club secretary. A transferring or former member of another club may be proposed to active membership by the former club. The proposal 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 standard Rotary 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, upon payment of the admission fee (if not honorary membership), as prescribed in these bylaws, shall be considered to be elected to membership.

If any such objection has been filed with the Board, it shall vote on this matter at its next meeting. If approved despite the objection, the proposed member, upon payment of the admission fee (if not honorary membership), shall be considered to be elected to membership.

**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 or membership committee 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, in accordance with the club's "red badge" program.

**Section 7** – The club may elect, in accordance with the standard Rotary club constitution, honorary members proposed by the Board.

### **Article 14 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 15 Order of Business**

Meeting called to order. Prayer and Pledge of Allegiance.  
Introduction of visiting Rotarians and guests.  
Correspondence, announcements, and Rotary information.  
Committee reports if any.  
Any unfinished business.  
Any new business.  
Address or other program features.  
Adjournment, including recitation of the Four-Way Test.

**Article 16 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 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 standard Rotary club constitution and with the constitution and bylaws of RI.