

Rotary Club Of Lillington, North Carolina

Bylaws

Article I Definitions

1. Board: The Board of Directors of this club.
2. Club: Rotary Club of Lillington, North Carolina
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 Board is the Club governing body.

The Board consists of either seven (6) or seven (7) Club members:

1. President
2. Vice-President
3. President Elect
4. Secretary
5. Treasurer
6. Sergeant-at-Arms
7. Immediate Past President.

The Vice President may also serve as President Elect.

If the Vice-President is also President Elect, there are six (6) directors; otherwise there are seven (7) directors. Directors are elected in accordance with article 3, section 1, of these bylaws.

Article 3 Election of Directors and Officers

Section 1 – At a regular meeting one month prior to officers' election, the presiding officer asks for nominations by Club members for president (actually president-elect), vice-president, secretary, treasurer, sergeant-at-arms. Nominations may be presented by a nominating committee or by members from the floor, by either or by both as a club may determine. If it is determined to have a nominating committee, the committee is appointed as the club may determine. Nominations are placed on a ballot in alphabetical order under each office and voted for at the annual meeting or such other meeting as determined by the Board. Candidates for president

(president-elect), vice-president, secretary, treasurer and sergeant-at-arms receiving a majority of votes are declared elected to their respective offices.

The candidate for president elected in such balloting is president-elect and serves as a director for the year commencing the first day of July next following the election, and assumes office as President on the first day of July immediately following the year elected.

Section 2 – Officers and directors, so elected, together with the immediate past president constitute the Board.

Section 3 – A vacancy in the Board or any office is filled by action of the remaining directors.

Section 4 – A vacancy in the position of any officer-elect or director-elect is filled by action of the remaining directors-elect.

Article 4 Duties of Officers

Section 1 – *President*. The president presides at club and Board meetings and performs other duties as ordinarily pertain to the office of president.

Section 2 – *President-elect*. The president-elect serves as a director and performs such other duties as prescribed by the president or the Board.

Section 3 – *Vice-President*. The vice-president presides at club and Board meetings in the president's absence and performs other duties as prescribed by the president.

Section 4 – *Secretary*. The secretary:

- (a) keeps membership records;
- (b) records attendance at meetings;
- (c) sends out notices of club, Board and committee meetings;
- (d) records and preserves meeting minutes
- (e) reports as required to RI, including semiannual membership reports on 1 January and 1 July of each year, and prorated reports on 1 October and 1 April of active members elected to membership in the club since the start of the July or January semiannual reporting period;
- (f) reports changes in membership;
- (g) provides the monthly attendance report made to the district governor within 15 days of the last meeting of the month;
- (h) collects and remit RI official magazine subscriptions;
- (i) performs other duties as usually pertain to the office of secretary.

Section 5 – *Treasurer*. The treasurer:

- (a) takes custody of all funds, accounting for them to the club annually and at other times upon Board demand
- (b) performs other duties pertaining to the office of treasurer.

Upon retirement from office, the treasurer turns over all funds, books of account and other Club property to the incoming treasurer or to the president.

Section 6 – *Sergeant-at-Arms*. The sergeant-at-arms assures meeting environments are conducive to Rotary activity and performs other duties as appointed by the President or the Board.

Article 5 Meetings

Section 1 – *Election Meeting*. An Election Meeting is held no later than the first week of June annually, at which time the election of officers and directors for the ensuing year takes place.

Section 2 – Regular weekly club meetings are held Thursdays at 6:30 P.M..

Due notice of meeting time changes or cancellations is given to all club members. All members excepting an honorary member (or member excused pursuant to article 8, sections 3 and 4 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 8, sections 1 and 2.

Section 3 – One-third of the membership constitutes a quorum at all club meetings.

Section 4 – Regular Board meetings are held on 3rd Thursday of each month or as specified by the Board. Special Board are called by the president, when deemed necessary, or upon the request of two (2) directors, due notice having been given.

Section 5 – A majority of the directors constitutes a quorum of the Board.

Article 6 Fees and Dues

Section 1 – An admission fee, if set by the board, is paid before an applicant can qualify as a member.

Section 2 – Membership dues are established by the Board. Dues are payable quarterly or semiannually on the first day of July and of January or in other fashion as the board requires. A portion of each semiannual payment is applied to each member's RI official magazine subscription.

Article 7 Method of Voting

Club business is transacted by voice vote except the election of officers and directors, which is by written ballot. The Board may determine a specific resolution is to be considered by ballot rather than voice vote.

Article 8 Four Avenues of Service

The four Avenues of Service are the philosophical and practical framework for this Rotary Club's work. The avenues of service are: Club Service, Vocational Service, Community Service, and International Service. This club is active in each of the four Avenues of Service.

Article 9 Committees

Club committees are charged to carry out club annual and long-range goals based on the four Avenues of Service. The president-elect, president and immediate past president work together to ensure leadership continuity and succession planning. When feasible, committee members are appointed to the same committee for several successive years to ensure consistency. The president-elect appoints committee members to fill vacancies, appoints committee chairs and conducts planning meetings prior to the start of his year in office. Committee chairs with previous experience as committee members are preferred. Standing committees are appointed as follows:

- **Membership**

This committee develops and implements a comprehensive plan for member recruitment

and retention.

- **Public Relations**

This committee develops and implements plans providing Rotary and Club service project and activity information to the public.

- **Administration**

This committee improves effective club operations. It develops and implements policies, standards and procedures.

- **Service Projects**

This committee develops and implements educational, humanitarian and vocational projects affecting needs of its community and communities in other countries. When developing annual plans, the service project committee considers vocational service, community service and international service avenues.

- **The Rotary Foundation**

This committee develops and implements plans supporting the Rotary Foundation financially and by program participation.

Additional ad hoc committees are appointed as needed.

- (a) The president is an ex officio member of all committees and has all privileges of membership thereon.
- (b) Each committee transacts business delegated to it in these bylaws and additional business referred to it by the president or the Board. Except where special authority is given by the Board, committees take no action until a report is made and approved by the Board.
- (c) Each chair conducts regular committee meetings and activities, supervises and coordinates committee work and reports all committee activities to the Board.

Article 10 Duties of Committees

Committee duties are established and reviewed by the president for his year. In declaring committee duties, the president references appropriate RI materials.

Each committee has a specific mandate, clearly defined goals, and action plans established at the beginning of each year to be implemented during year. It is the primary responsibility of the president-elect to prepare recommendations 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 club meetings 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 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 8, sections 3 and 4 of the standard Rotary club constitution is not computed in the attendance record of the club.)

Article 12 Finances

Section 1 – Prior to each fiscal year, the Board prepares a budget of estimated annual income and expenditures, which stands as the limit of expenditures for these purposes, unless otherwise ordered by action of the Board. The budget has two parts: one for club operations and one for charitable/service operations.

Section 2 – The treasurer deposits all club funds in a bank, named by the Board. Club funds are divided into two parts: club operations and service projects.

Section 3 – All bills are paid by the treasurer or other authorized officer only after approval by the President, Secretary or by the Board.

Section 4 – A review of all financial transactions by a qualified person is made once each year.

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 Club's fiscal year is 1 July through 30 June. Dues are collected quarterly, semi-annually or as the Board specifies. RI per capita dues and RI official magazine subscriptions are paid yearly based upon 1 July and 1 January Club membership.

Quarterly and Semi-Annual dues are prorated for new members and departing members.

Article 13 Method of Electing Members

Section 1 – The name of a prospective member, proposed by an active member of the club, is 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 is kept confidential except as otherwise provided in this procedure.

Section 2 – The Board ensures the proposal meets all classification and membership requirements of the standard Rotary club constitution.

Section 3 – The Board approves or disapproves the proposal within 30 days of its submission, and notifies the proposer of its decision through the club secretary.

Section 4 – When the Board decision is favorable, the prospective member is informed of the purposes of Rotary and of the privileges and responsibilities of membership. Subsequently the prospective member is requested to sign the membership proposal form and to permit his 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 Club member (other than honorary) within seven (7) days following publication of information about the prospective member, the prospective member, upon admission fee payment if one is specified by the Board, if not honorary membership, as prescribed in these bylaws, is considered elected to membership.

If an objection is filed with the Board, it votes on the matter at its next meeting. If approved despite the objection, the proposed member, upon admission fee payment if one is specified by the Board, if not honorary membership, is considered elected to membership.

Section 6 – Following the election, the president arranges for the new member's induction, membership card, and new member Rotary literature. The president or secretary reports the new

member information to RI and the president assigns a member to assist with the new member's assimilation to the club and assigns 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 14 Resolutions

The club does 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, are referred to the Board without discussion.

Article 15 Order of Business

Meeting called to order.

Introduction of visitors.

Correspondence, announcements and Rotary Information.

Committee reports if any.

Any unfinished business.

Any new business.

Address or other program features.

Adjournment.

Article 16 Amendments

These bylaws may be amended at any regular meeting, a quorum being present, by a two-thirds vote of members present, provided notice of such proposed amendment is communicated to each member by mail, e-mail, telephone or posted to the Club web site 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.

By-laws Adopted

Presented the club in draft during July 2006 and August 2006, these by-laws were adopted by majority vote of the membership present at the meeting of August 17, 2006.

Peter A. Goolsby
President

Larry Currin
Vice-President

Chris Chao, MD
Immed. Past President

Karen Kratz
Secretary

Ronnie Faulkner
Treasurer

Leon McKoy
President Elect

Thomas Holmes
Sergeant-at-arms