

# **Bylaws of the Rotary Club of South Sacramento**

## **Article 1: Definitions**

Board:	The Board of Directors of this Club.
Director:	A member of this Club's Board of Directors.
Member:	A member, other than an honorary member, of this Club.
Member in Good Standing:	A member whose dues are current and who has an attendance record of at least 50%.
Quorum:	One-third of the Club membership or a majority of directors for the Board.
RI:	Rotary International.
Year:	The 12-month period that begins on July 1.

## **Article 2: Board**

- Section 1: The governing body of this Club is the Board consisting of the president, immediate past president, president-elect, vice president, secretary, treasurer and five or more directors. A director may hold more than one position on the Board at a time.
- Section 2: The officers of the Club shall be the president, immediate past president, president elect, secretary and treasurer.

## **Article 3: Elections and Terms of Office**

- Section 1: The election of a president-nominee shall take place each year by December 31. The president-nominee shall take the title of president-elect on July 1 in the year prior to taking office as president.
- Section 2: At least two months prior to elections, a nominating committee shall be appointed by the president consisting of the president and two other members in good standing, one of which shall be a past president.
- Section 3: The candidate shall be published in the weekly newsletter or communicated in writing or electronically to the Club's members at least a week prior to the election.
- Section 4: Nominations from the floor may be made immediately prior to the election.
- Section 5: The candidate who receives a majority of the votes of the members present shall be declared elected.
- Section 6: If a vacancy occurs on the Board, the president shall appoint a member in good standing to serve the remainder of the term of office.

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- Section 7: If the president is not able to fulfill his/her duties, the duties of the president shall be assumed by the immediate past president. However, if the immediate past president is unable to serve as president, another candidate shall be approved by a majority vote of the Board to serve as president.
- Section 8: Terms of office for each Board member shall be one year.

#### **Article 4: Duties of the Board**

- Section 1: President. The president shall preside at Club and Board meetings. The president shall set the goals for the Club, appoint Board directors not elected by the Club, set an agenda for each Board meeting and make the agenda available to the Board and the Club membership in printed or electronic form prior to each Board meeting. The president shall appoint members to the positions of secretary, treasurer, sergeant-at-arms and directors.
- Section 2: Immediate Past President. The immediate past president shall serve as a director.
- Section 3: President-elect. The president-elect position shall prepare for his/her year in office and serve as a director.
- Section 4: Vice President. The vice president shall preside at Club and Board meetings in the absence of the president.
- Section 5: Secretary. The secretary shall keep membership and attendance records, submit attendance reports to RI as mandated, and maintain minutes of the Annual Club meeting and Board meetings.
- Section 6: Treasurer. The treasurer shall oversee all funds, provide annual accounting of these funds and assist in the preparation of the annual budget.
- Section 7: Director. A director shall attend Club and Board meetings and, except as otherwise specified by the president, shall chair one or more committees of the Club.
- Section 8: Board members may perform additional duties as assigned.

#### **Article 5: Meetings**

- Section 1: Annual Meeting. An annual meeting of this Club shall be held no later than December 31 to elect the president-nominee who will serve for the next Rotary year.
- Section 2: The regular weekly meetings of this Club shall be established after consultation with the Club members and then specified in a Board adopted resolution. Should there be a need to change the regular weekly meeting time or location, a new Board resolution shall be adopted. Prior notice of any change or cancellation of a regular meeting shall be given to the Club membership by written or electronic

means.

Section 3: Board meetings shall be held each month, unless cancelled by the president. Special meetings of the Board are called with reasonable notice by the president or upon the request of two directors.

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

Section 1: The admission fee, as established by RI and/or the Club, shall be paid before the applicant officially becomes a member. The admission fee, if any, shall be set by majority vote of the Club membership and shall include those items determined to be necessary to be a part of the Club.

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 in effect. Establishment of Club annual dues and the payment period(s) shall be set by Board resolution and affirmed by the Club membership.

#### **Article 7: Method of Voting**

The Club business is conducted by voice vote or show of hands. The president may call for a vote conducted by ballot for issues that he/she determines to be sensitive.

#### **Article 8: Committees**

Section 1: Club committees coordinate their efforts effort in order to achieve the Club's annual and long-range goals. At a minimum the following five club committees are established:

- Club Administration
- Membership
- Public Relations
- Rotary Foundation
- Service Projects

Section 2: The president, as needed, may appoint additional committees.

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

Section 4: Except where special authority is given by the Board, committees shall not take action until a report has been made to and approved by the Board. The president or the Board may refer business to a specific committee as needed.

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Section 5: Each committee shall have a chair appointed by the president and shall be responsible for meetings and activities of the committee, supervision and coordination of the committee work, and reporting to the Board on all committee activities.

#### **Article 9: Finances**

Section 1: Prior to each fiscal year, the president-elect, working with the treasurer, shall prepare an annual budget of estimated income and expenditures for presentation to the Board at the June Board meeting. The annual budget shall be adopted at the Board meeting in July or as soon thereafter as possible. The budget shall be divided into two parts: Club operations and service projects.

Section 2: The treasurer shall deposit Club funds in financial institution(s) designated by the Board.

Section 3: The treasurer shall pay all bills as they come due. In the event the treasurer is unable to perform his/her duties the president may appoint a Club member to perform those duties.

Section 4: As soon as possible after the close of the fiscal year a qualified person shall complete a thorough annual review of all financial transactions.

Section 5: The treasurer shall provide an annual financial statement to the Club members in a timely manner.

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

#### **Article 10: Method of Electing Members**

Section 1: A member shall submit a candidate's name to the Board. A transferring or former member of another Club may also be proposed for membership. The proposal is kept confidential unless the Board instructs otherwise.

Section 2: The Board shall ensure that the candidate meets all of Rotary's membership requirements.

Section 3: The Board shall approve or reject the candidate's membership within thirty (30) days or by the next Board meeting, whichever is longer, and shall notify the proposer of its decision.

Section 4: If the decision of the Board is favorable, the prospective member is invited to join the Club, educated about Rotary and membership requirements, and asked to sign the membership proposal form and to allow his/her name and proposed classification to be conveyed to the Club by publication in the Club newsletter or by other written or electronic means.

Section 5: If no written objections, including reasons for the objections, are submitted to the Board within seven (7) days after the Club is notified of the prospective

member, that person, upon payment of the admission fee, shall be considered elected. However, if an objection has been filed and is not subsequently withdrawn or the application for membership withdrawn, the Club membership shall vote on this matter at its next meeting. Membership of the prospective member shall be considered approved by a majority vote of those members present.

Section 6: The Club may elect honorary members as proposed by the Board.

### **Article 11: Resolutions**

Any resolutions or motions to commit the Club to any position or action shall first be reviewed and approved by the Board. If resolutions or motions are first offered at a Club meeting, they shall be sent to the Board without discussion and acted upon at the next Board meeting.

### **Article 12: Amendments**

These bylaws may be amended at any regular Club meeting. Changing the Club bylaws requires that written notice be sent to each member ten (10) days before the meeting, that a quorum be present for the vote, and that two-thirds of the votes support the change. Changes to these bylaws must be consistent with the Standard Rotary Club Constitution, the RI Constitution and Bylaws, and the Rotary Code of Policies.

Attachments:

Exhibit 1: Sample Meeting Program

Exhibit 2: Sample Board Resolution

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## EXHIBIT 1

### Rotary Club of South Sacramento Meeting Program

Call Meeting to Order and ask for membership to rise

“Welcome to the Rotary Club of South Sacramento, the Friendliest Club in the District. I am your president, \_\_\_\_\_. Would you all please rise? Will \_\_\_\_\_ lead us in the Pledge?”

Pledge of Allegiance (pre-arranged with a member or guest by president)

Prayer or Thought for the Day (pre-arranged with a member, guest or done by the president)

Ask membership to be seated.

- I. Introduction of Visiting Rotarians and Guest by table
  - II. Announcements by President
  - III. Announcements by Members, Visiting Rotarians or Guests
  - IV. Ask for any Bell Ringers
  - V. Miscellaneous (Any other announcements, jokes, or stories from the membership  
“If there are no further announcements, please enjoy your meal. Our keynote speaker will be introduced shortly.”
  - VI. Introduction of the speaker
  - VII. Keynote Speaker
  - VIII. Wrap up with keynote speaker and call for the raffle.
- Adjournment

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**EXHIBIT 2**

**RESOLUTION NO. 20\_\_-\_\_**

**A RESOLUTION OF THE BOARD OF THE  
ROTARY CLUB OF SOUTH SACRAMENTO  
ESTABLISHING ANNUAL CLUB MEMBER DUES**

WHEREAS, it is in the interest of the Rotary Club of South Sacramento to establish annual dues to cover the costs of club operations; and

NOW THEREFORE BE IT RESOLVED THAT THE FOLLOWING IS ESTABLISHED:

(insert text here)

PASSED AND ADOPTED this day of \_\_\_ in \_\_\_\_\_, 2014 by the following vote:

List the names and positions.

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