

# **Bylaws of the Rotary Club of Marina**

## **Effective July 1, 2013**

### **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 or associate 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 the president, immediate past president, president-elect, vice-president, secretary, treasurer and the sergeant-at-arms. In addition, committee chairs will serve as Directors on the Board.

### **Article 3 Selection of Directors and Officers**

**Section 1** – The president-elect, in consultation with both the board and club members, shall nominate members for secretary, treasurer, president-nominee and director/committee chair positions. These nominations will be presented to membership for consideration/approval, by the membership, using *viva voce* vote, as described in Article 7. The president-nominee shall take the title of president-elect on the first day of July next following the election, and shall serve as an officer during that year. On 1 July immediately following that year, the president-elect shall assume office as president.

**Section 2** – The officers and directors shall constitute the board.

**Section 3** – A vacancy in the board or any office shall be filled by action of the president and 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 president elect and 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.

**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.

**Section 4 – Secretary.** It shall be the duty of the secretary to keep membership records; record attendance at meetings; sent out notices of club, board, and committee meetings; record and preserve 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 capital 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 5 – 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. The treasurer shall notify each member, in writing, no later than 1 June that dues are payable no later than 1 July, for the next year. If dues are not paid by 1 July, a subsequent notification will be sent immediately stating that dues are past due and payable no later than July. 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 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 in each year, at which time the confirmation of the officers and directors, who will 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 Wednesday at 12:15 p.m. 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 a minimum of once each month. 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 \$25.00 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 \$115.00\*/year for 2013, payable annually on the first day of July, with the understanding that a portion of each annual payment shall be applied to each member’s subscription to the RI official magazine. \*The dues payment of \$115.00 is subject to adjustment, based on changes in Rotary International and District dues assessments, and with approval of the Club Board.

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

The business of this club shall be transacted by *viva voce*\* vote. The board may determine that a specific resolution be considered by ballot other 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 Five Avenues of Services**

The Five Avenues of Service are the philosophical and practical framework for the work of the Rotary club. They are Club Service, Vocational Service, Community Service, International Service and New Generations 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. 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. 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 Relations

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.

- 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.

Additional ad hoc committees may be appointed as needed.

(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: The above committee structure is in harmony with both the District Leadership Plan and the Club Leadership Plan. Clubs have the discretion to create any committees that are required to effectively meet its service and fellowship needs. A sample listing of such optional committees is found in the club committee manuals. A club may develop a different committee structure as needed.)*

## **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 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.

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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, and no later than 31 May, the treasurer shall prepare a budget of estimated income and expenditures for the year, for board review and approval at its May business meeting. This budget 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 all club funds in a bank, named by the board. The club funds shall be divided into two separate parts: club operations and service projects.

**Section 3** – All bills shall be paid by the treasurer or other authorized officer in accordance with the expenditures stipulated in the budget and approved by the board. If the expenditures have not already been authorized in the budget by the board, then the expenditures must be approved by two other officers or directors in order to be made.

**Section 4** – A thorough review of all financial transactions by a qualified person shall be made once each year with a report back to the monthly board meeting, no later 31 July.

**Section 5** – The fiscal year of this club shall extend from 1 July to 30 June, and billing for the collection of members dues will be made payable on an annual basis, due 1 July. 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.

### **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 or associate) of the club within seven (7) days following publication of information about the prospective member, that member, 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 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** – As part of a pilot program, the club may elect associate members proposed by the board. The term of an associate membership shall be one year, which can be renewed annually with board approval, for up to two times. An associate member may apply for active membership, at any time, using the method for electing members. Associate members are counted for attendance; expected to attend meetings regularly; expected to participate in club activities; do not pay dues, however, pay \$12 year for the Rotarian magazine; and do not vote on club matters.

**Section 8** – The club may elect, in accordance with the standard Rotary club constitution, honorary members proposed by the board. The term of such membership shall be, as determined by the board, and honorary members will be encouraged to support and/or participate in the club's service projects.

#### **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.

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 all members present, provided that notice of such proposed amendment shall have been mailed to each member at least seven (7) 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.

**Revised: June 12, 2013**

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