

RECOMMENDED ROTARY CLUB BYLAWS

Bylaws of the Rotary Club of Grants Pass, Oregon, U.S.A.

Club bylaws supplement the Standard Rotary Club Constitution and establish common club practices. The bylaws in this document are recommendations. Customize them to reflect your club's practices, and confirm that they are not in conflict with the RI Constitution and Bylaws, the Standard Rotary Club Constitution (except where permitted), and the Rotary Code of Policies. Articles that your club is required to include are noted below.

Article 1 Definitions

1. Board: The club's board of directors
2. Director: A member of the club's board of directors
3. Member: A member of the club, other than an honorary member
4. Quorum: The minimum number of participants who must be present when a vote is taken:
Sixty-percent of the club's members for club decisions and a majority of the directors for club board decisions. A vote by the club is valid with less than a quorum if no objections are received from members.
5. RI: Rotary International
6. Year: The 12-month period that begins on 1 July

Your club may choose how it defines a quorum for voting purposes.

Article 2 Board

The governing body of this club is its board of directors, consisting of, at a minimum, the president, immediate past president, president-elect, president-nominee, vice president, secretary, treasurer and six directors at large. All members of the board are voting members.

The Standard Rotary Club Constitution requires a club's bylaws to include article 2. The officers listed above are required to be members of the club board. Your club's board may have additional members, such as the vice president, the president-nominee, sergeant-at-arms, or other directors. If your club has satellite clubs, list their club board members in this article, also.

Article 3 Elections and Terms of Office

Section 1 — One month before elections, the nominating committee shall nominate candidates for president, vice president, president-elect, 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. Names of nominated members shall be announced at club meetings for three consecutive meetings prior to the date of elections and after each announcement the presiding officer shall call for nominations from the floor.

Section 2 — The nominating committee shall consist of the president-elect, who shall chair the committee, the president, the immediate past president, and the president-nominee.

Section 3 — The candidate who receives a majority of the votes for each office is declared elected to that office.

Section 4 — If any officer or board member vacates his or her position, the remaining members of the board will appoint a replacement.

Section 5 — If any officer-elect or director-elect vacates a position; the remaining members of the board-elect will appoint a replacement.

Section 6 — The terms of office for each role are:

President — one year.

Immediate Past President – one year.

President Elect – one year.

President Nominee – one year.

Vice President — one year.

Treasurer — one year.

Secretary — one year.

Director — two years, with three directors elected every year providing a staggered succession.

Section 7 – Guidelines for Director Candidates:

1. Prior service as a committee chair or officer within 5 years preceding nomination.
2. Paul Harris Fellow desired.
3. Demonstration of leadership acumen.
4. A minimum of 5 years Rotary Service.
5. Willingness to participate in Rotary's District Leadership Program.

Section 8 – Qualification for Presidential Candidates:

1. Prior service as a director.
2. Multiple Paul Harris Fellow desired.
3. Currently and actively involved in club activities.
4. Demonstration of leadership acumen.
5. A minimum of 7 years of Rotary Service
6. Willingness to participate in Rotary's District Leadership Program.

Section 9 – Qualification for Vice President Candidates:

1. Shall have served as president of the Rotary Club of Grants Pass, Oregon.

The Standard Rotary Club Constitution requires that your club's bylaws specify an election process. If a nominating committee is used, include details of how it is appointed. The term of office for a club president is specified as one year in the Standard Rotary Club Constitution.

Article 4 Duties of the Officers

Section 1 — The president presides at club and board meetings. The president shall appoint each committee chairperson or may delegate this authority to a sitting board member or board member-elect. The president shall appoint, for each club committee, one director to act as a liaison to the board. The president shall serve as Club liaison to the Rotary District, Rotary Zone, Rotary International, and The Rotary Foundation.

Section 2 — The immediate past president serves as a member on the board.

Section 3 — The president-elect prepares for his or her year in office and serves as a member of the board. The president elect shall serve as president during periodic absences of the president. The president elect is encouraged to appoint vice chairs for each committee.

Section 4 — The president nominee shall attend club and board meetings, and be a member of the board.

Section 5 — The vice president presides at club and board meetings when the president is absent for an extended period of time or the president is unable to complete their term of office. The vice president shall attend board meetings and be a member of the board.

Section 6 — A director attends club and board meetings and functions as the liaison to the board *regarding* the director's assigned club committees. *A director shall be a member of the board.*

Section 7 — The secretary keeps membership and attendance records and board meeting minutes. *The secretary shall* be a member of the board.

Section 8 — The treasurer oversees all funds and provides an annual accounting of *funds to the club*. *The treasurer shall* be a member of the board.

Section 9 — Board members may perform additional duties as assigned.

Section 10 — Board members are recommended to maintain 70% attendance at board meetings.

See Rotary club leader manuals for details on the roles of club officers.

Article 5 Meetings

Section 1 — An annual meeting of this club *shall be held between December 1 and December 15* to elect the officers and directors who will serve for the next Rotary year.

Section 2 — This club meets as follows: Wednesday (day) at 12:15 PM. Reasonable notice of any change or cancellation of the regular meeting will be given to all club members.

Section 3 — 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.

The Standard Rotary Club Constitution requires club bylaws to include article 5, section 2.

Article 6 Dues

Annual club dues shall be established by the board prior to June 1. The admission fee, as established by RI or the club, shall be paid before the applicant can qualify as a member.

Rotaract members shall pay a club admission fee and may have reduced dues as established in the discretion of the board.

The Standard Rotary Club Constitution requires club bylaws to include article 6.

Article 7 Method of Voting

The business of this club is conducted by voice vote or when a voice vote is inconclusive, by a show of hands. The board may also provide a ballot for a vote on resolutions. If a vote is taken

with less than a quorum of members present the result of that vote is binding unless a club member absent at the time of the vote provides the board with a written objection due to the vote being taken with less than a quorum of members present.

Article 8 Committees

Section 1 — Club committees shall coordinate their efforts to achieve the club's annual and long-term goals. This club shall at a minimum have the committees mandated by Article 13 Section 7 of the club constitution.

Section 2 — The president is an ex officio member of all committees and, as such, has all the privileges of membership.

Section 3 — Each committee's chair is responsible for the regular meetings and activities of the committee, supervises and coordinates its work, and reports to the board on all committee activities.

Article 9 Finances

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

Section 2 — Before each fiscal year starts, the board shall prepare and approve an annual budget of estimated income and expenditures and provides access to the annual budget to club members no later than the last club meeting in July.

Section 3 — The treasurer deposits club funds in a financial institution or institutions designated by the board, divided into at least two accounts: one for club operations and one for service projects.

Section 4 — Bills are paid by the treasurer or another authorized officer when approved by two other officers or directors, one of whom may be the treasurer.

Section 5 — A qualified person, other than the treasurer, conducts a thorough annual review of all financial transactions.

Section 6 — Club members shall receive the annual financial statement of the club for the prior fiscal year no later than the last club meeting in July.

Article 10 Method of Electing Members

Section 1 — A member proposes a candidate for membership to the board secretary, or another club proposes one of its transferring or former members to the board secretary. The proposal is kept confidential unless the board instructs otherwise.

Section 2 — The board with the assistance of the Membership Committee shall ensure that the candidate meets all of Rotary's membership requirements.

Section 3 — Upon the Membership Committee's recommendation, the board approves or rejects the candidate's membership within 30 days and notifies the proposing member of its decision.

Section 4 — Upon board approval of the candidate's membership, the candidate shall be asked permission to post candidate's name in COGS for two consecutive weeks, as a prospective member. If candidate consents candidate's name shall be posted in COGS for two consecutive weeks.

Section 5 — If the board approves the candidate's membership, the prospective member is

invited to join the club, educated about Rotary and membership requirements, asked to sign the membership proposal form which allows their name and proposed classification to be conveyed to the club.

Section 6 – If no member of the club submits a written objection including reasons for the objection or attends a board meeting to make said objection, to the board within seven days after the second posting of the prospective member, that person, upon payment of the admission fee, is considered to be elected to membership. If an objection has been filed with the board, the board shall vote on this matter at its next meeting. If approved despite the objection, the proposed member is elected to membership after admission fee payment.

Section 7 – Club members may recommend an honorary individual membership, subject to board approval.

A process to address objections raised by current members may also be included here.

Article 11 Amendments

These bylaws may be amended at any regular club meeting. Changing the club bylaws requires sending written notice to each member 10 days before the meeting, having a quorum present for the vote, and having 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.

Article 12 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. If in the board's discretion the resolution merits a vote of the club, said vote shall be conducted in the method provided in Article 7 of these bylaws. If the board chooses not to submit the resolution to the club for a vote the proposing member may, upon 20% support of the club membership, documented by petition, submit the resolution to the club for a vote to be conducted in the method provided in Article 7 of these bylaws.

Article 13 Board Impasse

In the event the board is dead locked, or for any reason, is unable to conduct board business, a quorum of the board may assemble a committee of all available past presidents to implement the required board action.