

Bylaws of the Rotary Club of Rio Vista, CA

Article I - 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 President- elect designate, secretary, and treasurer. A nominating committee (appointed by the sitting President-elect) shall present the nominations. The nominations duly made shall be placed on a ballot in alphabetical order under each office with allowance for “write- in candidates” for each office and shall be voted for at the annual meeting. The candidates for President-elect designate, secretary, and treasurer receiving a majority of the votes shall be declared elected to their respective offices for the following Rotary Year.

The sitting President-elect shall, subject to the approval of the board, appoint members who will serve as chairs of the committees (because of Club size and anticipated levels of activities some committees may be merged for a year): Club Service, Vocational Service, Community Service, International Service, New Generations, Administrative, Public Relations, and Sergeant-at-arms. The sitting President-elect, and the duly elected and appointed members above shall assume their respective offices for the year commencing on the first day of July following the election.

Section 2 -The seven (7) club officers (past President, President, President-elect, Executive Club Secretary, Secretary, Treasurer and Sergeant at Arms) together with the committee chairs shall constitute the board of directors.

Section 3 -A vacancy in the board of directors or any office shall be filled by action of the remaining members of the board

Section 4 -A vacancy in the position of any officer-elect or director-elect shall be filled by action of the remaining members of the board of directors-elect.

Article II - Board of Directors

The governing body of this club shall be the board of directors and officers in accordance with article I, section 1 of these bylaws.

Article III - Duties of Officers

Section 1 -*President*. It shall be the duty of the President to preside at meetings of the club and board and to perform such other duties as ordinarily pertain to the office of President.

Section 2 -*President-elect*. It shall be the duty of the President-elect to serve as a member of the board of directors of the club and to perform such other duties as may be prescribed by the President or the board. The President-elect shall preside at meetings of the club and the board in the absence of the President.

Section 3 - *Executive Club Secretary*. It shall be the duty of the Executive Club Secretary to serve as a member of the board of directors of the club and to perform such other duties as may be prescribed by the President or the board. The Executive Club Secretary provides continuity across changes of leadership and is responsible for bi-annual reports to Rotary District 5160.

Section 4 - *Vice President*. The duties of the Vice President will be assumed by the President-elect.

Section 5 - *Secretary*. It shall be the duty of the secretary to keep the records of membership, record the attendance at meetings, send out notices of meetings of the club and board, record and preserve the minutes of such meetings, make the required reports to the District and perform such 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 same to the club annually and at any other time upon demand by the board, and to perform such other duties as pertain to the office of treasurer. 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 duties of the sergeant-at-arms shall be such as are usually prescribed for such office and such other duties as may be prescribed by the President or the board.

Article IV - Meetings

Section 1 -*Annual Meeting.* An annual meeting of this club shall be held on the first Friday in December in each year, at which time the election of officers and directors to serve for the ensuing year shall take place.

Section 2 -The regular weekly meetings of this club shall be held on Friday at 7:00 AM. Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club. All members, except for an honorary member in good standing in this club, 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 VIII, section 1.

Section 3 -One-third of the membership shall constitute a quorum at the annual and regular meetings of this club.

Section 4 -Meetings of the board shall be called by the President whenever deemed necessary or upon the request of two (2) members of the board, due notice having been given.

Section 5 -A majority of the board members shall constitute a quorum of the board.

Article V - Fees and Dues

Section 1 -The admission fee shall be \$0.00 to be paid before the applicant can qualify as a member.

Section 2 -The membership dues shall be determined annually by the Board of Directors, payable semiannually on the first day of July and of January, with the understanding that six dollars (US\$6.00) of each semiannual payment shall be applied to each member's subscription to *THE ROTARIAN* magazine.

Section 3 -Pro-Rata Dues. Incoming members will be assessed membership dues of 1/12th (one-twelfth) of the annual membership dues for each full month in which they are a member.

Article VI - 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.

Article VII - Committees

Section 1 - Appointments

(a) The President shall, subject to the approval of the board, appoint the following standing committees (because of Club size and anticipated levels of activities some committees may be merged for a year):

1. Club Service Committee
2. Vocational Service Committee
3. Community Service Committee
4. International Service Committee
5. New Generations Committee
6. Administrative Committee
7. Public Relations Committee
8. Sergeant-at-Arms

(b) The President shall, subject to the approval of the board, also appoint such responsible individuals or committees on particular phases of club service, vocational service, community service, international service, new generations, administration, public relations and Sergeant-At-Arms as deemed necessary.

(c) The committee shall each consist of a chairperson, who shall be named by the President.

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

(e) Each responsible individual or committee shall transact such business as is delegated to it in the 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 responsible individuals or committees shall not take action until a report has been made to the board and approved by the board.

(f) The President may appoint one or more responsible individuals or committees dealing with various aspects of youth activities, which, depending on their respective responsibilities, may be under any, or all, of the vocational service, community service, international service, new generations, administrative, public relations, or Sergeant-at-Arms committees. Where feasible and practicable in the appointment of such responsible individuals or committees, there should be provision for continuity of membership, either by appointing one or more members for a second term or by appointing one or more members to a two-year term.

Section 2 - Club Service Committee.

(a) The chair of the club service committee shall be responsible for all club service activities and shall supervise and coordinate the work of all responsible individuals or committees appointed on particular phases of club service.

(b) The club service committee shall consist of the chair of the club service committee and the responsible individuals or chairmen of all committees appointed on particular phases of club service.

(c) The President shall, subject to the approval of the board, appoint the following responsible individuals or committees on particular phases of club service:

1. Attendance Programs
2. Rotary Information Membership Special Events Classification Rotary Foundation

(d) The President may appoint the President-elect to oversee and coordinate the work of the classifications, membership, and Rotary information activities.

(e) Where feasible and practicable in the appointment of club committees, attempts should be made to provide continuity of membership, either by appointing one or more members for a second term or by appointing one or more members to a two-year term.

Section 3 - *Community Service Committee.*

(a) The chair of the community service committee shall be responsible for all community service activities and shall supervise and coordinate the work of all responsible individuals or committees appointed on particular phases of community service.

(b) The community service committee shall consist of the chair of the community service committee and the responsible individuals or chairs of all committees appointed on particular phases of community service.

(c) The President may, subject to the approval of the board, appoint responsible individuals or committees on particular phases of community service:

Human development Community development Environmental protection Partners in service

Article VIII - Duties of Committees

Section 1 - *Club Service Committee.* This committee shall devise and carry into effect plans that will guide and assist the members of this club in discharging their responsibilities in matters relating to club service. The chair of the club service committee shall be responsible for meetings of the committee and shall report to the board on all club service activities.

(a) *Attendance.* The responsible individual(s) or committee shall devise means for encouraging attendance at all Rotary meetings - including attendance at district conferences,

intercity meetings, regional conferences, and international conventions by all club members. This responsible individual or committee shall especially encourage attendance at regular meetings of this club and attendance at regular meetings of other clubs when unable to attend meetings of this club; keep all members informed on attendance requirements; promote better incentives for good attendance; and seek to ascertain and remove the conditions that contribute to unsatisfactory attendance.

(b) *Classifications.* The responsible individual(s) or committee shall, in response to a request from the District or Rotary International, make a classification survey of the community and as may be required, compile a roster of filled and unfilled classifications and prepare any other required data included in the request.

(c) *Membership.* The responsible individual(s) or committee shall consider all proposals for membership from the personal side and shall thoroughly investigate the character, business, social and community standing, and general eligibility of all persons proposed for membership and shall report their decisions on all applications to the board.

(d) *Programs.* The responsible individual(s) or committee shall prepare and arrange the programs for the regular and special meetings of the club.

(e) *Rotary Information.* The responsible individual(s) or committee shall inform prospective members about the privileges and responsibilities of Rotary club membership; keep members informed about the history, object, and activities of Rotary at all levels; and oversee the orientation of new members during their first year in the club.

Section 2 - Vocational Service Committee. This committee shall devise and carry into effect plans that will guide and assist the members of this club in discharging their responsibilities in their vocational relationships and in improving the general standards of practice in their respective vocations. The chair of this committee shall be responsible for the vocational service activities of the club and shall supervise and coordinate the work of any responsible individuals or committees that may be appointed on particular phases of vocational service.

Section 3 - Community Service Committee. This committee shall devise and carry into effect plans that will guide and assist the members of this club in discharging their responsibilities in their community relationships.

Section 4 -International Service Committee. This committee shall devise and carry into effect plans that will guide and assist the members of this club in discharging their responsibilities in matters relating to international service. The chair of this committee shall be responsible for the international service activities of the club and shall supervise and coordinate the work of any responsible individuals or committees that may be appointed on particular phases of international service.

(a) *International Foundation Chair-Grant Applications.* The President shall, upon approval by the board, appoint a responsible individual to receive grant application training from the District subsequent to filing such applications on behalf of the Rio Vista Rotary Club.

Section 5 - *New Generations Committee.* This committee shall devise and carry into effect plans that will guide and assist the members of this club in discharging their responsibilities in matters relating to new generations. The chairman of this committee shall be responsible for the new generations activities of the club and shall supervise and coordinate the work of any responsible individuals or committees that may be appointed on particular phases of new generations.

Section 6 - *Administrative Committee.* This committee shall devise and carry into effect plans that will guide and assist the members of this club in discharging their responsibilities in matters relating to administrative activities. The chair of this committee, called the Club Executive Secretary, shall be responsible for administrative activities of the club and shall supervise and coordinate the work of any responsible individuals or committees that may be appointed on particular phases of administrative activities.

Section 7 - *Public Relations Committee.* This committee shall devise and carry into effect plans that will guide and assist the members of this club in discharging their responsibilities in matters relating to public relations. The chair of this committee shall be responsible for the public relations activities of the club and shall supervise and coordinate the work of any responsible individuals or committees that may be appointed on particular phases of public relations.

Club Bulletin. The responsible individual(s) or committee shall endeavor, through the publishing of a weekly club bulletin, to stimulate interest and improve attendance, announce the programs of the forthcoming meetings, relate highlights of the previous meeting, promote fellowship, contribute to the Rotary education of all members, and report news of the club, of its members, and of world-wide Rotary programs.

Publicity. The responsible individual(s) or committee shall disseminate information to the public about Rotary, its history, object, and scope, including current club activities and projects. Whenever practicable a website shall be maintained and utilized for these purposes.

Article IX - 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 a specified period of time.

Article X - Finances

Section 1 -Duties of Treasurer:

(a) The treasurer shall deposit all funds of the club in some bank to be named by the board.

(b) The treasurer shall maintain two bank accounts on behalf of the club. The first shall be named the Operating Fund and will be used to record all income and expenses of the club. The second shall be named the Charitable Giving Fund and will be used to record all charitable income, expenses, and donations of the club.

(c) The treasurer will prepare and maintain the financial records of the club, including a Balance Sheet and an Income and Expense Statement, which shall be in sufficient detail to properly identify all income, expenses, charitable giving reserves and donations. The treasurer will provide monthly reports to the board, and regular financial updates and a detailed annual report to club members.

Section 2 -All bills shall be paid only by checks signed by both by the treasurer and any one (1) of three (3) additional authorized signatories, to be determined by the Board. In the event of the Treasurer's absence, two of the authorized signatories may sign a check and record it in the ledger. Audits of financial transactions and reporting procedures may be required from time to time at the determination of the board.

Section 3 -Officers having charge or control of funds shall give bond as may be required by the board for the safe custody of the funds of the club, cost of bond to be borne by the club.

Section 4 -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 two (2) semiannual periods extending from 1 July to 31 December, and from 1 January to 30 June. The payment of per capita dues and magazine subscriptions to RI 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 5 -At the beginning of each fiscal year the board shall prepare or cause to be prepared a budget of estimated income and estimated expenditures for the year, which, having been agreed to by the board, shall stand as the limit of expenditures for the respective purposes unless otherwise ordered by action of the board.

Article XI - 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. A transferring or former member of another club may be proposed to active membership by the former club. The proposal for the time being 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 club constitution.

Section 3 -The board shall approve or disapprove the proposal within 30 days of its submission, and shall notify the proposer of its decision.

Section 4 -If the decision of the board is favorable, the secretary will issue a ten (10) day letter to all members concerning the acceptance of the prospective member. If no written objection to the proposal, stating reasons, is received by the board from any member (other than honorary) of the club within ten (10) 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. Next, 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.

Section 5 -The club secretary shall report the new member to the District; and provide the President a “new member’s package” of Rotary information, membership badge, Rotary pin and related documents for presentation to the new member by the President.

Section 6 -Following the preceding, the President shall arrange for the induction of the new member into the Club.

Article XII - Resolutions

The club shall consider no resolution or motion to commit this 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 XIII - Order of Business

1. Meeting called to order.
2. Introduction of visiting Rotarians.
3. Correspondence and announcements.
4. Committee reports if any.
5. Any unfinished business.
6. Any new business.
7. Address or other program features.
8. Adjournment.

Article XIV - 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. Members may opt to be similarly notified via email instead of mail. Proposed and approved amendments shall also be posted on the Club website [<http://riovistarotary.org>]. No amendment or addition to these bylaws can be made which is not in harmony with the club constitution and with the constitution and bylaws of RI.

Approved in accordance with Article XIV of these bylaws on:

Signed on behalf of the Members by:

