

Rotary Club of Stennis Space Center



BYLAWS
ADOPTED APRIL 20, 2010



Articles 1-3

Definitions

Board

Elections

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 member, of this club.
4. RI: Rotary International.
5. Club 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 members of this club, namely, the president, president-elect (or president-nominee, if no successor has been elected), immediate past president, Secretary, and Treasurer. The Board may also add a Director in accordance with article 3, section 3 of these bylaws

Article 3 Election of Directors and Officers

Section 1 – At a regular meeting one month prior to the meeting for election of officers, the presiding officer, normally the current President shall ask for nominations by members of the club for president, Secretary, and Treasurer. A nominating committee or members may present nominations from the floor or via email, by either or by both as the club may determine. If the Club determines to use a nominating committee, the club determines how to appoint such committee. The presiding officer shall place duly made nominations on a ballot in alphabetical order under each office and members shall vote on them at the annual meeting. The presiding officer shall declare the candidates for president, Secretary, and Treasurer receiving a majority of the votes elected to their respective offices.

The candidate for president who is elected in such balloting shall be the president-elect and serve as a Director for the year commencing on the first day of July following the election, and shall assume office as president on 1 July of the immediately following year.

Section 2 – A vacancy in the Board or any office shall be filled by action of the remaining Directors.

Section 3 – The Board may designate an at large club member to serve as a Director.



Article 4

Duties of Officers

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 pertains to the office of president.

Section 2 – President-elect. It shall be the duty of the president-elect to serve as a Director and to perform such other duties as the president or the Board may prescribe.

Section 3 – Secretary. It shall be the duty of the Secretary to keep membership records; record attendance at meetings; send out notices of club, Board, and committee meetings; record and preserve the 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 capita 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 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 4 – 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. 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.



Article 5

Annual Meetings

Regular Meetings

Quorum

Board Meetings

Attendance
Requirements

Article 5 Meetings

Section 1 – Annual Meeting. The club shall hold an annual meeting in December each year, at which time the club shall elect officers to serve for the ensuing year.

Section 2 – Regular Meeting. The club shall hold the regular weekly meetings each Tuesday at 1130. The President shall give due notice of two calendar days of any changes in or canceling of the regular meeting to all members of the club. The Secretary shall count 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, as present or absent. Each member should attend the club's regular meetings. A member shall be counted as attending a regular meeting if the member is present for at least 60 percent of the meeting, or is present and is called away unexpectedly and subsequently produces evidence to the satisfaction of the Board that such action was reasonable, or makes up for an absence in any of the ways as provided in the standard Rotary club constitution, article 9, section 1 (a).

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

Section 4 – The Club shall hold regular meetings of the Board on the last Tuesday of each month at the end of regular club meetings. The president shall call special meetings of the Board whenever deemed necessary, or upon the request of two (2) Directors, due notice having been given. With due notice, the President shall decide the manner and form of the meeting.

Section 5 – A majority of the Directors shall constitute a quorum of the Board.



Article 6-8

Fees and Dues

Method of Voting

Four Avenues of Service

Article 6 Fees and Dues

Section 1 – The admission fee shall be \$25.00, and paid by the applicant before qualification as a member.

Section 2 – The membership dues shall be \$200.00 per annum, payable quarterly on the first day of July, October, January, and April with the understanding that the club will apply a portion of each payment to each member's subscription to the RI official magazine.

Article 7 Method of Voting

The club shall transact business of this club by viva voce* vote except the election of officers, which shall be by ballot. The Board may determine that a specific resolution be considered by ballot rather than by viva voce vote.

(*Note: Viva voce vote is defined as when club voting is conducted by vocal assent.)

Article 8 Four Avenues of Service

The four Avenues of Service are the philosophical and practical framework for the work of this Rotary club. They are Club Service, Vocational Service, Community Service, and International Service. This club will be active in each of the four Avenues of Service.



Article 9

Section 1-2

Committees

Article 9 Committees

Section 1. The Club charges committees with carrying out the annual and long-range goals of the club based on the four Avenues of Service. The president-elect, president, and immediate past president should work together to ensure continuity of leadership and succession planning. When feasible, committee members should be appointed to the same committee for three years to ensure consistency. 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. It is recommended that the chair have previous experience as a member of the committee.

Section 2. Standing committees should be appointed as follows:

• **Membership**

This committee should develop and implement a comprehensive plan for the recruitment and retention of members.

• **Club 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.

• **Club Administration**

This committee should conduct activities associated with the effective operation of the club.

• **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 following standing subcommittees shall perform this function for the club:

• **Club Service**

• **Vocational Service**

• **Community Service**

• **International service**

• **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.



Article 9

Section 3

Article 10

Committee
meetings

Duties of
Committees

Article 9

Section 3. (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.

(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 club may develop a different committee structure as needed.)

Article 10 Duties of Committees

The president shall establish and review the duties of all committees for his or her year. In declaring the duties of each, the president shall make reference to appropriate RI materials. The Service Projects Committee will consider the Avenues of Vocational Service, Community Service, and International 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

Article 11 Leave of Absence

Section 1. Upon written application to the Board, setting forth good and sufficient cause, the Board may grant a leave of absence excusing a member from attending the meetings of the club 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 the Standard Rotary Club Constitution is not computed in the attendance record of the club.)

Section 2. The Board may petition the club to remove non-participating members from the club's membership in lieu of approving a leave of absence. The Board presents the oral petition to the Club at a regular meeting and with a quorum of members present, the members vote to keep or remove the non-participating member. A non-participating member is one who meets the definition of the Rotary International constitution.



Article 12

Finances

Article 12 Finances

Section 1 – Prior to the beginning of each fiscal year, the Board shall prepare a budget of estimated income and expenditures for the year, which shall stand as the limit of expenditures for these purposes, unless otherwise ordered by action of the Board. The budget shall consist of 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 – The Treasurer or other authorized officer shall pay all bills only when approved by two other officers or Directors. All checks require two signatures, one the Treasurer and a second by one of authorized officers.

Section 4 – A thorough review of all financial transactions by the Board or a qualified person, as determined by the Board, shall be made once each year.

Section 5 – Officers having charge or control of club funds may 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 fiscal year of this club shall extend from 1 July to 30 June. The Club shall remit payment of per capita dues and RI official magazine subscriptions, District dues and assessments 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

Article 13 Method of Electing Members

Section 1 – An active member of the club shall propose and submit the name of a prospective member 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 Board shall keep such proposal 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 president shall inform the prospective member of the purposes of Rotary and of the privileges and responsibilities of membership, following which the president shall request the prospective member to sign the membership proposal form and to permit the president to publish his or her name and proposed classification 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) of the club within seven (7) 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 the Board receives any such objection, it shall vote on this matter at its next meeting. If approved despite the objection, the Board shall consider the proposed member, upon payment of the admission fee (if not honorary membership), duly 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 – The club may elect, in accordance with the standard Rotary club constitution, honorary members proposed by the Board.



Article 14-15

Resolutions

Amendments

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 Amendments

Club members may amend these bylaws at any regular meeting, a quorum being present, by a two-thirds vote of all members present, provided the Board has provided the notice of such proposed amendment to each member at least ten (10) days before such meeting. The club can enact no amendment or addition to these bylaws which is not in harmony with the standard Rotary club constitution and with the constitution and bylaws of RI.