

Bylaws of the Rotary Club of Houghton Lake

Article 1 Definitions

1. Board: The Board of Directors (which includes officers) of the club.
2. Officer: The president, president-elect, secretary, treasurer, and the immediate past president.
3. Director: A member of this club's Board of Directors.
4. Member: A member, other than an honorary member, of this club.
5. RI: Rotary International.
6. 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 nine (9) members of this club, namely, four (4) directors, elected in accordance with Article 3, Section 1 of these bylaws, and five (5) officers, namely, the president, president-elect, secretary, treasurer, and the immediate past president.

Article 3 Election of Directors and Officers

Section 1 – At a regular meeting one month prior to the Annual Election Meeting, the presiding officer shall ask for nominations for president, secretary, treasurer, and directors. The nominations will be presented by a nominating committee and may also be made by members from the floor. The nominating committee is to be appointed by the current president and consist of a minimum of four (4) members to include the current president and at least two (2) past presidents. The nominations duly made shall be placed on a ballot in

alphabetical order under each office and shall be voted for at the annual election meeting.

The candidates for president, secretary, and treasurer receiving the most votes shall be declared elected to their respective offices. The first year, members will vote for four (4) directors. The two (2) director candidates receiving the most votes shall be elected to serve a two-year term. The director candidates receiving the next two highest votes will each serve a one-year term. In subsequent years, members will vote for two (2) directors and the two receiving the most votes will each serve a two-year term, (This will allow for retention of two (2) directors each year and a total of four (4) directors every year.) In the event that a director cannot serve the full two-year term, the vacancy will be filled in accordance with Article 3, Section 3 of these bylaws, and the replacement will serve out the remainder of the term of office.

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

Section 2 – The officers and directors, so elected, together with the immediate past president shall constitute the board. The Board of Directors shall meet and elect some member of the club to act as sergeant-at-arms.

Section 3 – A vacancy in the board or any office shall be filled by action of 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 remaining board-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 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 may be prescribed by the president or the board.

Section 3 – *Immediate Past President.* It shall be the duty of the immediate past president to preside at meetings of the club and the board in the absence of the president and to perform 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; 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, and prorated reports on 1 October and 1 April of each active member who has 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, monthly, 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, and any other club property.

Section 6 – *Sergeant-at-Arms.* It shall be the duty of the sergeant-at-arms to assure that the club's bylaws and proper rules of order (such as Robert's Rules) are followed at membership and board meetings and to perform other duties as are usually prescribed for such office or as prescribed by the president or the board.

Article 5 Member in Good Standing

All members of the Rotary Club of Houghton Lake are expected to remain in Good Standing. This is defined as a member whose current quarter dues and other obligations are fully paid. A member who owes for two quarters (current and past) is defined as not being in Good Standing and will receive a letter from the Club President or Secretary requesting they pay the amount owing within 30 days. A member who owes for three quarters will receive a letter stating they have 30 days to bring their account in order or they will be terminated. Members undergoing an agreed Leave of Absence are still expected to be Members in Good Standing.

Article 6 Meetings

Section 1 – *Annual Election Meeting.* An annual meeting for the election of officers shall be held no later than December 31st of each year. (Note: Suggested time for annual meeting is by mid-November.)

Section 2 – The regular weekly meetings of this club shall be held on Mondays at 12:15PM. 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 Article 11 of these bylaws or Article 8, Sections 3 and 4 of 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 8, Sections 1 and 2.

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

Section 4 – Regular meetings of the board shall be held each month at a time and place as directed by the president. Special meetings of the board shall be called by the president, whenever deemed necessary, or upon the request of two (2) directors or officers, due notice having been given.

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

Article 7 Fees and Dues

Section 1 – The admission fee for an applicant shall be \$20.00 to be paid before the applicant can qualify as a member.

Section 2 – The membership dues shall be \$400.00 per annum, payable quarterly on the first day of July, October, January and April, and shall include a meal at regular weekly meetings. A portion of each payment shall be applied to each member's subscription to the RI official magazine.

Article 8 Method of Voting

The business of this club shall be transacted by a show of hands vote except the election of officers and directors, which shall be by secret ballot. The board or any member in good standing, may determine that a specific resolution or motion be considered by secret ballot rather than by show of hands vote.

Article 9 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 10 Committees

Club committees, appointed by the president, are charged 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. Prior to the start of his/her year in office, the president-elect is responsible for appointing committee chairs and members and conducting planning meetings for the coming year. It is recommended that the chair have previous experience as a member of the committee. 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 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.

Article 11 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. 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 12 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 length of time (not to exceed 12 months). Once the specified length of time has expired, the member may apply for an extension of the Leave of Absence. If he/she does not do this it will be assumed they have returned to regular membership. The member will be liable for continued payment of all dues and for participation in club events and fundraising activities. 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 Article 8, Sections 3 and 4 of the Standard Rotary Club Constitution and is not computed in the attendance record of the club.

Article 13 Finances

Section 1 – Prior to the beginning of each fiscal year, the board shall prepare a proposed budget of estimated income and expenditures for the year, which, after having been approved by the membership, shall stand as the limit of expenditures for these purposes, unless otherwise ordered by action of the membership. The budgeted expenses for the new fiscal year shall not exceed the income of the previous fiscal year, unless specifically approved by the membership. 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.

Section 3 – All expenditures, other than routine club operational expenses (limited to \$250), shall be approved, in advance, by the board. Two signatures shall be required on all checks.

Section 4 – Once each year, the board shall name a qualified person (other than the treasurer), to conduct a thorough review of all financial transactions.

Section 5 – Officers having charge or control of club funds shall 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, and for the collection of members' dues shall be divided into four (4) quarterly periods extending from 1 July to 30 September, from 1 October to 31 December, from 1 January to 31 March, and from 1 April to 30 June. 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 14 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) of the club within twenty-one (21) 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.

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 15 Resolutions

No officer, director or member shall 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 16 Order of Business (Weekly General Meeting)

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 17 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. 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.