



Bylaws of the Rotary Club of Tyrone, Pa.

Article I 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. Year: A 12-month period beginning 1 July.

Article II Board

Section 1 – The governing body of this club shall be the board consisting of eight members of this club; namely, the president, the vice-president (president-elect), the secretary, the treasurer, the immediate past president, and the three at-large directors.

Section 2 – At-large members of the board of directors shall consist of three (3) members elected in accordance with Article III, Section 1 of these bylaws: one member for a term of one (1) year, one member for a term of two (2) years, and one member for a term of three (3) years.

Section 3 – In any dispute, board decisions may be challenged and overridden by a majority vote of the general club membership at any regular or special meeting.

Article III Election of Directors and Officers

Section 1 – At the last regular meeting in November in each year a nominating committee previously appointed by the president shall present to the club a slate of nominees for president, vice-president (president-elect), secretary, treasurer, and one at-large member of the board of directors. The nominations duly made shall be voted for at the annual meeting, along with any nominations from the floor. The candidates for president, vice-president, secretary, and treasurer receiving a majority of the votes shall be declared elected to their respective offices. The candidate for director receiving a majority of the votes shall be declared elected as director for a three-year term.

Section 2 – The officers and director so elected, together with the immediate past president and the two at-large directors whose terms will have not expired on 1 July, shall constitute the board of directors. Within one week after their election, the board of directors-elect shall meet and

elect some member of the club to act as sergeant-at-arms. The duties of the sergeant-at-arms shall be such as are usually prescribed for such position and other duties as may be prescribed by the president or the board.

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

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

Article IV 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 – *Vice-president (President-elect)*. It shall be the duty of the vice-president (president-elect) to preside at meetings of the club and board in the absence of the president, to act as program chairman, and to perform other duties as ordinarily pertain to the office of vice-president.

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, 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 4 – *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 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 5 – *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 V Meetings

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

Section 2 – The regular weekly meetings of this club shall be held on Monday at 5:45 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 by the board of directors of this club, pursuant to the 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 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 monthly. 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 board members shall constitute a quorum of the board.

Article VI Fees and Dues

Section 1 – There shall be no admission fee to be paid before the applicant can qualify as a member.

Section 2 – Annual membership dues cover dues to RI, a subscription to *THE ROTARIAN*, and dues to RI District 7350. One-fourth of the total dollar amount of the foregoing items is payable on the first day of July, October, January, and April. The secretary semiannually remits the appropriate dues amounts to RI and to the District.

Article VII 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 VIII 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 IX Committees

Club committees 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. 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. 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.

- 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 X 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 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 XI 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. Such leave of absence operates to prevent a forfeiture of membership; it does not operate to give the club credit for the member's attendance. The excused member shall be recorded as absent except that absence authorized under the club constitution is not computed in the attendance record of the club.

Article XII 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 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 funds of the club in some bank to be named by the board.

Section 3 – All bills shall be paid only by checks signed by any two officers. A thorough audit by a certified public accountant or other qualified person shall be made once each year of all the club's financial transactions.

Section 4 – 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 5 – 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 starting 1 July, 1 October, 1 January, and 1 April. The payment of per capita dues and magazine subscriptions to RI shall be made on 1 July and 1 January in each fiscal year on the basis of the club membership on those dates.

Section 6 – The treasurer shall issue quarterly itemized statements to each member, per Section 5 of this article.

Article XIII 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 club constitution.

Section 3 – The board shall approve or disapprove the proposal within thirty (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 seven (7) days following publication of information about the prospective member, that person 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 shall be elected to membership.

Section 6 – Following the election, the president shall arrange for the new member's induction and provide him or her with 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 club constitution, honorary members proposed by the board.

Article XIV 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 XV Order of Business

Pledge of Allegiance

Song

Recitation of Four-Way Test

Dinner

Meeting called to order

Introduction of visitors

Fifty-fifty drawing

Correspondence and announcements

Committee reports, if any

Matters to come before the club

Address or other program features

Adjournment

Article XVI 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 that is not in harmony with the club constitution and with the constitution and bylaws of RI.

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