



**Bylaws of the Rotary Club of Selinsgrove Area  
Club 5324  
Chartered June 27, 1927**

**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: The twelve-month period that begins on July 1<sup>st</sup>.

**Article II – Board of Directors**

The governing body of this club shall be the board consisting of ten members of this club, namely, four Directors, President, Vice President, Secretary, Treasurer, President-Elect and the immediate Past President, elected in accordance with article 3, section 1 of these bylaws.

**Article III – Election of Directors and Officers**

Section 1 – At a regular meeting one month prior to the annual meeting, the presiding officer shall appoint a Nominating Committee consisting of three members. It will be the responsibility of that Committee to solicit nominations from the floor at each of the two regular meetings immediately following their appointment.

Section 2 – At a regular meeting immediately preceding the annual meeting, the Nominating Committee will present its report to the club's members, naming at least one nominee to each office in addition to two nominees for directors to be named to the board of Selinsgrove Recreation, Inc. The presiding officer shall issue a final call for nominations from the floor.

Section 3 – The nominations duly made shall be placed on a ballot in alphabetical order under each office and shall be voted for at the annual meeting. If only one person is nominated for each office, election may be by voice vote. A majority of the members

present and voting shall be required for election to office. The candidates receiving the majority of votes shall be declared elected.

Section 4 – The President elected in such balloting shall have served as a member of the Board as President-Elect for the year preceding his/her election as President, and shall assume office as President on July 1 immediately following his/her service on the Board as President-Elect.

Section 5 – The officers and directors so elected, together with the immediate past president, shall constitute the board. Within one week after their election, the directors-elect shall meet to approve the President's appointee to serve as sergeant-at arms. In addition, the President-Elect shall meet with the newly elected Board to organize his/her administration in such a manner as to provide an orderly transition of activities from the incumbent administration to the incoming administration.

Section 6 – A vacancy in the Board or any office shall be filled by action of the remaining directors.

Section 7 – A vacancy in the position of any officer-elect shall be filled by action of the remaining directors-elect.

#### **Article IV – 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 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 director, presiding at meetings in the absence of the president; to attend PETS and to perform such other duties as may be prescribed by the president or the board.

Section 3 – Vice-President. It shall be the duty of the vice-president to preside at meetings of the club and the board in the absence of the president and president-elect, and to perform other duties as ordinarily pertain to the office of vice-president.

Section 4 – Secretary. It shall be the duty of the secretary to keep membership records; provide for a record of 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 semi-annual reports of membership on January 1 and July 1 of each year, and prorated reports on October 1 and April 1 of each active member who has been elected to membership in the club since the start of the July or January semi-annual 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 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.

Section 6 – 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 normally be held on the second Thursday of November, but no later than December 31, at which time the election of directors and officers for the ensuing year shall take place.

Section 2 – A Club Assembly shall normally be held quarterly for the purposes of discussing club business, budget, and/or projects.

Section 3 – The regular weekly meetings of this club shall be held on Thursday at 12:15 p.m. with lunch being available at approximately 11:45 a.m. Due notice of any changes in time or place, or cancellation of a regular meeting shall be given to all members of the club.

Section 4 – Attendance. All members excepting an honorary member (or member excused pursuant to article 8, sections 3 and 4 of the RI 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 percent of the time devoted to the regular meeting, either at this club or any other club, or as otherwise provided in the RI club constitution, article 8, sections 1 and 2.

Section 5 – One-third of the membership shall constitute a quorum at the annual and regular meetings of this club.

Section 6 – The board shall normally meet every month upon the call of the president. Special meetings of the board shall be called by the president, whenever deemed necessary, or upon the request of two directors, due notice having been given. A majority of the directors shall constitute a quorum of the board.

## **Article VI – Finances**

Section 1 - Fees and Dues. The board shall set the amount of financial fees and dues to be charged to members of the club. All financial obligations of membership shall be paid within 30 days of postmark of bills. No person shall take office if his/**her** financial obligation of membership is in arrears as of the time said person is scheduled to assume office.

Section 2 – The fiscal year of the club shall extend from July 1<sup>st</sup> to June 30<sup>th</sup>, and the collection of members' dues shall be divided into quarterly periods ending September, December, March and June. The payment of per capita dues and magazine subscriptions to RI shall be made on July 1 and January 1 of each year on the basis of the membership of the club on those dates.

Section 3 - At the beginning of each fiscal year, the board shall prepare or cause to be prepared, 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 4 – The treasurer shall deposit all funds of the club in a bank named by the board.

Section 5 – All bills shall be paid by the treasurer upon receipt of appropriate documentation. Two signatures are required on all checks, with the president or the secretary providing the second signature.

Section 6 - Within one month after the end of the fiscal year, the president shall appoint an audit committee of three persons, who will review the club's financial transactions, employing the services of a certified public accountant if deemed necessary.

Section 7 – 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.

### **Article VII – Method of Voting**

The business of this club may be transacted by voice vote, except the election of directors and officers, which shall be by written ballot if more than one candidate is nominated for any office. The board may determine that a specific resolution be considered by ballot rather than by voice vote.

### **Article VIII – Four Avenues of Service**

The four Avenues of Service are the philosophical and practical framework for the work of this 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 – Committee Structure and Responsibilities**

Section 1 – The president shall appoint members to serve on the following standing committees and sub-committees, subject to the approval of the board:

- a. Community Service
- b. International Service

- c. Vocational Service
- d. Club Service
  - 1. Membership and Classification
  - 2. Club Newsletter and Public Relations
  - 3. Club Administration
  - 4. The Rotary Foundation

Section 2 – Community Service, International Service, Vocational Service and Club Service shall be chaired by an elected Director on the board. Subject to the approval of the board, the president shall appoint any other committee that may be deemed necessary for the internal administration of club affairs. The president shall be ex-officio a member of all committees and no committee shall implement any plan of action without the prior approval of the board.

### Section 3 – Duties and Responsibilities of Committees

- a. Community Service Committee. This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in community relationships. The chair of this committee shall be responsible for the community service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of community service.
- b. International Service Committee. This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in matters relating to international service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of international service.
- c. Vocational Service Committee. This committee shall devise and carry into effect plans which 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 chairman of this committee shall be responsible for the vocational service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of vocational service.
- d. Club Service Committee. This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities for the success of the club in meeting the purposes and object of Rotary.
  - 1. Membership – This committee should develop and implement a comprehensive plan for the recruitment and retention of members, with deliberations including but not limited to classification, development and orientation, and attendance.
  - 2. Club Newsletter and 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, in addition to assuring the writing and distribution of a weekly Newsletter.

3. Club Administration – This committee should conduct activities associated with the effective operation of the Club, including scheduling of programs and events and the annual calendar.
4. The Rotary Foundations – This committee should develop and implement plans to support The Rotary Foundation through both financial contributions and program participation.

### **Article X – 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 meetings of the club for a specified length of time. A leave shall not excuse the payment of membership dues.

### **Article XI – Method of Electing Members**

Section 1 – The name of the 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 active member who made the proposal, 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 days following publication of information about the prospective member, that person, upon payment of the admission fee (if not honorary member), 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 committee.

Section 7 – The club may elect, in accordance with the standard Rotary club constitution, honorary members proposed by the board.

### **Article XII – 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 XIII – Order of Business**

Meeting called to order  
Introduction of visitors  
Correspondence, announcements and Rotary Information  
Sergeant-at-arms report  
Committee reports, if any  
Unfinished business, if any  
New business, if any  
Address or other program features  
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 or otherwise provided to each member at least ten 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 the constitution and bylaws of RI.

Bylaws adopted as amended April 5, 2007.