

# **Bylaws of the Rotary Club of El Centro**

## **Article I - Election of Directors and Officers**

### **Section 1 -**

At a regular meeting one month prior to the meeting for election of directors, the presiding officer shall ask members of the club for to submit self-nominations for expired positions of members of the board of directors in writing to the chair of the nominating committee. The self-nominations will be reviewed by the nominating committee to determine if the member is a member in good standing. Only members in good standing may be considered for election to club directorships or any other club office. The nominations duly made and reviewed by the nominating committee shall be placed on a ballot in alphabetical order and shall be voted for at the annual meeting. The number of candidates equal to the number of vacant board of director positions receiving the most votes shall be declared elected as directors. The nominating committee will select a club member for the office of president-elect-elect. The nominating committee shall bring the selection to the annual meeting for club ratification. One year prior to becoming club president, the president-elect-elect shall become president-elect. The president-elect shall serve as a member of the of the board as president-elect 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 the year of service on the board as president-elect.

### **Section 2 –**

The officers and directors so elected, together with the immediate past president, 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.

### **Section 3 –**

A vacancy on 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 consisting of 12 members of this club, namely, 8 directors elected in accordance with Article I, section 1, of these bylaws, the president, the president-elect ( a director), secretary, treasurer and immediate past president.

## **Article III Duties of Officers**

### **Section 1 –**

***President.*** It shall be the duties 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 duties as may be prescribed by the president or board.

### **Section 3 –**

***Secretary.*** It shall be the duty of the secretary to keep records of membership, record the attendance at meetings, send out notices of meetings of the club, board and committees, record and preserve minutes of such meetings, make the required reports to RI, including semiannual reports of membership, which shall be made to the general secretary of RI on January 1 and July 1 of each year, and including prorated reports to the general secretary on October 1 and April 1 of each active, senior active and past service member who has been elected to membership in the club since the start of July or January semiannual reporting period, the report changes in membership, which shall be made to the general secretary of RI, the monthly report of attendance at the club meetings, which shall be made to the district governor immediately following the last meeting of the month, collect and remit RI subscriptions to *THE ROTARIAN*, and perform such 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 the 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 5 –**

***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 the club shall be held on January of each year, at which time the election of officers and directors for the ensuing year shall take place.

**Section 2 –**

The regular weekly meetings of this club shall be held on Thursday at 12:00 PM. Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club. All members of the club excepting an honorary member (or members excused by the board of directors of this club, pursuant to Article VII, Section 3) 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.

**Section 3 -**

One-third of the membership shall constitute a quorum at the annual meeting and regular meetings of this club, except as provided in subsection 2.020.4 of the RI bylaws.

**Section 4 –**

Regular meeting of the board shall be held on the first Wednesday of each month. Special 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 – Dues and Fees**

**Section 1 –**

The membership dues shall be established by the board of directors on an annual basis, billed and payable on July 1<sup>st</sup> of each fiscal year. A portion of the membership dues will be applied to each member's subscription to THE ROTARIAN magazine.

**Section 2 –**

In addition to the annual membership dues, each member of the club shall be "recognized" during the year for a variety of activities. The president shall impose these fees of "recognition" and the established dollar amount will be determined between the member and club each year.

**Article VI – Method of Voting**

The business of this club shall be transacted by *viva voce* except the election of officers and directors, which shall be by ballot.

**Article VII – Committees**

**Section 1 –**

- (a) The president shall, subject to the approval of the board, appoint the following standing committees chaired by a member of the board of directors:

- Club Service
- Vocational Service

Community Service  
International Service

- (b) The president shall, subject to the approval of the board, also appoint such committees on particular phases of club service, vocational service, community service and international service as deemed necessary.
- (c) Each committee established under club service, vocational service, community service, and international service shall each consist of a chairman, who will be named by the standing committee board member and not less than two (2) other club members.
- (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 committee shall transact such business, as it is delegated to it by 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 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 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 or international service committees. Where feasible and practical in the appointment of such committees, there should be a provision for continuity of membership, either by appointing one or more members for a second term.

**Section 2 – Club Service**

- a) The president shall appoint four directors as chairs of the club service committee. The club service committee shall be organized into four groups. The chairs shall be responsible for organizing and coordinating the work of all committees appointed on particular phases of club service.
- b) Each chair will appoint, subject to board approval, chairs for each committee in their club service group.
- c) The president, subject to board approval, shall establish the following club service groups and committees:

Club Service Group I  
Program Committee  
Birthday Committee  
Attendance Committee  
Nominating Committee  
Sergeant-at-Arms Committee

Club Service Group II  
Club Bulletin Committee  
Weekly Fund Raiser  
Public Relations Committee  
Yearbook Committee  
Magazine Committee

Club Service Group III  
Visiting Rotarians Committee  
Fellowship Committee  
Religious Awareness Committee  
CODGERS

Club Service Group IV  
Classifications Committee  
Membership Committee  
Membership Development Committee  
Rotary Information Committee

- d) The president shall appoint the president-elect to oversee and coordinate the work of Club Service Group IV
- e) Where feasible and practical in the appointment of club committees, there should be provision for continuity of membership by reappointing one or more members each year from the previous year to the same committee.

**Section 3 – Community Service Committee**

- a) The community service committee will be organized into two groups. The president shall appoint a member of the board of directors to the chairs of each community service group.
- b) Each chair will appoint, subject to board approval, chairs for each committee in their community service group.
- c) The president shall, subject to board approval, establish the following community service groups and committees:

Community Service Group I  
Partners in Service Committee  
Human Development Committee  
Community Service Group II  
Community Development Committee  
Environmental Protection Committee

**Section 4 – Vocational Service Committee**

- a) The president shall appoint a member of the board of directors to the chair the vocational service committee.

- b) The chair will appoint, subject to board approval, chairs for each committee in the service group.
- c) The president shall, subject to board approval, establish the following vocational service committees:

Career Development Committee  
Four-Way Test

**Section 5 – International Service Committee**

- d) The president shall appoint a member of the board of directors to the chair the international service committee.
- e) The chair will appoint, subject to board approval, chairs for each committee in the service group.
- f) The president shall, subject to board approval, establish the following international service committees:

Rotary Foundation  
World Community Service

**Article VIII Duties of Committees**

**Section 1 –**

**Club Service**

*Club Service Groups and Committees.* These committees shall devise and carry into effect plans which will guide and assist members of this club in discharging their responsibilities in matters relating to club service.

**Club Service - Group I**

Program Committee. This committee shall prepare and arrange the programs for the regular and special meetings of the club.

Birthday Committee. This committee shall prepare and arrange the monthly celebration of Rotarian birthdays.

Attendance Committee. This 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 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.

Nominating Committee. This committee shall meet to develop a slate of officers and directors for the upcoming Rotary year to be submitted to the Board of Directors for approval.

Sergeant-at-Arms. This committee shall track and collect member fines at all Rotary meetings.

## **Club Service - Group II**

Club Bulletin Committee. This committee shall endeavor, through the publishing of a weekly club bulletin, to stimulate interest and improve attendance, announce the program of the forthcoming meeting, 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 the world- wide Rotary program.

Weekly Fund Raiser. This committee ensures that a prize is donated for the club's weekly drawing.

Public Relations Committee. This committee shall devise and carry into effect, plans (1) to give the public general information about Rotary, its history, object, and scope; and (2) to secure proper publicity for the club.

Yearbook. This committee produces or causes to be produced an annual yearbook of club members that is handed out during the first meeting of July.

Magazine Committee. This committee shall stimulate reader interest in *THE ROTARIAN*; sponsor a magazine month; arrange for brief monthly reviews of the magazine on regular club programs; encourage the use of the magazine in the induction of new members; provide a copy of the magazine for non- Rotarian speakers; secure international service and other special subscriptions for libraries, hospitals, schools and other reading rooms; send news items and photographs to the editor of the magazine and in other ways make the magazine of service to the club members and non-Rotarians.

## **Club Service - Group III**

Visiting Rotarians. This committee shall welcome and greet Rotarians visiting from outside clubs.

Fellowship Committee. This committee shall promote acquaintance and friendship among the members, promote participation by members in organized Rotary recreational and social activities, and do such work in pursuance of the general object of the club as may be assigned by the president or the board.

Religious Awareness. This committee shall perform the invocation at each weekly Rotary Club meeting.

CODGERS. This committee shall prepare an annual barbecue fellowship for Rotary Club members. Appointment to this committee shall be limited to past presidents of the club.

## **Club Service - Group IV**

Classifications Committee. This committee shall as early as possible, but no later than 31 August of each year, make a classification survey of the community; shall compile from the survey a roster of filled and unfilled classifications, applying the classification principle; shall review, where necessary, existing classifications represented in the club; and shall counsel with the board on all classification problems.

Membership Committee. This 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.

Membership Development Committee. This committee shall review continually the club roster of filled and unfilled classifications and shall take positive action to initiate and present to the board the names of suitable persons to fill unfilled classifications.

Rotary Information Committee. This 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 –**

### **Community Service**

Community Service. . These groups and committees shall devise and carry into effect plans which will guide and assist members of this club in discharging their responsibilities in matters relating to their community relationships. The directors assigned to guide these committees shall be responsible for community service activities of the club.

### **Community Service - Group I**

Partners in Service Committee. This committee shall devise and carry into effect plans that will guide and assist the members of this club in building relationships with other Rotary-sponsored organizations within the community and in cooperating with them in service. This partnership includes Interact, Rotaract and RYLA.

Human Development Committee. This committee shall devise and carry into effect plans which will guide and assist the members of this club in dealing within the community with the welfare of human beings of all kinds throughout the whole span of life by providing assistance and support to those in need. This would include the S.T.A.R. Program and projects for disabled and senior citizens.

### **Community Service - Group II**

Community Development Committee. This committee shall devise and carry into effect plans that will guide and assist the members of this club in working to make the

community a better place to live by improving the physical condition of the community and its facilities.

Environmental Protection Committee. This committee shall devise and carry into effect plans that will guide and assist the members of this club in monitoring and improving the quality of the community's environment.

### **Section 3 -**

#### **Vocational Service**

*Vocational Service.* These committees shall devise and carry into effect plans which will guide and assist members of this club in discharging their responsibilities in matters relating to their vocational relationships and in improving the general standards of practice in their respective vocation. The director assigned to guide these committees shall be responsible for vocational service activities of the club.

Career Development. This committee shall promote activities that assist young people in the selection of a career. Responsibilities include the annual Senior Class presentations.

Four-Way Test. This committee shall promote the awareness of the Four-Way Test by organizing and executing an annual Four-Way Speech competition among local high schools.

### **Section 4 -**

#### **International Service**

*International Service.* These committees shall devise and carry into effect plans which will guide and assist members of this club in discharging their responsibilities in matters relating to international service. The director assigned to guide these committees shall be responsible for international service activities of the club.

Rotary Foundation. This committee promotes and encourages participation in Rotary International Foundation through Paul Harris Fellow and Paul Harris Sustaining memberships.

World Community Service. This committee plans and carries out projects to improve the lives and meet human needs through international service.

### **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 length of time.

### **Article X – Finances**

#### **Section 1 –**

The treasurer shall deposit all funds of the club in some bank to be designated by the board.

**Section 2 –**

All bills shall be paid only by checks signed by the treasurer and president upon vouchers signed by any two officers. A compilation of financial statements prepared by a certified public accountant or other qualified person shall be made once each year of all the clubs' financial transactions.

**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 July 1<sup>st</sup> to June 30<sup>th</sup>, and for the collection of members' dues shall be billed annually at the start of the fiscal year. The payment of per capita dues and magazine subscriptions to RI shall be made on July 1<sup>st</sup> and January 1<sup>st</sup> 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, having been agreed 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, through the club secretary. The proposal for the time shall be kept confidential except as otherwise provided in this procedure.

**Section 2 –**

The board shall insure 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, 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 (including the kind of membership proposed), following which the prospective member shall be requested to sign the membership proposal form and to permit his or her name and proposed classification (if active membership) 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 the publication

of information about the prospective member, that person, upon payment of the prorated portion of the annual club dues (if not honorary membership), shall be considered to be elected to membership.

**Section 6 –**

Following the election, the president shall arrange for the induction of the new member; the club secretary shall issue a membership card and shall report the new member to RI; and the Rotary information committee shall provide appropriate literature for presentation at the induction and assign a member to assist the assimilation of the new member.

**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 with discussion.

**Article XIII – Order of Business**

Meeting called to order.  
Flag salute  
Invocation  
Patriotic song  
Introduction of visiting Rotarians  
Introduction of Rotarians' guests  
Correspondence and announcements  
Committee reports if any.  
Any unfinished business.  
Any new business.  
Address or other program features.  
Program.  
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, providing that notice of such proposed amendment shall have been mailed 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 bylaws of RI.

These bylaws were approved by the membership of the Rotary Club of El Centro at its Annual Meeting on January 24, 2002.