

**Bylaws of the Rotary Club of
Frankfort, Kentucky**

DRAFT

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 1 July.

Article 2 Board

The governing body of this club shall be the board consisting of **13** members of this club, namely, the president, president-elect, **president nominee, secretary/treasurer**, sergeant-at-arms, the immediate past president, the Director of Club Service, the Director of International Service, the Director of Vocational Service, the Director of Community Service, **the Director of New Generations, the Director of Membership, and the Director of Public Relations.**

Presidential appointments – At his/her discretion, the president may appoint an Assistant to the President. Duties are to be assigned by the president.

Article 3 Election of Directors and Officers

Section 1 – Each September, the President shall convene a nominating committee consisting of the 5 most immediate past presidents of the Club, one member with less than 5 years membership and one member with more than 10 years membership, both of whom shall be appointed by the president. The former president who served the club in that capacity 5 years prior to the convening of the committee shall serve as Chair of the Nominating Committee.

Section 2 – During the first regular meeting in December, the Nominating Committee shall present nominees for the offices of president, president-elect, **president nominee, secretary/treasurer**, sergeant-at-arms, Director of Club Service, Director of International Service, Director of Vocational Service, Director of Community Service, **Director of New Generations, Director of Membership, and Director of Public Relations.** Nominations shall also be accepted from the floor. If more than one person is nominated for any office, the nominee receiving the majority of votes of the members present shall be declared elected to the respective office. The candidate for president-elect elected in such balloting shall be the president-elect and 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 1 July immediately following that year.

Section 3 – The officers and directors, so elected, together with the immediate past president shall constitute the board.

Section 4 – A vacancy in the board or any office shall be filled by action of the remaining directors.

Section 5 – A vacancy in the position of any officer-elect or director-elect shall be filled by action of the remaining directors-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 pertain 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 – *President Nominee*. **It shall be the duty of the president nominee to serve as a director and perform other duties as prescribed by the president of the board and shall serve as president immediately following the president elect.**

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, 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 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.

Section 7 – *Public Relations Director.* The primary responsibility of the Public Relations Director is to create awareness in the community of your club service projects and activities and in so doing, promote the values and work of the organization.

Section 8 – *Membership Director.* The primary responsibility of the Membership Director is recruitment of new members, retention of current members, member training and orientation.

Article 5 Meetings

Section 1 – Annual Meeting. An annual meeting of this club shall be held during the first regular meeting in December.

Section 2 – The regular weekly meetings of this club shall be held on Wednesday at 11:45 a.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 pursuant to 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 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 on the third Monday 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 members of the board shall constitute a quorum of the board.

Article 6 Fees and Dues

Section 1 – The admission fee shall be set by the board and be paid before the applicant can qualify as a member, except as provided for in the standard Rotary club constitution, article 11.

Section 2 – The membership dues shall be set by the board and payable semiannually on the first day of July and of January, with the understanding that a portion of each semiannual payment shall be applied to each member's subscription to the RI official magazine.

Article 7 Method of Voting

The business of this club shall be transacted by *vica voce** vote. The board may determine that a specific resolution be considered by ballot rather than by *vica voce* vote.

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

Article 8 Five Avenues of Service

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

Article 9 Committees

Club committees are charged with carrying out the annual and long-range goals of the club.

(a) The president shall be an ex officio 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 10 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, International Service, Club Service, and New Generations.

Article 11 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 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.

Section 2 - The treasurer shall deposit all club funds in a bank, named by the board.

Section 3 – All bills shall be paid by the treasurer or other authorized officer(s).

Section 4 – A thorough review of all financial transactions by a qualified person shall be made once each year.

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 two (2) semiannual periods extending from 1 July to 31 December, and from 1 January 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 13 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 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 the 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.

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

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 Order of Business

Meeting called to order.

Introduction of visitors and raffle.

Correspondence, announcements, and Rotary information.

Committee reports if any.

Any unfinished business.

Any new business.

Address or other program features.

Adjournment.

Article 16 Amendments

These bylaws may be amended at any regular meeting, a quorum (being 1/3 of the club membership) being present, by a two-thirds vote of all members present, provided that notice of such proposed amendment shall have been made available via e-mail, US Post Office or hand-delivery 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.

Bylaws Revision Approved:

Bylaws Revision Committee:

Tom Utterback, Chair

Charles Geveden, Carol Palmore, Brenda Rice