



Bemidji Rotary Club

Bylaws of the Rotary Club of Bemidji Adopted March 10, 2008

ARTICLE 1 – 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 July 1.

ARTICLE 2 – Board

The governing body of this club shall be the board consisting of ten members of this club, namely five directors elected in accordance with article 3, section 1, of these bylaws, and the president-elect (or president-nominee, if no successor has been elected), 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 meeting for the election of club officers, the presiding officer shall ask for nominations for:

President-elect
Directors whose terms are expiring
Board vacancies
Secretary
Treasurer

The nominations may be presented by a nominating committee; by members from the floor; by either; or by both.

The nominating committee shall consist of the three most available immediate past presidents and

the current president of this club.

Voting shall be by:

If there is only one candidate for each position, then the presiding officer may ask for a voice vote as the method of voting.

If there is more than one candidate for any one position, then the presiding officer shall see that a ballot is prepared for the entire list of candidates.

The candidate receiving a majority of votes for the office of president shall be elected to that position and shall serve as a member of the board as President-Elect for the year next following his/her election and shall assume the office of President the year following this year of service as president-elect. The candidate for each office receiving the most votes for office shall be declared elected to that office.

Section 2 - The officers and directors, so elected, together with the immediate past president shall constitute 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-elect and officers-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 of 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 - 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 all 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 it 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 the president all funds, books of accounts, or any other club property.

ARTICLE 5 – Meetings

Section 1 - Annual Meeting. An annual meeting of this club shall be held no later than December each

year, at which time the election the election of officers and directors to serve for the ensuing year shall take place.

Section 2 - The regular weekly meetings of this club shall be held on Monday at 12:00 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 pursuant to 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 club-sponsored project or committee meeting, 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 and regular meetings of this club.

Section 4 - Regular meetings of the board may be held on the first and third Thursdays of each month, or as scheduled by the president. There shall be at least one board meeting per month. Special meetings of the board may 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 directors shall constitute a quorum of the board.

ARTICLE 6 – Fees and Dues

Section 1 - The admission fee, as determined by the Board, is to be paid upon acceptance of the applicant by the Board.

Section 2 - The membership fee, as determined by the Board, shall be payable quarterly on the first day of January, April, July, and October, with understanding that a portion of each quarterly payment shall be applied to each member's subscription to the RI official magazine.

ARTICLE 7 – Method of Voting

Generally the business of this club shall be by voice vote. Election of directors and officers shall be as described in article 3, section 1, of these bylaws. The board may determine that a specific resolution or matter be considered by ballot rather than by voice vote.

ARTICLE 8 – 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 9 – 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 his/her year as president. 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 this community and other communities in this country and 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 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/her year. In declaring the duties of each, the president shall make reference to appropriate RI materials. The service project committee will consider vocational service, community service and international service avenues 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 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. Members missing home club meetings for short periods of time are encouraged to attend at other clubs, which may allow for credit on meal charges. Members must inform the club secretary within reasonable time periods to claim credits. Member's Leave of Absence may be granted upon written request for reasons of health, for absence from community, for age 65 and with 20 years of Rotary membership, for other good and sufficient reasons. Meal charges may be waived with the grant. Membership fees are not forgiven. A two month Leave of Absence will be the minimum request considered. Up to a six month maximum period will be allowed. Meal charges are not automatically waived and must be approved by the club board. Consideration will be based upon a written request, submitted by the member to the club secretary, two weeks prior to the beginning of the absence. If the absence will be for an extended period of time, the member should request a Leave of Absence.

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. 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. The board may designate separate bank accounts or may designate separate funds within one bank account for club operations and charitable/service operations.

Section 3 - All bills shall be paid by the treasurer or other authorized officer.

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

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 the bond to be borne by the club.

Section 6 - The fiscal year of this club shall extend from July 1 to June 30, and for the collection of members' dues shall be divided into four (4) quarterly periods. The payment of per capita dues and RI official magazine subscriptions shall be made on July 1 and January 1 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 with 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. The prospective member shall be required to sign the membership proposal form and to permit name and proposed classification to be published in the club bulletin.

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 these bylaws, 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 proposing member will assist with the new member's assimilation into the club as well as assist the new member with 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 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 without discussion.

ARTICLE 15 – Order of Business

Meeting called to order.

Correspondence, announcements and Rotary information.

Committee reports, if any.

Any unfinished business.

Any new business.

Any other items that the president deems beneficial to the club.

Introduction of visitors.

Address or other program features.

Adjournment.

ARTICLE 16 – 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 published in the club bulletin 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.

ARTICLE 17 – Repeal

These bylaws supersede all previous bylaws adopted by this club, and shall become effective on the date approved by the membership.