

**BYLAWS OF THE
ROTARY CLUB OF NORTH BETHESDA**

Article I Election of Directors and Officers

Section 1 - *Appointment of nominating committee.* At a meeting of the Board of Directors to be held in the month of November each year, the president shall (1) appoint a nominating committee consisting of the President-Elect and at least two (2) past presidents of the club, and (2) appoint a chairperson of this committee. The board shall approve these appointments.

Section 2 – *Duties of nominating committee.* Within thirty (30) days of its appointment, the nominating committee shall prepare an election slate of one nominee for each of the following elective offices:

President-Elect
Vice President
Secretary
Treasurer
Four (4) Directors
Sergeant-at-Arms

In selecting the slate of nominees, the committee shall give consideration to a nominee’s prior experience and participation in Rotary club activities, and also ascertain that the nominee will be willing to serve, if duly elected by the membership. This slate shall be published in the club’s weekly newsletter at least seven (7) days prior to the annual meeting of the club, or circulated in some other fashion.

Section 3 – *Election of officers and directors.* At the annual meeting of the club in December of each year, the president or presiding officer will call on the chairperson of the nominating committee to present the committee’s slate of officers and directors following which he will call for additional nominations from the floor. To be eligible, a member nominated from the floor must be present at the meeting, or provide written consent at the time of his nomination. After all nominations have been recorded, the nominating committee shall distribute ballots to all active members present at the meeting, for immediate completion, submission, and counting. If there is a quorum of the club membership present, the nominees receiving the greatest number of votes shall be elected to their respective offices. If a quorum is not present, the above election procedure shall be repeated at the next regular club meeting.

Article II Board of Directors

Section 1 – *Composition and term of office.* The governing body of this club shall be the board of directors consisting of ten (10) members of this club, namely four (4) directors elected in accordance with Article 1 of these bylaws, the president, vice president, president elect, secretary, treasurer, and the immediate past president. The president, secretary, treasurer and four (4) directors shall serve for a term of one year commencing on 1 July following their election.

Section 2 – *Vacancies.* A vacancy on the board or in any office shall be filled by the president, subject to the approval of the remaining members of the board.

Article III Duties of Officers and Sergeant-at-Arms

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 – *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 other duties as may be prescribed by the president or the board. Circumstances permitting, the president-elect shall officially represent the club at the annual convention of Rotary International, and the board, at its discretion may defray all or a portion of his or her convention expenses. The president-elect shall automatically assume the office of president at the end of his first year of office.

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

Section 4 – *Secretary.* It shall be the responsibility of the secretary to (1) maintain proper records of membership, (2) record and report to the proper Rotary authority the attendance at all regular club meetings, (3) send out notices of meetings of the club, board and committees, (4) record and preserve the minutes of such meetings, (5) make and submit required membership and other reports to Rotary International, (6) collect and remit to R.I. subscriptions to *The Rotarian* magazine, and (6) perform such 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 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 6 – *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 this club shall be held on the **second Friday of December** in each year, at which time the election of officers and directors to serve for the ensuing year shall take place. In the event of the cancellation of this meeting, or the lack of a quorum, the annual meeting will be held at the next available opportunity.

Section 2 – The regular weekly meetings of this club shall be held on **Fridays at 7:30 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 by the board of directors of this club, pursuant to article VIII, section 2(b) 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 any other Rotary club, or as otherwise provided in the standard Rotary club constitution, article VIII, section 1.

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 each month at a day and time selected by the president, with the approval of the board. 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 Fees and Dues

Section 1 – *Admission fee.* The admission fee shall be \$100 to be paid before the applicant can qualify as a member. Honorary members shall be exempt from paying an admission fee.

Section 2 – *Membership dues.* The membership dues shall be \$300 per annum, due quarterly and payable within thirty (30) days of the first day of July, September, January, and March, with the understanding that three dollars (US\$3.00) of each quarterly payment shall be applied to each member’s subscription to *The Rotarian* magazine. Failure to remit dues and other charges within the prescribed payment period can result in loss of Rotary membership. Honorary members shall be exempt from paying dues.

Section 3 – *Meal costs.* Meal costs shall be \$520 per annum, due quarterly as provided in Section, 2 above. A member shall pay for all meals irrespective of attendance, and will be allowed a maximum of four (4) makeup credits during any quarterly period.

Section 4 – *Clergy members.* At the discretion of the board, admission fees, and/or membership dues, and/or meals costs, may be waived.

Article VI Method of Voting

The business of this club shall be transacted by voice vote 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, the chairpersons of which must be members of the club’s Board of Directors:

Club service committee
Vocational service committee
Community service committee
International service committee

- 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) The club service committee, vocational service committee, community service committee, and international service committee shall each consist of a chairman, who

shall be named by the president from the membership of the board, and not less than two (2) other 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 is delegated to it in 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.

Section 2 – Club Service Committee

- a) The chairperson of the club service committee shall be responsible for all club service activities and shall supervise and coordinate the work of all committees appointed on particular phases of club service.
- b) The club service committee shall consist of the chairperson of the club service committee and the chairpersons of all committees appointed on particular phases of club service.
- c) The president shall, subject to the approval of the board, appoint the following committees on particular phases of club service:

Attendance committee
Club bulletin committee
Fellowship committee
Magazine committee
Membership committee
Membership development committee
Program committee
Public relations committee

Appoint one member each year to the following committees:
Classifications committee and Rotary information committee

- d) The president shall appoint the vice-president to oversee and coordinate the work of the classifications, membership, membership development, and Rotary information committees.
- e) Where feasible and practicable in the appointment of club committees, there should be provision for continuity of membership, either by appointing one or more members for a second term or by appointing one or more members to a two-year term.
- f) Where feasible and practicable, the classifications and Rotary information committees shall each consist of three (3) members. The magazine committee shall, wherever feasible, include the editor of the club publication and a local newspaper or advertising member of the club.

Section 3 – Vocational Service Committee.

- a) The chairperson of the vocational service committee shall be responsible for all vocational service activities, and shall supervise and coordinate the work of all committees appointed on particular phases of vocational service.
- b) The vocational service committee shall consist of the chairperson of the vocational service committee, and the chairpersons of all committees appointed on particular phases of vocational service.

Section 4 – Community Service Committee.

- (a) The chairperson of the community service committee shall be responsible for all community service activities and shall supervise and coordinate the work of all committees appointed on particular phases of community service.
- (b) The community service committee shall consist of the chairperson of the community service committee and the chairpersons of all committees appointed on particular phases of community service.

Article VIII Duties of Committees

Section 1 – 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 in matters relating to club service. The chairperson of the club service committee shall be responsible for regular meetings of the committee and shall report to the board on all club service activities.

- a) *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 at 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.
- b) *Classifications Committee.* This committee shall as early as possible, but no later than August 31 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.
- c) *Club Bulletin Committee.* This committee shall endeavor, through the publication of a weekly club bulletin, to stimulate interest and improve attendance, announce the program of the forthcoming meeting(s), 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 worldwide Rotary program.
- d) *Fellowship Activities Committee.* This committee shall promote friendship and acquaintance 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.
- e) *Magazine Committee.* This committee shall stimulate reader interest in *The Rotarian* magazine; 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 item and photographs to the editor of the magazine; and in other ways make the magazine of service to the club members and non-Rotarians.
- f) *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.

- g) *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.
- h) *Program Committee.* **This committee shall prepare and arrange the programs for the regular and special meetings of the club.**
- i) *Public Relations Committee.* This committee shall devise and carry into effect plans (1) to give the general public information about Rotary, its history, object and scope, and (2) to secure proper publicity for the club.
- j) *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 – Vocational Service Committee. This committee shall devise and carry in to 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 chairperson 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.

Section 3 – Community Service Committee. This committee shall devise and carry into effect plans, which will guide and assist members of this club in discharging their responsibilities in their community relationships. The chairperson 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.

Section 4 – 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. The chairperson of this committee shall be responsible for the 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.

Article IX Council of Presidents

The Council of Presidents shall consist have the current club president and all club members in good standing that have served as president of this club or any other Rotary club. The Council shall meet at least two times each year (April and October) at such place and time as designated by its chairperson. The chairperson shall be a Council member and shall be elected for a one-year term by the Council members at the April meeting. The Council shall act in an advisory capacity to the club's board, and shall consider long-range planning objectives including, but not limited to, general fund raising policies, periodic review of club bylaws, District and Rotary International projects, and other matters referred to it by the club president. The Council's deliberations and recommendations shall be consistent with maintaining club continuity, fellowship among club members, and inter-club relationships, and its recommendations shall be presented to the club's board by and through the chairperson or designated representative.

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 the meetings of the club for a specified length of time. A member granted a leave of absence shall not be excused from paying dues, but may be excused from paying meal costs.

Article XI Finances

Section 1 – The treasurer shall deposit all funds of the club in some bank to be named by the board.

Section 2 – All bills shall be paid only by checks signed by the treasurer. A thorough audit by a certified public accountant or other qualified person shall be made once each year of all the club 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 1 July to 30 June, and for the collection of member's dues shall be divided into four (4) quarterly periods extending from 1 July to 30 September, from 1 October to 31 December, from 1 January to 31 March, and from 1 April to 30 June. The payment of per capita dues and magazine subscriptions to RI shall be made on 1 July and 1 January 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 should prepare or cause to prepare a budget of estimated income and estimated expenditures for the year, which, having been agreed to by the board, shall stand as the limit of expenditures for the respective purposes unless otherwise ordered by action of the board.

Article XII 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, or by a member of this club if the transferring member is terminating or has terminated such membership in the former club due to no longer being engaged in the formerly assigned classification of business or profession within the locality of the former club or surrounding area. The proposal for the time being 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 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 respective 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 described in these bylaws, shall be considered to be elected to membership.

If any 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 an 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 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 in the assimilation of the new member.

Article XIII Resolutions

The club shall consider no resolution or motion to commit this club on any matter until it has been considered by the board. Such resolutions or motions, if offered at a club meeting, shall be referred to the board without discussion.

Article XIV Suggested Order of Business (Regular Club Meetings)

Meeting called to order.
Introduction of visiting Rotarians and guests and other Sgt.-at-Arms Business
Correspondence and announcements.
Committee reports if any.
Any unfinished business.
Any new business.
Program
Adjournment.

Article XV 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 which is not in harmony with the club constitution and with the constitution and bylaws of RI.

Bylaws Approved by Board of Directors on _____ Signed _____ Secretary

Bylaws Approved by Membership on _____ Signed _____ Secretary

