

**Rotary Club of Tallahassee**  
**Bylaws**  
**Table of Contents**  
**Adopted on 9-8-2020<sup>(1)</sup>**

<b>Article</b>	<b>Subject</b>	<b>Page</b>
1	Definitions	2
2	Board and Officers	2
3	Nominations, Elections, and Terms of Office	3
4	Duties of the Officers	5
5	Meetings	7
6	Dues	7
7	Method of Voting	8
8	Committees	8
9	Teams	10
10	Finances	14
11	Method of Electing Members	15
12	Committing this Club	17
13	Order of Meetings	17
14	Amendments	17
	Historical Amendment Note	18

**ROTARY CLUB  
OF  
TALLAHASSEE BYLAWS  
Adopted by members and Effective on 9-8-2020<sup>(1)</sup>**

**Article 1      Definitions**

1. Board: The board of directors of this club.
2. Director: A director on this club's board.
3. Member: A member, other than an honorary member, of this club
4. Quorum: The minimum number of participants who must be present when a vote is taken: one-third of the club's members for club decisions and a majority of the directors for club board decisions.
5. RI: Rotary International.
6. Year: The 12-month period beginning July 1.

**Article 2      Board and Officers**

The governing body of this club is its board of directors, consisting of the president, the immediate past president, the president-elect (who shall act as this club's vice president in the absence of the president), secretary, treasurer, and eight (8) Directors at large. All board members shall be members of this club in good standing as defined in this club's constitution.

Section 1.      The board shall invite and appoint the current president of any Rotaract Club sponsored by this club to be a non-voting, ex-officio member of the board to benefit this club and this club's sponsored Rotaract Club(s) with age and membership growth diversity.

Section 2.      The eight (8) directors at large shall serve terms of two years and shall be elected as follows: four directors shall be elected each year.

Section 3.      The president-elect shall designate and appoint the secretary, treasurer, chaplain, and the sergeant at arms as the officers no later than the last week in January of the same year the president-elect becomes this club's president or the date established by the RI, whichever comes first. The secretary shall report these appointments timely to RI. The secretary, treasurer, chaplain, and sergeant at arms shall be members of this club in good standing as defined in this club's constitution.

Section 4.      Each club director and officer, other than the president, the immediate past

president, or the president-elect shall have an assistant who shall be called committee vice-chair or assistant secretary, treasurer, sergeant at arms, and chaplain. The vice-chairs and assistants shall not be on the board. The purpose of committee vice-chairs and officer assistants is to develop members for club leadership positions.

Section 5. A vacancy on the board, or any other office, shall be filled by the board for the remainder of the elected or appointed term.

### **Article 3 Nominations, Elections, and Terms of Office**

Section 1. A nominating committee shall be appointed by the president, and composed of the past presidents for the preceding 1, 3, 5, 7, and 9 years. The current president shall serve as the ex officio, nonvoting chair and the president serving the most years ago who is on this committee shall serve as the vice chair. The nominating committee shall present to the board the nominee for the office of president-elect-nominee, the name of the nominee whose attendance at this club's meetings for the past 2 years meets or exceeds the club minimum attendance requirement of 50%, has been a Rotarian for at least 36 months, has leadership skills, has been active in this club, and has been current in payment of club dues for the past 2 years. Further nominations may be made from the floor, provided the member making the nomination has conferred with and has the assent of the person being nominated; and knows that the person being nominated by the member meets the requirements for this office. On or before sixty calendar days (60) prior to the election of the president-elect-nominee, the nominee's name presented by the nominating committee will be announced at this club's next regularly scheduled meeting by the presiding officer. On or before forty-five days prior to the election of the president-elect nominee, the presiding officer shall open the floor at this meeting for any additional nomination(s) by any member. After all nominations have been made from the floor, and accepted by the nominee(s), all nominations will be closed by the presiding officer at this meeting. The presiding officer shall immediately advise the nominating committee of any additional nominee(s) for this office to determine that each floor nominee is qualified before placing any member's name on the ballot for president-elect-nominee. If the nominating committee finds that any floor nominee is not qualified, it shall provide the board the nominee's name(s) and the reason(s) any nominee is not qualified. The board shall decide the name(s) of all qualified nominees to be included on the ballot for president-elect-nominee after the president has notified any nominee for president-elect-nominee if any floor nominees are not qualified to be elected as this club's president-elect-nominee and give any nominee a chance to decline to have their name on the ballot at this club's annual business meeting.

This same nominating committee will present to the board the names of four (4) members as nominees to fill 4 term-limited director positions on July 1 the following year. Each nominee shall meet the same qualifications as the president-elect-nominee. On or before sixty (60) calendar days prior to the annual club business meeting, each nominee's name will be announced at this club's next regularly scheduled meeting by the presiding officer. On or before forty-five (45) days before this club's annual business meeting, the presiding officer shall open the floor at the meeting for additional nominations by members. After all nominations have been made from the floor, and accepted by any nominee(s), all nominations will be closed by the presiding officer at this meeting. The presiding officer shall advise the nominating committee of any additional

director nominees to determine that each floor nominee is qualified before placing any members' name(s) on the ballot. If the nominating committee finds that any floor nominee is not qualified, it shall immediately provide the board the nominee's name(s) and the reason(s) any nominee is not qualified. The board shall decide the name(s) of all qualified nominees to be included on the ballot for open director positions after the president has notified any floor nominees for director if they are not qualified to be a club director and give the nominee a change to decline to have their name on the ballot at this club's annual business meeting.

Section 2. If an election is required resulting from floor nominations to select the president-elect-nominee and/or new directors, it shall be by secret ballot by members present at this club's regularly scheduled business meeting; or by email to the presiding officer of the annual business meeting as a proxy vote; or other electronic voting method approved by the board. This club's annual business meeting shall be held at the first regular meeting in December. The complete ballot of nominees for president-elect-nominee and directors shall be published in the weekly bulletins once the nominees are known to the board and included in the annual business meeting bulletin. The announcements shall include Rotary biographies, classifications, and other information about the nominees. A special upcoming election or approval electronic mail shall be sent to all members at least 10 days before the annual business meeting by the secretary by electronic mail containing similar information that is published in the meeting bulletins. This email and meeting bulletins shall be neutral, and all information about nominees should be similar in subject matter; i.e., name, classification, position in vocation, family, and Rotary information showing the nominees level of being actively engaged in this club or Rotary (perfect attendance, Paul Harris level, past officer or director positions in a Rotary club or district, committees or teams the nominee has led during the last 3 years, and Rotary awards).

The presiding officer of the annual business meeting shall designate an officer or director to be in charge of a team to collect, count, and tabulate the votes. After the votes have been confirmed by this team, the names of the members elected to be this club's president-elect-nominee and directors shall be provided to the presiding officer to announce to the members. If an election is required with more than one nominee for any elected position, the nominees for the president-elect-nominee and/or directors will be on one ballot for the members to vote. Those members who wish to absentee vote shall request from the secretary the absentee ballot and shall appoint the presiding officer of the annual business meeting to cast their votes. Absentee ballots shall be emailed to the presiding officer of the annual business meeting at least one day before this meeting and shall remain confidential with the presiding officer who shall cast the absentee vote(s) authorized by any member. The board is authorized to approve elections of officers and directors by electronic voting, provided members are advised of the electronic voting procedure at least 10 calendar days before the election, if an election is required

The member(s) receiving the highest number of votes cast for president-elect-nominee and director nominees shall be announced and declared elected by the presiding officer at the annual business meeting. The election of president-elect-nominee and directors shall be completed before this meeting is adjourned.

Section 3. If any board member or officer vacates their position, the remaining board

members shall appoint a replacement. If the president-elect-nominee or director-elect vacates a position, the remaining members of the board-elect shall appoint a replacement.

Section 4. The directors at large will take office on July 1 following their election. The president-elect-nominee will take office as president-elect on July 1 following the election and shall serve as this club's president until July 1 of the following year. The formal induction of this club's elected and appointed officers and directors shall take place at the last scheduled club meeting in June. If the formal induction is delayed, the current officers and directors of this club shall continue serving in the positions to which they were elected or appointed until the new officers and directors are formally inducted by this club.

Section 6. The terms of office for each officer and director, unless extended under Article 3, sections 3 or 4, are:

President	1 year
President-Elect	1 year
Immediate Past President	1 year
Treasurer	1 year
Secretary	1 year
Sergeant-at-Arms	1 year
Chaplain	1 year
Director	2 years

**Article 4 Duties of the Officers**

Section 1. All officers and directors shall use the Rotary Club Leader Manuals as a reference for the details of their roles and responsibilities and to train their assistants, co-chairs, and team leaders.

Section 2. President. The president shall preside at all club and board meetings and perform other duties as directed by the constitution, by-laws, leadership manuals, and/or the board.

Section 3. Immediate Past President. The immediate past president shall preside at club and board meetings in the absence of both this club's president and president-elect and is an advisor to the board, performing other duties as directed by the constitution, bylaws, leadership manuals, and/or the board.

Section 4. President-Elect. The president-elect prepares and trains for his or her year in office as this club's next president, serves as vice president presiding at club and board meetings when the president is absent, appoints/oversees the co-chairs of the constitution and bylaws committee, and performs other duties as directed by the constitution, bylaws, leadership manuals, and/or the board, including raising funds for this club to use for club expenses the year

the president-elect becomes this club's president. The president-elect shall complete all Rotary training required in this club's constitution and RI during or prior to the year serving in this office.

Section 5. President-Elect-Nominee. The president-elect-nominee is not a board member, unless he or she is a current officer or director when elected as president-elect-nominee, in which case he or she may complete the term. The president-elect-nominee will use this period of time to begin to prepare and train to take office as the president-elect and president. The president-elect-nominee shall make every effort to attend all Rotary leadership training designed for incoming officers and directors offered in the district and state or by RI.

Section 6. Secretary. The secretary keeps membership and attendance records; prepares materials for each new member orientation; records the attendance at meetings; sends notices of meetings of this club and board; records and preserves the minutes of club, board, and other meetings as requested by the board; makes required reports to RI, including the semi-annual reports of membership, which shall be made to the secretary of RI on January 1 and July 1 of each year; the report of changes in membership which shall be made to the secretary of RI; the-monthly attendance reports at this club's meetings which shall be made to the district governor immediately following the last meeting of each month; and performs other duties as directed by the constitution, bylaws, leadership manuals, and/or the board.

Section 7. Treasurer. The treasurer accounts for all revenues, expenses, and all financial transactions of this club, which have been approved by the board. Upon completion of his or her term of office, or if he or she ceases to serve as treasurer for any reason, the treasurer shall turn over to the board, all funds, books, accounts, reports, keys, and any other club property in the treasurer's possession to the assistant treasurer or president until a treasurer has been selected by the board. The treasurer performs other duties as directed by the constitution, bylaws, leadership manuals, and/or the board.

Section 8. Sergeant at Arms. The sergeant at arms organizes and maintains order at this club's meetings assisting the presiding officer and performs other duties as directed by the constitution, bylaws, leadership manuals, and/or the board. The sergeant at arms shall insure the names at the head table are prominently displayed in the following order beginning on the left side facing the head table; invocation leader, introducer of club and member guests, presiding officer, introducer of speaker/program; speaker or program representative; and club host. In addition, the sergeant at arm shall insure the Rotary 4-Way test and the RI them for the year are prominently displayed so that all members and guests can see the words displayed.

Section 9. Chaplain. The chaplain is responsible to insure that an appropriate invocation is offered at the beginning of each meeting and gatherings of the club as requested by the presiding officer and performs other duties as directed by the constitution, bylaws, leadership manual, and/or the board.

## **Article 5 Meetings**

Section 1. An annual business meeting of this club shall be held on the first meeting date in December at which time any election and/or announcement of the unopposed president-elect-nominee and new directors shall take place, as set forth in Article 3.

Section 2. This club meets each Wednesdays from 12:15 p.m. until on or before 1:30 p.m. Reasonable notice of any change or cancellation of club and board meetings will be given to all members electronically within at least 2 days before the meeting by the secretary.

Section 3. Board meetings are held each month on dates set by the board on or before June 15. Special meetings of the board may be called by the president or upon the request of two (2) directors, provided the board is given reasonable notice by the president electronically so that the board can respond to the call for a special meeting to maximize attendance.

## **Article 6 Dues**

Section 1. This club's dues are \$400.00 due on January 1 and July 1, and shall be paid by each member on or before July 31 and January 31, for the succeeding 6 month period. The total dues shall be \$800.00 per year unless the members approve a change in the annual dues. Annual club dues include: RI per capita dues, subscription to an official magazine, district per capita dues, club dues, any other Rotary or district per capita assessment, and meeting meals approved by the board for the club to provide. Honorary members shall be exempt from payment of dues, excluding payment of meals. The board may authorize dues payment option plans to any member requesting a payment plan, provided by July 31 and January 31, after the beginning of each 6 month period on July 1 and January 1, \$400.00 has been collected from members on optional payment plans. All optional dues payment plans shall be an advance payment schedule rather than payments in the arrears, so that this club is not lending members any club funds to pay dues or any other payments due the club from members. Dues shall be prorated for meals from the date a new member is inducted into the club or when a member returns to the club from a leave of absence during a new dues period. No member shall be reimbursed for dues paid.

Section 2. Upon recommendation by the board and presentation to this club's members by the presiding officer, membership dues and effective dates of any changes shall be first approved by vote of the members.

Section 3. The board, for good cause, may waive any member's requirement to pay dues for one 6 month dues period with one extension for continued good cause, for a total of 12 consecutive months. Any additional time needed for a waiver of dues shall be presented by the member to the board. Any member making a request to the board for a dues waiver, shall first be provided by the board the options available for the member under the constitution and bylaws. All waived dues payments shall be absorbed by this club and shall be noted in this club's semi-annual and annual financial reports to the members.

## **Article 7 Method of Voting**

Section 1. The business of this club is conducted by voice vote, secret ballot vote, or a show of hands as called by the presiding officer; unless an election of the president-elect-nominee and directors is required or the board requires a secret ballot vote. If there are floor nominations for president-elect-nominee and/or directors on a ballot, a secret ballot vote shall be taken by the presiding officer. If only the president-elect-nominee and directors presented by the nominating committee are on the ballot, the presiding officer shall call for a voice affirmation approving the nominees by members. The board may require a secret ballot vote on any resolutions or other club decisions.

## **Article 8 Committees**

Section 1. This club's committees are comprised of those required in article 11, section 7, of this club's constitution, and 4 additional committees as follows:

- Club Administration (required)
- Community Service Projects (service projects required)
- International Service Projects (added committee by this club)
- Rotary Foundation (required)
- Public Image (required)
- Programs (added committee by this club)
- Membership (required)
- Youth Services (added committee by this club)
- Nominating (added committee by this club's bylaw under constitution Article 11)
- Constitution and Bylaws (added committee by this club's bylaws, constitution Article 11)

A director shall serve as the chair of each committee in this article, except for the nominating committee and the constitution and bylaws committee. The board, upon recommendation of the president, shall decide which director will be the chair of each committee based on experience, knowledge, leadership, willingness, and motivating skills. Each committee shall have a vice chair and each team under each committee shall have a captain and a co-captain to develop the depth and mentoring of future leaders in this club.

Section 2. The president is an ex officio member of all committees and teams and



shall have all privileges of membership thereon. All committees and teams, other than the ones listed in sections 1 and 4 of this article and in Article 9 shall be approved by the board before any official business may be conducted representing this club. The work and budgets of all committees and teams, before being approved by the board, must directly relate to the avenues of service in article 6 of this club's constitution and branded as a Rotary project or the administration of this club.

Section 3. Each director, committee chair, and team captain is responsible for scheduling, maintaining records and minutes, and leading meetings to accomplish their purpose, and setting project timelines. Club chairs shall submit all budget request to the board of their committee and their committee's teams. All activities of committees, other than special committees created by the board and the nominating committee, and teams shall be supervised and coordinated by a director. Each chair shall report to the board on all committee and team goals, budgets, activities, timelines, and results related to this club's purposes and avenues of service in Articles 3 and 6 of its constitution.

#### Section 4. Committee Responsibilities.

(a) Club Administration Committee. This committee shall consist of the following teams; annual club directory, Rotary information, attendance, resolutions, historian, song leader, meeting greeters, fellowship, financial review, and any other teams approved by the board. All budgets of resources required (money, people, and time), which may be amended as needed, relative to club administration shall first be approved by the board.

(b) Community Service Projects Committee. This committee shall consist of teams that develop and undertake local Rotary branded service projects approved by the board. All budgets of resources required (money, people, and time), which may be amended as needed, relative to community service projects planned for the year shall first be approved by the board.

(c) International Service Projects Committee. This committee shall consist of teams that develop and undertake international Rotary branded service projects approved by the board. All budgets of resources required (money, people, and time), which may be amended as needed, relative to international service projects planned for the year shall first be approved by the board.

(d) Rotary Foundation Committee which includes Polio Plus. This committee shall consist of the following teams: EREY (Every Rotarian, Every Year); Foundation Benefactor, Paul Harris Society, and Major Donor; and any other teams approved by the board. All budgets of resources required (money, people, and time), which may be amended as needed, relative to the Rotary Foundation fundraising for the year shall first be approved by the board.

(e) Public Image Committee. This committee shall consist of the following teams: Bill Duggar Ethics Award (or other name approved by the board for marketing purposes); Service Above Self Award; Frederick Clifton Moor Award; weekly meeting bulletin; club web site; attendance notices; media contacts; rotary information; and any other teams approved by the

board. All budgets of resources required (money, people, and time), which may be amended as needed, related to Rotary's and this club's public image shall first be approved by the board.

(f) Programs Committee. This committee recognizes the importance of diverse programs; such as, performing, visual, and audio arts; speakers; and other programs to retain members and attract new members to this club. It shall plan all weekly programs for this club's meetings in whatever form the meeting may be; including a variety of diverse subjects and speakers each year. It shall survey members prior to July 1 each year to assess member interest in programs, subjects, and speakers. This committee may establish teams relative to club programs and approved by the board; such as, annual member surveys of programs, subjects of interests, speakers of interest, and evaluations of programs and speakers. Records of all programs shall be maintained by the director of this committee with notes evaluating each program. These records shall be provided to the director who will be the next chair of this committee. All budgets of resource required (money, people, and time), which may be amended as needed, related to programs that generate member and guests attendance shall first be approved by the board.

(g) Membership Committee. This committee shall consist of the following teams: classifications; membership composition and diversity; membership development; new member orientation; and any other teams approved by the board. All budgets of resources required (money, people, and time), which may be amended as needed, related to membership growth and diversity of vocations and members shall first be approved by the board.

(h) Youth Service Committee. This committee shall consist of teams that develop and undertake this club's and RI's youth and young adult programs; such as, Rotary Youth Exchange; RYLA (Rotary youth leadership awakening); Interact; Rotaract; Rotary camps for youth; and other teams approved by the board. All budgets of resources required (money, people, and time), which may be amended as needed, related to developing youth skills, abilities, knowledge, and leaders shall first be approved by the board.

Section 5. Each Committee and team, collectively and individually, shall transact business pursuant to this club's constitution and bylaws. Except where special authority is given by the board, neither a committee, a team, or an officer shall take final action or spend any of this club's funds, use its members, or time until a written report requesting approval of the work; budget of money, people, and time; and the member-leader of the work project has been first approved by the board.

## **Article 9 Teams**

### **Section 1. Club Administration Committee Teams**

(a) Club Directory Team. This team will produce an annual membership directory listing the names and pictures of members, honorary members, officers, directors, a summary roster of all classifications, the classifications of each member, and any other

information deemed pertinent to this club, its members and honorary members, and its activities. The membership directory shall be distributed by the secretary to members on or before August 1 of the year, unless the board agrees to a later date for distribution. The purpose of the membership directory is to create fellowship; relationships; resources of this club's skills, knowledge, and experience for Rotary projects; creating common interest among members, such as veterans, schools, hometowns, other Rotary club member, etc.; encouraging business/organization relationships; and club information.

(b) Attendance Team. This team shall devise means for encouraging attendance at all Rotary affiliated meetings; including attendance at club meetings and events, district conferences, community meetings, regional conferences, and international meetings. This team shall provide training and notices on making up missed meetings, the time period to make up missed meetings, encourage members to make up meetings, and keep all members informed as to attendance requirements in this club's constitution to promote attendance. The club and team goal is for this club to be a 100% attendance club each year.

(c) Resolutions Team. This team will be responsible for preparing and presenting to the board resolutions requested by the board; such as, death of a member or special recognition consistent with this club's constitution.

(d) Rotary Information Team. This team will provide to the members periodic updates of information related to the history of RI and this club; this club's constitution and by-laws; traditions and events of this club; the district; the monthly Rotary magazine; the reports of RI council on legislation published every 3 years; and providing to the secretary final reports published by the council on legislation for the board to review, determine, and direct any changes needed in the club's constitution, bylaws, and/or policies.

(e) Club Historian Team. This team will maintain the records of this club's history under each president and continue to update those records and publications each year.

(f) Club Fellowship Team. This team shall promote a collegial organization and friendships among members in person or electronically in small and large group events/meetings.

(g) Financial Review Team. This team shall conduct a mid-year and annual review of this club's financial transactions presented to the board by the president and then to the members by the presiding officer at the annual business meeting in December following the same procedure on or before August 1 for the full year's report.

## Section 2. Public Image Committee Teams

(a) Service Above Self Awards Team. This team is made up of previous recipients with the past two recipients acting as captain and co-captain. This team will annually seek nominations from all members, and elect a member of this club who has a distinguished reputation for volunteer work in the community and this club, unrelated to the member's current

employer or position, who has consistently demonstrated “Service Above Self” during the year in accordance with the written requirements and procedures established by the team.

(b) Bill Duggar Ethics Award Team. This team shall promote the Rotary Four-Way Test at an annual event hosted by this club. This shall be a rotary regional community event, involving Rotary clubs bordering Leon County (Leon, Wakulla, Jefferson, and Gadsden Counties). The goal shall be to select a community individual or organization who should be recognized for their ethical conduct following the 4-way test, as described in each nominator’s written nomination. This team shall have written guidelines and procedures for the team to follow in the selection of the individual or organization who best exemplified the Rotary 4-Way Test during the year and lives or works in one or more of the bordering counties.

(c) Frederick Clifton Moor Award Team. This team is made up of previous recipients with the past two recipients acting as captain and co-captain. This team will nominate and elect the recipient each year for this recognition according to the written requirements and procedures established by this team.

(d) Club Bulletin Team. This team is responsible for producing a weekly printed and electronic bulletin for the members to be distributed at in-person weekly meetings. It shall contain meeting and Rotary information; such as, a brief summary of the previous week's program, information on the current week's program/speaker, times and places of other Rotary meetings in this club’s area including bordering counties, board meeting dates, special meeting dates, fellowship event notices, the 4-way test, RI annual theme, birthdays of members each month, and any other information that enhances relationships of members, guests attending meetings or functions, this club, and RI. In the event the weekly meeting is conducted electronically, only an electronic bulletin shall be distributed to members.

(e) Club Web Site Team. This team is responsible for keeping this club’s web site updated with club, district and RI current information; calendar of this club’s programs/speakers; and Rotary activities to heighten interest in Rotary and a member of this club; notices to attract new members to this club; and to increase the value of being a Rotarian and member of this club.

(f) Weekly Missed Meeting Attendance Notice Team. This team is responsible to encourage attendance by members by sending emails each week or making calls to all those members who have missed a regularly scheduled club meeting as reported by the secretary and following up responses from members for the board to review trends and absenteeism.

(g) Media Contact Team. This team shall inform local public media of events; this club’s meeting day, time, and location; fund raising activities; special Rotary dates with stores about the reason for the special Rotary dates; and Rotary branded service projects undertaken by this club and RI.

### Section 3. Community Service Projects Committee Teams

(a) Teams will be established for developing and implementing each approved

community service project. The board shall prepare a list of Rotary branded community projects each June 1 to decide which community projects will be executed by this club during the year. This team will determine if any grant funds are available for any of the projects, and as directed by the board, apply for available grants.

#### Section 4. International Service Projects Committee

(a) Teams will be established for developing and implementing each approved project meeting Rotary International Guidance to, “improve and invigorate the lives of people around the world and enhance international friendships and understanding”. The board shall prepare a list of Rotary branded international projects each June 1 to decide which international projects will be executed by this club during the year. This team will determine if any grant funds are available for any of the projects, and as directed by the board, apply for available grants.

#### Section 5. Rotary Foundation Committee Teams

(a) Every Rotarian Every Year (EREY) Team. This team will encourage all Club members to contribute to the Rotary Foundation every year and attain the status of Paul Harris Fellow; and this team will work with and report to this club on activities and accomplishments of the Rotary Foundation. The goal of this club is to be recognized as a 100% Paul Harris Club each year.

(b) Benefactor, Paul Harris Society and Major Donor Team. This team will focus on providing information, education, and promoting contributions to the Rotary Foundation through these giving programs.

#### Section 6. Programs Committee Teams

(a) This committee’s teams will coordinate program introductions at meetings; evaluate programs; survey members about meeting programs for the purpose of member high satisfaction with weekly programs; and analyze attendance and programs trends.

#### Section 7. Membership Committee Teams

(a) Classification Team. This team shall review all new member proposals to determine the classification to be assigned to the new member, work with the board and committee chair on all classification issues, and prepare and maintain this club’s master list of filled and unfilled classifications in this club’s community. This team shall review existing classifications represented in this club and shall inform members on the importance of proposing names for unfilled classifications. This team will also maintain a list of vocations in this club’s community with a focus of filling membership with unfilled and lesser represented classifications.

(b) Membership Development Team. This team shall review continually the club roster and master classification list of filled and unfilled/lesser filled classifications

developed by the classification team with a goal of increasing this club's annual net membership on March 1 or the date set by the district, whichever occurs first. This team will be provided this club's annual membership increase goal set by this club or the district on or before July 1, to achieve, whichever is higher.

(c) New Member Orientation Team. This team shall be made up of past presidents and shall, at a meeting called by the team captain or co-captain, provide approved new members prior to their induction in this club, with a formal introduction to this club: The history of Rotary and this club; this club's governance; privileges and responsibilities of this club's membership; financial obligations of members; assignment to at least one committee or team; assignment to a mentor; specific information about the this club's current planned activities; and questions and answers from the new member. Each new member attending this meeting shall be provided a new member package; including but not limited to, a current club directory, a Rotary label pin, a name tag issued by this club, a copy of a recent Rotary Magazine, the mentor checklist, a link to this club's constitution and bylaws, and a dues invoice. These meetings may be electronic or in-person meetings scheduled to occur on or before the date of a regular meeting, but before the new member is inducted as a member of this club at a regular meeting. Dates, times, and places for these new member orientation meetings may be scheduled anytime, provided it does not delay a member joining this club within 30 days after the new member has been approved for membership and accepted the invitation. The 30 day window dates shall be provided to this team captain and co-captain by the secretary.

#### Section 8. Youth Service Committee Teams

(a) This committee's teams will relate to youth and young adult service projects this club's board approves; such as, Rotary Youth Exchange, RYLA (Rotary youth leadership awakening), high school interact, college rotaract, Rotary youth camps for youth, youth sports teams, and Rotary Southern Scholarship sponsored house at Florida State University.

### **Article 10 Finances**

Section 1. On or before June 1, the board that serves the upcoming year prepares an annual budget of all estimated income and expenditures to plan the board's year.

Section 2. The treasurer deposits this club's funds in a financial institution or institutions designated by the board, divided into two accounts: One for club operations (administration, programs, public image, and membership; and one for service projects (community, international, youth services, and Rotary Foundation).

Section 3. All bills are paid by the treasurer, assistant treasurer, or another authorized officer approved by the treasurer. All bills shall be approved by the president and another officer, other than the treasurer/payer making the payment, or a director. If the president is not available to approve the payment, the president-elect may approve it, and if the president-elect is not available an elected board member may be delegated by the president or president-elect to approve the expense as the president's representative for the required president's approval. All

bills are submitted to the president, or the president's designee, by email to obtain the required approvals of the president and another officer, other than the treasurer/payer making payment, or director. The written requests for each payment by this club and the required approvals shall be maintained by the treasurer.

Section 4. This club's financial review team conducts a thorough annual review of all financial transactions of this club each December 1 and June 30 and reports findings in a report to the board and next to the members, including total amount of unpaid and late dues payments for the current and past dues periods and waived dues. The board shall take action to address delinquent or waived dues payments and analyze trends. In addition, the treasurer shall report to the board monthly a list of all members who are delinquent paying dues to this club and waivers granted.

Section 5. Club members will receive an annual financial statement of this club on before August 1. A mid-year financial report on December 1, with current and previous year income and expenses, shall be presented to club members at the annual club business meeting and will be available to all members upon request.

Section 6. The fiscal year is form July 1 to June 30.

## **Article 11 Method of Electing Members**

Section 1. A member may propose a new member, or another Rotary club's presiding officer may propose a new member who would like to transfer membership to this club. The proposer of a new member must complete sections on the new member application attesting to the proposed new member's qualifications, sign it together with the proposed member's signature, and present it to the secretary. The sponsoring member(s), or the Rotary club presiding officer of the sponsoring club, shall verify that the proposed new member meets all of the requirements of membership as set out in the constitution of RI. The secretary will review the application for accuracy and completeness and, if appropriate, submit the application to the membership director for the classification team to assign the proposed new member's classification. The classification team will determine if the classification is open or already filled with the maximum allowed by this club for the classification, and if the classification is correct.

Section 2. The board reviews the application received from the secretary with the classification assigned to the proposed new member. The board approves or disapproves the proposed new member within 30 days. If the decision is favorable, the secretary notifies the proposer of the board's action and advises the sponsor(s) that the name, classification, affiliated business/organization name, and title of the proposed member will be published for this club's members to vet the proposed new member's qualifications, classification, and reputation, seeking comments from members.

The secretary will then notify in writing each member, giving the name of the proposed member, the organization the proposed new member represents, the proposed member's work

related position and title, and the classification assigned to the proposed member. A 5 calendar day period, from the date the notification is mailed electronically or otherwise to members, shall be allowed during which any member objecting to the proposed new member shall advise the secretary and stating the reasons for the objection(s). All such objections will be reported to the board by the secretary.

If no objection is received within the 5 day vetting period, the proposed new member is invited to join this club by the secretary. The proposer of the new member shall be notified by the secretary and given instructions to coordinate attendance at the next Rotary information meeting. Each new member will be assigned a mentor by the membership committee, or its mentoring team, prior to the new member information meeting. The proposed new member's assigned mentor, which may be the proposed new member's sponsor, will attend the new member orientation with the proposed new member and the proposed new member's sponsor to begin introducing the new member to the members.

If objections have been made, the board shall consider them at a board executive session meeting. A board executive session is a meeting at which only members of the board shall be present and the club chaplain. The secretary shall present all objections received, and if it is the will of the board, the objecting member or members may be asked to present their view to the board at the executive session. If the board votes that the calling of the objecting member or members is not necessary, then the board shall proceed to vote on the proposed new member's application. If an executive session is held for the purpose of personally hearing objections, after the objections have been heard, the objecting member(s) and chaplain shall withdraw from the meeting and the board shall proceed to vote on the proposed member. If the proposed member is approved by the board, the secretary will notify the proposer in the same manner as if no objections were received. If the proposed member is not approved as a member of this club, then the proposer is notified by the president of the board's action. The reasons for any proposed new member not being accepted as a member of this club shall be confidential and known only by the board attending the executive session where the vote takes place.

A newly elected member shall have 10 calendar days in which to accept or reject the membership offer, unless extended by the board for good cause. The newly elected member will be inducted into this club only after attending the Rotary information meeting, even if the new member has previously attended a Rotary information meeting. If the newly elected member misses two Rotary information meetings, then the proposed new member's application must be resubmitted to the board by the secretary for action as to whether the proposed member will be allowed to attend the next Rotary information meeting or be dropped for consideration of membership.

Section 3. Written nominations for honorary membership shall be submitted to the board by any club member. Honorary membership may be awarded to anyone elected by two-thirds votes of the board. The designation of honorary membership shall be a permanent designation and remain in effect until terminated by the board for cause or the death of the honorary member. If any member is elected to be an honorary member of this club, the member shall resign as a member of this club.



## **Article 12     Committing This Club**

Section 1.     No resolution, act, or motion to commit this club on any matter shall be considered by this club until it has been approved by the board. Such resolutions or motions, if offered at a club meeting, shall be referred, without discussion, to the board. The board shall review the resolution, act, or motion and shall submit its recommendation to the club's presiding officer which shall be announced by the presiding officer at the first regular meeting following the board's recommended action. Having received the recommendation of the board from the presiding officer, the club may then proceed to take such action by vote or other action determined by the presiding officer.

Section 2.     Any appeal to the club, or its members at a club event or Rotary sponsored event, for charitable or other contributions, other than the Rotary Foundation/Polio Plus, shall be granted only upon approval of the board. Any funds paid to any charity or not for profit organization by this club shall be included in this club's annual budget, or amended budget, and included in the financial statements available to all members by the board.

## **Article 13     Order of Regular Luncheon Meetings and Annual Business Meeting**

Meeting Called to Order  
Invocation  
Singing of God Bless America  
Pledge of Allegiance to the Flag  
Introduction of Visiting Rotarians and Guests  
Song  
Announcements by the presiding officer or, if requested and approved by the presiding officer, by committees, teams, and/or members other than announcements about any member(s) under the weather, recognized, or death  
Program or Business Meeting  
Lead affirmation of the Rotary 4-Way Test and RI  
Annual Theme  
Adjournment

## **Article 14     Amendments**

These bylaws may be amended at any regular meeting, or by an electronic vote, a quorum being present, by a two-thirds vote of all members present, provided that notice of such proposed

amendment shall have been electronically mailed to each member at least ten (10) days before such vote. No amendment or addition to these bylaws shall be made or adopted which is in conflict with the club constitution and/or the constitution and bylaws of RI.

Historical Notes:

<sup>(1)</sup> Bylaws were updated and adopted by members on 9-8-2020 to be consistent with RI model club bylaws and revising/amending articles and sections as recommended by the 2019-2020 Constitution and Bylaws Subcommittee (John Harris, Major Harding, Doug Mannheimer, and Kevin Forsthoefel)