Rotary Club of Tucker Bylaws

Article 1: Definitions

Section 1 – Board. The Board of Directors of this club. (8/11/2021)

Section 2 – Officer. A member of this club's Board of Directors. (8/11/2021)

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. The president-elect shall chair the long range planning committee and be responsible for preparing the annual plan and budget for his or her Club year. In addition, the president elect will preside over regular Club and Board meetings in the absence of the president. (2/17/2024)

Section 3 – Director. Leader of Committee or service activity (8/11/2021)

Section 4 – Member. A member, other than honorary member, of this club. (8/11/2021)

Section 5 – RI. Rotary International (8/11/2021)

Section 6 – Year. The twelve-month period that begins on 1 July. (8/11/2021)

Article 2: Election of Officers

Section 1 – Nomination Process. At a regular meeting two weeks prior to the meeting for the election of officers the presiding officers shall ask for nominations by members of the club for president, secretary and treasurer. The nominations may be presented by a nominating committee or by members from the floor. The nominating committee shall consist of the president, the president-elect, and the most recent past president still active in the club, and a member nominated and elected by a majority vote of the membership. The nominations duly made shall be place on a ballot in alphabetical order under each office and shall be voted for at a regular meeting no later than December 31. The candidates for president, secretary and treasurer receiving a majority of the votes will be declared elected to their respective offices. The candidate for president elected in such balloting shall be the president-nominee. The president-nominee shall take the title of president-elect on the first day of July next following the election, and shall serve as an officer during that year. On July 1 immediately following that year, the president-elect shall assume office as president. The secretary and treasurer so chosen shall assume office on the first day of July following their election. (8/11/2021)

Section 2 – Director Appointments. While serving as president-elect, he/she shall appoint directors to carry out the club's annual goals during their upcoming year of service. Upon taking office, the appointed directors, together with the president, president-elect, secretary, treasurer, and immediate past president shall constitute the board of directors. At its first meeting, the board of directors may elect some member of the club to act as sergeant-at-arms who also becomes a member of the board. (8/11/2021)

Section 3 – Board Vacancies. A vacancy in the board of directors or any office shall be filled by action of the remaining members of the board. (8/11/2021)

Section 4 – Officer Vacancies. A vacancy in the position of any officer-elect shall be filled by action of the remaining members of the board of directors-elect. (8/11/2021)

Article 3: Board of Directors

The governing body of this club shall be the board of directors, elected or appointed in accordance with Article II, Section 1 and Section 2, of these bylaws.

Article 4: Officers

Officers: President, President Elect, Secretary, Treasurer, Sergeant at Arms, and Immediate Past President

Section 1 – President. The president shall preside at the meeting of the club and board and perform other duties as ordinarily pertain to the office of president. (8/11/2021)

Section 3 – Secretary. The secretary shall keep the records of membership; record the attendance at meetings; send out notices of meetings of the club, board, and committees; record and preserve the minutes of such meetings; make the required reports to RI, including the semiannual reports of membership on January 1st and July 1st 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 report of attendance which shall be made to the district governor within 15 days of the last meeting of the month; collect and remit to RI subscriptions to The Rotarian, and perform such other duties as usually pertain to the office of secretary. (8/11/2021)

Section 4 – Treasurer. The treasurer shall have custody of all funds, accounting for same to the club annually and at any other time upon demand by the board and 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. (8/11/2021)

Section 5 – Sergeant-at-Arms. The sergeant-at-arms shall do such duties as are usually prescribed for such office and such other duties as may be prescribed by the president or the board. (8/11/2021)

Article 5: Committees and Directors

The president shall, subject to the approval of the board, appoint such committees on particular phases of club service, vocational service, community service, international service, and new generations service as deemed necessary. The president shall be ex-officio a member of all committees and, as such, shall have all privileges of membership thereon.

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 and approved by the board.

The president may appoint one or more committees dealing with various aspects of youth activities, which, depending on their respective responsibilities, may be under any, or all, of the vocational service, community service, international service, or new generations service committees. Where feasible and practicable in the appointment of such committees, there should be provision for continuity of membership, either by appointing one or more members to a second term or by appointing one or more members to a two year term.

Standing committees should be appointed as follows in accordance with District and Club Leadership Plans

- **Club Administration** – this committee conducts all the club's administrative activities. The club secretary and treasurer should be members of this committee.
- **Membership** – This committee develops and implements a plan for recruiting and retaining club members.
- **Community Service Projects** – This committee plans and carries out educational, humanitarian, and vocational projects that address the needs of the club's community and communities in other countries.
- **Vocational Service** – This committee promotes High ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying of each Rotarian's occupation as an opportunity to serve society
- **The Rotary Foundation** – This committee develops and carries out plans to support The Rotary Foundation through financial contributions and club participation in Foundation programs.
- **Public Relations** - This committee develops and executes a plan to provide the public with information about Rotary, and it promotes the club's service projects and activities.
- **New Generations** - This committee promotes the work we do with youth and the communication of the ideals of Rotary to our youth and young adults. Through, our Interact clubs, Rotaract affiliations, RYLA, and the Georgia Rotary Student Program, we work toward assuring a future for Rotary.

Article 6: Duties of Committees

The duties of all committees shall be established and reviewed by the president for his or her year. The duties of each committee are outlined in the RI Club Committee Manual. Each president shall give to each Director the portion of the manual germane to his or her committee. The committees will consider all the avenues of service as they develop plans for the year. In light of the duties of each committee, each committee shall have specific goals and action plans established by the beginning of each year for implementation during the year.

Article 7: Meetings

Section 1 – Annual Meeting. An annual meeting of this club shall be held on or before the last regular meeting in December, at which time the election of officers to serve for the ensuing year shall take place. (8/11/2021)

Section 2 – Regular Meetings. The regular weekly meetings of this club shall be held on Thursday starting at 12:15 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 by the board of directors of this club, pursuant to Article 9, sections 1, 2, and 3 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. (8/11/2021)

Section 3 – Attendance. This club shall follow the attendance rules set forth in the standard Rotary club constitution. (8/11/2021)

Section 4 – Quorum. One-third of the membership shall constitute a quorum at the annual and regular meetings of this club. (8/11/2021)

Section 5 – Board Meetings. Regular meetings of the board shall be held, usually monthly. 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. (8/11/2021)

Section 6 – Board Quorum. A majority of the board members shall constitute a quorum of the board. (8/11/2021)

Article 8: Fees and Dues

Section 1 – Admission Fee. An admission fee shall be paid before the applicant can qualify as a member, except as provided for in the standard Rotary club constitution, Article 11. This fee shall be set by the board as necessary. (8/11/2021)

Section 2 – Membership Dues. The membership dues shall be paid quarterly on the first day of July, October, January and April with the understanding that a portion of each semiannual payment in July and January shall be applied to each member’s subscription to The Rotarian magazine. The dues amount shall be set by the board as necessary. (8/11/2021)

Section 3 – Activity Fee. A social or activity fee shall be charged quarterly to each member. This fee will be set by the board as necessary. (8/11/2021)

Article 9: Method of Voting

The business of this club shall be transacted by voice vote, or email, except the election of officers and directors, which shall be by ballot. The board may determine that a specific resolution be considered by ballot rather than by voice vote.

Article 10: Avenues of Service

The Avenues of Service are the philosophical and practical framework for the work of this Rotary Club. They are:

1. Club Service

2. Vocational Service
3. Community Service
4. International Service, and
5. New Generations Service.

This Club will be active in each of the Avenues of Service.

Article 11: Leaves of Absence

On 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 time. (Note: Such leave of absence operates to prevent a forfeiture of membership; it does not operate to give the club credit for the member's attendance. Unless the member attends a regular meeting of some other club, the excused member must be recorded as absent except that absence authorized under the provision of Art. 9, sections 3 and 4 of the standard Rotary club constitution is not computed in the attendance record of the club.)

Article 12: Finances

Section 1 – Bank Account. The treasurer shall deposit all funds of the club in a bank named by the board. (8/11/2021)

Section 2 – Payments & Audit. All bills shall be paid only by checks signed by the treasurer. An audit by a certified public accountant or other qualified person shall be made once each year of all the club's financial transactions. (8/11/2021)

Section 3 – Bonding. 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. (8/11/2021)

Section 4 – Fiscal Year. The fiscal year of this club shall extend from July 1st to June 30th. The collection of members' dues shall be divided into four (4) periods extending from July 1st to September 30th, October 1st to December 31st, January 1st to March 30th, and April 1st to June 30th. The payment of per capita dues and magazine subscriptions to RI shall be made on July 1st and January 1st of each year on the basis of the membership of the club on those dates. (8/11/2021)

Section 5 – Budget. At the beginning of each fiscal year the board shall prepare or cause to be prepared a budget of estimated income and estimated expenditures for the year, 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. (8/11/2021)

Article 13: Method of Electing Members

Section 1 – Prospective Members. 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. (8/11/2021)

Section 2 – Membership Vetting. The board shall ensure that the proposal meets all the classification and membership requirements of the club constitution. (8/11/2021)

Section 3 – New Member Approval. 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. (8/11/2021)

Section 4 – New Member Notice. 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. (8/11/2021)

Section 5 – Member Election. 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, as prescribed in these 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. (1/10/2022)

Section 6 – Induction. Following such election, the president shall arrange for the induction of the new member; the club secretary shall report the new member to RI; and the Rotary information committee shall provide appropriate literature for presentation at the induction and assign a member to assist the assimilation of the new member. (8/11/2021)

Article 14: Resolutions

No resolution or motion to commit this club on any matter shall be considered by the club 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 15: Order of Business

1. Meeting called to order.
2. Pledge to the flag/convocation
3. Introduction of visitors.
4. Correspondence and announcements.
5. Committee reports.
6. Any unfinished business.
7. Any new business.
8. Address or other program features.
9. Four Way Test.
10. Adjournment.

Article 16: Amendments

These bylaws may be amended by the Board of Directors at any regular Board meeting. A quorum must be present at this meeting. No amendment or addition to these by-laws can be made that is not in harmony with the standard Rotary club constitution and with the constitution and by-laws of RI.