

BYLAWS OF THE ROTARY CLUB OF CASSELBERRY, INC.

Article I - Board of Directors

Section 1 - The governing body of this club shall be the Board of Directors consisting of at least fourteen (14) members of this club, namely, eight (8) Directors each serving two (2) year terms, elected in accordance with Article III, Section I, of these Bylaws, the President, Vice-President, President-Elect, Secretary, Treasurer, and the immediate past President (if not serving as Vice-President).

Article II - Duties of Officers

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.

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 duty of the Secretary to 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 report of membership, which shall be made to the general secretary of RI on January 1 and July 1 of each year, and including prorated reports to the general secretary on 1 October and April 1 of each active member who has been elected to membership in the club since the start of the July or January semiannual reporting period, the report of changes in membership, which shall be made to the general secretary of RI, the monthly report of attendance at the club meetings, which shall be made to the district governor within 15 days of the last meeting of the month, collect and remit RI official magazine subscriptions and perform 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.

Article III - Election of Directors and Officers

Section 1 - At a regular meeting one month prior to the meeting for election of officers, the presiding officer shall ask for election of officers, the presiding officer shall ask for nominations by members of the club for president, vice-president, secretary, treasurer, and four (4) members of the board of directors serving (2) year terms. The nominations may be presented by a nominating committee or by members from the floor, or by both. The nominations duly made shall be placed on a ballot in alphabetical order under each office and shall be voted for at the annual meeting. The candidates for president, vice-president, secretary, and treasurer receiving a majority of the votes shall be declared elected to their respective offices. The four- (4) candidates for director receiving a majority of the votes shall be declared elected as directors. The president elected in such balloting shall serve as a member of the board as president-elect for the year commencing on the first day of July next following the election as president, and shall assume office as president on the first day of July immediately following the year of service on the board as president-elect.

Section 2 - The officers and directors, so elected, together with the immediate past president shall constitute the board of directors. Within one week after their election, the board of directors-elect shall meet and elect some member of the club to act as sergeant-at-arms.

Section 3 - A vacancy in the board of directors or any office shall be filled by action of the remaining members of the board.

Section 4 - A vacancy in the position of any officer-elect or director-elect shall be filled by action of the remaining members of the board of directors-elect.

Article IV - Meetings

Section 1 - Annual Meeting. An annual meeting of this club shall be held on the first Wednesday in December in each year at which time 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 Wednesday at 7:15 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 the 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 at 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 on the second Monday (or such other alternate regular date as might be necessary to accommodate the then present make-up of the Board) of each month. Special meetings of the board shall be called by the president, whenever deemed necessary, or upon the request of two (2) members of the board, due notice having been given.

Section 5 - A majority of the board members shall constitute a quorum of the Board.

Section 6 - Board meetings are open to all members who are encouraged to attend.

Article V - Fees and Dues

Section 1 - The admission fee shall be \$55.00 to be paid before the applicant can qualify as a member.

Section 2 - The membership dues shall be \$200.00 per annum, payable semi-annually on the first day of July and of January, with the understanding that six dollars (\$6.00) of each semiannual payment shall be applied to each member's subscription to THE ROTARIAN magazine.

Article VI - Method of Voting

The business of this club shall be transacted by viva voce vote except the election of officers and directors, which shall be by ballot.

Article VII – RI Club Leadership Plan

The RI Club Leadership Plan is the philosophical and practical framework for the work of this Rotary club. Its 'avenues of service' consist of MEMBERSHIP, SERVICE PROJECTS, ROTARY FOUNDATION, PUBLIC RELATIONS, CLUB ADMINISTRATION and NEW GENERATIONS. This club will be active in each avenue of service.

Article VIII - Committees

Club committees are charged with carrying out the annual and long-range goals of the club based on the six leadership committees. 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 incoming President is responsible for appointing committee members to fill vacancies, appointing committee chairs and conducting planning meetings prior to the start of the year in office. Committee Chairman shall serve at the pleasure of the 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 its community and communities in other countries.

* The Rotary Foundation

This committee should develop and implement plans to support The Rotary Foundation through both financial contributions and program participation.

* New Generations

This committee shall develop and implement plans/activities associated with youth.

Additional ad hoc committees may be appointed as needed.

(a) The President shall be ex officio a 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 IX - Duties of Committees

The duties of all committees shall be established and reviewed by the President for his or her year. In declaring the duties of each, the President shall 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 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.

(Note: Such leave of absence does operate 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 provisions of article VIII, section 2(b) of the standard Rotary club constitution is not computed in the attendance record of the club.)

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 upon vouchers signed by any two officers. As soon as practical after June 30, the outgoing treasurer shall submit all books, records, paid invoices and other pertinent financial information to the Review Committee appointed by the outgoing President for a year-end review of the financial records. The treasurer shall not serve on the Review Committee. The treasurer shall follow up as necessary to ensure IRS reporting for non-profit organizations (Form 990) is completed. If not, personally prepare the return or engage other(s) to do so.

Section 3 - Officers having charge or control of funds may give such bond as may be required by the board for the safe custody of the funds of the club, the cost of the bond to be borne by the club.

Section 4 - The fiscal year of this club shall extend from July 1st to June 30th, and for the collection of members' dues shall be divided into two (2) semi-annual periods extending from July 1st to December 31st, and from January 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.

(Note; Magazine subscriptions for members joining during a semi-annual period are payable upon invoice from the Secretary.)

Section 5 - 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.

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. 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.

Article XIII - 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 XIV - Order of Business

Meeting called to order:

Introduction of visiting Rotarians

Correspondence and announcements

Committee reports if any

Any unfinished business.

Any new business.

Address or other program features.

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.

CASSELBERRY ROTARY