

# **Bylaws of the Rotary Club of New Tampa, Florida District 6890, Club 31,116**

## **Article I. 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 nominations by members of the club for president, vice-president, secretary, treasurer, and six (6) members of the board of directors. The nominations may be presented by a nominating committee or by members from the floor, by either or by both as a club may determine. If it is determined to have a nominating committee, such committee shall be appointed as the club may determine. 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 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, 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 position 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 shall be filled by action of the remaining members of the board of directors-elect.

## **Article II. Board of Directors**

The governing body of this club shall be the board of directors consisting of thirteen (13) members of this club, namely, six (6) directors elected in accordance with article I, Section 1, of these bylaws, the president, vice-president, president-elect, secretary, treasurer, immediate past president and sergeant-at-arms.

## **Article III. 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 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 3 --***Vice-President.* It shall be the duty of the vice-president, who shall also serve as parliamentarian, 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 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 reports of membership, which shall be made to the general secretary of RI on 1 January and 1 July of each year, and including prorated reports to the general secretary on 1 October and 1 April of each active member who has been elected to membership in the club since the start of the July or January semiannual reporting period, 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 immediately following 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.

**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 during the month of December in each year, at which time the election of officers and directors to serve for the ensuing year shall take place.

(Note: Article V, Section 2 of the standard Rotary Club Constitution provides that “An annual meeting for the election of officers shall be held not later than the thirty-first day of December as provided in the bylaws.”)

**Section 2 --** The regular weekly meetings of this club shall be held on Fridays at 7:00 AM at the Tampa Palms Golf & Country Club, or such other place as shall be determined by the board of directors upon prior consultation of the membership.

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 members excused

by the board of directors of this club, pursuant to article VIII, Section 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.

**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 at a time to be determined by 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.

**Section 6** -- Absences from club meetings by members of the club will be reported to the board at each meeting. Those members falling below the 60 % attendance rate will be notified on a regular basis by the club secretary.

#### **Article V. Fees and Dues**

**Section 1** -- The admission fee shall be determined by the board of directors and shall be paid concurrently with the first quarterly payment of membership dues..

**Section 2** -- The membership dues, as shall be determined by the board of directors, shall be payable quarterly on the first day of July, October, January and April, with the understanding that the semiannual subscription fee of *THE ROTARIAN* magazine shall be applied, pro rata, to each member's quarterly dues.

#### **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. Duties of Directors and Committees**

**Section 1** -- *Club Service Director*. 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. This director shall be responsible club service activities and shall supervise and coordinate the work of any committee that may be appointed on particular phases of club service, such as:

- a) *Club Bulletin Committee*. This committee shall endeavor, through the publishing of a weekly club bulletin, to stimulate interest and improve attendance, announce the

- program of the forthcoming meeting, 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.
- b) *Fellowship Activities Committee.* This committee shall promote acquaintance and friendship 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.
  - c) *Magazine Committee.* This committee shall stimulate reader interest in *THE ROTARIAN*; 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 items and photographs to the editor of the magazine and in other ways make the magazine of service to the club members and non-Rotarians.
  - d) *Program Committee.* This committee shall prepare and arrange the programs for the regular and special meetings of the club.
  - e) *Public Relations Committee.* This committee shall devise and carry into effect plans (1) to give the public general information about Rotary, its history, object, and scope; and (2) to secure proper publicity for the club.
  - f) *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 Director.**

This committee shall devise and carry into 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. This director 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, such as:

- a) *Vocational Awareness Committee.* This committee shall carry out duties as periodically assigned by the Vocational Service Director, including the annual Vocational Awareness Award Program for a citizen within the geographic boundaries of the club who has had a significant impact on the community.

**Section 3 -- Community Service Director.** This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in their community relationships. This director 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, such as:

- a) *Community Development Committee.* This committee shall coordinate all activities relating to community development activities including the proposal and execution of community development projects for the club.
- b) *Youth Services Committee.* This committee shall coordinate all activities relating to youth development activities including the proposal and execution of youth services for the club.
- c) *Interact Committee.* This committee shall provide the guidance, leadership and support to establish and promote an Interact club at schools of choice, as shall be determined by the board of directors.
- d) *Contribution Committee.* This committee shall review all contribution requests brought to the club and advance those which it deems appropriate to the board of directors for approval.

**Section 4 -- International Service Director.** This director 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. This director 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, such as:

- a) *Rotary Foundation Committee.* This committee shall promote support for the Rotary Foundation by all members through the Paul Harris Fellow program, including the provision of educational materials and other promotional items provided by the Foundation.
- b) *Rotary Scholar Committee.* This committee shall be responsible for identifying and supporting any and all potential Rotary Scholars who are residing in the local area.

**Section 5 -- Membership Development Director.** This director 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 membership and membership development. This director shall be responsible for the membership activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of membership, such as:

- a) *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.

- b) *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.
- c) *Classifications Committee.* This committee shall as early as possible, but no later than 31 August 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.
- d) *Application Committee.* This committee shall be responsible for the processing of applications from proposed members including securing approval signatures from the Chairs of the Classification and Membership Committees, getting the proposed member's application on the agenda for consideration by the board, notification to the editor of the club bulletin that a member's application has been approved so that his/her name may be circulated to the other members of the club and submittal to the club secretary of all pertinent membership documents.
- e) *Member Roster Committee.* This committee shall be responsible for the establishment and maintenance of a roster containing pertinent contact and personal information and a photograph of all members.
- f) *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 of 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.

### **Article VIII. 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 period not to exceed six (6) months. This leave of absence may be renewed as necessary.

(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 provision of article VIII, Section 3 of the standard Rotary Club Constitution is not computed in the attendance record of the club.)

## **Article IX. 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 and one additional authorized person. A thorough review by members of the Finance and Budget Committee, (other than the treasurer or secretary) shall be made once each year of all the club's 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 July 1<sup>st</sup> to June 30<sup>th</sup>, and for the collection of members' dues shall be divided into four (4) quarterly periods extending from July 1<sup>st</sup> to September 30<sup>th</sup>, October 1<sup>st</sup> to December 31<sup>st</sup>, January 1<sup>st</sup> to March 31<sup>st</sup>, and from April 1<sup>st</sup> to June 30<sup>th</sup>. The payment of per capita dues and magazine subscriptions to RI shall be made on July 1<sup>st</sup> and January 1<sup>st</sup> of each year on the basis of the membership of the club on those dates.

(Note: Magazine subscriptions for members joining during a semiannual period are payable upon invoice from the Secretariat.)

**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 X. 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 or a designee. 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 during the required fireside 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.

**Section 5** -- If no written objection to the proposal, stating reasons, is received by the board from any member (other than honorary) of the club within seven (7) days following publication of information about the prospective member, that person, upon payment of the admission fee (if not honorary membership), as prescribed in these bylaws, shall be considered to be elected to membership.

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.

**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 the assimilation of the new member.

### **Article XI. 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 XII. Order of Board Meeting called to order.**

Determination of Quorum/opening  
Introduction of visiting Rotarians.  
Correspondence and announcements  
Officer's Reports  
Committee reports, if any  
Any unfinished business  
Any new business.  
Address or other program features  
Adjournment

### **Article XIII. Amendments**

These bylaws may be amended at any regular meeting, a quorum being present, by a two-third vote of all members present, provided that notice of such proposed amendment shall have been mailed or, if so determined by the board of directors, either have been mailed or e-mailed to each member at least ten days before such meeting. No amendment or addition to these bylaws can be made which is not in accordance with the Club Constitution and with the constitution of RI and which did not take into consideration the recommended Rotary Club Bylaws of RI.

