

# **By-Laws of the Rotary Club of Towsontowne, Maryland**

## **Article I Election of Directors and Officers**

SECTION 1 – At a nominating committee meeting one month prior to the meeting for election of officers, the presiding officer may ask for nominations by a committee of past presidents, or as the club may determine, for president-elect, secretary, treasurer, sergeant-at-arms and four members of the board of directors to review potential candidates and create a succession plan. These candidates shall be approached by the president to ascertain interest. The nominations shall then be presented by the nominating committee, and/or by members from the floor. 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-elect, secretary, treasurer, and sergeant-at-arms receiving a majority of the votes shall be declared elected to their respective offices. The four candidates for director receiving a majority of the votes shall be declared elected as directors. The president-elect 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 his election, and shall assume office as president on the first day of July immediately following his 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.

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

## **Article II Board of Directors**

SECTION 1 – The governing body of this club shall be the board of directors consisting of, the president, president-elect, secretary, treasurer, immediate past president, sergeant-at-arms, and the four directors of the club's lanes of service, elected in accordance with Article I, section 1, of these by-laws.

## **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 his office.

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, including the opportunity to preside at meetings of the club, or board, is so designated by the president, or past president, in the president's absence.

SECTION 3 – *Immediate Past President*. It shall be the duty of the immediate past 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 his office.

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 Rotary International, including the semiannual reports of membership, which shall be made to the General Secretary of Rotary International on January 1<sup>st</sup> and July 1<sup>st</sup> of each year, and included prorated reports to the general secretary on 1 October and 1 April of each active, senior active and past service 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 Rotary International, 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 Rotary International subscriptions to *The Rotarian*, and perform such other duties as usually pertain to this office.

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 his office. Upon his retirement from office he shall turn over to his successor or to the President all funds, books of accounts or any other club property in his possession.

SECTION 6 – *Sergeant-at-Arms*. The duties of the sergeant-at-arms shall be such as are usually prescribed for his office and such other duties as may be prescribed by the president or board.

## **Article IV Meetings**

SECTION 1- Annual Meeting. An annual meeting of this club shall be held on the first meeting of December in each year, or at such other time as shall be set by the board of directors, with due notice being given to the membership, 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. The snow policy follows the Baltimore County School System Policy for Cancelations. If, however school is two hours late, Rotary will meet at the scheduled time.

All members excepting an honorary member (or member excused by the board of directors of this club, pursuant to Article VII, 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 (30%) 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 on the third Wednesday 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.

## **ARTICLE V Fees and Dues**

SECTION 1 – The admission fee shall be \$75.00, or such other amount as may be set by the board from time to time, to be paid before the applicant can qualify as a member.

SECTION 2 – The membership dues shall be \$120.00 per annum, or such other amount as may be set by the board from time to time, payable quarterly beginning on the first day of July, with the understanding that two dollars of each quarterly payment shall be applied to each member's subscription of 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; and any other vote deemed “secret” by the President.

## **ARTICLE VII**

### **Four Avenues of Service**

The four Avenues of Service are the philosophical and practical framework for the work of this Rotary Club. They are Club Service, Vocational Service, Community Service and International Service. This club will be active in each of the four Avenues of Service.

## **ARTICLE VIII**

### **Committees**

Club committees are charged with carrying out the annual and long-range goals of the club based on the four Avenues of Service. 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 president-elect 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. 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.

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 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 reference appropriate RI materials. The service projects committee will consider the Avenues of Vocational Service, Community Service and International Service 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 specified length of time.

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*(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 he 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. VII, Sec. 3 of the Standard Rotary Club Constitution is not computer in the attendance record of the club.)*

## **Article XI**

### **Finances**

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

SECTION 2 – All bills shall be paid by the treasurer or other authorized officer only when approved by two other officers or directors.

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 two (2) semiannual periods extending from July 1<sup>st</sup> to December 31<sup>st</sup>, and from January 1<sup>st</sup> to June 30<sup>th</sup>. The payment of per capita dues and magazine subscriptions to Rotary International 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.

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

SECTION 5 – Prior to the beginning of each fiscal year, the board shall prepare a budget of estimated income and expenditures for the year, which shall stand as the limit of expenditures for these purposes, unless otherwise ordered by action of the board. The budget shall be broken into two separate parts: one in respect of club operations and one in respect of charitable/service operations (Foundation).

## **Article XII**

### **Method of Electing Members**

SECTION 1 – The name of a prospective member, proposed by a 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.

SECTION 2 - The board shall ensure that the proposal meets all the classification and membership requirements of the Standard Rotary Club Constitution.

SECTION 3 - The board shall approve or disapprove the proposal within 30 days of its submission and shall notify the proposer, through the club secretary, of its decision.

SECTION 4 - If the decision of the board is favorable, the prospective member shall be informed of the purposes of Rotary and of the privileges and responsibilities of membership, following which the 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 ten (10) days following publication of information about the prospective member, that person, upon payment of the admission fee (if not an honorary member), 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 an honorary member), shall be considered to be elected to membership.

SECTION 6 - Following the election, the president shall arrange for the new member's induction, membership card, and new member Rotary literature. In addition, The president or secretary will report the new member information to RI, and the president will assign a member to assist with the new member's assimilation to the club as well as assign the new member to a club project or function.

SECTION 7 - The club may elect, in accordance with the Standard Rotary Club Constitution, honorary members proposed by the board.

## **Article XII 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 XIII 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 XIV Amendments**

These by-laws may be amended at any regular meeting, a quorum being present, by a majority 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 Standard Rotary Club Constitution and with the constitution and bylaws of RI.