

BYLAWS

THE ROTARY CLUB OF CAMPBELL RIVER - DAYBREAK

Article 1: Definitions

1. Board: The Board of Directors of this club.
2. Director: A member of this club's Board of Directors.
3. Member: A member, other than an honorary member, of this club.
4. RI: Rotary International.
5. Year: The twelve-month period that begins on 1 July.

Article 2: Board of Directors

The governing body of this club shall be the board of directors consisting of up to twelve (12) members of this club, namely, directors as determined in accordance with article 3, section 1, of these bylaws, the president, president-elect, secretary, treasurer, sergeant-at-arms, and the immediate past president.

Article 3: Election and Appointment of Directors and Officers

Section 1. At least one month prior to the meeting for election of officers, the Immediate Past President or designate shall call together a Nominating Committee of current members of the club, appointed as the club may determine, to prepare a list of nominees for election to the Board of Directors as candidates for the positions of President Elect, Secretary, Treasurer, Sergeant-at-Arms, and whatever Director positions as have been designated for the upcoming board of directors. The list will be presented to the club members at the annual general meeting. At the annual general meeting, the Immediate Past President or designate will ask for nominations from the floor for additional names to be considered for election to the Board of Directors. The nominations duly made will be placed on the ballot at the meeting. The candidates receiving the largest individual total vote shall be elected to the Board of Directors for the upcoming Rotary year commencing on the first day of July next following the election. The president-elect, secretary, and treasurer shall be appointed from the newly elected board members by agreement of the board and shall serve with the president as the club executive officers. The president-elect shall serve as a member of the board and shall assume office as president on the first day of July immediately following the year of service on the board as president-elect. The remaining candidates for director shall be declared elected as directors. The positions of Sergeant-at-Arms and Directors shall be appointed from elected members not appointed to the club executive.

Section 2. The members so elected, together with the president and 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.

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 4: Duties of Officers

Section 1: President. It shall be the duty of the president to ensure that all of the activities the Rotary Club of Campbell River – Daybreak are carried out in line with the principles and Object of Rotary International. It also 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 preside at meetings of the club and board in the absence of the president. The president-elect is responsible for overseeing fund raising activities of the club and for performing such other duties as ordinarily pertain to the office of president-elect.

Section 3: 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 January 1st and July 1st 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 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 4: 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. At the time of any transition in the office of Treasurer, the sitting President or President-Elect will ensure that an independent review of all funds, books of accounts and other financial records is completed before the new Treasurer assumes responsibility for those funds, accounts and records.

Section 5: Sergeant-at-Arms. The sergeant-at-arms shall ensure that the meeting room is properly set up each week in advance of the meeting and cleared of club regalia at the end of the meeting. The sergeant-at-arms ensures the availability of any special equipment or arrangements required by the day's program. It is also the responsibility of the sergeant-at-arms to collect fines and to carry out other such duties as may be prescribed by the president or the board.

Article 5: Meetings

Section 1: Annual Meeting. An annual meeting of this club shall be held not later than the first Tuesday of December in each year, at which time the election of members of the Board of Directors to serve for the ensuing year and delivery of the previous year's financial reports (if not already completed) shall take place.

Section 2: Regular Meetings. The regular weekly meetings of this club shall be held on Tuesday at 7:00 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 honorary members (or members excused by the board of directors of this club, pursuant to 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 members 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: Quorums at members' meetings. One-third of the membership shall constitute a quorum at the annual and regular meetings of this club.

Section 4: Board Meetings. Regular meetings of the board shall be held monthly on a date and at a location to be determined by the Board and communicated to the club. 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: Quorums at board meetings. A simple majority of the board members shall constitute a quorum of the board.

Article 6: Fees and Dues

Section 1: Dues and new member fee. A new member admission fee shall be set by the club, to be paid as a final condition of membership. The club also will set annual dues, payable semiannually on the first day of July and of January, with the understanding that a portion of the annual dues shall cover each member's subscription to THE ROTARIAN magazine, and District 5020 and International dues. Dues may be prorated for new members joining other than at the beginning of the membership year.

Section 2: Review and publication of fees and dues. Dues shall be subject to annual review and may be changed at the annual general meeting. Such changes shall take effect at the beginning of the next Rotary year. Fees shall be set by the board to recover costs and reported to the club at its next regular meeting.

Article 7: Method of Voting

The business of this club shall be transacted by *viva voce* vote except the election of members of the Board of Directors, which shall be by ballot.

Article 8: 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 9: Committees

Standing committees should be appointed as follows as outlined in this article. Additional ad hoc committees may be appointed as needed. The president-elect will appoint committee members to fill vacancies, appointing committee chairs and conducting planning meetings prior to the start of the year in office. Club members will be notified of committee makeup shortly after the beginning of the Rotary year. Current club committees include:

- **Membership:** This committee will develop and implement a comprehensive plan for the recruitment and retention of members. It also is responsible for all fellowship activities, including club socials and firesides.
- **Fundraising:** This committee will develop and implement a fundraising plans to support the club's service projects.
- **Service Projects:** This committee will develop and implement educational, humanitarian and vocational projects as appropriate to address the needs of this community and communities in other countries.
- **Rotary Foundation:** This committee should develop and implement plans to support The Rotary Foundation through both financial contributions and program participation.
- **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.

- (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. In addition, committee chairs will submit to the Treasurer, in a form and on a schedule to be established by the Treasurer, financial reports of each committee's activities.

Article 10: 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 11: Leaves of Absence

The Board of Directors may, upon application to the board setting forth good and sufficient cause, grant a leave of absence excusing a member from attending the meetings of the club for a specified length of time. The leave of absence may be extended prior to the end of the leave period by resubmission of the original request. The board may require that any request for a leave of absence be submitted in writing over the original signature of the member requesting the leave. At the end of the leave period, the member is expected to return to regular attendance according to the rules of Rotary International. Failure to do so will result in termination of membership.

Article 12: Finances

Section 1. 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.

Section 2. The treasurer shall deposit all funds of the club in some bank to be named by the board.

Section 3. All bills shall be paid only by cheques issued by the treasurer and signed by any two officers. An audit by a qualified person may be made once each year of all the club's financial transactions.

Section 4. 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 5. The fiscal year of this club shall extend from July 1st to June 30th.

Article 13: Electing and Involving New 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. 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 of the purposes of Rotary and of the privileges and responsibilities of membership (including the kind of membership proposed), following which the prospective member shall be requested to sign the membership proposal form and to permit his or her name and proposed classification (if active membership) to be published to the club.

Section 5. Any club member other than an honorary member may object for good cause and in writing to any proposal of membership. If no written objection to the proposal, stating reasons, is received by the board from any member other than an honorary member of the club within seven (7) days following publication of information about the prospective member, that person, upon payment of the admission fee 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 to membership, the president shall arrange for the induction of the new member; the club secretary shall issue all membership literature and other materials and shall report the new member to RI, and the new member's sponsor shall assist the new member in becoming informed about and involved in club activities.

Section 7. The President will ensure that Rotary information sessions are held regularly throughout the year for new members and spouses to inform them more fully about Rotary International and the Rotary Club of Campbell River – Daybreak.

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

The President shall establish and follow a standard order of business for weekly meetings that ensures that the business of the club is carried out in a timely manner.

Article 16: 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 delivered to each member at least fourteen 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.

Schedule 1. DuesDues:

Effective July 1, 1998, annual dues are set at two hundred dollars (\$200.00), payable semiannually on July 1st and January 1st. Dues may be prorated for partial year membership.

Schedule 2. Amendments

Date	Amended section	Reason
October 10, 2000	Article I, Sec. 1 Article II	To change the makeup of the Board of Directors
September 5, 2006	Substantial revisions	To update to new Club Leadership Plan
September 5, 2006	Article 4, Sec. 4	To ensure an independent review of the books prior to turnover to a new Treasurer.
September 5, 2006	Article 6: Sec. 2	To make setting fees the responsibility of the board
September 5, 2006	Article 9©	To require committee chairs to provide financial reports to the Treasurer