



Article I - Election of Directors and Officers

Section 1 - At a regular meeting one month before the meeting for election of officers, the president shall ask for nominations by members of the club for president-elect, vice-president-program, vice-president-major project, secretary, assistant secretary, treasurer, assistant treasurer, and one at large member of the board of directors. The nominations may be presented by a nominating committee, members from the floor, by either or by both. If it is determined to have a nominating committee, such committee shall be appointed by the president. The nomination 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, vice-president-program, vice-president-major project, secretary, assistant secretary, treasurer, and assistant treasurer receiving a majority of the votes shall be declared elected to their respective offices. The candidate for at large director receiving a majority of the votes shall be declared elected as director. 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 his/her election as president, and shall assume office as president on the first day of July immediately following his/her year of service on the board as president-elect.

Section 2 - The officers and director, so elected, together with the immediate past president and the additional at large director shall constitute the board of directors. Within one month after their election the board of directors-elect shall meet and elect a member or members 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 II - Board of Directors

Section 1 - The governing body of this club shall be the board of directors consisting of eleven members of this club, namely, the president and seven additional officers (i.e., president-elect, vice-president-program, vice-president-major project, secretary, assistant secretary, treasurer, assistant treasurer) elected according to Article I, Section 1, of these bylaws, immediate past president, and two at large members having alternating two year terms.

The president shall determine the length of service, one year or two years, when new directors are chosen to complete the term of office of board members who have resigned while still in office.



Article III - Duties of Officers and Directors

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 this office.

Section 2 – President-Elect: It shall be the duty of the president-elect to preside at meetings of the club and the board in the absence of the president and 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 3A - Vice-President-Program: It shall be the duty of the vice-president-program to preside at meetings of the club and board in the absence of the president and president-elect, to arrange for programs for the weekly meetings of the club and to perform such other duties as ordinarily pertain to this office.

Section 3B - Vice-president-major project: It shall be the duty of the vice-president-major project to chair the major project committee, to be responsible for all activities, supervision, and coordination of all major project sub-committees for their appointed fulfillment. Said major project shall be the Rotary Home Show or any other major project the club deems fit to engage in.

The vice-president for major projects chooses his/her vice chair for that event with approval of the board. As such, the nominating committee shall consider the individual chosen by the vice-president for major projects for the office of vice-president for major projects for the following year.

Section 4A - 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 1st and July 1st of each year, and including prorated reports to the general secretary on October 1st and April 1st of each 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 that shall be made to the district governor immediately following the last meeting of the month, and perform such other duties as usually pertain to this office.

Section 4B - Assistant Secretary: It shall be the duty of the assistant secretary to help and maintain all the duties the secretary performs and such other duties as usually pertain to this office and to serve as Chairman of either the Club Service committee, Vocational Service committee, Community Service committee or International Service committee as directed by the President.

Section 5A - Treasurer: It shall be the duty of the treasurer to have custody of all funds, accounting for same to the club annually and any other time upon demand by the board and to perform such other duties as pertain to this office. Upon retirement from office the treasurer shall turn over to the successor or to the president all funds, books of accounts or any other club property in his/her possession.

The term of the club's treasurer is limited to two consecutive years. The purpose of Rotary is to



“rotate” people in positions; this by-law encourages interested individuals to seek the club’s more challenging positions of authority.

Section 5B - Assistant Treasurer: It shall be the duty of the assistant treasurer to help and maintain all the duties the treasurer performs and such other duties as usually pertain to this office and to serve as Chairman of either the Club Service Committee, Vocational Service Committee, Community Service Committee or International Service Committee as directed by the President.

Section 6 - Sergeant(s)-at-Arms: The duties of the sergeant(s)-at-arms shall be such as are usually prescribed for his/her office and such other duties as may be prescribed by the president or the board.

Section 7 – Directors: The duties of each director shall be to serve as the Chairman of either the Club Service committee, Vocational Service committee, Community Service committee or International Service committee as directed by the President and other duties as directed by the board.

Article IV – Meetings

Section 1 - An annual meeting of this club shall be held on the last Wednesday or at the last scheduled meeting in December of each year at which time the election of officers and directors to serve for the ensuing year shall take place. Verbal notice of any changes or cancellation of the annual meeting shall be given to all members of the club at a regular meeting at least one week prior to the change or cancellation.

Section 2 - The regular weekly meeting of this club shall be held at 12:15pm on Wednesday at a location determined by the board. Verbal notice of any changes in or cancellation of the regular meeting shall be given to all members of the club at a regular meeting of the club at least one week prior to the change or cancellation. 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 sixty 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 on the Tuesday preceding the fourth Wednesday of each month. Special meetings of the board shall be called by the president, whenever deemed necessary, or upon the request of two members of the board, due notice having been given.

Section 5 - A majority of the board (six members) shall constitute a quorum of the board.

Article V - Fees and Dues

Section 1 - The admission fee shall be \$35.00 payable before the applicant can qualify as a member.



Section 2 - The membership dues shall be \$100.00 per annum, payable semiannually on the first day of July and January, with the understanding that \$6.00 of each semiannual payment shall be applied to each member's subscription to *THE ROTARIAN* magazine. [Note: The subscription price of *THE ROTARIAN* is \$12.00 per annum].

Article VI - Method of Voting

Section 1 - The business of this club shall be transacted by *viva voce* (word of mouth) vote unless otherwise approved by a majority of the members present for a specific vote that could be by ballot.

Article VII – Committees

Section 1 – Standing Committees

- (a) The following four committees shall be standing committees: Club Service, Vocational Service, Community Service, and International Service.
The president, subject to approval of the board, may also appoint additional committees on particular phases of Club Service, Vocational Service, Community Service and International Service with these additional committees being under the direction of the appropriate standing committee or under the direction of the President or other board member.
- (c) The chairperson for each of the four standing committees shall be a member of the board and appointed by the president from the positions of assistant secretary, assistant treasurer and directors.
- (d) The president shall be ex-officio a member of all committees and as such shall have all the privileges of membership thereon.
- (e) The chairperson of each of the four (4) standing committees shall be ex-officio a member of all committees appointed in that particular phase of club business.
- (f) 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 board. Except where special authority is given by the board, such committees shall not take action until a report has been made to the board and approved by the board.

Section 2 - Club Service Committee

- (a) The chairperson of the Club Service committee shall be responsible for all Club Service activities and shall supervise and coordinate the work of all committees appointed on particular phases of Club Service.
- (b) The Club Service committee shall consist of the chairperson of the Club Service committee and the chairperson of all committees appointed on particular phases of the Club Service.

Bylaws of the Saratoga Springs Rotary Club



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Page 5

- (c) The Club Service committee may include, but not be limited to, the following committees on particular phases of the Club Service:

Directory – maintaining up to date membership directory of Club
Information – updating new members on Club policies & responsibilities
Membership – screening & interviewing proposed applicants
Newsletter – newsgathering and preparation of Club's newsletter
Social – providing & facilitating social activities for the Club

Section 3 - *Community Service Community*

- (a) The chairperson of Community Service committee shall be responsible for all community service activities and shall supervise and coordinate the work of all committees appointed on particular phases of Community Service.
- (b) The Community Service committee shall consist of the chairperson of the Community Service committee and the chairperson of all committees appointed on particular phases of Community Service.
- (c) The Community Service committee may include, but not be limited to, the following committees on particular phases of Community Service:

General Community Service – assisting blood & food bank, Salvation Army, soup kitchens, etc.
Major Gift – screening & interviewing proposed projects for sizeable financial assistance
Publicity – preparing & circulating news releases on Club activities
Saratoga Sunset – coordinating annual picnic
Senior Citizen Services – promoting knowledge of senior citizens of Saratoga County and their available activities
Youth Services – seeking out need of & developing programs for youth

Section 4 – *Vocational Service Committee*

- (a) The chairperson of Vocational Service committee shall be responsible for all vocational service activities and shall supervise and coordinate the work of all committee members.
- (b) The Vocational Service committee shall consist of the chairperson of the Vocational Service committee and the chairperson of all committees appointed on particular phases of Vocational Service.
- (c) The vocational service committee may include, but not be limited to, the following committees on particular phases of Vocational Service:

Career for Teens – providing mentoring & shadowing career opportunities
Scholarship – screening and interviewing candidates for college scholarships

Section 5 – *International Service Committee*

- (a) The chairperson of International Service committee shall be responsible for all international service activities and shall supervise and coordinate the work of all committees appointed on particular phases of International Service



- (b) The International Service committee shall consist of the chairperson of the International Service committee and the chairperson of all committees appointed on particular phases of International Service.
- (c) The International Service committee may include, but not be limited to, the following committees on particular phases of International Service:

Group Study Exchange – providing local itinerary for Club’s visitors

International Projects – supporting Polio Plus, Shots for Tots, etc.

Youth Exchange – assist in providing housing and itinerary for Club’s foreign visitors

Article VIII - Duties of Committees

Section 1 - Club Service Committee - This committee shall devise and carry into effect plans that will guide and assist the members of this club in discharging their responsibilities in matters relating to Club Service. The chairperson of this committee shall be responsible for the Club Service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of Club Service.

Section 2 - Vocational Service Committee - This committee shall devise and carry into effect plans that 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. The chairperson of this committee 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.

Section 3 - Community Service Committee - This committee shall devise and carry into effect plans that will guide and assist the members of this club in discharging their responsibilities in their community relationships. The chairperson of this committee 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.

Section 4 - International Service Committee - This committee shall devise and carry into effect plans that will guide and assist the members of this club in discharging their responsibilities in matters relating to International Service. The chairperson of this committee 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.

Article IX - Leave of Absence

Section 1 - 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 provision of Article VIII, Section 3 of the standard Rotary club constitution is not computed in the attendance record of the club.)

Article X - 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 by the treasurer from petty cash or by checks signed by the treasurer upon presentation of valid receipts or upon presentation of vouchers signed by any two officers. An internal review or audit by a certified public accountant or other qualified person shall be made once a year of all the clubs financial transactions. This review shall be completed during the 90-day period immediately following the end of the fiscal year. The club's major project (the Home Show) is specifically excluded from this section; however, the major project (the Home Show) is subject to internal review or audit at the discretion of the board.

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 to June 30, and for the collection of members' dues shall be divided into two semiannual periods extending from July 1 to December 31, and from January 1 to June 30. The payment of per capita dues and magazine subscriptions to Rotary International shall be made on July 1 and January 1 of each year on the basis of membership of the club on those dates.

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 XI - Method of Electing Members

Section 1 - *Active Members (including additional active members)*

- (a) The name of a prospective member, proposed by an active member of the club, shall be submitted to the Membership committee chairperson or other member of the committee.
- (b) The membership committee will investigate the prospective member regarding classification and suitability from the standpoint of character, business and social standing and general eligibility.
- (c) The Membership committee will submit the name of the prospective member to the board with a completed application and admission fee with a recommendation.
- (d) The president will announce the prospective member's application to the general membership at two consecutive regular meetings of the club.



- (e) If no written objection, with reasons, to the proposed member is received by the board from any member of the club within ten (10) days following the first announcement of the prospective member, the prospective member shall be considered elected to membership. If any objection has been filed with the board, the board shall consider the same at any regular or special meeting of the board and shall ballot on the proposed member. If no more than two (2) negative votes are cast by the members of the board present at such regular or special meeting, the proposed member shall be considered elected to membership. Following the member's election to membership as herein provided, the club secretary shall issue a membership card, name badge, directory and membership certificate to the member and shall report the member's name to the General Secretary of Rotary International.
- (f) The member shall be formally introduced as a new member at a regular meeting of the club.

Section 2 – Honorary Members: - The name of a proposed candidate for Honorary membership shall be submitted to the Board and the election shall be in the same form and manner as prescribed Article XI, section 1(d) and (e). Further, a proposed honorary new member will not be required to complete an application or pay the admission fee. An Honorary Member's election is for a period of one (1) year as set forth in the constitution of this club, however, the Board, in its discretion, may, by a majority vote, by resolution, from year to year, continue the Honorary membership for the ensuing year. The board may revoke an honorary membership at any time.

Article XII - Resolutions

Section 1 - 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

Section 1 - 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 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 Rotary International.