



# BYLAWS OF THE ROTARY CLUB OF CHESTER, SOUTH CAROLINA



AMENDED 01/2025

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## **Article 1 Definitions**

1. Board: The Board of Directors of this club.
2. Director: A director of this club's board.
3. Member: A member, other than an honorary member, of this club
4. Quorum: The minimum number of participants who must be present when a vote is taken: one -third of the club's members for club decisions and a majority of the directors for club board decisions.
5. RI: Rotary International.
6. Year The 12-month period beginning 1 July.

## **Article 2 Board**

The governing body of this club, its board of directors, consisting of, at a minimum, the president, vice president (past president), president elect, secretary, treasurer, sergeant-at-arms and five (5) elected board members.

## **Article 3 Elections and Terms of Office**

Section 1 – One month before elections, members nominate candidates for president, secretary, treasurer, and any open director positions. The nominations may be presented by a nominating committee, by members from the floor, or both.

Section 2 – The candidate who receives a majority of the votes for each office is declared elected to that office.

Section 3 – If any officer or board member vacates their position, the remaining members of the board will appoint a replacement.

Section 4 – If any officer-elect or director-elect vacates a position, the remaining members of the board-elect will appoint a replacement.

Section 5 – The term of office for each role are:

President –	One Year
Past President –	One Year
Treasurer –	Unlimited

Secretary – Unlimited

Sergeant-at-arms - Unlimited

Director - Unlimited

#### **Article 4 Duties of the Officers**

Section 1 - The president presides at club and board meetings and to perform such other duties as ordinarily pertain to his/her office.

Section 2 - The immediate past president serves as a director on the club board, presides at club and board meetings when the president is absent, and to perform such other duties as ordinarily pertain to his/her office.

Section 3 - The president-elect prepares for his/her year in office and serves as a director.

Section 4 - A director attends club and board meetings.

Section 5 - The secretary keeps membership records, attendance records, send out notices of meetings of the club (including board and committee), record and preserve the minutes of such meetings, make the required reports to Rotary International, including the semi-annual reports of membership which will be made to the general secretary of Rotary international, 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 Rotary International subscriptions to THE ROTARIAN, and perform such other duties as usually pertain to his office.

Section 6 - The treasurer oversees all funds, accounts for the same to the club annually and at any other time demanded by the board and to perform such other duties as pertain to his office. Works with the aid of Comptroller or Assistant Treasurer to complete and file tax forms. Upon retirement from office, he/she shall turn over to his/her successor or to the president all funds, books of accounts or any other club property in his/her possession.

Section 7 – The sergeant-at-arms maintains order in club meetings .and shall be such as usually prescribed for his office and such other duties as may be prescribed by the president or the board.

## **Article 5 Meetings**

Section 1 – An annual meeting of this club is held not later than 31 December to elect the officers and directors who will serve for the next Rotary year.

Section 2 – This club meets as follows: The regular weekly meetings of this club shall be held on Tuesday at 1:00PM. Due notice of any changes in or cancelling of the regular meeting shall be given to all members of the club.

Section 3 – Board meetings are held on the second Monday of each month at 1:00PM. Special meetings of the board are called with reasonable notice by the president or upon the request of two directors.

Section 4 – One-third of the membership shall constitute a quorum at the annual and regular meetings of this club.

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

Section 6 – As stated in Article 10 Attendance of the Rotary Constitution, the Rotary Club of Chester will not require attendance for continued membership in the club.

## **Article 6 – Membership**

Attendance Records are no longer required by Rotary International, in such, the Rotary Club of Chester will not require attendance, but encourages attendance and members engagement in club activities.

## **Article 7 Dues**

Section 1 - Annual club dues are \$700.00. They are paid at least quarterly, with \$175.00 being due by the end of January, April, July and October with the understanding payment shall be applies to each member's subscription to THE ROTARIAN magazine, RI per capita dues, district per capita dues, club fees, and any other Rotary or district per capita assessment, and only be changed at any time upon approval by the Board of Directors.

## **Article 8 Method of Voting**

The business of this club shall be transacted by viva voce vote or a show of hands except in the election of officers and directors, which is conducted by ballot. The board may also provide a ballot for a vote on some resolutions.

## **Article 9 Committees**

Section 1 – The club’s committees are as follows, Service Committee, Fundraising Committee and Membership Committee.

Section 2 – The president is an ex officio member of all committees.

Section 3 – Each committee chair is responsible for the regular meetings and activities of the committee, supervises and coordinates it work, and reports to the board on all committee activities.

Section 4 – The president shall, subject to the approval of the board, appoint such committees on phases of community service, international service, and vocational service as he/she may deem necessary.

Section 5 – The committees shall each consist of a chairman, who shall be named by the president from the membership of the board and not less than two other members.

Section 6 – Each committee shall transact such business as it delegated to it in the Bylaws and such additional business as may be referred to it by the president of the board. Except where special authority is given by the board, such committees shall not act until a report has been made to the board and approved by the board.

Section 7 – Duties of the Committees

- a. Service Committee – This committee shall devise and carry into effect plans which will guide and assist the members of the club in discharging their responsibilities in their community service relationships. The chairman 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.
- b. Fundraising Committee – This committee shall devise and carry into effect plans which will guide and assist the members of the club in their efforts to raise funds for the club. The chairman of this committee shall be responsible for the overall supervision and coordination of the work of any committees that may be appointed on particular phases of the fundraising activity.
- c. Membership Committee – This committee shall devise ways to increase membership and carry into effect plans (1) to give prospective members information about privileges and responsibilities of membership in a Rotary Club, (2) to give the members, especially the new members, adequate understanding of the privileges and responsibilities of members, (3) to give the members information about Rotary, its history, object, scope of activities and (4)

to give the members information as to developments in the administrative operations of Rotary International.

## **Article 10 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 or another authorized officer. A thorough audit by a certified public accountant or other qualified person shall be made once a year of all the club's financial transactions.

Section 3 – The fiscal year of this club shall extend from July 1<sup>st</sup> to June 30<sup>th</sup> and the collection of members' dues shall be divided into four quarters, billing from July 1 - September 30, October 1 – December 31, January 1 – March 31, and April 1 – June 30. Payment per capita dues to Rotary International shall be made in July and January of each year based on the membership of the club on July 1<sup>st</sup> and January 1<sup>st</sup>.

Section 4 – At the beginning of each fiscal year the board shall prepare a budget of estimated income and estimated expenditures for the year. This, having been agreed upon by the board, shall stand as the limit of expenditures for the respective purposes unless otherwise ordered by action of the board.

Section 5 – Club members will receive an annual financial statement of the club. A mid-year financial report, with current and previous year income and expenses, is presented at the annual meeting.

Section 6 – Will work with the comptroller or assistant treasurer to provide documentation for tax filing purposes.

## **Article 11 Method of Electing Members**

Section 1 – A member of this club or another club proposes a candidate for membership. The proposed member completes an application. The proposed shall be submitted to the board, by the secretary.

Section 2 – The board approves or rejects the candidate's membership within 30 days and the secretary notifies the proposing members of its decision.

Section 3 – If the board approves the candidate's membership, the prospective member is invited to join the club.

## **Article 12 Amendments**

These bylaws may be amended at any regular club meeting. Changing the club bylaws requires sending written notice to each member 21 days before the meeting, having a quorum present for vote and having two-thirds of the votes support the change. Changes to these bylaws must be consistent with the Standard Rotary Club Constitution, the RI Constitution and Bylaws and the Rotary Code of Policies.