

Bylaws of the Rotary Club of Chico

Article I Election of Directors and Officers

Section 1 – The members of the Board of Directors of this club, other than the President, the Vice-President, the Secretary-Treasurer, shall each serve for a two (2) year term with four (4) new directors being elected in even numbered years and five (5) new directors in odd numbered years.

Section 2 – To be eligible for membership on the Board of Directors, other than as an officer, a member must fulfill the following qualifications:

- (a) Is now or has been chairperson of a committee or a division chairperson, or
- (b) Has served on any of the following committees:
 - 1. Membership
 - 2. Classification
 - 3. Rotary Informationor
- (c) Has been in the Chico Rotary Club for five (5) or more consecutive years, and
- (d) In any event, must have been in the Chico Rotary Club two (2) years with December 31st of the years the member last joined being the date which starts this (2) year period and
- (e) Members with an excused classification (SAX) are not eligible, and
- (f) Past Presidents are eligible, and
- (g) There shall be four (4) years between terms of service on the board.

Section 3 – Ballots listing the names of eligible members shall be prepared annually by the Secretary using the criteria of Article I, Section 2. One-half of the ballots are to be printed alphabetically and the other half in reverse alphabetical order, alternating the two halves each year. An asterisk shall be placed in front of the names of eligible members who have previously served on the Board of Directors.

Section 4 – A list of the names of the eligible board members shall be posted on the club web site as part of the Oak Leaves and presented to the membership as a handout during the regular meeting the week prior to the Tuesday on which the first balloting is to take place. An asterisk shall also designate prior board members on this list.

Section 5 – Balloting for the members of the Board of Directors, other than the President, the Vice-President, the Secretary, the Treasurer or the Secretary-Treasurer, shall be done at the last two regular meetings in November of each year. At the next to the last regular meeting in November, nine (9) nominees shall be selected by the club membership by secret ballot on the ballot as prepared under Article I, Section 3 & 4. At the last regular meeting in November, either four (4) or five (5) directors, as determined under Article I, Section 1, shall be elected by the club membership by secret ballot from the nine (9) nominees selected at the previous regular meeting in November.

Section 6 – Following the election of directors under the provisions of Section 5 of this Article at the regular December meeting of the Board of Directors, the Board of Directors-elect, the current Board of Directors and the current officers, including the current ex-officio officers, with each having the right of one vote, shall elect a President-Elect for the Rotary year term commencing 18 months post-election.

(a) No election is required for the Vice-President. No election is required for Secretary, Treasurer, or the Secretary-Treasurer as the selection and appointment of the Secretary, Treasurer, or the Secretary-Treasurer shall be made by the President-elect, confirmed by the Board of Directors.

(b) Special criteria for selection of the President shall be that the member has served on a past Board of Directors or is a past or is the present Secretary, Treasurer, or Secretary-Treasurer.

Section 7 – A vacancy in the Board of Directors or any office shall be filled by action of the remaining members of the Board of Directors.

Section 8 – 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.

Article II Board of Directors

Section 1 – The governing body of this club shall be the Board of Directors and this board shall have all powers of governing this club except those expressly given to officers.

Section 2 – The Board of Directors shall consist of the President, the Vice President, the Secretary, the Treasurer, or Secretary-Treasurer when that office is combined and nine (9) Directors. The officers holding the offices of Secretary, Treasurer, or Secretary-Treasurer shall be the *ex-officio* members of the Board of Directors and shall be without the right of vote unless specifically provided otherwise in these bylaws.

Article III Duties of Officers

Section 1 --- *General*. The officers of this club shall be the president, vice-president, the secretary and the treasurer or the offices of secretary and treasurer may be combined into a single office at the discretion of the board of directors.

Section 2---*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 3 — *Vice-President*. It shall be the duty of the vice-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 the office of vice-president.

Section 4 --- At the discretion of the president, other members of the club may be appointed to preside at the regular meetings of the club in the absence of the president.

Section 5 — *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 (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 the club meetings, which shall be made to the district governor within 15 days of 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 6 — *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.

Article IV Meetings

Section 1 — *Annual Meeting*. An annual meeting of this club shall be held in January of each year, at which time the names of the newly-elected president and the newly-appointed secretary, treasurer, or secretary-treasurer shall be announced.

Section 2 — The regular weekly meetings of this club shall be held on Tuesdays at 12:15 p.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 an honorary member (or member excused by the board of directors of this club, pursuant to article VIII, section 2 (b) of the constitution of this club) 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 each month on a day and time as established by the Board of Directors at the beginning of each Rotary year. 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 payable in an amount as determined by the board and shall be payable by the applicant before the applicant can qualify as a member.

Section 2 — The annual membership dues shall be an amount as determined by the board and shall be payable as determined by the board with the understanding that the subscription cost to The Rotarian magazine shall be applied to each member's annual dues.

Article VI Method of Voting

The business of this club shall be transacted by voice vote except the election of directors, which shall be by ballot.

Article VII Committees

Section 1-

(a) *Nominating Committee.* The president shall appoint each year a nominating committee, to be chaired by a past president of the club, for the purpose of presenting a candidate or candidates to the Board of Directors for election to the Office of President, as set forth in Article 1, Section 6, of these bylaws.

(b) *Division Chairs.* The president shall appoint each year one or more chairs to head each of the four avenues of service under which the club operates and which are as follows:

Club Service

Vocational/Youth Service

Community Service

International Service

Section 2 – Each avenue of service shall have committees representing particular phases within each respective avenue with committee chairs reporting to the chairperson(s) in charge of their respective avenues of service. Committees and their chairs shall be appointed by the president with said appointments being subject to the approval by the board.

(a) Committees to be appointed to represent the various phases of club service may include:

Attendance

Classifications

Club Bulletin (Oak Leaves)

Fellowship

Membership Recruitment

Membership

Program

Public Relations

Rotary Information

Sergeant at Arms

and any other committees that the president may deem necessary for the administration of club affairs.

- (b) Committees to be appointed to represent the various phases of Vocational/Youth Service may include:
 Interact
 Scholarship and Awards
 Youth Citizenship
 Four Way Test Competition
 and any other committees that the president may deem necessary for vocational/youth service.
- (c) Committees to be appointed to represent the various phases of Community Service may include:
 Community Service Award
 Community Service Project
 Rural-Urban
 Environmental Awareness
 and any other committees that the president may deem necessary for community service.
- (d) Committees appointed to represent the various phases of International Service may include:
 International Project
 International Youth Exchange
 Rotary Foundation/Paul Harris
 and any other committees that the president may deem necessary for international service.
- (e) Where feasible and practicable in the appointment of club committees, there should be provision for continuity of membership by appointing one or more members for a second term.
- (f) The president shall be *ex officio* a member of all committees and, as such, shall have all the privileges of membership thereon.
- (g) 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 the 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.

Article VIII Duties of Committees

Section 1 – The President, subject to approval to the Board, may assign to committees duties which are in addition to those as described in the following four (4) sections of this Article.

Section 2 — *Club Service.*

- (a) *Attendance Committee.* This committee shall devise means for encouraging attendance at all Rotary meetings — including attendance at district conferences, inter-city 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.
- (b) *Classifications Committee.* This committee shall as early as possible at the beginning of each Rotary 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.
- (c) *Club Bulletin Committee.* This committee shall endeavor, to produce 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.

(d) *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.

(e) *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.

(f) *Membership Recruitment 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.

(g) *Program Committee*. This committee shall prepare and arrange the programs for the regular and special meetings of the club.

(h) *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.

(i) *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.

(j) *Sergeant at Arms Committee*. This committee shall help maintain an orderly dignified and effective Rotary Club meeting and shall be responsible for the physical preparations for all meetings, maintaining of name badges, collection of monies and other duties normally a function of this committee.

Section 3 — Vocational/Youth Service. The general responsibility of any committees appointed under this section shall be to 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. The chair 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.

(a) *Scholarship and Awards Committee*. This committee shall operate a program of financial aid to students and to recognize publicly the value of outstanding scholarship.

(b) *Interact Committee*. This committee shall provide the Interact Club or Clubs with guidance and counsel after its (their) establishment and shall perform those duties required of this committee by the Standard Interact Club Constitutions and Bylaws.

Section 4 — Community Service. The general responsibility of any committees appointed under this section shall be to devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in their community relationships.

(a) *Community Service Award Committee*. This committee is charged with the responsibility of selecting a recipient for the Chico Rotary Club Community Service Award using as the sole criteria for selection that criteria which was prepared by A.H. Weibel under date of October 15, 1949, and which criteria is maintained in the files of the Secretary of this club.

(b) *Rural Urban Committee*. This committee shall develop close working relationships between the rural community and the Rotary Club, extend Rotary Influence to surrounding rural areas and develop an understanding between rural and urban areas of their mutual dependency.

(c) *Environmental Awareness Committee*. This committee shall devise and carry into effect plans which will guide and assist the members of this club in monitoring and

improving the quality of the community's environment.

(d) *Community Service Project Committee*. This committee shall devise and carry into effect plans which will guide and assist the members of this club in building relationships with other community service organizations within the community and in cooperating with them in service.

Section 5 — *International Service*

(a) *The general responsibilities* of any committees appointed under this section shall be to 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.

(b) *International Service Committee*. This committee shall mobilize the resources of members of the club and others in the community in sponsoring, with the cooperation of the Rotarians abroad, World Community Service projects.

(c) *International Youth Exchange Committee*. This committee shall attempt to bring young people from other countries to live and study in the community, to send youth from the community abroad and to extend hospitality to students from other lands who are enrolled in local schools.

(d) *Rotary Foundation Committee*. This committee shall spread knowledge of and promote support for the Rotary Foundation and encourage participation in the programs of Rotary Foundation.

Article IX 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 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 provisions of article VIII, section 2(b) of the constitution of this club 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 such bank(s) to be named by the board.

Section 2 — All bills shall be paid only by checks signed by the treasurer upon vouchers signed by any two officers. A thorough audit by a certified public accountant or other qualified person 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 1st to June 30th.

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 — 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. A transferring or former member of another club may be proposed to active membership by the former club. 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 60 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 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 in the assimilation of the new member.

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 and guests.

Announcements.

Club Business.

Program.

Adjournment.

Article XIV 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 provided to each member at least ten (10) days before such meeting. No amendment or addition to these bylaws shall be made which is not in harmony with the club constitution and with the constitution and bylaws of RI.