

By-Laws of the Rotary Club of Lake Arrowhead

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 July 1.

Article 2 Board

The governing body of this club shall be the board consisting of 13 members of this club, namely 7 directors, elected in accordance with article 3, section 1 of these by-laws, and the president, president-elect, president-designee, secretary, treasurer, and the immediate past president.

Article 3 Election of Directors and Officers

Section 1 – At a regular meeting one month prior to meeting for election of officers the presiding officer shall ask for nominations from the members of the club for that number of directors as vacancies shall occur July next following the election. The nominations duly made shall be placed on a ballot in alphabetical order and shall be voted on at the annual meeting. The candidates for director required to fill pending vacancies receiving a majority of the votes shall be declared elected as directors.

Section 2 – The President Nominee shall be selected by a Selection Committee, appointed by the current President, which shall consist of the current club President, the President-elect, the current President-designee, the immediate Past President, and the other past presidents. Criteria to be used in selection of a president-nominee shall include commitment to the club, commitment to Rotary principals, demonstrated leadership skills, and overall accomplishments as a club and board member. All board and board elect members shall be eligible for President-nominee. Any board or board-elect member desiring consideration for this office shall indicate their interest to the selection committee no later than the second Tuesday in December. Selection of the president-nominee shall be made by the third Tuesday in January and presented to the Board and general membership for ratification. Should ratification fail, the process shall be repeated until a president-nominee is selected. The board term of the newly selected President-nominee shall be extended for two years so as to encompass their terms as President and Immediate past-President. The president-nominee shall take the title of president-designee upon the election of a successor.

Section 3 – The offices of secretary and treasurer shall be appointed by the president-elect by the third Tuesday in January next following the election of directors. The appointed designees shall be presented to the board and membership respectively for ratification. Should ratification fail, the process shall be repeated until the offices are filled.

Section 4 – The officers and directors, so elected, together with the immediate past president shall constitute the board.

Section 5 – A vacancy in the board or any office shall be filled by action of the remaining directors.

Section 6 – A vacancy in the position of any officer-elect or director-elect shall be filled by action of the remaining directors.

Section 7 – Any director may resign by giving written notice to the President of the Board. If the resignation is effective at a date following the submission of notice, a successor may be selected according to these by-laws, to take office at the effective date.

Section 8 – Any director, including officers, may be removed from the board, with or without cause, by a two-thirds (2/3) vote of the remaining directors. Cause may include, but is not limited to, failure to adhere to the creed of the Rotary 4-Way Test and unexcused absence from more than fifty percent (50%) of the Board or committee meetings within a 12-month period.

Article 4 Duties of Officers

Section 1 – *President*. It shall be the duty of the president to preside at meetings of the club and the board and to perform other duties as ordinarily pertain to the office of president.

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 perform other duties as ordinarily pertain to the office of president-elect. The president-elect shall attend the annual District Assembly, the District Conference, PETS training, and the Rotary International convention.

Section 3 – *President- Designee*. It shall be the duty of the president-designee to serve as director, to assume responsibility as Chair of the scheduled Art and Wine Festival, and to perform such other duties as may be described by the president or the board. The president-designee shall attend the annual District Assembly and the District Conference.

Section 4 – *President Nominee*. It shall be the duty of the president-nominee to serve as director, serve as Vice Chair of the scheduled Art & Wine Festival, and to perform such other duties as prescribed by the president or the board.

Section 5 – Secretary. It shall be the duty of the secretary to keep membership records; record attendance at meetings; send out notices of club, board, and committee meetings; record and preserve the minutes of such meetings; report as required to RI, including the semiannual reports of membership on January 1 and July 1 of each year, and prorated reports on October 1 and April 1 of each active member who has been elected to membership in the club since the start of the July or January semiannual reporting period; report changes to membership; provide the monthly attendance report, which shall be made to the district governor within 10 days of the last meeting of the month; collect and remit RI official magazine subscriptions; and perform 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 it to the club annually and at any other time upon demand by the board, and to perform other duties as pertains 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 5 Meetings

Section 1 – Annual Meeting. The annual meeting of this club shall be the second regularly scheduled meeting in December of each year, at which time the election of directors to serve for the coming year shall take place.

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 pursuant to article 8, sections 2 and 4 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 a least sixty (60) percent of the time devoted to the regular meeting, either at this club or at any other Rotary club, or as otherwise provided in the Standard Rotary Club Constitution, article 8, sections 1 and 2.

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 Tuesday of each month. Special meetings of the board shall be called by the president, whenever deemed necessary, or upon the request of two (2) directors, due notice having been given.

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

Article 6 Fees and Dues

Section 1 – The initiation fee shall be \$100 to be paid before the applicant can qualify as a member.

Section 2 – The membership dues shall be \$130 per annum, payable semiannually on the first day of July and of January, with the understanding that a portion of each semiannual payment shall be applied to each member's subscription to the RI official magazine.

Article 7 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. The board may determine that a specific resolution be considered by ballot rather than by viva voce vote. On issues requiring a vote by the board where timeliness is of importance the vote may be taken via e-mail.

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

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 chair, 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 education, 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 by-laws 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 meeting 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 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 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 commence of the year as noted above.

Article 11 Leave of Absence

Upon written application of a Lake Arrowhead Rotary Club Leave of Absence Request Form submitted 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 up to three months, beginning on the first day of the selected month and ending on the last day of the selected month.

A member granted a leave of absence shall not be prohibited from attending any club functions should their circumstances allow for such.

Article 12 Finances

Section 1 – 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 to club operations and one in respect to charitable/service operations.

Section 2 – The treasurer shall deposit all clubs funds in a bank, named by the board. The club funds shall be divided into two separate parts: Club and Foundation.

Section 3 – All bills shall be paid by the treasurer or other authorized officer only when approved by two other officers or directors if not contained within the approved budget.

Section 4 – A thorough review of all financial transactions by a qualified person shall be made once each year.

Section 5 – Officers having charge or control of club funds shall give bond as required by the board for the safe custody of the funds of the club, cost of bond to be borne by the club.

Section 6 – 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 (2) semiannual periods extending from July 1 to December 31, and from January 1 to June 30. The payment of per capita dues and RI official magazine subscriptions shall be made on July 1 and January 1 of each year on the basis of the membership of the club on those dates.

Article 13 Methods 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 membership chair. 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 membership chair, 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 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 current club member (other than Honorary) by the fourteenth day following publication of information about the prospective member, that person, upon payment of the admission fee (if not honorary membership), as prescribed in these by-laws, 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 new member-s induction. In addition, the 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 of function.

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

Section 8 – Any member may be removed from the club, with or without cause by a two-thirds (2/3) vote of the board of directors.

Article 14 Resolutions

The club shall not consider any resolution or motion to commit the club on any matter until the board has considered it. Such resolutions or motions, if offered at a club meeting, shall be referred to the board.

Article 15 Order of Business

Meeting called to order.

Introduction of visitors.

Correspondence, announcements, and Rotary information.

Committee reports, if any.

Any unfinished business.

Any new business.

Address or other program features.

Adjournment.

Article 16 Amendments

These by-laws 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 (10) days before such meeting. No amendment or addition to these by-laws can be made which is not in harmony with the Standard Rotary Club Constitution and with the constitution and by-laws of RI.

Amended and approved by the board February 24, 2009 (pending adoption)