

1 **Bylaws of the Rotary Club of Furnitureland (High Point)**  
2 **Adopted October 2007**  
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4 **Article I Definitions**

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

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11 **Article 2 Board**

12 The governing body of this club shall be the board consisting of 6 members of this club, namely, the president, vice-  
13 president, president-elect (or president-nominee, if no successor has been elected), secretary, treasurer, and the  
14 sergeant-at-arms plus 5 directors elected in accordance with article 3, section 1 of these bylaws, and the immediate  
15 past president. The 5 directors include the 5 chairs of the 5 standing committees identified in Article 9, namely  
16 Membership, Club Public Relations, Club Administration, Service Projects and The Rotary Foundation.

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18 **Article 3 Election of Directors and Officers**

19 **Section 1** – At a regular meeting one month prior to the meeting for election of officers, the presiding officer shall  
20 ask for nominations by members of the club for president, vice-president, secretary, treasurer, and 5 directors. The  
21 nominations may be presented by a nominating committee or by members from the floor, by either or by both as a  
22 club may determine. If it is determined to use a nominating committee, such committee shall be appointed as the  
23 club may determine. The nominations duly made shall be placed on a ballot in alphabetical order under each office  
24 and shall be voted for at the annual meeting. The candidates for president, vice-president, secretary, and treasurer  
25 receiving a majority of the votes shall be declared elected to their respective offices. The 5 candidates for director  
26 receiving a majority of the votes shall be declared elected as directors. The candidate for president elected in such  
27 balloting shall be the president-nominee and serve as a director for the year commencing on the first day of July next  
28 following the election, and shall assume office as president on 1 July immediately following that year. The  
29 president-nominee shall take the title of president-elect on 1 July in the year prior to taking office as president.

30 **Section 2** – The officers and directors, so elected, together with the immediate past president shall constitute the  
31 board. Within one week after their election, the directors-elect shall meet and elect some member of the club to  
32 act as sergeant-at-arms.

33 **Section 3** – A vacancy in the board or any office shall be filled by action of the remaining directors.

34 **Section 4** – A vacancy in the position of any officer-elect or director-elect shall be filled by action of the remaining  
35 directors-elect.

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37 **Article 4 Duties of Officers**

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

40 **Section 2** – *President-elect*. It shall be the duty of the president-elect to serve as a director and to perform such other  
41 duties as may be prescribed by the president or the board.

42 **Section 3** – *Vice-President*. It shall be the duty of the vice-president to preside at meetings of the club and the board  
43 in the absence of the president and to perform other duties as ordinarily pertain to the office of vice-president.

44 **Section 4** – *Secretary*. It shall be the duty of the secretary to keep membership records; record attendance at  
45 meetings; send out notices of club, board, and committee meetings; record and preserve the minutes of such  
46 meetings; report as required to RI, including the semiannual reports of membership on 1 January and 1 July of  
47 each year, which shall include per capita dues for all members and prorated dues for active members who have  
48 been elected to membership in the club since the start of the July or January semiannual reporting period; report  
49 changes in membership; provide the monthly attendance report, which shall be made to the district governor  
50 within 15 days of the last meeting of the month; collect and remit RI official magazine subscriptions; and  
51 perform other duties as usually pertain to the office of secretary.

52 **Section 5** – *Treasurer*. It shall be the duty of the treasurer to have custody of all funds, accounting for it to the club  
53 annually and at any other time upon demand by the board, and to perform other duties as pertain to the office of  
54 treasurer. Upon retirement from office, the treasurer shall turn over to the incoming treasurer or to the president

55 all funds, books of accounts, or any other club property.

56 **Section 6 – Sergeant-at-Arms.** The duties of the sergeant-at-arms shall be such as are usually prescribed for such  
57 office and other duties as may be prescribed by the president or the board.

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59 **Article 5 Meetings**

60 **Section 1 – Annual Meeting.** An annual meeting of this club shall be held on the first Monday meeting in December  
61 each year, at which time the election of officers and directors to serve for the ensuing year shall take place.

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63 *(Note: Article 6, section 2 of the Standard Rotary Club Constitution provides that “An annual meeting for the*  
64 *election of officers shall be held not later than 31 December...”)*

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66 **Section 2 –** The regular weekly meetings of this club shall be held on each Monday of each month at noon.  
67 Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club. All  
68 members excepting an honorary member (or member excused pursuant to the standard Rotary club constitution)  
69 in good standing in this club, on the day of the regular meeting, must be counted as present or absent, and  
70 attendance must be evidenced by the member’s being present for at least sixty (60) percent of the time devoted to  
71 the regular meeting, either at this club or at any other Rotary club, or as otherwise provided in the standard  
72 Rotary club constitution, article 9, sections 1 and 2.

73 **Section 3 –** One-third of the membership shall constitute a quorum at the annual and regular meetings of this club.

74 **Section 4 –** Regular meetings of the board shall be held on the first Thursday of each month. Special meetings of the  
75 board shall be called by the president, whenever deemed necessary, or upon the request of two (2) directors, due  
76 notice having been given.

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

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79 **Article 6 Fees and Dues**

80 **Section 1 –** The admission fee shall be \$50 to be paid before the applicant can qualify as a member, except as  
81 provided for in the standard Rotary club constitution, article 11.

82 **Section 2 –** The membership dues shall be set by the following formula, payable quarterly, with the understanding  
83 that a portion of each semiannual payment shall be applied to each member’s subscription to the RI official  
84 magazine. The formula for quarterly membership dues is one-fourth of the Rotary International dues, plus one-  
85 fourth of the District 7690 dues, plus weekly cost of meals times 13 weeks.

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87 **Article 7 Method of Voting**

88 The business of this club shall be transacted by *viva voce*\* vote or by electronic vote\*\* except the election of  
89 officers and directors, which shall be by ballot. The board may determine that a specific resolution be considered by  
90 ballot rather than by *viva voce* vote.

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92 *(Note: \*Viva voce vote is defined as when club voting is conducted by vocal assent. \*\*Electronic vote is conducted*  
93 *by email.)*

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95 **Article 8 Four Avenues of Service**

96 The four Avenues of Service are the philosophical and practical framework for the work of this Rotary club. They  
97 are Club Service, Vocational Service, Community Service, and International Service. This club will be active in  
98 each of the four Avenues of Service.

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100 **Article 9 Committees**

101 Club committees are charged with carrying out the annual and long-range goals of the club based on the four  
102 Avenues of Service. The president-elect, president, and immediate past president should work together to ensure  
103 continuity of leadership and succession planning. When feasible, committee members should be appointed to the  
104 same committee for three years to ensure consistency. The president-elect is responsible for appointing committee  
105 members to fill vacancies, appointing committee chairs, and conducting planning meetings prior to the start of the  
106 year in office. It is recommended that the chair have previous experience as a member of the committee. Chairs of  
107 the Membership, Club Public Relations, Club Administration, Service Projects, and The Rotary Foundation  
108 Committees shall serve on the Board of Directors. Standing committees should be appointed as follows:

109

- 110 • Membership  
111 This committee should develop and implement a comprehensive plan for the recruitment and retention of  
112 members.
- 113
- 114 • Club Public Relations  
115 This committee should develop and implement plans to provide the public with information about Rotary  
116 and to promote the club's service projects and activities.
- 117
- 118 • Club Administration  
119 This committee should conduct activities associated with the effective operation of the club.
- 120
- 121 • Service Projects  
122 This committee should develop and implement educational, humanitarian, and vocational projects that  
123 address the needs of its community and communities in other countries.
- 124
- 125 • The Rotary Foundation  
126 This committee should develop and implement plans to support The Rotary Foundation through both financial  
127 contributions and program participation.
- 128
- 129 • Nominating Committee  
130 This committee is chaired by the President-Elect and is comprised of the Vice President, current President, 1  
131 Past President with minimum of 3 years service since serving, and 1 at large Past President. The committee  
132 will present a slate of officers and directors to the Board at the November meeting prior to the Annual  
133 Meeting. The committee will provide ballots to the membership at the Annual Meeting.
- 134
- 135 • Grants and Awards Committee  
136 This committee will be chaired by the Immediate Past President, and will be comprised of the Director of  
137 Service Projects and the Fundraising Chair, Club members will be asked to submit written recommendations  
138 for allocations. The committee will review and will propose allocations for approval to the board at the May  
139 board meeting each year.

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141 Additional ad hoc committees may be appointed as needed.

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143 (a) The president shall be ex officio a member of all committees and, as such, shall have all the privileges of  
144 membership thereon.

145 (b) Each committee shall transact its business as is delegated to it in these bylaws and such additional business as  
146 may be referred to it by the president or the board. Except where special authority is given by the board, such  
147 committees shall not take action until a report has been made and approved by the board.

148 (c) Each chair shall be responsible for regular meetings and activities of the committee, shall supervise and  
149 coordinate the work of the committee, and shall report to the board on all committee activities.

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151 \_\_\_\_\_  
152 *(Note: The above committee structure is in harmony with both the District Leadership Plan and the Club  
153 Leadership Plan. Clubs have the discretion to create any committees that are required to effectively meet its service  
154 and fellowship needs. A sample listing of such optional committees is found in the Club Committee Manual. A club  
155 may develop a different committee structure as needed.)*

## 156 **Article 10 Duties of Committees**

157 The duties of all committees shall be established and reviewed by the president for his or her year. In declaring the  
158 duties of each, the president shall reference to appropriate RI materials. The service projects committee will consider  
159 the Avenues of Vocational Service, Community Service, and International Service when developing plans for the  
160 year.

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162 Each committee shall have a specific mandate, clearly defined goals, and action plans established by the beginning  
163 of each year for implementation during the course of the year. It shall be the primary responsibility of the president-  
164 elect to provide the necessary leadership to prepare a recommendation for club committees, mandates, goals, and

165 plans for presentation to the board in advance of the commencement of the year as noted above.

166

167 **Article 11 Leave of Absence**

168 Upon written application to the board, setting forth good and sufficient cause, leave of absence may be granted  
169 excusing a member from attending the meetings of the club for a specified length of time.

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172 *(Note: Such leave of absence does operate to prevent a forfeiture of membership; it does not operate to give the club*  
173 *credit for the member's attendance. Unless the member attends a regular meeting of some other club, the excused*  
174 *member must be recorded as absent except that absence authorized under the provisions of the Standard Rotary*  
175 *Club Constitution is not computed in the attendance record of the club.)*

176

177 **Article 12 Finances**

178 **Section 1** – Prior to the beginning of each fiscal year, the board shall prepare a budget of estimated income and  
179 expenditures for the year, which shall stand as the limit of expenditures for these purposes, unless otherwise  
180 ordered by action of the board. The budget shall be broken into two separate parts: one in respect of club  
181 operations and one in respect of charitable/service operations.

182 **Section 2** – The treasurer shall deposit all club funds in a bank, named by the board. The club funds shall be divided  
183 into two separate parts: club operations and service projects.

184 **Section 3** – All bills shall be paid by the treasurer or other authorized officer only when approved by two other  
185 officers or directors.

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

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

189 **Section 6** – The fiscal year of this club shall extend from 1 July to 30 June, and for the collection of members' dues  
190 shall be divided into two (2) semiannual periods extending from 1 July to 31 December, and from 1 January to  
191 30 June. The payment of per capita dues and RI official magazine subscriptions shall be made on 1 July and 1  
192 January of each year on the basis of the membership of the club on those dates.

193

194 **Article 13 Method of Electing Members**

195 **Section 1** – The name of a prospective member, proposed by an active member of the club, shall be submitted to the  
196 board in writing, through the club secretary. A transferring or former member of another club may be proposed  
197 to active membership by the former club. The proposal shall be kept confidential except as otherwise provided in  
198 this procedure.

199 **Section 2** – The board shall ensure that the proposal meets all the classification and membership requirements of the  
200 standard Rotary club constitution.

201 **Section 3** – The board shall approve or disapprove the proposal within 30 days of its submission and shall notify the  
202 proposer, through the club secretary, of its decision.

203 **Section 4** – If the decision of the board is favorable, the prospective member shall be informed of the purposes of  
204 Rotary and of the privileges and responsibilities of membership, following which the prospective member shall  
205 be requested to sign the membership proposal form and to permit his or her name and proposed classification to  
206 be published to the club.

207 **Section 5** – If no written objection to the proposal, stating reasons, is received by the board from any member (other  
208 than honorary) of the club within seven (7) days following publication of information about the prospective  
209 member, that person, upon payment of the admission fee (if not honorary membership), as prescribed in these  
210 bylaws, shall be considered to be elected to membership.

211

212 If any such objection has been filed with the board, it shall vote on this matter at its next meeting. If approved  
213 despite the objection, the proposed member, upon payment of the admission fee (if not honorary membership),  
214 shall be considered to be elected to membership.

215 **Section 6** – Following the election, the president shall arrange for the new member's induction, membership card,  
216 and new member Rotary literature. In addition, the president or secretary will report the new member  
217 information to RI and the president will assign a member to assist with the new member's assimilation to the club  
218 as well as assign the new member to a club project or function.

219 **Section 7** – The club may elect, in accordance with the standard Rotary club constitution, honorary members  
220 proposed by the board.

221  
222 **Article 14 Resolutions**  
223 The club shall not consider any resolution or motion to commit the club on any matter until the board has considered  
224 it. Such resolutions or motions, if offered at a club meeting, shall be referred to the board without discussion  
225  
226 **Article 15 Order of Business**  
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228 Meeting called to order.  
229 Introduction of visitors  
230 Correspondence, announcements, and Rotary information  
231 Committee reports if any.  
232 Any unfinished business  
233 Any new business  
234 Address or other program features.  
235 Adjournment.  
236  
237 **Article 16 Amendments**  
238 These bylaws may be amended at any regular meeting, a quorum being present, by a two-thirds vote of all members  
239 present, provided that notice of such proposed amendment shall have been mailed to each member at least ten (10)  
240 days before such meeting. No amendment or addition to these bylaws can be made which is not in harmony with the  
241 standard Rotary club constitution and with the constitution and bylaws of RI.  
242  
243 *Approved by vote of the club membership in October 2007*