

## Bylaws of the Rotary Club of Wiarton

### INDEX

ARTICLE 1	Definitions	1
ARTICLE 2	Executive	2
ARTICLE 3	Elections and Terms of Office	2
ARTICLE 4	Duties of the Officers	2
ARTICLE 5	Meetings	3
ARTICLE 6	Dues	3
ARTICLE 7	Method of Voting	3
ARTICLE 8	Committees	3
ARTICLE 9	Finances	4
ARTICLE 10	Method of Electing Members	4
ARTICLE 11	Amendments	4
Appendix 1	Appeal Process and Form	6

### ARTICLE 1: Definitions

- 1.1 Executive: The club's officers
  - 1.2 Chairs: Chair of a club committee
  - 1.3 Member: A member of the club, other than an honorary member
  - 1.4 Quorum: The minimum number of participants who must be present when a vote is taken: one-half plus 1 of the club's members for club decisions and a majority of the officers for club executive decisions
  - 1.5 RI: Rotary International
- Year: The 12-month period beginning July 1<sup>st</sup>

### ARTICLE 2: Executive

2.1 The governing body of this club is its executive, consisting of the president, immediate past president, president-elect, secretary, treasurer.

### **ARTICLE 3: Elections and Terms of Office**

3.1 One month before elections (see Article 5.1), members nominate candidates for president elect, secretary and treasurer. The nominations may be presented by the Succession Planning committee, by members from the floor, or both.

3.2 The candidate who receives the majority of the votes for each office is declared elected to that office (see Article 7)

3.3 If an officer vacates his or her position the remaining executive members will appoint a replacement

3.4 If any officer-elect vacates a position, the remaining members of the executive-elect will appoint a replacement.

3.5 The terms of office for each role are:

President – one year

President-Elect – 18 months

Treasurer – indeterminate

Secretary – indeterminate

### **ARTICLE 4: Duties of the Officers**

4.1 The president presides at club and executive meetings, sets meeting agendas and serves as the club spokesperson. The president also sets the annual goals and budget, in consultation with club members.

4.2 The immediate past president serves as an executive member and provides guidance to both the president and president-elect.

4.3 The president-elect prepares for his/her year in office, serves as an executive member, and presides at club and executive meetings when the president is absent

4.4 The secretary keeps the records of membership, sends out notices of meetings of the club and executive, records and preserves the minutes of such meetings, make the required reports to RI, including the semi-annual reports of membership, which shall be made to the general secretary of RI on January 1<sup>st</sup> and July 1<sup>st</sup> of each year.

4.6 The treasurer oversees all funds and provides a quarterly and annual accounting of them. 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**

5.1 An annual meeting of the club will be held no later than December 31<sup>st</sup> to elect the officers who will serve for the next Rotary year.

5.2 The club meets two times a month on the 2nd and 4th Thursday at 6:45pm. Reasonable notice of any changes or cancellation of the regular meeting will be given to all club members.

5.3 Meeting minutes are distributed prior to the next meeting and are considered accepted if there are no objections via e-mail prior to that meeting or at that meeting.

5.4 Executive meetings are held at the call of the President. Special meetings of the Executive are called with reasonable notice by the president or upon the request of two officers.

## **ARTICLE 6: Dues**

Annual dues are adjusted annually. They are paid to the Rotary Club of Warton. Annual club dues include RI per capita dues, a subscription to an official magazine, district per capita dues, club dues and any other Rotary or district per capita assessment.

## **ARTICLE 7: Method of Voting**

7.1 The business of this club is conducted by voice vote, a show of hands or an online acknowledgement, except in the election of officers. The election of officers is a recorded vote. The executive may decide to provide a ballot for a vote on some resolutions.

7.2 Members joining the meeting through technology may vote through these technologies in real time.

## **ARTICLE 8: Committees**

8.1 Club committees coordinate their efforts to achieve the club's annual and long-term goals. Committees are listed in Article 11, Section 7 of the Rotary Club of Warton constitution.

8.2 The president is an ex-officio member of all committees and, as such, has all the privileges of membership.

8.3 Each committee's chair is responsible for the regular meetings and activities of the committee, supervises and coordinates its work, and reports to the club on all committee activities. Committees will establish their own norms of operation.

## **ARTICLE 9: Finances**

9.1 Before each fiscal year starts, the executive prepares an annual budget of estimated income and expenditures. The budget is reviewed and approved by the club.

9.2 The treasurer deposits club funds in the club bank account as determined by the executive divided into two accounts: the General Account and the Trust Account. The trust account is for the administration of all expenses and revenues related to the terms in lottery licenses.

9.3 Bills are paid by the treasurer or another authorized officer once approved by two club members.

9.4 A member, approved by the executive, conducts a thorough quarterly review of all financial transactions.

9.5 Club members receive a quarterly report and an annual financial statement of the club

9.6 The fiscal year is from July 1<sup>st</sup> to June 30<sup>th</sup>

## **ARTICLE 10: Method of Electing Members**

10.1 A member proposes a candidate for membership to the membership committee, or another club proposes one of its transferring or former members

10.2 The executive, with input from the general membership, approves or rejects the candidate's membership within 14 days and notifies the proposing member of its decision

10.3 If the executive approves the candidate's membership, the prospective member is invited to join the club

## **ARTICLE 11: Amendments**

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


**ARTICLE 12: Indemnification**

**Rotary District 6330 reviews and renews their insurance policy annually. The insurance policy provides for indemnification of officers and members of all clubs within District 6330 which includes The Rotary Club of Warton.**

Approved: June 8 , 2023

  
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President Patricia Cavan

  
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President-Elect Glenda Jamieson