

**BYLAWS  
OF THE ROTARY CLUB OF CRESCENT  
(GREENSBORO), NORTH CAROLINA**

**ARTICLE I**    **DEFINITIONS – *SEE STANDARD ROTARY CLUB CONSTITUTION***

**ARTICLE II**   **NAME – *SEE STANDARD ROTARY CLUB CONSTITUTION***

**ARTICLE III**   **LOCALITY OF THE CLUB – *SEE STANDARD ROTARY CLUB CONSTITUTION***

**ARTICLE IV**   **OBJECT – *SEE STANDARD ROTARY CLUB CONSTITUTION***

**ARTICLE V**   **MEETINGS**

**Section 1 — *Annual Meeting.*** An annual meeting for the election of officers shall be held in November of each year.

**Section 2 — *Regular Meetings.*** This club shall hold a regular meeting once each week on Mondays at 12:30 p.m.

**Section 3 — *Quorum.*** The quorum at any meeting shall be one-third of the members of the club.

**Section 4 – *Order of Business.*** The standard order of business at club meetings shall be as follows:

- a. Meeting called to order.
- b. Introduction of visiting Rotarians.
- c. Correspondence and announcements.
- d. Committee reports if any.
- e. Any unfinished business.
- f. Any new business.
- g. Address or other program features.
- h. Adjournment.

**Section 5 – *Resolutions.*** No motion or resolution on any matter shall be considered by the club until it has been considered by the Board. Such motion or resolution, if offered at a club meeting, shall be automatically referred to the Board without debate.

**Section 6 — *Board Meetings.*** Regular meetings of the Board shall be held each month. Special meetings of the Board may be called by the President or by any two (2) members of the Board.

**Section 7 — *Board Quorum.*** The quorum at any Board meeting shall be a majority of Board members.

#### **ARTICLE VI MEMBERSHIP**

**Section 1 — *Proposal of Member.*** The name of any prospective member shall be kept confidential, except as provided in these Bylaws.

**Section 2 — *Consideration by Board.*** The Board shall ensure that the prospective member meets all classification and membership requirements of the Standard Rotary Club Constitution and these Bylaws. The Board shall approve or disapprove the prospective member within 30 days of submission, and shall notify the proposer of its decision through the club Secretary.

**Section 3 — *Consideration by Membership.*** 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 membership. If no written objection to the prospective member, stating reasons, is received by the Board from any Active member within seven (7) days following publication, the prospective member shall be considered to be elected to membership upon payment of the admission fee. If written objection to the prospective member is received, the Board shall vote on the prospective member at its next meeting. If the prospective member is approved by the Board (despite the objection), the prospective member shall be considered to be elected to membership upon payment of the admission fee.

**Section 4 — *New Members.*** Following the election of a prospective member, the President shall arrange for the induction of the new member; the 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 to the new member at induction and assign an Active member to assist in the assimilation of the new member.

#### **ARTICLE VII CLASSIFICATIONS – *SEE STANDARD ROTARY CLUB CONSTITUTION***

#### **ARTICLE VIII ATTENDANCE – *SEE STANDARD ROTARY CLUB CONSTITUTION***

#### **ARTICLE IX DIRECTORS AND OFFICERS**

**Section 1 - *Board of Directors.*** The governing body of this club shall be the Board of Directors. The officers (President, President-Elect, Vice-President, Secretary, Treasurer, and Sergeant-at-Arms), elected Directors, and the Immediate Past President shall constitute the Board of Directors.

**Section 2 – *Nominations and Elections.*** No later than one month prior to the annual meeting the President shall appoint a Nominating Committee consisting of five (5) members. The Nominating Committee shall nominate as many candidates as there are positions to be elected for the Board of Directors, and at the third regular meeting prior to the annual meeting the President shall call for additional nominations from the floor. The nominations duly made shall be placed on a ballot in alphabetical order and shall be voted for at the annual meeting. The three (3) candidates receiving the highest number of votes shall be declared elected.

**Section 3 – *Director Terms.*** Directors shall serve for a term of two (2) years or until their successors are elected, and shall serve no more than two (2) consecutive terms.

**Section 4 – *Selection of President-Elect.*** Within two (2) weeks following the annual meeting, the six (6) Directors-elect shall meet and elect a President-Elect for the coming year. Any current or past elected Director is eligible to serve as President-Elect. If more than one individual wishes to be considered, the President-Elect shall be elected by ballot at a regular club meeting, provided that notice of such election shall have been sent to each member at least ten (10) days before such meeting by mail or electronic communication.

**Section 5 – *Appointed Officers.*** No later than December 31, the President-Elect shall appoint from outside the membership of the Board a Secretary; no later than March 1, the President-Elect shall appoint from outside the membership of the Board a Vice President, Treasurer, and Sergeant-At-Arms. These appointed officers shall serve as members of the Board during their year of service.

**Section 6 – *Duties of Officers.*** The officers shall have the following duties:

- a. ***President.*** The President shall preside at meetings of the club and Board and perform such other duties as ordinarily pertain to the office of President.
- b. ***President-Elect.*** The President-Elect shall perform such duties as may be prescribed by the President or the Board. The President-Elect shall assume office as President on the first day of July immediately following the year of service as President-Elect.
- c. ***Vice President.*** The Vice President shall perform such duties as may be prescribed by the President or the Board.
- d. ***Secretary.*** The Secretary shall (1) keep the records of membership, (2) record the attendance at meetings, (3) send out notices of meetings of the club, Board and committees and record and preserve the minutes of such meetings, (4) make all required reports to RI, including the semiannual reports of membership, which shall be made to the General Secretary of RI on 1 January and 1 July 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, (5) collect and remit to RI subscriptions to *THE ROTARIAN*, and (6) perform such other duties as may be prescribed by the President or the Board.
- e. **Treasurer.** The Treasurer shall have custody of all funds, accounting for same to the club annually and at any other time upon demand by the Board, and perform such other duties as may be prescribed by the President or the Board. The Treasurer shall deposit all funds of the Club in a banking institution to be determined by the Board.
  - f. **Sergeant-at-Arms.** The Sergeant-at-Arms shall perform such duties as may be prescribed by the President or the Board.

**Section 7 - Terms of Office.** Terms of office shall begin July 1 and end on June 30.

**Section 8 – Vacancies.** A vacancy in the Board of Directors or any office shall be filled by the remaining members of the Board. A vacancy in the position of any officer-elect or director-elect shall be filled by the remaining members of the Board of Directors-elect.

**Section 9 – Club Property.** Upon leaving office, all officers shall turn over to their successors or to the President all Club files, records, funds, books of accounts, and other property.

**Section 10 – Checks.** All Club bills shall be paid by check signed by either the Treasurer or President.

**Section 11 – Audit.** An audit shall be made each year of the Club's finances by an auditing committee of three members appointed by the President.

**Section 12 – Bond.** All officers having charge or control of Club funds shall be bonded as determined by the Board for the safe custody of Club funds, with the cost of the bond to be borne by the Club.

## **ARTICLE X ADMISSION FEES AND DUES**

**Section 1 – Dues.** Annual dues shall be \$200.00, payable quarterly on the 1st day of July, October, January and April with the understanding that the required amount of the July and January payments shall be applied to each member's subscription to *THE ROTARIAN*.

**Section 2 – Members' Financial Obligations.** Members' financial obligations are as

follows, all of which are deemed “dues” for purposes of termination for non-payment of dues:

- a. Initial Costs<sup>1</sup>
- |                                                           |               |
|-----------------------------------------------------------|---------------|
| Admission Fee                                             | \$100.00      |
| Initial contribution to member's Paul Harris Fellowship   | 100.00        |
| First quarter dues and meals, pro-rated and not to exceed | <u>188.00</u> |
| Total initial cost, not to exceed                         | 388.00        |
- b. Quarterly Costs: (billed to members)
- |                                                                   |              |
|-------------------------------------------------------------------|--------------|
| Quarterly Dues                                                    | \$ 45.00     |
| Quarterly Meals (currently \$11.00 per meal) <sup>2</sup>         | 143.00       |
| Quarterly Paul Harris contribution (until \$500 total is reached) | <u>25.00</u> |
| Total quarterly cost                                              | \$213.00     |
- (Total quarterly cost drops to \$188.00 after Paul Harris Fellowship is completed)
- c. Fundraiser:  
The Club holds a single fundraising event per year, usually involving a combined auction, raffle, and meal, usually held in November. All members must sell (or buy) 30 raffle tickets at \$10 each (\$300). Members are also encouraged to provide financial support through contributions of items to be auctioned and from purchases at the auction.

**Section 3 — *Fiscal Year.*** The fiscal year extends from 1 July to 30 June, and for the collection of members’ dues shall be divided into two (2) semiannual periods from 1 July through 31 December and from 1 January through 30 June. The payment of per capita dues and magazine subscriptions to RI shall be made on 1 July and 1 January on the basis of Club membership on those dates. Magazine subscriptions for members joining during a semiannual period are payable upon invoice from RI.

**Section 4 — *Budget.*** At the beginning of each fiscal year, the Board shall adopt a budget of estimated income and expenditures for the year. Once adopted, this budget shall stand as the limit of expenditures for the respective purposes, unless otherwise ordered by the Board.

**ARTICLE XI DURATION OF MEMBERSHIP – SEE STANDARD ROTARY CLUB CONSTITUTION**

**ARTICLE XII COMMUNITY, NATIONAL, AND INTERNATIONAL AFFAIRS**

**Section 1 – *Four Avenues of Service.*** The four Avenues of Service are the philosophical

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<sup>1</sup> A transferring or former member of another club who is accepted into membership may be exempt from certain Initial Costs.

<sup>2</sup> Quarterly meal costs may be modified by the Board to reflect increased meal expenses.

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.

**Section 2 – 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 members to fill vacancies, appointing committee chairs 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 educational, 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.

(b) Each committee shall transact its business as is delegated to it in these 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 and approved by the Board.

(c) Each chair shall be responsible for regular meetings 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 XIII ROTARY MAGAZINE – *SEE STANDARD ROTARY CLUB CONSTITUTION***

**ARTICLE XIV ACCEPTANCE OF OBJECT AND COMPLIANCE WITH CONSTITUTION AND BYLAWS  
– *SEE STANDARD ROTARY CLUB CONSTITUTION***

**ARTICLE XV ARBITRATION – *SEE STANDARD ROTARY CLUB CONSTITUTION***

**ARTICLE XVI BYLAWS – *SEE STANDARD ROTARY CLUB CONSTITUTION***

**ARTICLE XVII INTERPRETATION – *SEE STANDARD ROTARY CLUB CONSTITUTION***

**ARTICLE XVIII AMENDMENTS**

**Section 1 – *Method.*** These Bylaws may be amended at any regular meeting by a two-thirds vote, provided that notice of such proposed amendment shall have been sent to each member at least ten (10) days before such meeting by mail or electronic communication.

**ADOPTED BY THE CLUB \_\_\_\_\_**