

BYLAWS

ROTARY CLUB OF SCOTTS VALLEY, CALIFORNIA

Article I Name

These bylaws provide the guidelines for operating of the Rotary Club of Scotts Valley, California. This club was chartered as a member of Rotary International on March 1, 1975. The Rotary year runs from July 1 until June 30 each year.

Article 2 Board

The governing body of this club shall be a board consisting a minimum of nine (9) and a maximum of thirteen (13) members.

1. Six (6) members shall serve as the officers of the board, namely the president, president-elect, secretary, treasurer, club service chair, and the sergeant-at-arms. These six officers shall form the administrative committee.
2. Up to seven (7) additional members shall serve as directors, representing membership, public relations, service, The Rotary Foundation, and youth, along with the immediate past-president.
3. The officers and directors shall comprise the membership of the governing board.

Article 3 Selection of Officers and Directors

Section 1

At least three months before the end of the Rotary year, a president-elect nominee shall be elected by a group, namely all past club presidents of Scotts Valley Rotary, past district governors, and past presidents of other Rotary Clubs, provided that they are current members of the club. The person selected as the president-elect nominee in such voting shall be the president-elect commencing on the first day of July next following the election, and shall assume office as president on the first day of July immediately following that year.

Section 2

At least six months before the end of the Rotary year, the president-elect shall select the secretary, treasurer, club service chair, and the sergeant-at-arms for the upcoming Rotary year. They shall assume their duties on the first day of July immediately following that year.

Section 3

At least four months before the end of the Rotary year, the president-elect, in consultation with the officers-elect, will select three to seven members to serve as directors. They shall assume their duties on the first day of July immediately following that year.

Section 4

Any vacancy on the board shall be filled by action of the remaining board members.

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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 serve as an officer and to perform such other duties as may be prescribed by the president or the board.

Section 3 Secretary

It shall be the duty of the secretary to oversee the maintenance of membership records; record attendance at meetings; record and preserve the minutes of board meetings; report as required to Rotary International; report changes in membership; provide the monthly attendance report, which shall be made to the district governor within 15 days of the last meeting of the month; collect and remit Rotary International official magazine subscriptions; and perform other duties as usually pertain to the office of secretary.

Section 5 Treasurer

It shall be the duty of the treasurer to have custody of all funds; oversee all aspects of the bookkeeping and accounting functions, give financial reports to the board and club as requested; coordinate a team of cashiers; and perform other duties as pertains to the office of treasurer.

Section 6 Sergeant-at-Arms

The duties of the sergeant-at-arms shall be such as are usually prescribed for such office and other duties as may be prescribed by the president or the board, including coordinating a team of members who set up and take down for all meetings.

Article 5 Club Membership

Section 1 Regular Member

A member who has the full rights, privileges, and responsibilities of a Rotarian as outlined in these bylaws and by Rotary International. They are expected to pay full dues (except when there is a second spouse/partner discount) and participate as an active member of the club.

Section 2 Senior Active

Scotts Valley Rotary offers this membership category for individuals who have been members of Scotts Valley Rotary for at least 5 years or transferred from another Rotary club in good standing and have served in other Rotary clubs for a total of 15 years and have reached the age of 62. A senior active member has the full rights, privileges, and responsibilities of a Rotarian as outlined in these bylaws and by Rotary International, and are reported to Rotary International as a regular member. They are expected to participate as an active member, including meeting the attendance requirements, but are only required to pay one-half of the dues.

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Section 3 Senior Retired

This category of membership is for those who are 62 and above and have retired from Rotary, but still desire to attend meetings and be active in club activities. They are not required to pay dues or maintain attendance requirements. They are not reported to Rotary International as a current member.

Article 6 Meetings

Section 1 Annual Meeting

An annual meeting of this club shall be held on the first Monday of July in each year (unless it falls on a holiday), at which time the inauguration the new president, officers, and directors to serve for the ensuing year shall take place. Other business as required by these bylaws shall also be conducted.

Section 2 Weekly Meetings

The regular weekly meetings of this club shall be held on Monday 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 in good standing with the club on the day of the regular meeting – except an honorary member, a member excused pursuant to article 8, sections 3 and 4 of the standard Rotary club constitution, or a senior retired member – must be counted as present or absent, and attendance must be evidenced by the member's being present for at least sixty 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 Quorum

One-third of the membership shall constitute a quorum of this club.

Section 4 Board Meetings

Regular meetings of the board shall be held on the 2nd Tuesday of each month. Special meetings of the board shall be called by the president, whenever deemed necessary, or upon the request of two board members, due notice having been given.

Section 5 Quorum

A majority of the total membership of the board shall constitute a quorum of the board.

Article 7 Fees and Dues

Section 1

The new member fee shall be set by the board each year and confirmed by the membership at its annual meeting and shall be paid before the applicant can qualify as a member.

Section 2

The membership dues shall be set by the board each year and confirmed by the membership at its annual meeting. These dues are payable semiannually on the first day of July and of January, with the understanding

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that a portion of each semiannual payment shall be applied to each member's subscription to the Rotary International official magazine.

Article 8 Method of Voting

The business of this club shall be transacted by *viva voce* vote. The club or board may determine that a specific resolution be considered by ballot rather than by *viva voce* vote.

Article 9 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 10 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.

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.

Administrative

This committee should conduct activities associated with the effective administration and operations 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.

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Youth

This committee should develop and implement programs directed toward the youth of the community.

Notes

1. Additional *ad hoc* committees may be appointed as needed.
2. The president shall be ex officio a member of all committees and, as such, shall have all the privileges of membership and vote thereon.
3. 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.
4. 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 11 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 make reference to appropriate Rotary International materials. The service project committee will consider vocational service, community service and international service avenues 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 commencement of the year as noted above.

Article 12 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. 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 8, sections 3 and 4 of the standard Rotary club constitution is not computed in the attendance record of the club.

Article 13 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 two-thirds action of the entire membership of the board. Any change to the budget by board action shall be reported to the membership of the club. The budget shall be broken into two separate parts:

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one in respect of club operations and one in respect of charitable/service operations. This budget must be ratified by the club as it annual meeting.

Section 2

The treasurer shall be responsible to supervise the depositing all club funds in a bank, named by the board. The club funds shall be divided into two separate parts: club operations and service projects.

Section 3

The treasurer shall oversee the complete bookkeeping and accounting operations of the club.

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 1 July to 30 June, and for the collection of members' dues shall be divided into two (2) semiannual periods extending from 1 July to 31 December, and from 1 January to 30 June. The payment of per capita dues and Rotary International official magazine subscriptions shall be made on 1 July and 1 January of each year on the basis of the membership of the club on those dates.

Article 14 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 from the proposer, through the club secretary, after the prospective member has attended a minimum of two club meetings. 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 prospective member 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. If the prospective member is not approved, then the board shall notify the proposer.

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Section 4

If the board's decision 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 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 membership chair in consultation with the president shall arrange for the new member's induction, membership card, and new member Rotary literature. In addition, the secretary will report the new member information to Rotary International.

Section 7

The club may elect, in accordance with the standard Rotary club constitution, honorary members proposed by the board.

Article 15 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 without discussion.

Article 16 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 sent to each member at least ten (10) days before such meeting. No amendment or addition to these bylaws can be made which is not in harmony with the standard Rotary club constitution and with the constitution and bylaws of Rotary International.

Approved by the Membership
Rotary Club of Scotts Valley, California
May 5, 2008