BYLAWS OF THE ROTARY CLUB OF AVON, IN

ARTICLE 1

Definitions

Section 1. Board: The Board of Directors of this club.

Section 2. Director: A member of this club's Board of Directors.

Section 3. Member: A member, other than an honorary member, of this club.

Section 4. RI: Rotary International

Section 5. Year: The twelve-month period that begins on 1 July.

ARTICLE 2

Board

The governing body of this club shall be the board consisting of nine (9) members of this club, namely, the president, vice-president, president-elect, immediate past president, secretary, treasurer, and three (3) at large members.

ARTICLE 3

Election of Directors and Officers

Section 1. At a regular meeting one month prior to the meeting for election of officers, the presiding officer shall ask for nominations by members of the club for president, president-elect, vice-president, secretary, treasurer and three (3) at large directors. The nominations may be presented by a nominating committee or by members from the floor, by either or by both as a club may determine. If it is determined to use a nominating committee, such committee shall be appointed as the club may determine. The nominations duly made shall be placed on a ballot in alphabetical order under each office and shall be voted for at the annual meeting. The candidates for president, president-elect, vice-president, secretary and treasurer receiving a majority of the votes shall be declared elected to their respective offices. The three (3) candidates for at large director receiving a majority of the votes shall be elected as directors.

Section 2. The officer and directors, so elected, together with the immediate past president shall constitute the board.

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

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

ARTICLE 4

Duties of Officers

Section 1. President. It shall be the duty of the president to preside at meeting of the club and the board and to perform other duties as ordinarily pertains to the office of president.

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

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

Section 4. Secretary. It shall be the duty of the secretary to keep membership records; record attendance at meetings; send out notices of the 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 1 January and 1 July of each year, which shall include per capita dues for all members and prorated dues for active members who have been elected to membership in the club since the start of the July or January semiannual reporting period; 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 RI official magazine subscriptions; and perform other duties as usually pertain to the office of secretary.

Section 5. Treasurer. It shall be the duty of 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.

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. Members will take turns acting as Sergeant-at-Arms by signing up for a one-month commitment.

ARTICLE 5

Meetings

Section 1. Annual Meeting. An annual meeting of this club shall be held on the 1st Wednesday in December of each year, at which time the election of officers and directors to serve for the ensuring year shall take place.

Section 2. This club shall meet weekly at a day and time determined by the club. During inclement weather, meetings shall automatically be cancelled if the Avon Community School Corporation cancels classes.

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 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 begin present for at least fifty (50) percent of the time devoted to the regular meeting, either at this club or at any other club, or as otherwise provided in the standard Rotary club constitution, article 9, sections 1 and 2. In addition, a member's attendance and/or participation in a community service activity will be deemed as appropriate means for make-up of a meeting. The determination of an activity's acceptability, if challenged, will be made by the board. It is the responsibility of the member to report such community service to the club secretary in order to receive credit for the make-up.

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 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 membership dues shall be payable on the first day of July. The Club Secretary shall send a Dues Invoice to each member and prospective member at least fourteen (14) days prior to the due date. The dues amount will be proposed by the board and approved by the membership.

ARTICLE 7

Method of Voting

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

ARTICLE 8

Five Avenues of Service

The five Avenues of Service are the philosophical and practical framework for the works of this Rotary club. They are Club Service, Vocational Service, Community Service, New Generation Service and International Service. This club will be active in each of the five 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 five 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 (3) years to ensure consistency. The president-elect is responsible for appointing committee members to fill vacancies, appointing committee chairs, and conduction 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, orientation 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 participants.

- Youth Services. This committee should develop programs to help emerging leaders develop their skills such as Interact and RYLA.

Additional ad hoc committees may be appointed as needed.

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 to 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 commencement of the year as noted above.

ARTICLE 11

Leaves 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 special length of time.

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 (2) separate parts: one in respect of club operations and one in respect of charitable/service operations.

Section 2. The treasurer shall deposit 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. All bills shall be paid by the treasurer or other authorized officer and reported to the board on a monthly basis.

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-June 30. The payment of dues shall be made on July 1 of each year on the basis of the membership of the club on those dates. Any member joining the club in any month other than July shall pay a pro-rated amount per month for each remaining month in that fiscal year. The exact amount will be determined by the treasurer and calculated as a percentage of the approved dues. It shall be the duty of the secretary to send an invoice to new members for their dues.

Section 7. It is the practice of this club that every member contributes $100 annually to the *Every Rotarian Every Year* Annual Program Fund. The club shall collect contributions and send to Rotary International on behalf of members.

ARTICLE 13

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, through the club secretary. 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 secretary, of its decision.

Section 4. If the decision of the board is favorable, the prospective member shall be informed of the purpose of Rotary and of the privileges and responsibilities of membership, following which the prospective member shall be requested to sign the membership application and to permit his or her name and proposed classification to be published to the club.

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

Section 6. Following the election, the president shall arrange for the new member's induction, new membership card and new member Rotary literature. In addition, the president or 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.

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

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 without discussion; provided, however, that if a quorum of Board members are present at such meeting, the board may consider the proposal during said meeting.

ARTICLE 15

Dissolution

Should the club become unsustainable; the board will draw up resolution of dissolution to present to the club. This resolution can be passed at any regular club meeting, a quorum being present, by a two-thirds vote of all members present, provided that notice of such proposed resolution shall have been mailed to each member at least ten (10) days before such meeting. The resolution of dissolution will specify an effective date, disposition of all assets and have the approval of the District Governor.

ARTICLE 16

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 17

Amendments

These bylaws may be amended at any regular club 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 bylaws can be made which is not in harmony with the standard Rotary club constitution and with the constitution and bylaws of RI.

Duly adopted at a regular meeting on August 11, 2021, a quorum being present, by a two-thirds vote of all members present.

Melissa Calahan, Secretary Ryan Sinclair, President