

Bylaws of the Rotary Club of Greensboro Airport

Article I. Definitions

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

Article 2. Board

The governing body of this club shall be the Board consisting of members of this club, namely, the President, President-Elect or President Nominee (if no successor has been elected) Secretary, Treasurer, Sergeant- at- Arms, and the immediate past President. Club Committee Chairs and at large committee chairs, in accordance with their positions and in attendance at board meetings can participate, but do not have vote on the Board.

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 Elect or President Nominee, Secretary, Treasurer, and Sergeant-of-Arms. The nominations can be presented by a nominating committee or by members from the floor, by either or by both as the club may determine. If it is determined to use a nominating committee, such a committee shall be appointed as the club may determine. The nominations duly made shall be voted on by voice consent of the general membership at the annual meeting. The candidates for President Elect/President Nominee, Secretary, Treasurer, and Sergeant-of-Arms receiving a majority of the votes shall be declared elected to their respective offices. The candidate for President-Elected in such balloting, shall be the President-Nominee and serve for the year commencing on the first day of July next following the election, and shall assume office as President on July 1 in the year prior to taking office as President.

Section 2 – The officers so elected, together with the immediate past President shall constitute the Board.

Section 3 – A vacancy in the Board or any office shall be filled by action of the remaining officers.

Section 4 – A vacancy in the position of any officer-elect shall be filled by action of the remaining officers-elect.

Article 4. Duties of the 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 pertains to the office of President.

Section 2 – *President-Elect.* It shall be the duty of the President-Elect to preside at meetings of the club and the Board in the absence of the President and to perform other duties pertaining to the office of President-Elect and/or prescribed by the President or the Board.

Section 3 – *President Nominee.* It shall be the duty of the President Nominee to prepare for leadership by working closely with the President, President-Elect, and the Board.

Section 4 – *Secretary.* It shall be the duty of the Secretary to keep membership records; record attendance at meetings; send out notices of 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 January 1 and July 1 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 and January semiannual reporting period; report changes in membership; provide the monthly attendance reports, which shall be made to the District Governor within 15 days of the last meeting of the month; collect and remit RI official magazine subscription; and perform other duties as ordinarily pertains to the office of Secretary and/or prescribed by the President or the Board.

Section 5 – *Treasurer.* It shall be the duty of the Treasurer to have custody of all funds, accounting for it to the club annually and at any other time upon request of the Board. Upon retirement from the office, the treasurer shall turn over to the incoming Treasurer or to the President or the Board all funds, books of accounts, or any other club property.

Section 6 – *Sergeant-at-Arms.* It shall be the duty of the Sergeant-at-Arms to perform duties as ordinarily pertains to the office of Sergeant-at-Arms and/or as prescribed by the President or the Board.

Section 7 – *Immediate Past President.* It shall be the duty of the immediate past President to be the nominating committee chairperson, orientation coordinator for the new members, conduct exit interviews of all leaving and/or transferring club members, and any other duties as may be prescribed by the President or the Board.

Article 5. Club Meetings

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

Section 2 – The regular weekly meetings of this club shall be held on Tuesdays at 7:00 am. 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 being present for at least 60 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 9, section 1 and 2.

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 once per month. Special meetings of the board shall be called by the President, whenever deemed necessary, or upon request of two (2) Board members, due notice having been given.

Section 5 – A majority of the officers shall constitute a quorum of the board.

Article 6. Fees and Dues

Section 1 – The admission fee shall be determined by the Board and paid before the applicant can qualify as a member, except as provided for in the standard Rotary Club Constitution (Article 11).

Section 2 – The membership dues shall be determined by the Board and paid per quarter, payable quarterly on the first day of January, April, July, and October, with the understanding that apportionment of each semiannual payment shall be applied to each member's subscription to the RI official magazine.

Section 3 – It is an expectation of the club that members will make a contribution to the Rotary International Foundation in addition to becoming Paul Harris Fellow.

Article 7. Method of Voting

The business of this club shall be transacted by vocal consent. The Board may determine that a specific resolution be considered by ballot rather than by viva voce vote. Discussion of topics and voting on issues may be conducted electronically with a majority of the Board determining approval of the issue in a timely manner.

*(Note: *Viva voce vote is defined as when the club voting is conducted by vocal assent.)*

Article 8. Five Avenues of Service

The five Avenues of Service are the philosophical and practical framework for the work of this Rotary club. They are Club Service, Vocational Service, Community Service, International Service, and Youth Service. The 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, President-Elect, 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 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.
- Fundraiser This committee should support planning and follow through of all fundraising projects for the Greensboro Airport Rotary Foundation.
- 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.
- Greensboro Airport Rotary Foundation - This committee is an independent entity and develops and implements plans to support the mission of Rotary through both financial contributions and program participation.

Additional ad hoc committees may be appointed as needed.

The following requirements apply to all committees:

- (a) The president shall be an ex officio member of all committees and, as such, shall have all the privileges of membership thereon.
- (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 to the board on all committee activities.
- (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 activities.

(Note: The above committee structure is in harmony with both the District Leadership and the club Strategic Plan. Clubs have the discretion to create any committees that are required to effectively meet its service and fellowship needs.)

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 the appropriate RI material. The service projects committees will consider are the Avenues of Vocational Service, Community Service, International Service, and Youth Service. Specific goals and objectives should be defined and developed at the direction of the President.

Article 11. Leave of Absence

Upon written application to the Board setting forth good and sufficient cause, a leave of absence may be granted excusing a member from attending the meetings of the club for a three month period of time and can be extended up to six months. The member is expected to continue payment to the club for district and RI dues and Every Rotarian Every Year for the Rotary Foundation.

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.

Section 2 - The Treasurer shall deposit all club funds in a bank, named by the Board. The club fund shall be divided into two separate parts: club operations and service projects.

Section 3 - The Treasurer shall pay all bills or other officer authorized only when approved by two officers.

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

Section 5 – The treasurer shall be required to post a bond at the discretion of the Board. The Board shall review the Club's finances at least annually to determine whether the amount of funds controlled by the club warrants the posting of a bond.

Section 6 – The fiscal year of this club shall extent from July 1 to June 30, and the collection of members' dues shall be divided into four (4) quarterly periods extending from July 1 to September 30, from October 1 to December 31, from January 1 to March 31, and from April 1 to June 30. The payment of per capita dues and RI official magazine subscriptions shall be made on July 1 to January 1 of each year on the basis of the membership of the club on those dates.

Section 7 - The Greensboro Airport Rotary Foundation Board (GARF) is responsible for maintaining and appropriating funds for approved areas of service both locally and globally. The GARF Board operates independently.

Article 13. Method of Electing Members

Section 1 – A member proposes a candidate for membership to the Board, or another club proposes one of its transferring or former members.

Section 2 - The Board approves or rejects the candidate's membership within 30 days notifies the proposing member of its decision.

Section 3 – If the Board approves the candidate's membership, the prospective member is invited to join the club.

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.

Article 15. Order of Business

1. Meeting called to order
2. Introduction of visiting Rotarians and guests
3. Correspondence, announcements, and Rotary information
4. Committee reports if any
5. Any unfinished business
6. Any new business
7. Address or program features
8. Adjournment

Article 16. Amendments

These Bylaws may be amended at any regular club meeting. Changing the club Bylaws requires sending written notice to each member 10 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 must be consistent with the Standard Rotary Club Constitution, the RI Constitution and Bylaws, and the Rotary Code of Policies.