

**Bylaws of the Rotary Club of Coshocton, Ohio
Club Number 3673 - District 6690**

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Article I 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, club service director, secretary/ treasurer, community service director, international service director, and vocational service director. Members may present the nominations from the floor. Unless the board has approved a request from a current service director to be excused from the normal progression of chairs to club president, all current service directors are automatically nominated for the following:

The current sergeant-at-arms is nominated for vocational service director.

The current vocational service director is nominated for international service director.

The current international service director is nominated for community service director.

The current community service director is nominated for club service director.

The current club service director is nominated for club president.

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 receiving a majority of the votes shall be declared elected as directors. The candidates elected in such balloting shall serve as a member of the board for the year commencing on the first day of July following the election.

Section 2 — The officers and directors so elected; together with the immediate past president shall constitute the board of directors. Within one week after the election, the president-elect shall appoint some member of the club to act as sergeant-at-arms.

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

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

Article II Board of Directors

The governing body of this club shall be the board of directors consisting of the vocational, international, community, and club service directors, president, secretary/treasurer all having been elected in accordance with article I, section 1, of these bylaws, and the immediate past president.

Article III Duties of Officers

Section 1 — *President* It shall be the duty of the president to preside at meetings of the club and board and to perform such other duties as ordinarily pertain to the office of president

Section 2 — *Secretary* It shall be the duty of the secretary to keep the records of membership, record the attendance at meetings, send out notices of meetings of the club, board and committees, record and preserve the minutes of such meetings, make the 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 of each year, and including prorated reports to the general secretary on 1 October and 1 April of each active, senior active and past service 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 immediately following the last meeting of the month, collect and remit to RI subscriptions to *THE ROTARIAN*, and perform such other duties as usually pertain to the office of secretary.

Section 3 — *Treasurer* It shall be the duty of the treasurer to have custody of all funds, accounting for same to the club annually and at any other time upon demand by the board and to perform such other duties as pertain 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 4 — *Sergeant-at-Arms* The duties of the sergeant-at-arms shall be such as are usually prescribed for such office and such other duties as may be prescribed by the president or the board.

Article IV Meetings

Section 1 — *Annual Meeting* An annual meeting of this club shall be held not later than the thirty-first day of December in each year each year, at which time the election of officers and directors to serve for the ensuing year shall take place.

Section 2 — The regular weekly meetings of this club shall be held on Tuesday at 12:05 pm. Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club. All members except an honorary member or member excused by the board of directors, in good standing, must be counted as present or absent. To be counted as present, a member must be present for at least sixty (60) percent of the time devoted to the regular meeting, either at this club or at any other Rotary club.

Section 3 — One-third of the membership shall constitute a quorum at the annual and regular meetings of this club, except as provided in subsection 2.020.4 of the RI bylaws.

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) members of the board, due notice having been given.

Section 5 — A majority of the board members shall constitute a quorum of the board.

Article V Fees and Dues

Section 1 — The admission fee shall be \$25.00 to be paid before the applicant can qualify as a member.

Section 2 — The membership dues shall be \$100.00 per annum, payable quarterly on the first day of July, October, January and April. In addition meal costs determined by the board of directors will be billed quarterly. Meal charges will apply whether the member is present or not at the regular meeting unless the member is senior active excused or they have been approved by the board for a leave of absence. In the event that the absent member makes up at another Rotary Club, credit for meals will be applied.

Article VI Method of Voting

The business of this club shall be transacted by *viva voce* vote except the election of officers and directors, which shall be by ballot when any nomination is made other than the automatic nominations.

Article VII Committees

Section 1

(a) At a special organizational board meeting held no more than six weeks before July 1, chairpersons from the membership for each of the service committees will be appointed by the service director under which the committee falls and will be approved by the president elect.

(b) After July 1, the service directors can appoint committees under their particular directorship of club service, vocational service, community service and international service as deemed necessary and require approval by the president.

(c) The president shall be *ex-officio* a member of all committees and, as such, shall have all the privileges of membership thereon.

(d) Each committee shall transact such business as is delegated to it in the 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 to the board and approved by the board.

(f) Where feasible and practicable in the appointment of club committees, there should be provision for continuity of membership, either by appointing one or more members for a second term or by appointing one or more members to a two-year term.

Section 2 — Club Service Committees.

(a) The club service director shall be responsible for all club service activities and shall supervise and coordinate the work of all committees appointed on particular phases of club service.

(b) The chairmen of each club service committee having been appointed by the club service director and approved by the president shall choose members from the membership for their committee if required. (note: Some service committees will only require one person.)

(c) The following committees fall under the directorship of club service:

- Club bulletin committee
- Christmas party committee
- Classifications committee
- Club directory committee
- Club history committee
- Entertainment committee
- Fellowship committee
- International Foundation committee
- Coshocton Rotary Foundation committee
- Paul Harris Day committee
- Membership committee
- Program committee
- Public relations committee

Rose sale committee
Rotary information committee
Summer steak fry committee
Tri club golf committee
Tri club meeting committee
Art auction committee
Donut sales committee

(note: This list is subject to revision as the resources of the club change and/or the needs of the club change.)

The president elect and the club service director will decide at the organizational board meeting what committees they want to add or delete for the upcoming Rotary year.)

Section 3 — Community Service Committees.

(a) The community service director shall be responsible for all community service activities and shall supervise and coordinate the work of all committees appointed on particular phases of community service.

(b) The chairmen of each community service committee having been appointed by the community service director and approved by the president shall choose members from the membership for their committee if required.

(note: Some service committees will only require one person.)

(c) The following committees fall under the directorship of community service:

Bulletin board committee
Bowl for Kids Sake committee
4 Way Speech Contest committee
Literacy project committee
Salvation Army project committee
Scholarships committee
Senior citizen project committee

(note: This list is subject to revision as the resources of the club change and/or the needs of the community change.)

The president elect and the community service director will decide at the organizational board meeting what committees they want to add or delete for the upcoming Rotary year.)

Section 4 — International Service Committees.

(a) The international service director shall be responsible for all international service activities and shall supervise and coordinate the work of all committees appointed on particular phases of international service.

(b) The chairmen of each international service committee having been

appointed by the international service director and approved by the president shall choose members from the membership for their committee if required.

(note: Some service committees will only require one person.)

(c) The following committees fall under the directorship of international service:

International information committee

(c) committees under the directorship of international service: (continued)

Group Study Exchange committee

Youth Exchange (long) committee

Youth Exchange (short) committee

YEP weekend committee

(note: This list is subject to revision as the resources of the club change.

The president elect and the international service director will decide at the organizational board meeting what committees they want to add or delete for the upcoming Rotary year.)

Section 5 — Vocational Service Committees.

(a) The vocational service director shall be responsible for all vocational service activities and shall supervise and coordinate the work of all committees appointed on particular phases of vocational service.

(b) The chairmen of each vocational service committee having been appointed by the vocational service director and approved by the president shall choose members from the membership for their committee if required.

(note: Some service committees will only require one person.)

(c) The following committees fall under the directorship of vocational service:

4 Way Test Award committee

Plant Visits committee

Career Shadow Day committee

Employee of the Year committee

Ethics conference committee

(note: This list is subject to revision as the resources of the club change.

The president elect and the vocational service director will decide at the organizational board meeting what committees they want to add or delete for the upcoming Rotary year.)

Article VIII Duties of Committees

Section 1 — *Club Service Committee* This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in matters relating to club service. The chairman of the club service committee shall be responsible for regular meetings of the committee and shall report to the board on all club service activities.

Section 2 — *Vocational Service Committee* This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in their vocational relationships and in improving the general standards of practice in their respective vocations. The chairman of this committee shall be responsible for the vocational service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of vocational service.

Section 3 — *Community Service Committee* This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in their community relationships. The chairman of this committee shall be responsible for the community service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of community service.

Section 4 — *International Service Committee* This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in matters relating to international service. The chairman of this committee shall be responsible for the international service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of international service.

Article IX 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 (Note: 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 provision of art VII, sec 3 of the standard Rotary club constitution is not computed in the attendance record of the club.) A leave of absence will not relieve the member of their obligation of payment of annual membership dues. The obligation for the payment of regular meals will be suspended.

Article X Finances

Section 1 — The treasurer shall deposit all funds of the club in some bank to be named by the board.

Section 2 — All bills shall be paid only by checks signed by the treasurer. A thorough audit by a certified public accountant or other qualified person shall be made once each year of all the club's financial transactions.

Section 3 — Officers having charge or control of funds shall give bond as may be required by the board for the safe custody of the funds of the club, cost of bond to be borne by the club.

Section 4 — The fiscal year of this club shall extend from July 1st to June 30th, and for the collection of members' dues shall be divided into two (2) semiannual periods extending from July 1st to December 31st, and from January 1st to June 30th The payment of per capita dues and magazine subscriptions to RI shall be made on July 1st and January 1st of each year on the basis of the membership of the club on those dates.

(Note: Magazine subscriptions for members joining during a semiannual period are payable upon invoice from the Secretariat.)

Section 5 — At the beginning of each fiscal year the board shall prepare or cause to be prepared a budget of estimated income and estimated expenditures for the year, which, having been agreed to by the board, shall stand as the limit of expenditures for the respective purposes unless otherwise ordered by action of the board.

Article XI Method of Electing Members (For All Kinds of Membership)

Section 1 — The name of a prospective member, proposed by an active, senior active, or past service member of the club, shall be submitted to the board in writing, through the club secretary. The proposal for the time being 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 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 either by the sponsor or by the membership committee of the purposes of Rotary and of the privileges and responsibilities of membership (including the kind of membership proposed), following which the prospective member shall be requested to sign the membership proposal form and to permit his or her name and proposed classification (if active membership) to be published.

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 (7) 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 president shall arrange for the induction of the new member; the club 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 at the induction.

Article XII Resolutions

The club shall consider no resolution or motion to commit this 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 XIII Order of Business

Meeting called to order.

Introduction of visiting Rotarians.

Correspondence and announcements.

Committee reports if any.

Any unfinished business.

Any new business.

Address or other program features.

Adjournment.

Article XIV 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 mailed to each member at least ten days before such meeting. No amendment or addition to these bylaws can be made which is not in harmony with the club constitution and with the constitution and bylaws of RI.

Amendment adopted 2/10/04

In order to recognize the rights of free speech, as well as the rights of Rotarians to gather in a neutral environment, the following policy shall be adhered to concerning guest speakers or general announcements concerning political and/or religious subjects.

Political Announcements or Guest Speakers.

1/ It is strongly advised that elected officials not speak 6 months prior to general or primary elections. If the guest speaker is an elected official, and has filed a petition with the board of elections for an upcoming election (within the next 6 months), the speaker should limit comments to the current state of affairs for the position elected to. The speaker may not offer personal reasons for why they should be re-elected, reasons why any other parties should not be elected or read from any campaign materials. Campaign materials may be left on the tables for members to read, but may not be referenced.

2/ It is strongly advised that beneficiary employees or campaign officials not speak 6 months prior to general or primary elections where the issue or levy will be voted upon. If the guest speaker is a beneficiary employee or campaign member of a tax levy or Issue, the speaker must limit comments to the language of the Issue as it appears on the ballot. This will limit discussion to how the levy will be raised, what the monies will be used for and how long the levy will last. On the matter of an issue vote, the discussion will be limited to what the issue pertains to, and the speaker will not offer personal opinion of why the issue should pass or fail. Campaign materials may be left on the tables for members to read, but may not be referenced.

1/ Announcements – Announcements to the general membership concerning a religious activity or event should limit the announcement to the following:

- a) What – What is the activity or event
- b) When – When will the activity or event take place
- c) Where – Where will the activity or event take place
- d) Who – The name of the person or persons attending, and the name of the religious group sponsoring the activity or event.

Announcements may not offer any personal opinion or belief of why people should attend concerning moral issues. Announcements may

not advocate why one religious doctrine is superior to another. Rotary is a worldwide organization which members include many religions and those who may not support any religious doctrine. Printed materials may be left on the tables for members to read at their own choosing.

2/ Guest Speakers – Rotary welcomes guest speakers who may hold positions as a religious leader or senior member, and respectfully asks the subject material be limited to an event or activity which demonstrates a shared objective of Rotary International. Personal Opinions or “sermons” concerning moral or social issues should not be offered. Printed materials should be left on the tables and it should be left to the members whether they decide to read.