

# Preston Trail Rotary Club Bylaws

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# Preston Trail Rotary Club Bylaws

## Bylaws of the Rotary Club of Preston Trail Rotary of Celina and Gunter

### Article 1 Definitions

1. Board: The board of directors of this club.
  2. Director: A director on this club's board as stated in Article 2.
  3. Member: A member, other than an honorary member, of this club.
  4. Quorum: The minimum number of participants who must be present when a vote is taken.
  5. RI: Rotary International.
  6. Year: The 12-month period beginning 1 July.
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### Article 2 Board

The governing body of this club is its board of directors, consisting of, at a minimum, the president, president-elect, secretary, treasurer and a past president.

The governing body of this club shall be its Board of Directors, consisting of, at a minimum:

- President
- President-Elect
- Treasurer
- Secretary
- A Past President

### Article 3 Elections and Terms of Office

Section 1 — One month before elections, members nominate candidates for president, vice president, secretary, treasurer, and any open director positions. The nominations may be presented by a nominating committee, by members from the floor, or both.

Section 2 — The candidate who receives a majority of the votes for each office is declared elected to that office.

Section 3 — If any officer or board member vacates their position, the remaining members of the board will appoint a replacement.

Section 4 — If any officer-elect or director-elect vacates a position, the remaining members of the board-elect will appoint a replacement.

Section 5 — If a successor is not elected for any of these roles the current director term can be extended for up to one year or more if needed

Section 6 — New officers shall be installed at the club's annual installation meeting and assume office on July 1

Section 7 — The terms of office for each role is one year unless a successor is not elected then the term can be extended until a successor is appointed to the position.

Section 8 — If necessary, due to limited participation, one individual may be elected or appointed to serve in multiple board positions concurrently.

#### **Article 4 Duties of the Officers**

Section 1 — The president presides at club and board meetings.

Section 2 — The immediate past president serves as a director on the club board.

Section 3 — The president-elect prepares for his or her year in office and serves as a director.

Section 4 — The president-elect presides at club and board meetings when the president is absent.

Section 5 — A director attends club and board meetings.

Section 6 — The secretary keeps membership and attendance records.

Section 7 — The treasurer oversees all funds and provides an account of them.

Section 8 — The sergeant-at-arms maintains order in club meetings.

Section 9 — The community outreach chair develops a partnership with city, community and schools to provide volunteer opportunities for the club.

Section 10 — The membership chair

Section 11 — The engagement and programs chair plans and coordinates bi-weekly program with club president

Section 12 — The Club Ambassador Chair has a vast knowledge of Rotary, promotes Rotary in the community, strengthens the club's culture and supports members' engagement.

Section 13 — Flag Chair plans and oversees logistics of the flag programs and promotes the program to the community.

Section 14 — Rotary Foundation Chair educates the club about Rotary Foundation and encourages members to give and attend Foundation related events.

Section 15 — Public Image Chair uses all platforms, social media, websites, news and newspapers to promote the good works of the club.

## **Article 5 Meetings**

Section 1 — An **annual meeting** of this club is held no later than 31 December to elect the officers and directors who will serve for the next Rotary year.

Section 2 — This club meets on the 1st and 3rd Friday of each month at noon. Reasonable notice will be given to all members for any changes or cancellations. The club is expected to meet at least twice per month. Meetings may be held in person, by phone, or through a virtual platform.

Section 3 — **Board meetings** are held each month or more often if needed. Special meetings of the board are called with reasonable notice by the president or upon the request of two directors. Within 30 days after all board meetings, written minutes should be available to all members.

Section 5 — Cancellation: The board may cancel a regular meeting for these reasons: (1) a holiday, or during a week that includes a holiday; (2) in observance of the death of a member; (3) an epidemic or a disaster that affects the whole community; or (4) an armed conflict in the community.

The board may cancel up to four regular meetings a year for causes not listed here, but may not cancel more than two consecutive meetings.

## Section 4 — Quorum Requirements

The quorum for club and board decisions shall be as follows:

- One-third of the active membership must be present for any club vote.
- At least half of the board members must be present for any board vote.

A quorum is required for any vote to be valid.

## Article 6 Dues

Types:

Club Membership: this is an individual payment of club dues for one club member.

Corporate Membership: this is membership for up to 3 employees from one business

Family Membership: this is membership for 2 family members

*Small Business: this membership is for up to 2 employees*

***\*\*Small Business is considered: Fewer than 15 employees, no more than two locations, and not part of a national or multinational corporation or franchise system.***

**Annual club membership dues are \$150.00. They are paid as follows:** Annually (Every March).

Corporate club membership dues: \$500.00

Family club membership dues: 200.00

*Small Business Club membership dues: 200.00*

Annual club dues include RI per capita dues, district per capita dues, club fees, and any other Rotary or district per capita assessment.

## Article 7 Method of Voting

The business of this club is conducted by voice vote, or a show of hands except in the election of officers and directors, which is conducted by ballot. The board may also provide a ballot for a vote on some resolutions. Voting may be conducted by electronic means as determined by the board, provided that appropriate notice and quorum requirements are met.

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*Article X — Satellite Clubs (Reserved)\**

*This club does not currently sponsor a satellite club. This section is reserved for future use.*

*Do we want to include an Article on Satellite club? Include satellite club voting procedures here.*

## **Article 8 Committees**

Section 1 — This club's committees comprise those listed in article 11, section 7, of the Standard Rotary Club Constitution, as well as the following: Santa's Helpers, Flag Program, Ryla, Officer Installation and Awards Banquet

Club Administration:

- Membership;
- Public Image;
- Rotary Foundation; and
- Service Projects.

The board or president may appoint additional committees as needed.

Section 2 — The president is an ex officio member of all committees.

Section 3 — Each committee's chair is responsible for the regular meetings and activities of the committee, supervises and coordinates its work, and reports to the board on all committee activities.

Section 4 — The **Awards & Recognition Committee** is responsible for coordinating the nomination and selection process for all club awards. The committee shall be appointed by the President and approved by the board.

## **Article 9 Finances**

Section 1 — Before each fiscal year starts, the board prepares an annual budget of estimated income and expenditures.

Section 2 — The treasurer deposits club funds in a financial institution or institutions designated by the board, divided into two accounts: one for club operations and one for service projects.

Section 3 — Bills are paid by the treasurer or another authorized officer and approved by two other officers or directors.

Section 4 — A qualified person conducts a thorough annual review of all financial transactions.

Section 5 — Club members will receive an annual financial statement of the clubs finances. A mid-year financial report, with the current and previous year's income and expenses, is presented at the annual meeting.

Section 6 — The fiscal year is from 1 July to 30 June.

### **Article 10 Method of Electing Members**

Section 1 — A member of this club or another club proposes a candidate for membership to the board and/or the membership committee.

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

Section 3 — Objections: If the board **does not approve** the candidate's membership, the proposing member shall be notified in writing. The board is not required to disclose the reason for the rejection but may choose to provide guidance privately if appropriate. The decision of the board is final.

Section 4 — Approval: If the board **approves** the candidate, a notice of the prospective member's name and proposed classification shall be provided to all active members.

Section 5 — If the board approves the candidate's membership, the prospective member is invited to join the club.

### **Article 11 —Members**

Members are expected to do at least one of the following, maintain regular attendance, participate in club activities and service projects, serve on committees as requested, and/or pay dues promptly.

### **Article 12 —Termination or Suspension of Membership**

The board (not a sole board member) may terminate or suspend a member for failure to meet attendance, conduct, or financial obligations, subject to a fair review process.

### **Article 13 —Club Officer Succession & Absences**

If the President is unable to fulfill their term, the President-Elect shall assume the role. If both are unavailable, the board may appoint an interim president. If any required director is unable to fulfill their term a interim director can be appointed by the board.

## **Article 14 — Conflict of Interest Policy**

Board members must disclose any potential conflicts of interest and recuse themselves from discussions and votes where a conflict exists.

## **Article 15 — Code of Conduct**

All members are expected to uphold the principles of the Rotary Four-Way Test and conduct themselves in a manner that reflects positively on the club and Rotary International.

## **Article 16 — Recordkeeping / Document Retention**

### **Section 1 – Recordkeeping Responsibilities**

The Secretary shall be responsible for maintaining all official club records, including Meeting minutes (club and board), Membership records

The Treasurer shall be responsible for maintaining all financial records, including Budgets, Bank statements, Tax filings (if applicable), Receipts and disbursement logs

### **Section 2 – Document Retention Periods**

- Meeting minutes: Retain permanently in Club Runner
- Financial records: Retain for a minimum of 7 years in Club Runner
- Membership and attendance records: Retain for 7 years after a member's departure in Club Runner
- Annual reports and budgets: Retain for 7 years in club runner
- Legal or IRS correspondence (if any): Retain permanently in club runner

### **Section 3 – Storage and Access**

Club records shall be stored in a secure and accessible digital format, using platforms such as Club Runner or other board-approved tools. Physical copies are not required unless specifically mandated for legal or audit purposes. All records must be accessible to current officers and transferred to incoming officers by July 15 of the new Rotary year.

## **Article 17 — Amendments**

These bylaws may be amended at any regular club meeting. Changing the club bylaws requires sending written notice to each member 21 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.

## **Article 18 — Awards and Recognition**

Section 1 — This club may present awards annually to recognize outstanding contributions by members or community partners. Examples include, but are not limited to, Rotarian of the Year, Community Service Award, or Youth Leadership Award.

Section 2 — An Awards Committee, appointed by the President and approved by the board, shall oversee the nomination and selection process for all club awards. The committee should consist of at least three members, including one past award recipient if available.

Section 3 — Final approval of all award recipients shall be made by the president.

Award recipients should be selected based on merit, contribution to the club's mission, and alignment with Rotary values. Their contribution must be submitted using the nomination form and should outline clearly the contributions to the club.

## **Article 19 — Diverse Club Membership**

This club's membership should represent a cross section of the businesses, professions, occupations, and civic organizations in its community, including age, gender, and ethnic diversity.