

## Bylaws of the Rotary Club of Yosemite National Park

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### Article I. Definitions

1. 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 1 July.

### Article 2. Board

The governing body of this club shall be the board consisting of up to nine (9) members of this club, namely, the president, president-elect, past president, secretary, treasurer, and the sergeant-at-arms. At the discretion of the board, also added can be the three directors elected in accordance with article 3, section 1 of these bylaws.

### Article 3. Election of Directors and Officers

**Section 1** – At a regular meeting at least 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, secretary, treasurer, and as many directors as there vacancies. The nominations may 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 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, secretary, and treasurer receiving a majority of the votes shall be declared elected to their respective offices. The candidates for director(s) receiving the largest numbers of votes shall be declared elected as director(s). The candidate for president elected in such balloting shall have been the president-elect from the previous year, and shall assume office as president on 1 July following the election. The president-elect shall take the title of president-elect on 1 July following the election, in the year prior to taking office as president.

**Section 2** – The officers and directors, so elected, together with the immediate past president shall constitute the board. Within one month after their election, the directors-elect shall meet and elect some member of the club to act as sergeant-at-arms.

**Section 3** – A vacancy in the board or 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.

#### **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. In the absence of the president for any short periods of time, a past-president of the Club shall preside at meetings of the club.

**Section 2 – *Immediate Past President.*** It shall be the duty of the immediate past president to serve as a Director and to perform such other duties as may be prescribed by the President or the board.

**Section 3 – *President-elect.*** It shall be the duty of the president-elect to serve as a director and to perform such other duties as may be prescribed by the president or the board. In the absence of the president, the president-elect shall preside at club board meetings.

**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 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 the 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 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 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.

#### **Article 5. Terms of Office**

**Section 1 – *Regular Term of Office.*** Officers and directors shall serve a term of office of one (1) year, beginning on July 1<sup>st</sup> and ending on June 30<sup>th</sup> of the one-year term. Any officer or director may be re-elected or appointed to additional years of office.

**Section 2 – *Term Limits.*** No officer or director shall serve in any one position for longer than three consecutive years, without a break of at least one year in service.

#### **Article 6. Meetings**

**Section 1 – *Annual Meeting.*** An annual meeting of this club shall be held on the first Thursday of November in 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 Thursday at Noon. 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 sixty (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, sections 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 on the third Thursday of 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 7. Fees and Dues**

**Section 1** – No admission fee is necessary before the applicant can qualify as a member, except as provided for in the standard Rotary club constitution, article 11.

**Section 2** – The club membership dues shall be \$60.00 per annum, payable monthly on the first day of each month for the previous month.

**Section 3** – The membership shall be billed approximately monthly for all amounts due, for items such as lunches, fines/pledges, self identified donations, membership dues, and semi-annual District and R.I. dues, when applicable.

#### **Article 8. Method of Voting**

The business of this club shall be transacted by *viva voce* vote (*Note: Viva voce vote is defined as when club voting is conducted by vocal assent*) except the election of officers and directors, which shall be by ballot. The board may determine that a specific resolution be considered by ballot rather than by *viva voce* vote.

#### **Article 9. 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 New Generations. This club will be active in each of the five 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 may be appointed as follows:

- **Community Services**  
This committee should develop and implement educational, humanitarian and vocational projects that address the needs of its community, build alliances with other organizations.
- **Public Relations / Publicity**  
This committee should develop and implement ways to provide the public with information about Rotary and the club's service projects and activities.
- **District and International 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.
- Membership  
This committee should develop and implement a comprehensive plan for the recruitment and retention of members.

Additional ad hoc committees may be appointed as needed.

- (a) The president shall be ex officio a 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 has been made and approved by the board.
- (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 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 reference to appropriate RI materials. The service projects committee will consider the Avenues of Vocational Service, Community Service, International Service and New Generations 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<sup>1</sup>**

Upon 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.

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<sup>1</sup> *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 provisions 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 action of the board. The budget shall be broken into two 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 only when approved by two other officers or directors.

**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, if and when 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. The payment of district and R.I. dues and RI 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 through email or verbally. 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 seven (7) 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 purposes of Rotary and of the privileges and responsibilities of membership, following which the prospective member shall be requested to permit his or her name and proposed classification to be published by 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 (7) days following publication of information about the prospective member, that person, 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 board meeting. If approved despite the objection, the proposed member shall be considered to be elected to membership. If the objection is sustained by the board, it shall inform the prospective member of their rejection as a member.

**Section 6** – Following the election, the president shall arrange for the new member's induction, 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 as well as assign the new member to a club project or function.

**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 a predetermined decision.

**Article 16. Order of Business**

- Meeting called to order.
- Pledge to the Flag
- Moment of silence.
- Introduction of visiting Rotarians and guests.
- Correspondence, announcements, and Rotary information.
- Committee reports if any.
- Any new or unfinished business.
- Program or club fellowship.
- Raffle, if any.
- Adjournment.

**Article 17. 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 provided to each member at least thirty (30) 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.

**Article 18. Standing Orders**

The club shall keep a list of all decisions by the board involving club policies and procedures, methods and practices, which shall be known as "standing orders." Such orders are considered binding on the club until such time as a simple majority vote of the board amends or changes them.

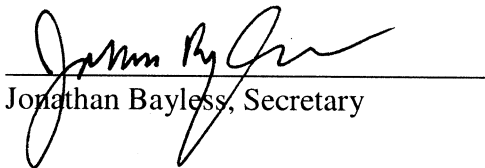
Adopted by the approval of the Board of directors on August 25, 2011:



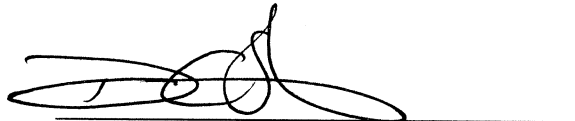
Heather Boothe, President



Eric Gabriel, President Elect



Jonathan Bayless, Secretary



David Stone, Treasurer