

Bylaws of the Rotary Club of Qualicum Beach

DATED: Passed by Board on 21 November 2016

Article 1 Definitions

1. Executive: President, President-Elect, Vice President, Past President, Secretary, Treasurer
 2. Board: The Executive and Board of Directors of this Club.
 3. Director: A member of this Club's Board of Directors.
 4. Member: A member, other than a Honourary member, of this Club.
 5. Quorum: One-third of the Club membership; a majority of Directors for the Board.
 6. RI: Rotary International.
 7. Year: The 12-month period that begins on July 1st.
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Article 1 Executive: President, President-Elect, Vice President, Past President, Secretary and Treasurer. The Executive manages the daily affairs of the Rotary Club of Qualicum Beach under the authority and direction of the Board.

Article 2 Board (Quorum – 8)

The governing body of this club is the Board consisting at a minimum of the Executive and Directors of the following committees.

Community Service

World Community Service

Club Administration

Youth Programs

Foundation

Membership

Public Image

Literacy

Article 3 Elections and Terms of Office

Section 1 — One month prior to elections, the members of the nominating committee shall present a slate of candidates for each office. The nominating committee shall consist of the President-Elect (Chair), Past President, Vice President and President. Members may nominate candidates for President, President-Elect, Vice President, Secretary, Treasurer, and any open Director positions from the floor at any regular meeting

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

Section 3 — A vacancy on the Board or any office shall be filled by the remaining members of the Board or by Board appointment.

Section 4 — The term of office shall be one or more years. The office of President can be one year with an option to serve again consecutively or alternately at the discretion of both the club and the prospective President. Any member can hold an office more than one year.

Article 4 Duties of the Board - The primary duty of the Board is to maintain the business of the Rotary Club of Qualicum Beach to the best of their ability.

Section 1 — President. The president shall be responsible for Club activities, provide Club Leadership and preside at Club and Board meetings.

Section 2 — President-Elect. The president-elect shall prepare for their year in office and will attend President Elect Training (PET) and District Learning Training Assembly (DLTA) in the year proceeding their term of office. Past Presidents re-elected as President who has attended PET and DLTA in the past 5 years may choose to forgo PET and DLTA.

Section 3 — Vice President. The purpose of the Vice President is to ensure continuity in the leadership of the Club if either the President or President Elect are unable to conduct their duties for any reason.

Section 4 — Past President. The past president shall assist the President in the Leadership and Management of the Club and Board meetings.

Section 5 — Club Secretary. The secretary shall prepare and submit semi-annual reports, maintain membership records, update membership data online, maintain minutes of Club and Board meetings, maintain personal and confidential records in the Rotary Club of Qualicum Beach's secure location and maintain records of the Community Services Society (Rotary Park).

Section 6 — Club Treasurer. The treasurer shall manage Club Funds, collect and submit dues and fees, report on the state of the Club's finances, work with Rotary Foundation, and prepare the semi-annual report.

Section 7 — Community Service Director: Responsible for projects in our local community to include but not limited to recommending to the Board, local projects, events, and other organizations that need our Club's personnel and financial support.

Section 8 — World Community Service Director: Responsible for international projects to include but not limited to recommending to the Board international projects that need our Club's financial, personnel and financial support. The World Community Service Director will also be the Club's representative to the Mid-Island Group.

Section 9 — Foundation Chair: Responsible for ensuring all members are aware of the Club's financial goals to the Rotary Foundation and to encourage member participation. The Foundation Chair is also responsible for maintaining records associated with the development of Rotary International and District 5020 programs such as Every Rotarian Every Year (EREY), Paul Harris Fellow and Paul Harris Society awards.

Section 10 — Membership Chair: Responsible for developing and maintaining expertise in matters pertaining to membership growth, development and retention. The Membership Chair will maintain up-to-date knowledge of practices, proven to be effective and to maintain knowledge of the resources available and provide educational opportunities to meet the needs of the Club membership. The Membership Chair will obtain membership statistics from District 5020 and, as much as is feasible review demographics composition and diversification

(different Classes of Membership) as these might pertain to the Club. The Membership Chair will receive membership enquiries and referrals from RI or the District and follow up these potential new members as appropriate. The Membership Chair supports the Club President in matters relating to membership growth and retention and will liaise with the Assistant Governor on membership matters, as appropriate, and will keep the Club members apprised of Key issues relating to membership.

Section 11 – Public Image Chair: Responsible for developing programs for and maintaining all club print, broadcast and social media. This will include Public Image support to Club Activities, Fundraising events, maintaining of the Club website and Facebook accounts.

Section 11 – Club Administration Director: Supports the effective operation of the Club to include advising our Caterer at Rotary House and our Helpers at Rotary Park of the weekly personnel count for food preparation purposes and to maintaining the Club bar.

Section 12 – Youth Programs Director: Responsible for the Club’s Youth Programs to include but not limited to both long and short term youth exchanges, Rotary Youth Leadership Academy (RYLA) candidates, and programs such as Adventures in Citizenship. The Youth Program Director will be responsible for ensuring Club training for the requirements of the District 5020’s Abuse and Harassment Prevention Program (ANNEX A). The Youth Programs Director will also be the Clubs Youth Exchange Officer (YEO). The Youth Program Committee will include but not limited to the Club’s Youth Exchange Officer (Chair) the Youth Protection Officers (YPO), the Club’s Youth Protection Councilor (YPC) and the Past Youth Exchange Officer (YEO). The Youth Program Director will establish a liaison with the Club’s Literacy Director to ensure the Literacy Committee is compliant with the Club’s Abuse and Harassment Prevention Policy.

Section 13 – Literacy Chair: Responsible for all literacy programs in the Club. The Literacy Chair will ensure the members of the Literacy Committee adhere to the requirements of District 5020’s Abuse and Harassment Prevent Policy (ANNEX A) in consultation with the Youth Program Director.

Article 5 Standing Committees

Sections 1- The following Standing Committees support Club activities and provide updates as deemed appropriate by the Board.

SARGENT AT ARMS

SUNSHINE PERSON

NOMINATING COMMITTEE – President, Past President, President-Elect (Chair), Vice President.

FINANCIAL BUDGET COMMITTEE – President, Past President, President-Elect, Vice President, Treasurer (Chair).

ROTARY PARK MAINTENANCE COMMITTEE

COMMUNITY SERVICES SOCIETY (ROTARY PARK) Society Directors are Rotary Club of Qualicum Beach EXECUTIVE

FUNDRAISER EVENTS COMMITTEES

Article 6 Meetings

Section 1 — A special meeting for the election of officers and directors for the next Rotary year shall be held no later than January 30th.

Section 2 — The regular weekly meetings of this club are held on Monday at 6:15 PM. Reasonable notice of any change or cancellation of the regular meeting shall be given to all club members.

Section 3 — Board meetings are held the 3rd Monday after the regular meeting. If this is a holiday, the Board Meeting will be held on the 2nd Monday of the month. Special meetings of the Board are called with reasonable notice by the President or upon the request of two Directors. The quorum for all Board Meetings is 8 Board members.

Article 7 Fees and Dues

Section 1 — The admission fee, as established by RI and/or the club, shall be paid before the applicant can qualify as a member. Such admission fee shall be pro-rated based on the number of months remaining in the Rotary year.

Section 2 — Membership dues shall consist of RI per capita dues, subscription fees to The Rotarian or Rotary regional magazine, district per capita dues, club annual dues, and any other Rotary or district per capita assessment. Club annual dues shall be in the amount of \$200 Cdn. Such dues may be changed at the discretion of the Board. Membership dues shall be payable in accordance with the policies of the club as established by the Board. Membership dues are payable no later than the 1st of July of each year.

Article 8 Method of Voting

The business of this club is conducted by voice vote or show of hands except for the election of officers and directors, which is conducted by ballot if more than one candidate is nominated for a position on the Board. The Board may provide a ballot for a vote on a specific resolution or the Board may conduct a vote by email where time is of the essence for a decision.

Article 9 Committees

Section 1 — Club committees coordinate their efforts in order to achieve the club's annual and long-range goals.

Section 2 — Additional committees may be appointed as needed.

Section 3 — The President, President-Elect, and Vice President shall be *ex officio* a member of all committees and, as such, shall have all the privileges of membership.

Section 4 — Except where special authority is given by the Board, committees shall not take action until a report has been made and approved by the Board. The President or the Board shall refer additional business to a specific committee as needed.

Section 5 — 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. Approval by the Board can take place by e-mail if required.

Article 9 Finances

Section 1 — Prior to each fiscal year, the Board shall prepare an annual budget of estimated income and expenditures.

Section 2 — The treasurer shall deposit club funds in financial institution(s) designated by the Board.

Section 3 — Bills are paid by the treasurer or any other authorized signing officer. Such bills require approval by two authorized signing officer, one of which may be the Club Treasurer.

Section 4 — A thorough annual review of all financial transactions shall be completed by a qualified person as chosen by the Executive.

Section 5 — An annual financial statement of the club shall be provided to club members.

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

Article 10 Method of Electing Members

Section 1 — A member shall provide a candidate's name to the Board. A transferring or former member of another club may also be proposed for membership by the former club. The proposal is kept confidential unless the Board instructs otherwise.

Section 2 — The Board shall ensure that the candidate meets all of Rotary's membership requirements.

Section 3 — The Board shall approve or reject the candidate's membership within 30 days and shall notify the proposer of its decision.

Section 4 — If the decision of the Board is favorable, the prospective member will be apprised about Rotary and membership requirements, and asked to sign the membership proposal form and allow his or her name and proposed classification to be conveyed to the Club.

Section 5 — If no member of the club submits a written objection including reasons for the objection, to the Board within seven days after the club is notified of the prospective member, that person, upon payment of the admission fee, is considered to be elected to membership. If an objection has been filed with the Board, the club shall vote on this matter at its next meeting. If approved despite the objection, the proposed member is elected to membership after admission fee payment.

Section 6 — The club may elect honorary members proposed by the Board. The Club's Honorary Member Policy is attached at Annex B.

Article 10 Resolutions

Any resolutions or motions to commit the club to any position or action shall first be reviewed and approved by the Board. If resolutions or motions are first offered at a club meeting, they shall be sent to the Board.

Article 11 Amendments

These Bylaws may be amended at any regular club meeting. Changing the club bylaws requires that written notice be sent to each member 10 days before the meeting, that a quorum be present for the vote, and that 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.