

Bylaws of the Rotary Club of Oak Bay

Club bylaws supplement the Standard Rotary Club Constitution with common club practices. Once approved, the bylaws in this document are binding for the members of the club.

Article 1 Definitions

1. Board: The board of directors of this club.
 2. Director: A director on this club's board.
 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: one-third of the club's members for club decisions and a majority of the directors for club board decisions.
 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, immediate past president, president-elect, secretary, and treasurer.

Article 3 Elections and Terms of Office

Section 1 — A nominating committee is appointed annually by the current board of directors. At a regular meeting not less than one month prior to the meeting for election of officers, the presiding officer shall ask for nominations by members of the club for all board positions and the names may be presented by both the nominating committee and by members from the floor. Not less than fourteen days before the annual general meeting, members nominate candidates for president, president-elect, 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 may appoint a replacement.

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

Section 5 — The terms of office for each role are:

President —	<u>One year</u>
President-elect —	<u>One year</u>
Treasurer —	<u>One year</u>
Secretary —	<u>One year</u>
Director -	<u>One year</u>
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Note: The term of office for a club president is specified as one year in the Standard Rotary Club Constitution. When a successor is not elected, the current president's term can be extended for up to one year.

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 — A director attends club and board meetings.

Section 5 - The secretary keeps all membership records.

Section 6 — The treasurer oversees all funds and provides an accounting of them.

Article 5 Meetings

Section 1 — An annual meeting of this club is held no later than 31 December every year.

Section 2 — This club meets on most Tuesdays at 12.15 pm, as determined and published by the Board of Directors from time to time.

Section 3 — Board meetings are held at the discretion of the president, but not less than 10 times per year. Special meetings of the board are called with reasonable notice by the president or upon the request of two directors.

Article 6 Dues

Annual club dues are as determined by the board each year. They are paid as follows: Annually, prior to the last day of the current Rotary year. Annual club dues include RI

per capita dues, subscriptions to an official magazine, 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 a show of hands or by ballot. The board may also provide a ballot for a vote on some resolutions.

Article 8 Committees

Section 1 — This club's committees comprise those listed in article 11, section 7, of the Standard Rotary Club Constitution, with the exception of Service Projects. This club has a separate Community Service committee, an International Service committee and a Youth Services committee, as opposed to all three being under the umbrella of Service Projects.

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.

Article 9 Finances

Section 1 — Before each fiscal year starts, the board prepares an annual budget of estimated income and expenditures. The budget shall be approved by the board of directors.

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 the treasurer and one other officer or director.

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 club. A mid-year financial report, with current and previous year income and expenses, is presented at the annual meeting.

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

Section 7 — Subject to the provisions of the Societies Act, the club may borrow money only on the authority of a majority vote of the members at a special general meeting of the club.

Article 10 Method of Approving New Members

Section 1 — A member proposes a candidate for membership to the board and/or the membership committee, 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 and notifies the proposing member of its decision.

Section 3 — If the board approves the candidate's membership, notice will be sent to the club membership immediately and if no objection received within 5 days of the date of the notice, the Board will invite the prospective member to join the club. Should any member raise an objection within the 5 day notice period, the objection will be heard by the Board and the resulting decision will be final.

Article 11 Member not in good standing

A member is not in good standing if the member fails to pay the member's annual dues and the member is not in good standing for so long as those dues remain unpaid. A voting member who is not in good standing may not vote at a general meeting.

Article 12 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.

Rotary Club of Oak Bay
Membership Policy
22 October, 2019

The Membership Committee shall develop and implement annually a comprehensive plan for the recruitment and retention of members. This will include recommendations for Admission Fees and Annual Dues which shall be established annually by the Club's Board.

Classes of Membership: This Rotary club shall have two classes of membership, Active and Honorary.

General Qualifications: Members shall be adult persons of good character and good business, professional or community reputation.

Active Membership: There shall be different categories of Active Membership as follows:

Active. The annual membership dues shall be as established by the Board annually and are payable by the 30th June each year. Active members shall enjoy all rights and privileges of membership, including voting and running for the Club Board of Directors.

Young Active: Dues for members under the age of 40 years on 30 June of each year will be reduced by 25%.

Dues for members under the age of 30 on 30 June of each year shall be waived except that they will pay dues for Rotary International, District 5020 and the Rotary Magazine as notified by the Club's Board. All rights and privileges of membership apply.

Family Active: Dues for Family Membership shall be pro-rated as follows: The principal family member will pay regular membership dues and a second family member will pay half of the regular membership dues. A family Membership may be shared between two members of the same family unit, whether they be parent, child, spouse or sibling. Only one family member may sit on the Club's Board at one time. However, both family members shall have all the other rights and privileges of membership including the right to vote.

Corporate Members: Dues for Corporate Members as outlined will be the equivalent of two regular membership dues. Organizations eligible for this category include Businesses, Public Sector departments and Non-profit organizations. Such organizations may appoint up to three individuals to be designates in membership of the Club. One designate must be an Owner, Manager or Senior Officer of the organization. Only one designate may be an Officer or Director of the Club at one time but all three designates have the right to vote and have all rights and privileges of active Membership.

Honorary Members: Those who have distinguished themselves with outstanding service either to the Community at large or to Rotary, in service and in the furtherance of Rotary ideals, may be elected, by the Club's Board, to Honorary Membership in this club. There shall be no dues applicable to this category of membership but Honorary Members shall have no vote and shall not be eligible to hold any office in this club. They shall not be

considered as representing a classification but shall be entitled to attend all meetings and enjoy all the other privileges of the club. No honorary member of this club is entitled to any rights or privileges in any other club.

Membership Participation: No person shall simultaneously hold Active membership in more than one club. No person shall simultaneously be an Active member and an Honorary member in the club. The admission fee shall be as established by the Board annually and be paid before the applicant can qualify as a member. The membership dues shall be as established annually by the Board and are payable by 30 June each year.

Preview Membership: The Club Board will accept applicants, otherwise approved by normal process, who wish to be Preview Members for any period up to six months. This status may only be used once by any individual member. The object of this is to allow the Club and the Preview Member to become acquainted prior to commitment. Such members may not vote or be an Officer or Director of the Club but will otherwise have the rights and privileges of membership including having a sponsor and mentor. The dues payable for such individuals is half the Club's annual dues.