

Rotary
Grand Turk



Bylaws

ROTARY CLUB BYLAWS

Bylaws of the Rotary Club of Grand Turk

Article 1 - Definitions

1. Board: The club's board of directors
2. Director: A member of the club's board of directors
3. Member: A member of the club, other than an honorary member
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 that begins on 1 July

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, Vice President, Secretary, Treasurer, Sergeant -at- Arms and Directors of the five avenues of service.

Article 3 - Elections, Terms of Office and District Assembly & Conference

Section 1

One month before elections, members nominate candidates for President, President-Elect, Secretary, Treasurer, Sergeant -at- Arms, and any open Director positions. The President-Elect will serve as the club's Vice President. The nominations may be presented by a nominating committee, by members from the floor, by either or both as the club may determine. If it is determined to have a nominating committee, such a committee shall be appointed as the club may determine.

The nominations duly made shall be placed on a ballot under each office and shall be voted for during the first general club meeting in the month of October. New board members will be reported to the Assistant Governor by November 15.

Nominating and voting members and members proposed for positions on the board shall only consist of members in good standing with this club, i.e. meeting the club's criteria to be a member as defined in articles 10, 12, 13 and 14 of the Rotary Club of Grand Turk's Constitution.

Section 2

The candidates for Secretary, Treasurer and Sergeant-at-Arms receiving a majority of the votes shall be declared elected to their respective offices. The five (5) candidates for Director receiving a majority of votes shall be declared elected. The President elected shall serve as a member of the board as President-Elect for the remainder of the year and shall assume office as President on the first day of July.

The officers and Directors, so elected, together with the Immediate Past President shall constitute the Board of Directors.

Section 3

If any officer or board member vacates his or her 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

The terms of office for each role are:

President —	One Year
Vice President —	One Year
Treasurer —	One Year
Secretary —	One Year
Sergeant -at- arms —	One Year
Director —	One Year

An officer may serve more than one year on the board for reasons specified by the board. However, an officer's term should not exceed two years.

Section 6

All Presidents-Elect and Secretaries-Elect must attend the PETS. If for some inescapable reason a President-Elect is unable to attend the PETS and cannot send a representative, the appropriate Assistant Governor will organize a special training session in consultation with the District Training Chair before the President-Elect takes office. According to the Manual of Procedure, a Rotarian cannot take the office of the President of a Rotary Club unless they have had the appropriate training.

In addition to the Presidents-Elect and Secretaries-Elect, it is strongly advised, though not mandatory, that the Treasurer-Elect attend PETS before the start of the new Rotary Year, particularly those who not served in the role during the prior year.

Article 4 - Duties of the Officers

Section 1 - President

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

Section 2 – Immediate Past President

It shall be the duty of the Immediate Past President to serve as a director on the club board. The Immediate Past President shall also serve as the Director of the Foundation Committee for the club. The Immediate Past President shall keep the club updated on all initiatives of the club concerning the Foundation.

Section 3 – President Elect

It shall be the duty of the President-Elect to serve as a member of the board of directors of the club and to perform such other duties as may be prescribed by the President or the board while preparing for his or her year in office.

Section 4 – Vice President

It shall be the duty of the Vice President to preside at meetings of the club and board in the absence of the President and to perform such other duties as ordinarily pertain to the office of Vice President.

Section 5 – Directors

It shall be the duty of a Director to lead their various areas of service, attend club and board meetings, and keep members updated on various service projects.

Section 6 — Secretary

It shall be the duty of the secretary to keep membership and attendance records, send out notices of meetings of the club, board and committees, record and preserve the minutes of such meetings, make the required reports to the District and RI, serve as a member on the Club Administration Committee and perform such other duties as usually pertain to the office of Secretary as necessary.

Section 7 - Treasurer

It shall be the duty of the Treasurer to oversee all funds and provide an annual account to the club, or at any other time deemed necessary by the board and to perform such other duties as it pertains to the office of Treasurer. Upon retirement from office, the Treasurer shall turn over to the incoming Treasurer or to the President all funds, records of accounts or any other club property.

Section 8 – Sergeant -at- Arms

It shall be the duty of the Sergeant -at- Arms to lead club meetings, maintain order, prescribe fines to members during meetings not exceeding \$5 and any other duties as may be prescribed by the President or the board.

The Rotary Club Leader Manuals contain detailed information on each club role.

Article 5 – Meetings & Attendance

Section 1

An annual meeting of this club shall be held no later than 31 October to elect the officers and directors who will serve for the next Rotary year.

Section 2

This club meets as follows:

Every second and fourth Tuesday of each month at 6:00p.m. to 7:00p.m. We offer hybrid meetings hybrid meetings, virtually via zoom and in person meetings will take place at the Helena J. Robinson High School, Mission Folly, Grand Turk, Turks & Caicos Islands. A full virtual meeting may be called if the need arises. Please note that meeting locations may be subject to change. In the event of a change in location, club members will be notified.

Reasonable notice of any change or cancellation of the regular meeting will be given to all club members. All members except honorary members, or a member excused by the board of directors pursuant to Article 12 of the club's constitution, in good standing in this club, on the day of a regular meeting, must be counted as present or absent, and

attendance must be evidenced by the member being present for at least 60% of the time devoted to the regular meeting, either at the club or at any other Rotary Club. In order for a member to be considered to be in good standing with the club, the member must be present for approximately 50% of regular club meetings unless absence has been excused in accordance with Article 12 of the Club's Constitution.

Members may make-up for missed meetings at club social events and/or projects or by areas as stated in Article 12 of the club's Constitution.

One-third of the membership shall constitute a quorum at all general meetings of this club.

Section 3

Board meetings will be held during the week before the first club meeting of the month unless otherwise decided by the board of directors. Special meetings of the board may be called with reasonable notice by the president or upon the request of two directors.

A majority of board members shall constitute a quorum at all board meetings.

Article 6 Club Fees and Dues

Section 1

Annual club dues are \$200, please note this is subject to change.

Club dues are paid as follows:

- \$37.50 per registered member shall be applied to Rotary International annual dues twice yearly, a total of \$75 (subject to change based on Rotary International);
- \$1.00 per registered member shall be applied to Rotary International annual dues twice yearly for the Council on Legislation (subject to change based on Rotary International); a total of \$2.
- \$35.00 shall be applied to District 7020 annual dues (subject to change based on Rotary District 7020);
- \$6.00 shall be applied to The Rotarian Magazine (Digital) (Mandatory as per Rotary International), twice yearly, a total of \$12.
- \$76.00 shall be applied to each member's annual Rotary Club of Grand Turk dues.

Other club fees may include:

- Meeting fines prescribed by the Sergeant -at- Arms, all fines prescribed by the Sergeant-at-Arms are final and must be paid during the time prescribed;
- Happy/Sad dollars for happy and/or sad occasions may be paid during meetings, these are optional;
- Members can also participate in the 50/50 Raffle and/or club in-house auctions held during club meetings and/or in the club's WhatsApp Chat, this is also optional.

Section 2

Member annual dues can be paid in one of the following options during the Rotary year:

- Dues of \$200.00 can be paid in full;
- First half of \$100.00 can be paid by September and the second half of \$100.00 can be paid by the end of December;
- First half of \$100.00 can be paid in July and the second half of \$100.00 can be paid by the end of December;
- \$20 monthly (paid in full by the end of December).

Members can pay dues directly to the Club Operations bank account, via direct deposit or online transfer or payment can be made via cash to Treasurer. All dues should be paid in full by the end of December of each Rotary Year.

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, either hard copy or electronically. The board may also provide a ballot for a vote on some resolutions.

Article 8 - Committees

Section 1

Club committees coordinate their efforts to achieve the club's annual and long-term goals. The Rotary Club of Grand Turk has the following committees as listed in article 13, section 7, of the Club's Constitution.

- Club Administration
- Membership
- Public Relations
- Service Projects (Community Service and Youth Service)
- Fundraising
- Rotary Foundation

Additional committees may be appointed as needed.

Section 2

The president is an ex officio member of all committees and, as such, has all the privileges of membership.

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. Further details of the roles of each committee chair are set out in the Lead Your Club Manuals.

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 or another authorized officer 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. The Rotary Club of Grand Turk currently holds two bank accounts at the First Caribbean International Bank. The club's account numbers are noted as follows:

- Account #1226138 – Club Operations
- Account #1198460 – Club Service Projects

The bank account signatories for both accounts shall consist of four to six Board members agreed upon by the Board of Directors. Withdrawals from the accounts shall require any two of the agreed upon signatories.

Section 3

Bills are paid by the Treasurer or another authorized officer and approved by two other officers or directors.

Section 4

A thorough audit by a certified public accountant or other qualified person shall be conducted every year of all of the club's financial transactions.

Section 5

Club members will receive an annual financial statement of the club financial standing during the annual meeting, or any time deemed necessary by the board of directors.

Section 6

The fiscal year of this club is from 1 July to 30 June.

Section 7

In the event that the club is dissolved, any surplus assets must not be paid or transferred to members or officers of the club but must be transferred to Rotary International and/or Rotary District 7020 specified in this governing document and designated by members at a meeting specifically called for the purposes of deciding on this matter.

Article 10 - 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 in writing via the proposed member form through the club's Secretary, or at a club Executive meeting. Additionally, a transferring or former member of another club may be proposed to active membership by the former club.

Section 2

The board shall approve or disapprove the proposal within 30 days of its submission, and shall notify the club member proposing, through the club Secretary of its decision.

Section 3

If the board approves the candidate's membership, the prospective member will be added to the club's prospective member WhatsApp chat group and is invited to join the club.

If there is no written objection to the proposed membership, 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 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 shall be considered to be elected to membership.

Prospective members must complete the membership criteria to be considered for membership. The current membership criteria are as follows:

- Attendance at four (4) consecutive general club meetings;
- Participation in two (2) club community service projects;
- Participation in one (1) club fundraiser; and;
- Attendance at one (1) club social event/activity.

Once the membership criteria are completed, the prospective member will be invited to participate in a meeting with the club membership team outlining the club's membership obligations.

Following the meeting with the membership team, prospective members will be invited to membership within the club. If this membership invitation is accepted, the board of directors shall arrange for the induction of the new member. Members being inducted, must ensure that their club dues are paid before induction takes place.

Article 11 - Amendments

These bylaws may be amended at any regular club meeting. Changing the club bylaws requires sending written notice to each member 10 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 Club's Constitution, the RI Constitution and Bylaws, and the Rotary Code of Policies.

Date Adopted: **July 1, 2022**

Date Approved: **July 1, 2022**

Abigail Ambrington

President

Monette Williams

Secretary