

# Bylaws of the Rotary Club of Sunriver

## 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 July 1.

## Article 2 Board

The governing body of this club shall be the board, consisting of 10 members of this club, namely the president, president-elect, immediate past president, secretary, treasurer, and the directors of membership, public relations, club administration, service projects and The Rotary Foundation.

## Article 3 Election of Directors and Officers

**Section 1** – At a regular meeting in November the presiding officer shall ask for nominations by members of the club for president-nominee, secretary and treasurer. 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 consist of the current president, president-elect and the two most recent past presidents. 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-nominee, secretary and treasurer receiving a majority of the votes shall be declared elected to their respective offices. The candidate for president-nominee in such balloting shall become the president-elect and serve as a director for the year commencing on the first day of July next following the election. The president-elect shall assume office as president on July 1 immediately following that year. The elected secretary and treasurer will assume office on July 1 following the election.

**Section 2** – The five directors shall be appointed by the president-elect.

**Section 3** – The officers and directors together, with the immediate past president, shall constitute the board.

**Section 4** – A vacancy in the board or any office shall be filled by action of the remaining directors.

**Section 5** – A vacancy in the position of any officer-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.

**Section 2** – *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. It shall be the duty of the president-elect to preside at meetings of the club and the board in the absence of the president; and to perform other duties as ordinarily pertain to the office of president-elect.

**Section 3** – *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 January 1 and July 1 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 4** – *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 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, books of accounts, or any other club property.

## Article 5 Meetings

**Section 1** – *Annual Meeting*. An annual meeting of this club shall be held on the 2<sup>nd</sup> Wednesday of December 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 Wednesday at 7:30 AM. 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 second Tuesday 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 6 Fees and Dues**

**Section 1** – The initiation fee, determined by the board, is to be paid by the new member at the time of induction or upon receipt of a statement presented by the club treasurer. The initiation fee for a former Rotarian, who was in good standing in his/her former club, shall be waived in accordance with standard Rotary club constitution, article 11, admission fees and dues.

**Section 2** – The annual membership dues, to be determined by the board, shall be payable quarterly upon receipt of a statement issued by the club treasurer, with the understanding that a portion of each payment shall be applied to each member's subscription to the RI official magazine.

## **Article 7 Method of Voting**

The business of this club shall be transacted by voice vote 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 voice vote.

## **Article 8 Four Avenues of Service**

The four Avenues of Service are the philosophical and practical framework for the work of this Rotary club. They are Club Service, Vocational Service, Community Service, and International Service. This club will be active in each of the four Avenues of Service.

## **Article 9 Committees**

Directors and 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 shall work together to ensure continuity of leadership and succession planning. When feasible, directors and committee members should be appointed to the same committee for three years to ensure consistency. The president-elect is responsible for appointing the directors and committee chairs to fill vacancies, appointing committee members, and conducting planning meetings prior to the start of the year in office. It is recommended that the director have previous experience as a member of the committee. Directors and their committees are as follows:

- **Membership**  
This committee should develop and implement a comprehensive plan for the recruitment and retention of members.
- **Club Public Relations**  
This committee should develop and implement plans to provide the public with information about Rotary and to promote the club's service projects and activities.
- **Club Administration**  
This committee should conduct activities associated with the effective operation of the club.
- **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.

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 10 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 appropriate RI materials. The service projects committee will consider the Avenues of Vocational Service, Community Service, and International Service 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 11 Leave of Absence**

Upon verbal or written application to the board, setting forth good and sufficient cause, a member may be granted a leave of absence, excusing the member from attending the meetings of the club for a specified length of time.

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*(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 12 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.

**Section 2** – The treasurer shall deposit all club funds in a bank, named by the board.

**Section 3** – All bills shall be paid by the treasurer or other authorized officer.

**Section 4** – A thorough review of all financial transactions by a qualified person shall be made once each year.

**Section 5** – There shall be a review of all bank statements on a semi-annual basis. The board shall name a member in good standing to review the statements and then report to the board at the next regularly scheduled board meeting.

**Section 6** – The fiscal year of this club shall extend from July 1 to June 30, and for the collection of members' dues shall be divided into four (4) quarterly periods extending from July 1 to September 30, from October 1 to December 31, from January 1 to March 31 and April 1 through June 30.

**Section 7** – The treasurer shall prepare and distribute a dues statement for each member at the beginning of each quarter. The statement shall include the quarterly dues and meal charges for the coming quarter. Any member on an approved leave of absence shall be billed for quarterly dues, only.

**Section 8** – The payment of per capita dues and RI official magazine subscriptions shall be made on July 1 and January 1 of each year on the basis of the membership of the club on those dates. Per capita annual dues, based upon active membership as of July 1, are payable to District 5110 upon receipt of statement from the District treasurer.

#### **Article 13 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, through the club membership director. A transferring or former member of another club may be recommended 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 30 days of its submission and shall notify the proposer, through the membership director, 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 sign the membership proposal form and to permit his or her name and proposed classification to be published to 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 fourteen (14) days following publication of information about the prospective member, that person, upon payment of the initiation fee (if not honorary membership), 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 meeting. If approved despite the objection, the proposed member, upon payment of the initiation fee (if not honorary membership or transferred member), shall be considered to be elected to membership.

**Section 6** – Following the election, the membership director shall arrange for the new member's induction, member badge, and new member Rotary literature. In addition, the president or secretary will report the new member information to RI and the membership director 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 for a term as determined by the board.

#### **Article 14 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 discussion.

#### **Article 15 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 made available to each member at least ten (10) 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.