



Board of Directors Meeting Agenda

January 12, 2024, 10:30 A.M., Plymouth Cultural Center

- I. Call to Order
- II. Roll Call Present Absent
 - Chris Porman, President;
 - James Gietzen, President-Elect;
 - Candice Towers, President Nominee;
 - James Van Horn, Treasurer;
 - Diane Harrison, Director
 - Penny Joy, Director & Past-President
 - June Kirchgatter Director;
 - Paul Opdyke, Director;
 - Don Soenen, Director;
 - Carol Souchock, Director;

 - a. Marie Morrow, Executive Secretary;
- III. ADDITIONS TO AND APPROVAL OF AGENDA
- IV. INTRODUCTION OF GUESTS
- V. SECRETARY'S REPORT
 - a. APPROVAL OF MINUTES
 - i. November Board Meeting Minutes - Online
 - ii. Email Minutes for December - New Member - Scott Albright

- VI. TREASURER'S REPORT
- VII. EXECUTIVE SECRETARY REPORT
- VIII. PRESIDENT'S REPORT
- IX. OLD BUSINESS
- X. NEW BUSINESS
 - a. Bylaws Update
 - b. Centennial Committee Update –
 - i. Miracle League Field
 - ii. WSDP 88.1 The Park
 - iii. Deposit for Gala
 - c. New Member Proposal – Drake Filippis
- XI. ANNOUNCEMENTS/COMMUNICATIONS
- XII. ADJOURNMENT

V.a.i

Porman, Chris **MEETING MINUTES** **NOVEMBER** **2023**

From: Porman, Chris
Sent: Thursday, November 9, 2023 3:34 PM
To: Marie Morrow; Candice Towers; Carol Souchock; Diane Harrison; dsoenen@sensors-inc.com; James Gietzen; James Van Horn; June Kirchgatter; Paul Opdyke; Penny Joy
Cc: Porman, Chris
Subject: Rotary Board Agenda Packet 11.10.23
Attachments: Rotary Board Agenda Packet 11.10.23.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Good Afternoon,

Attached is the Agenda Packet for the Board Meeting. I have been contacted by a few Board members this week who indicated they were unable to make tomorrow's meeting, whether in person, nor over the phone. As such, in the interest of advanced notice and the fear that we do not have enough for quorum, I am going to formally cancel the in person meeting and ask that we try to conduct the business via email. You will notice that the agenda is relatively light and as far as action items go, there would be the approval of the agenda, the approval of the meeting minutes (including the online vote for the RYLA budget), and a "draw" on the research project budget which is considered by our board and paid via private donation in the foundation. I appreciate the ability to adapt and try to conduct our business online when necessary. I hope to see the rest of you tomorrow at our club meeting where we honor our Vets.

Yours in Service,

Chris

VIA EMAIL

MOTION TO APPROVE : CANDICE
SECOND : DON

ALL IN FAVOR :
JAMES G
JAMES VH
DIANE
DON
CANDICE
CAROL
JUNE

MOTION
PASSES



Board of Directors Meeting Agenda

November 10, 2023, 10:30 A.M., Plymouth Cultural Center

- I. Call to Order
- II. Roll Call Present Absent
 - Chris Porman, President;
 - James Gietzen, President-Elect;
 - Candice Towers, President Nominee;
 - James Van Horn, Treasurer;
 - Diane Harrison, Director
 - Penny Joy, Director & Past-President
 - June Kirchgatter Director;
 - Paul Opdyke, Director;
 - Don Soenen, Director;
 - Carol Souchock, Director;

 - a. Marie Morrow, Executive Secretary;
- III. ADDITIONS TO AND APPROVAL OF AGENDA
- IV. INTRODUCTION OF GUESTS
- V. SECRETARY'S REPORT
 - a. APPROVAL OF MINUTES
 - i. Rotary Board Meeting 10.13.23
 - ii. RYLA Budget (Online vote) 10.20.23

- VI. TREASURER'S REPORT
- VII. EXECUTIVE SECRETARY REPORT
- VIII. PRESIDENT'S REPORT
- IX. OLD BUSINESS
- X. NEW BUSINESS
 - a. Centennial Committee Update -- No Action Required
 - b. Bylaws Update -- No Action Required
 - c. Centennial History Project Payment
- XI. ANNOUNCEMENTS/COMMUNICATIONS
- XII. ADJOURNMENT

Porman, Chris

DECEMBER

2023

V. a. ii

From: Porman, Chris
Sent: Monday, December 11, 2023 8:14 PM
To: 'James Gietzen'; Candice Towers; June Kirchgatter; JAMES Van Horn; Don Soenen; paul@serenesurroundings.com; Carol Souchock; Diane Harrison; Penny Joy; Marie Morrow
Subject: New Member
Attachments: Scott_Albright_application.pdf

Good Evening,

Even though we don't have an official Club Board meeting this month, I would like us to take a look at and potentially act on a new member, Scott Albright. His application is attached. If we find him favorable, could someone make an email motion for approval, followed by a second, and ultimately vote so we can publish the prospective member for admission to the club.

Please let me know if you have any questions.

See you all Friday,

Chris

MOTION TO ACCEPT? Don

SECOND? JAMES G.

ALL IN FAVOR:

- JAMES G.
- JAMES VH
- CAROL
- JUNE
- CANDICE
- DIANE

MOTION
PASSES

VI

ROTARY CLUB OF PLYMOUTH

Balance Sheet

As of December 31, 2023

ASSETS	TOTAL
Current Assets	
Bank Accounts	
10000 Chase Checking	96,680.88
10106 Future Grants Savings	6,715.63
10107 Chase Checking - Interact Club	8,700.92
10110 CFCU - BBQ	47,316.05
10140 Merrill Lynch Institutional Fd	13,067.84
10200 Cash-Lunch Change Fund	200.00
Total Bank Accounts	\$172,681.12
Accounts Receivable	
12001 Accounts Receivable	6,238.50
Total Accounts Receivable	\$6,238.50
Total Current Assets	\$178,919.62
Fixed Assets	
14100 Fixed Assels	0.00
Total Fixed Assets	\$0.00
TOTAL ASSETS	\$178,919.62
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
20000 Chase Credit Card	147.00
Total Credit Cards	\$147.00
Total Current Liabilities	\$147.00
Total Liabilities	\$147.00
Equity	
31000 Unrestricted Fund Balance (Beginning of Year)	78,206.63
31100 Board Designated Funds	
31110 District Conference - Sponsorships	1,000.00
31120 District Obligations	5,000.00
Total 31100 Board Designated Funds	6,000.00
Total 31000 Unrestricted Fund Balance (Beginning of Year)	84,206.63
33000 Donor Restricted Fund Balance (Beginning of Year)	
33100 Lunch Program	200.00
Total 33000 Donor Restricted Fund Balance (Beginning of Year)	200.00
3900 Retained Earnings	0.00
Net Income	94,365.99
Total Equity	\$178,772.62
TOTAL LIABILITIES AND EQUITY	\$178,919.62

ROTARY CLUB OF PLYMOUTH

Dec 2023 Budget vs. Actuals: 2023-2024 Budget

July 2023 - June 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
41000 Member Dues	34,855.00	35,000.00	-145.00	99.59 %
43000 50/50 Drawing	944.00	2,500.00	-1,556.00	37.76 %
45001 Lunch Revenue	11,495.00	21,000.00	-9,505.00	54.74 %
46000 Interest/Dividend Income	1.94		1.94	
46001 Committee Income	156,386.18	234,215.00	-77,828.82	66.77 %
46900 BBQ Box Sponsorship Revenue	13,050.00		13,050.00	
47000 Other Revenue	3,356.38	500.00	2,856.38	671.28 %
Miscellaneous Income	8.00		8.00	
Total Income	\$220,096.50	\$293,215.00	\$ -73,118.50	75.06 %
GROSS PROFIT	\$220,096.50	\$293,215.00	\$ -73,118.50	75.06 %
Expenses				
50000 Bank Charges	337.70	1,000.00	-662.30	33.77 %
50100 Rotary Int'l Obligations	5,527.02	11,000.00	-5,472.98	50.25 %
50200 District Obligations	1,715.36	10,400.00	-8,684.64	16.49 %
50300 Lunch Expenses	18,707.85	26,000.00	-7,292.15	71.95 %
51000 Club Operating Expenses	4,326.97	15,365.00	-11,038.03	28.16 %
52000 Club Committees	94,652.34	199,900.00	-105,247.66	47.35 %
54000 BBQ Box Sponsorship Expense		32,000.00	-32,000.00	
QuickBooks Payments Fees	748.43	750.00	-1.57	99.79 %
Total Expenses	\$126,015.67	\$296,415.00	\$ -170,399.33	42.51 %
NET OPERATING INCOME	\$94,080.83	\$ -3,200.00	\$97,280.83	-2,940.03 %
Other Income				
75000 Investment Unrealized Gains/Losses	285.16		285.16	
Total Other Income	\$285.16	\$0.00	\$285.16	0.00%
NET OTHER INCOME	\$285.16	\$0.00	\$285.16	0.00%
NET INCOME	\$94,365.99	\$ -3,200.00	\$97,565.99	-2,948.94 %

ROTARY CLUB OF PLYMOUTH

Profit and Loss by Class

July - December, 2023

	CLUB OPERATIONS	FUNDRAISING	LUNCH	SPECIAL EVENTS	TOTAL
Income					
41000 Member Dues	34,855.00				\$34,855.00
43000 50/50 Drawing			944.00		\$944.00
45001 Lunch Revenue					\$0.00
45101 Lunch Cash Sales	96.00		6,184.00		\$6,280.00
45102 Prepaid Meal Tickets			320.00		\$320.00
45104 CC Lunch Sales			4,895.00		\$4,895.00
Total 45001 Lunch Revenue	96.00		11,399.00		\$11,495.00
46000 Interest/Dividend Income	0.33	1.61			\$1.94
46001 Committee Income					\$0.00
46002 Committee T-Shirt Income				75.00	\$75.00
46100 BBQ		130,525.18			\$130,525.18
46300 Social					\$0.00
46353 Meet the Gov-Harrow-Receipts				710.00	\$710.00
Total 46300 Social				710.00	\$710.00
46400 Special Events				80.00	\$80.00
46405 Art in the Park				24,996.00	\$24,996.00
Total 46400 Special Events				25,076.00	\$25,076.00
Total 46001 Committee Income		130,525.18		25,861.00	\$156,386.18
46900 BBQ Box Sponsorship Revenue		7,050.00		6,000.00	\$13,050.00
47000 Other Revenue					\$0.00
47300 Miscellaneous Donations	275.00				\$275.00
Interact Club Income	3,081.38				\$3,081.38
Total 47000 Other Revenue	3,356.38				\$3,356.38
Miscellaneous Income	8.00				\$8.00
Total Income	\$38,315.71	\$137,576.79	\$12,343.00	\$31,861.00	\$220,096.50
GROSS PROFIT	\$38,315.71	\$137,576.79	\$12,343.00	\$31,861.00	\$220,096.50
Expenses					
50000 Bank Charges	337.70				\$337.70
50100 Rotary Int'l Obligations					\$0.00
50101 Rotary Int'l Dues	5,527.02				\$5,527.02
Total 50100 Rotary Int'l Obligations	5,527.02				\$5,527.02
50200 District Obligations					\$0.00
50202 District Meetings/Activities	330.36				\$330.36
50205 District Golf Outing	1,385.00				\$1,385.00
Total 50200 District Obligations	1,715.36				\$1,715.36
50300 Lunch Expenses					\$0.00
50301 Caterer Cost			14,328.00		\$14,328.00
50302 Christmas High School			610.60		\$610.60
51012 Guest Lunch Expense			608.00		\$608.00

ROTARY CLUB OF PLYMOUTH

Profit and Loss by Class

July - December, 2023

	CLUB OPERATIONS	FUNDRAISING	LUNCH	SPECIAL EVENTS	TOTAL
51302 Room Cost			3,161.25		\$3,161.25
Total 50300 Lunch Expenses			18,707.85		\$18,707.85
51000 Club Operating Expenses					\$0.00
51001 Executive Sec./Treas. Stipend	1,500.00				\$1,500.00
51010 Dues & Subscriptions	147.00				\$147.00
51021 Professional Fees	1,320.00				\$1,320.00
51023 Website	1,276.69				\$1,276.69
51025 Supplies	83.28				\$83.28
Total 51000 Club Operating Expenses	4,326.97				\$4,326.97
52000 Club Committees					\$0.00
52007 Membership	140.98				\$140.98
52011 Advertising/Media	336.75				\$336.75
52015 Special Events Expense				1,141.67	\$1,141.67
Art in the Park				1,800.00	\$1,800.00
Total 52015 Special Events Expense				2,941.67	\$2,941.67
52018 Interact	150.00				\$150.00
52130 BBQ					\$0.00
52135 BBQ Expenses		91,082.94			\$91,082.94
Total 52130 BBQ		91,082.94			\$91,082.94
Total 52000 Club Committees	627.73	91,082.94		2,941.67	\$94,652.34
QuickBooks Payments Fees	748.43				\$748.43
Total Expenses	\$13,293.21	\$91,082.94	\$18,707.85	\$2,941.67	\$126,015.67
NET OPERATING INCOME	\$25,032.50	\$46,493.85	\$ -6,364.85	\$28,919.33	\$94,080.83
Other Income					
75000 Investment Unrealized Gains/Losses	285.16				\$285.16
Total Other Income	\$285.16	\$0.00	\$0.00	\$0.00	\$285.16
NET OTHER INCOME	\$285.16	\$0.00	\$0.00	\$0.00	\$285.16
NET INCOME	\$25,317.66	\$46,493.85	\$ -6,364.85	\$28,919.33	\$94,365.99

ROTARY CLUB OF PLYMOUTH

Expense Detail
December 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
10000	Chase Checking					
12/01/2023	Check	1671	Donald Soenen		R	-
				Vel Dat Lunch		1,091.67
						1,091.67
12/04/2023	Expense		Paymentech Fee		R	-41.24
				Paymentech Fee		41.24
12/07/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	R	-15.12
				System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.		15.12
12/07/2023	Expense		Coeus Creative Group		R	-150.00
				Inv 2852		150.00
12/07/2023	Expense		Main Street Catering		R	-750.00
				Catering Cost - 12/1/23		750.00
12/07/2023	Expense		Schultz & Associates		R	-225.00
				December Fee		225.00
12/07/2023	Expense		Chase Credit Card		R	-65.94
				Credit Card Payment		-65.94
12/06/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	R	-11.47
				System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.		11.47
12/08/2023	Check	1672	Marie Morrow		R	-250.00
				Dec Stp		250.00
12/08/2023	Expense		Main Street Catering		R	-
				Catering Cost - 12/8/23		2,050.00
12/11/2023	Expense		City of Plymouth		R	-
				Room Rental		1,457.25
12/14/2023	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	R	-3.30
				System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.		3.30
12/15/2023	Check	1673	Quik-Pic		R	-547.00
				Christmas Program Expenses		547.00
12/15/2023	Check	1674	Chris Porman			-63.60
				Christmas Program Expenses		63.60
12/18/2023	Expense		Main Street		R	-

ROTARY CLUB OF PLYMOUTH

Expense Detail

December 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
			Catering			1,462.00
				Catering Cost - 12/15/23		1,462.00

X.9.

Chris,

Here are my reports for the board meeting. Thanks,
James

Subject: Annual Bylaw Updates - Recommendation for Approval

Date: 01-10-2024

Dear President Chris and Rotary Board of Directors,

As per the duties outlined in our bylaws, I have conducted the annual review of our bylaws and am presenting considerations for updates to the bylaws. The proposed changes have been collated after soliciting input from the board members and club past presidents.

I have outlined the proposed updates below and attached a copy of the bylaws with the changes highlighted in red for your reference.

1. ****Article 5, Section 6 - Absences Notification:****

- Drafted language to add a new section requiring board members to inform the club president in advance of any anticipated absence. Failure to do so, along with repeated absences, may lead to formal action and vacancy declaration, with the election process detailed in Article 3.

Drafted language - Each board member is required to inform the president of the club in anticipation of an absence, including the reason of the absence. If a board member is absent 4 times within a 12-month period or absent 2 times in a row without contacting the president the president will notify the board. The board will take formal action to accept the resignation and declare the seat vacant. In the event that there is a vacancy the board will follow the election process in article 3 for vacated positions.

2. ****Article 2, Section 2 - Meeting, Attendance, and Participation:****

- Delete this section as it is no longer applicable to our club. Attendance is no longer required, and the club does not take attendance at regular weekly meetings.

3. ****Article 8 - The Five Avenues of Service:****

- Updated to reflect Rotary International's change from Youth Services to New Generations.

4. ****Article 13, Section 3 - Typo Correction:****

- Corrected a typo in the language, changing "shall notify the proposer of its decision" for accuracy.

I recommend that the Rotary Club of Plymouth Board of Directors approve the posting of these bylaw updates to the club membership as per Article 16 of the Rotary Club of Plymouth Bylaws.

Please feel free to reach out to me should you have any questions or require further clarification.

Thank you for your attention to this matter.

Yours in Rotary,

James Gietzen
President-Elect
Rotary Club of Plymouth

BYLAWS
FOR THE
"ROTARY CLUB OF PLYMOUTH, MICHIGAN (U.S.A.) INCORPORATED"
A MICHIGAN NON-PROFIT CORPORATION
OPERATING UNDER THE ASSUMED NAMES OF
"PLYMOUTH ROTARY CLUB" AND "ROTARY CLUB OF PLYMOUTH"
ADOPTED :

**Bylaws
of the
Rotary Club of Plymouth, Michigan (U.S.A.), Incorporated
Operating Under the Assumed Name(s)
of
"Plymouth Rotary Club" and "Rotary Club of Plymouth"**

Article 1 Definitions:

- | | |
|--------------------------|---|
| 1. Club: | Rotary Club of Plymouth, Michigan (U.S.A.), Incorporated, operating under the assumed name(s) of "Plymouth Rotary Club" and "Rotary Club of Plymouth" |
| 2. Board: | The Board of Directors of the Club |
| 3. Director: | A member elected or appointed to the Club's Board |
| 4. Voting-Director(s): | A Director or Directors who has/have the power to vote. |
| 5. Member(s): | Any/all Club member in good standing, other than an honorary member. |
| 6. RI: | Rotary International |
| 7. Year | The twelve-month period ending June 30 th . |
| 8. President: | The person elected by the Board as president. |
| 9. President-Elect: | The person elected by the Board as president-elect. |
| 10. Treasurer | The person elected by the Board as treasurer. |
| 11. Secretary: | The person elected by the Board as secretary. |
| 12. Quorum; | The minimum number of eligible voters required to be present when a vote is taken. |
| 13. Plurality: | Approval by the greatest number of votes, even if not a majority |
| 14. Majority: | Approval by at least 51% of eligible voters |
| 15. Super Majority: | Approval by two-thirds (2/3rds) of eligible voters |
| 16. Executive Secretary: | The person appointed by the Board as the Executive Secretary |
| 17. General Election: | An election by Club Members |
| 18. Special Election: | An election by Voting Director(s) |
| 19. Club Constitution: | The constitution, as adopted by the Club. |
| 20. Rules of Order: | The "Robert's Rules of Order," currently in effect or as may be amended. |

Article 2 Board:

The governing body of the Club shall be the Board. The Board shall consist of *not less than nine (9) Directors*, each of whom shall *be* entitled to one (1) vote a/k/a "Voting-Director(s), and a **President**, who shall *not* be considered as a Voting-Director(s), unless there is a tie vote on any proposal [e.g., where there is a tie vote by the Voting Director(s)]. In addition, one of the Directors shall be elected by members of the board to serve as President-Elect. Also, in addition, one of the Directors shall be elected by members of the board to serve as President-Nominee; who will also serve as the Secretary of the board. Further, the Board may appoint the Club's immediate past-president and the **Executive Secretary** to act as *advisors* to the Board, but *neither* of said persons shall be considered as a **Director**, nor have the *power to vote*. Directors shall be elected or appointed in accordance with Article 3 of these Bylaws.

Article 3 Elections and Terms of Office

Section 1 — One month before elections, members nominate candidates for any open director position. 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 will appoint a replacement.

Section 4 – The terms of office for each role are:

President – one year

President Elect – one year

Treasurer – three years, with option to be elected for second three-year term.

President-Nominee/Secretary – one year

Director – three years, with option to be elected for second three-year term.

The term of office following successful election is three years. A director may run for a second, consecutive, three-year term. Following the second, consecutive, three-year term, a Director, shall not seek re-election for a period of three years so as to encourage other club members to seek election.

The Board of Directors shall elect its own officers from its current membership by the end of January for the following fiscal year. A nominating committee, consisting of current Board Members may be appointed by the sitting President. The nominating committee will assemble a slate of proposed Officers for the next fiscal year. Proposed Officer positions will be Secretary, Treasure, President Nominee, and President Elect. The slate of officers will be presented and voted on at any regular or special meetings of the Board of Directors. The President Elect is expected to serve as the Club President for the next fiscal year.

Section 5 — *Election Procedures* In any General Election, *at least* two (2) candidates must be included on the election ballot for each Director position to be filled, and any incumbent Director who is eligible to run again may be included as one of said two candidates. Ballots shall be distributed in a manner and time deemed appropriate by the Board. So long as ballots have been distributed to *at least two-thirds (2/3rds)* of Members, the election shall be considered valid, and those persons receiving the greatest number of votes, by a *plurality* vote, shall be seated as the Director(s) for the upcoming year.

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 determined by the Board or as otherwise set forth in these Bylaws. Additionally, the President shall be required to cast a tie-breaker vote.

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 determined by the Board. It shall also be the duty of the President-Elect to serve as President in the President's absence. Further, it shall also be the duty of the President-Elect to perform a review and present considerations to the board on any change of the bylaws on an annual basis.

Section 3 — *Treasurer*. It shall be the duty of the Treasurer to serve as a Director and serves as Chief Financial Officer of the Club, 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 (e.g., signing of bank or credit union check and other documents,

signing tax returns). Upon vacating from the 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 4 – Secretary. *It shall be the duty of the President-Nominee to serve as Secretary of the board, as well as serving as Director to the club. It shall also be the duty of the Secretary to record and preserve the minutes of such meetings.*

Section 5 – Past President. It shall be the duty of the Past President to serve as an advisor to the Board should the Board request but is not a voting member of the Board.

Section 6 – Executive Secretary. It shall be the duty of the Executive Secretary to serve as the business manager for the Club and support the President and others in their Club duties. This position is appointed by the Board and is not a voting member of the Board.

Article 5 Club and Board Meetings:

Section 1 – Annual Meeting. An annual meeting of this Club shall be held at a time decided by the Board, at which time the election of Director(s) to serve for the upcoming Year shall occur.

~~**Section 2 – Meeting, Attendance and Participation.** The regular weekly meetings of the Club shall be held on the day set by the Board. Due notice of any changes in or canceling of the regular meeting shall be given to all Members. All members (excepting an honorary Member) in good standing as of the day of the regular meeting, must be counted as present or absent.~~

Section 3 – Quorum at Club Meetings. The physical or online presence of *One-third (1/3rd)* of the Club membership shall constitute a *Quorum* at the annual and regular meetings, and no meeting shall be considered an official meeting unless a Quorum is present. No official votes may be taken and recorded unless 1/3 of the club membership is present.

Section 4 — Board meetings are held each month on a day and time set by the board. A *special meeting* of the Board may be called by the President *or* two any (2) Voting-Director(s) on an "*as needed*" basis.

Section 5 — *Quorum at Board Meetings*. The presence of *two-thirds (2/3's)* of all Voting Director(s) shall constitute a Quorum at regular and special meetings of the Board, and no decision by the Board shall be effective unless *a Quorum is present*. A Director may be considered as "*present*" if he or she *physically present at the meeting or otherwise is in direct communication with the Board either by telephone, facsimile, video, e-mail, or other electronic means*.

Section 6 — Board of Directors board meeting attendance. Each board member is required to inform the president of the club in anticipation of an absence, including the reason of the absence. If a board member is absent 4 times within a 12-month period or absent 2 times in a row without contacting the president the president will notify the board. The board will take formal action to accept the resignation and declare the seat vacant. In the event that there is a vacancy the board will follow the election process in article 3 for vacated positions.

Article 6 Fees and Dues:

Section 1 — *Admission Fee* The membership admission fee, if any, shall be set by the Board and shall be paid by the new member upon acceptance into membership.

Section 2 — *Membership Dues*. The membership dues shall be set by the Board and shall be payable semiannually on the first day of July and of January, with the understanding that a portion of each semiannual payment shall be applied to each Member's' subscription to the RI official magazine.

Article 7 Method of Voting:

Section 1 — *Board Voting*. Unless otherwise stated in these Bylaws, no proposal before the Board shall be considered as "*approved*" unless there is *a Quorum* of Voting Director(s), and the proposal is approved by a *plurality* of the Voting Director(s) present. For purposes of *voting*, a Director shall be considered present and have the right to cast his/her vote if he/she is either physically present or in communication with the Board at the time of the meeting *by telephone, proxy, facsimile, video, email, or other electronic means*.

Section 2 — *Member Voting*. Unless otherwise stated in these Bylaws, no proposal before the Club shall be considered as "*approved*" by the Members unless *at least one-third (1/3rd)* of the Members *are present*, and the proposal is approved by a *plurality* vote of those Members. For purposes of voting, "*present*" shall mean that the Member is physically present or in direct contact with the Executive Secretary or any Director by *telephone, proxy, facsimile, video, email, and other electronic means, such as by voting through the Club's website, if available*. Any vote cast *after* the time designated for the vote *will not be counted*.

Article 8 Five Avenues of Service:

The five (5) Avenues of Service are the philosophical and practical framework for the work of Rotary. They are Club Service, Vocational Service, Community Service, International Service, and Youth—Service New Generations. The Club will be active in each of the five Avenues of Service.

Article 9 Committees:

Section 1 - Club committees are charged with carrying out the annual and long-range goals of the Club based on the five (5) Avenues of Service. The President, President-Elect, 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 an appropriate number of 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 his/her Year in office.

It is recommended that the chair have previous experience as a member of the committee. Standing committees should be appointed 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.

Additional ad hoc or standing committees may be established by the Board *as needed*. *Such committees would be organized under one of the four committees listed above (Membership, Club Public Relations, Club Administration, 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 10 Finances:

Section 1 – Budget Prior to the beginning of each Year or as soon as possible thereafter, the President shall prepare, and the Board shall consider 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 – Deposit of Funds. The Treasurer or Executive Secretary shall deposit all Club funds in a bank, credit union, or other financial institution or brokerage firm named by the Board. The Club funds shall be accounted for as the Board determines reasonable.

Section 3–Payment of Bills. All bills shall be paid by Executive Secretary only when approved by the Board. All bills paid are reported to the Treasurer and the Club Board. Disbursement of funds (*e.g.*, checks) shall require the signatures of two person(s) appointed by the Board (i.e. – President, Executive Secretary, Treasurer, etc.).

Section 4 – Board Approval of Financial Statements. A review and approval of all financial transactions shall be made by the Board at its regular monthly meeting.

Section 5 – Collection of Member Dues. *The fiscal* Year of this Club shall extend from 1 July to 30 June, and for the collection of Members’ dues shall be divided into two (2) semiannual periods, extending from 1 July to 31 December, and from 1 January to 30 June. The payment of per capita dues and RI official magazine subscriptions shall be made on 1 July and 1 January of each Year based on the membership of the Club on those dates.

Article 13 Method of Electing a New Member to the Club:

Section 1 – Name Submitted to Board. The name of a prospective member, proposed by a Member in good standing of the Club, shall be submitted to the President, who will forward the information to the Executive Secretary. 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 – Review of Membership Requirements-The Board shall ensure that the proposal meets all the membership requirements of the Club Constitution.

Section 3 – Approval/Disapproval. The Board, by **Majority vote**, shall approve or disapprove the proposal **within 60 days** of its submission and shall notify the **proposer** of its decision through the Membership Chair or Club Secretary. If the decision is **unfavorable**, the proposer may request to appear before the Board at its next monthly meeting to **appeal** the Board's disapproval. After the appeal, the Board shall vote **without** non-Board Members being present, on whether to approve or disapprove the proposal.

Section 4 – Notice of Expectations Upon Approval. If the decision of the Board is **favorable**, either initially or after an appeal by the proposer, the prospective member shall be informed of the purposes of Rotary and of the privileges and responsibilities of membership. Following such procedure, the prospective member shall be requested to sign the membership proposal form and to permit his/her name and proposed classification to be published to Members.

Section 5 – Admission After Publication. If no written objection to the proposal, stating reasons, is received by the Board from any Member of the Club within seven (7) days following publication of information about the proposed member, the proposed member shall be considered to have been admitted to the Club's membership, contingent upon said person paying his/her *new member induction fee and Club dues*.

If *any* objection to membership has been filed with the Board, the *objector* may appear before the Board at its next monthly meeting to explain his/her objection and to answer any questions of the Board. *Then*, the Voting Director(s), by its *Super Majority* vote and without any non-Board member being present, shall approve or disapprove the proposed member for membership. If approved, then upon payment of the new member admission fee and Club dues, the proposed member shall be considered to have been admitted to the Club's membership. If the membership proposal is disapproved, the proposal shall be considered as final, and the person *may not be proposed again for membership for at least two (2) years*.

For purposes of this Article 13, the voting procedure set forth in Article 7, Section 1, shall be followed, *except to the extent modified in this Article 13*.

Section 6 — New Member Induction. Following the election, the President shall arrange for the new member induction, *at which time the new member shall be presented with his/her membership card, new member Rotary literature, and invoice for the new member admission fee and Club dues*. In addition, the President or Executive Secretary shall report the new member information to RI and the President or representative of the Membership Committee shall assign a Member to assist with the new member assimilation into the Club, as well as to assign the new member to a Club project or function, as needed.

Section 7 — Honorary Member. The Club may elect, in accordance with the Club Constitution, honorary members proposed by the Board.

Section 8 - Revocation of Membership - Upon the Super Majority vote of the Voting Director(s), a Member's membership may be revoked, so long as such action is not inconsistent with the Club Constitution. If membership is revoked, there shall no refund of dues or other monies paid by the Member.

Article 14 Resolutions:

The Club shall not consider any resolution or motion to commit the Club on any matter until the Board has considered and approved it.

Article 15 Format of Board Meetings:

- Meeting called to order
- Roll Call
- Correspondence
- Secretary's Report
- Treasurer's Report
- Executive Secretary's Report
- President's Report
- Old Business
- New Business
- Adjourn

The President, with Board approval, shall have the right to modify the format of Board meetings. Further, unless a particular procedure is prescribed in these Bylaws, the Rules of Order shall be followed for conducting fair and orderly Board meetings.

Article 16 Amendments:

These Bylaws *may be amended* by the Super Majority vote of the Board, following a period of no less than seven (7) days once the proposed changes to the bylaws were provided to all voting members of the club.

No amendment or addition to these Bylaws may be made which is not in harmony with the Club Constitution, vis-a-vie amendments to RI's standard club constitution, or RI's Constitution, RI's Bylaws, RI's Code of Policies, or other governing instruments (collectively, "*RI's governing instruments*"). Moreover, any amendment to RI's governing documents which mandate a change to these Club Bylaws shall be deemed an amendment hereto, without the need for any action by the Club or its Board of Directors. Further, any amendment to RI's governing documents which recommend (but not mandate) a change to these Club Bylaws also shall be deemed an amendment hereto, without the need for any action by the Club or its Board of Directors, to the extent that such recommended change does not directly conflict with any existing provision in these Bylaws.

These Bylaws *supersede any* prior Club Bylaws.

Adopted: _____

President: _____

X.b.i-ii

Subject: Centennial Project Update and budget requests

Date: 1-10-2024

Dear President Chris and Esteemed Board Members,

I would like to give an update on the Centennial projects discussed at the November 3rd regular Club meeting and to seek approval for two projects that require attention.

1. **Miracle League Field Resurfacing:**

The Miracle League Field resurfacing project, with a total cost of \$225,000, is currently 75% funded. The Miracle League has requested support from our Rotary Club, seeking an investment of \$15,000 to help with the project.

The Centennial Committee recommends that the Rotary Club Board of Plymouth approve the budget request for this project. Attached to this email, you will find a detailed request from the Miracle League, along with a comprehensive budget outline.

2. **88.1 The Park Project:**

The 88.1 The Park Project involves necessary upgrades to the student-run radio station. Detailed information about the required upgrades is attached for your review.

The Centennial Committee recommends that the Rotary Club Board of Plymouth approve the budget request for this project. A comprehensive breakdown of the needed upgrades is included in the attached documentation.

Both projects are at a critical juncture and require approval to be considered for funding from our foundation.

Please review the attached documents at your earliest convenience and let me know if you have any questions or require further clarification.

Yours in Rotary,

James Gietzen
President-Elect
Rotary Club of Plymouth

**Rotary Club of Plymouth/Plymouth Rotary Foundation, Inc.
(Official Form as of 8-1-2021)**

COMMITTEE BUDGET REQUEST (For Use by Rotary Club of Plymouth Committees)

Committee Name: Centennial Committee Date submitted: 01-10-24

Chairperson(s): James Gietzen

Oversight Director: _____ (only required when appointed)

Total Request: \$ 15000.00 Fiscal year: _____

Description of Committee Goals/Project(s)
(Include applicable dates):

Replace Miracle League Filed
Please see attached

Action Steps:

Plans to Involve Committee Members:

Special Issues/Problems Committee Needs to Address:

Club Board Comments – Approval or Disapproval:

Signature of Club Board President

DATE

Proposed Budget:

Dollar Amount

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
	\$ _____
<u>TOTAL</u>	\$ 0.00

Signature of Committee Chair

DATE

Foundation Board's Comments – Approval or Disapproval:

Signature of Foundation President

DATE

Plymouth Rotary Club Foundation Inc.
P.O. Box 5401, Plymouth Michigan 48170
GRANT APPLICATION FORM
(for use by applicants other than Rotary committees)

Organization/Individual applying: Miracle League of Plymouth **Date:** 9/19/23

Address: 525 Farmer St, Plymouth, MI 48170

Contact Name & Phone: Stacey Diefenbach 313-717-3188

Describe your organization (services provided, geographical focus, years in existence, number of employees, annual budget, etc): We are a 501(c)(3) nonprofit organization with a mission to provide recreational programming for special needs individuals and their families. We were established in 2011 serving Plymouth and Metro Detroit ever since.

Describe the purpose/use of your grant: Our mission is to provide an opportunity for children and adult with disabilities to play baseball. Our current field's surface is unique because it accommodates wheelchairs, walkers, and other medical devices. Being over 12 years old, we are at the point of needing to resurface for the safety of our players. The rubber surface, which was sufficient at the time, has now become an obsolete material used for adaptive baseball leagues. We are seeing cracks and changes in elevation. There is a new ADA compliant turf being made and it will provide a cooler, softer, and more durable surface for years to come.

Amount requested: \$15,000 **Total project budget:** \$225,000 **Completion date:** ~Fall 2024

Describe what success looks like after implementation (number of people served, before & after metrics, describe planned improvements, etc): Success looks like a safer terrain for our special needs players to play on. We have approximately 190 players per baseball season, on top of that, the City of Plymouth uses our field for their own recreation t-ball league.

Are you requesting funding from any other organization? (If so, who?) Yes, due to the scope of the project we are reaching out to all resources.

Have you requested funding from Plymouth Rotary before? (if so for what project?) Yes, you sponsored our new windscreen around our baseball field which features your logo.

Are you a unit of government? No **Is your Grant one time or recurring?** One time

How will Plymouth Rotary be recognized as a result of your project? (social media, newsletter, etc. You will be featured on social media, our website, gameday sponsorship, first pitch honors, and a logo on our new field surface for 5 years if you choose.

Please Attach: A one page current annual budget, list of Board of Directors, confirmation of 501C status(if applicable), most recent financial statement, volunteer/staff/community involvement in this project, and a detailed project timeline and budget. Also please take detailed before & after photos of the project, use these as part of your social media recognition for receiving the grant and allow Plymouth Rotary to use your photos, social media links, etc. for our club's communication, marketing, etc.

**Rotary Club of Plymouth/Plymouth Rotary Foundation, Inc.
(Official Form as of 8-1-2021)**

COMMITTEE BUDGET REQUEST (For Use by Rotary Club of Plymouth Committees)

Committee Name: Centennial Committee Date submitted: 01-10-24

Chairperson(s): James Gletzen

Oversight Director: _____ (only required when appointed)

Total Request: \$ 200,000 Fiscal year: _____

Description of Committee Goals/Project(s)
(Include applicable dates):

88.1 the Park project
Please see attached

Action Steps:

Plans to Involve Committee Members:

Special Issues/Problems Committee Needs to Address:

Club Board Comments – Approval or Disapproval:

Signature of Club Board President

DATE

Proposed Budget:

Dollar Amount

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL \$ 0.00

Signature of Committee Chair

DATE

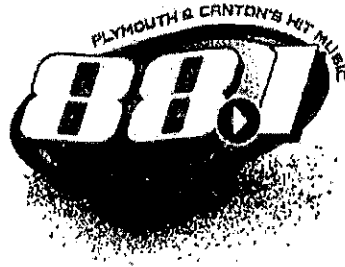
Foundation Board's Comments – Approval or Disapproval:

Signature of Foundation President

DATE

PROPOSED UPGRADES TO 88.1 THE PARK STUDIOS

In partnership with Rotary Club of Plymouth



- **PROJECT MISSION:**

- Studio upgrades will better allow P-CEP's award-winning radio program to further solidify its role as a community news source and vital district asset, while aligning with Plymouth-Canton Community Schools dynamic plan and learner profile.

- **PROPOSED UPGRADES AND CHANGES TO STUDIOS AND ACADEMIC SPACE**

- Reassignment of Salem classroom W2106 from academic space to 88.1 the Park. Current edit studio "E" and staff room combined with W2106 to create square space for construction of new edit and interview studios.

The construction phase of the project will include:

- Storage space for the station
- Carpentry upgrades
- HVAC alterations
- Fire system alterations
- Sound attenuation measures
- Lighting upgrades
- Security considerations

- **FINISHED PROJECT FEATURES**

- New large interview studio for taping and live broadcast of news, interviews, fundraising events, and other panel-type programming.
- Three new edit studios, doubling 88.1's current editing studio capacity.
- New staff space to better allow for collaboration and completion of station tasks.
- Video capability in a proposed interview studio for podcasts and video presentations for group and individual projects.
- Increased ADA accessibility and functionality for future staff members.

- **PROJECT BENEFITS**

- The additional space in the proposed expansion and upgrade plan will facilitate further use by students in academic curriculum classes without displacing 88.1's daily student operations, news, and interview programming.
- Project will allow 88.1 to proactively integrate current technology that will allow for continued quality programming, and student training on industry standard equipment.
- Expanded interview studio space allows for P-CCS departments to record and distribute programming promoting district efforts without displacing students or disrupting daily station operations (current studio configuration does not allow interviews to be recorded concurrently with students hosting live shows).
- Studio expansion will allow for increased staff size at the station, allowing more students to benefit from the program.

- **COST OF PROJECT: \$517,518 (ESTIMATED)**

- \$324,000 – construction cost to build expanded studio space
- \$193,518 – Equipment and furnishing purchases to outfit new studio space plus installation expenses.

- **FUNDING SOURCES:**

- Anticipated lead capital gift from Rotary foundation – amount TBD: The Rotary Club of Plymouth has approached station management regarding a capital grant for this project. Rotary members involved in discussions identify 88.1 as a resource worthy of funding that will allow the station to continue to serve the community as other local media outlets cease or scale back operations. This gift would coincide with Rotary's centennial celebrations.
- Existing station fundraising reserves.
- 88.1 the Park fundraising operations, including pledge drive and auction.
- Outreach to 88.1 the Park Alumni and listeners.
- Outreach to other foundations and non-profit organizations.

- **TIMELINE:**

- Based on funding and project approval.

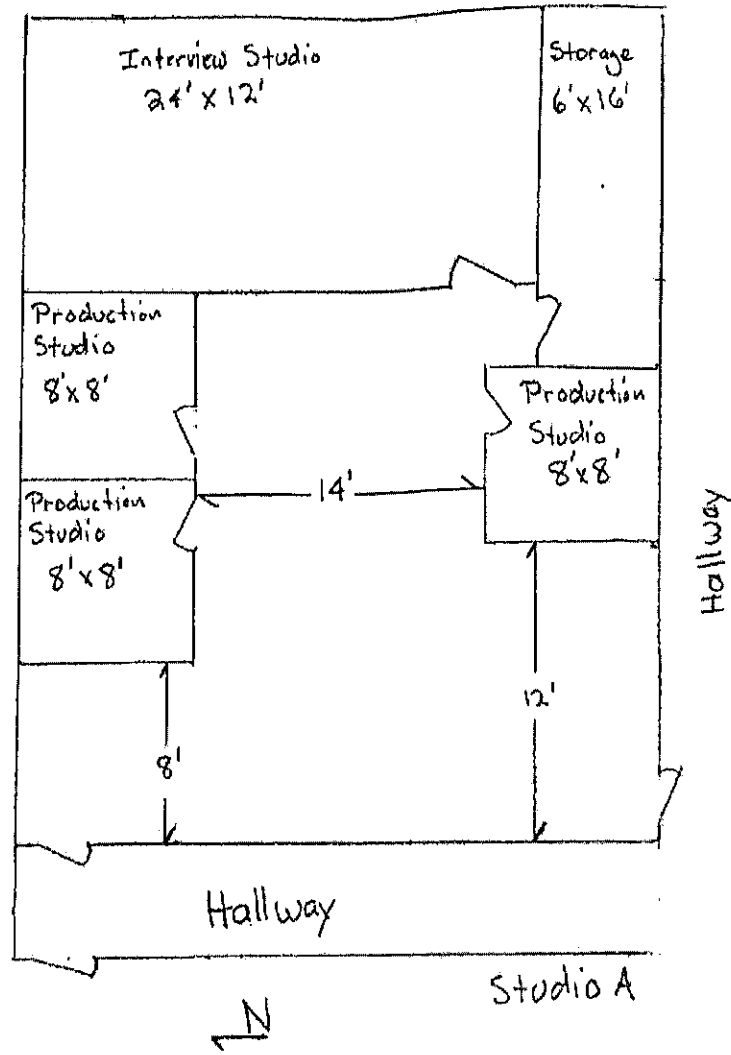
- **ROTARY'S LEGACY – CREATING A LASTING IMPACT:**

- Like 88.1 the Park, Plymouth's Noon Rotary Club has dedicated itself to a longstanding tradition of funding and supporting projects that provide a generational benefit to the Plymouth-Canton community. Providing the lead capital gift to this project will continue that legacy
- Additional studio space will facilitate an expansion of 88.1's news and community affairs programming, filling the news void left by the consolidation of media companies in the area and reduction in local coverage.
- Rotary prides itself on having a membership of "business and community leaders of today — and tomorrow." The skills used learned by 88.1 staff members – Accountability, fairness, logic and reasoning, and communications – are part of the station's mission to offer students the experience they need to be tomorrow's business and community leaders.
- Increased ADA accessibility will allow 88.1 to be used effectively by all students, regardless of disability.
- The project will also provide 88.1 with equipment that will allow the station to stay at the forefront of media technology in a way not possible through financial allocations in annual school budgets

- **SHOWING OUR APPRECIATION**

- The station will work within district policies to properly and publicly thank Rotary for their generosity and contributions to the future of 88.1 the Park.

• PRELIMINARY STUDIO SKETCH



Club
Plymouth Rotary ~~Foundation~~, Inc.
Check Request

Committee Name: Cenntenial Committee

Name of Payee: Meeting House and Grand Ballroom

Address of Payee: 499 S. Main St.

Address 2 of Payee: _____

City/State/Zip: Plymouth, MJI 48170

Amount of check: \$ \$1,500.00 Date funds needed: ASAP

Reason for Request: Non-refundable deposit to hold July 20, 2024 for 1

Invoice/Bill/Receipt attached: Yes: No:

Check one: ___ Mail check to payee Other: Mail to Diane Harrison

Chair's Printed Name: Diane Harrison?

Chair's Signature: _____ Date: _____

Committee Budget: \$?

Expenditures YTD: 0

Remaining Budget: \$ _____ Paid by Check #: _____

Current Request: \$ \$1,500.00 Dated: _____

Remaining Budget: \$ _____

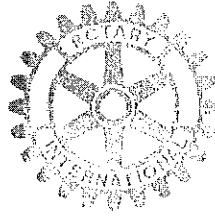
Foundation Business & Miscellaneous Grants:

By vote of the Board of Directors on _____, the Treasurer is instructed to
disburse \$ _____ to _____.

President's Signature: _____ Date: _____

Rotary

Club of Plymouth



X.c

Membership Proposal Form

Part 1 (To Be Completed by Applicant)

Thank you for your interest in the Rotary Club of Plymouth, we are delighted to meet you! Please complete the following form to help us get to know you, and help us learn how you can work to continue our 100-year legacy of service to our community.

First Name: Drake

Last Name: Filippis

Mailing Address: 697 Ann Street

Primary Telephone Number : (248) 941 - 1125

Secondary Telephone Number: () -

Preferred Email Address: dfilippis@signatureassociates.com

Residence Business

Proposed Membership Classification: Individual Business* *Fill Out Corporate Membership Application

Do you know any current or previous members of the Rotary Club of Plymouth? If so, please list their name(s):

Affiliations (fill out all that apply)

Business

Business Name: Signature Associates

Title: Associate

Address: One Towne Square 1200 Southfield MI 48076

Nonprofit

Nonprofit Name:

Role:

Location:

Community Organization

Organization Name:

Role:

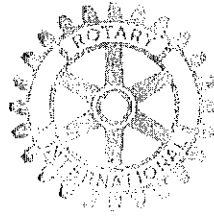
Location:

Rotarians contribute to their communities by putting Service Above Self. Please share any other examples of your service to the local, national or international community.

Previously I lived in the City of Detroit where I volunteer at the Detroit Boxing Gym which is a local non-profit that helps kids stay off the street and promote books before boxing.

Rotary

Club of Plymouth



Please briefly share your motivation to become a member of the Rotary Club of Plymouth.
What do you bring to Rotary?

I have lived in Plymouth coming on 2 years now and want to get more involved in the local community and meet others with the same interest.

What are some of your hobbies and interests?

Outside of my typical house projects that keep me very busy, I am an avid cyclist and a member of the Wolverine Bike Club in Northville. I am also a ski junkie and travel all over the world to find the best locations with the most annual snowfall and largest vertical.

If rejoining or a former Rotarian, list previous club information:

Club Name:

Dates:

Previous Rotary Membership ID:

Recent Transfer (One Year or Less): Yes No

I hereby certify that I am qualified for active membership by my current or former status as a business, professional, or community leader, or as a Rotary Foundation alumnus/a, and by having a place of business or residence within the club's locality or surrounding area.

I understand that, if accepted for membership, it will be my duty to exemplify the Object of Rotary in all my daily contacts and activities and to abide by the constitutional documents of Rotary International and the club. I agree to pay annual dues of **\$330.00 for an individual, \$450.00 for a corporation**, in accordance with the club bylaws. I hereby give permission to the club to publish my name and proposed classification, if applicable, to its membership.

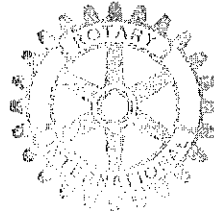
Applicant's E-Signature: Drake Filippis

Preferred method for follow-up to this application:

Phone Email Text

Once you have completed the application, save this document and email it to our Club President at info@plymouthrotary.org. If you have a Rotary Club member nominating you for membership, send your completed form to them for submission. You will be contacted by someone on the membership committee.

Rotary



Club of Plymouth

Part 2 (To be Completed by Club Administration)

A. Membership Committee Person assigned to shepherd this applicant through the process:

Name: _____ Date Assigned: _____

Name of Sponsored Club Member (If Applicable): _____

B. To Be Completed by Club Secretary (MM/DD/YY)

Classification: Individual Business

Received by Secretary:

Contacted former Rotary club (if former Rotarian):

In Good Standing Not in Good Standing

Submitted to Board: _____ Board decision received:

Approved Disapproved

Proposed to Club:

(If any objection is filed, the Board should address the issue at its next meeting)

Final Approval by Board: _____

C. To be Completed by Membership Committee

Date applicant contacted regarding club decision:

Orientation Meeting Scheduled for:

Signed form and annual dues received (forward to Club Secretary):

Mentor Assigned to new Member:

Overall Committee Area Assigned to New Member:

Club Administration Membership Public Image Service Projects Rotary Foundation

Date Introduced to Club: _____

D. To be Completed by Club Secretary

Admitted to Membership: _____ Entered into Member Access: _____

Rotary Magazine subscription: The Rotarian Rotary Regional magazine