



**Rotary International District 5020
Bylaws of the Rotary Club of
Port Townsend Sunrise
Port Townsend, Washington USA**



Article 1 Definition

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:
For the purpose of the Board refer to Article 5 Section 5 of this document; for the purpose of general membership refer to Article 5 Section 3; if a quorum is not present a motion may be distributed by email requesting a vote giving 7 days for response. A non-response will be counted as a Yay vote.
5. RI: Rotary International
6. Year: The 12-month period that begins on 1 July

Article 2 Board

The governing body of this club shall be the board of directors consisting of 14 members of this club, namely, 4 elected directors, the president, president elect, president elect nominee, secretary, and treasurer; elected in accordance with Article 3 Section 1 of these bylaws. In addition, the immediate past president, the Club Administrator, the Budget and Finance Chair, the sergeant at arms and the Youth Services Chair will bring the total to 14. All 14 board members have full voting rights. No member shall hold two positions on the board simultaneously except in special circumstances, which will be determined by the board. Said member will only have 1 vote on the board.

Article 3 Elections, Appointments and Terms of Office

Section 1 – At a regular meeting one month prior to the annual meeting for election of officers, the presiding officer shall ask for nominations by members of the club for President elect nominee (to be president in two years), Secretary, Treasurer, and 2 of the 4 members of the Board of Directors. Nominations may be presented by a nominating committee or by members from the floor. If it is determined to have a nominating committee, the President shall appoint a committee of 3 with the chairman being the current President-elect. Nominations 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 elect nominee, Secretary and Treasurer receiving the majority of the votes shall be declared elected to their respective offices. The 2 candidates for director receiving the majority of the votes shall be declared elected as directors. The President-Elect Nominee shall serve as a member of the board commencing on the first

day of the next month following the election, shall assume office as President-elect on the first day of July immediately following that year, and shall assume office as President on the first day of July the next year.

Section 2 – The Club Administrator, the Youth Services Chair, the Budget and Finance Chair, the Youth Protection Officer and the Youth Exchange officer, subject to the approval of the board, shall be appointed by the President, for such term and at such time as determined by the President, and shall serve at the pleasure of the Board. Both the Youth Protection Officer and the Youth Exchange Officer are to conduct their committee or job requirements in accordance with the procedures mandated by District 5020.

Section 3 – Within two months after their election, the board of directors-elect shall meet and elect some member of the club to act as the sergeant-at-arms for the club year.

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

Section 5 - A vacancy in the position of any officer-elect or director-elect shall be filled by action of the remaining members of the board of directors-elect.

Section 6 — The terms of office for each role are:

President — one year

President Elect— one year

President Elect Nominee - one half year

Treasurer — one year

Secretary — one year

Director — Two years: Two directors each elected in both even years and odd years

Article 4 Duties of the Officers

Section 1 – President: It shall be the duty of the president to preside at meetings of the club and board and to perform such other duties as ordinarily pertains to the office of president.

Section 2 - The immediate past president serves as a director on the club board.

Section 3 – President-elect: The president-elect shall preside at meetings in the absence of the president, serve as a member of the board of directors of the club and perform such other duties as prescribed by the president or board.

Section 4 – President-elect Nominee: The president-elect nominee shall preside at meetings of the club and board in the absence of the president and president elect, and perform such other duties as ordinarily pertains to the office of vice president.

Section 5- Secretary: It shall be the duty of the secretary to keep the records of membership; record the attendance at meetings; send out notices of meetings of the club, board, and committees; record and preserve the minutes of such meetings (written board minutes shall be provided to all members within 60 days of the meeting); make the required reports to RI, including the semiannual reports of membership, which shall be made to the general secretary of RI no later than 1 December and 1 June of each year, update membership information within 30 days of

any changes, or by 1 January or 1 July, whichever is sooner including any member who has been elected to membership in the club since the last report. Make sure the names of all current officers are correct and that all future officers are named no later than 1 February. Monthly report of attendance at the club meetings, which shall be made to the district governor within 15 days of the last meeting of the month; collect and remit to RI subscriptions to *The Rotarian*; and perform such other duties as usually pertain to the office of secretary

Section 6 – Treasurer: It shall be the duty of the treasurer to have custody of all funds, accounting for same to the club annually and at any other time upon demand by the board, and to perform such other duties as pertain 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.

Section 7 – Sergeant-at-arms: The duties of the sergeant-at-arms shall be such as are usually prescribed for such office and such other duties as may be prescribed by the president or the board.

Section 8 – Club Administrator: The duties of the Club Administrator shall be those prescribed by the RI Club Administrator Manual, and such tasks as assigned from time to time by the President.

Section 9 – Budget and Finance Director: The Budget and Finance Chair shall prepare and present an annual budget, in coordination with the Board, officers, directors and committees, and such other duties as may be prescribed by the president or the board.

Section 10 – Youth Services Director: The Youth Services Chair will be the liaison between all Youth Committees and the board in accordance with Article 8 Section 7.

Section 11 – Elected Board of Directors: The four elected directors will be assigned to one of four areas; each director will serve as the liaison between committees under their direction and the board. Committees will be assigned in accordance with Article 8 Section 7.

Article 5 Meetings

Section 1 – Annual meeting: An annual meeting of this club shall be held prior to the last day 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 Wednesdays at 7:15 A.M. 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 in good standing in this club, on the day of the regular meeting, must be counted as present or absent and must attend at least 30% of any regular or special meeting. Members can receive attendance credit for participating in any Rotary Club sponsored activities, including but not limited to: Rotary Service Projects; board meeting; Rotary Club Social events either at this club or at any other Rotary club including online clubs, or as otherwise provided in the standard Rotary club constitution, article 12 sections 1 and 2; or participates in a district leadership role.

Section 3 – Fifteen regular members or one-third of the membership, whichever is greater, at the annual meeting and one-third of the membership at regular meetings shall constitute a quorum of this club.

effect plans, which will guide and assist the members of this club in discharging their responsibilities in matters according to Rotary International guidelines, if available.

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

Section 4 — The president shall, subject to the approval of the board, appoint or remove the standing committee chairs as defined in Article 8 Section 7, which will be under the direction of a member of the board. The president shall also, subject to the approval of the board, appoint or remove such committees in accordance with the Five Rotary Avenues of Service as deemed necessary.

Section 5 — Each one of the four elected board directors will serve in one of the following areas of club service:

- a) Club Services and Membership Director
- b) Community Involvement Director
- c) Foundation Director
- d) International Director

Section 6 — Each of the two appointed directors will be appointed in one of the following areas of club service:

- a) Youth Services Director
- b) Budget and Finance Director

Section 7- The following committees will be under the direction of a Board Director:

- a) Club Services and Membership
 - Membership
 - Website
 - Fellowship
 - Club Programs
 - Facebook
 - Vocational Service
- b) Foundation
 - Foundation
 - Rotary Grants; including Global and District Community
 - Polio Plus
 - Paul Harris Awards
 - Club Grants Awards
- c) Community Involvement
 - Public relations
 - Dictionary
 - SAT
 - Local Community Service Projects
 - Rotary Park
 - Trail Clean Up
 - Hearts of Service
 - Service Above Self Scholarship

- d) International
 - Congo Kids Project
 - Rwanda Project
 - International Project Exploration
 - Shelter Box
- e) Youth Services
 - Youth Exchange
 - Interact
 - RYLA
 - Student of the Month
- f) Budget and Finance
 - See Article 10

Section 8 – All Committees formed for the purpose of raising funds for the club foundation will be under the direct supervision of the President. The President, with the approval of the board, shall appoint or remove any committees that are deemed necessary.

- Running of the Balls
- Driving in the Dark
- Guess Who's Coming to Dinner
- Fair Gates
- Off-site concessions

Article 9 - Leave of Absence

Upon written application to the board, setting forth good and sufficient cause, leave of absence may be granted excusing a member from attending the meetings of the club for a specified length of time. Excused absences should be in accordance with the Standard Rotary Constitution Article 12, Section 2, 3, 4, or 5.

Article 10 Finances

Section 1 — Before each fiscal year starts, the board prepares an annual budget of estimated income and expenditures.

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 club foundation.

Section 3 — After receiving a bonafide invoice, receipt or request bills will be paid by the treasurer or another authorized officer. Checks over the amount of \$1000 must be approved by one other officer or director that has been designated as an authorized signature with the financial institute.

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.

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

Article 11 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 membership committee and shall not be announced in an open meeting forum.

Section 2 – The Membership chair or committee contacts the candidate and informs him/her of their proposal and process of membership. The Club President and Sponsor will be copied on the email.

Section 3 - The membership committee shall ensure that the proposal meets all the classification and membership requirements of the club constitution and receive conditional approval by the board within 72 hours.

Section 4 – Membership Chair or member of the committee schedules and completes a New Member Orientation with the prospective member.

Section 5 – Notice of new member proposal is announced to all members via e-mail. If no written objection to the proposal, 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 scheduled for induction by the Membership Chair. The Membership committee shall provide appropriate literature for presentation at the induction and assign a member to assist in the assimilation of the new member.

Section 6 - upon payment of the admission fee (if not honorary membership), as prescribed in these bylaws, the person shall be considered to be elected to membership.

Section 7 - 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 inducted and upon payment of the admission fee (if not honorary membership), as prescribed in these bylaws, shall be considered to be elected to membership.

Section 8 – Following the induction of the new member and payment of the admission fee the club secretary will report the new member to RI.

Section 9 - A transferring or former member of another club may be proposed to active membership by the former club. The proposal, for the time being, shall be kept confidential; except as otherwise provided in this procedure.

Article 12 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 Standard Rotary Club Constitution, the RI Constitution and Bylaws, and the Rotary Code of Policies.

Article 13 - Resolutions

The club shall consider no resolution or motion to commit this 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 14 - Order of Business

- Meeting called to order

Section 4 – Regular meeting of the board shall be held as directed by the President, each month. Special meetings of the board shall be called by the president, whenever deemed necessary, or upon the request of (2) members of the board, due notice having been given.

Section 5 – A majority of the board members shall constitute a quorum of the board. In cases where a quorum is not present a vote of the board can be conducted as specified in Article 1 #4.

Section 6: All meetings of the membership, Board, committees, elections, etc., while preferably to be done in person, may be by electronic means such as teleconferencing, email, text or any similar means of communication by which all persons participating may hear and speak to each other whether in a special or regular meeting if the persons have filed a consent to electronic communications in writing with the Club, unless expressly revoked by the person. A member is deemed to be in attendance if present in person or electronically, and for elections their ballots may be submitted electronically to the Secretary when deemed appropriate. A member who has in the past participated in electronic communications for Club business is deemed to have consented to that business by ratifying that which was done by that means. The club will keep records of who has, and has not, consented to electronic communications, and all members will communicate with each other in accordance with members' choices of means of contact.

**Bylaws amended by vote of membership 12 May 2021 to add Article 5
Section 6 above**

Article 6 Fees and Dues

Section 1 – The admission fee shall be \$25.00 to be paid before the applicant can qualify as a member.

Section 2 – The membership dues shall be billed annually and can be paid in up to 4 installments and must be received by the club treasurer no later than on the first day of June, September, December and of March. Annual club dues include RI per capita dues, a subscription to The Rotarian or a Rotary regional magazine, district per capita dues, club fees, and any other Rotary or district per capita assessment.

Section 3 – If a member does not pay his/her dues by the date the club is required to pay RI, said member may be dropped from club membership with a vote of the board and may be required to pay a reinstatement fee if they wish to rejoin and pay their dues.

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. The board may also provide a ballot for a vote on some resolutions. All items that are put to a vote, be it board business or club membership business shall pass by a simple majority unless otherwise directly stated within these bylaws.

Article 8 Committees

Section 1 – Club committees coordinate their efforts to achieve the club's annual and long- term goals. Each club should have the committees listed in article 13, section 7, of the Standard Rotary Club Constitution. All committees shall devise and carry into

- Introduction of visiting Rotarians and guests.
- Correspondence and announcements.
- Committee reports if any.
- Any unfinished business.
- Any new business.
- Address or other program features.
- Adjournment.

Bylaws adopted as amended this 12th Day of May,
2021

Lois C Sherwood

Lois C. Sherwood, President

Pt Townsend WA 98343