**Recommended Rotary Club Bylaws**

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**Article 1 Definitions**

1. Board: The board of directors of this club.

2. Director: A director on this club’s board.

3. Member: A member, other than an honorary member, of this club.

4. Quorum: The minimum number of participants who must be present when a vote is taken: one-third of the club’s members for club decisions and a simple majority of the directors for club board decisions.

5. RI: Rotary International.

6. Year: The 12-month period beginning 1 July.

**Article 2 Board**

**The governing body of this club is its board of directors, consisting of, at a minimum:**

1. President,
2. Immediate past president,
3. President-elect,
4. Secretary, and
5. Treasurer.

**The club may also elect to the board of directors, other members to include:**

1. President-elect nominee,
2. Club foundation treasurer,
3. Sergeant at arms,
4. Membership chair,
5. Public image chair,
6. The Rotary Foundation chair,
7. Club grants chair,
8. Rotary youth exchange chair, and
9. Program chair.

**Article 3 Elections and Terms of Office**

Section 1 —Elections must be finalized before the end of December.At least one month in advance of elections,the President’s Team (P-Team) will establish a nominating committee.

Section 2 –Members may nominate candidates for president, president-elect, secretary, treasurer, and any open director positions, either in advance to the nominating committee or at the time of elections from the floor.

Section 3 —Nominations may be presented as a slate or voted on individually if more than one person is running for a single position. If a slate has only one person per office listed, the club members vote to accept the entire slate. If any role is contested,the candidate who receives a majority of the votes for the office is declared elected to that office.

Section 4 — If **any officer or board member vacates their position, the remaining members of the board will appoint a replacement.**

Section 5 — **If any officer-elect or director-elect vacates a position, the remaining members of the board-elect will appoint a replacement.**

Section 6 — **The term of office for a club president is one (1) Rotary Year.** When a successor is not elected, the current president’s term can be extended for up to one additional year.After finishing their term and following at least three years, a former president can be elected to the office of President again.

Section 7 -The term of office for other officers, directors, and committee chairs shall be for one (1) Rotary Year and can be consecutively re-elected for up to three (3) terms.

**Article 4 Duties of the Officers\***

Section 1 — The president presides at club and board meetings and guides the club’s vision for the year.

Section 2 —The immediate past president serves as a director on the club board, presides at club and board meetings when the president is absent, and is the club administration chair as the facilitator for the president’s team (P-Team).

Section 3 —The president-elect prepares for his or her year in office and serves as a director and the club executive secretary.

Section 4 —The secretary takes notes for board meetings and keeps membership and attendance records.

Section 5 —The treasurer oversees all funds and provides an accounting of them.

Section 6 —The sergeant-at-arms maintains order in club meetings.

Section 7 —All other directors attend club and board meetings in addition to their committee chair responsibilities.

*\*See Rotary club leader manuals for more details on the roles and responsibilities of club officers.*

**Article 5 Meetings**

Section 1 —An annual meeting of this club is held no later than 31 December to elect the officers and directors who will serve for the next Rotary year.

Section 2 —This club meets as follows: the first four Tuesdays of the month, except for pre-planned exceptions. Reasonable notice of any change or cancellation of the regular meeting will be given to all club members.

Section 3 —Board meetings are held each month. The President shall submit an agenda to all board members prior to the meeting. Reasonable notice of any change or cancellation of the regular meeting will be given to all directors.

Section 4 - Special meetings of the board are called with reasonable notice by the president or upon the request of two directors. Only the business for which the special meeting has been called shall be conducted.

Section 5 – Club assemblies are encouraged to be held either bi-annually or quarterly in order to communicate the club membership planning, visioning, elections, one of the Rotary Avenues of Service presentations, and other decisions that affect the club.

**Article 6 Dues**

**Section 1 - Annual club dues are finalized and adopted by the board of directors by the end of May of the current Rotary year to begin July 1 of the new Rotary year. They are paid as follows:** quarterly with an option to pay monthly.

Section 2 - Annual club dues include **RI per capita dues, subscriptions to an official magazine, district per capita dues, club fees, and any other Rotary or district per capita assessment. Meals are separate from club dues and are optional.**

**Section 3 – Failure to pay club dues after 60 days of the quarterly statement may result in a termination of membership at the discretion of the board of directors.**

**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 or slate. The board may also provide a ballot for a vote on some resolutions. Members may also submit a written or electronic vote to the board of directors prior to the final vote.

**Article 8 Committees**

Section 1 —This club’s committees comprise of, at a minimum, those listed in article 11, section 7, of the Standard Rotary Club Constitution. The board of directors may initiate other committees as needed.

Section 2 —The president is an ex officio member of all committees.

Section 3 — Each committee’s chair is responsible for the regular meetings and activities of the committee, supervises and coordinates its work, and reports to the board on all committee activities.

**Article 9 Finances**

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

Section 2 — The treasurer deposits club funds in a financial institution or institutions designated by the board, divided into two accounts: one for club operations and one for service projects through the club’s foundation.

Section 3 — Bills are paid by the treasurer or another authorized officer and approved by two other officers or directors.

Section 4 — A qualified person conducts a thorough annual review of all financial transactions.

Section 5 — Board members shall receive a monthly financial update from both the club and foundation treasurer.

Section 6 —Club members will receive an annual financial statement of the club. A mid-year financial report, with current and previous year income and expenses, is presented at the annual meeting.

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

**Article 10 Method of Electing Members**

Section 1 — A member of this club or another club proposes a candidate for membership to the board and/or the membership committee.

Section 2 — The board approves or rejects the candidate’s membership within 30 days and notifies the proposing member of its decision.

Section 3 — If the board approves the candidate’s membership, the prospective member is invited to join the club.

Section 4 — The club has adopted a resolution to include “corporate & family members” whereby the primary member must be or become a candidate for membership through the process of Article 10, Section 1 through Section 4; and pay dues per Article 6, Section 1 through Section 3. Furthermore, designee “Corporate and Family Member(s)” must be or become a candidate for membership through the process of Article 10, Section 1 through 4; and pay dues per a Resolution approved by the Directors specific to the “corporate & family membership.”

**Article 11 Amendments**

These bylaws may be amended at any regular club meeting. Changing the club bylaws requires sending written notice to each member 21 days before the meeting, having a quorum present for the vote, and having two-thirds of the votes support the change. Changes to these bylaws must be consistent with the Standard Rotary Club Constitution, the RI Constitution and Bylaws, and the Rotary Code of Policies.

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I, Amanda McDonald, President of the Rotary Club of White Salmon-Bingen, WA, and Todd Tew, Secretary of the Rotary Club of White Salmon-Bingen, WA, hereby attest that this club’s membership, upon recommendation of the Club’s Board, voted and adopted these Bylaws (based on the RI Standard Model Bylaws for Rotary Clubs) on this date, July 11, 2017.

I, Amanda McDonald, President of the Rotary Club of White Salmon-Bingen, WA, and Robert E. Sachs, President-Elect and Executive Secretary of the Rotary Club of White Salmon-Bingen, WA,hereby attest that this club’s membership, upon recommendation of the Club’s Board, voted and amended these Bylaws (based on the RI Standard Model Bylaws for Rotary Clubs) on this date, November 21, 2017.

I, Tammy Kaufman, President of the Rotary Club of White Salmon-Bingen, WA, and Brian Griffin, Secretary of the Rotary Club of White Salmon-Bingen, WA, hereby attest that this club’s membership, upon recommendation of the Club’s Board, voted and amended these Bylaws (based on the RI Standard Model Bylaws for Rotary Clubs) on this date, December 10, 2019.

I, Bengt Coffin, President of the Rotary Club of White Salmon-Bingen, WA, and Tammara Tippel, Secretary of the Rotary Club of White Salmon-Bingen, WA, hereby attest that this club’s membership, upon recommendation of the Club’s Board, voted and amended these Bylaws (based on the RI Standard Model Bylaws for Rotary Clubs) on this date, February 20, 2024.