

## BYLAWS OF THE ROTARY CLUB OF SAND SPRINGS

### Article I Election of Directors and Officers

Section 1 - At a regular meeting one month prior to the meeting for election of officers, the presiding officer shall ask for nominations by members of the club for president, secretary, treasurer, and 5 members of the board of directors. The nominations shall be presented by a nominating committee. Nominations from members or the floor should be submitted to the nominating committee no later than December 1. The nominating committee shall be composed of the last 5 immediate past presidents with the earliest serving president as the chairman. The nominations duly made shall be placed on a ballot in alphabetical order under each office and shall be voted for during a December meeting, but before the last meeting of December. The candidates for president, secretary, and treasurer receiving a majority of the votes shall be declared elected to their respective offices. The 5 candidates for director receiving a majority of the votes shall be declared as directors. The president elected in such balloting shall serve as a member of the board as president-elect for the year commencing on the first day of July next following the election, and shall assume office as president on the first day of July immediately following the year of service on the board as president-elect.

Section 2 - The officers and directors, so elected, together with the immediate past president shall constitute the board of directors. Within one week after their election, the board of directors-elect shall meet and confirm the president-elect's selection of some member as sergeant-at-arms.

Section 3 - A vacancy in the board of directors or any office shall be filled by action of the remaining members of the board.

Section 4 - 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.

### Article II Board of Directors

The governing body of this club shall be the Board of Directors consisting of 10 members of this club, namely, 5 directors elected in accordance with article I, section 1, of these bylaws, the president, president-elect, secretary, treasurer, and the immediate past president.

### Article III Duties of 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 pertain to the office of president.

Section 2 - *President-elect*. It shall be the duty of the president-elect to serve as a member of the board of directors of the club and to perform such other duties as may be prescribed by the president or the board.

Section 3 - *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, report as required to RI, including the semiannual reports of membership on January 1st and July 1st 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 to the district governor within 15 days of the last meeting of the month, collect and remit RI official magazine subscriptions, and perform such 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 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 5 - *Sergeant-at-Arms*. The Sergeant-at-Arms is appointed by the President, and serves at his pleasure. 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.

#### **Article IV Meetings**

Section 1 - *Annual Meeting*. An annual meeting of this club shall be held not later than the 31st 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 Friday, at 12:00 Noon, at a place determined by or as set by the Board.

Due notice of any changes in or canceling of the regular meetings shall be given to all members of the club. All members excepting an honorary member (or member excused by the board of directors of this club, pursuant to article VII, section 3 of 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 members 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.

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 at least once a month at a time and place as established by the president. Special meetings of the board shall be called by the president, whenever deemed necessary, or upon the request of two (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.

#### **Article V Fees and Dues**

Section 1 - The admission fee shall be \$25.00, or as set by the Board, to be paid before the applicant can qualify as a member.

Section 2 - The membership dues shall be set by the Board, payable semiannually on the first day of July and of January, with the understanding that the dues go to pay for the semiannual payment of each member's subscription to RI official magazine, and proportioned among the local, district, and RI dues.

#### **Article VI Method of Voting**

The business of this club shall be transacted by *viva voce* (voice) vote except the election of officers and directors, which shall be by ballot.

## **Article VII Avenues of Service**

The president shall, subject to the approval of the board, appoint the following standing committees, as Avenues of Service:

**Club Service**, the first Avenue of Service, involves action a member should take within this club to help it function successfully.

Primary responsibility is the management of the weekly programs / speakers and the SandBURR publication.

**Vocational Service**, the second Avenue of Service, has the purpose of promoting high ethical standards in businesses and professions, recognizing the worthiness of all dignified occupations, and fostering the ideal of service in the pursuit of all vocations. The role of members includes conducting themselves and their businesses in accordance with Rotary's principles.

Vocational Awards. These committees shall recognize instances of vocational excellence and high ethical standards in the workplace. They shall arrange to honor police, firefighter, teacher and employer of the year as well as vocation of the year.

**Community Service**, the third Avenue of Service, comprises varied efforts that members make, sometimes in conjunction with others, to improve the quality of life of those who live within this club's locality or municipality.

1. Oversee the various fund raising committees, including but not limited to: Chili Cook off, Bass Tournament, Salvation Army Bell Ringing.
2. Promote the Public Image of Rotary through a variety of activities

**International Service**, the fourth Avenue of Service, comprises those activities that members do to advance international understanding, goodwill, and peace by fostering acquaintance with people of other countries, their cultures, customs, accomplishments, aspirations, and problems, through reading and correspondence and through cooperation in all club activities and projects designed to help people in other lands.

1. International Youth Project. This committee shall promote better world understanding and relations through youth programs such as the exchange programs.
2. Group Study Exchange. This committee handles participation in any GSE Program working closely with the District. This includes arranging for scheduling and hosting group members.
3. Facilitate the SCRYE (South Central Rotary Youth Exchange) lock-in.

**Youth Service**, the fifth Avenue of Service, recognizes the positive change implemented by youth and young adults through leadership development activities, involvement in community and international service projects, and exchange programs that enrich and foster world peace and cultural understanding.

1. Interact Club: Maintain at the High School.
2. 4-Way Test Speech Contest: Organize and present to the club. Arrange for the winner's recorded presentation to be submitted to the District judges. District finalists will present at District Conference and Assembly.
3. RYLA (Rotary Youth Leadership Award): Arrange for up to 2 high school students to attend.
4. Dictionary Project: Coordinate the distribution of dictionaries to all 3rd graders in the Sand Springs school system and other school systems as the Board may choose.
5. Scholarships: Oversee committee that selects graduating seniors for a Rotary College Scholarship.

## **Article VIII Committees**

Club committees are charged with carrying out the annual and long-range strategic goals of the club. 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 three years to ensure consistency. The president-elect is responsible for appointing committee members to fill vacancies, appointing committee chairmen, and conducting planning meetings prior to the start of the year in office. It is recommended that the chairman 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.
- **Public Image**  
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.
- **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.
- (c) Each chairman shall be responsible for the 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 IX Duties of Committees**

The duties of all committees shall be established and reviewed by the president for their year. In declaring the duties of each, the president shall reference appropriate RI materials and the Avenues of 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 X 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, not to exceed six (6) months at a time.

(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 art. VII, sec. 3 of the standard Rotary club constitution is not computed in the attendance record of the club.)

## **Article XI Finances**

Section 1 - At the beginning of each fiscal year the board shall prepare or cause to be prepared a budget of estimated income and estimated expenditures for the year, that will stand as the limit of expenditures for those purposes, unless otherwise ordered by action of the board. The budget shall be broken into two separate parts: one in respect of club operations and one in respect of charitable/service operations.

Section 2 - The treasurer shall deposit all funds of the club in some bank to be named by the board. The club funds shall be divided into two separate parts: club operations and service projects.

Section 3 - All bills shall be paid by the treasurer or other authorized officer only when approved by two other officers or directors.

Section 4 - A thorough audit by a certified public accountant or other qualified person shall be made once a year.

Section 5 - Officers having charge or control of funds shall give bond as may be required by the board for the safe custody of the funds of the club, cost of bond to be borne by the club.

Section 6 - The fiscal year of this club shall extend from July 1st to June 30th, and for the collection of members' dues shall be divided into two (2) semiannual periods extending from July 1st to December 31st, and from January 1st to June 30th. The payment of per capita dues and RI official magazine subscriptions shall be made on July 1st and January 1st of each year on the basis of the membership of the club on those dates.

## **Article XII Method of Electing Members (For All Kinds of Membership)**

Section 1 - The name of a prospective member, proposed by an active, past service member, or honorary member of the club, shall be submitted to the board in writing, through the club secretary. The proposal for the time being 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 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 club secretary, of its decision.

Section 4 - If the decision of the board is favorable, the prospective members shall be informed of the purposes of Rotary and of the privileges and responsibilities of membership (including the kind of membership proposed), following which the prospective members shall be requested to sign the membership proposal form and to permit his or her name and proposed classification (if active membership) 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 seven (7) days following publication of information about the prospective member, that person, upon payment of the admission 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 admission fee (if not honorary membership), shall be considered to be elected to membership.

Section 6 - Following such election, the president shall arrange for the new member's induction and further orientation, and the club secretary shall issue a membership card to the member and shall report such action to RI.

### **Article XIII Resolutions**

No resolution or motion to commit this club on any matter shall be considered by the club until it has been considered by the Board. Such resolutions or motions, if offered at the club meeting, shall be referred to the Board without discussion.

### **Article XIV Order of Business**

Meeting called to order.  
Introduction of visiting Rotarians and visitors  
Correspondence and announcements.  
Committee reports if any.  
Any unfinished business.  
Any new business.  
Address or other program features.  
Adjournment.

### **Article XV 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 mailed to each member at least ten days before such meeting. No amendment or addition to these bylaws can be made which is not in harmony with the club constitution and with the constitution and bylaws of RI.