| Bylaws of the Rotary Club of Williamston Sunrise, Michigan  **Add your name and color here. Don’t go past article 7, Section 1 for now.**  **Laska = Purple**  Sharon = green |
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| **Article 1 Definitions**  1. Board: The governing body ~~board of directors~~ of this club.  2. Directors: In general, both officer and non-officer ~~The A~~ members of this club's board of directors. When used in contrast to officers, the term refers to the director-at-large and the chairperson of the Sunrise International Activities Committee.  3. Member: A member, other than an honorary member, of this club.  4. Officers: The president, president-elect, president-nominee, secretary, treasurer, and immediate past president, all of whom serve as members of the Board  5. 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 majority of the Board ~~directors~~ for club board decisions.  6. RI: Rotary International.  7. Voting: Given a quorum, a motion/resolution carries by a majority vote of those present  8. By-Laws: Given a quorum, 10 day notice, bylaws change carries by 2/3rd majority vote  9. Year: The twelve-month period that begins on July 1. |
| **Article 2 Board**  The governing body of this club shall be the board, consisting of ~~seven~~ eight members of this club, namely, the president, immediate past president, president-elect, president-nominee, secretary, treasurer, chairperson of the Sunrise International Activities Committee and one director-at-large. |
| **Article 3 Election**s **~~of Directors and Officers~~ and Terms of Office**  **Section 1** – At a regular meeting one month prior to the January annual meeting for election of officers and directors (held the last regular business meeting in January) ~~for election of officers~~, the presiding officer shall ask for nominations by members of the club for president, president-elect, president-nominee, secretary, treasurer, chairperson of the Sunrise International Activities Committee, and one director-at-large. The nominations may be presented by a nominating committee or by members from the floor, by either or by both as ~~a~~ the club may determine**.**  To facilitate presidential succession, the current president, president-elect and president-nominee are automatic nominees for the respective offices of immediate past president, president and president elect. Additional nominees for these specific offices may be proposed, and specific nominations must be proposed for the remainder of the Board slate, i.e., president nominee, secretary, treasurer, director-at- large, and chair of the Sunrise International Activities Committee.  ~~If it is determined to use a nominating committee, such committee shall be appointed as the club may determine. The nominations duly made shall be placed on a ballot in alphabetical order under each office and shall be voted for at the annual meeting. The candidates for president, president-elect, president-nominee, secretary, and treasurer receiving a majority of the votes shall be declared elected to their respective offices. The candidate for director-at-large receiving a majority of the votes shall be declared elected as a director. The candidate for president-elect in such balloting shall be the president-nominee. The president-nominee shall take the title of president-elect on the first day of July next following the election, and shall serve as an officer during that year. On July 1 immediately following that year, the president-elect shall assume office as president.~~  **Section 2 –** ~~The officers and director-at-large shall constitute the board. Within one week after their election, the directors-elect shall meet and appoint one or more members of the club to act as sergeant-at-arms~~. The candidate who receives a majority of the votes for each office is declared elected to that office. The time between being elected to an office in January and serving in that position (July 1 immediately following) is referred to as officer (title)-elect or director (title)-elect.  **Section 3 –** ~~A vacancy in the board or any office~~ If any current officer or director vacates their position during their term, ~~shall be filled by action of~~ the remaining ~~directors~~ members of the board currently in place will appoint a replacement.  **Section 4 –** ~~A vacancy in the position of~~ If any officer-elect or director-elect vacates their position while awaiting their upcoming term to begin, the remaining members of the board-elect ~~shall be filled by action of the board.~~ will appoint a replacement.  **Section 5** – The terms of office   |  |  |  | | --- | --- | --- | | Title | Term | Eligibility for Successive Terms | | President | 1 year | May be extended for up to 1 year when their successor has not been selected | | President Elect | 1 year |  | | President Nominee | 1 year |  | | Immediate Past President | 1 year |  | | Secretary | 3 years | Eligible for X successive terms | | Treasurer | 3 years | Eligible for X successive terms | | Director- at-Large | 1 year | Ineligible for successive terms | | Chair of Sunrise International Activities Committee | 3 years | Eligible for X successive terms | |
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| **Article 4 Duties of Officers**  **Section 1 –**President. It shall be the duty of the president to preside at meetings of the club and the board and to perform other duties as ordinarily pertain to the office of president.  **Section 2 –** Immediate Past President. It shall be the duty of the immediate past president to serve as a director and to perform such other duties as may be prescribed by the president or the board.  **Section 3 –** President-elect. It shall be the duty of the president-elect to preside at meetings of the club and the board in the absence of the president and to prepare for his/her year as president ~~to perform other duties as ordinarily pertain to the office of president-elect.~~ The president-elect is responsible for appointing committee members to fill vacancies, appointing committee chairs, and conducting planning meetings prior to the start of the year in office.  **Section 4** – President-nominee. It shall be the duty of the president-nominee to serve as a director, to prepare for his/her term as president elect, and to perform such other duties as may be prescribed by the president or the board.  **Section 5** – Secretary. It shall be the duty of the secretary to keep membership records; ~~record attendance at meetings;~~ send out notices of club, board, and committee meetings; record and preserve the minutes of such meetings; report as required to RI. ~~including the semiannual reports of membership on January 1 and July 1 of each year, which shall include per capita dues for all members and prorated dues for active members who have been elected to membership in the club since the start of the July or January semiannual reporting period; report changes in membership; provide the monthly attendance report, which shall be made to the district governor within 15 days of the last meeting of the month; collect and remit RI official magazine subscriptions; and perform other duties as usually pertain to the office of secretary.~~  **Section 6** – Treasurer. It shall be the duty of the treasurer to oversee/have custody of all funds, and provide an accounting for it to the club annually and at any other time upon demand by the board. ~~and to perform other duties as pertains to the office of treasurer.~~ Upon retirement from office, the treasurer shall turn over to the incoming treasurer or to the president all funds, books of accounts, or any other club property.  **Section 7** – The Immediate Past President, President, President-Elect and President Nominee work collectively on club strategic planning and assessment of progress on club goals.  **Section 8** – The Immediate Past President, the President, Secretary, Treasurer, and President-elect also serve as Directors on the Board of Directors of the of the Sunrise Rotary Foundation of Williamston Michigan (known familiarly as Williamston Sunrise Rotary Foundation)  ~~Section 7 – Sergeant-at-Arms. The duties of the sergeant-at-arms shall be such as are usually prescribed for such office and other duties as may be prescribed by the president or the board.~~ |
| **Article 5 Meetings**  **Section 1 –** Annual Meeting. An annual meeting of this club shall be held normally on the last business meeting ~~Tuesday~~ in January of each year, at which time the election of officers and directors to serve for the ensuing year (the 12 month period beginning July1) shall take place. The annual meeting for the election of officers includes the club’s mid-year financial report with current and previous year income and expenses.  **Section 2 –** The club meets as follows: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ~~. regular weekly meetings of this club shall be held on~~  ~~Tuesdays 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 or member excused pursuant to the standard Rotary club constitution) in good standing in this club, on the day of the regular meeting, must be counted as present or absent.~~  **Section 3 –** One-third of the membership shall constitute a quorum at the annual and regular meetings of this club. A quorum being met, a club motion carries by a majority vote of those present.  **Section 4 –** Board meetings are held each month. ~~Regular meetings of the board shall be held on the next-to-last Tuesday of each month.~~ Special meetings of the board shall be called by the president, whenever deemed necessary, or upon the request of two (2) directors, due notice having been given.  **Section 5 –** A majority of the directors shall constitute a quorum of the board. A quorum being met, a b**oard** motion carries by a majority vote of those present.  **Section 6 -** Attendance by members at regular meetings is encouraged. **•** ~~Meetings missed may be made up by attending a meeting at another Rotary Club and by providing the Secretary the makeup information. • Rotarians may make up for an absence at their club meeting anytime within the same Rotary year.~~ |
| **Article 6 Dues**  **Section 2 –** Annual club ~~The membership~~ dues shall be set and reviewed by the Board and will be payable in four quarterly installments billed on the first day of July, October, January and April. |
| **Article 7 Method of Voting**  **Section 1 -** The business of this club shall be transacted by voice vote or a show of hands except in the election of officers and directors, which is conducted by ballot, or when a written ballot is requested and approved by a majority of members present.  The board may also determine that a specific resolution be considered by ballot rather than by voice vote.  Satellite Club voting follows the above protocol.  **Section 2 - A motion made electronically, by a member of the Williamston Sunrise Rotary Board of Directors, and supported by another member of the said Board of Directors, both of whom are in good standing, can be voted upon electronically, at the request of the President of the Board, given the following conditions: • That the motion is sent electronically to all members of the Board, in good standing, at least 48 hours prior to the vote. • That the vote is called for by the President only upon a clear understanding that there is no further discussion on the motion. • Email responses, including votes, to be a “Reply to All” so all Board members see all discussion. • If desired, any member may ask for a ‘face-to-face’ meeting for discussion – thus cancelling the email vote. The motion carries upon a simple majority of the Board members having voted in support of the motion. A non response is treated as an abstention. The majority is determined from those who voted.** |
| **Article 8 Avenues of Service**  **The Avenues of Service are the philosophical and practical framework for the work of this Rotary club. They are Club Service, Vocational Service, Community Service, International Service, and New Generations Service. This club will be active in each of the Avenues of Service.** |
| **Article 9 Committees**  **Section 1.** **Carrying out Club Goals**. Club committees are charged with carrying out the annual and long-range strategic goals of the club, as formulated through the collective leadership of the president-elect, president, president-nominee, and immediate past president.   * The president-elect is responsible for   + appointing committee members to fill vacancies, appointing committee chairs, and conducting planning meetings prior to the July 1 start of his/her term as president   + providing 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 July 1 start of his/her term as president * The president is responsible for   + establishing and reviewing the duties of all committees for his/her term of office   + referencing appropriate Rotary International materials and Avenues of Service when declaring duties and developing plans for the year.   + coordination with committees as an ex-officio, non-voting member   **Section 2.**  **Committee Chairs and Membership**. When feasible, committee members should be appointed to the same committee for three years to ensure consistency. It is recommended that the chair have previous experience as a member of the committee.  **Section 3. Standing committees**. As per the mandates set forth below, each standing committee shall have clearly defined goals and action plans established by the beginning of each year for implementation during the course of the year.  **• 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.  **• 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.  **• Meeting Host Committee**  This committee supports the club’s meetings by tending to the meeting space via such activities as arranging tables and chairs; coordinating volunteers to provide coffee/beverages; displaying flags, banners, member badges; displaying signage guiding members and visitors to the meeting room; and cleaning up after the meeting.  **Section 4. Additional ad hoc committees may be appointed as needed.**  **Section 5. Committee Functioning**  (a) Each chair shall be responsible for regular meetings and activities of the committee, shall supervise and coordinate the work of the committee, and shall report to the board on all committee activities.  (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. Where special authority is sought by a committee, such committee shall not take action until a report has been made to the board and approved by the board. |
| **~~Article 10 Duties of Committees~~** |
| **Article 10 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.** |
| **Article 12 Finances**  **Section 1 – Prior to the beginning of each fiscal year, the board shall prepare a budget of estimated income and expenditures for the year, which shall stand as the limit of expenditures for these purposes, unless otherwise ordered by action of the board. 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 club funds in a bank, 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 only by checks signed by the treasurer. The board may require that vouchers signed by two or more officers support any payment to be made by the treasurer.**  **Section 4 – A thorough review of all financial transactions by a qualified person shall be made once each year.**  **Section 5 – Officers having charge or control of club funds shall give bond as 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 1 to June 30, and for the collection of members' dues shall be divided into four quarterly installments billed on the first day of July, October, January and April. The payment of per capita dues and RI official magazine subscriptions shall be made on July 1 and January 1 of each year on the basis of the membership of the club on those dates.** |
| **Article 13 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. The board notifies the club members of the proposed new member, with a timeline for feedback should any member desire to do so.  **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 if invited to join the club.**  **Section 4 – Following the election, the president shall arrange for the new member’s induction, membership card, and new member Rotary literature. The president will assign a mentor to assist with the new member’s connection and participation with the club.**  **~~The name of a prospective member, proposed by an active member of the club, shall be submitted to the board in writing, through the club 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 – The board shall ensure that the proposal meets all the classification and membership requirements of the standard Rotary club constitution.~~**  **~~Section 3 – The board shall approve or disapprove the proposal within 30 days of its submission and shall notify the proposer, through the club secretary, of its decision.~~**  **~~Section 4 – If the decision of the board is favorable, the prospective member shall be informed of the purposes of Rotary and of the privileges and responsibilities of membership, following which the prospective member shall be requested to sign the membership proposal form and to permit his or her name and proposed classification to be published to the club.~~**  **~~Section 5 – If no written objection to the proposal, stating reasons, is received by the board from any member (other than honorary) of the club within seven (7) days following publication of information about the prospective member, that person, shall be considered to be elected to membership. If approved despite the objection, the proposed member shall be considered to be elected to membership. If the board shall vote “no” concerning membership, by majority voice vote of those board members present, the matter shall be brought to the entire club at the next regularly scheduled meeting. The club members present shall vote concerning membership, after all guests and speakers have left, and by majority voice vote of the membership present. If approved, the proposed member shall be considered to be elected to membership.~~**  **~~Section 6 – Following the election, the president shall arrange for the new member's induction, 6 By-Laws of the Williamston Sunrise Rotary Club – Amended February 16, 2021 membership card, and new member Rotary literature. In addition, the president or secretary will report the new member information to RI and the president will assign a member to assist with the new member's assimilation to the club as well as assign the new member to a club project or function.~~**  **Section 5 –** The club may elect, in accordance with the standard Rotary club constitution, honorary members proposed by the board.  **Section 8 - Family Membership is available to members of a Williamston Rotarian’s family (son, daughter or spouse) to have a deeper connection and participation in our club. These members would be called "Associate" members of our Rotary Club. They would be encouraged to fully participate in club activities and come to meetings but cannot serve as officers and have no voting privileges. The cost of this Associate Membership would be determined by the Board per additional family member which includes the cost of meals.**  **Section 9 - Inactive Membership. A regular member may request that his/her membership be made inactive for a period of up to six months by submitting the request in writing (electronic communications are acceptable) to the club board. The member is not required to include a reason for the request. However, typical reasons for the request include extended travel, temporary medical issues, temporary business/professional issues, and the like. The request shall include requested start and end dates. The request may be submitted to an individual board member, who must then forward the request to the other board members within five calendar days of receiving the request. The board must act on the request within 14 calendar days. Action may take place at a regular scheduled board meeting, at a special board meeting to be held immediately following adjournment of a regular club meeting, or by e-mail discussion and vote, at the discretion of the club president. Action may take the form of approving the request, denying the request, or asking for additional information from the member who is requesting inactive membership. The board’s decision shall be stated in writing in minutes of the meeting (including an e-mail meeting). An approved inactive membership results in the member being required to pay dues only in the amount required by Rotary International and the District for the duration of the suspension. A member may request a further period of inactivity of up to six additional months within the same calendar year as the initial inactive membership.**  **Section 10 - Club-Supported Membership. A member may request that the club provide full or partial payment of the member’s membership fees for a period of up to twelve consecutive months. Regular club members with a minimum of three years’ current membership in the club are eligible to request club-supported membership. The duration of club-supported membership shall not exceed twelve months within a three year period of time. Procedures concerning requests for the type of membership, and board action on such request, shall be the same as those for inactive memberships. 7 By-Laws of the Williamston Sunrise Rotary Club – Amended February 16, 2021**  **Section 11 - Corporate/Business Membership. A corporation (or business) may request corporate membership in the club. A corporate member shall have the same privileges and responsibilities as a regular individual member.**  **The Corporation/Business may designate up to three persons to represent the corporation at club meetings and events, only one of whom may attend a meeting at no charge and may cast a vote on occasions when the club conducts member voting. Corporate/Business members may serve on the club’s board.**  **It is expected that designated persons be principles or employees of the corporation/business.**  **Annual dues are $600 or $750 with a Duck Race Sponsorship (Bronze Level). Dues in excess of the standard individual annual dues shall be placed in the club’s general fund and must be used exclusively to support club financial support for local services and projects.**  **The club board must approve Corporate/Business memberships.**  **The club will register Corporate/Business memberships with Rotary International The club will register corporate memberships with Rotary International.** |
| **Article 14 Resolutions/Motions**  **The club shall not consider any resolution or motion to commit the club on any matter until the board has considered it. Such resolutions or motions, if offered at a club meeting, shall be referred to the board without discussion.**  **Article 15 Order of Business**  **At the club’s weekly meeting the order of business shall be:**  **Meeting called to order.**  **Introduction of visitors.**  **Correspondence, announcements, and Rotary information.**  **Committee reports if any.**  **Any unfinished business.**  **Any new business.**  **Address or other program features.**  **Adjournment.** |
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| **Article 16 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 or otherwise transmitted to each member at least ten (10) days before such meeting. No amendment or addition to these bylaws can be made which is not in harmony with the standard Rotary club constitution and with the constitution and bylaws of RI.** |
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