

Bylaws of the Rotary Club of Williamston Sunrise, Michigan

Laska = Purple

Sharon=green

Chris = Blue

Article 1 Definitions

1. Board: The governing body of this club.
2. Directors: In general, both officer and non-officer 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 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 and ends on June 30 of the following year.

Article 2 Board

The governing body of this club shall be the board, consisting of 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 Elections 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), the presiding officer shall ask for nominations by members of the club for president, president-elect, president-nominee,

Bylaws of the Rotary Club of Williamston Sunrise, Michigan

Laska = Purple

Sharon=green

Chris = Blue

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 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

Section 2 –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 –If any current officer or director vacates their position during their term, the remaining members of the board currently in place will appoint a replacement.

Section 4 –If any officer-elect or director-elect vacates their position while awaiting their upcoming term to begin, the remaining members of the board-elect 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	

Bylaws of the Rotary Club of Williamston Sunrise, Michigan

Laska = Purple

Sharon=green

Chris = Blue

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

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
- ◆ establish and review the duties of all committees for his/her term of office
- ◆ reference appropriate Rotary International materials and Avenues of Service when declaring duties and developing plans for the year.
- ◆ coordinate with committees as an ex-officio, non-voting member
- ◆ 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
- ◆ 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
- ◆—prepare for his/her year as president

Bylaws of the Rotary Club of Williamston Sunrise, Michigan

Laska = Purple

Sharon=green

Chris = Blue

- ◆—appoint committee members to fill vacancies,
- ◆—appoint committee chairs,
- ◆—conduct planning meetings and make a board presentation prior to the July1 start of his/her term as President-laying out recommendations for club committees, mandates, goals, and plans

Section 4 – President-nominee. It shall be the duty of the president-nominee to

- ◆ serve as a director,
- ◆ prepare for his/her term as president elect
- ◆ 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
- ◆ send out notices of club, board, and committee meetings
- ◆ record and preserve the minutes of such meetings
- ◆ report as required to RI.

Section 6 – Treasurer. It shall be the duty of the treasurer to

- ◆ oversee/have custody of all funds of both the Rotary Club and the Foundation,
- ◆ provide an accounting of all funds to the club annually and at any other time upon demand by the board.
- ◆ upon retirement from office, turn over to the incoming treasurer or to the president all

Bylaws of the Rotary Club of Williamston Sunrise, Michigan

Laska = Purple

Sharon=green

Chris = Blue

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 Sunrise Rotary Foundation of Williamston Michigan (known familiarly as Williamston Sunrise Rotary Foundation)

Article 5 Meetings

Section 1 – Annual Meeting. An annual meeting of this club shall be held normally on the last **business meeting** 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:** _____–Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club.

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.** Special meetings of the board shall be called by the president, whenever deemed necessary, or upon the request of two (2) directors, due notice

Bylaws of the Rotary Club of Williamston Sunrise, Michigan

Laska = Purple

Sharon=green

Chris = Blue

having been given.

Section 5 – A majority of the directors shall constitute a quorum of the board. A quorum being met, a **board** motion carries by a majority vote of those present.

Section 6 - Attendance by members at regular meetings is encouraged.

Article 6 Dues

Section 1 – Annual club 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 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.

Bylaws of the Rotary Club of Williamston Sunrise, Michigan

Laska = Purple

Sharon=green

Chris = Blue

- 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~~ Youth Services. 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
 - o 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
 - o 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

Bylaws of the Rotary Club of Williamston Sunrise, Michigan

Laska = Purple

Sharon=green

Chris = Blue

- o establishing and reviewing the duties of all committees for his/her term of office
- o referencing appropriate Rotary International materials and Avenues of Service when declaring duties and developing plans for the year.
- o 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

Bylaws of the Rotary Club of Williamston Sunrise, Michigan

Laska = Purple

Sharon=green

Chris = Blue

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 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

Bylaws of the Rotary Club of Williamston Sunrise, Michigan

Laska = Purple

Sharon=green

Chris = Blue

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 club membership either 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 is invited to join the club.

Section 4 – Following the candidate's acceptance of board's invitation to join the club, ~~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.

Bylaws of the Rotary Club of Williamston Sunrise, Michigan

Laska = Purple

Sharon=green

Chris = Blue

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, including attendance at meetings and service on committees, ~~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.

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

Bylaws of the Rotary Club of Williamston Sunrise, Michigan

Laska = Purple

Sharon=green

Chris = Blue

request an extension of the initial inactive membership ~~further period of inactivity of~~ for up to six additional months ~~within the same calendar year as the initial inactive membership.~~

Section 10 - Club-Supported Membership. A regular club member with a minimum of three years' current membership may submit a written request to the Board with start and ending dates that the club provide full or partial payment of the member's membership fees for a period of up to twelve consecutive months or no more than twelve months within a three year period of time. The Board will respond within 30 days of receipt of such a request. ~~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 conduct such club business such as attend a meeting at no charge and may casting a vote on occasions when the club conducts member voting. ~~Corporate/Business members may~~ or serving on the club's board.

~~It is expected that~~ The designated persons must be principles or employees of the corporation/business.

Annual dues are Corporate/Business membership dues are determined by the Board. \$600 or \$750 with a Duck Race Sponsorship (Bronze Level). Dues in excess of the standard individual

Bylaws of the Rotary Club of Williamston Sunrise, Michigan

Laska = Purple

Sharon=green

Chris = Blue

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. **Once memberships are** approved, the club will register Corporate/Business memberships with Rotary International
~~The club will register corporate memberships with Rotary International.~~

Article 14 Resolutions/**Motions**

Maintaining reciprocal communication between the Board and the club membership enriches decision making and member participation.

While matters pertaining to policy and financial issues may be raised and/or discussed in club meetings, the club shall refrain from taking action on any resolution or motion committing the club on policy or financial matters until the board has first considered the matter and made its determination as to the appropriate and/or recommended course of action.

Article 15 Order of Business

Elements of the At the club's weekly meeting **agenda** ~~the order of business shall be~~ **generally include:**

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.

Bylaws of the Rotary Club of Williamston Sunrise, Michigan Laska = Purple Sharon=green Chris = Blue
Adjournment.
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 twenty-one (10 21) 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.