

# Rotary Club of O'Fallon Sunrise



## Club Bylaws

January 1, 2023

# Rotary Club of O’Fallon Sunrise Bylaws, January 1, 2023

## Table of Contents

<b>Article 1</b>	<b>Definitions</b> .....	2
<b>Article 2</b>	<b>Board</b> .....	2
<b>Article 3</b>	<b>Elections and Terms of Office</b> .....	2
	Section 1.....	2
	Section 2.....	2
	Section 3.....	2
	Section 4.....	2
	Section 5.....	3
<b>Article 4</b>	<b>Duties of the Officers</b> .....	3
	Section 1 — IP President.....	3
	Section 2 — President.....	3
	Section 3 — President-elect.....	3
	Section 4 — Executive Secretary.....	4
	Section 5 — Club Secretary.....	4
	Section 6 — Treasurer.....	4
	Section 7 — Directors.....	4
	Section 8 Sergeant at Arms.....	4
<b>Article 5</b>	<b>Meetings</b> .....	4
<b>Article 6</b>	<b>Dues</b> .....	4
<b>Article 7</b>	<b>Method of Voting</b> .....	5
<b>Article 8</b>	<b>Committees and Sub-Committees</b> .....	5
	Section 1 — Administration.....	5
	Section 2 — Membership.....	5
	Section 3 — Public Image.....	5
	Section 4 — Service Projects.....	5
	Section 5 — RI Foundation.....	5
<b>Article 9</b>	<b>Order of Business</b> .....	6
<b>Article 10</b>	<b>Finances</b> .....	6
<b>Article 11</b>	<b>Method of Electing New Members</b> .....	6
<b>Article 12</b>	<b>Resolutions</b> .....	7
<b>Article 13</b>	<b>Amendments</b> .....	7
<b>Article 14</b>	<b>General Information</b> .....	7

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## Article 1 Definitions

1. Board: The board of directors of this club.
2. Director: A Committee Chair and member 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 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 shall be the board of directors consisting of eleven (11) members of this club, namely, six (6) officers and five (5) directors. The officer positions are: the Immediate-Past (IP) President, President, President-elect, Executive Secretary, Club Secretary, and Treasurer. The Directors/Committee Chairs are: Administration, Membership, Public Image, Service Projects, and RI Foundation. Directors elected in accordance with article 3, section 1, of these bylaws make up the remainder of the board. The Sergeant of Arms shall be a member at large to the board and will be appointed by the elected board of directors on an annual basis.

## Article 3 Elections and Terms of Office

Section 1 — One month before elections, members nominate candidates for president, president-elect, secretary, treasurer, and any open director positions. The nominations may be presented by a nominating committee or by members from the floor. If it is determined to have 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.

Section 2 — The candidate who receives a majority of the votes for each office is declared elected to that office.

Section 3 — If any officer or board member vacates their position, the remaining members of the board will appoint a replacement. During the interim, the club President shall select a member (in good standing) to fill the vacancy.

Section 4 — If any officer-elect or director-elect vacates a position, the remaining members of the board-elect will appoint a replacement.

# Rotary Club of O’Fallon Sunrise Bylaws, January 1, 2023

Section 5 — Terms of office for each position are:

IP-President —	<u>One year</u>
President —	<u>One year</u>
President-elect —	<u>One year</u>
Treasurer —	<u>Three years</u>
Exec-Secretary —	<u>Two years</u>
Club-Secretary —	<u>Two years</u>
Sergeant-at-arms —	<u>One year</u>
Directors —	<u>Two years</u>

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*The Standard Rotary Club Constitution requires that your club’s bylaws specify an election process. If a nominating committee is used, include details of how it is appointed. The term of office for a club president is specified as one year in the Standard Rotary Club Constitution. When a successor is not elected, the current president’s term can be extended for up to one year.*

*The terms of office for all other officers and directors are “at least” terms to ensure continuity of office. Directors/Committee Chairs will be selected every two years for service on the board and serve staggered terms: three of them to begin in odd-numbered years and the other two of them to begin in even-numbered years.*

## **Article 4      Duties of the Officers**

Section 1 — IP President — The immediate-past president serves as a director on the club board and performs such other duties as may be prescribed by the president or the board.

Section 2 — President — The president presides at club and board meetings;

- Be the official representative of the club
- Call meetings to order
- Determine if a quorum is present
- Announce the result of each vote and the effect of the action
- Enforce Rules of debate, order, and decorum
- Refrain from voting except when a vote is needed to break a tie
- At the appropriate time declare the meeting adjourned
- Transfer, upon expiration of term of office, all materials pertaining to the office to the newly elected person.
- Serve as ex-officio member of all committees

Section 3 — President-elect — The president-elect prepares for his or her year in office, serves as an officer, and presides at meetings of the club and the board in the absence of the president and performs other duties as may be prescribed by the president or the board.

# Rotary Club of O'Fallon Sunrise Bylaws, January 1, 2023

Section 4 — Executive Secretary — The executive (correspondence) secretary maintains membership records;

- Sends out notices of club, board, and committee meetings;
- Report as required to RI, including the semiannual reports of membership on 1 January and 1 July of each year, and prorated reports on 1 October and 1 April of each active member who has been elected to membership in the club since the start of the July or January semiannual reporting period, report changes in membership;
- Collect and remit RI official magazine subscriptions; and
- Perform other duties as usually pertain to the office of corresponding secretary.

Section 5 — Club Secretary — The recording (club) secretary assists the corresponding secretary in his/her duties as well as record and preserve the minutes of club, board, and committee meetings; and performs such other duties as may be prescribed by the president or the board.

Section 6 — Treasurer — The treasurer maintains custody of all funds, accounting for it to the club biannually and to the board of directors at the monthly board meeting;

- Present verbal and written financial reports as requested by the board of directors, and/or president
- Prepare and send dues statements as required by Rotary International, District and club
- Perform other duties as pertains to the office of treasurer
- Prepare and file annual IRS tax return (990)
- 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 — Directors — Directors manage their assigned committees, attend club and board meetings.

Section 8 Sergeant at Arms — This position is a member of the board but not an elected officer or director of the Rotary Club. The function of the Sergeant-at-Arms are to:

- Advise the president and serve as a conduit for anonymously receiving concerns or complaints from club members.
- Help maintain an orderly, dignified, and effective Rotary club meeting, one that will make the right kind of impression on club visitors and guests.

## **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: every Wednesday at 6:45am, except the Wednesday before Thanksgiving and the Wednesday between Christmas Day and New Year's Day. 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 on the Thursday following the first Wednesday of the month. Special meetings of the board are called with reasonable notice by the president or upon the request of two directors.

## **Article 6 Dues**

Annual club dues are determined by the board of directors. They are paid as one annual payment or four quarterly payments. 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.

# Rotary Club of O’Fallon Sunrise Bylaws, January 1, 2023

## Article 7 Method of Voting

The business of this club is conducted by email, text, voice vote and/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.

## Article 8 Committees and Sub-Committees

### Section 1 — Administration

- Club Programs
- Social Events

### Section 2 — Membership

- Attraction
- Engagement
- New Member Orientation
- Diversity

### Section 3 — Public Image

- Media Relations
- Website
- Advertising and Marketing
- Social Media

### Section 4 — Service Projects

- Community Service
  - Rotary Garden
- Vocational Service
- Youth Service
  - Rotaract
  - Exchange Students
- Fundraising (for service projects)
  - Flags Program

### Section 5 — RI Foundation

- International Service Projects
- International Grants
- Fundraising (for international projects)

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.

# Rotary Club of O'Fallon Sunrise Bylaws, January 1, 2023

## Article 9 Order of Business

- Meeting called to order.
- Introductions of visitors.
- Correspondence, announcements, and Rotary Information.
- Committee reports if any.
- Any unfinished business.
- Any new business.
- Address or other program features.
- Adjournment.

## Article 10 Finances

Section 1 — Prior to the beginning of each fiscal year, the treasurer shall prepare a budget of estimated income and expenditures for the year, which shall stand as the limit of expenditure for these purposes unless otherwise ordered by action of the board. Extraordinary expenditures should be brought to vote by the membership.

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.

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 — 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 11 Method of Electing New 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 shall ensure that the proposal meets all the membership requirements of the standard Rotary club constitution. The board approves or rejects the candidate's membership within 30 days and notifies the proposing member of its decision.

Section 3 — If a member of the club raises an objection to a candidate, the board will consider the facts of that objection and inform the member of their decision.

Section 4 — If the board approves the candidate's membership, the prospective member is invited to join the club.

Section 5 — Following the election, the president shall arrange for this new member's induction, 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 6 — An admission fee is due upon acceptance to membership.

# Rotary Club of O'Fallon Sunrise Bylaws, January 1, 2023

## Article 12 Resolutions

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 13 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.

## Article 14 General Information

The mission of Rotary International is to provide service to others, promote integrity, and advance world understanding, goodwill, and peace through its fellowship of business, professional, and community leaders.

Rotary Club guiding principles include the Four-way Test (Truth, Fairness, Goodwill, and Friendship). Other principles involve Rotary's commitment to Service above Self, Rotary's motto, which is channeled through the Five Avenues of Service: Club, Vocational, Community, International, and New Generations. This club will be active in each of the five Avenues of Service.

**Club Service** works to strengthen fellowship of members through training and hospitality. Clubs have serious topics to work toward, so having various social events that bring members and their guests informally and for fun, contributes to genuine fellowship.

**Vocational Service** encourages members to serve other people through their vocations, education, skill sets, which encourage high ethical standards. October is Vocation Service Month when the many club service projects are celebrated.

**Community Service** is exactly what the name implies — projects and activities each club undertakes to improve community life. There are many projects in the O'Fallon area in which all local Rotary Clubs' volunteers have been involved.

**International Service** volunteers work to expand the Rotarians' humanitarian work around the world. This important service promotes understanding and peace, sponsors projects in other countries and works with international partners to support projects in their communities.

**New Generations Service** works to engage youths and young adults in leadership roles. Rotary Youth Leadership Awards (RYLA) is a training program for young people, ages 14 to 30. The award emphasizes leadership and citizenship. Rotaract is an International Youth Program is for ages 18 to 30 while Interact focuses on international service for youths 12 to 18.