



Bylaws

Rotary Club of Lafayette Daybreak (Indiana)

A recognized club of Rotary International and District 6560

Article I – Definitions

- a. Member: A duly elected dues paying participant of Daybreak Rotary.
- b. Board: The duly elected members to the board of officers and directors.
- c. Officers: The duly elected board members with specific responsibilities: President, President-elect, Treasurer, Secretary, and the Immediate Past President.
- d. Directors: The duly elected board members who participate at the board level.
- e. RI: Rotary International

Article II – Membership

Section 1. Members are required to attend 50% of the weekly meetings per ½ year, to participate in one or more committee activities, to support club projects, to pay fees and dues in a timely manner, and to elect the board of officers and directors.

Section 2. The regular weekly meeting of this club shall be held on Thursdays at 7:00 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 honorary members or members excused by the board of directors, 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 member's being present for at least fifty (50) percent of the time devoted to the regular meeting, either at this club or at any other Rotary club, or at an e- meeting, or fulfilling committee, board, or District meetings.

Section 3. Agenda of Weekly Meetings should include the following:

Meeting called to order

Pledge of Allegiance to the flag, Invocation, Song, Family News, Happy Bucks

Introduction of visitors

Announcements, Committee Reports, General Business

Rotary Moment, District Business, General Rotary Information, Awards, Member Induction Program

Adjournment- 4 Way Test

Section 4. A member may request a leave of absence. This request must be in writing and set forth good and sufficient cause for the request. The board may excuse a member from attending the meetings, but not from payment of dues, for a specified length of 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 authorized under the provisions of the Standard Rotary Club Constitution)

Section 5. Duration of Membership

Membership shall continue during the existence of this club unless terminated as hereinafter provided: noncompliance with attendance requirements. non-payment of dues, other causes.

- a. Termination- Non-attendance—The secretary notifies the board and the member in writing. The member has 10 days to reply. The process for termination is based on a special session board meeting called for by the president. A 2/3 vote of the board shall determine the termination. The board may consent to such non-attendance for good cause. The member has the right to appeal within 14 days.
- b. Termination- Non-payment-The treasurer notifies the board and the member in writing that dues & fees are in arrears from two quarters. The member has 10 days to reply. Membership may terminate at the discretion of the board.
- c. Termination –Other causes- The board may terminate membership of any member who ceases to have the qualifications for membership, following the guiding principle of The Four Way Test. The president notifies the board and the member in writing, using either personal delivery or certified mail. The member has 10 days to reply. The process for termination is based on a special session board meeting called for by the president. A 2/3 vote of the board shall determine the termination. The member has the right to appeal within 14 days.

Section 6. Resignation. The resignation of any member from this club shall be in writing, addressed to the president or secretary. The resignation shall be accepted by the board if the member has no indebtedness to the club.

Section 7. The membership dues and fees shall be at the established rate per annum, payable quarterly with the understanding that a % of each quarterly payment shall be applied to Rotary International dues and subscription to *The Rotarian* magazine.

Section 8. The business of this club shall be transacted by voice vote except the election of officers and directors, which shall be by secret ballot. The board may determine that a specific resolution be considered by ballot.

Section 9. One-third of the membership shall constitute a quorum at the annual and regular meetings of this club.

Section 10. The membership shall vote for the board of officers and directors no later than the last meeting in December.

Section 11. An Annual Meeting of this club shall be held as the last meeting of June, at which the elected officers and directors shall be installed.

Article III – Board of Officers and Directors

Section 1. The board of officers and directors elected by the club membership shall evaluate and vote on recommendations from the committee, make all final decisions concerning the club's finances and policies, vote on new members, put forth the slate for officers and vote on District 6560 requests, manage the club calendar, discuss and evaluate members' proposals and recommendations.

Section 2. The elected officers and directors together with the immediate past president shall constitute the board of officers and directors. The governing body of this club shall be the board of officers and directors consisting of up to ten (10) members of this club, namely five (5) officers: the president, president elect, secretary, treasurer, and the immediate past president and up to five (5) directors. The number of directors shall be determined by the board based on the total number of club members. The directors should govern in staggered 3 year terms.

Section 3.

- a. At the regularly scheduled November board meeting the immediate past president as the chair of the nominating committee, which will include the current president-elect and at least one board member, shall ask for nominations for president-elect, secretary, treasurer and for board director positions with expiring terms. The past president shall also ask for nominations at the regularly scheduled club meeting during the month. No nomination need be made for president. In fact and in practice, the current president-elect automatically assumes the office of club president. The qualifications for being nominated as president-elect include at least one year of board experience, and the willingness and ability to fulfill all RI and district requirements to hold the office of club president.
- b. The immediate past president on behalf of the nominating committee will present the slate for officers and directors at least two regularly scheduled club meetings before the election. The slate will include the president's name on the ballot as information only. The past president will only accept nominations from the floor on the first Thursday in December, provided the nominee is qualified, present, and accepts.
- c. The immediate past president will then place the duly made nominations in alphabetical order on a ballot and all members will vote no later than the last meeting in December.

Section 4. Regular meetings of the board may be generally held on the second Wednesday of each month or other such day as decided by the board. Special meetings of the board shall be called by the president, whenever deemed necessary, due notice having been given.

Section 5. A majority of the board members, including officers, shall constitute a quorum of the board.

Section 6. A vacancy on the board or any office or any director-elect or officer-elect shall be filled by action of the remaining members of the board, provided the nominee meets and can fulfill any and all requirements previously stated for that office, and may be approved by the club.

Section 7. 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 IV – Duties of Officers and Directors

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 this office.

Section 2- President –Elect

It shall be the duty of the president-elect to preside at meetings of the club and board in the absence of the president, to serve as a member of the board, to perform such other duties as may be prescribed by the president or the board including preparation of the forthcoming year's list of committees, and to be a liaison between the committee chairs and the board.

Section 3- Secretary

It shall be the duty of the secretary to keep the records of membership, record the attendance at meetings, preserve the board meeting minutes, and make the required reports to RI, including the semiannual reports of membership, which shall be made to the General Secretary of RI including prorated reports to the general secretary of each active, senior active and past service member who has been elected to membership in the club since the start of the July or January semiannual reporting period, the report of changes in membership, which shall be made to the General Secretary of RI, the monthly report of attendance at the club meetings which shall be made to the district governor immediately following the last meeting of the month and perform such other duties as usually pertain to the office.

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 to the board monthly, to collect and remit to RI subscriptions to THE ROTARIAN and to perform such other duties as pertain to his office. Upon retirement from office, the treasurer shall turn over to the successor or the president all funds, books of accounts or any other club property in possession.

Section 5- Immediate Past President

It shall be the duty of the immediate past president to be an officer of the board and to be the chair of the nominating committee.

Section 6- It shall be the duty of the directors to attend board meetings, to perform other duties as prescribed by the president, and to co-chair and liaison between the board and one of the standing committees.

Section 7- Finances

- a. At the beginning of each fiscal year, the treasurer shall prepare a budget with estimated income and estimated expenditures for the year, which, having been agreed to by the board, shall stand as the limit of expenditures for the respective purposes, unless otherwise ordered by action of the board.
- b. The treasurer shall deposit all funds of the club in a bank named by the board.
- c. The fiscal year of this club shall extend from July 1st to June 30th, the collections of members' dues shall be divided into four (4) quarterly periods : July 1 to September 30, October 1 to December 31, January 1 to March 31, and April 1 to June 30. 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 club membership on those dates.
- d. The Overview of Account Reconciliations by a qualified, independent person should be made every two to three years, after April 15 as soon as possible after the close of our fiscal year, June 30. If the treasurer's duties rotate to another member, the review will be done before the change.

Section 8 - Method of Electing Members

The name of the 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.

- a. The board shall ensure that the proposal meets all the classification and membership requirements of the standard Rotary club constitution.
- b. 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. Active members are elected to membership if not more than two negative votes are cast by the board. Honorary members are elected to membership if not more than two negative votes are cast by the board.
- c. 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 members shall be requested to sign the membership proposal form and to permit his or her name and proposed classification to t be published to the club.
- d. Following the election, the chair of the membership committee shall arrange for the new member's induction, membership card, and new member Rotary literature. In addition, the

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 functions.

Article V – The Five Areas of Emphasis

The Five Areas of Emphasis, proposed by RI, are:

1. Projects
2. Membership/Marketing
3. Development/Fundraising
4. Collaboration
5. Governance

Article VI – Committee Structure

Section 1. Standing Committees

The president- elect shall appoint the committee chairs prior to the start of the year in office for the following standing committees:

Club Administration, which includes the Sgt. At Arms, Membership, Public Relations, Service Projects, and Rotary Foundation

- a. The president shall appoint members to ad-hoc committees as deemed necessary.
- b. The president shall be an ex-officio member of all committees, and as such, shall have all the privileges of membership thereon.
- c. Each committee shall transact such business as is delegated to it in the bylaws and such additional business as may be referred to it by the president or the board. Except where special authority is given by the board, such committee shall not take action until a report has been made to the board and approved by the board.
- d. Where feasible and practical in the appointment of club committees, there should be provision for continuity of membership.
- e. The Committee Chair shall report in writing two time per year to the president-elect of the board. After board approval, the president-elect will send the report to the newsletter editor.

Section 2—Club Administration

Club Administration Committees should be:

- a. Newsletter
- b. Programs
- c. Historian
- d. Fellowship
- e. Sgt. At Arms

Section 3- Membership

Membership Committees should be:

- a. Recruitment
- b. Orientation
- c. Mentoring

Section 4- Public Relations

Public Relations Committees should be:

- a. Website

Section 5- Service Projects

Service Projects Committees should be:

- a. Vocational Projects and Awards
- b. Community Projects
 1. LUM/Book Cycle
 2. Other Service Projects
 3. Gifts & Requests
 4. Community Awards and Service
- c. Rotary International Projects
 1. Interact-
 2. RYLA/Speech Contest
 3. Youth Exchange
 4. International Grant Projects
- d. Fund Raising
 1. Toast to Mental Health
 2. Other Fund Raising Projects

Section 6- Rotary Foundation

Article VII – 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 amendment shall have been sent to each member by post or electronic mail at least ten (10) days before such meeting. No amendment to addition to these bylaws can be made which is not in harmony with the Constitution and Bylaws of RI.

Club Voted and Accepted on June 25, 2009 (Bylaws Ad Hoc Committee: Cindy Bedell, Alan Garfinkel, Mary Ostrye, John Polles, Robert Smith)

Revised on May 27, 2010

Revised on May 25, 2014 (Bylaws Ad Hoc Committee: David Strand, Cindy Bedell, John Polles)