## Bylaws of the Rotary Club of Columbus-Sunrise

# Approved by a membership vote 6/25/2021

**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 Vice-President, Secretary, Treasurer, and Sergeant of Arms. The nominations may be presented by a nominating committee or by members from the floor, by either or by both as a club may determine. 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. The candidates for Vice-President, Secretary, Treasurer, and Sergeant of Arms receiving a majority of the votes shall be declared elected to their respective offices. The Vice-President elected in such balloting shall serve as a member of the board as Vice-President for the year commencing on the first day of July next following the election, and shall serve as President-elect on the first day of July immediately following the year of service on the board as Vice-President, then the following July shall assume the office of President on the first day of July immediately following service on the board as President-elect.

**Section 2—** A vacancy in the board of directors or any office shall be filled by action of the remaining members of the board.

**Section 3—** 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

**Section 1-** The governing body of this club shall be the board of directors consisting of President, President-elect, Vice-President, Secretary, Treasurer, Sergeant of Arms, elected in accordance with article I, section 1, of these bylaws, and the immediate Past President, Foundation Chair, Club Service Chair, Community Service Chair, Vocational Service Chair and International Service Chair.

**Section 2-** The President, at his/her discretion, may appoint three additional positions (e.g., Family of Rotary, Youth Exchange Officer, etc.) to the Board of Directors for a period not to exceed the Rotary year of the presiding President

**Article III Duties of Officers**

**Section 1 —** *Presiden*t. 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-elec*t. 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 —** *Vice-Presiden*t. It shall be the duty of the vice-president to preside at

meetings of the club and board in the absence of the president and to perform such

other duties as ordinarily pertain to the office of vice-president.

**Section 4 —**

(a)*Secretar*y. 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 as requested, record and preserve the minutes of such meetings, make the required reports to RI, including the semiannual reports of membership, which shall be made to the general secretary of RI in the month of January and July of each year, the report of changes in membership, which shall be made to the general secretary of RI within 30 days of change of status, the monthly report of attendance at the club meetings, which shall be made to *District 6580* and perform such other duties *that* usually pertain to the office of secretary.

(b) The position of secretary shall be a minimum 3-year commitment. The first year will be served as ‘secretary elect’ in order to learn the position. The second year will be served with full secretarial responsibilities and can be extended to subsequent years if agreed upon. The final year will be served as ‘past secretary’ on a consultation basis.

**Section 5 —**

(a)*Treasure*r. 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.

(b) The position of treasurer shall be a minimum 3-year commitment. The first year will be served as ‘treasurer elect’ in order to learn the position. The second year will be served with full treasurer responsibilities and can be extended to subsequent years if agreed upon. The final year will be served as ‘past secretary’ on a consultation basis.

**Section 6 —** *Sergeant-at-Arm*s. 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 Meetin*g. An annual meeting of this club shall be held on the

second Friday in 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 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 an honorary member (or member

excused by the board of directors of this club, pursuant to article VIII, section 2 (b) 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.

**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 each month as determined bythepresident. 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.

# Section 6— If a board position has two Rotarians sharing that responsibility, the position will have one vote between the two Rotarians and count as one toward a quorum of the board.

**Article V Fees and Dues**

**Section 1 —** The admission fee shall be as designated on the New Member Application Form to be paid (except honorary membership or former Rotarian) before the applicant can qualify as a member.

**Section 2 —** Dues to be paid by CSRC members during the following year shall be determined by the Board of Directors during the June BOD meeting. Taken into consideration shall be dues owed to RI during the year and the meal and room charges.

**Article VI Method of Voting**

The business of this club shall be transacted by *voice* vote except the election of

officers and directors, which shall be by ballot.

**Article VII Committees**

**Section 1 —**

(a) The president shall, subject to the approval of the board, appoint the following

standing committees:

Club Service committee

Vocational Service committee

Community Service committee

International Service committee

(b) The president shall, subject to the approval of the board, also appoint such

committees on particular phases of club service, vocational service, community

service and international service as deemed necessary (i.e. Foundation Committee).

(c) The club service committee, vocational service committee, community service

committee, and international service committee shall each consist of a chairman,

who shall be named by the president and serve on the board as a director, and not

less than two (2) other members.

(d) The president shall be *ex officio* a member of all committees and, as such, shall

have all the privileges of membership thereon.

(e) 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 committees shall not

take action until a report has been made to the board and approved by the board.

(f) The president may appoint one or more committees dealing with various aspects of

youth activities, which, depending on their respective responsibilities, may be

under any, or all, of the vocational service, community service, or international

service committees. Where feasible and practicable in the appointment of such

committees, there should be provision for continuity of membership, either by

appointing one or more members for a second term or by appointing one or more

members to a two-year term.

**Section 2 —** *Club Service Committee.* (a) The chairman of the club service committee shall be responsible for all club service activities and shall supervise and coordinate the work of all committees appointed on particular phases of club service.

(b) The club service committee shall consist of the chairman of the club service

committee and the chairmen of all committees appointed on particular phases of

club service.

(c) The president shall, if required and subject to the approval of the board, appoint the following committees on particular phases of club service:

Club newsletter committee

Fellowship committee

Magazine committee

Membership committee

Program committee

Public relations committee

Appoint one member each year to the following committees:

Classifications committee

Rotary information committee

(d) The president shall appoint the president-elect or vice-president to oversee and

coordinate the work of the classifications, membership, membership development

and Rotary information committees.

(e) Where feasible and practicable in the appointment of club committees, there

should be provision for continuity of membership, either by appointing one or

more members for a second term or by appointing one or more members to a two-year

term.

**Section 3 —** *Community Service Committee.*

(a) The chairman of the community service committee shall be responsible for all

community service activities and shall supervise and coordinate the work of all

committees appointed on particular phases of community service.

(b) The community service committee shall consist of the chairman of the community

service committee and the chairmen of all committees appointed on particular

phases of community service.

(c) The president shall, if required subject to the approval of the board, appoint the following

committees on particular phases of community service:

Human development committee

Community development committee

Environmental protection committee

Partners in service committee

**Article VIII Duties of Committees**

**Section 1 —**

*(a) Club Service Committe*e. This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their

responsibilities in matters relating to club service. The chairman of the club service

committee shall be responsible for regular meetings of the committee and shall report

to the board on all club service activities.

(b) *Attendance Committe*e. This committee shall devise means for encouraging

attendance at all Rotary meetings — including attendance at district conferences,

inter-city meetings, regional conferences, and international conventions by all club

members. This committee shall especially encourage attendance at regular

meetings of this club and attendance at regular meetings of other clubs when

unable to attend meetings of this club; keep all members informed on attendance

requirements; promote better incentives for good attendance; and seek to ascertain

and remove the conditions that contribute to unsatisfactory attendance.

(c) *Club Newsletter Committe*e. This committee shall endeavor, through the publishing

of a club newsletter, to stimulate interest and improve attendance, announce

the program of the forthcoming meeting, relate highlights of the previous meeting,

promote fellowship, contribute to the Rotary education of all members, and report

news of the club, of its members and of the worldwide Rotary program.

(d) *Fellowship Activities Committe*e. This committee shall promote acquaintance and

friendship among the members, promote participation by members in organized

Rotary recreational and social activities, and do such work in pursuance of the

general object of the club as may be assigned by the president or the board.

(e) *Magazine Committe*e. This committee shall stimulate reader interest in *THE*

*ROTARIAN*; sponsor a magazine month; arrange for brief monthly reviews of the

magazine on regular club programs; encourage the use of the magazine in the

induction of new members; provide a copy of the magazine for non-Rotarian

speakers; secure international service and other special subscriptions for libraries,

hospitals, schools and other reading rooms; send news items and photographs to

the editor of the magazine and in other ways make the magazine of service to the

club members and non-Rotarians.

(f) *Membership Committe*e. This committee shall consider all proposals for

membership from the personal side and shall thoroughly investigate the character,

business, social and community standing, and general eligibility of all persons

proposed for membership and shall report their decisions on all applications to the

board.

(g) *Program Committe*e. This committee shall prepare and arrange the programs for

the regular and special meetings of the club.

(h) *Public Relations Committe*e. This committee shall devise and carry into effect,

plans (1) to give the public general information about Rotary, its history, object,

and scope; and (2) to secure proper publicity for the club.

(i) *Rotary Information Committe*e. This committee shall inform prospective members

about the privileges and responsibilities of Rotary club membership; keep

members informed about the history, object and activities of Rotary at all levels;

and oversee the orientation of new members during their first year in the club.

**Section 2 —** *Vocational Service Committe*e. This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their

responsibilities in their vocational relationships and in improving the general standards

of practice in their respective vocations. The chairman of this committee shall be

responsible for the vocational service activities of the club and shall supervise and

coordinate the work of any committees that may be appointed on particular phases of

vocational service.

**Section 3 —**

(a) *Community Service Committe*e. This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their

responsibilities in their community relationships. The chairman of this committee shall

be responsible for the community service activities of the club and shall supervise and

coordinate the work of any committees that may be appointed on particular phases of

community service.

(b) *Human Development Committe*e. This committee shall devise and carry into effect plans which will guide and assist the members of this club in dealing within the

community with the welfare of human beings of all kinds throughout the whole span of life by providing assistance and support to those in need.

(c) *Community Development Committe*e. This committee shall devise and carry into

effect plans which will guide and assist the members of this club in working to make the community a better place to live by improving the physical condition of the community and its facilities.

(d) *Environmental Protection Committe*e. This committee shall devise and carry into

effect plans which will guide and assist the members of this club in monitoring and

improving the quality of the community’s environment.

(e) *Partners in Service Committe*e. This committee shall devise and carry into effect

plans which will guide and assist the members of this club in building relationships

with other Rotary-sponsored organizations within the community and in cooperating with them in service.

**Section 4 —** *International Service Committe*e. This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in matters relating to international service. The chairman of this

committee shall be responsible for the international service activities of the club and

shall supervise and coordinate the work of any committees that may be appointed on

particular phases of international service.

**Article IX 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.

(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 meets the make-up requirements stated in Article VIII, Section 1(a) of the Columbus Sunrise Rotary Club Constitution the excused member must be recorded as absent except that absence authorized under the provisions of article VIII, section 2(b) of the Columbus Sunrise Rotary Club Constitution is not computed in the attendance record of the club.)

Full dues, including food and room rental, is to be paid for the quarter in which an approved LOA is requested. During the quarter(s) following the approved LOA dues will be reduced by the amount of the food and room rental fees. Full dues will be reinstated the quarter following the return of the member from the LOA.

# Article X Finances

**Section 1 —** The treasurer shall deposit all funds of the club in some bank to be named

by the board.

**Section 2 —** All bills shall be paid by checks signed by the treasurer upon receiving supporting documentation from a Rotarian as long as it is budgeted. A CPA as deemed necessary by the Board of Directors shall perform audits of the CSRC financial statements.

**Section 3 —** 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 4 —** 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 four quarterly periods extending from July 1st to September 30th, October 1st to December 31st, January 1st to March 31st and April 1st to June 30th

The payment of per capita dues and magazine subscriptions to RI shall be made in July and January of each year on the basis of the membership of the club on June 30 and December 31 respectively.

(Note: Magazine subscriptions for members joining during a semiannual period are payable upon invoice from the Secretariat.)

**Section 5 —** 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, 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.

**Article XI Method of Electing Members**

**Section 1 —** The name of a prospective member, proposed by an active member of the

club, shall be submitted to the board in writing, through the *Membership Committee*. A transferring or former member of another club may be proposed to active membership by the former club. 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 *Membership Committee*, 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. An Email requesting approval of the prospective member will then be sent to members of 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 or former Rotarian), as prescribed in these bylaws, shall be considered *as* 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 or former Rotarian), shall be considered to be elected to

membership.

**Section 6 —** Following the election, the president shall arrange for the induction of the

new member. The *Membership Committee* shall report the new member to RI; and the Membership Committee shall provide a membership packet for presentation at the induction of the new member.

***Article XII Membership Plans***

***Section 1-*** *Family Membership*

With the Family Membership plan the following rules will be in effect.

1. Rotary International dues will be paid at full price for all Family Plan members.
2. The food dues will be the same as the individual plan (each family member pays for their food).
3. The initiation cost will be the same as the individual plan (each family member pays full rate).
4. Family members can not serve an Executive Board position at the same time.
5. Family members can serve as committee leaders.
6. Family members get individual votes.
7. Family Member plan receives one Rotary magazine per family.
8. All family members will receive a name badge.
9. The first family member will pay the same amount of yearly dues as the individual plan but each additional family member will pay 75% of the local yearly dues.

***Section 2-*** *Corporate Membership*

With the Corporate Membership plan the following rules will be in effect.

(a) Rotary International dues will be paid at full price for all Corporate Plan members.

There must be at least two members for a Corporate Membership.

(b) The food dues will be the same as the individual plan (each Corporate Member pays

for their food).

(c) The initiation cost will be the same as the individual plan (each Corporate Member

pays full rate).

(d) More than one Corporate Member cannot serve an Executive Board position at the

same time.

(e) Corporate Members can serve as committee leaders.

(f) Corporate Members get individual votes.

(g) The Corporate Member Plan will receive one Rotary magazine per Corporate

Membership.

(h) All Corporate Members will receive a name badge.

(i) The first Corporate Member will pay the same amount of yearly dues as the individual

plan but each additional Corporate Member will pay 75% of the local yearly dues.

***Section 3****- Under the Age of 35 Membership*

With the Under the Age of 35 Membership the following rules will be in effect.

(a) Rotary International dues will be paid at full price for all Under the Age of 35

Members

(b) The food dues will be the same as the individual plan.

(c) The Under the Age of 35 Member will get up to a three-month introduction period before be asked to join.

(d) The initiation cost will be the same as the individual plan.

(e) The Under the Age of 35 Member will be appointed a mentor from the club to touch base with them once a month.

(f) The Under the Age of 35 Member will pay 50% of the local annual dues until the

first full year after turning 35.

**Article XIII Resolutions**

The club shall consider no resolution or motion to commit this club on any matter

until it has been considered by the board. Such resolutions or motions, if offered at a club

meeting, shall be referred to the board without discussion.

**Article XIV Order of Business**

Meeting called to order.

*Invocation.*

Pledge of Allegiance.

Four Way Test

Introduction of visiting Rotarians.

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 plus votes sent in prior to the meeting, provided that notice of such proposed amendment shall have been mailed to each member at least ten (10) days before such meeting. A supporting vote may be sent electronically in advance of the meeting and those votes will count towards the two-thirds vote needed to amend the Bylaws. 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.

These Bylaws of the Rotary Club of Columbus-Sunrise were approved be a membership vote 6/25/2021 and supersede the previous Bylaws dated August 10, 2007.