**SOUTH OLDHAM ROTARY CLUB BYLAWS**

**Approved by board 8/2/2019**

**20170318 updated to include vocational and foundation changes**

**20170410 updated to include board minutes to members, attendance/engagement, what is considered engagement activities**

**ARTICLE I - MEETINGS**

 **Section 1 - Weekly Meetings**

1. The weekly club meeting will be held on Friday mornings from 7:30 a.m. until 8:30 a.m. Meetings conflicting with national holidays or other events may be canceled at the President’s discretion. Meetings will be canceled on those days when Oldham County Schools are canceled due to weather.
2. Meetings will be held at the Oldham County School’s Art Center unless otherwise announced by the President.
3. The sequence of activities of weekly meetings will be determined by the presiding officer but will include: Invocation, Rotary Four Way Test, Pledge of Allegiance, Introduction of Guests, Raffle, Happy Bucks, Program, Announcements, and Adjournment.
4. No political campaigning will be allowed.
5. No registered political candidate will be allowed as the speaker.
6. No soliciting by members is permitted in the meeting room.

 **Section 2 - Annual Meeting**

1. The annual meeting will be held during the 1st weekly meeting of December.
2. The purpose of the annual meeting will be to elect the Vice-President, Secretary, and Treasurer for the upcoming year.

 **Section 3 - Board Meetings**

1. Board Meetings will be held at least monthly, with the time and location to be determined by the President.
2. Board Meetings will include: reading and approval of the previous meeting’s minutes, Treasurer’s report, old business, new business, report by each Committee Director regarding that individual committee’s activities and progress, and adjournment.

 **Section 4 - Internet Meetings**

* If an issue requiring a vote needs to be held before the next scheduled meeting, the issue may be posed and the response provided by e-mail.

**ARTICLE II - MEMBERSHIP**

 **Section 1 - Election of New Members**

Prospective members will complete the application and information forms provided by the Membership Committee and return them to any club officer.  At the next South Oldham Rotary meeting, the prospective member will be presented to the club as a prospective member.  After the applicant is presented to the club, the membership will be allowed two (2) weeks to submit any objections concerning the applicant to any board member.  At the end of the two weeks the membership chair will discuss the application and any objections with their committee.  The membership committee will give a recommendation to accept or reject the applicant.  The membership chair will present the results to the club President prior to the third week from prospective member being presented to the club.  The club president will email the board members with the membership committee's recommendation and ask for board approval or rejection of membership committee's recommendation prior to the fourth week of the prospective member being presented to the club. If the board approves recommendation, the prospective member will be initiated/inducted into the club on the fourth week.  If the board does not approve recommendation, the membership chair/club president will notify the applicant.

 **Section 2 - Induction of New Members**

* The approved applicant will be inducted during the first appropriate weekly meeting. The new member(s) will receive a “new member packet” and be asked to address the membership.

**Section 3 – Engagement & Attendance**

* Members are encouraged to attend at least 60% of SORC (South Oldham Rotary Club) regular meetings. Members are also encouraged to be engaged with club activities. Engagement is considered any rotary activity including but not limited to club meetings, service projects, social events and other rotary activities.
* **Section 4 - Leave of Absence**
1. Under certain circumstances (i.e. prolonged illness or military deployment) a member may be granted a Leave of Absence.
2. Any club member may submit a request to any board member for a Leave of Absence.
3. After consideration the Board will vote to approve or disapprove the Leave of Absence.
4. If the request is denied, the President will notify the requesting member.
5. If the request is approved, the applicant will be notified by the President, and the Secretary will notify RI that the member is being transferred to “Inactive” status.
6. The member receiving the Leave of Absence will be required to pay Rotary International Dues during the Leave.

 **Section 5 - Delinquency of Dues**

* Any member found to be 90 days past due in payments will be notified by the President. If the amount due is not received within 30 days of the date due, the membership will be cancelled by action of the Board.

**ARTICLE III - BOARD OF DIRECTORS**

 **Section 1 - Composition of the Board of Directors**

1. The Board of Directors will be composed of the Officers (see Article III Section 3), the Directors (see Article III Section 6), and the most recent past President.
2. The Board will be installed at the June installation dinner and will take office July 1.
* **Section 2 - Responsibilities of the Board**
1. The Board will review all club activities recommended by the committees for final approval.
2. The Board will approve the Service Budget for the following year prior to July 1. (see Article IX, Section 3)
3. The Board will review all membership applications (see Article II, Section 1)
4. The Board will select the “Rotarian of the Year” award recipient. (see Article X)
5. The Board member or his representative must attend 80% of all Board meetings.

 **Section 3 - Officers**

* The Officers of the club will be: President, President-Elect, Vice-President, Secretary, and Treasurer.

 **Section 4 - Progression of Officers**

1. The previous year’s President-Elect will advance to the office of President.
2. The previous year’s Vice President will advance to the office of President-Elect.

 **Section 5 - Election of Officers and Directors**

* The election of Officers and Directors will be held during the annual meeting. At each regular meeting in November, the presiding officer will announce the upcoming election and solicit recommendations for candidates. A nominating committee chaired by the
* President-Elect and composed of the President, Vice-President, and most recent past President, will meet at least one (1) week prior to the annual meeting to select a slate of candidates. Selected candidates will be contacted to determine interest in the position for which they are being considered. Once the slate of candidates has been established, a ballot will be prepared listing each office and the candidates for each office in alphabetical order. At the annual meeting, one (1) ballot will be provided to each club member present. After each member marks his or her ballot, all ballots will be collected and tabulated by two (2) members of the nominating committee. The results of the election will be announced by the President-Elect.

 **Section 6 - Directors**

* The Directors of the club will be the Chairpersons of the standing committees (Article VIII).

 **Section 7 - Voting by the Board**

1. All votes require a quorum of six (6) members.
2. All votes must pass by a majority of those voting.
3. The President will not vote except in the case of a tie.

**ARTICLE IV - DUTIES OF OFFICERS**

 **Section 1 - President**

1. Represent the club during any interaction with other clubs, organizations, or the public
2. Preside over regular club meetings
3. Schedule and preside over Board meetings
4. Be the final authority, with approval of the Board, over all club activities that will occur during his or her tenure as President
5. Disperse funds to any creditor of the club in the absence of the Treasurer
6. Notify members and prospective members of decisions made by the Board

 **Section 2 – President-Elect**

1. Perform the duties of the President should the President be unable to fulfill them
2. Chair the Fundraising Committee
3. Be the final authority, with approval of the Board, over all club activities that will occur during his or her tenure as President-Elect
4. Facilitate and schedule all speakers for regular club meetings

 **Section 3 - Vice-President**

1. Perform all duties of the President-Elect should he or she be unable to fulfill them
2. Be familiar with the activities of the various committees and coordinate activities between committees as necessary
3. Ensure club meetings and activities are conducted in accordance to the bylaws
4. Review the bylaws before the May Board Meeting and report to the Board any change(s) that should be considered to the bylaws at the May Board Meeting

 **Section 3 - Secretary**

1. Record all Board meetings and prepare minutes of each meeting
2. Provide each Board member a copy of the minutes of the previous Board meeting two days before the next scheduled Board meeting.
3. Written board minutes must be provided to all members within 10 days of the meeting
4. Maintain the membership roles of the club and report any changes to Rotary International and District 6710
5. Maintain attendance records and report to the Board
6. Order awards necessary for the Officer Installation Dinner
7. Order supplies necessary for the operation of the club such as member ID, badges, make-up slips, Rotary pins

 **Section 4 - Treasurer**

1. Maintain all accounts of the club with financial institution(s)
2. Disperse funds to any creditor of the club as directed by the Board
3. Report disbursement of any funds to the Board at the next Board meeting
4. Present to the Board a report of the club’s financial situation at each Board meeting or present such a report to the President so that it may be presented to the Board
5. Prepare and submit all appropriate financial reports to requesting entities. (IRS, RI, etc.)
6. Invoice members for quarterly dues, initiation fees, and other fees as directed by the Board
7. Notify the Board of any delinquencies of payment of quarterly dues
8. Prepare an annual budget for the Operating Class by July 1 (Article IX, Sec 2)
9. Establish the membership dues as described in Article IX, Section 5
10. Must provide all Board members a copy of the financial report 2 days before the next scheduled Board meeting.
11. Member of the Foundation Committee

**Article V - DUTIES OF DIRECTORS**

1. Chair assigned committee
2. Recruit members to serve on the assigned committee
3. Schedule and chair committee meetings
4. Document and report committee activities and progress to the Board

**Article VI - REPLACEMENT OF OFFICERS OR DIRECTORS**

 **Section 1 - Resignation**

* Should an Officer or Director resign his or her position, the Board will select a candidate to fill the unexpired term. The candidate will be contacted to determine his or her willingness to fill the expired term. Once the new Officer or Director has been selected, the President will announce the appointment at the next regular club meeting.

 **Section 2 - Failure to Perform**

* If an Officer or Director does not fulfill the duties of the office, a motion can be made to the Board by one of its members to consider the replacement of that person. If two-thirds (2/3) of the Board vote to replace the Officer or Director, he or she will be removed from the Board and replaced by the same procedure as if he or she had resigned. The President will notify the individual that he or she is no longer a member of the Board.

**ARTICLE VII - SERGEANT AT ARMS**

**Section 1 - Appointment**

* The Sergeant at Arms will be appointed by the President.

 **Section 2 - Duties**

1. Record the attendance of each meeting and report same to the Secretary
2. Collect and store raffle items from the membership and conduct the raffle at each regular club meeting
3. Report income from raffles to the President and Treasurer
4. Greet and register all guests and visiting Rotarians, and introduce them during the meeting
5. Issue “make-up” slips to visiting Rotarians
6. Is in charge of taking and keeping all inventory and maintaining club property.

**ARTICLE VIII - COMMITTEES**

 **Section 1-Standing Committees**

* The following committees will be permanently established: International Service, Community Service, Member relations, Youth Services, Rotary Foundation, Public Relations, Vocational, Fund Raising, and Membership.

 **Section 2 - Chairpersons**

* The chairperson of each committee will be the Director appointed to chair that committee.

 **Section 3 - Selection of Committee Members.**

1. At the 1st two (2) regular club meetings in May, a sign-up sheet will be available for members to select their 1st and 2nd choice of committees on which to serve.
2. The incoming Vice-President will, taking into account the members’ selections, assign each member to a committee(s).

**Section 4 - International Service Committee Duties**

1. Review previous and ongoing international service projects and report their current status and future intentions to the Board by the August board meeting
2. Investigate, plan, and implement programs that provide service projects involving Rotarians outside of the United States
3. Administer Rotary International programs which pertain to international relations, such as Group Study Exchange, Youth Exchange, Friendship Exchange, and Global Scholarships

**Section 5 - Community Service Committee Duties**

1. Review previous and ongoing community service projects and report their current status and future intentions to the Board by the August board meeting
2. Respond to any request from RI, district 6710, other Rotary clubs, or the public regarding service projects
3. Track attendance of club members at Community Service activities and report results to the Board
4. Determine the club member who will receive the “Community Service” award and report same to the Secretary by June 1

**Section 6 – Member Relations Committee Duties**

1. Investigate, plan, and implement activities to promote member and family interaction, such as picnics, golf outings, field trips, etc.
2. Plan and organize the officer installation dinner and the Christmas party
3. Publish a monthly club newsletter
4. Prepare an annual budget for the Member Relations Committee social activities

**Section 7 - Youth Services Committee Duties**

1. Support the South Oldham High School Interact Club, RYLA, and other Rotary sponsored youth activities
2. Oversee the “Student of the Month” program
3. Oversee the annual speech contest.

**Section 8 - Rotary Foundation Committee Duties**

1. Coordinate with all other committees in securing grants
2. Monitor the status of pending grant applications
3. Oversee “Paul Harris” program
4. Monitor the South Oldham Rotary Club Foundation account established under current assets

**Section 9 - Public Relations Committee Duties**

1. Utilize social and public media to further public awareness of the club and its activities
2. Determine what public media would be appropriate to promote the club and its activities, and the feasibility of using such media
3. Administer all contracts and agreements with media and advertising outlets
4. Work with other committees to promote various club activities
5. Develop a marketing strategy for the club

 **Section 10 - Membership Committee Duties**

* + 1. Create and maintain material to be used to introduce the club to prospective members
		2. Develop a marketing strategy to recruit new members
		3. Administer membership drives
		4. Secure new member packets
		5. Schedule and conduct new member inductions and orientations

* **Section 11 – Vocational Committee Duties**
1. Coordinate Vocation program utilizing membership with presentations on student of the month week
2. Coordinate service with the School system utilizing the club member’s vocational experience. (example: reality store)
3. Administer the Business of the Month/year program
* **Section 12 - Fundraising Committee Duties**
1. Investigate, determine, conduct, and evaluate fund raising opportunities
2. Prepare and present to the Board a report on the final results of any fundraising activity
* **Section 13 - Ad Hoc Committees**
1. An Ad Hoc Committee to address unusual situations may be temporarily established by the Board.
2. The Chair of an Ad Hoc Committee will be appointed by the Board.
3. Members of Ad Hoc Committees will be selected in the same manner as Standing Committee members.

 **Section 14 - Subcommittees**

1. Subcommittees may be established to coordinate activities within a committee.
2. The Committee Chair may choose to Chair the subcommittee or appoint another committee member as Chair.
3. Subcommittee Chairs will report to the Committee Chair.

**ARTICLE IX - FINANCIAL**

**Section 1 - Accounts**

* The income and expenses of the club will be separated into three (3) categories: Operating, Fundraising, and Sergeant At Arms.

 **Section 2 - The Operating Account**

1. Expenses from the Operating Account will include the following: Rotary dues (International and District), “Rotarian” magazine subscriptions, breakfast, meeting venue, “PETS,” and any others necessary for the operation of the club.
2. Income of the Operating Class will be from members’ dues and initiation fees.

 **Section 3 - The Fundraising Account**

1. Expenses from the Fundraising Account will be used to provide service or donations to any activity or entity deemed appropriate by the Board.
2. Income of the Fundraising Account will be from any fundraising events, grants or donations to the club.
3. At the end of each fiscal year (June 30), after the deduction of “Recurring Donations” the balance of the Fund Raising account will be allocated with 10% being reserved for board approved donations and 90% transferred into the South Oldham Rotary Club Foundation account. Any money remaining from the 10% will be transferred to the Foundation account the following year.
4. All income from fund raising activities as of July 1, of the current fiscal year will be deposited into the Foundation account
5. Any remaining balance in the South Oldham Rotary Foundation account on June 30, will be carried over into the next fiscal year
6. All income from Rotary International or Rotary District Grants will be deposited into the South Oldham Rotary Foundation account upon receipt of said grants
7. All expenditures related to service activities will be dispersed from the South Oldham Rotary Club Foundation account by the procedures laid out by the “Foundation Committee”

 **Section 4 - The Sergeant At Arms Account**

1. All club social activities recommended by the Member Relations Committee and approved by the board will be funded from this account. The proposed budget for the Member Relations Committee must have board approval. Additional funds may be re-allocated with board approval.
2. Income for this class will be from weekly raffle ticket sales and fines imposed by the Sergeant At Arms.

**Section 5 - Dues**

1. Dues will be assessed and invoiced at the beginning of each Rotary year quarter (July 1, October 1, January 1 and April 1), and be due within 30 days of the invoice.
2. The Treasurer will generate and distribute invoices.
3. Failure of a member to pay an invoice by the due date may result in termination (see Article II, Section 5).
4. The amount of the annual dues will be determined by the treasurer and approved by the board.

**Article X - ANNUAL AWARDS**

* **Section 1** **- Rotarian of the Year and Community Service Awards**
* Each year a “Rotarian of the Year” and “Community Service” award will be presented to the appropriate club member during the Annual Installation Dinner.
* **Section 2 - Rotarian of the Year**
1. This award will be presented to the club member who best exemplifies the spirit of Rotary through contribution of time or resources to the club.
2. The recipient of the “Rotarian of the Year” will be determined by the Board. The President will not be eligible to receive this award.
* **Section 3 - The Community Service Award**
1. The Community Service Award will be presented to the club member who has demonstrated the highest level of dedication to the community service aspects of the club.
2. The recipient of the Community Service Award will be determined by the Community Service Committee. The Community Service Director will not be eligible to receive this award.

**ARTICLE XI - AMENDING THE BYLAWS**

* **Section 1 - Annual Review**
* The Vice-President will review the bylaws on an annual basis (see Article IV Section 3) and report the findings to the Board.
* **Section 2 - Request to Amend**
* Any club member may submit a request to amend the bylaws to any Board member who will forward the request to the Board. The Board will determine if it is appropriate to amend the bylaws and if so, what amendments are appropriate.
* **Section 3 - Procedure to Amend**
* The Vice-President, with the Board’s consideration, will write the amendment which will be presented at the next two (2) appropriate club meetings. After the presentation at the second meeting, a vote will be conducted. If two-thirds (2/3) of the members present vote in favor, the amendment will be adopted.