

**Operations**

**Addendum To**

**Bylaws**

**For**

**2019**

DRAFT

**Meeting at:**

**Kosair Shrine**

**Kosair Shrine Center**

**4120 Bardstown Road**

**Louisville, Kentucky 40218**

**May 1, 2018**

**The Rotary Club**

**of Louisville Suburban**



**2018 - 2019 Operations Addendum to ByLaws Approval**

The Constitution and ByLaws of the Rotary Club of Louisville Suburban provide the rules and guidelines for the "Club". Both are contained in this document to synchronize the information and for reference. Each year the documents are audited at the beginning of the Board of Directors term for comments, changes, errors and additions. Changes during a year are entered into the following years Constitution and ByLaws and maintained on a separate list. This document contains the restated and amended Constitution and ByLaws of the Rotary Club Louisville Suburban for the year 2018 - 2019 approved by the officers.

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Sandra Lovell May 1, 2019

President

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Allan D. Morgan May 1, 2019

Vice President and President Elect

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Neil Watkins May 1, 2019

Treasurer

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Don Gosser May 1, 2019

Secretary

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Skip F. Thorpe May 1, 2019

Sergeant-at-Arms

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Glenn Robert Gilbert May 1, 2019

Director and Past President

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[Robert E. Herzfeld](http://www.directory-online.com/Rotary/Member2/Member.cfm?UserID=800495917)May 1, 2019

Director and Compliance Chair

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Greg Scheller May 1, 2019

Director and Louisville Suburban

Rotary Charitable Foundation, Inc.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michael Parker May 1, 2019

Director and Rotary Foundation Chair

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Mark Wilson May 1, 2019

Director and Member Fellowship Chair

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14.10.11 TBD x

14.10.12 TBD x

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|  |
| --- |
| **Document Control** |
| **Date** | **Edit or Change** | **Person** |
| 10/1/18 | The Addendum was created to support the Constitution and ByLaws and provide more detailed information. | Sandra LovellMike King |
|  |  |  |
|  |  |  |

**ADDENDUM TO THE BYLAWS FOR 2018.**

The following document contains detailed information that supports and details information in the Constitution and ByLaws of the "Club".

**Section 1.0 Background of the Rotary Club of Louisville Suburban.** The Rotary Club of Louisville Suburban ("Club") is located in Louisville, Kentucky and is part of the Rotary International organization and structure belonging to District 6710 and under Zone.

The Club was originally formed and incorporated on September 9, 1992 under the name of the Rotary Club of South Louisville, Inc. The name was changed to Rotary Club of Louisville Suburban, Inc. on October 1, 2015 during the merger with the Fern Creek and St. Matthews Rotary Clubs.

The Club is a non-profit organization and registered by the Secretary of State as a KCO - Kentucky Corporation with the organization reference number 0305015. The last annual report was filed on 6/13/2018. The Registered Agent for the Club is Dale Breitenstein using the Club address of 4120 Bardstown Road, Louisville, Kentucky 40218 which is also listed as the principal office of the Club.

The filing documents for the Club are located on the website for the Kentucky Secretary of State,

https://www.sos.ky.gov/bus/business-filings/OnlineServices/Pages/default.aspx.

The Tax Identification Number (EIN) for the Club is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The fiscal year is from July 1st to June 30th.

The Club has interacts with two external Foundations at this time, the Rotary International Foundation and the Louisville Suburban Rotary Charitable Foundation, Inc. Both of these organizations are considered to be external legal entities and are treated that way for business and financial transactions between the Club and those organizations. All other Foundations from the previously merged Rotary Clubs e.g. The Rotary Club of Louisville Suburban Foundation (St. Matthews) were dissolved.

The Club Officers and Chairpersons are inducted or reconfirmed every July. One of the first activities of the new Officers and Chairpersons is to review, restate and amend the Club Constitution and ByLaws that will be used to direct the Club during the following year. This effort will include decisions on amendment changes adopted during the previous year and issues impacting the Club. This activity begins the first of July and is completed by August 1st.

**Section 2.0 Governance and Reference Documents and Sources.**  The Club follows the guidelines and rules set out by Rotary International and provided in document templates for the organization and club. Clubs and districts are guided by the Manual of Procedure, RI Constitution, and RI Bylaws. These documents provide the structure for RI’s policies and procedures. Every club and district can propose amendments to constitutional documents through the Council of Legislation. The local of these documents is on the Rotary International website at: **https://my.rotary.org/en/learning-reference/about-rotary/governance-documents**

### Section 2.1 Manual of Procedures. The [Manual of Procedure](https://my.rotary.org/en/document/manual-procedure-035) offers a concise version of Rotary’s policies and procedures. The manual is geared to Rotary club and district leaders and features information that’s most relevant to their roles. It is published every three years to reflect adopted legislation and decisions of the RI conventions, the Council on Legislation, the Rotary International Board of Directors, and the Trustees of The Rotary Foundation. The manual covers these key areas:

* Structure: Includes policies and procedures for clubs, districts, zones, Rotary International, and The Rotary Foundation.
* Carrying out Rotary's mission: Includes the structure, policies, and procedures of the programs of RI and the Foundation
* International Meetings: Includes the RI Convention, Council on Legislation, and International Assembly
* Rotary's constitutional and legal documents

**Section 2.2 Rotary’s Constitutional Documents.** The Rotary International constitutional documents provide club and districts the foundation for RI’s policies and procedures. All clubs admitted to Rotary membership must adopt this constitution. The following documents are found on the Rotary International website.

* [Constitution of Rotary International](https://my.rotary.org/en/document/constitution-rotary-international)
* [Bylaws of Rotary International](https://my.rotary.org/en/document/bylaws-rotary-international)
* [Standard Rotary Club Constitution](https://my.rotary.org/en/document/standard-rotary-club-constitution)
* [Recommended Rotary Club Bylaws](https://my.rotary.org/en/document/recommended-rotary-club-bylaws)

Clubs can tailor these bylaws, as long as their changes align with Rotary’s constitutional documents and the Rotary Code of Policies. If you have doubts about your proposed changes, please submit them to the general secretary for the RI Board to consider.

### Section 2.3 Rotary Code of Policies. The [Rotary Code of Policies](https://my.rotary.org/en/document/rotary-code-policies) compiles all of the organization’s general and permanent policies. The revised version is available after each meeting of the RI Board and the Council on Legislation. A separate [document](https://my.rotary.org/en/document/rotary-code-policies-amendments%22%20%5Ct%20%22_blank)outlines amendments made to the code whenever it is updated. The [Rotary Foundation Code of Policies](https://my.rotary.org/en/document/rotary-foundation-code-policies) is maintained in a separate document. A revised version is available after each meeting of The Rotary Foundation Trustees. Read the latest [RI Board decisions](https://my.rotary.org/en/learning-reference/about-rotary/board-decisions) and [Rotary Foundation Trustees decisions](https://my.rotary.org/en/trustee-decisions).

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# Section 3.0 Locality of the Club. The locality of this club is in southeast Louisville, Kentucky at:

Kosair Shrine Center

4120 Bardstown Road

Louisville, Kentucky 40218

**Section 4.0 Meeting Sequence.** As a guideline for meeting discussion and presentations the general subjects and sequence of meetings are:

* Business Meeting (no speaker)
* History / Interesting Discussion Speaker
* Social Cause Speaker
* Community Issue and Updates Speaker.

The purpose is to keep the club information interesting, mixed and cover all areas of the community that could impact the Club.

**Section 5.0 Officer and Committee Reporting.**  Each of the Officers and Committees are expected to submit a brief status report to the President monthly for tracking purposes and reporting to Rotary International.

**Section 6.0 Club Member Reporting.** Club members involved in community effort and projects should report their efforts on a monthly basis for submission and recording in DACdb.

**Section 7.0 Relationships with Foundations.** Foundations related to the Club are still considered to be external business entities. Due to this any activity or project involvements, discussions and agreements, and financial transactions must follow normal business and accounting procedures and reporting.

**Section 8.0 Financial Transactions with Foundations.** Funding and donations to these Foundations must be approved by the Club Officers and membership.

**Section 9.0 Payment and Reimbursement Requests.** All payments and reimbursements from the Club to any external entity, Foundation or Club member must be documented and maintained by the Club using the Club Payment Request.

**Section 7.0 Relationships with Foundations.**

**Section 8.0 Financial Transactions with Foundations.**

**Section 9.0 Payment and Reimbursement Requests.**

**Section 10.0 Banking and Checking Accounts.** The Club Banking and Checking Accounts are located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The Treasurer manages these accounts. All payments must be approved and reported monthly.

**Section 11.0 Board of Directors and Officers for 2018 - 2019.**  The Board of Directors and Offcers for the coming year are:

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Position** | **Person** | **Comments** |
| 1 | President | Sandra Lovell |  |
| 2 | Vice President and President Elect | Allan D. Morgan |  |
| 3 | Treasurer  | Neil Watkins |  |
| 4 | Secretary | Don Gosser  |  |
| 5 | Sergeant-at-Arms  | Skip F. Thorpe |  |
| 6 | Director and Past President  | Glenn Robert Gilbert  |  |
| 7 | Director and Compliance Chair  | Robert E.Herzfeld |  |
| 8 | Director and Louisville Suburban Rotary Charitable Foundation, Inc.  | Greg Scheller  |  |
| 9 | Director and Rotary Foundation Chair | Michael Parker |  |
| 10 | Director and Member Fellowship Chair | Mark Wilson  |  |

**Section 11.0 Board of Directors and Officers for 2018 - 2019.**

## Section 12.0 Officers and Duties. The club officers and high-level duties are listed below.

**Section 12.1 President.** The President presides at club and board meetings. Some key duties are:

**Section 12.2 Vice President and President-Elect.** The Vice President presides at club and board meetings when the President is absent and as President-elect prepares for his or her year in office. Some key duties are:

**Section 12.3 Treasurer.** The Treasurer oversees all funds and provides an annual accounting of them. Some key duties are:

**Section 12.4 Secretary.** The Secretary keeps membership and attendance records.

**Section 12.5 Sergeant-at-Arms.** The Sergeant-at-Arms maintains order in club meetings.

**Section 12.6 Past President.** The immediate Past President serves as a director on the club board.

**Section 12.6 Director and Compliance Chair.** The Director attends club and board meetings.

**Section 12.7 Director and Louisville Suburban.** The Director attends club and board meetings.

**Section 12.8 Rotary Charitable Foundation, Inc.** The Director attends club and board meetings.

**Section 12.9 Director and Rotary Foundation Chair.** The Director attends club and board meetings.

**Section 12.10 Director and Member Fellowship Chair.** The Director attends club and board meetings.

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**Section 13.0 Goals for 2018 – 2019.** The following table contains the overt goals of the club for the 2018 - 2019 timeframe.

| **#** | **Goal** | **Objectives and Activities** | **Comments** |
| --- | --- | --- | --- |
| 1 | Update Constitution and ByLaws for 2018 |  |  |
| 2 | Define the officer positions and duties in detail  |  |  |
| 3 | Define and organize committees for planning and support. |  |  |
| 4 | Document the processes used to manage the club. |  |  |
| 5 | Fully Update DACdb.  |  |  |
| 6 | Improve Communications and Public Relations to enhance public image. |  |  |
| 7 | Increase new members by activities and advertising by 10 persons. |  |  |
| 8 | Strengthen membership. |  |  |
| 9 | Have more social activities for members. |  |  |
| 10 | Find ways to create funding to support Rotary efforts. |  |  |
| 11 | Strengthen plan for Rotaract and Ryla participation |  |  |
| 12 | Provide resources as mentors to all ages of children |  |  |
| 13 | Continue dictionary distribution |  |  |
| 14 | Continue support for at least one international project |  |  |
| 15 | Increase humanitarian services |  |  |

**Section 14.0 Committees for 2018.** The following are the Committees, Projects and Chairpersons for the 2018. Additional committees and projects may be added throughout the year.

| **#** | **Committee Name** | **Chairperson or Organizer** |
| --- | --- | --- |
| 14.1 | Club Administration  | Sandra Lovell |
| 14.2 | Club Information Management | Board of Directors |
| 14.2.1 | Club Communications | TBD |
| 14.2.2 | Bulletin | George Weber |
| 14.2.3 | Website Updates | Don Gosser |
| 14.2.4 | Facebook Updates | Don Gosser |
|  | DACdb Updates | Mike King |
| 14.2.5 | Brochures  | Mark Wilson |
| 14.2.6 | Other Materials | As needed by committees. |
| 14.3 | Member Fellowship  | Mark Wilson |
| 14.4 | Social Committee | Mike King |
| 14.5 | Marketing and Recruiting |   |
| 14.6 | Fundraising: | Board of Directors |
| 14.6.1 | Golf Scramble | Dale Breitenstein |
| 14.6.2 | Thunder Over Louisville | Robert E. Herzfeld |
| 14.6.3 | Meeting Raffle Tickets | Bill Baker  |
| 14.6.4 | TBD | TBD |
| 14.6.5 | TBD | TBD |
|  |  |  |
| 14.7 | Rotary Foundation:  | Michael Parker |
| 14.7.1 | Polio Plus  | Michael Parker |
| 14.7.2 | TBD | TBD |
| 14.8 | Rotary Club Louisville Suburban Foundation:  | Greg Schiller  |
| 14.8.1 | Scholarships  | Greg Schiller |
| 14.8.2 | Ryla (TBD) | ??? |
| 14.8.3 | TBD | TBD |
| 14.9 | International Service Projects | Sandra Lovell |
| 14.9.1 | Waterstep  | Mark Hogg |
| 14.9.2 | Shoes for Water | Mark Hogg |
| 14.9.3 | TBD | TBD |
| 14.10 | Community Service Projects | Sandra Lovell |
| 14.10.1 | Dictionaries for Kids  | Jay Wissing |
| 14.10.2 | Salvation Army Bell Ringing  | Jeff Eichenberger |
| 14.10.3 | TAPP | Barbara Hepperman |
| 14.10.4 | Speech Contest | Therese Crumes |
| 14.10.5 | Spelling Bee | Liz Sias-Shannon |
| 14.10.6 | Mentoring / Grade School | Liz Sias-Shannon |
| 14.10.7 | Rotaract | Zach Martin |
| 14.10.8 | Interact | TBD |
| 14.10.9 | Veterans Support | TBD |
| 14.10.10 | Rotary Promise Scholarship  | TBD |
| 14.10.11 | TBD | TBD |
| 14.10.12 | TBD | TBD |

**14.1 Club Administration.** The purpose of this committee is to administer, organize and manage, track progress and create reports for accomplishment and status. Some primary activities include:

**14.2 Club Information Management.**

**14.2.1 Club Communications.**

**14.2.2 Bulletin.**

**14.2.3 Website Updates.**

**14.2.4 Facebook Updates.**

**14.2.5 Brochures.**

**14.3 Member Fellowship.**

**14.4 Social Committee.**

**14.5 Marketing and Recruiting.**

**14.6 Fundraising.**

**14.6.1 Golf Scramble.**

**14.6.2 Thunder Over Louisville.**

**14.6.3 Meeting Raffle Tickets.**

**14.6.4 TBD.**

**14.6.5 TBD.**

**14.7 Rotary Foundation.**

**14.7.1 Polio Plus.**

**14.7.2 TBD.**

**14.8 Rotary Club Louisville Suburban Foundation.**

**14.8.1 Scholarships.**

**14.8.2 Ryla. ?**

**14.8.3 TBD.**

**14.9 International Service Projects.**

**14.9.1 Waterstep.**

**14.9.2 Shoes for Water.**

**14.9.3 TBD.**

**14.10 Community Service Projects.**

**14.10.1 Dictionaries for Kids.**

**14.10.2 Salvation Army Bell Ringing.**

**14.10.3 TAPP.**

**14.10.4 Speech Contest.**

**14.10.5 Spelling Bee.**

**14.10.6 Mentoring / Grade School.**

**14.10.7 Rotaract.**

**14.10.8 Interact.**

**14.10.9 Veterans Support.**

**14.10.10 TBD.**

**14.10.11 TBD.**

**14.10.12 TBD.**

**15.0 Budget for 2018 – 2019.**

