

Bylaws of the Rotary Club of Orange Park Sunrise

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Article I Definitions

1. Board: The Board of Directors of this club.
2. Director: A member of this club's Board of Directors.
3. Member: A member, other than an honorary member, of this club.
4. RI: Rotary International.
5. Rotary Year: The twelve-month period that begins on 1 July.

Article 2 Board

The governing body of this club shall be the board of directors consisting of not more than fifteen (15) members of the club, namely, nine (9) directors selected in accordance with article 3, section 1 of these bylaws, and the president, the president-elect (or president-nominee, if no successor has been elected), secretary, treasurer, sergeant-at-arms and the immediate past president.

Article 3 Election of Directors and Officers

Section 1 – At a regular club meeting in November, one month prior to the meeting for election of officers, the presiding officer shall ask for nominations by the Nominating Committee of the club for president-elect, secretary, treasurer, sergeant at 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 use a nominating committee, such committee shall be appointed as the club may determine. The nominations duly made shall be presented to the membership. The candidates for president-elect, secretary, treasurer and sergeant-at-arms receiving a majority of the votes shall be declared elected to their respective offices. Of the nine (9) candidates for directors, committee chairs will assume six (6) board seats (Club Admin, Membership, Community Service, Foundation, Youth Service and Public Image). The remaining three (3) seats will be At large and appointed by the President Elect. The candidate for president-elect shall serve as a director for the year commencing on the first day of July next following the election and shall assume office as president on 1 July immediately following that year.

Section 2 – The officers and directors, so elected, together with the immediate past president shall constitute the board.

Section 3 – A vacancy in the board or any office shall be filled by action of the remaining directors.

Section 4 – A vacancy in the position of any officer-elect or director-elect shall be filled by action of the remaining directors-elect.

Section 5 – Prior to becoming President-elect, a member also has had to serve as Treasurer, Secretary and Sergeant-at-Arms.

Section 6 - Nominating committee shall be chaired by the President Elect and consist of the Board of Directors.

Article 4 Duties of Officers

Section 1 – *President.* It shall be the duties of the president to preside at meetings of the club and the board and to perform other duties as ordinarily pertain to the office of president.

Section 2 – *President-elect.* It shall be the duty of the president-elect to serve as a director and to perform such other duties as may be prescribed by the president or the board.

Section 3 – *Secretary.* It shall be the duty of the secretary to keep membership and attendance records.

Section 4 – *Treasurer.* It shall be the duty of the treasurer to have custody of all funds, accounting for it to the club annually and at any other time upon demand by the board, and to perform other duties as pertains 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.

Section 5 – *Sergeant-at-Arms.* The duties of the sergeant-at-arms shall be such as are usually prescribed for such office and other duties as may be prescribed by the president or the board.

Article 5 Meetings

Section 1 – Annual Meeting. An annual meeting of this club shall be held on or before December 31st of 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 7:15 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 except an honorary member (or member excused pursuant to 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 on the 2nd Monday of each month. Special meetings of the board shall be called by the president, whenever deemed necessary, or upon the request of two (2) directors, due notice having been given.

Section 5 – A majority of the directors shall constitute a quorum of the board.

Article 6 Fees and Dues

Section 1 – The admission fee shall be \$100.

Section 2 – The membership dues shall be established by the board from time to time as necessary, payable quarterly on the first day of July, on the first day of October, on the first day of January, and on the first day of April, with the understanding that a portion of each quarterly payment shall be applied to each member's subscription to the RI official magazine.

Section 3 – Invoicing and Payment Policy:

1. Quarterly Invoicing (July, October, January, April).
2. Invoicing before/by the 25th of the month (i.e., June 25th, September 25th, December 25th, & March 25th).
3. Payment due upon receipt.
4. After thirty (30) days, Club Treasurer will contact (telephone call and/or email) with a reminder.
5. After sixty (60) days, Club Treasurer will contact past due account for a credit card to begin a payment plan option.
6. After ninety (90) days, President will contact past due account, and report to the board to determine subsequent action.
7. Proposed new members will be required to pay initiation and first quarter fees before being inducted into the Club.

Section 4 – Membership Types

One way to continue to grow membership is to offer a variety of membership plans. New membership plans must be evaluated and approved by the Board of Directors. Rotary Club of Orange Park Sunrise offers the following membership plans: Standard Membership, Rotary Partner Membership, Legacy Membership. These members enjoy all the benefits, opportunities and responsibilities of Rotary.

1. Standard Membership – Members will pay all Rotary International, Rotary district and Rotary club dues and fees as well as prepaid meals. These members may serve as a club officer and/or board member.
2. Rotary Partner Membership – Members are the spouse of an existing club member and will pay all Rotary International, Rotary district and Rotary club dues and fees, except for social dues, which are included in the sponsoring spouse's dues. These members pay for meals for the meetings they attend and are encouraged to attend at least one meeting per month. This membership is contingent upon the sponsor being an active member of the club. These members may serve as a club officer and/or board member.
3. Legacy Membership – Members have achieved 20 years of Rotary service and are at least 70 years of age. They will pay all Rotary International, Rotary district and Rotary club dues and fees. These members pay for meals for the meetings they attend and are encouraged to attend at least one meeting per month. These members may not serve on the Board of Directors.

Article 7 Method of Voting

The business of this club shall be transacted by voice vote or by ballot, including electronic voting, for the election of officers or a specific resolution.

Article 8 Five Avenues of Service

The five Avenues of Service are the philosophical and practical framework for the work of this Rotary club. They are

Club Service, Vocational Service, Community Service, International Service, and Youth Service. This club will be active in each of the five Avenues of Service.

Article 9 Committees

Club committees are charged with carrying out the annual and long-range goals of the club based on the five Avenues of Service. The president-elect, president, and immediate past president should work together to ensure continuity of leadership and succession planning. When feasible, committee members should be appointed to the same committee for three years to ensure consistency. The president-elect is responsible for appointing committee members to fill vacancies, appointing committee chairs, and conducting planning meetings prior to the start of the year in office. It is recommended that the chair have previous experience as a member of the committee. Standing committees should be appointed as follows:

- **Membership**
This committee should develop and implement a comprehensive plan for the recruitment and retention of members.
- **Club Public Image**
This committee should develop and implement plans to provide the public with information about Rotary and to promote the club's service projects and activities.
- **Club Administration**
This committee should conduct activities associated with the effective operation of the club.
- **Service Projects**
This committee should develop and implement educational, humanitarian, and vocational projects that address the needs of its community and communities in other countries.
- **The Rotary Foundation**
This committee should develop and implement plans to support The Rotary Foundation through both financial contributions and program participation.
- **Vetting Committee**
This committee should review all requests for funding submitted to the club and notify the Board of action taken or seek additional approval needed, based on the amount of the request. **The committee is comprised of 5 members, including the President-Elect as Chair.**

Additional ad hoc committees may be appointed as needed.

- (a) The president shall be ex-officio a member of all committees and, as such, shall have all the privileges of membership thereon.
- (b) Each committee shall transact its business as is delegated to it in these 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 and approved by the board.
- (c) Each chair shall be responsible for regular meetings and activities of the committee, shall supervise and coordinate the work of the committee, and shall report to the board on all committee activities.

Article 10 Duties of Committees

The duties of all committees shall be established and reviewed by the president for his or her year. In declaring the duties of each, the president shall reference to appropriate RI materials. The service projects committee will consider the Avenues of Vocational Service, Community Service, and International Service when developing plans for the year.

Each committee shall have a specific mandate, clearly defined goals, and action plans established by the beginning of each year for implementation during the course of the year. It shall be the primary responsibility of the president-elect to provide the necessary leadership to prepare a recommendation for club committees, mandates, goals, and plans

for presentation to the board in advance of the commencement of the year as noted above.

Article 11 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 (up to six (6) months). If an extension is requested and granted at the end of the initial Leave of Absence period, the member must participate in at least 2 club events during the extension period (up to an additional six (6) months). No extensions will be granted after one (1) year and membership will be terminated. Member agrees to pay dues that cover District dues, RI dues and Foundation contributions during the leave of Absence period.

Article 12 Finances

Section 1 – Prior to the beginning of each Rotary year, the board shall prepare a budget of estimated income and expenditures for the year, which shall stand as the limit of expenditures for these purposes, unless otherwise ordered by action of the board.

Section 2 – The treasurer shall deposit all club funds in a bank, named by the board.

Section 3 – All bills shall be paid by the treasurer or other authorized officer only when approved by the President.

Section 4 - A monthly review of the operations financial account and a quarterly review of the charities financial account shall be made by a qualified financial entity or person certified as a CPA, CMA or CIA.

Section 5 – The fiscal year of this club shall extend from 1 July to 30 June, and for the collection of members' dues shall be divided into four (4) quarterly periods. The payment of per capita dues and RI official magazine subscriptions shall be made on 1 July and 1 January of each year on the basis of the membership of the club on those dates.

Article 13 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 chairman. Unless there are mitigating circumstances as deemed appropriate by the Board, each prospective member proposed for membership shall have attended a minimum of three regular club meetings and have attended a Fireside Chat hosted by the club. A transferring or former member of another club may be proposed to active membership, pending verification that they are in good standing with the previous club.

Section 2 – The board approves or rejects the candidate's membership within 30 days and notifies the proposing member of its decision.

Section 3 – If the board approves the candidate's membership, the prospective member is invited to join the club.

Section 4 – Following the election, the president shall arrange for the new member's induction 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 5 – The club may elect, in accordance with the standard Rotary club constitution, honorary members proposed by the board.

Article 14 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 15 Order of Business of Regular Club Meetings

The order of business of the regular club meetings shall generally include the following agenda items. The Presiding Officer may revise the order of business as he or she deems necessary.

Call meeting to order

Introduction of visitors

Correspondence, announcements, and Rotary information

Committee reports, if any

Any unfinished business

Any new business

Address or other program features

Adjournment

Article 16 Amendments

These bylaws may be amended at any regular meeting, by a two-thirds voice vote or email ballot, provided that notice of such proposed amendment shall have been published on the Club website at least seven (7) calendar days before such meeting. No amendment or addition to these bylaws can be made which is not in harmony with the standard Rotary club constitution and with the constitution and bylaws of RI.