**Operating Manual of the Rotary Club of Forest Acres**

**Article I -- Name**

**Section 1. Name**

The name of this organization shall be The Rotary Club of Forest Acres.

**Section 2. Club Administration and Responsibilities**

At a minimum, the Club shall have the following elected, voting officers: President, the Immediate Past President, President-elect, President Nominee, Treasurer for Club Operations, Treasurer for Special Projects, Secretary, and six At-Large Directors. Additionally, the President will appoint a Foundation Chair and Membership Chair who will also serve as voting officers.

**President:** The duties of the president shall be

1. Serve for one Rotary year.
2. Preside at meetings of the Club and Board of Directors.
3. Be fully accountable to the Board of Directors for all Club activities and functions.
4. Apprise the Club and the Board of Directors of the goals and objectives of Rotary International and District 7770.
5. Consult with the Board to establish a club plan for the year.
6. Consult with the President-elect to monitor club progress on the club plan and submit reports to the district, as required.
7. Ensure the financial records of the club are reviewed annually.
8. Attend the Spring and Fall District Training Assemblies, the District Conference, and the Rotary International Convention. The Club will reimburse the President or designated representative for expenses related to the Spring and Fall District Training Assemblies, The District Conference, and the Rotary International Convention that could include registration, travel, meals, and lodging. The Board of Directors must approve the reimbursement amount.
9. To perform such other duties as ordinarily pertain to the office of the President.

**President Elect:** The duties of the President-elect shall be

1. Serve for one Rotary year.
2. Attend the President-elect Training Seminar (PETS).
3. Serve as a member of the Board of Directors.
4. Organize club members for Club Meeting Responsibilities
5. Establish a committee to plan for the upcoming year and to submit the plan as required by the District.
6. Blue and Gold Dinner – pick, schedule caterer & organize members for set up
7. Leadership Citation Form – fill out and send to District
8. The Club will reimburse the President-Elect for expenses to attend PETS, Spring and Fall District Training Assemblies, and the District Conference that could include registration, travel, meals, and lodging. The reimbursement amount must be approved by the Board of Directors.
9. To perform such other duties as ordinarily pertain to the office of President-elect or as may be prescribed by the President or the Board of Directors.

**Secretary:** The duties of the Secretary shall be:

1. Serve consecutive annual terms as approved by the Board of Directors.
2. Serve as a member of the Board of Directors of the Club.
3. Maintain a file of Club records except such records that are otherwise kept by the Treasurer of Club Operations, Treasurer of Special Projects, or Foundation Officer.
4. Answer all correspondence written to the Club Secretary, or as otherwise directed by the President.
5. Maintain official membership and attendance records and regularly update DACdb.
6. Working with the Membership Chair, correspond with members concerning their exit from the club or club absences.
7. Record and preserve the minutes of meetings of the Club and Board of Directors.
8. Make Rotary name badges for each newly inducted member.
9. Perform other duties as ordinarily pertain to the office of the Secretary or other duties as may be prescribed by the President or Board of Directors.

**Treasurer for Club Operations**: The duties of the Treasurer for Club Operations shall be

1. Serve consecutive annual terms as approved by the Board of Directors.
2. Serve as a member of the Board of Directors of the Club.
3. Maintain accounts as necessary to reflect accurately the receipts, expenditures, and financial condition of the club.
4. Send an invoice at the beginning of each quarter reflecting dues for that quarter and collect such dues. Invoices may be distributed at a club meeting or sent to club members. New members shall be presented with a bill prorated for their first quarter as soon as practicable after their induction.
5. Remit to Rotary International and/or District 7770 all required dues and payments associated with club requirements (Dues, CART fund, Rotary Foundation payments, *The Rotarian* subscriptions, etc.).
6. Make payments for routine purchases and fees associated with club operations such as meals, membership paraphernalia, etc.
7. Make other disbursements, but all non-routine disbursements shall require approval of the Board.
8. Prepare a semi-annual (June and December) Treasurer’s Report for the President and Board of Directors showing receipts, disbursements and such other reports as the President and Board of Directors shall request.
9. Provide a reconciliation report at any time requested by the Board or President.
10. Prepare a quarterly report to the Board of Directors regarding delinquent club members.
11. Ensure that all checks in excess of $1,500 are counter-signed by the President or other Board members so designated by Board resolution and all invoices paid in amounts exceeding $1,500.
12. Prepare or schedule for preparation to file the tax return at the direction of the treasurer with the Internal Revenue Service by the due date including extension each year that includes financial information from the Operational and Special Projects accounts.
13. Upon retirement from office, of the Treasurer for Club Operations shall turn over all funds, books of accounts, or any other club property to the incoming Treasurer for Club Operations or the President. All accounts shall be independently reviewed at the time of transfer.

The Club will reimburse the Treasurer of Club Operations for out-of-pocket expenses related to the duties of the office. The Board of Directors must approve the reimbursements.

**Treasurer for Special Projects:** The duties of the Treasurer for Special Projects shall be

1. Serve consecutive annual terms as approved by the Board of Directors.
2. Serve as a member of the Board of Directors.
3. Receive and deposit funds from special projects.
4. Maintain accounts as necessary to reflect accurately the receipts, expenditures, and financial condition of the special projects of the Club.
5. Prepare a semi-annual report (June and December) for the President and Board of Directors showing receipts and disbursements and such other reports as requested by the President or Board.
6. Ensure that all checks in excess of $1,500 are counter-signed by the President or other Board members so designated by Board resolution.
7. Ensure that disbursements for payment are made only when there is an appropriate invoice which is signed as approved by the appropriate fund-raising chair for a Board-approved project or when payment for a special project or philanthropy is specifically authorized by the Board and there is written notice of the approval.
8. Ensure that disbursements for reimbursement are made only when an appropriate receipt is received for a project approved by the Board.
9. Provide necessary information and coordinate with the Treasurer for Club Operations to ensure that a tax return is filed with the Internal Revenue Service by the due date including extension each year.
10. Upon retirement from office, of the Treasurer for Special Projects shall turn over all funds, books of accounts, or any other club property to the incoming Treasurer for Special Projects or the President. All accounts shall be independently reviewed at the time of transfer.

The Club will reimburse the Treasurer of Special Projects for out-of-pocket expenses related to the duties of the office. The Board of Directors must approve the reimbursements.

**Foundation Chair:** The duties of the Foundation Chair shall be

1. Serve consecutive annual terms as approved by the Board of Directors.
2. Attend Board Meeting as needed for reporting.
3. Fulfill the primary task of the Foundation Chair which is generating interest and encouraging support for the Rotary Foundation’s good works through it humanitarian and educational programs, making periodic announcements and providing informational reminders at meetings and in the weekly bulletin that keep the membership knowledgeable about the goals and accomplishments of the Rotary Foundation of Rotary International.
4. Enhance recognition of member contributions by presenting awards for reading giving categories such as Paul Harris Fellow, making the presentations as part of the meeting.
5. Work with the Treasurer to monitor the Monthly Contribution Reports (MCR) and the Club Recognition Summary (CRS) through District Member Access to verify that all contributions to Every Rotarian Every Year (EREY) and Sustaining Member categories are being recorded correctly and on time at the District level and at Rotary International.
6. Represent the Club at the annual District 7770 Foundation Seminar. The Club will reimburse expenses (registration fee, travel) for attendance at the one-day seminar.
7. Utilize assistance and resources available through District foundation representatives.
8. Encourage applications for the District Simplified Grants funded by contributions to the Rotary Foundation Annual Programs Fund (50% of contributions to the Foundation are returned to the District after three years through District Designated Funds).
9. Perform such other duties as ordinarily pertain to the office of Foundation Chair and other duties as directed by the President or the Board.

**Membership Chair:** The duties of the Membership Chair shall be

1. Serve consecutive annual terms as approved by the Board of Directors.
2. Attend Board Meeting as needed for reporting.
3. Encourage club members to recruit new members into the club.
4. Assist the President and the President-elect in establishing membership goals for the club.
5. Host quarterly meetings of Discover Rotary.
6. Receive nominations for Club membership and meet with prospective members.
7. Coordinate with the Club Secretary on the application, club notification, and election to membership procedures.
8. Assist the Treasurer for Club Operations with ordering materials for installation into the club.
9. Assist the President in coordinating plans for the installation of new members.
10. Work with the Board and membership to assist in the assimilation of new members and to support retention of members.
11. Attend District 7770 training related to membership.

The Club will reimburse the Membership Chair for expenses related to attending the District Foundation Seminar that could include registration, travel, meals, and lodging. The reimbursement must be approved by the Board of Directors.

**Immediate Past-President:** The duties of the Immediate Past President shall be

1. Serve for one Rotary year.
2. Serve as a member of the Board of Directors.
3. Assist the President as he/she transitions into office.
4. Perform other duties as ordinarily pertain to the office of the Immediate Past- President or other duties as may be prescribed by the President or Board of Directors.

**At-Large Director:** The duties of an At-Large Director shall be

1. Serve for Two Rotary years as a member of the Board of Directors.
2. In consultation with the President and other Board members,
	1. Create and implement the Club plan for the year.
	2. Formulate and approve Club activities.
	3. Formulate and approve the Club calendar.
	4. Approve the Club budget, expenditures over $4,500, and reimbursements.
	5. Approve new members.
	6. Elect new officers in case of a vacancy.
	7. Suggest and approve the additions of Board positions.
3. Attend District leadership training opportunities as they relate to the Director’s interests or those of the Board.
4. Contribute to the welfare of the club by using the Board agenda for improvement and problem-solving.
5. Assist in the welcome and induction of new members in the club.
6. Perform such other duties as they pertain to the office of the Director and are assigned by the President or Board of Directors.

**Section 3. Club Service Positions**

The Sergeant-at-Arms shall be appointed by the President-Elect and will serve a term determined by the President-Elect. Other service positions may be appointed by the President as needed and may serve on the Board as voting or non-voting members as approved by the Board and stipulated by these bylaws.

**The Sergeant-at-Arms**: The duties of the Sergeant-at-Arms shall be

1. Arrive at the meeting place in advance to prepare fully for activities.
2. Arrange the meeting paraphernalia: podium, bell, gavel, sign in sheets, pens, cash box, and other normal Rotary items.
3. Arrange the sign-in table with badge case, sign in sheets, pens, and cash box.
4. Cordially greet members, guests, visiting Rotarians, and the speaker.
5. Place the CART buckets on the tables.
6. Collect the appropriate meeting fee from each visiting Rotarian and other guests, but not from the Speaker or prospective members.
7. Announce visitors and guests to the club, as requested by the President.
8. Pick up CART donations, collect Happy Dollar donations, and tally all monies in the appropriate place on the Treasurer’s envelope.
9. Return all items to the storage area and lock.
10. Serve as a member of the Board of Directors

**Special Projects Coordinator:** The duties of the Special Projects Coordinator shall

1. Coordinate a Special Projects Team to identify possible projects.
2. Attend Board Meeting as needed for reporting.

**Grants Coordinator:** The duties of the Grants Coordinator shall be

1. Lead the review of the project and grant applications for consistency with Rotary values and club policy and conduct such other inquiry, as necessary.
2. Solicit project and grant recommendations from the membership and consult with the Board for each grant cycle.
3. Present the projects and grants to the Board for ratification.
4. For efficient consideration and approval of project and grant requests and to promote consensus among the membership for grant awards, the following is the Grant Awards Policy:
5. Grant awards will be made by the Grants Team and ratified by the Board.
6. Each grant request must be made in writing to the Grants Team.
7. The grant request must include the following:
	1. Name of the applicant organization or project
	2. Contact information including address, phone number, and e-mail
	3. Date of submission of the application
	4. Rotary member sponsor or participant
	5. The area of need supported by the grant
	6. Ensure, the awards relate to the Rotary International focus areas. The Special Projects Team will review the application for consistency with Rotary values and club policy and conduct such other inquiry as necessary.
8. Awards may renew annually, contingent on funding and a current application, but are not guaranteed.

**Article II – Election of Officers and Directors**

**Section 1. Elections**

At a regular meeting of the Board of Directors held in September, the Board of Directors shall appoint a Nominating Committee of at least three persons. The Nominating Committee is charged with proposing a slate of nominees equal to the number of known vacancies for the coming Rotary Year (July 1-June 30). At a regular meeting held in October, the Nominating Committee shall present their proposed slate of nominees to the assembled Club. Additional names may be placed in nomination in writing by two members, with the consent of the nominee, delivered to the Secretary, published orally at that and the following meeting, and in the club bulletin no later than the third meeting in October. The nominations duly made shall be voted on at the first Club meeting in November with one vote for each office to be filled. The officer candidates receiving a majority of the votes shall be declared elected to their respective offices. The At-Large Director candidates receiving the majority of votes shall be elected as At-Large Directors. Should any position fail to receive a majority of votes, there shall be a runoff. The newly elected officers and At Large Directors are invited to attend Board meetings without vote until they take office at the first meeting in July.

**Section 2. Filling of Vacancies**

A vacancy in any office or the At-Large Board of Directors shall be filled by action of the remaining members of the Board of Directors.

A vacancy in the position of any officer-elect or director-elect shall be filled by the remaining members of the Board of Directors.

**Section 3. Removal from Office**

Any officer of the Club may be removed from office upon the majority vote of the Board of Directors or the majority vote of the Club membership.

**Article III – Board of Directors**

**Section 1. Makeup of the Board**

The governing body of the Club shall be the Board of Directors, which consists of officers, At-Large Directors and other appointed directors as specified by the Board. The Board of Directors shall not exceed twelve or be less than nine voting members. At a minimum, the Board shall include the President, President-elect, Secretary, Immediate Past President, Treasurer for Special Projects, Treasurer for Club Operations, Sergeant at Arms. and four At-Large Directors. The number of voting officers and directors may be changed from time to time by the Club. Changes in the number of voting officers and directors may be initiated by the Club or the Board and will be voted on by the Club. These voting directors shall be referred to as Officer Directors. The Board, by majority vote, may at any time appoint non-voting members to the board.

**Section 2. Terms of Office**

At-Large Directors shall serve two-year terms with one-half of the At-Large Directors rotating off each year.

The term of office for the President is one year and the President may not serve consecutive terms, though past presidents may be re-elected to the office after vacating the office for at least one Rotary year.

Specially appointed Officer Directors shall serve terms ending on June 30 of the year of their appointment except as reappointed by the Board.

**Article IV – Membership Categories**

The categories of membership are Active, E-member, Associate, Young Rotary Leader, Honorary, and Corporate.

**Section 1.**  The name of a prospective member, after the prospective member has attended at least three meetings, may be proposed for membership by an active member of the Club. One of these three meetings shall be Discover Rotary. The proposed member’s name will be submitted to the Membership Chair and then to the Board of Directors, through the Membership Chair. 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. New members are required to complete RLI Part 1 within 12 months.

**Section 2.** The Board of Directors shall ensure that the proposal meets all the classification and membership requirements of the Club constitution.

**Section 3.** The Board of Directors shall approve or disapprove the proposal within 30 days of its submission and shall notify the proposer, through the Membership Chair, of its decision.

**Section 4.** If the decision of the Board of Directors is favorable, the prospective member shall be informed of the purposes of Rotary, and the privileges and responsibilities of membership, following which the prospective member shall be requested to sign the membership proposal form and to permit his or her name and proposed classification to be published to the club.

**Section 5.**  If no written objection, stating reasons, is receive by the Board of Directors 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 membership application fee as prescribed by these bylaws, shall be considered to be elected to membership. If any such objection shall be filed with the Board of Directors, it shall vote on the matter at its next meeting. If approved despite the objection, the proposed member, upon payment of the membership application fee 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 Secretary shall report the new member to Rotary International; the member shall be provided appropriate literature at the induction, and a Mentor shall be appointed by the Membership Chair to assist in the assimilation of the new member, along with new member’s Sponsor.

**Section 7.** The Club may elect, in accordance with the standard Rotary Club Constitution, honorary and corporate members proposed by the Board of Directors.

**Section 8.** The Board of Directors may approve placement of a new member in the Young Rotary Leader membership category with the following rules:

* Under the Age of 35
* Quarterly Dues are as determined by the Board, plus they pay for their meals when they attend
* Dues must be kept current
* Participate in two (2) service projects
* Be in attendance for two (2) social events

**Article V – Meetings**

**Section 1. Annual Meeting of the Club**

An annual meeting of this club shall be held on before December 31 of each year, at which time the election of officers and directors to serve for the ensuring Rotary year shall take place.

**Section 2. Regular Meetings of the Club**

These regular meetings of the club shall take place on Wednesdays at 1:00 PM except on the fifth Wednesdays when it shall take place at a time and location to be named by the Board. The Board will establish the calendar of meetings and may elect not to hold a meeting because of a holiday or other conflict. Due notice of any changes in or canceling of the regular meeting shall be given to all members of the Club.

**Section 3. Quorum**

One-third of the membership of the Club shall be considered a quorum at the annual and regular meetings of the Club. Except as otherwise provided in these bylaws, an action approved by a majority of the members present at when such a quorum is present shall be the act of the Club.

**Section 4. Order of Business for Regular Meetings**

* Meeting Called to Order
* Invocation and Pledge
* Introduction of visiting Rotarians and guests
* Correspondence, announcements, and Rotary Information
* Committee Reports, if any
* Any Unfinished Business
* Any New Business
* Program
* Adjournment

**Section 5. Meetings of the Board of Directors**

Meetings of the Board of Directors shall take place at least quarterly. A regular schedule of meetings and times shall be set by the President in consultation with the Board. Notice of Board meetings will be given as a Club meeting prior to the Board meeting and announced in the Club Bulletin. Special meetings of the Board of Directors may be called as needed by the President or upon the request of two (2) members of the Board of Directors, due notice having been given.

**Section 6. Quorum for Board of Directors Meetings**

One-third of the Board members entitled to vote shall constitute a quorum of the Board of Directors. Except as otherwise provided in these bylaws, any action approved by a majority of the board members entitled to vote at a meeting at which a quorum is present shall be the act of the Board of Directors.

**Section 7. Order of Business for Board of Directors Meetings**

* Call to Order
* Approval of Minutes from last Board meeting
* Treasurers’ Reports
* Committee Reports
* Service Projects Reports
* President’s Report
* Adjourn

**Article VI — Fees and Dues**

**Section 1.** The application fee for Club membership shall be set by the Board and paid at the time application is made. No application fee shall be required for honorary members.

**Section 2.** Membership dues shall be set by the Board of Directors from time-to-time and billed quarterly plus $25 per quarter contribution for Paul Harris sustaining membership, which the member can opt out of. Billing will be on the first day of each quarter in January, April, July, and October. Dues are due in full within thirty (30) days. Each member’s subscription to *The Rotarian* magazine and meal expenses shall be paid out of the dues.

A variety of options are available for dues:

**Active Membership**

**E-Membership As determined by Board**

This membership type allows an individual to attend regular weekly meetings via Zoom. They are active members and are eligible to vote on club and district matters, may hold a club office, and are expected to participate fully in club projects and fundraisers. If/when they attend a club meeting in person, they will pay for meals.

**Rule of 85/Legacy Membership As determined by Board**

The Rule of 85 only pertains to attendance requirements. A Rotarian is exempt from attendance requirements if the aggregate of the member’s age and years of membership is 85 years or more. The Rule of 85 does not exempt a member from payment of dues. Rule of 85 members are still considered active members and are highly encouraged to continue in attendance at regular meetings and community service events. They are eligible to vote on club and district matters and may hold a club office.

**Young Rotary Leader Membership As determined by Board**

The Young Rotary Leader membership is used when the total of the member’s age and years of membership in one or more Rotary Clubs is no more than 35 years. YRL dues are determined by the club but usually are reduced to cover RI dues and the cost of meals they consume. They are eligible to vote on club and district matters, may hold a club office, and are expected to participate fully in club projects and fundraisers. Clubs may stipulate how many members may be admitted under the Rule of 35. When the member reaches 35 years of age, they are expected to become an active member and pay full dues.

**Family/Spouse/Partnership Membership As determined by Board**

This membership type requires that one family member pay full membership dues while alternate family members may participate as a club member at a reduced cost.

**Admission/Application Fees:** New members can be admitted without paying admission fees. However, clubs may also choose to retain these fees, and they have the flexibility to add admission or other fees to their bylaws.

**Leave of Absence** – See the current form on the club website ([https://www.dacdb.com/Rotary/Accounts/7770/Downloads/6239/RCFA Leave of Absence Form.pdf](https://www.dacdb.com/Rotary/Accounts/7770/Downloads/6239/RCFA%20Leave%20of%20Absence%20Form.pdf)).

**Article VII – Method of Voting**

Except for election of officers, the business of this Club shall be transacted by voicevote.

**Article VIII – 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, Youth Service, and International Service. The Club will be active in each of the five Avenues of Service.

**Article IX – Committees**

The Board of Directors may create or maintain such committees as it deems necessary to manage operation of the Club and fulfill the Clubs five Avenues of Service. (For example, a nominating committee, Forest Acres Festival Committee, etc.) Each committee shall keep minutes of their meetings and submit them at the succeeding meeting of the Board of Directors for approval. Committee Chairs are approved by the Board of Directors. Committee Chairs will report to the Board upon request.

**Article XI – Finances**

**Section 1.** The Treasurer for Club Operations and Treasurer for Special Projects shall deposit all funds of the Club in a bank named by the Board of Directors. The Club’s funds shall be divided into at least two separate parts: club operations and special projects.

**Section 2.**  All invoices shall be paid by an authorized person on the account. Each Treasurer submits monthly reports to Board. President reviews Accounts at end of Rotary Year.

**Section 4.** The fiscal year of the club shall extend from July 1 to June 30.

**Section 5.**  At the beginning of each fiscal year, the Board of Directors shall prepare or cause to be prepared a budget of estimated income and expenditures for the year which, having been agreed to by the Board of Directors, shall stand as the limit of expenditures for the respective purposes unless otherwise ordered by action of the Board of Directors. The budget shall be broken into two separate parts: Club Operations and Special Projects. The Special Projects budget should reserve $500 that may be expended at the discretion of the President for Rotary-related purposes. Such expenditures will be reported to the Board of Directors by the President.

**Article XII – Indemnification**

**Section 1. Authority**

The Club shall, to the fullest extent permitted by law, indemnify all persons whom it may indemnify so long as such persons have conducted themselves in good faith and reasonably believe their conduct not to be opposed to the Club’s best interests.

**Section 2. Insurance**

The Club shall purchase and maintain insurance on behalf of any person who is or was a director, officer, member, employee, or agent of the Club, or who, while a director, officer, member, employee, or agent of the Club is or was serving at the request of the Club as director, office, partner, trustee, member, or agent of another club, corporation, partnership, joint venture, or other enterprise again liability asserted against or incurred by him or her in that capacity or arising from his or her status as such.

**Article XIII – Amendments**

These By-laws may be amended at any regular meeting of the Club, by a fifty-percent vote of total membership, provided that notice of such proposed amendment shall have been sent to each member via email and announced at a regular meeting at least ten (10) days before the vote on the amendment is to be taken. No amendment or addition to these bylaws shall be made which is not in harmony with the standard Rotary Club Constitution and with the Constitution and bylaws of Rotary International.