

**BYLAWS OF THE ROTARY CLUB OF
WOODBURY, SOUTHURY, MIDDLEBURY CONNECTICUT,
USA**

(a/k/a THE TRIBURY ROTARY CLUB)

AMENDED AND RESTATED BYLAWS FOR 2020 - 2021

These Amended and Restated Bylaws of the Rotary Club of Woodbury, Southbury, Middlebury Connecticut supersede, amend, and restate in their entirety the Bylaws of this Club dated May 26, 2011 (“Previous Bylaws”) prepared by Ted Ryan, Secretary.

*The Board of Directors has approved adoption of these Amended and Restated Bylaws at a regular meeting of the Board and at the members **have voted to** approve them at a regular Club meeting, **therefore, these Amended and Restated Bylaws as revised are adopted. These Bylaws will be updated annually but are subject to revisions as necessary as defined within Article XXI.***

Contents

Article I:	Definitions
Article II:	Mission/Purpose of the Club
Article III:	Membership
Article IV:	Member in Good Standing
Article V:	Board of Directors and Officers
Article VI:	Election of Directors and Officers
Article VII:	Duties of Officers and Board Directors
Article VIII:	Meetings
Article IX:	Fees and Dues
Article X:	Removal from the Tribury Rotary Club Membership Roles
Article XI:	Method of Voting
Article XII:	Committees
Article XIII:	Duties of Committees, Roles and Responsibilities
Article XIV:	Leave of Absence
Article XV:	Conflict of Interest
Article XVI:	Finances
Article XVII:	Method of Electing New Members
Article XVIII:	Resolutions
Article XIX:	Club Policies
Article XX:	Club Service Project Proposal
Article XXI:	Amendments
Article XXII:	Order of Business

Article I -- Definitions

1. **Club:** Rotary Club of Woodbury, Southbury, Middlebury a/k/a The Tribury Rotary Club
2. **Bylaws:** Amended and Restated Bylaws as of July 1, 2020
3. **Board:** The Board of Directors of this Club.
4. **Director:** A member of this club's Board of Directors.
5. **Member:** A member, other than an honorary member, of this Club.
6. **RI:** Rotary International.

7. Year: The twelve-month period that begins on 1 July.

8. Quorum: The minimum number of participants who must be present when a vote is taken: one-third of the club's members for club decisions and a majority of the **nine (9)** directors for club board decisions.

Article II: Mission/Purpose of the Club

The purposes of this Club are to pursue the Objectives of Rotary, carry out successful service projects based on the Seven Avenues of Service, contribute to the advancement of Rotary by strengthening membership, support The Rotary Foundation, and develop leaders beyond the Club level.

- Supporting the Environment
- Basic Education
- Maternal and Child Health
- Peace and Conflict Resolution
- Water, Sanitation, and Hygiene
- Economic and Community Development
- Disease Prevention and Treatment

Article III: Membership

This Club shall be composed of adult persons who demonstrate good character, integrity, and leadership; possess good reputation within their business, profession, and/or community; and are willing to serve in their community and/or around the world.

Article IV: Member in Good Standing

In accordance with the definitions set forth in both the Constitution and the Bylaws of the Tribury Rotary Club, a "member in good standing" shall be defined as: an adult person of good character and good business, social, professional and/or good reputation; one who follows the principles of the Four-Way Test by conducting themselves and their activities in accordance with Rotary's principles; a person who adheres to the high ethical standards that one should hold as a Rotary Club member. Rotary International does not have an attendance standard but it is recommended that an effective Club have members plan to attend at least 50% of the member meetings within the Rotary year. In addition, a member in good standing is current on Rotary dues and payments.

Article V: Board of Directors and Officers

Members of the Board are considered qualified if they demonstrate regular attendance, pay dues promptly and meet other criteria as determined by the President. The governing body of this Club shall be the Board of Directors consisting of **nine (9)** directors elected in accordance with these bylaws.

Board of Directors – Positions	2020 -2021 - Names
1. President	Irene Hanley
2. President Elect / Treasurer	Tirdad Riahi
3. Secretary	Martin Engstler
4. Club Administration Chair	John Monteleone
5. Immediate Past President	Alon Sapir
6. Membership Chair	Rudy Mazurosky
7. Service Projects Chair	Andy Chapin
8. Director – Community Service Chair	Ray Albini
9. Director – Youth Services Chair	Lucy Warren

In addition, the Club shall elect a number of Committees as deemed necessary by the President. See Article X.

Article VI -- Elections and Terms of Office

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 President, President- Elect, Vice-President, Secretary, Treasurer, and any open Director positions(s). The nominations may be presented by a nominating committee, by members from the floor, or both.

The nominating committee will consist of at least 5 members who have been appointed by the President and include some past presidents of the Club. 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.

Section 2 -- The candidate for each office or Board position receiving a majority of the votes shall be declared elected to that office or Board opening. The President-Elect in such balloting shall serve as a member of the Board as President-elect for the year commencing on the first day of July next following the election and shall assume office as President on the first day of July immediately following the year of service on the Board as President-elect.

Section 3 – The candidate who receives a majority of the votes for each office is declared elected to that office and Board opening. Together with the immediate Past President, this shall constitute the Board.

Section 4 -- A vacancy in the Board or any office shall be filled by action of the remaining members of the Board.

Section 5- A vacancy in the position of any officer-elect or director-elect shall be filled by the remaining members of the Board-elect.

Section 6 – The term of office for each officer and Director is one year, running coincident with the Rotary Year of July 1 through June 30 of the following year.

Article VII -- Duties of Officers and Board Directors

Section 1 – President

It shall be the duty of the President to preside at meetings of the Club and Board and to perform other duties as ordinarily pertains to the office of President and as contained in the current [Manual of the Club's](#) President.

Section 2 -- President-Elect

It shall be the duty of the President-Elect to prepare for their year in office and to serve as a member of the Board performing such other duties as written in the current [Manual of the Club's](#) President under the heading of President-Elect.

Section 3 -- Immediate Past President

It shall be the duty of the Immediate Past President to serve as a Board Director and as the Board representative on the Tribury Rotary Club Foundation, also performing such other duties as required by the President.

Section 4 -- Vice-President (President-Elect nominee) **OPTIONAL**

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 required by the President.

Section 5 -- Secretary

It shall be the duty of the Secretary to help the Club function effectively; to maintain the records of membership including active, honorary, corporate and associate members; to record attendance at Club meetings and report weekly attendance and membership in the club reporting system; to send out notices of meetings of the Club and Board; to record and preserve the minutes of Annual and Board meetings; to update the membership roster as necessary to include new active members as they are elected to membership; to record membership changes, **shall report the new member information to dacDB for reporting purpose as well as** terminations or address changes, and Club officer information and respond to web site inquires; to be thoroughly familiar with Rotary and Club Constitutions and Bylaws, noting Legislative changes annually; and to perform such other duties as contained in the Secretary's Manual.

Section 6 -- Treasurer

It shall be the duty of the Treasurer to have custody of all funds, ensuring that all collected funds and expenses are accurately documented; to manage and track incoming and outgoing funds including dues payments, donations, money raised from Club activities; to collect and submit dues and fees; to report on the state of the Club's finances at monthly Board meetings; manage the clubs filing to the State for the Club's raffle(s); ensure tax filings are made; to assist the Board in developing a budget; and to perform such other duties as contained in the [Manual of the Club's 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. The Treasurer will supervise the Club Bookkeeper (if appropriate.)

Section 7 -- Sergeant-at-Arms

The Sergeant-at-Arms shall be responsible for readiness of each Club meeting, its location and set-up; attendance at the front desk; maintenance of order at Club meetings; and shall advise Club officers of concerns noted at meetings; report attendance as well as financial information to the Secretary and Treasurer following each Club meeting; and shall perform such other duties as may be prescribed by the President or further delineated under the Club Service heading. (Article IX, Section 1 of these Bylaws)

Section 8 – Board Director

A Director shall attend Club and Board meetings and perform additional duties as assigned by the President which may include taking leadership of certain Standing Committees represented on the Board and reporting monthly to the Board on significant activities of those committees and sub-committees. Each Board Director is responsible for being familiar with the Rotary Constitution and Rotary Bylaws as well as the Constitution and Bylaws of the Club.

Article VIII -- Meetings

Section 1 -- Annual Meeting.

An Annual meeting of this Club shall be held on the second Thursday of December, but no later than December 31 in each year, at which time the election of Directors and Officers to serve for the ensuing year shall take place.

Section 2 –Regular Weekly Meetings

The regular weekly meetings of this club shall be held on Thursdays at 12:15 noon. Reasonable notice of any changes in or canceling of the regular meeting shall be given to all Club members. All members in good standing in this Club as of the day of the regular meeting must be counted as present.

Section 3 – Board Meetings

Board meetings are held on the third Tuesday of each month. Special meetings of the Board may be called by the President whenever deemed necessary, or upon the request of two (2) Directors, due notice having been given. Due notice shall be by e-mail.

Article IX -- Fees and Dues

Section 1 – Admission Fee

The [Admission Fee](#) is currently \$50 and may vary as established by the Board and shall be paid before the applicant can qualify as a member. Pro-rata membership dues of Rotary International, the District and the Club shall be paid along with the [Admission Fee](#).

Section 2 – Membership Dues Payable

The [Membership Dues](#) shall be payable on a semi-annual basis (twice per year) on the first day of [January and July](#).

Section 3 –Amount of Dues

The [Membership Dues](#) are currently

- \$250 – covers annual Tribury Rotary Club dues, District 7980 per capita dues and any other Rotary, District or Club assessments.
- \$100 – cover Rotary International (Paul Harris) dues

Dues are payable within 30 days after billing and become delinquent 10 days thereafter. Dues shall be determined each Rotary year by the Board and may be adjusted at any time by the sitting Board.

Section 4 – Other Costs

Members are responsible for meal costs at meetings and for any costs associated with special events. Members may also elect to provide donations or participate in club fund-raising activities.

Article X: Removal from the Tribury Rotary Club Membership Roles

Section 1 – Resignation

If a member wishes to resign from their Club membership, the member shall prepare a letter of resignation and send it via email it to the Club President with a copy to the following Club Secretary, Club Administration Chair and President- Elect with an explanation for their resignation.

Section 2 – Accumulated Debt

If a member elects to resign, any dues and any other appropriate billings will be accumulated by the member until the letter of resignation is received. Payment due the Club is not pro-rated, and all payments made to the Tribury Rotary are non-refundable. Any expenses incurred by the member during a quarter by the Tribury Rotary may be charged back to the member if the said member chooses to resign within the same quarter.

Section 3 – Member is delinquent - Dues not Paid

If a member is delinquent in the payment of dues or other assessments, the following actions will be taken. A letter requesting prompt payment will be emailed to the member. In addition, a hard copy will be mailed to the members address.

- at 30 days letter #1 is sent by the Treasurer,
- at 45 days letter #2 is sent by the President,
- at 60 days, the Board has the right to remove the person from membership in the Tribury Rotary Club.

Section 4 – Member Conduct

If the Club is in receipt of a complaint against a member, verbal or in writing, the Board will undertake an investigation and upon a review of the facts, the Board has the right to bring this issue to the member to obtain an explanation. After a final review of all the facts, the Board shall determine if that person shall be retained as a member of the Tribury Rotary.

Article XI -- Method of Voting

Section 1 -- The business of this Club shall be transacted by voice vote or show of hands except the election of officers and directors, which shall be by ballot. The Board may provide a ballot for a vote on a specific resolution.

Article XII: Committees

Section 1—The Board shall maintain the following standing committees as determined by the President.

Committees 2020 -2021 - Names

International Service Chair	Irene Hanley
Rotary Foundation Chair	Alon Sapir
Foundation Steward	Ted Ryan
Club Service Chair	Michael Grieder
Club Community Officer	Joe Olzacki
Senior Advisor / Song Leader	Vince Ganci
Director of Children’s Community Outreach	Terry Clarke-Murphy
Director of Environmental Services	Susan Thorpe (Proposed)
Director of Mental Health Outreach	Susan Clerkin (Proposed)
Director of Senior Services Outreach	Jennifer Naylor
Pomperaug HS Interact Advisor	Tamara Belisle
Interact Club President	Mia Martovich
Public Image Chair	Christina Zumbo
Secretary - Elect	Michelle Forbotnick
Club Service Projects Chair	Andrew Chapin
Vocational Service Chair	Ron Webb

Section 2— All other committee chairs are appointed by the President, subject to the approval of the Board.

Section 3—Committee Chairs are responsible for recruiting committee members from the Club membership in sufficient numbers to effectively execute the committee’s responsibilities, subject to any requirements or restrictions established by the Board or these Bylaws.

Section 4—The President is an ex-officio member of all committees and, as such, shall have all the privileges of membership thereon.

Section 5—Additional standing committees may be established by vote of the Board. Such additional standing committees can also be dissolved, when appropriate, by vote of the Board.

Section 6—Ad hoc committees may be established by the Board for a specific duration or to accomplish a specific goal. Ad hoc committees provide progress reports to the Board at appropriate intervals, which may be specified by the Board. When an ad hoc committee has achieved its goals or is otherwise no longer needed the committee may be dissolved by vote of the Board.

Section 7—Club activity coordinators may be appointed by the President, subject to approval of the Board, for activities which require oversight, but are not sufficiently complex to merit establishment of a committee.

Section 8—Each committee shall transact such business as is delegated to it in the bylaws, including any expenditures of Club funds as are allocated to the committee by a Board-approved budget, and such additional business as may be referred to it by the President or the Board, without need for further Board approval. Each committee shall report such activities to the Board as requested by the President.

Section 9—For all standing committees, where feasible and practical 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.

Article XIII: Duties of Committees, Roles and Responsibilities

We channel our commitment to service at home and abroad through five Avenues of Service, which are the foundation of Club activity.

Section 1 – Club Service Committee. Club Service, the First Avenue of Service

Club Service focuses on making Clubs strong. A thriving Club is anchored by strong relationships and an active membership development plan. This involves action a member should take within the Club to help it function successfully. Club Services may perform the following functions:

- a. Prepare and arrange programs of regular and special meeting of the Club.
- b. Promote fellowship through organized Rotary events, social activities and other functions as directed. by the President.

Section 2 – Vocational Service Committee. Vocational Service, the official Second Avenue of Service

Vocational Service calls on every Rotarian to work with integrity and contribute their expertise to the problems and needs of society. Learn more in [An Introduction to Vocational Service](#) and the [Code of Conduct](#).

Responsible for implementing vocational projects to promote high ethical standards in businesses and professions, recognize the worthiness of all dignified occupations, and foster the ideal of service in the pursuit of all vocations. The role of members includes conducting themselves and their businesses in accordance with Rotary's principles. Vocational Service is the way Rotary fosters and supports the application of the ideal of service in the pursuit of all vocations. Inherent in the Vocational Service ideal are:

- a. Adherence to and promotion of the highest ethical standards in all occupations.
- b. Recognition of the worthiness to society of all useful occupations.
- c. Contribution of one's vocational talents to the problems and needs of society.

Activities of the Vocational Service Committee are intended to strengthen the emphasis on vocation and classification in new member recruitment, emphasize vocation in Club activities, create stronger emphasis on business networking with integrity as a means of attracting and mentoring the new and younger members, as well as emphasize the connection between the four-way test in business and professions.

Section 3 – Community Service Committee. Community Service, the Third Avenue of Service

Community Service encourages every Rotarian to find ways to improve the quality of life for people in their communities and to serve the public interest. Learn more in [Communities in Action: A Guide to Effective Projects](#). Undertakes projects and activities for Club participation that will improve life within this Club's locality which include Woodbury, Southbury and Middlebury.

Consequently, this committee encourages and fosters the application of the ideal of service to the personal, business and community life of every Rotarian. As Rotarians, we all recognize that Community Service is an opportunity for every Rotarian to exemplify "Service Above Self."

Section 4 – International Service Committee. International Service, the Fourth Avenue of Service

International Service exemplifies our global reach in promoting peace and understanding. We support this service avenue by sponsoring or volunteering on international projects, seeking partners abroad, and more. Develops and implements educational, humanitarian and vocational projects that address the needs of its community and communities in other countries for the purpose of advancing international understanding, goodwill, and peace. By fostering acquaintance with people of other countries, their cultures, customs, accomplishments, aspirations, and problems, and through correspondence, volunteerism and cooperation in all Club activities and projects designed to help people in other lands, members serve Rotary on a global basis.

Section 5 – Youth Service Committee. Youth Service, the Fifth Avenue of Service

Youth Service recognizes the importance of empowering youth and young professionals through leadership development programs such as [Rotaract](#), [Interact](#), [Rotary Youth Leadership Awards](#), and [Rotary Youth Exchange](#). This includes leadership, development activities, involvement in community and international service projects, and exchange programs that enrich and foster world peace and cultural understanding. Members of this committee take responsible roles in guiding Youth Service programs in our community

schools, that may include Interact, Rotaract, Rotary Youth Leadership Awards (RYLA), the 4-Way Speech Contest, Model UN and Rotary Youth Exchange and scholarships for deserving students.

Section 6 – Club Standing Committees of the Board.

Club committees are charged with carrying out the current and annual long-range goals of the Club. Separate from, and in addition to the Avenue of Service Committees, there shall be at least three committees each chaired by a Board Director or assigned by the President.

a. Membership:

The Board member responsible for membership shall assemble a membership committee to develop and implement a comprehensive plan for the recruitment and retention of members in accordance with District goals; educate Club members on the importance of recruitment and retention of members; conduct an annual classification survey to achieve a balanced and diversified membership; develop a membership action plan to improve member satisfaction that involves surveying members and initiating changes in response to their feedback to ensure that the Club remains relevant to its members. Typical activities include recruiting potential members, greeting and maintaining communication with potential members, assembling prospective and new member packets, managing the new member application and induction process, following new members through the process, hosting fireside chats to introduce prospective and new members to Rotary and our Club leaders and activities.

b. Public Relations:

This committee shall develop and implement plans to provide the public as well as the Club members with information about Rotary and to promote the Club's service projects and activities. It supports membership by developing and maintaining a positive image of the Club within the three communities and improves retention of existing members through positive Club public relations. Typical activities include entering current Club news on the Club webpage, releasing a weekly newsletter (if appropriate) and in social media; providing timely articles to local media that will promote membership in the Club; working with the event chair for each fundraising activity, participating in event committees, and encouraging public relations efforts from all Club members.

c. The Rotary Foundation:

This committee carries out the Club's goals for support of The Rotary Foundation (TRF). It shall assess the current state of the Club's Foundation efforts and help set current goals, developing an action plan to achieve these goals by educating Club members about the Foundation

The Committee also works by encouraging and facilitating participation in Foundation grants and activities to ensure full Club participation in The Rotary Foundation. Typical activities include encouraging Paul Harris Fellow status by all Club members, making presentations regarding Foundation activities and encouraging participation in Foundation events at the District level. The Tribury Rotary Foundation chairperson shall ensure proper stewardship of Foundation Grant funds.

d. Programs:

This Committee schedules weekly meeting program speakers in coordination with President.

Article XIV: Leave of Absence

Upon written application to the Board, setting forth good and sufficient cause, leave of absence (LOA) may be granted excusing a member from attending the meetings of the Club for a specified length of time. As part of their application for LOA, members will bring their account current with the Club. Further discussion regarding LOA can be found in the Tribury Rotary Club Constitution.

Article XV: Conflict of Interest.

The Club shall create a Conflict of Interest policy. Club officers shall encourage Club members to review the Conflict of Interest policy at least once each year.

Article XVI - Finances

Section 1 – Approved Depository

The Treasurer shall deposit all funds of the Club in **an account that is** federally insured **in a** financial institution designated by the Board

Section 2 – Fiscal Year

The fiscal year of this Club shall extend from July 1st to June 30th, and for the collection of members' dues shall be divided **paid on a bi-annual basis**. The payment of per capita dues to RI and to the District shall be made on July 1st and January 1st of each year based on the membership of the Club on those dates.

Section 3 – Budget

At the beginning of each fiscal year, the Board 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, shall stand as the limit of expenditures for the respective purposes unless otherwise ordered by action of the Board.

Section 4 – Bill Payments

All bills shall be paid only by checks signed by the Treasurer or another authorized officer. Checks over \$100 must first have specific authorization (**approval**) by the Board. Written requests for expenditures of \$100 or more, if not specified in the approved budget, must be approved by the Board and a check request form must be signed by the President. Requests for expenditures from the Avenues of Service Committees are to be received in writing or on a check request form and must be verified with the Committee Chair if not shown on the approved Committee budget.

Section 5 – Account Reviews

Audit procedures by a certified public accountant or other qualified person shall be made at the Board's discretion as needed. This review is to be determined upon presentation of the year-end financial statement. An annual financial statement of the Club shall be provided to Club members.

Article XVII -- Method of Electing New Members

Section 1 - The Sponsor of a New Member

These bylaws clearly outline the procedure for a prospective member to be proposed for the Tribury Rotary club membership. The "sponsor" is the key person in the growth and advancement of Rotary. Without a sponsor, an individual will never have the opportunity to become a Rotarian. The task of the sponsor should not end merely by submitting a name to the club secretary or membership committee. Rotary has not established formal responsibilities for sponsors; however, by custom and tradition these procedures are recommended.

The sponsor should:

- a. Invite a prospective member to several meetings prior to proposing the individual for membership.
- b. Accompany the prospective new member to one or more orientation, informational meetings.
- c. Introduce the new member to other club members each week for the first month.

- d. Invite the new member to accompany the sponsor to neighboring clubs for the first make-up meeting to learn the process and observe the spirit of fellowship.
- e. Ask the new member and spouse to accompany the sponsor to the club's social activities, dinners or other special occasions.
- f. Urge the new member and spouse to attend the district conference with the sponsor.
- g. Serve as a special friend to assure that the new member becomes an active Rotarian.

When the proposer follows these guidelines, Rotary becomes stronger with each new member.

Section 2 – Prospective member

The sponsor shall submit the name of a prospective member to the Board using the Club's application form. A transferring or former member of another club may be proposed to active membership.

Section 3 – Qualification of Prospective Members

The Board shall ensure that the proposed member meets membership requirements of the Club Constitution.

Section 4 – Board Approval

The Board shall approve or disapprove the membership proposal within 30 days of its submission and shall notify the proposer through the Club Secretary of its decision.

Section 5 – Education of Prospective Member

If the decision of the Board is favorable, the prospective member shall be invited to meet with the Membership Director and shall be informed on the purpose of Rotary and of 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 members. The proposed member should have attended a minimum of three meetings prior to the notification being published to the Club.

Section 6 – Objections and Publication regarding Prospective Member

If no written objection to the proposed member, 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) as prescribed in these Bylaws, shall be considered to be 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 a transferring Rotarian or previous member of this Club), shall be elected to membership.

Section 7 – Induction of Prospective Member

Following the election and provided the prospective member has paid the required application fee and prorated Club dues and fees, the President shall arrange for the member's induction. The Club Secretary shall then report the new member information on DacDB for reporting to it and the Membership Director or President will assign a member to assist with the new member's assimilation into the Club.

Section 8 – Honorary members

The Club may elect, in accordance with the Club Constitution, honorary members proposed by the Board. Such election shall be for one year, renewable only upon annual Board action.

Article XVIII -- Resolutions

No resolution or motion to commit this Club on any matter shall be considered by the Club 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 XIX -- Club Policies

The Board may from time to time and as often as necessary, adopt and amend written policies (“Club Policies”) to provide additional detail on the implementation of any Club functions as specified in these Bylaws, provided that such Club Policies are not inconsistent with these Bylaws.

Article XX – Club Service Project Proposal

Section 1 – Proposal-

In order to propose a service project for the Club, a proposal shall be submitted to the Chair of the Service Projects Committee. The proposal will be considered by the Service Projects Committee members at their next meeting. Once the proposal has been approved by the Service Projects Committee, it will be presented to all the Club members for their input. Then it will be presented to the Tribury Rotary Board.

Section 2 - Rotary’s Seven Areas of Focus

1. Indicate which Area of Focus the project aligns with:
 - Supporting the Environment
 - Basic Education
 - Maternal and Child Health
 - Peace and Conflict Resolution
 - Water, Sanitation, and Hygiene
 - Economic and Community Development
 - Disease Prevention and Treatment
 - Other (Explain)
2. Section 3 - Club member participation
 - Hands-on service project (opportunity for Club member participation)
 - Funding only (no hands-on participation)

Section 4 - Problem or need the project will address

- How the project will benefit the local or international community

Section 5 - Provide the estimated length of time needed to complete the project.

Section 6 - Who are the beneficiaries of the project? Approximately how many people will benefit from the project?

Section 7 - Outline the proposed budget for the project.

Section 8 - Describe the specific activities that Club members can engage in to support this project.

Section 9 - Will the project need to be sustained, and if so, how will this be accomplished?

Section 10 - Describe any partnerships which you feel would be beneficial for successfully completing this project and for future sustainability (i.e., other agencies, other service clubs, other Rotary Clubs, government, etc.).

3.

Article XXI -- Amendments

These Bylaws may be amended at any regular Board meeting. Changing the Club Bylaws requires that written notice be sent to each member at least ten (10) days before such meeting, that a quorum be present for the vote, and that two-thirds of the votes support the change(s). Changes to these Bylaws must be consistent with the Standard Rotary Club Constitution, the RI Constitution and Bylaws, and the Rotary Code of Policies.

Article XXII -- Order of Business

- Meeting called 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

| DRAFT submitted for review by John Monteleone, Club Administration – August 1, 2020