



## Bylaws and Constitution of the Rotary Club of Lincolnton-Sunrise

### Article 1 — Definitions

1. **The Board:** The Board of Directors of Lincolnton-Sunrise Club ("The Sunrise Club").
2. **Director:** A member of the Club's Board of Directors.
3. **Member:** A member, other than an honorary member, of The Sunrise Club.
4. **RI:** Rotary International.
5. **Year:** The twelve-month period that begins on July 1 of each year.

### Article 2 — The Board

The governing body of Lincolnton-Sunrise Club shall be the board consisting of nine (9) members of The Sunrise Club, namely, the president, immediate past president, president-elect, secretary, treasurer, sergeant-at-arms, and three (3) directors at large who shall serve staggering terms. When appropriate, at the discretion of the board, additional directors may be elected in accordance with article 3, section 1 of these bylaws.

### Article 3 — Election of Directors and Officers

Section 1 — At the regular Board meeting in November, the Board of Directors, serving as the nominating committee, shall nominate a president, secretary, treasurer, and one (1) director at large. 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. The candidates for president, secretary, and treasurer receiving a majority of the votes shall be declared elected, for a one year term, to their respective offices. No officers, except the secretary and treasurer shall serve more than two consecutive terms. (The candidate for president elected in such balloting shall be the president-nominee and shall serve on the board commencing on the first day of July next following the election, and shall assume office as president on July 1 immediately following that year. The president-nominee shall take the title of president-elect on July 1 in the year prior to taking office as president.)

The candidate for director receiving a majority of the votes shall be declared elected as director, for a three year term.

Section 2 --- The sergeant-at-arms shall be appointed by the president-elect.

Section 3 — The officers and directors, so elected, together with the immediate past president and sergeant-at-arms shall constitute the board.

Section 4 — A vacancy in the board or any office shall be filled by action of the board.

## **Article 4 — Duties of Officers & Directors**

Section 1 — *President*. It shall be the duty of the president to preside at meetings of the Club and the meetings of 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 an officer and to perform such other duties as may be prescribed by the president or the board. The president-elect shall attend the District presidents-elect training seminar (PETS) and the District Assembly unless excused by the Governor-elect (as stated in the Constitution, Article 10, Section 5-c). The president-nominee is also encouraged to attend same meetings.

Section 3 — *Secretary*. It shall be the duty of the secretary to keep membership records; record attendance at meetings; send out notices of club, board, and committee meetings; record and preserve the minutes of such meetings; send the minutes of the previous board meeting to the board members no less than five (5) days prior to their next meeting; report as required to RI, including the semiannual reports of membership on January 1 and July 1 of each year, which shall include per capita dues for all members and prorated dues for active members who have been elected to membership in the club since the start of the July or January semiannual reporting period; report changes in membership; provide the monthly attendance report, which shall be made to the district governor within 15 days of the last meeting of the month; collect and remit RI official magazine subscriptions; and perform other duties as usually pertain to the office of secretary.

Section 4 — *Treasurer*. It shall be the duty of the treasurer to have custody of all funds, accounting for it to the monthly board meetings, the Club Assemblies and at any other time upon demand by the board, and to perform other duties as pertain 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.

Section 6— *Directors at Large*. It shall be the duty of the three directors to perform such 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 in December of each year, at which time the election of officers and directors to serve for the ensuing year shall take place.

(Note: Article 6, section 2 of the Standard Rotary Club Constitution provides that “An annual meeting for the election of officers shall be held not later than 31 December...”)

Section 2 – *Club Assemblies*. The Club will hold four (4) Club Assemblies during the course of the year (once every 3 months) to report on the Club’s goals, objectives, plans, and financial position.

Section 3 — The regular weekly meetings of this club shall be held on Thursday at 7:30 a.m. at a place designated by the board of directors. Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club. All members excepting 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, and attendance must be evidenced by the member’s being present for at least sixty (60) percent of the time devoted to the regular meeting, either at this club or at any other Rotary club, or as otherwise provided in the standard Rotary club constitution, article 9, sections 1 and 2.

Section 4 — One-third of the membership shall constitute a quorum at the annual meeting, Club assemblies, and the regular meetings of the Club.

Section 5 — Regular meetings of the board shall be held on the second Thursday of each month following the club meeting. When the need warrants, the president may elect to reschedule the date and time of a board meeting provided proper notice is given to all of the board members. 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 6 — A majority of the directors shall constitute a quorum of the board.

Section 7 --- When necessary, the board may vote electronically on issues.

### **Article 6 — Fees and Dues**

Section 1 — The admission fee shall be \$25 to be paid before the applicant can qualify as a member.

Section 2 — The membership dues shall be the exact amount of RI and District dues plus \$5 per annum, payable semiannually on the first day of July and of January, with the understanding that a portion of each semiannual payment shall be applied to each member's subscription to the RI official magazine.

Section 3 --- All club members, except honorary members and members with board-approved leave of absence, shall pay meal fees, set by the Board, payable semiannually on the first day of July and of January.

Section 4 – The admission fee and membership dues can be changed upon recommendation by the board and approval by the Club's membership.

### **Article 7 — Method of Voting**

The business of this club shall be transacted by *viva voce*\* vote or electronically except the election of officers and directors, which shall be by ballot. The board may determine that a specific resolution be considered by ballot rather than by *viva voce* vote. (\* Note: *Viva voce* vote is defined as when club voting is conducted by vocal assent.)

### **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, and International Service, and New Generations Service. This club will be active in each of the Five Avenues of Service.

### **Article 9 — Committees**

The Club's 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 Recruitment & Retention

This committee should develop and implement a comprehensive plan for the recruitment and retention of members and work with the appropriate committees to see that the Club Directory and Website are up to date with member information.

- Club Public Relations & Publicity

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 evaluate, develop, recommend, and implement educational, humanitarian, and vocational projects that address the needs of the Club's 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.

- Other Committees

Additional committees may be appointed by the board as needed in connection with the Club's goals, objectives, operating plans, and areas of interest during the course of the year.

(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.

(Note: The above committee structure is in harmony with both the District Leadership Plan and the Club Leadership Plan. Clubs have the discretion to create any committees that are required to effectively meet its service and fellowship needs. A sample listing of such optional committees is found in the *Club Committee Manual*. A club may develop a different committee structure as needed.)

## **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, International Service, and New Generations 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, provided by and presented 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.

(Note: Such leave of absence does operate to prevent a forfeiture of membership; it does not operate to give the club credit for the member's attendance. Unless the member attends a regular meeting of some other club, the excused member must be recorded as absent except that absence authorized under the provisions of the Standard Rotary Club Constitution is not computed in the attendance record of the club.)

#### **Article 12 — Finances**

Section 1 — Prior to the beginning of each fiscal 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. The budget shall be broken into two separate parts: one in respect of club operations and one in respect of charitable/service operations.

Section 2 — The treasurer shall deposit all club funds in a bank, named by the board. The club funds shall be divided into two separate parts: club operations and service projects.

Section 3 — All bills shall be paid by the treasurer or other authorized officer only when approved by two other officers or directors.

Section 4 — A review of all financial transactions by a qualified person shall be made once each year.

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 two (2) semiannual periods extending from July 1 to December 31, and from January 1 to June 30. The payment of per capita dues and RI official magazine subscriptions shall be made on July 1 and January 1 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 membership chair and board in writing, through the Club secretary. A transferring or former member of another club may be proposed to active membership by the former club. The proposal shall be kept confidential except as otherwise provided in this procedure.

Section 2 — The board shall ensure that the proposal meets all the classification and membership requirements of the standard Rotary club constitution.

Section 3 — The board shall approve or disapprove the proposal within 30 days of its submission and shall notify the proposer, through the Club secretary, of its decision.

Section 4 — If the decision of the board is favorable, the prospective member shall be informed of the purposes 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.

Section 5 — If no written objection to the proposal, stating reasons, 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 honorary membership), shall be considered to be elected to membership.

Section 6 — 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 7 — 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**

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.

#### **Article 16 — Amendments**

These bylaws may be amended at any regular meeting, a quorum being present, by a two-thirds vote of all members present, provided that notice of such proposed amendment shall have been electronically sent (e-mailed) or mailed to each member at least ten (10) 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.

Approved on this 30<sup>th</sup> day of December 2010 at club's Annual Business Meeting with quorum established.

Hilmi Ari, President

Becky Reavis, Secretary