

SOUTH OLDHAM ROTARY CLUB BYLAWS

ARTICLE I - MEETINGS

Section 1 - Weekly Meetings

- (a) The weekly club meeting will be held on Friday mornings from 7:30 a.m. until 8:30 a.m. Meetings conflicting with national holidays or other events may be canceled at the President's discretion. Meetings will be canceled on those days when Oldham County Schools are canceled due to weather.
- (b) Meetings will be held at the Oldham County School's Art Center unless otherwise announced by the President.
- (c) The sequence of activities of weekly meetings will be determined by the presiding officer but will include: Invocation, Rotary Four Way Test, Pledge of Allegiance, Introduction of Guests, Raffle, Happy Bucks, Program, Announcements, and Adjournment.
- (d) No political campaigning will be allowed.
- (e) No registered political candidate will be allowed as the speaker.
- (f) No soliciting by members is permitted in the meeting room.

Section 2 - Annual Meeting

- (a) The annual meeting will be held during the 1st weekly meeting of December.
- (b) The purpose of the annual meeting will be to elect the Vice-President, Secretary, and Treasurer for the upcoming year.

Section 3 - Board Meetings

- (a) Board Meetings will be held at least monthly, with the time and location to be determined by the President.
- (b) Board Meetings will include: reading and approval of the previous meeting's minutes, Treasurer's report, old business, new business and report by each Committee Director regarding that individual committee's activities and progress, and adjournment.

Section 4 - Internet Meetings

If an issue requiring a vote needs to be held before the next scheduled meeting, the issue may be posed and the response provided by e-mail.

ARTICLE II - MEMBERSHIP

Section 1 - Election of New Members

Prospective members will complete all application and information forms provided by the Membership Committee and return them to any club Officer. The Board of Directors will review the application at the next regular Board meeting and vote to accept or not to accept the application for membership. If the application is not accepted, the President will notify the applicant. If the application is accepted, the presiding officer will present the applicant to the club at the next meeting, and the applicant will address the club. After the applicant is presented to the club, the membership will be allowed two (2) weeks to submit any objections concerning the applicant, in writing, to the President. If an objection is received, the President will call a special board meeting to determine if the applicant will or will not be accepted. If the applicant is accepted, the induction will proceed. If the applicant is not accepted, the President will notify the applicant.

Section 2 - Induction of New Members

The approved applicant will be inducted during the first appropriate weekly meeting. The new member(s) will receive a "new member packet" and be asked to address the membership.

Section 3 - Attendance

To maintain an active membership, a member is encouraged attend at least 60% SORC (South Oldham Rotary Club) regular meetings. A make-up may be done at any active Rotary club or, on line at the RI (Rotary International) website. The board may choose to waive the member's attendance requirements due to special circumstances such as temporary business or personal conflicts.

Section 4 - Leave of Absence

- (a) Under certain circumstances (i.e. prolonged illness or military deployment) a member may be granted a Leave of Absence.
- (b) Any club member may submit a request to any board member for a Leave of Absence.

- (c) After consideration the Board will vote to approve or disapprove the Leave of Absence.
- (d) If the request is denied, the President will notify the requesting member.
- (e) If the request is approved, the applicant will be notified by the President, and the Secretary will notify RI that the member is being transferred to "Inactive" status.
- (f) The member receiving the Leave of Absence will be required to pay Rotary Dues during the Leave.

Section 5 - Delinquency of Dues

Any member found to be 90 days past due in payments will be notified by the President. If the amount due is not received within 30 days the membership will be cancelled by action of the Board.

ARTICLE III - BOARD OF DIRECTORS

Section 1 - Composition of the Board of Directors

- (a) The Board of Directors will be composed of the Officers (see Article III Section 3), the Directors (see Article III Section 6), and the most recent past President.
- (b) The Board will be installed at the June installation dinner and will take office July 1.

Section 2 - Responsibilities of the Board

- (a) The Board will review all club activities recommended by the committees for final approval.
- (b) The Board will approve the Budget for the following year prior to July 1
- (c) The Board will review all membership applications (see Article II, Section 1)
- (d) The Board will select the "Rotarian of the Year" award recipient. (see Article X)
- (e) The Board member or his representative must attend 80% of all Board meetings.
- (f) The Board will establish membership dues

Section 3 - Officers

The Officers of the club will be: President, President-Elect, Vice-President, Secretary, and Treasurer.

Section 4 - Progression of Officers

- (a) The previous year's President-Elect will advance to the office of President.
- (b) The previous year's Vice President will advance to the office of President-Elect.

Section 5 - Election of Officers and Directors

The election of Officers and Directors will be held during the annual meeting. At each regular meeting in November, the presiding officer will announce the upcoming election and solicit recommendations for candidates. A nominating committee chaired by the President-Elect and composed of the President, Vice-President, and most recent past President, will meet at least one (1) week prior to the annual meeting to select a slate of candidates. Selected candidates will be contacted to determine interest in the position for which they are being considered. Once the slate of candidates has been established, a ballot will be prepared listing each office and the candidates for each office in alphabetical order. At the annual meeting, one (1) ballot will be provided to each club member present. After each member marks his or her ballot, all ballots will be collected and tabulated by two (2) members of the nominating committee. The results of the election will be announced by the President-Elect.

Section 6 - Directors

The Directors of the club will be the Chairpersons of the standing committees (Article VIII).

Section 7 - Voting by the Board

- (a) All votes require a quorum of six (6) members.
- (b) All votes must pass by a majority of those voting.
- (c) The President will not vote except in the case of a tie.

ARTICLE IV - DUTIES OF OFFICERS

Section 1 - President

- (a) Represent the club during any interaction with other clubs, organizations, or the public
- (b) Preside over regular club meetings
- (c) Schedule and preside over Board meetings
- (d) Be the final authority, with approval of the Board, over all club activities that will occur during his or her tenure as President
- (e) Disperse funds to any creditor of the club in the absence of the Treasurer
- (f) Appoint the Sergeant at Arms

- (g) Notify members and prospective members of decisions made by the Board

Section 2 - President-Elect

- (a) Perform the duties of the President should the President be unable to fulfill them
- (b) Chair the Fundraising Committee
- (c) Be the final authority, with approval of the Board, over all club activities that will occur during his or her tenure as President-Elect
- (d) Recruit and schedule all speakers for regular club meetings

Section 3 - Vice-President

- (a) Perform all duties of the President-Elect should he or she be unable to fulfill them
- (b) Be familiar with the activities of the various committees and coordinate activities between committees as necessary
- (c) Ensure club meetings and activities are conducted in accordance to the bylaws
- (d) Review the bylaws before the May Board Meeting and report to the Board any change(s) that should be considered to the bylaws at the May Board Meeting

Section 4 - Secretary

- (a) Record all Board meetings and prepare minutes of each meeting
- (b) Provide each Board member a copy of the minutes of the previous Board meeting two days before the next scheduled Board meeting.
- (c) Maintain the membership roles of the club and report any changes to Rotary International and District 6710
- (d) Maintain attendance records and report to the Board
- (e) Order awards necessary for the Officer Installation Dinner
- (f) Order supplies necessary for the operation of the club such as member ID, badges, make-up slips, Rotary pins

Section 5 - Treasurer

- (a) Maintain all accounts of the club with financial institution(s)
- (b) Disperse funds to any creditor of the club as directed by the Board
- (c) Report disbursement of any funds to the Board at the next Board meeting
- (d) Present to the Board a report of the club's financial situation at each Board meeting or present such a report to the President so that it may be presented to the Board
- (e) Prepare and submit all appropriate financial reports to requesting entities. (IRS, RI, etc.)
- (f) Invoice members for quarterly dues, initiation fees, and other fees as directed by the Board
- (g) Notify the Board of any delinquencies of payment of quarterly dues
- (h) Prepare an annual budget by July 1 (Article IX, Sec 2)
- (i) Must provide all Board members a copy of the financial report 2 days before the next scheduled Board meeting.

Article V - DUTIES OF DIRECTORS

- Chair assigned committee
- Recruit members to serve on the assigned committee
- Schedule and chair committee meetings
- Document and report committee activities and progress to the Board

Article VI - REPLACEMENT OF OFFICERS OR DIRECTORS

Section 1 - Resignation

Should an Officer or Director resign his or her position, the Board will select a candidate to fill the unexpired term. The candidate will be contacted to determine his or her willingness to fill the expired term. Once the new Officer or Director has been selected, the President will announce the appointment at the next regular club meeting.

Section 2 - Failure to Perform

If an Officer or Director does not fulfill the duties of the office, a motion can be made to the Board by one of its members to consider the replacement of that person. If two-thirds (2/3) of the Board vote to replace the Officer or Director, he or she will be removed from the Board and replaced by the same procedure as if he or she had resigned. The President will notify the individual that he or she is no longer a member of the Board.

ARTICLE VII - SERGEANT AT ARMS

Section 1 - Appointment

The Sergeant at Arms will be appointed by the President.

Section 2 - Duties

Record the attendance of each meeting and report same to the Secretary

- (b) Collect and store raffle items from the membership and conduct the raffle at each regular club meeting
- (c) Report income from raffles to the President and Treasurer
- (d) Greet and register all guests and visiting Rotarians, and introduce them during the meeting
- (e) Assess fines to members who: 1) fail to display the Rotary insignia (other than on their ID badge) on his or her person, 2) have a cell phone ring during the club meeting.
- (f) Issue “make-up” slips to visiting Rotarians
- (g) Collect breakfast charges as described in Article IX, Sec 7.
- (h) Is in charge of taking and keeping all inventory and maintaining club property.

ARTICLE VIII - COMMITTEES

Section 1-Standing Committees

The following committees will be permanently established: International Service, Community Service, Club Administration, Youth Services, Rotary Foundation, Public Relations, Vocational, Fund Raising, and Membership.

Section 2 - Chairpersons

The chairperson of each committee will be the Director appointed to chair that committee.

Section 3 - Selection of Committee Members.

- (a) At the 1st two (2) regular club meetings in May, a sign-up sheet will be available for members to select their 1st and 2nd choice of committees on which to serve.
- (b) The incoming Vice-President will, taking into account the members’ selections, assign each member to a committee. (s)

Section 4 - International Service Committee Duties

- (a) Review previous and ongoing international service projects and report their current status and future intentions to the Board by the August board meeting
- (b) Investigate, plan, and implement programs that provide service projects involving Rotarians outside of the United States
- (c) Administer Rotary International programs which pertain to international relations, such as Group Study Exchange, Youth Exchange, Friendship Exchange, and Global Scholarships

Section 5 - Community Service Committee Duties

- (a) Review previous and ongoing community service projects and report their current status and future intentions to the Board by the August board meeting
- (b) Respond to any request from RI, district 6710, other Rotary clubs, or the public regarding service projects
- (c) Track attendance of club members at Community Service activities and report results to the Board
- (d) Determine the club member who will receive the “Community Service” award and report same to the Secretary by June 1

Section 6 - Club Service Committee Duties

- (a) Investigate, plan, and implement activities to promote member and family interaction, such as picnics, golf outings, field trips, etc.
- (b) Plan and organize the officer installation dinner and the Christmas party

Section 7 - Youth Services Committee Duties

- (a) Support the South Oldham High School Interact Club, RYLA, and other Rotary sponsored youth activities
- (b) Oversee the “Student of the Month” program
- (c) Oversee the annual speech contest.

Section 8 - Rotary Foundation Committee Duties

- (a) Coordinate with all other committees in securing grants
- (b) Monitor the status of pending grant applications
- (c) Oversee “Paul Harris” program
- (d) Mandated membership of the current treasurer and the past president
- (e) Must have no fewer than five members

Section 9 - Public Relations Committee Duties

- (a) Utilize social and public media to further public awareness of the club and its activities
- (b) Determine what public media would be appropriate to promote the club and its activities, and the feasibility of using such media
- (c) Administer all contracts and agreements with media and advertising outlets
- (d) Work with other committees to promote various club activities
- (e) Develop a marketing strategy for the club
- (f) Publish a monthly club newsletter

Section 10 - Membership Committee Duties

- (a) Create and maintain material to be used to introduce the club to prospective members
- (b) Develop a marketing strategy to recruit new members
- (c) Administer membership drives
- (d) Secure new member packets
- (e) Schedule and conduct new member inductions and orientations

Section 11 - Vocational Committee Duties

To Be Developed.

Section 12 - Fundraising Committee Duties

- (a) Investigate, determine, conduct, and evaluate fund raising opportunities
- (b) Prepare and present to the Board a report on the final results of any fundraising activity
- (c) Establish a budget for each fundraising activity

Section 13 - Ad Hoc Committees

- (a) An Ad Hoc Committee to address unusual situations may be temporarily established by the Board.
- (b) The Chair of an Ad Hoc Committee will be appointed by the Board.
- (c) Members of Ad Hoc Committees will be selected in the same manner as Standing Committee members.

Section 14 - Subcommittees

- (a) Subcommittees may be established to coordinate activities within a committee.
- (b) The Committee Chair may choose to Chair the subcommittee or appoint another committee member as Chair.
- (c) Subcommittee Chairs will report to the Committee Chair.

ARTICLE IX - FINANCIAL

Section 1 - Accounts

The income and expenses of the club will be separated into three (3) categories: Operating, Fundraising, and Sergeant At Arms.

Section 2 - The Operating Account

- (a) Expenses from the Operating Account will include the following: Rotary dues (International and District), “Rotarian” magazine subscriptions, breakfast, meeting venue, “PETS,” and any others necessary for the operation of the club.
- (b) Income of the Operating Class will be from members’ dues and initiation fees.

Section 3 - The Fundraising Account

- (a) Expenses from the Fundraising Account will be used to provide service or donations to any activity or entity deemed appropriate by the Board.
- (b) Income of the Fundraising Account will be from any fundraising events, grants or donations to the club.

Section 4 - The Sergeant At Arms Account

- (a) All expenditures from this Account will be used to fund club activities as determined by the club Administration Committee.
- (b) Income for this class will be from weekly raffle ticket sales and fines imposed by the Sergeant At Arms.

Section 5 - Dues

- (a) Dues will be invoiced at the beginning of each Rotary year quarter (July 1, October1, January 1 and April1), and be due upon receipt of the invoice.
- (b) The Treasurer will generate and distribute invoices.
- (c) Failure of a member to pay an invoice by the due date may result in termination (see Article II, Section 5).

Section 6 - Breakfast Charges

- (a) All visiting Rotarians will be charged for breakfast.
- (b) Prospective members, speakers, and invited guests will receive breakfast at no charge.

Article X - ANNUAL AWARDS

Section 1 - Rotarian of the Year and Community Service Awards

Each year a “Rotarian of the Year” and “Community Service” award will be presented to the appropriate club member during the Annual Installation Dinner.

Section 2 - Rotarian of the Year

- (a) This award will be presented to the club member who best exemplifies the spirit of Rotary through contribution of time or resources to the club.
- (b) The recipient of the “Rotarian of the Year” will be determined by the Board. The President will not be eligible to receive this award.

Section 3 - The Community Service Award

- (a) The Community Service Award will be presented to the club member who has demonstrated the highest level of dedication to the community service aspects of the club.
- (b) The recipient of the Community Service Award will be determined by the Community Service Committee. The Community Service Director will not be eligible to receive this award.

ARTICLE XI - AMENDING THE BYLAWS

Section 1 - Annual Review

The Vice-President will review the bylaws on an annual basis (see Article IV Section 3) and report the findings to the Board.

Section 2 - Request to Amend

Any club member may submit a request to amend the bylaws to any Board member who will forward the request to the Board. The Board will determine if it is appropriate to amend the bylaws and if so, what amendments are appropriate.

Section 3 - Procedure to Amend

The Vice-President, with the Board’s consideration, will write the amendment which will be presented at the next two (2) appropriate club meetings. After the presentation at the second meeting, a vote will be conducted. If two-thirds (2/3) of the members present vote in favor, the amendment will be adopted.

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