

Bylaws of the Rotary Club of Upper Kittitas County

Article 1 Definitions

1. Board: The Board of Directors of this club.
2. Director: A member of this club's Board of Directors.
3. Member: A member, other than an honorary member, of this club.
4. Quorum: One-third of the club membership; a majority of directors for the Board.
5. RI: Rotary International.
6. Year: The 12-month period that begins on 1 July.

Article 2 Board

The governing body of this club is the Board consisting at a minimum of the president, immediate past president, president-elect, treasurer, secretary, sergeant-at-arms, club administrator and at-large director.

Article 3 Elections and Terms of Office

Section 1 — One month prior to elections, members may nominate candidates for president, secretary, treasurer, sergeant-at-arms, club administrator, or at-large director. The nominations may be presented by a nominating committee, by members from the floor, or both.

Section 2 — The candidate who receives a majority of the votes for each office is declared elected to that office.

Section 3 — A vacancy on the Board or any office shall be filled by the remaining members of the Board.

Section 4 — A vacancy of any officer-elect position or director-elect position shall be filled by the remaining members of the Board-elect.

Section 5 — Terms of office for each role are as follows:

All elect positions shall take office on July 1st following the current rotary year.

All nominee positions shall take office on July 1st of the succeeding year of the elect positions.

Note: A process for elections must be included in your bylaws. If a nominating committee is used, details of how it is appointed must be included. The term of office for a club president is specified as one year in the Standard Rotary Club Constitution.

Article 4 Duties of the Board

Section 1 — President. The president shall preside at club and Board meetings.

Section 2 — Immediate Past President. The immediate past president shall serve as a director.

Section 3 — President-elect. The president-elect shall prepare for their year in office and serve

as a director.

Section 4 — Secretary. The secretary shall keep membership and attendance records.

Section 5 — Treasurer. The treasurer shall oversee all funds and provide annual accounting of these funds.

Section 6 -- 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 of the board,

Section 7 -- Club Administrator or President Appointed Board Member – The Club Administrator shall insure that all business of the club is conducted in accordance with the Rotary Constitution and Bylaws. The Appointed Member shall attend club and Board meetings,

Section 8 -- At-Large Director . The At-Large Director shall attend club and Board meetings.

Article 5 Meetings

Section 1 — Annual Meeting. An annual meeting of this club shall be held no later than November 30th to elect the officers and director nominees.

Section 2 — The regular weekly meetings of this club are held on Wednesday) at 7 A.M. Reasonable notice of any change or cancellation of the regular meeting shall be given to all club members.

Section 3 — Board meetings are held each month. Special meetings of the Board are called with reasonable notice by the president or upon the request of two directors.

ARTICLE 6 Make Up Meetings

A make up for any absence can be done by participating in any Rotary sponsored event, activity, meeting, etc throughout the Rotary year. Notice of participation in any event shall be given by email to the club administrator in order to receive proper credit.

Article 7 Fees and Dues

Section 1 — The admission fee, as established by RI and/or the club, shall be paid before the applicant can qualify as a member.

Section 2 — Membership dues shall consist of RI per capita dues, subscription fees to the 'Rotarian' or Rotary regional magazine, district per capita dues, club annual dues, and any other

Rotary or district per capita assessment. Club annual dues shall be in the amount of \$175.00.

Membership dues shall be payable by July 1st of each year unless a payment schedule is setup with the Treasurer, but in no event the annual dues must be paid in full no later than Jan 1st of the succeeding year.

Article 8 Method of Voting

The business of this club is conducted by voice vote or show of hands. The Board may provide a

ballot for a vote on a specific resolution.

Article 9 Committees

Section 1 — Club committees coordinate their efforts in order to achieve the club's annual and long-range goals. Each club should have the following committees:

- Club Administration
- Membership
- Public Relations
- Rotary Foundation
- Service Projects

Section 2 — Additional committees may be appointed as needed.

Section 3 — The president shall be *ex officio* a member of all committees and, as such, shall have all the privileges of membership.

Section 4 — Except where special authority is given by the Board, committees shall not take action until a report has been made and approved by the Board. The president or the Board shall refer additional business to a specific committee as needed.

Section 5 — Each chair shall be responsible for regular meetings and activities of the committee, shall supervise and coordinate the work of the committee, and shall report to the Board on all committee activities.

Article 10 Five Avenues of Service

Rotary's Five Avenues of Service are the philosophical and practical framework for the work of this Rotary club.

1. Club Service, the first Avenue of Service, involves action a member should take within this club to help it function successfully.
2. Vocational Service, the second Avenue of Service, has the purpose of promoting high ethical standards in businesses and professions, recognizing the worthiness of all dignified occupations, and fostering 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.
3. Community Service, the third Avenue of Service, comprises varied efforts that members make, sometimes in conjunction with others, to improve the quality of life of those who live within this club's locality or municipality.
4. International Service, the fourth Avenue of Service, comprises those activities that members do to advance international understanding, goodwill, and peace by fostering acquaintance with people of other countries, their cultures, customs, accomplishments, aspirations, and problems, through reading and correspondence and through cooperation in all club activities and projects designed to help people in other lands.

5. Youth Service, the fifth Avenue of Service, recognizes the positive change implemented by youth and young adults through leadership development activities, involvement in community and international service projects, and exchange programs that enrich and foster world peace and cultural understanding.

Article 11 Finances

Section 1 — Prior to each fiscal year, the Board shall prepare an annual budget of estimated income and expenditures.

Section 2 — The treasurer shall deposit club funds in financial institution(s) designated by the Board, divided into two parts: club operations and service projects.

Section 3 — Bills are paid by the treasurer or another authorized officer when approved by two other officers or directors.

Section 4 — A thorough annual review of all financial transactions shall be completed by a qualified person.

Section 5 — An annual financial statement of the club shall be provided to club members.

Section 6 — The fiscal year is from 1 July to 30 June.

Article 12 Method of Electing Members

Section 1 — A member shall provide a candidate's name to the Board. A transferring or former member of another club may also be proposed for membership by the former club. The proposal is kept confidential unless the Board instructs otherwise.

Section 2 — The Board shall ensure that the candidate meets all of Rotary's membership requirements.

Section 3 — The Board shall approve or reject the candidate's membership within 30 days and shall notify the proposer of its decision.

Section 4 — If the decision of the Board is favorable, the prospective member is invited to join the club, educated about Rotary and membership requirements, and asked to sign the membership proposal form and to allow his or her name and proposed classification to be conveyed to the club.

Section 5 — If no member of the club submits a written objection including reasons for the objection, to the Board within seven days after the club is notified of the prospective member, that person, upon payment of the admission fee, is considered to be elected to membership. If an objection has been filed with the Board, the club shall vote on this matter at its next meeting. If approved despite the objection, the proposed member is elected to membership after admission fee payment.

Section 6 — The club may elect honorary members proposed by the Board.

Article 13 Paul Harris Award

The club president shall be awarded 1,000 Foundation Recognition Points (Paul Harris Award) at the end of his/her term.

Article 14 Resolutions

Any resolutions or motions to commit the club to any position or action shall first be reviewed and approved by the Board. If resolutions or motions are first offered at a club meeting, they shall be sent to the Board without discussion.

Article 15 Amendments

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

ADOPTED as amended this 24th day of September, 2014



Marc Kirkpatrick, Club President