

HISTORY & GOVERNING DOCUMENTS *of the* ROTARY CLUB OF LONDON BRIDGE LAKE HAVASU CITY, ARIZONA

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History of the London Bridge Rotary Club

Elmo "Duke" Doering was a member of the North Phoenix Rotary Club in 1969. Because of his love of fishing and the great outdoors, he lobbied for the branch manager opening at Valley National Bank in pristine Lake Havasu.

In March of 1969, Duke accepted the transfer to Lake Havasu. The city had a population of less than 5,000, and only a Lions Service Club. He immediately began to work toward the start-up of a Rotary Club in Lake Havasu. With the help of Duke's old North Phoenix Rotary Club and the Parker Rotary Club, he proceeded to contact prospective members.

On December 10, 1969, the Parker Rotary Club sponsored our London Bridge Club. Members of the Parker Club met with 3 Rotary District Officers, and all new prospective members at the Valley National Bank to finalize arrangements for the charter.

February 7, 1970 was our charter night. Douglas H Driggs, District Governor of District 549, presented the charter.

Our weekly meetings were held at the Flying Carpet Banquet room located on the second floor of the Best Western's Lake Place Inn (formerly Wonella's Restaurant). Our food was carried to the second floor by a dumb waiter. Because good attendance is important to Rotary, Duke enacted a procedure that assured excellent attendance: Anyone absent without a good excuse had to sit throughout the meeting with a toilet seat draped around his neck. Apparently, we were barbaric pioneers!

District Governor Driggs advised Duke that he was not following all of the rules and procedures of a Rotary Club. Duke replied to Mr. Driggs that our club would be a "fun club" and that is the way our club would operate. (An observation: This has been a super "FUN CLUB" for the past 40 years.)

Arlow Sutton was our first bulletin editor and he came up with the name "GRANITE GAB."

Duke remained as President for the following Rotary year, July 1, 1970 to June 30, 1971, and Norm Booth assumed the presidency for year 1971-1972. Norm had a personal goal for perfect attendance. Once, while on a visit to Spain, he checked where he could make up a meeting. Dictator Franco was in power and did not allow Rotary clubs in Spain. Norm, wanting to keep his perfect attendance, caught an airplane to Morocco and made up.

There were twenty (20) charter members.

Arlow Sutton followed Norm as Club President. In January of 1973 our club meetings moved to the Ramada Inn (where the Senior Center is today), on Acoma Blvd across the street from the entrance to the London Bridge Golf Course. Also in that year, our club decided to honor the Citizen of the Year. Lee Shoblom was the first recipient. George Goldey suggested that our club honor a female high school student each month. The very first student was Marie Sutton, Arlow's daughter.

Very visible free-standing sign structures, with a London Bridge theme, bearing the standard metal rotary logo and meeting time, were constructed at each end of the city (before the new highway was built) by general contractor Norm Booth.

The Rotary 50/50 Drawing started out at 25 cents a ticket, but it was later changed to \$1.00 by Don Biehn, and has been successfully run by Mel DeLuca since 1979. During Kevin Shepardson's presidency (1995-96) he introduced the Powerball drawing. This is in addition to the weekly 50/50 drawing. The powerball drawing each week creates a lot of excitement as the "pot" continues to grow until the blue marble is finally drawn.

President Bob Rasmussen followed Arlow and Bob established Rotary Teams to seek out prospective members, and the club continued to grow and have lots of fun. One day, Bob received a call from the County Sheriff and was advised that we were being locked out of the Ramada Inn. Bob hurriedly rescued our flags and other club paraphernalia. Our next meeting was at the Rodeway Inn (now the Hampton Inn) on London Bridge Road.

Maury Bruner followed Bob as Club President and was the first Paul Harris Fellow. Arlow Sutton was the second recipient.

In 1985, we sponsored the second Rotary Club in Lake Havasu, called the Lake Havasu Rotary Club. They are also a lunch club that meets on Monday. A few of our members transferred to this new club.

In 1987, Rotary International allowed the admission of women into Rotary. Our first female Rotarian was Suzanne Ballard, who later became our 27th president (1996-97). Jeanie Morgan served as our 30th president (1999-2000). Lisa Fuhrman served as our 41st president (2010-2011).

In 1990, we sponsored the third Rotary club in Lake Havasu, called the Sunrise Rotary Club. They are a breakfast club that meets on Thursday mornings. This club continues to be the smallest of the three clubs in town. With the addition of this third club, local as well as visiting Rotarians have ample opportunities to keep From the very inception, our coin program was a success which allowed us to donate to many local organizations. Nevertheless, we continued to accumulate excess profits, and we searched for several years for a major Rotary project in Lake Havasu. In 1988, when the Mudshark Beach area was being developed into a city park, members Rick Stephens and John Hayes approached the city with our idea of donating \$100,000 to the new park. We stipulated that the monies needed to be used within the park and our donation would be in increments of \$10,000 a year for 10 years. For this generous donation, the completed City park was officially named "Rotary Community Park." Thanks to the hard work of our members selling our commemorative coins, we were able to make the 10th and final payment in 1999.

Since 2000, we have been proud to use some of our coin profits to sponsor the "Kinderswim" program, which provides two weeks of supervised swimming lessons for kindergartners as part of their school curriculum. It is our goal that every child will learn how to survive around water. Our contribution to this program has been \$7,500 each year.

In Rotary Year 1999-2000, our own Bill Snedecor (our 24th President) served as the first District 5490 Governor from Lake Havasu City. Currently, Jeanie Morgan (our 30th President) served in that position.

We can be proud of the founding members, and those that came after them, and give them the recognition they deserve for creating and shaping a super "fun club" that strives to further serve our community.

The London Bridge Rotary Coin

The London Bridge was constructed during 1970 and 1971. The Dedication was set for October 1971. George Bettes came up with a great fund raising idea which was adapted from a similar project in Southern Missouri – Strike and sell a commemorative coin for the dedication of the bridge. This coin became known as the Havasu Dollar. The \$10,000 cost of the initial minting was underwritten by Maury Bruner and Norm Booth. Norm decided to mint a pewter alloy coin for the second Havasu Dollar. Many people consider this to be the most beautiful of all 39 coins minted through 2009-2010. It also carries the highest value to coin collectors with a current retail price of \$156.00.

A special thank you is deserved by Art Tuberman. He was the original one-man chairman of the "Havasu Dollar" commemorative coin project for many years. Art crafted coin designs and managed the minting and sales process. His framed coin sets were works of art and they graced the walls of dignitaries all over the world. For the past several years, Heather Kaino has taken our theme and created the design of our coin.

When we began selling our coins in 1971, the cost was one dollar. The selling price has steadily increased over the years, first to \$3.00, then to \$5.00, and to our current price of \$8.00.

A newly designed coin is minted and introduced for sale each October when Lake Havasu celebrates the dedication of the London Bridge. These commemorative coins were called "Havasu Dollars" and had a value of one dollar. They were used throughout our town just like real money, at grocery stores and most other retail establishments. In fact, your change from purchases with regular greenbacks was given in "Havasu Dollars." They were redeemable for U.S. Dollars at the State Bank and at the Valley National Bank. Naturally, we hoped the tourists and townspeople would "keep the change" and not redeem them.

Several years later, Ford Knowles was selling coins from our cart near the bridge on a normal week-end shift. He was making his usual sales pitch to an out-of-town tourist on how the coin could be redeemed for cash. What Ford didn't know, was he was talking to an employee of the US Treasury department. His reply to Ford was something like, "The Treasury Department is the only one in the money business. Stop this offering immediately, or we will stop it for you." That stopped us from using the "Havasu Dollar" as legal tender.

The coins were sold at the Pub, located near the London Bridge. Bob Rasmussen and Arlow Sutton were the first to set up a card table at the Pub and sell coins there. John Wyss of Ray Lumber Company (now Pro-Build Center) provided Ray Lumber aprons with change pockets for the coin salesmen.

One of the most significant decisions that our club made occurred during Joe Hazlett's presidency (1990-1991). The board that year decided to create a coin committee of club Rotarians to oversee all aspects of our major fund raiser – the Rotary Coin. Our first Coin Chairman was Floyd Hamilton. Over our subsequent history, many of our members have taken turns in serving as Coin Chairman (a 2 year commitment) or as an active member of the committee. Fresh new ideas on coin designs, brochures, and marketing techniques have allowed us to grow this program into the longest-running commemorative coin program in the USA. We still introduce a new coin (with a new theme) each October to coincide with London Bridge Days. Our current coin is #39 in the series, and sales are estimated to exceed \$75,000.

In 1997, the new owners of the English Village Pub and Restaurant (some of whom were Rotarians) allowed us to construct a permanent coin building next to the visitor's center as you enter the main gates of the English Village.

With materials and labor donated by Rotarians, Mitch Crist, Joe Campbell, Steve Lunsford, Brett Radke, Bill Snedecor, and Doug Hardy, they constructed a permanent building from which we still sell our Rotary coins on Saturdays and Sundays. The building was completed November 1, 1997. The rent for this space was \$1.00 per year.

Floyd Hamilton designed and constructed our coin display (as shown on the front of this program) so we have out-of-circulation coins available for immediate sale.

A few years ago, we purchased an enclosed trailer that allows us to be mobile and attend events outside the English Village to sell our coins.



*Ground-Breaking for Rotary Coin Building, Summer, 1997
From left to right: Gary Hettick, Suzanne Ballard, Doug Hardy, Scott Newbanks*

Early Projects and Contributions

- Sports Booster Banquet for High School athletes.
- Electric Scoreboard for the High School.

- Furnishings for the pediatric ward at the hospital.
- Contributions to the Boy Scouts.
- Contributions to the Girl Scouts.
- Scholarships for the summer programs in Art, Drama, Music, and Sports.
- Contributions to the Lake Havasu Association for the Retarded and Handicapped.
- Contributions to the Lake Havasu Recreation Program.
- Equipment for Jack Hardie Park.

•Hosting the 1978 District 549 Conference in Lake Havasu City. Loren Arms, from Needles was the Governor and we held the proceedings in a 4,000 sq foot tent located next to the Rodeway Inn (now the Hampton Inn) on London Bridge Road.

- Contributions to the Youth Anti-Drug Abuse Program.
- Donating blood to the perpetual blood drives.
- Contributed to the Kids' Reading Room at the old public library.

Later Projects and Contributions

- Financial Sponsor of the annual London Bridge Days Parade.
- Built Rotary Floats for the annual London Bridge Days Parade.
- Provided lunches for all band members performing in the parade.
- Donated \$18,000 for our local hospital's Oncology center project.
- Donated turkeys to the Food Bank.
- Donated \$6,500 to the Student Assistance Program. The funds went for the cost of training 74 facilitators who work with problem kids. A number of Rotarians were facilitators.
- Hosted inbound Rotary exchange students who come to Lake Havasu High School for a year and live in the homes of Lake Havasu Rotarians. We have an out-bound Rotary exchange program for our high school students attending school in a foreign country. They also live with host Rotarians during their year abroad.
- John Wickstrom mentored our Rotary Interact Club at the High School. These High School Interact members helped our club decorate the float, conducted fund raising projects at the school, hosted the Spring Orientation party for foreign exchange students and other projects beneficial to their peers.
- Contributed to the High School's Jazz and Swing band and the choir for their competition trip to San Luis Obispo, California.
- Donated to the "Prom/Grad Program (today known as Project Graduation) against the use of alcohol and drugs.
- Provided scholarships for the World Affairs Seminar at the University of Wisconsin.
- Our club established its own Rotary Foundation for accumulating and dispensing funds. The Foundation was organized by John Hayes, Don Biehn, Bob Rasmussen, Maury Bruner and Larry Draper. John Marshall was chosen as its investment adviser.
- On the first weekend of March, our Rotary Club sponsors the Rotary Invitational Track Meet. High School teams are invited from all over the state. This "hands-on" event has been handled by our club for the past thirty-two years.
- Several years later, we purchased computerized equipment for the high school to use for all of their home track meets. With the use of this high-tech equipment, the meet is classified as a sanctioned track meet.
- The Gift of Life contribution was started by Rick Stephens. Children with heart problems come to the United States and heart specialists perform corrective surgery.

*Funded a dental program wherein needy children who cannot afford dental work can have the work done at no charge to their parents.

•The Rotary International Foundation, funded by all Rotary clubs is the second largest foundation in the world. The Foundation promotes international understanding through a variety of programs for young men and women around the world. The Foundation funds "Health, Hunger, and Humanitarian" programs. Rotary International's biggest ever world-wide fund raiser, Polio Plus, was supported by our club beginning in 1986-1987. President John Stebila pledged \$30,000 and pushed for most of our members to become Paul Harris Fellows. Each Fellow contributes \$1,000 toward our goal. Rotary teamed with UNICEF and the World Health Organization to attempt to eradicate Polio from the world by a mass immunization program in those countries where Polio still ravaged the young. Original estimates were set with a goal of raising \$120,000,000 and the program's completion date was set for the year 2005. The response was overwhelming, and at the International Convention in Philadelphia in 1990 the grand total of \$230,000,000 had been pledged. At the International Convention in Australia, the five hundred millionth child received the Polio vaccine.

•Erected a community bulletin board in the English Village.

•Distributed Christmas Baskets and gifts to needy families (later renamed "Adopt-a-Family")

•Helped handle the Grand Tour motorcycle event.

•Raised \$5,000 by selling raffle tickets for a classic Lincoln Continental. The automobile was donated by a friend of Mel DeLuca.

•We hosted the District 549 Conference in Lake Havasu City during the 1987-1988 year with Mike Wilkins and Tommy Rorie organizing the event.

•Helped fund the Recreation #3 area at the Hualapai Mountain Park.

•\$10,000 to \$15,000 in college scholarships are now provided for our high school students each year as they enter college.

•We pledged \$100,000 to Lake Havasu City for Arizona's most beautiful park at Mudshark Beach. The city re-named the area "Rotary Community Park."

•Funded a Bocci Ball court located in Rotary Park which was supervised by Mel DeLuca.

•Frank Masden reigned over a project for planting and dedicating trees in Rotary Park for Past Rotary Presidents. Trees were planted in the names of Duke Doering, Norm Booth, John Wyss, Chuck Langerveld (Charter president of the London Bridge Rotary Club) and Rick Stephens

•Frank Masden also spearheaded a drive to make us healthier by establishing a non-smoking lunch meeting room.

•Supported High School Career Days.

•Established a golf tournament with the proceeds going to United Way.

•Supported the Vocational Fund of Arizona (a Rotary District Project).

•Provided awards to RYLA (Rotary Youth Leadership Awards).

•Funded School Reading Programs

•Funded numerous grants for various activities in our community.

•Numerous social events are held annually, including Christmas parties, Valentines Day Dance, mountain picnics, Brown Bag outings, and gala installation events.

•In 1999, Chuck Lund and Gary Hettick organized an "Old Timers" Day where they invited former rotarians to attend a regular Wednesday meeting. More than thirty-five former members attended.

•Organized a one-day English Village Cleanup.

•In early 2010, we raised in excess of \$6,000 by selling raffle tickets for a 2010 Harley Davidson Street Glide Motorcycle.

*In January, 2011, Bob McClory was our club's representative in leading a collaborative project with London Bridge Lions Club to bring the first annual Havasu Island Balloon Festival and Fair to Lake Havasu.

Rotary Memories

•Do you remember Don Biehn with his corn cob pipe clenched between his teeth playing the piano to our sing-a-longs?

•John Hayes had the Playboy Bunnies flown in to be our program (no one left early). John also brought the bourbon tasting program featuring Jack Daniels Whiskey. John was the "guinea-pig taster" and ended up with rubber legs. One Rotarian clergyman resigned right after these two programs.

•How about Gary Kellogg's first meeting as president when he entered in a judge's robe to "Hail to the Chief" and his officers were his bodyguards dressed as Chicago gangsters?

•Later in Gary Kellogg's presidency, Ron Lieson got on him about his pink sweater and Gary's sexual preferences. Gary ordered Ron to spin the wheel (3 for 1) or kiss him. On the way to the wheel, Ron grabbed Gary's head and placed a "lip lock" on him!

•Senator Barry Goldwater visited our club. After showing him our "Havasu Dollar" he remarked, "What this country is using for money is not as valuable as this."

*Rick Stephens setting the "standard" as our soloist: loudest and worst vocalist.

•Brian Gilbert's faux pas when he left garbage (chicken guts) in the trunk of his Mercedes for transportation to his store's trash bin, but forgot to remove them. It stunk up his car, his garage, and his home.

•Gary Kellogg and Lee Shoblom brought in buxom bikini-clad girls to our meeting to act as prospective customers for a Rotary Coin sales training.

•The Sergeant at Arms was charged to raise money for Reverend Marvin Price's project and he figured that Don Biehn would be good for fifty bucks. He brought Don up to the wheel for a 10 to 1 spin, resulting in Don being clipped for fifty bucks. Don was heard to mumble "I hope you Christians have fun on my money."

•Who could forget Tommy Rorie with his North Carolina southern drawl, grits, and his praise of the "Tar Heels."

•No one could forget Bill Snedacor's first meeting as President with the medieval fest in which Linda Binder was our head wench.

•Lee Shoblom who paled at the sight of blood, went to give his pint at the hospital. He was met by Walt Lietz, the undertaker, dressed in a Dracula costume.

•The phone rang: "It's for you, Lee, it's your ex-wife." Shoblom replied, "Which one?"

•Norm Booth's wife placed a note for him on the guest towels before a party. It read "If you use these towels, I will murder you." She forgot to remove the note before the party, and afterward, the towels were still in perfect order, as was the note.

•Because of the gas shortage in 1977 and 1978, make-ups in Parker, Kingman, Needles and Bullhead City became a problem. This was solved by president John Hayes who did not adjourn our regular Wednesday meetings, but extended the meetings until after a breakfast make-up meeting was held on Friday at the Rodeway Inn so Rotarians could make up in Lake Havasu City. This was before the Monday and Thursday clubs were formed.

London Bridge Rotary Past Presidents

- 1.Elmo (Duke) Doering1970-71
- 2.Norm Booth1971-72
- 3.Arlow Sutton1972-73 +
- 4.Bob Rasmussen1973-74
- 5.Maury Bruner1974-75 +
- 6.John Herzfeld1975-76
- 7..John Wyss1976-77 +

8. John Gates 1977-78 +
9. Don Biehn 1978-79 +
10. John Hayes 1979-80
11. George Goldey 1980-81
12. Russ Foster 1981-82 +
13. Larry Draper 1982-83 +
14. Andy Lalonde 1983-84
15. Gary Kellogg 1984-85
16. Dave Gabler 1985-86 +
17. John Stebila 1986-87
18. John Parrott 1987-88
19. Tommy Rorie 1988-89
20. Chuck Lund 1989-90 +
21. Joe Hazlett 1990-91
22. Rick Stephens 1991-92
23. Frank Masden 1992-93 +
24. Bill Snedecor 1993-94
25. Floyd Hamilton 1994-95
26. Kevin Shepardson 1995-96
27. Susanne Ballard 1996-97
28. Scott Newbanks 1997-98
29. Gary Hettick 1998-99
30. Jeanie Morgan 1999-2000
31. Jerry France 2000-01
32. Don Barranco 2001-02
33. Nick Wolfe 2002-03
34. Brett Radtke 2003-04
35. Barry Van Stockum 2004-05
36. Jason Fowler 2005-06
37. Joe Vitela 2006-07
38. Tim Gewecke 2007-08
39. Ken Moyer 2008-09
40. Anthony Marr 2009-10
41. Lisa Fuhrman 2010-11
42. Roger Johnson 2011-12

+ Deceased

Charter Officers, Directors, and Members

Charter Officers 1970-1971

Elmo L. Doering – President

James Sterling – Vice President

Phil G. Gearing – Secretary-Treasurer

Directors

George A. Goldey

Robert M. Lightfoot

Gerald C. Robechaud

Charter Members

Allan Barker

Lloyd E. Beach

Douglas E. Bourne

E. A. Callison

Charles M. Craig

Elmo L. Doering

Herb L. Eads

Phil G. Gearing

George A. Goldey

Robert M. Lightfoot

**Constitution of the Rotary Club of
London Bridge**
Lake Havasu City, Arizona
Adopted December 21, 2011

Article 1 Definitions

As used in this constitution, unless the context otherwise clearly requires, the words in this article shall have the following meanings:

1. Board: The Board of Directors of this club
2. Bylaws: The bylaws of this club.
3. Director: A member of this club's Board of Directors.
4. Member: A member, other than an honorary member, of this club.
5. RI: Rotary International.
6. Year: The twelve-month period which begins on 1 July

Article 2 Name

The name of this organization shall be Rotary Club of London Bridge. The club may operate under the name "London Bridge Rotary Club." This Rotary club is a member of Rotary International and organized under local Rotary District 5490.

Article 3 Locality of the Club

The locality of this club is Lake Havasu City, Arizona, U.S.A.

Article 4 Object

The object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:

- First.* The development of acquaintance as an opportunity for service;
- Second.* High ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying of each Rotarian's occupation as an opportunity to serve society;
- Third.* The application of the ideal of service in each Rotarian's personal, business, and community life.
- Fourth.* The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

Article 5 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. New Generations 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 6 Meetings

Section 1 *Regular Meetings*

- a. *Day and Time.* This club shall hold a regular meeting once each week on the day and at the time provided in the bylaws.

- b. *Change of Meeting.* For good cause, the board may change a regular meeting to any day during the period commencing with the day following the preceding regular meeting and ending with the day preceding the next regular meeting, or to a different hour of the regular day, or to a different place.
- c. *Cancellation.* The board may cancel a regular meeting if it falls on a legal holiday, including a commonly recognized holiday, or in case of the death of a club member, or of an epidemic or of a disaster affecting the whole community, or of an armed conflict in the community which endangers the lives of the club members. The board may cancel not more than four regular meetings in a year for causes not otherwise specified herein provided that this club does not fail to meet for more than three consecutive meetings.

Section 2 *Annual Meeting.*

An annual meeting for the election of officers shall be held not later than 31 December as provided in the bylaws.

Article 7 **Membership**

Section 1 *General Qualifications.*

This club shall be composed of adult persons of good character and good business, professional and/or community reputation

Section 2 *Kinds.*

This club shall have two kinds of membership, namely: active and honorary.

Section 3 *Active Membership..*

A person possessing the qualifications set forth in article 5, section 2 of the RI constitution may be elected to active membership in this club.

Section 4 *Transferring or former Rotarian..*

- a. *Potential Members.* A member may propose to active membership a transferring member or former member of a club, if the proposed member is terminating or has terminated such membership in the former club due to no longer being engaged in the formerly assigned classification of business or profession within the locality of the former club or the surrounding area. The transferring or former member of a club being proposed to active membership under this section may also be proposed by the former club. The classification of a transferring or former member of a club shall not preclude election to active membership even if the election results in club membership temporarily exceeding the classification limits. Potential members of this club who are current or former members of another club who have debts to the other club are ineligible for membership in this club. This club may demand that a potential member present written proof that no money is owed to the other club. The admission of a transferring or former Rotarian as an active member pursuant to this section shall be contingent upon receiving a certificate from the board of the previous club confirming the prospective member's prior membership in that club.
- b. *Current or Former Members.* This club shall provide a statement whether money is owed to this club when requested by another club with respect to a current or former member of this club being considered for membership in the other club.

Section 5 *Dual Membership.*

No person shall simultaneously hold active membership in this and another club. No person shall simultaneously be a member and an honorary member in this club. No person shall simultaneously hold active membership in this club and membership in a Rotaract club.

Section 6 *Honorary Membership*

- a. *Eligibility for Honorary Membership.* Persons who have distinguished themselves by meritorious service in the furtherance of Rotary ideals and those persons considered friends of Rotary for their permanent support of Rotary's cause may be elected to honorary membership in this club. The term of such membership shall be as determined by the board. Persons may hold honorary membership in more than one club.
- b. *Rights and privileges.* Honorary members shall be exempt from the payment of admission fees and dues, shall have no vote, and shall not be eligible to hold any office in this club. Such members shall not hold classifications, but shall be entitled to attend all meetings and enjoy all the other privileges of this club. No honorary member of this club is entitled to any rights and privileges in any other club, except for the right to visit other clubs without being the guest of a Rotarian.

Section 7 *Holders of Public Office*

Persons elected or appointed to public office for a specified time shall not be eligible to active membership in this club under the classification of such office. This restriction shall not apply to persons holding positions or offices in schools, colleges, or other institutions of learning or to persons who are elected or appointed to the judiciary. Members who are elected or appointed to public office for a specified period may continue as such members in their existing classifications during the period in which they hold such office.

Section 8 *Rotary International Employment.*

This club may retain in its membership any member employed by RI.

Article 8 **Classifications**

Section 1 *General Provisions.*

- a. *Principal Activity.* Each member shall be classified in accordance with the member's business, profession, or type of community service. The classification shall be that which describes the principal and recognized activity of the firm, company, or institution with which the member is connected or that which describes the member's principal and recognized business or professional activity or that which describes the nature of the member's community service activity.
- b. *Correction or adjustment.* If the circumstances warrant, the board may correct or adjust the classification of any member. Notice of a proposed correction or adjustment shall be provided to the member and the member shall be allowed a hearing thereof.

Section 2 *Limitations*

This club shall not elect a person to active membership from a classification if the club already has five or more members from that classification, unless the club has more than 50 members, in which case, the club may elect a person to active membership in a classification so long as it will not result in the classification making up more than 10 percent of the club's active membership. Members who are retired shall not be included in the total number of members in a classification. The classification of a transferring or former member of a club or a Rotary Foundation alumnus as defined by the board of directors of RI, shall not preclude election to active membership even if the election results in club membership temporarily exceeding the above limitations. If a member changes classification, the club may continue the member's membership under the new classification notwithstanding these limitations.

Article 9 **Attendance**

Section 1 *General Provisions.*

Each member should attend this club's regular meetings. A member shall be counted as attending a regular meeting if the member is present for at least 60 percent of the meeting, or is present and is called away unexpectedly and subsequently produces evidence to the satisfaction of the board that such action was reasonable, or makes up for an absence in any of the following ways:

- a. *14 Days Before or After the Meeting.* If, within fourteen (14) days before or after the regular time for that meeting, the member
 - 1) Attends at least 60 percent of the regular meeting of another club or of a provisional club; or
 - 2) Attends a regular meeting of a Rotaract or Interact club, Rotary Community Corps, or Rotary Fellowship or of a provisional Rotaract or Interact club, Rotary Community Corps or Rotary Fellowship; or
 - 3) Attends a convention of RI, a council on legislation, an international assembly, a Rotary institute for past and present officers of RI, a Rotary institute for past, present, and incoming officers of RI, or any other meeting convened with the approval of the board of directors of RI or the president of RI acting on behalf of the board of directors of RI, a Rotary multizone conference, a meeting of a committee of RI, a Rotary district conference, a Rotary district assembly, any district meeting held by direction of the board of directors of RI, any district committee meeting held by direction of the district governor, or a regularly announced intercity meeting of Rotary clubs or
 - 4) Is present at the usual time and place of a regular meeting of another club for the purpose of attending such meeting, but that club is not meeting at that time or place; or
 - 5) Attends and participates in a club service project or a club-sponsored community event or meeting authorized by the board; or
 - 6) Attends a board meeting or, if authorized by the board, a meeting of a service committee to which the member is assigned; or

- 7) Participates through a club website in an interactive activity requiring an average of 30 minutes of participation.

When a member is outside the member's country of residence for more than fourteen (14) days, the time restriction shall not be imposed so that the member may attend meetings in another country at any time during the travel period, and each such attendance shall count as a valid make-up for any regular meeting missed during the member's time abroad.

- a. *At the Time of the Meeting.* If, at the time of the meeting, the member is
- 1) Traveling with reasonable directness to or from one of the meetings specified in sub-subsection (a) (3) of this section; or
 - 2) Serving as an officer or member of a committee of RI, or a trustee of The Rotary Foundation; or
 - 3) Serving as the special representative of the district governor in the formation of a new club; or
 - 4) On Rotary business in the employ of RI; or
 - 5) Directly and actively engaged in a district-sponsored or RI-or Rotary Foundation-sponsored service project in a remote area where making up attendance is impossible; or
 - 6) Engaged in Rotary business duly authorized by the board which precludes attendance at the meeting.

Section 2 *Extended Absence on Outposted Assignment.*

If a member will be working on an outposted assignment for an extended period of time, attendance at the meetings of a designated club at the site of the assignment will replace attendance at the regular meetings of the member's club, provided there is a mutual agreement between the two clubs.

Section 3 *Excused Absences*

A member's absence shall be excused if

- a. The absence complies with the conditions and under circumstances approved by the board. The board may excuse a member's absence for reasons which it considers to be good and sufficient. Such excused absences shall not extend for longer than twelve months.
- b. The age of the member is 65 and above and the aggregate of the member's years of age and years of membership in one or more clubs is 85 years or more and the member has notified the club secretary in writing of the member's desire to be excused from attendance and the board has approved.

Section 4 *RI Officers' Absences.*

A member's absence shall be excused if the member is a current officer of RI.

Section 5 *Attendance Records.*

In the event that a member whose absences are excused under the provisions of subsection 3 (b) or section 4 of this article attends a club meeting, the member and the member's attendance shall be included in the membership and attendance figures used to compute this club's attendance.

Article 10 **Directors and Officers**

Section 1 *Governing Body.*

The governing body of this club shall be the board constituted as the bylaws may provide.

Section 2 *Authority*

The board shall have general control over all officers and committees and, for good cause, may declare any office vacant.

Section 3 *Board Action Final*

The decision of the board in all club matters is final, subject only to an appeal to the club. However, as to a decision to terminate membership, a member, pursuant to article 12, section 6, may appeal to the club, request mediation, or request arbitration. If appealed, a decision of the board shall be reversed only by a two-thirds vote of the members present, at a regular meeting specified by the board, provided a quorum is present and notice of the appeal has been given by the secretary to each member at least five (5) days prior to the meeting. If an appeal is taken, the action taken by the club shall be final.

Section 4 *Officers*

The club officers shall be a president, the immediate past president, a president-elect, and one or more vice-presidents, all of whom shall be members of the board, and a secretary, a treasurer, and a sergeant-at-arms, who may or may not be members of the board as the bylaws shall provide.

Section 5 *Election of Officers*

- a. *Terms of Officers other than President.* Each officer shall be elected as provided in the bylaws. Except for the president, each officer shall take office on 1 July immediately following election and shall serve for the term of office or until a successor has been duly elected and qualified.
- b. *Term of President.* The president shall be elected as provided in the bylaws, not more than two (2) years but not less than eighteen (18) months prior to the day of taking office and shall serve as president-nominee upon election. The nominee shall take the title of president-elect on 1 July in the year prior to taking office as president. The president shall take office on 1 July and shall serve a period of one (1) year or until a successor has been duly elected and qualified.
- c. *Qualifications.* Each officer and director shall be a member in good standing of this club. The president-elect shall attend the district president-elect training seminar and the district assembly unless excused by the governor-elect. If so excused, the president-elect shall send a designated club representative who shall report back to the president-elect. If the president-elect does not attend the presidents-elect training seminar and the district assembly and has not been excused by the governor-elect or, if so excused, does not send a designated club representative to such meetings, the president-elect shall not be able to serve as club president. In such an event, the current president shall continue to serve as club president. In such an event, the current president shall continue to serve until a successor who has attended a presidents-elect training seminar and district assembly or training deemed sufficient by the governor-elect has been duly elected.

Article 11 **Admission fees and dues**

Every member shall pay an admission fee and annual dues as prescribed in the bylaws, except that any transferring or former member of another club who is accepted into membership of this club pursuant to article 7, section 4(a) shall not be required to pay a second admission fee. A Rotaractor who ceased to be a member of Rotaract within the preceding two years, who is accepted into membership of this club, shall not be required to pay an admission fee.

Article 12 **Duration of Membership**

Section 1 *Period*

Membership shall continue during the existence of this club unless terminated as hereinafter provided.

Section 2 *Automatic Termination*

- a. *Membership Qualifications.* Membership shall automatically terminate when a member no longer meets the membership qualifications, except that
 - 1) The board may grant a member moving from the locality of this club or the surrounding area a special leave of absence not to exceed one (1) year to enable the member to visit and become known to a Rotary club in the new community if the member continues to meet all conditions of club membership;
 - 2) The board may allow a member moving from the locality of this club or the surrounding area to retain membership if the member continues to meet all conditions of club membership.
- b. *How to Rejoin.* When the membership of a member has terminated as provided in subsection (a) of this section, such person, provided such person's membership was in good standing at the time of termination, may make new application for membership, under the same or another classification. A second admission fee shall not be required.
- c. *Termination of Honorary Membership.* Honorary membership shall automatically terminate at the end of the term for such membership as determined by the board. However, the board may extend an honorary membership for an additional period. The board may revoke an honorary membership at any time.

Section 3 *Termination – Non payment of Dues.*

- a. *Process.* Any member failing to pay dues within thirty (30) days after the prescribed time shall be notified in writing by the secretary at the member's last known address. If the dues are not paid on or before ten (10) days of the date of notification, membership may terminate, subject to the discretion of the board.
- b. *Reinstatement.* The board may reinstate the former member to membership upon the former member's petition and payment of all indebtedness to this club. However, no former member may be reinstated to active membership if the former member's classification is in conflict with article 8, section 2.

Section 4 Termination – Non-attendance

- a. **Attendance Percentages.** A member must Attend or make up at least 50 percent of club regular meetings in each half of the year;
Attend at least 30 percent of this club's regular meetings in each half of the year (assistant governors, as defined by the board of directors of RI, shall be excused from this requirement)
If a member fails to attend as required, the member's membership shall be subject to termination unless the board consents to such non-attendance for good cause.
- b. **Consecutive Absences.** Unless otherwise excused by the board for good and sufficient reason or pursuant to article 9, sections 3 or 4, each member who fails to attend or make up four consecutive regular meetings shall be informed by the board that the member's non-attendance may be considered a request to terminate membership in this club. Thereafter, the board, by a majority vote, may terminate the member's membership.

Section 5 Termination – Other Causes

- a. **Good Cause.** The board may terminate the membership of any member who ceases to have the qualifications for membership in this club or for any good cause by a vote of not less than two-thirds of the board members, at a meeting called for that purpose. The guiding principles for this meeting shall be article 7, section 1; The Four-Way Test; and the high ethical standards that one should hold as a Rotary club member.
- b. **Notice.** Prior to taking any action under subsection (a) of this section, the member shall be given at least ten (10) days' written notice of such pending action and an opportunity to submit a written answer to the board. The member shall have the right to appear before the board to state the member's case. Notice shall be by personal delivery or by registered letter to the member's last known address.
- c. **Filling Classification.** When the board has terminated the membership of a member as provided for in this section, this club shall not elect a new member under the former member's classification until the time for hearing any appeal has expired and the decision of this club or of the arbitrators has been announced. However, this provision shall not apply if, by election of a new member, the number of members under the said classification would remain within provided limitations even if the board's decision regarding termination is reversed.

Section 6. Right to Appeal, Mediate or Arbitrate Termination.

- a. **Notice.** Within seven (7) days after the date of the board's decision to terminate membership, the secretary shall give written notice of the decision to the member. Within fourteen (14) days after the date of the notice, the member may give written notice to the secretary of the intention to appeal to the club, request mediation, or to arbitrate as provided in article 16.
- b. **Date for Hearing of Appeal.** In the event of an appeal, the board shall set a date for the hearing of the appeal at a regular club meeting to be held within twenty-one (21) days after receipt of the notice of appeal. At least five (5) days' written notice of the meeting and its special business shall be given to every member. Only members shall be present when the appeal is heard.
- c. **Mediation or arbitration.** The procedure utilized for mediation of arbitration shall be as provided in article 16.
- d. **Appeal.** If an appeal is taken, the action of the club shall be final and binding on all parties and shall not be subject to arbitration.
- e. **Decision of Arbitrators or Umpire.** If arbitration is requested, the decision reached by the arbitrators or, if they disagree, by the umpire shall be final and binding on all parties and shall not be subject to appeal.
- f. **Unsuccessful Mediation.** If mediation is requested but is unsuccessful, the member may appeal to the club or arbitrate as provided in subsection (a) of this section.

Section 7 Board Action Final.

Board action shall be final if no appeal to this club is taken and no arbitration is requested.

Section 8 Resignation.

The resignation of any member from this club shall be in writing, addressed to the president or secretary. The resignation shall be accepted by the board if the member has no indebtedness to this club.

Section 9 Forfeiture of Property Interest.

Any person whose club membership has been terminated in any manner shall forfeit all interest in any funds or other property belonging to this club if, under local laws, the member may have acquired any right to them upon joining the club.

Section 10 *Temporary Suspension*

Notwithstanding any provision of this constitution, if in the opinion of the board

- a. Credible accusations have been made that a member has refused or neglected to comply with this constitution, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the club; and
- b. Those accusations, if proved, constitute good cause for terminating the membership of the member; and
- c. It is desirable that no action should be taken in respect of the membership of the member pending the outcome of a matter or an event that the board considers should properly occur before such action is taken by the board; and
- d. That in the best interests of the club and without any vote being taken as to his or membership, the member's membership should be temporarily suspended and the member should be excluded from attendance at meetings and other activities of this club and from any office or position the member holds within the club. For the purpose of this clause, the member shall be excused from fulfilling attendance responsibilities;

The board may, by a vote of not less than two-thirds of the board, temporarily suspend the member as aforesaid for such period and on such further conditions as the board determines, albeit for a period no longer than is reasonably necessary in all the circumstances.

Article 13 **Community, National, and International Affairs**

Section 1 *Proper Subjects.*

The merits of any public question involving the general welfare of the community, the nation, and the world are of concern to the members of this club and shall be proper subjects of fair and informed study and discussion at a club meeting for the enlightenment of its members in forming their individual opinions,. However, this club shall not express an opinion on any pending controversial public measure.

Section 2 *No Endorsements*

This club shall not endorse or recommend any candidate for public office and shall not discuss at any club meeting the merits or demerits of any such candidate.

Section 3 *Non-Political*

- a. *Resolutions and Opinions.* This club shall neither adopt nor circulate resolutions or opinions, and shall not take action dealing with world affairs or international policies of a political nature.
- b. *Appeals.* This club shall not direct appeals to clubs, peoples, or governments, or circulate letters, speeches, or proposed plans for the solution of specific international problems of a political nature.

Section 4 *Recognizing Rotary's Beginning.*

The week of the anniversary of Rotary's founding (23 February) shall be known as World Understanding and Peace Week. During this week, this club will celebrate Rotary service, reflect upon past achievements, and focus on programs of peace, understanding, and goodwill in the community and throughout the world.

Article 14 **Rotary Magazines**

Section 1 *Mandatory Subscription*

Unless, in accordance with the bylaws of RI, this club is excused by the board of directors of RI from complying with the provisions of this article, each member shall, for the duration of membership, subscribe to the official magazine or to the magazine approved and prescribed for this club by the board of directors of RI. Two Rotarians residing at the same address have the option to subscribe jointly to the official magazine. The subscription shall be paid in six (6) month periods for the duration of membership in this club and to the end of any six (6) month period during which membership may terminate.

Section 2 *Subscription Collection.*

The subscription shall be collected by this club from each member semiannually in advance and remitted to the Secretariat of RI or to the office of such regional publications as may be determined by the board of directors of RI.

Article 15 **Acceptance of Object and Compliance with Constitution and Bylaws**

By payment of an admission fee and dues, a member accepts the principles of Rotary as expressed in its object and submits to an agrees to comply with and be bound by the constitution and bylaws of this club, and on these

conditions alone is entitled to the privileges of this club. Each member shall be subject to the terms of the constitution and bylaws regardless of whether such member has received copies of them.

Article 16 Arbitration and Mediation

Section 1 *Disputes.*

Should any dispute, other than as to a decision of the board, arise between any current or former member(s) and this club, any club officer or the board, on any account whatsoever which cannot be settled under the procedure already provided for such purpose, the dispute shall, upon a request to the secretary by any of the disputants, either be resolved by mediation or settled by arbitration.

Section 2 *Date for Mediation or Arbitration.*

In the event of mediation or arbitration, the board shall set a date for the mediation or arbitration, in consultation with disputants, to be held within twenty-one (21) days after receipt of the request for mediation or arbitration.

Section 3 *Mediation.*

The procedure for such mediation shall be that recognized by an appropriate authority with national or state jurisdiction or be that recommended by a competent professional body whose recognized expertise covers alternative dispute resolution or be that recommended by way of documented guidelines determined by the board of RI or the trustees of The Rotary Foundation. Only a member of a Rotary club may be appointed as mediator(s). The club may request the district governor or the governor's representative to appoint a mediator who is a member of a Rotary club and who has appropriate mediation skills and experience.

- a. *Mediation Outcomes.* The outcomes or decisions agreed between the parties as a result of mediation shall be recorded and copies held by each party, the mediator(s) and one copy given to the board and to be held by the secretary. A summary statement of outcomes acceptable to the parties involved shall be prepared for the information of the club. Either party, through the president, or secretary, may call for further mediation if either party has retracted significantly from the mediated position.
- b. *Unsuccessful Mediation.* If mediation is requested but is unsuccessful, any disputant may request arbitration as provided in section 1 of this article.

Section 4 *Arbitration.*

In the event of a request for arbitration, each party shall appoint an arbitrator and the arbitrators shall appoint an umpire. Only a member of a Rotary club may be appointed as umpire or as arbitrator.

Section 5 *Decision of Arbitrators or Umpire.*

If arbitration is requested, the decision reached by the arbitrators or, if they disagree, by the umpire shall be final and binding on all parties and shall not be subject to appeal.

Article 17 Bylaws

This club shall adopt by laws not inconsistent with the constitution and bylaws of RI, with the rules of procedure for an administrative territorial unit where established by RI, and with this constitution, embodying additional provisions for the government of this club. Such bylaws may be amended from time to time as therein provided.

Article 18 Interpretation

Throughout this constitution, the terminology "mail," "mailing," and "ballot-by-mail" will include utilization of electronic mail (e-mail) and internet technology to reduce costs and increase responsiveness.

Article 19 Amendments

Section 1 *Manner of Amending.*

Except as provided in section 2 of this article, this constitution may be amended only by the council on legislation in the same manner as is established in the bylaws of RI for the amendment of its bylaws.

Section 2 *Amending Article 2 and Article 3.*

Article 2 (Name) and Article 3 (Locality of the Club) of the constitution shall be amended at any regular meeting of this club, a quorum being present, by the affirmative vote of not less than two-thirds of all voting members present and voting, provided that notice of such proposed amendment shall have been mailed to each member and to the governor at least ten (10) days before such meeting, and provided further, that such amendment shall be submitted to the board of directors of RI for its approval and shall become effective only when so approved. The governor may offer an opinion to the board of directors of RI regarding the proposed amendment.

**Bylaws of the Rotary Club of London Bridge
(Operating as London Bridge Rotary Club)**

Lake Havasu City, Arizona

Adopted December 21, 2011

Article 1**Definitions**

- | | |
|------------------------|---|
| a. Board: | The Board of Directors of this club. |
| b. Club | London Bridge Rotary Club |
| c. Director: | A member of this club's Board of Directors. |
| d. District | Our Rotary District #5490 |
| e. LOA | Leave of Absence |
| f. Active Member | An active member of this club |
| g. E-85 member | An active member who has reached the age of 65 and the aggregate of their age and years of membership in one or more clubs is 85. |
| h. Member: | A member, other than an honorary member, of this club |
| i. Honorary Member | An inactive designated member of this club |
| j. RI: | Rotary International. |
| k. Special Event: | Track meet, Parade, and other events as designated by the board |
| l. Year or Rotary Year | The twelve-month period that begins on 1 July. |

Article 2 Board

The governing body of this club shall be the board consisting of fourteen (14) members of this club, namely, the president, immediate past president, president-elect (or president-nominee, if no successor has been elected) vice-president, secretary, and treasurer coin committee chair, and seven (7) directors elected in accordance with article 3 of these bylaws. The coin committee chair shall take office January 1 – all other officers and directors to take office July 1 following their election.

Article 3 Election of Directors and Officers**Section 1 Nominations**

A nominating committee shall be assembled by the Board and composed of the current president, president-elect, two (2) past presidents and three (3) active members not holding an office or director position. The nominating committee shall identify candidates who are members in good standing, with no past-due indebtedness to the club to fill the offices of president-nominee, vice president, secretary, treasurer, and open director positions. The list of nominees will be provided to the club secretary. The secretary shall announce to the club the names of all Rotarians who are candidates for positions to be elected, as well as all Rotarians who will automatically remain on the board as a result of prior elections, including directors whose terms have not yet expired. The club secretary may provide this information on a sample ballot at the business meeting in November or at the business meeting one month prior to the annual meeting for election of officers and directors.

Section 2 Election and Voting

The annual election of officers shall take place at the annual meeting in December as described in Article 5. The presiding officer may accept nominations from the floor in addition to the slate prepared by the Nominating Committee and presented by the Club Secretary one month prior to the annual meeting. Written ballots shall be distributed to all active members present at the annual meeting. The ballots shall list the names, positions and year each term will expire for all continuing board members, The ballots shall then list the positions and term limits for each officer and director position to be filled, including the candidates presented by the nominating committee for each of those positions. The ballots shall also include blank lines under each position to be elected for the purpose of adding names of any nominations from the floor. Each active member present shall be entitled to one vote for each officer or director position available. The Secretary shall tabulate, announce and record the results. If multi-year director positions are available, the candidate with the most votes is to receive the longest term, and so on. The president-nominee shall take the title of president-elect on the first day of July next following the election, and shall serve as an officer during that year. On 1 July immediately following that year, the president-elect shall assume office as president.

Section 3 *Sergeant-at-arms*

The officers and directors shall constitute the board. Within fourteen (14) days after their election, the directors-elect shall meet and approve some member(s) of the club to act as sergeant-at-arms.

Section 4 *Vacancy in board*

A vacancy in the board or any office shall be filled by action of the remaining directors.

Section 5 *Vacancy in officer-elect or director-elect position(s)*

A vacancy in the position of any officer-elect or director-elect shall be filled by action of the remaining directors-elect.

Article 4 **Duties of Officers****Section 1** *President.*

It shall be the duty of the president to preside at meetings of the club and the board. The president shall be the principal speaker on behalf of the club and shall perform other duties as ordinarily pertain the office of president.

Section 2 *Immediate Past President*

It shall be the duty of the immediate past president to serve as a director and to perform such other duties as may be prescribed by the president or the board.

Section 3 *President-elect*

It shall be the duty of the president-elect to serve as a director and to perform such other duties as may be prescribed by the president or the board. The president-elect shall assume the office of president at the beginning of the next Rotary year.

Section 4 *Vice President*

It shall be the duty of the vice-president to preside at meetings of the club and the board in the absence of the president and to perform other duties as ordinarily pertain to the office of vice-president.

Section 5 *Secretary*

It shall be the duty of the secretary to

- a. keep membership records;
- b. record attendance at meetings;
- c. send out notices of club, board, and committee meetings;
- d. record and preserve the minutes of such meetings;
- e. report as required to RI, including the semiannual reports of membership on 1 January and 1 July 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;
- f. report changes in membership;
- g. provide the monthly attendance report, which shall be made to the district governor within 15 days of the last meeting of the month;
- h. collect and remit RI official magazine subscriptions; and
- i. perform other duties as usually pertain to the office of secretary.

Section 6 *Treasurer*

It shall be the duty of the treasurer to have custody of all funds, accounting for it to the club annually and at any other time upon demand by the board, and to perform other duties as pertains 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 7 *Coin Chair/Director*

The Coin Committee Chairman is an elected position, taking office January 1 following election. The responsibility of this position is to ensure continuity and sustainability of the club's unique collector coin program. Duties of the Coin Chair/Director are:

- a. Coordinate all activities relative to the London Bridge Rotary coins and the coin committee
- b. Serve as ex-officio member of the board of directors and attend all board meetings

- c. Have responsibility to bring studied recommendations of the coin committee to the board with regard to:
- 1) Development new coin design and production
 - 2) Coin marketing and sales strategies, including special event involvement
 - 3) Coin sales schedule
 - 4) Coin supply and warehousing

Section 8 *Sergeant-at-Arms/Director.*

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 9 *Director*

It shall be the duty of all directors to
 attend all board meetings
 provide relevant support and information as requested by club president or board
 evaluate all issues for compliance with club constitution, these bylaws, club policy and procedure
 evaluate all issues for compliance with RI and club principles
 cast votes when required for decisions on board/club issues

Article 5 **Meetings**

Section 1 *Annual Meeting*

An annual meeting of this club shall be held at the business meeting in December of each year, at which time the election of officers and directors to serve for the ensuing year shall take place.

Section 2 *Regular Meetings*

The regular weekly meetings of this club shall be held on Wednesday at Noon. Due notice of any changes in or cancelling 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 3 *Quorum*

One-third of the membership shall constitute a quorum at the annual and regular meetings of this club.

Section 4 *Board Meetings*

Regular meetings of the board shall be held on the Tuesday prior to the third Wednesday 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. Active members are welcome to attend Board meetings.

Section 5 *Quorum of Board Members*

Fifty percent of the officers and directors combined shall constitute a quorum of the board.

Section 6 *Business Meetings*

One regular meeting per month shall be held on the third Wednesday of each month to conduct club business. Special meetings to conduct club business may be called by the President or by board action with due notice to all active members.

Section 7 *Executive Session Meetings*

Executive session meetings of the board may be called by the president whenever deemed necessary, or upon the request of two (2) Directors. A minimum of 24 hours notice shall be given via best method available. Only board members and guests invited by the President may attend.

Article 6 **Fees and Dues**

Section 1 *Admission fee*

An admission fee of \$100 shall be paid after the approval of an application for club membership if the proposed member accepts the invitation to club membership.

Section 2 *Membership dues*

Membership dues shall be paid quarterly and shall consist of club, district and RI dues as appropriate. Dues are payable on the last day of the first month in each calendar quarter. Club members with dues in excess of 30 days overdue shall be assessed a late penalty of \$20, and will be notified by the secretary that payment must be made within ten days of receipt of the notice. Club members with dues in excess of 45 days overdue may be subject to suspension or termination as provided in Article 12, section 3 of the Constitution of the Rotary Club of London Bridge.

Article 7 **Method of Voting**

The business of this club shall be transacted by vocal assent, 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 vocal assent.

Article 8 **Avenues of Service**

The Avenues of Service are the philosophical and practical framework for the work of this Rotary club. They are Club Service, Vocational Service, Community Service, International Service, and New Generations Service. This club will be active in each of the Avenues of Service.

Article 9 **Committees**

Club committees are charged with carrying out the annual and long-range strategic goals of the club. 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.

Section 1 *Standing committees* should be appointed as follows:

- a. *Membership* This committee should develop and implement a comprehensive plan for the recruitment and retention of members.
- b. *Public Image* 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.
- c. *Administration* This committee should conduct activities associated with the effective operation of the club, and should include 2-3 past presidents.
- d. *Service Projects* This committee should develop and implement educational, humanitarian, and vocational projects that address the needs of its community and communities in other countries.
- e. *The Rotary Foundation* This committee should develop and implement plans to support The Rotary Foundation through both financial contributions and program participation.
- f. *Coin Committee* This committee should develop and implement plans to
 - 1) Establish a new coin theme each year
 - 2) Order new coins in time to introduce them during London Bridge Days each year
 - 3) Actively market the coins
 - 4) Manage coin sales schedule assignments including special events
 - 5) Manage maintenance of coin inventory
 - 6) Recognize sales excellence
 - 7) Educate membership on history of program and effective sales techniques

Additional ad hoc committees may be appointed as needed.

Section 2 *Committee Relationships to President and Board*

- a. The president shall be *ex officio* a member of all committees and, as such shall have all the privileges of membership therein.
- b. Each committee shall transact its business as is delegated to it in these bylaws or more specifically in the club Practices 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.

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 appropriate RI materials and the Avenues of 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 (LOA)**

Section 1 *Granting LOA*

An active member may be granted a leave of absence for financial, medical, personal or travel reasons. A LOA request must be submitted to the club secretary, who will refer it to the Membership Committee to make a recommendation to the board. The Board shall have final approval for each LOA. All LOA's are valid for a period to be determined by the board. LOA's may be renewable on written request and approval by the board, but in no case should be longer than twelve successive months.

Section 2 *Counting LOA attendance*

Leave of absence does operate to prevent a forfeiture of membership; it does not operate to give club credit for the member's attendance. Unless the member attends a regular meeting of this or some other club, the excused LOA member must be recorded as absent and not computed in the attendance record of the club.

Article 12 **Finances**

Section 1 *Budget*

Prior to the beginning of each fiscal year, the board shall prepare two budgets 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 budgets shall be for the London Bridge Rotary Club (for club operations) and for the London Bridge Rotary Foundation (for charitable/service operations).

Section 2 *Deposits*

The treasurer shall deposit all funds received in banks, named by the board. The Foundation shall maintain a separate account from the Club. Additional Club accounts may be created by the Board for special purposes. The Club may use more than one bank. The treasurer is responsible to ensure that all funds are deposited in the appropriate accounts.

Section 3 *Payments*

All bills shall be paid by the treasurer or any other authorized officer(s). Payments less than \$2,500.00 require the approval of one officer. Payments of \$2,500 or more require the approval of two (2) officers. Directors are not authorized to approve payments.

Section 4 *Review*

A summary financial presentation (statement) of all transactions shall be presented to the board monthly. A thorough review of all financial transactions by a qualified person shall be made once each year.

Section 5 *Officer Bond*

At the discretion of the board, officers having charge or control of club funds may be required to give bond as for the safe custody of the funds of the club. Cost of bond, if required, to be borne by the club.

Section 6 *Fiscal Year*

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 four (4) quarterly periods extending from:

- a. 1 July to 30 September
- b. 1 October to 31 December
- c. 1 January to 31 March
- d. 1 April to 30 June

The payment of per capita dues and RI official magazine subscriptions shall be made on 1 July and 1 January of each year on the basis of the membership of the club on those dates.

Article 13 **Method of Electing Members****Section 1** *Proposal*

The name of a prospective member, proposed by an active member of the club, shall be submitted to the board in writing, including a brief biography of the prospective member and statement of endorsement from the sponsoring member 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 *Board Responsibility*

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

Section 3 *Time for Board to Consider Proposal*

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 *Notification and Orientation by Membership Committee*

If the decision of the board is favorable, the prospective member shall be informed by the membership committee 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 via e-mail by the secretary.

Section 5 *Club member notification/ response procedure*

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 *Induction*

Following the election, the membership committee shall arrange for the new member's induction, membership card, 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 *Honorary Members*

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 **London Bridge Rotary Club Practices**

As a supplement to the Constitution and Bylaws, a third document has been created with the intent of clarifying some of the culture and history which gives the London Bridge Rotary Club its unique character, but should never be in conflict with the constitution and bylaws. The Practices document will summarize and simplify some areas and may expand upon others. It will also cover some areas not covered in either the constitution or the bylaws.

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 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.

**Practices of the
 Rotary Club of London Bridge
 (Operating as London Bridge Rotary Club)
 Lake Havasu City, Arizona
 Adopted December 21, 2011**

This document is not intended to give a comprehensive, specific method for how to conduct business in the London Bridge Rotary Club, but instead is intended to supplement our governing documents (our bylaws and constitution) with a flavor of the unique culture that exists within our club. Those drafting the document encourage all existing members to be familiar with all three documents, and refer to them to clarify issues rather than rely on memory.

Valued Customs & Traditions

- **Support The Rotary Vocational Fund of Arizona** by holding one brown bag meeting in the spring of each year offsite by donating the funds saved by not having a club meal.
- **Support Gift of Life of Arizona** of Arizona by holding one brown bag meeting in the fall of each year offsite by donating the funds saved by not having a club meal.
- **Rotary International and Club Anniversary** celebrated at the meeting closest to February 23 (the RI founding anniversary) by inviting former members and spouses to attend the meeting.
- **Rotarian of the Year** – At the end of each Rotary year, the club president will honor a Rotarian who has clearly exemplified the spirit of Service Above Self by their support of the club and its projects. The Rotarian being honored in this manner may or may not have been elected or appointed to an officer or leadership position.
- **Rotary Moment** – At each club meeting, the President should arrange to have someone prepared to share a nugget of Rotary education.
- **Perfect Attendance** – At least once each year, club members who have achieved perfect attendance are honored.
- **Rotary Anniversaries** – In the Granite Gab, and from the podium, membership anniversaries of club members should be celebrated.
- **Member Birthdays** – In the Granite Gab, and from the podium member birthdays should be recognized and celebrated.
- **Granite Gab** – Should be a source of knowledge about member names, member classifications, TRF Giving Status, current club officers, upcoming events, and coin sale responsibilities and sales results. Upcoming programs, events, and social activities should be listed. Highlights from the previous week's meeting should be reported.
- **Every Rotarian Every Year** – Through education about The Rotary Foundation, all members should be inspired to support the Annual Program Fund by donating a minimum of \$100 per year or \$25 per quarter.
- **End Polio Now** – Through education about this initiative, all members should be encouraged to support this effort by making a quarterly or annual donation to The Rotary Foundation until worldwide eradication is achieved.
- **Paul Harris Fellow Recognition** – Twice each year, members achieving their first or additional Paul Harris recognition status should be recognized at a meeting where spouses and honorary members are encouraged to attend. Donations through EREY and End Polio Now accumulate toward this recognition.
- **Mel's Annual Christmas Raffle** – Each person attending should donate \$20 cash or an item valued at that amount, and be prepared to purchase raffle tickets. This event is always fun and spouses are encouraged to attend and participate.

Signature Projects and Programs

- **Rotary Park** – Our club completed a \$100,000 commitment to fund improvements to Rotary Park. We made \$10,000/year installments on this commitment from 1989-1999.
- **Kinderswim** – Since 1999, we have funded water safety and basic swimming skills training as part of the curriculum of all kindergarten students in Lake Havasu.
- **Adopt-A-Family** – Each year, our members adopt multiple financially-challenged families during the holiday season through the support of our members and our community at a fundraising event.

- **COLLBREF** – Each year selected college students from Arizona receive scholarships to study in London during the summer as a result of this unique program
- **London Bridge Rotary Coin** – Each year since the year the London Bridge was dedicated, our club has designed and produced a unique collector coin, which is sold to raise funds to support our many charitable projects. The coin always features the Rotary Wheel and the London Bridge, and additionally features a historic event or unique theme.
- **Harley Raffle** – In 2010, London Bridge Rotary took over this annual event to as an additional means of raising charitable dollars in the community. The event had previously been a Chamber of Commerce fundraiser.
- **Havasu Island Balloon Festival and Fair** – In 2011, the first annual festival was held through the joint efforts of London Bridge Rotary and London Bridge Lions Clubs. This collaborative effort resulted in over \$60,000 being given to benefit local charities and projects.

Membership

Individual Rotarians are members of a Rotary Club – members of this club were accepted into membership after being recommended by a friend or associate. They understand membership is a privilege and with that privilege comes a responsibility to maintain the dignity and integrity of the club through their understanding, support, and conformance to our governing documents – our constitution, bylaws and these policies and procedures.

The Rotary Club of London Bridge is a member of Rotary International. Rotary International is divided into 26 zones, and each zone is divided into Districts. Our club is a member club of Rotary District 5490. Our officers, directors, and members have an obligation to protect the dignity and integrity of our parent organization through upholding its principles, advancing its causes, by employing the Four Way Test in all we think, say or do.

Every three years, delegates from each Rotary District are sent to provide the voice for their district at a Rotary International Council on Legislation. This is the only event where the governing documents of our parent organization can be amended. By the time Club Presidents-Elect attend PETS the following spring the updated recommended Club Bylaws and Club Constitution are presented. Clubs should act soon thereafter to ensure their club's governing documents are in conformance with the updated recommended documents. This is a of the responsibility associated with the privilege of being a member club of Rotary International.

Within the London Bridge Rotary Club, we have three (3) different types of membership – two active and one honorary. Additionally, recognizing that life circumstances can impact the ability to actively participate in Rotary, active members in good standing may make a written request to be placed on Leave of Absence, stating the reason for the request.

General Membership Qualifications are addressed in Article 7, of the Constitution of the Rotary Club of London Bridge.

Active Member – Only persons possessing the qualifications set forth in Article 5, section 2 of the Rotary International Constitution may be elected to active membership of this club. The RI Constitution is easily accessible on the website: www.rotary.org, and members are strongly encouraged to use the website as a resource for finding answers to questions not covered in our governing documents. In this club, we do conform to those qualifications, and have elected to allow a second confirming type of active membership:

Active E-85 Member – An active member who has reached the age of 65, and the aggregate of their age and years of membership in one or more clubs is 85 years or more can notify the club secretary in writing of their desire to be excused from attendance. This request must be approved by the board. E-85 members will be required to pay food charges for each meeting where they receive food, and are responsible for paying pro-rated portions of their district and RI charges quarterly. Coin sales and participation in special events are voluntary and not required.

Honorary Member – London Bridge Rotary has elected to honor some local citizens with honorary membership in our club. In our club the terms of each honorary member expire at the end of each Rotary year, and must be extended by action of the incoming board of directors at their first board meeting in July, after taking office.

Leave of Absence - Active members, with extenuating circumstances, may make a written request to be placed on Leave of Absence (LOA), stating the reason for their request. A member on LOA may request an extension of their leave, but no member leave should remain on LOA status longer than twelve consecutive months. The board will determine whether to approve or deny LOA requests and the Club Secretary will notify the member of the board's decision. Members on LOA will be required to pay food charges for each meeting where they receive food, and are responsible for paying pro-rated portions of their district and RI charges quarterly. If a member fails return to active participation following the expiration of their leave, the Club Secretary will drop their name from active membership and notify the Treasurer to cease billing for dues.

The following chart is provided to illustrate the privileges and responsibilities of the different types of membership in our club, including those active Rotarians who are on Leave of Absence;

| Member Type | Voting Rights | Hold Office | Pay Quarterly Meal Charge | Pay RI Dues | Coin Sales | Special Events |
|------------------|---------------|-------------|---------------------------|-------------|------------|----------------|
| Active | Yes | Yes | Yes | Yes | Yes | Yes |
| Active E-85 | Yes | Yes | * | Yes | | |
| Honorary | | | | | | |
| Leave of Absence | | | * | Yes | | |

*E-85 and LOA members will be required to pay club food charges at any meeting they receive food

Proposing a New Member - Refer to Article 13, Method of Electing members in the Bylaws of the Rotary Club of London Bridge.

Participation

The success of the London Bridge Rotary Club depends on the efforts of all members collectively. In addition to attending the weekly meetings, all members are strongly encouraged to participate by serving on committees, participating in projects, and enjoying fellowship activities of the club. At a very minimum, active members are expected to:

1. Sell Coins or help the coin committee in some manner at the London Bridge Days Parade in October.
2. Sell coins at one or more special events
3. Sell coins at our booth near the London Bridge as assigned
4. Help with the annual London Bridge Rotary Track Meet
5. Help at the Havasu Island Balloon Festival

There are many active committees. Rotarians should not wait to be asked. They should seek opportunities to serve, using their talents and skills to take the club to a higher level of excellence.

Meeting Protocol

Even though meetings are scheduled to begin at noon, the bell will not be rung, and the meeting will not come to order until 12:20 PM. The first twenty minutes is intended to be a time to greet each other and socialize before the formal part of the meeting begins. Rotarians in our club call each other by their first name or their nickname. They do not address each other formally. Rotarians should not only try to get around the room and greet each other, they should particularly take care to greet visitors and guests warmly.

If you invite a guest to attend a London Bridge Rotary Club meeting, it is tradition to not only pay for their lunch, but give them a London Bridge Rotary Coin as part of your hospitality. If they say they already have the current year's coin, you are not obligated to buy them another. The cost of the meal and the cost of the coin can be billed on your next quarterly dues bill, by letting the greeter record the transaction(s).

At most regular and business meetings, raffle tickets will be sold. There are two ways to win. The weekly sales are split three ways. One third goes to the club operating account to help defray costs of the annual holiday party and installation events. One third is available for the "cash drawing." The last third goes into a pot which accumulates

weekly, with the holder of the winning ticket being eligible to draw a marble from a bag. Most of the marbles are the same color, but if the ticket holder draws the one marble that is a different color, they win the full amount of funds accumulated. It is a tradition at London Bridge Rotary to pool money and buy tickets as a table, sharing any winnings equally. If the growing pot gets large, some members, additionally, buy individual tickets.

When the bell is sounded, conversations should cease, and all present (who are able) should stand during the Pledge of Allegiance, recitation of the 4-way test, and invocation.

At any time during the meeting, when there is a speaker at the podium, all present should be respectful, not only of the speaker, but of those who are listening, by abstaining from distracting conversations and activities.

When guests are introduced, if the visiting Rotarians are introduced first, and the membership responds to their introduction with an enthusiastic greeting of "Hi!" and call out the Rotarians first name.

When guests of Rotarians are introduced, the membership responds to each introduction with applause.

When the Sgt at Arms program is being conducted, if your name is called, you should "leap to your feet." This portion of our weekly program is intended to be fun, and the proceeds help to defray the cost of our annual holiday party and installation events. We know that "laughter is the best medicine," but all attempts at humor should show respect for all present and provide a positive impression of our club for any guests.

If a member must leave early, they should depart before the speaker for the day starts presenting. On the way out, the member should leave a "scooter fee" of \$2 on the greeter's table.

Order of business

Regular Meeting

12:20 PM meeting called to order

Pledge of Allegiance

Recite 4-Way Test

Invocation

Break while lunch is enjoyed and raffle tickets are sold

Call meeting back to order (allow sufficient time for all subsequent items, with a full 20 minutes allotted to speaker)

Introduction of visitors

Rotary moment (education about larger organization, club procedures, etc.)

Correspondence and announcements

Committee reports, if any

Sgt. At Arms presentation

Program

Drawing

Adjournment

Board Meeting

Meeting called to order

Introduction of visitors

Correspondence, announcements, and Rotary information

Committee reports, if any

Any unfinished business

Any new business

Adjournment

Business Meeting

12:20 PM Meeting called to order

Pledge of Allegiance

Recite 4-Way Test

Invocation

Break while lunch is enjoyed

Introduction of Guests

Rotary moment (education about larger organization, club procedures, etc.)

Sergeant at Arms presentation

Drawing
Visitors asked to leave before business portion of agenda
Correspondence and announcements
Committee reports, if any
Any unfinished business
Any new business
Adjournment

Succession Planning

The immediate past president, president, and president elect should work together to every extent possible to ensure the culture of the club does not change significantly from one administration to the next. At the same time, they should recognize that Rotary is a fluid organization, adapting to an ever-changing environment, considering generational dynamics, changing demographics, changing economic conditions, political and humanitarian disasters, etc. Club leaders have a responsibility to stay informed about what is happening in the larger organization of Rotary and provide an informed introduction of changes that must be implemented to conform to RI changes, utilizing best practices and recommended organizational tools and resources to benefit our club.

The nominating committee should be prepared to educate potential candidates for office, not only with the duties listed in the club bylaws, but fully explaining the terms of office, educational opportunities and/or requirements, and intended succession planning for the positions they are being asked to fill:

The use of electronic technology and communication tools should be second nature to any candidate considered for officer positions in the London Bridge Rotary Club. To be an effective leader today, the ability to stay current, and communicate in real time is critical. It is no different in Rotary.

President Elect candidates shall be selected from the offices of Vice President, Secretary or Treasurer, whenever possible. It is really a three-year commitment. The successful candidate will serve one year as president-elect, another as president, and a third as immediate past president. They will also be required to attend the tri-district President Elect Training Seminar the year before they take office as president and are strongly encouraged to attend the year prior to taking office as president-elect. As president-elect, they are also required to attend the district assembly, and encourage their key committee chairs and incoming officers to attend with them. During the year they are serving as club president, they should also plan to attend the District Conference and any other district fellowship or training events.

Ideally, candidates for vice president will have prior service as club secretary and/or club treasurer, and will be willing to be considered in the future as a candidate for club president-elect.

The club secretary is one of the most important positions – key to the success of our club. In this club, it is the intended practice to have the secretary serve two years, with an intended future replacement helping them during the second year. The secretary-elect is strongly encouraged to attend the PETS/SETS training seminar. Procedural changes are often introduced to the incoming Secretaries, so – even if they have attended in the past – it is wise to attend again, if reelected for an additional term. Because succession planning encourages past-secretaries to eventually advance to club president, the nominating committee should fully inform their candidates of this eventual possibility.

Our club treasurer is another key role. The successful candidate should be familiar with standard accounting software, be able to handle multiple tasks, and committed to keeping all accounting postings current, so the club officers and committees with a “need to know” can be well informed with timely information. This is another position that should produce future president-elect candidates. The treasurer-elect should plan to attend the tri-district PETS/SETS training to learn about important changes in non-profit and, particularly, Rotary accounting. In recent years, it has been a common practice, in the London Bridge Rotary Club for the club treasurer to serve two terms, with someone helping them the second year, who might be willing to serve as club treasurer in the future.

In selecting club members to serve as directors, the nominating committee should inform the candidates the board is a working board, and the directors will likely chair key committees or, be responsible for gathering board reports, and having a clear understanding of those reports from key club committees prior to the monthly business meeting. They should also be advised, that service as a board member is just the beginning. If they make a strong contribution, they will very likely be asked, in the future, to advance into other officer and leadership roles.

The nominating committee should work with the secretary and the treasurer to ensure they are nominating individuals who have demonstrated their commitment to Rotary by their regular attendance, and by meeting their financial obligations to the club.

The nominating committee should be named and start functioning no later than September, with the current president acting as chair, in order to have time to present a strong slate of candidates at the November business meeting.

While nominations can be accepted from the floor at the December meeting, the membership should understand the potential for creating problems exists by making such nominations. The person being nominated may have already been ruled out by the nominating committee because of a financial, service, or attendance issue. The second risk is of having an uninformed candidate, who does not fully understand the expectations surrounding the position they are being nominated to fill. On the other hand, if you have a strong feeling that a qualified candidate was overlooked, and you are certain they are fully qualified to serve, you should make a nomination from the floor if you believe it would be fair and beneficial to all concerned.

Organization

The president-elect should complete an organization chart similar to the one found on the final pages of this document, with names and contact information for the individuals who will be serving in each capacity. This information should be provided to the active members electronically, and it should be available on the club website. This will make it easier for members to understand who they should contact if they wish to serve, need information, or need to convey helpful information.

The organization chart provided is not intended to tie the hands of the president-elect, but is intended to provide all members an idea of the many tasks required to enable our club to grow and thrive. It does show responsibilities in each of the five areas of Rotary service, and provides responsibilities as outlined in the RI recommended Club Leadership Plan.

Rather than completely change the roles each year, committees are encouraged to function on a three year rotation, with future chairs coming from those who have served on the committees in the past.

The President and his board of directors may elect to combine some roles and/or subdivide other responsibilities. Individual members are strongly encouraged to serve in multiple capacities supporting the club in its projects and programs.

Club President – See By Laws, Article 4, Section 1

Vice President - Club Administration

- Program Chair
- Granite Gab
- Web Site
- Parliamentarian
- Historian
- Family of Rotary

President-Elect – Oversee all fundraising

- Coin Project
- Balloon Festival
- Harley Event
- Adopt-A-Family

Immediate Past President – Vocational Service

- Coordinate member vocational presentations
- Coordinate brown-bag events
- Provide ethical training
- Provide “Need to Know” compliance updates

Secretary – See Bylaws, Article 4, Section 5

Treasurer—See Bylaws, Article 4, Section 6
Co-Treasurer

Investment Committee

Coin Committee Chair

- Co-Chair
- New Coin Development and Ordering
- Coordinate Special Event Sales
- Schedule Weekend Sales
- Maintain Inventory
- Coordinate Parade Day Sales
- Weekly Deposit Preparation

Director #1 – Rotary Foundation

- Giving and recognition
- Group Study Exchange
- Education

Director #2 – Community Service

- Funding Committee
- Adopt-A-Family
- Budgeted Giving Coordination
- COLBREF Fund Administration

Director #3 – Membership

- Recruitment
- Retention
- Leave of Absence
- Education
- Orientation

Director #4 – International Service

- Matching Grants
- Friendship Conference
- Project Participation

Director #5 – New Generations Service

- Youth Exchange
- Interact
- RYLA
- Scholarships
- Track Meet

Director #6 - Club Service

- Schedule Weekly Sgt. At Arms
- Contact homebound and LOA members
- Greeters Table
- Room Setup & Property Maintenance
- Fellowship/Social Activities

Director #7 – Public Relations

Directors serve three-year-terms. Each year, directors are elected to replace those whose terms are expiring. Since there are seven director positions, every third year, three new directors must be elected