

BENZIE SUNRISE ROTARY CLUB

CONSTITUTION AND BY LAWS



Benzie Sunrise Rotary Club
P.O. Box 341
Beulah, Michigan 49617
Club # 53286
District 6290
EIN # 91-2049422
Rotary International
Organized: October 16, 1999
Chartered by RI: March 8, 2000
MI BOSL Organization ID: 130193

BENZIE SUNRISE ROTARY CLUB CONSTITUTION

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 July 1.

ARTICLE 2 NAME

The name of this organization shall be Benzie Sunrise Rotary Club.

ARTICLE 3 LOCALITY OF THE CLUB

The locality of this club is as follows: Benzie County Michigan USA

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 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 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 December 31 as provided in the bylaws.

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ARTICLE 6 MEMBERSHIP

Section 1 General Qualifications.

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

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.

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ARTICLE 7 CLASSIFICATIONS

Section 1 General Provisions.

(a) Principal Activity. Each member shall be classified in accordance with the member's business or profession. 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.

(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 thereon.

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 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 8 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

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Section 1 General Provisions (cont)

(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.

(b) 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.

(b) 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.

Any member whose absences are excused under the provisions of sections 3 or 4 of this article shall not be included in the membership figure used to compute this club's attendance nor shall such absences or attendances be used for that purpose.

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ARTICLE 9 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 11, 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, 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 July 1 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 upon the election of a successor. 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 presidents-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.

ARTICLE 10 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 6, section 4 shall not be required to pay a second admission fee.

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ARTICLE 11 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 for 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 7, section 2.

Section 4 Termination for Non-attendance.

(a) Attendance Percentages. A member must

(1) attend or make up at least 60 percent of club regular meetings in each half of the year;

(2) attend at least 30 percent of this club's regular meetings in each half of the year.

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 8, 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 for 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.

(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

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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.

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 15.

(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 or arbitration shall be as provided in article 15.

(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.

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ARTICLE 12 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 13 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. 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 14 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 and 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.

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ARTICLE 15 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 Rotary International 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 16 BYLAWS

This club shall adopt bylaws 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 17 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.

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ARTICLE 18 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 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.

BENZIE SUNRISE ROTARY CLUB BY-LAWS

ARTICLE I DEFINITIONS

1. Board: The Board of Directors of this club.
2. Director: A member of this club's Board of Directors.
3. Member: A member, other than an honorary member, of this club.
4. RI: Rotary International.
5. 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 eleven (11) members of this club, namely, four (4) directors elected in accordance with article 3, section 1, of these bylaws, and the President, Vice President, President Elect, Club Secretary, Treasurer, Sergeant at Arms, and the Immediate Past President. The board of directors shall consist of the Officers, four Directors, and the Immediate Past President. The President of the Club shall be a member and chairman of the board. The Board of Directors shall be nominated and elected in accordance with the provisions of the bylaws.

ARTICLE 3 ELECTION OF DIRECTORS AND OFFICERS

Section 1 Procedure

At a regular meeting at least two months prior to the meeting for election of officers, the President shall appoint a nominating committee of five members consisting of any outgoing Directors and three members of the Club who are not members of the Board of Directors. The nominating committee shall select one nominee for Vice President, Secretary, Treasurer, Sergeant at Arms and a nominee(s) for any open Director positions. The current President Elect shall become the nominee for the position of President. The current Vice President shall become the nominee for the position of President Elect. The nominating committee shall report its recommendations to the Board of Directors for approval. Following approval by the Board of Directors, the slate of candidates shall be placed in nomination at a business meeting to be held at least one month in advance of scheduled elections of the Members. At that business meeting of Members, nominations may only be made from the floor to fill any open position(s) on the slate of candidates. The Club Secretary shall prepare a ballot with names in alphabetical order under each office and shall be voted for at the Annual Meeting.

Section 2 Notice of Elections

The Members shall be notified at least seven days in advance of the intent to elect officers. The candidate for Vice President, Secretary, Treasurer, and Sergeant at Arms receiving the greatest number of Affirmative votes shall be declared elected. Likewise the nominees for any Director positions receiving the greatest number of Affirmative votes shall be declared elected. Any member in good standing that is not able to attend the Annual Meeting shall be allowed to in absentia. The Club Member must request a ballot, and return it to the Club Secretary prior to the meeting by any appropriate means.

Section 3 Transitional Board

The officer elect(s) and director elects(s) with current officers and directors shall constitute the board.

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ARTICLE 4 DUTIES OF OFFICERS

Section 1 President.

Responsible for all club activities. Chairs all club meetings, including regular weekly, board, annual and any special meetings that may be needed.

Section 2 President Elect.

Assists the President in all matters and chairs any meetings the President cannot attend. Also responsible for any club fund raising events. PE will also Chair the Membership and Membership Development committee.

Section 3 Vice-President.

The VP is the Chair of the Club Administration committee and is responsible for all Club Programs; the compiling of the list of dates and members assigned for each program.

Section 4 Club Secretary.

Responsible for all club correspondence and filings, record keeping, attendance reports, enrollment and registration of new members, ordering of all needed supplies to include name badges, makeup cards, etc.

Section 5 Treasurer.

Responsible for all financial matters of the club. This includes maintaining bank accounts, accounts receivable and payable, quarterly billings to members, etc.

Section 6 Sergeant At Arms.

Responsible for the set up needed for each weekly meeting of the club. This includes, placement of the American flag, badge rack, and seeing that attendance record and makeup cards are present. In addition the SAA is responsible for the club banner/flag used in exchanges. Ensures a schedule of greeters is known, and that all visitors are properly received.

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ARTICLE 5 MEETINGS

Section 1 Annual Meeting.

An annual meeting of the Benzie Sunrise Rotary Club shall be held in December of each year, at which time the election of officers and directors to serve for the ensuing year shall take place.

Section 2 Weekly Meetings

The regular weekly meetings of this club shall be held on Tuesdays beginning at 7:30 AM. Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club. All members excepting an honorary member (or member excused pursuant to article 8, sections 2, 3, or 4 of the 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. Please present any makeup slips from other Rotary Clubs, on-line meetings, etc to the Club Secretary in a timely manner.

Section 3 Meeting 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 second Tuesday of each month following the weekly meeting.

Section 5 Special Meetings

Special meetings of the board shall be called by the President, whenever deemed necessary, or upon the request of two (2) directors, due notice having been given.

Section 6 Board Quorum

A majority of the officers and directors shall constitute a quorum of the board.

ARTICLE 6 METHOD OF VOTING

The business of this club shall be transacted by viva voce. That is a motion is made, seconded, and voted for by a vocal assent of yay or nay. The exception is the election of officers and directors, which shall be by ballot. The board may determine that a specific resolution be considered by ballot rather than by viva voce vote.

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ARTICLE 7 CLUB MEMBERSHIP EXPENSES

Section 1 Club Admission Fee

The admission fee shall be paid before the applicant can qualify as a member. Upon payment a Member Account shall be opened to provide a method for the Treasurer to provide subsequent quarterly statements of account. A Rotarian transferring membership from one club to another shall not incur another admission fee.

Section 2 Club Dues

The membership dues shall be payable semiannually on the first day of July and of January, with the understanding that a portion of each semiannual payment shall be applied to each member's subscription to the RI official magazine.

Section 3 Club Assessments

From time to time there may be special assessments approved by the Board of Directors. The Board shall direct the Treasurer to place the assessment on each members account for billing and payment. (A charge for Steak Cookout tickets would be an example of a Club Assessment)

Section 4 Charges for Meals

The cost of meals will be charged to each member that attends the meeting.

Section 5 Member Charges

From time to time there are dinners, fellowship activities, games, auctions, etc. Club members may instruct the Treasurer to put a charge on their account for these Rotary related expenses.

Section 6 Invoicing and Payment

The Treasurer shall prepare quarterly statements of each members account. Payment is due upon receipt.

Section 7 Schedule of Club Membership Charges

The Treasurer shall prepare a schedule of all items charged to the Club Membership as described above. This schedule is subject to change from time to time with approval of the Board.

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ARTICLE 8 FOUR AVENUES OF SERVICE

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

ARTICLE 9 STANDING COMMITTEES

Club committees are charged with carrying out the annual and long-range goals of the club based on the four Avenues of Service. The President Elect, President, and Immediate Past President should work together to ensure continuity of leadership and succession planning. When feasible, committee members should be appointed to the same committee for two years to ensure consistency. The President Elect is responsible for appointing committee members to fill vacancies, appointing committee chairs and conducting planning meetings prior to the start of the year in office. It is recommended that the chair have previous experience as a member of the committee. Standing committees should be appointed as follows:

Membership and Membership Development

This committee should develop and implement a comprehensive plan for the recruitment and retention of members.

Club Public Relations

This committee should develop and implement plans to provide the public with information about Rotary and to promote the club's service projects and activities.

Club Administration

This committee shall be comprised of several subcommittees that shall conduct activities associated with the effective operation of the club. The sub-committees include Attendance, Fellowship, Programs and Speakers.

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.

The Rotary Foundation

This committee should develop and implement plans to support The Rotary Foundation through both financial contributions and program participation.

Additional ad hoc committees may be appointed as needed.

- (a) The President shall be ex officio a member of all committees and, as such, shall have all the privileges of membership thereon.
- (b) Each committee shall transact its business as is delegated to it in these bylaws and such additional business as may be referred to it by the President or the board. Except where special authority is given by the board, such committees shall not take action until a report has been made and approved by the board.
- (c) Each chair shall be responsible for regular meetings and activities of the committee, shall supervise and coordinate the work of the committee and shall report to the board on all committee activities.

BENZIE SUNRISE ROTARY CLUB BY-LAWS

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 make reference to appropriate RI materials. The service project committee will consider vocational service, community service and international service avenues when developing plans for the year.

Each committee shall have a specific mandate, clearly defined goals, and action plans established by the beginning of each year for implementation during the course of the year. It shall be the primary responsibility of the President Elect to provide the necessary leadership to prepare a recommendation for club committees, mandates, goals and plans for presentation to the board in advance of the commencement of the year as noted above.

ARTICLE 11 LEAVE OF ABSENCE

Upon written application to the board, setting forth good and sufficient cause, leave of absence may be granted excusing a member from attending the meetings of the club for a specified length of time.

BENZIE SUNRISE ROTARY CLUB BY-LAWS

ARTICLE 12 CLUB FINANCES

Section 1

Prior to the beginning of each fiscal year, the board shall prepare a budget of estimated income and expenditures for the year, which shall stand as the limit of expenditures for these purposes, unless otherwise ordered by action of the board. The budget shall be broken into two separate parts: one in respect of club operations and one in respect of charitable/service operations.

Section 2

The treasurer shall deposit all club funds in a bank, named by the board.

Section 3

All bills under \$1,000 shall be paid by the treasurer or other authorized officer only when approved by one other officer or the Board. Payment of bills over \$1,000 need the approval of two officers or the Board.

Section 4

A review of all financial transactions by a qualified person, approved by the Board, shall be made once each year.

Section 5

Officers having charge or control of club funds may be requested give bond as required by the board for the safe custody of the funds of the club, cost of bond to be borne by the club. Should the Club adopt this practice all future officers shall be required to give bond.

Section 6

The fiscal year of this club shall extend from July 1 to June 30, and for the collection of members' dues shall be divided into two (2) semiannual periods extending from July 1 to December 31, and from January 1 to June 30. The payment of per capita dues and RI official magazine subscriptions shall be made in July and January of each year on the basis of the membership of the club for those dates.

Section 7

Upon the dissolution or liquidation of the Benzie Sunrise Rotary Club, after payment or provisions for its debts and liabilities, all of its assets (except any assets conveyed to this club upon condition requiring return, transfer or conveyance, which condition occurs by reason of dissolution of this club), shall be transferred or conveyed pursuant to law, to one or more organizations described in section 501(c)(3) of the Internal Revenue Code of 1954, or corresponding provisions of any subsequent federal tax laws for one or more of the purposes described above, as the Club, and the then acting Governor of Rotary District 6290 and RI shall determine.

BENZIE SUNRISE ROTARY CLUB BY-LAWS

ARTICLE 13 METHOD OF ELECTING MEMBERS

Section 1 Notification

The name of a prospective member, proposed by an active member of the club (acting as sponsor), shall be submitted to the membership chair or President either verbally or in writing. A transferring or former member of another club may be proposed to active membership by the former club.

Section 2 Membership Committee

The membership chair and/or Club Secretary shall ensure that the prospective member meets all the classification and membership requirements of the Benzie Sunrise Rotary Club constitution. A written proposal for membership form is to be submitted to the Club Secretary.

Section 3 Visitation

The prospective member is asked to attend three weekly meetings of the Club. The Sponsor should also attend these meetings and provide introductions to other members. It is the policy of the Club to provide a complimentary meal during these visits or the Sponsor may elect to pay for their guest. After the three visits the prospective member is asked not to attend as to allow the club membership the opportunity to decide on granting membership status.

Section 4 Proposal for Membership

After the three visitation meetings the President shall place the proposal for membership before the general membership during next weekly meeting of the Club. The sponsor may elect to say words on the proposed members behalf. A motion must be made, seconded and a vocal assent vote taken. If the decision of the membership is favorable, the prospective member shall be informed of the purposes of Rotary and of the privileges and responsibilities of membership, following which the prospective member permit his or her name and proposed classification to be published to the club. If there is one or more votes (nay) not to offer membership the proposal shall be tabled for review by the Board of Directors at it's next scheduled meeting.

Section 5 Invitation to Membership

If there are no objections to the proposed member or a favorable decision by the Board is made, the host is instructed to contact the proposed member and offer an invitation to join the Club. 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.

Section 6 Induction

Following the election, invitation, and acceptance the President shall arrange for the new member's induction, membership card, and new member Rotary literature. In addition, the President or Club 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 Memberships

The club may elect, in accordance with the Benzie Sunrise Rotary Club Constitution, honorary members proposed by the board.

BENZIE SUNRISE ROTARY CLUB BY-LAWS

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.

The President is given Board approval to entertain motions and requests for funds on a discretionary basis. This blanket approval is for one-time or special needs use and requires the vocal approval of the Club members during a meeting. Requests are limited to a maximum of \$100 per request. The discretionary spending is further limited to an aggregate total of \$1,000 per Rotary year.

ARTICLE 15 ORDER OF BUSINESS

- Meeting called to order.
- Invocation, Blessing, or Prayer.
- Pledge of Allegiance.
- Introduction of visitors.
- Meal time
- Club fun and games
- Correspondence, announcements and Rotary Information.
- Committee reports if any.
- Any unfinished business.
- Any new business.
- Address or other program features.
- Adjournment.

ARTICLE 16 AMENDMENTS

These bylaws may be amended at any regular meeting, a quorum being present, by a two-thirds vote of all members present, provided that notice of such proposed amendment shall have been 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.

BENZIE SUNRISE ROTARY CLUB SCHEDULE OF FEES & CHARGES

Club Admission Fee

Apron

Pin

Directory

Rotary Book

RI Semi-annual dues

District 6290 dues