

# Rotary



**Rotary Club of Willmar**

P.O. Box 294  
Willmar, MN 56201

## **Bylaws of the Rotary Club of Willmar**

The vision of the Willmar Rotary Club is to provide service to others, promote integrity, and advance world understanding, goodwill, and peace through its fellowship of business, professional, and community leaders. Our Rotary principles serve as a foundation for our relationships with each other and the action we take in the world.

Our objective is to encourage and foster the ideal of service as a basis of worthy enterprise in particular, to encourage and foster the development of acquaintance as an opportunity for service. Rotary holds high ethical standards in business and professions and will further the advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

The Four-Way Test is a nonpartisan and nonsectarian ethical guide for Rotarians to use for their personal and professional relationships. The test has been translated into more than 100 languages, and Rotarians recite it at club meetings to reflect on the things we think, say or do. It is translated to;

1. Is it the TRUTH?
2. Is it FAIR to all concerned?
3. Will it build GOODWILL and BETTER FRIENDSHIPS?
4. Will it be BENEFICIAL to all concerned?

### Article 1 Definitions

**Board:** The club's Board of Directors consisting of Officers and Directors

**Officers:** Club members serving in an elected capacity for one year terms as President, President-Elect, Secretary, and Treasurer as well as the Immediate Past President

**Director:** Club members responsible for one of the Avenues of Service

**Member Designations:**

**Active Member** is an adult person who demonstrates good character, integrity, and leadership; possess good reputation within their business, profession, and/or community; and are willing to serve in their community and/or around the world. As an active member, my commitment to the club will exemplify the object of Rotary in my daily experiences. I will actively participate in weekly meetings, social events and assist or lead club service projects. I am responsible for ALL annual financial commitments as an active member. This will cover current rate for meals consumed at weekly meetings and costs associated with most social events.

**Active Retired** is an adult person who demonstrates good character, integrity, and leadership; possessed a good reputation within their business, profession, and/or community; and has retired from their chosen profession. As an active retired member, my commitment to the club will exemplify the object of Rotary in my daily experience. I will participate in weekly meetings, attend social events and assist or lead clubs service projects when I am able. I am ONLY responsible for the annual financial commitments as an active member for the International and District Dues and not the local dues. Additionally I will pay the current rate for meals consumed at weekly meetings and costs associated with any social event.

**Honorary Membership** are individuals who have distinguished themselves by meritorious service in the furtherance of Rotary ideals and those persons considered friends of Rotary for their 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. Honorary members shall be exempt from the payment of 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.

**Classification:**

The distinct and recognized business or professional service that a Rotarian renders to society

**Standing Committee:**

A permanent committee established to address an ongoing Club function.

**Ad Hoc Committee:**

A temporary committee established to address a directive of the Board.

**Quorum:** A quorum will be defined as a simple majority. The minimum number of participants who must be present when a vote is taken: one-third of the

club's members for club decisions and a majority of the directors for club board decisions

**RI:** Rotary International

**Rotary Term:**

The 12-month period that begins on July 1

**Article 2 Board of Directors**

The governing body of this club is its board of directors. The Board shall consist of, at a minimum, the president, immediate past president, president-elect, secretary, treasurer, and the Directors representing the Avenues of Service.

**Article 3 Election of Officers**

**Section 1** Members nominate candidates for president, president-elect, secretary, treasurer, and any open director positions or can be voted on or appointed by current Board of Directors. The nominations may be presented by a nominating committee, by members from the club or by board representatives.

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

**Section 3** If any officer or board member vacates his or her position, the remaining members of the board will appoint a replacement.

**Section 4** If any officer-elect or director-elect vacates a position; the remaining members of the board-elect will appoint a replacement.

**Article 4 Terms of Office**

Club Officers are elected or appointed for a term of one year. An officer may choose to serve more than one term if willing and is not opposed.

**Article 5 Duties of the Officers**

**Section 1** It shall be the duty of the *President* to:

- Preside at meetings of the club and the board,
- Send out notices of club, board and committee meetings

- Perform other duties as ordinarily pertain to the office of president.

Section 2 It shall be the duty of the *President-Elect* to:

- Preside at meetings of the club and the board in the absence of the president
- Assist the webmaster in generating and distribute the weekly meeting bulletin if assistance is needed
- Fill committee member vacancies during the club year and appoint committee members and committee chairs for the upcoming year.
- Perform other duties as ordinarily pertain to the office of vice-president.

Section 3 It shall be the duty of the *Secretary* to:

- Coordinate the program schedule for weekly meetings
- Keep membership records
- Record attendance at meetings
- Maintain membership accounts
- Assist the president in sending out notices of club board meetings
- Record and preserve the minutes of all board and general business meetings
- Record all official board and club decisions
- Report membership data to club during quarterly board and general business meetings
- Report board minutes during quarterly business meeting
- Report as required to Rotary International, including the semi-annual reports of membership on January 1<sup>st</sup> and July 1<sup>st</sup> of each year, and prorated reports on October 1<sup>st</sup> and April 1<sup>st</sup> of each active member who has been elected to membership in the club since the start of the July or January semi-annual reporting period
- Report changes in membership
- Perform other duties as usually pertain to the office of secretary.

Section 4 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
- Provide monthly treasurer reports to board and membership
- 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

## Article 6 **Avenues of Service**

The Avenues of Service are the philosophical and practical framework for the work of this Rotary club. This club will be active in each of the Avenues of Service. Committees shall be created as needed in each area of Service as determined by the club President and or the Board.

**Club Service**, the First Avenue of Service, involves action a member should take within this club to help it function successfully.

**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 and lending their vocational skills to club-developed projects in order to address the issues and needs of society.

**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.

**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.

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

## Article 7 **Meetings**

Section 1 An annual meeting of this club is conducted if an election is needed for vacancies of officers or directors who will serve for the next Rotary year.

Section 2 Regular weekly meetings of this club shall be held on Wednesdays at Noon. Reasonable notice of any change or cancellation of the regular meeting will be given to all club members. Regular meetings structure can change but should include at minimum:

- Opening thought/Prayer
- Pledge of Allegiance
- Rotary 4 Way Test
- Introductions/Announcements
- Program

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

Article 8 **Fees and Dues**

Section 1 Membership dues are paid based off the membership designation. Fees can change on a quarterly basis if there are increased fees made locally or nationally.

**Current Annual Financial Commitments**

Rotary International and District Dues	\$140.00
<u>Local Dues (meals, social events)</u>	<u>\$660.00</u>
Total	\$800.00

Section 2 *Other Charges and Credits.*

The meal expense of a guest of a member shall be paid on the day of visitation unless the guest is a new member prospect. Whenever a member visits another Rotary club for a make-up, the member is required to pay whatever the fee is for the club that the member is visiting.

Section 3 *Non-charged Guests.*

The meal charges of all guest speakers, Interact guests, and Student Rotarians shall be charged to the club.

Section 4 *Visiting Rotarians.*

Visiting Rotarians must pay for their meal charge in order to receive credit from our club Secretary for the visit unless a member of the club wishes to sponsor the guest Rotarian's visit. In that case, the meal charge will be paid on the day of visitation by the hosting member.

**Article 9 Method of Voting**

The business of this club is conducted by voice vote or a show of hands except in the election of officers and directors, which can be conducted by ballot. The board may also provide a ballot for a vote on some resolutions. Web based voting will be kept to a minimum and used only during instances that require quick resolution and or emergency action that needs to be resolved prior to next board meeting. A quorum will be defined as a simple majority.

**Article 10 Committees**

Section 1 Club committees coordinate their efforts to achieve the club's annual and long-term goals. Each club should have the committees listed in the Willmar Rotary Club Constitution.

Section 2 The president is an ex officio member of all committees and, as such, has all the privileges of membership.

Section 3 Directors are appointed to serve one year terms. Each Director may serve continuously at the discretion of the Board of Directors. Each Director shall be responsible for the regular meetings and activities of the committee, supervises and coordinates its work, and reports to the board on all committee activities.

**Committee Sub Section**

Standing committees can be a stand-alone committee or can be combined to meet the needs of the Club and/or the Board and are designated as

Section 1 Membership Committee  
Develops and implements a comprehensive plan for the recruitment and retention of members.

Section 2 Communication and Public Relations  
Develops and implements plans to provide both the public and the club with information about Rotary and to promote the club's service projects and activities, including but not limited to club bulletins and club website.

Section 3 Club Service

Develops and implements educational, humanitarian, and vocational projects that address the needs of its community and communities in other countries, including but not limited to literacy projects, and GRSP.

Section 4 International and Rotary Foundation  
Develops and implements plans to meet the needs of international projects or service. Develops and implements plans to support The Rotary Foundation through both financial contributions, fundraising for the annual fund and program participation and be responsible for seeking available grants.

Ad hoc committees may be appointed as needed.

#### Article 11 **Finances**

Section 1 Before each fiscal year starts, the board prepares an annual budget of estimated income and expenditures.

Section 2 The treasurer deposits club funds in a financial institution or institutions designated by the board, divided into two accounts: one for club operations and one for service projects.

Section 3 Bills are paid by the treasurer and authorized by a past or current President.

Section 4 A qualified person conducts a thorough annual review of all financial transactions.

Section 5 Club members will receive an annual financial statement of the club.

Section 6 The fiscal year is July 1 through June 30.

#### Article 12 **Method of Electing Members**

Section 1 *Application for Membership* All persons wishing to join this club shall request an application for membership from the sponsoring member or the membership committee. The completed application shall be given to the club Secretary. The secretary will notify the club president and membership chair of the proposed member. The applicant's name shall be read during two separate weekly club meetings. Objections to the application can be submitted in writing by any member (other than honorary) to the Board at any time prior to the second reading of the



applicant's name. The objection must state reasons. If no objections are received by the Board of Directors by the next Board meeting following the second reading, the Board will vote for approval of the application. Once the application has been approved by the board, the applicant will be considered an active member of the club.

If any such objection in writing has been filed with the board, the board shall vote on this matter in a special meeting, to be held no later than 14 days after the receipt of the written objection. If approved, despite the objection in writing, the proposed member shall be considered an active member of the club.

Section 2      The membership committee is responsible for arranging and presiding over the new member induction. The membership committee shall secure a membership packet including the following; a Willmar Rotary nametag, Rotary pin, induction certificate, and new member Rotary literature. In addition, the secretary will report the new member information to RI. The membership committee will be responsible for assisting with the new member's assimilation into the club.

Section 3      The club may induct, in accordance with the standard Rotary club constitution, honorary members proposed by the board.

## Article 13      **Amendments**

Club bylaws will be reviewed annually and may be amended for any needed changes. Changes or amendments to the current by-laws will be emailed to active members at minimum of 10 days before board vote.