

Rotary



Rotary Club of Willmar
P.O. Box 294
Willmar, MN 56201

This is the Constitution for the Willmar Rotary Club

Article 1 Definitions

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

Board: The Board of Directors of this club.

Bylaws: The bylaws of this club.

Director: A member of this club's Board of Directors.

Member: A member, other than an honorary member, of this club.

RI: Rotary International.

Year: The twelve-month period which begins on 1 July.

Article 2 Club Name

The name of this organization shall be the Willmar Rotary Club.

Article 3 Purposes

The purposes of this club are to pursue the Object of Rotary, carry out successful service projects based on the Five Avenues of Service, contribute to the advancement of Rotary by strengthening membership, support The Rotary Foundation, and develop leaders beyond the club level.

Article 4 Locality of the Club

Weekly meetings are held at:

The Oaks at Eagle Creek
1000 26th Avenue NE,
Willmar, MN 56201

Article 5 **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:

1. The development of acquaintance as an opportunity for service.
2. 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.
3. The application of the ideal of service in each Rotarian's personal, business, and community life.
4. The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

Article 6 **Five 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 **Exceptions to Provisions on Meetings and Attendance**

The bylaws include rules or requirements to ensure that our club will meet at minimum of twice per month.

Article 8 **Meetings**

Section 1 *Regular Weekly Meetings.*

Day and Time. This club shall hold a regular meeting once each week on the day and at the time provided in the bylaws. Attendance may be in person or absent members can receive make-up meeting credits from approved online articles.

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.

Cancellation. The board may cancel a regular meeting if it falls on a legal holiday, including a commonly recognized holiday, or during the week which includes 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 provided in the bylaws.

Section 3 *Board Meetings.* Written minutes should be provided for all board meetings. Such minutes should be available to all members within 60 days of said meeting.

Article 9 **Exceptions to Provisions on Membership**

The bylaws may include rules or requirements not in accordance with this constitution. Such rules or requirements shall supersede the rules or requirements of these sections of this constitution.

Article 10 **Membership**

Section 1 *General Qualifications.* This club shall be composed of adult persons who demonstrate 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.

Section 2 *Kinds.* This club shall have three kinds of membership, namely: active, active retired and honorary. Membership Designations shall be further defined in the club by-laws.

Section 3 *Dual Membership.* No person shall simultaneously hold active membership in this and another club. No person shall simultaneously be a member, an active retired member or honorary member in this club.

Section 4 *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 5 *Rotary International Employment.* This club may retain in its membership any member employed by RI.

Article 11 **Classifications**

Section 1 *General Provisions.*

1. *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.

2. *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 has the option to not elect a person for active membership from a classification if the club already has five or more members from that classification. Our club shall make efforts to remain a diverse club limiting our classifications to no more than 10 percent of the club's active membership in any one classification. 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 Rotaractor or Rotary 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 12 **Attendance**

Section 1 *General Provisions.*

Each member should attend this club's regular meetings and engage in this club's service projects, other events and activities. A member shall be counted as attending a regular meeting if the member is present in person 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 within *14 Days Before or After the Meeting.*

1. Attends at least 60 percent of the regular meeting of another club, an approved online make-up article, or a weekly meeting 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 training 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. Attends and participates in a club service project or a club-sponsored community event or meeting authorized by the board; or
 5. Attends a board meeting or, if authorized by the board, a meeting of a service committee to which the member is assigned; or

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 regular 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.

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 *RI Officers' Absences.* A member's absence shall be excused if the member is a current officer of RI or a Rotarian partner of a current officer of RI.

Section 5 *Attendance Records*

The member and the member's attendance shall be included in the membership and attendance figures used to compute this club's attendance.

Article 13 **Directors and Officers and Committees**

- 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 or appoint as needed.
- 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 may appeal to the club, request mediation, or request arbitration. If appealed, a decision of the board shall be reversed only by a quorum 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, a secretary, and a treasurer, and may include one or more vice-presidents, all of whom shall be members of the board.
- Section 5 *Election of Officers.*
1. *Terms of Officers other than President.* Each officer shall be elected or appointed as provided in the bylaws. Officers shall take office on 1 July and shall serve for the term of office, can serve ongoing or until a successor has been duly elected or appointed.
 2. *Term of President.* The president shall be elected or appointed as provided in the bylaws. 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 or appointed.
 3. Resignation of an officer during term. Member should provide adequate written notice to be considered at the next board meeting to be approved for resignation. The desired expectation would be that the member stays in current role until a proper replacement has been voted in or appointed by the club board.

Qualifications. Each officer and director shall be a member in good standing of this club to being nominated for such office. The president-elect shall attend the district presidents-elect training seminar and the district training assembly when schedule permits. If so excused, the president-elect may choose to send a designated club representative who shall report back to the president-elect

Section 7 *Committees.* This club should have the following committees:

Membership Committee
Communication and Public Relations
Club Service
International and Rotary Foundation

Additional committees may be appointed as needed.

Article 14 **Dues**

Every member shall pay annual dues as prescribed in the bylaws.

Article 15 **Duration of Membership**

Section 1 *Period.* Membership shall continue during the existence of this club unless terminated as hereinafter provided.

Section 2 *Automatic Termination.*

1. *Membership Qualifications.* Membership shall automatically terminate when a member no longer meets the membership qualifications, except that
2. 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;
3. 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.
4. *How to Rejoin.* When the membership of a member has terminated such person may make new application for membership, under the same or another classification, provided such person's membership was in good standing at the time of termination.
5. *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.*

1. *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.
2. *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 11, section 2.

Section 4 *Termination – Non-attendance.*

Attendance requirements and enforcement shall be within the discretion of the Board. Members are encouraged to attend 50% of regular club meetings, make-ups or approved community events. The Board reserves the ability to terminate membership for attendance related issues unless said member requests, and receives, Board approval for such absences.

Section 5 *Termination – Other Causes.*

1. *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 quorum board meeting vote.
2. *Notice.* Prior to taking any action, 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 within 14 days. 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.

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

1. *Notice.* Within seven (7) days after the date of the board's decision to terminate or suspend 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.
2. *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.

3. *Mediation or Arbitration.* The procedure utilized for mediation or arbitration shall be provided as requested.
4. *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.
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.
6. *Unsuccessful Mediation.* If mediation is requested but is unsuccessful, the member may appeal to the club or arbitrate as provided in subsection

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

1. 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
2. Those accusations, if proved, constitute good cause for terminating the membership of the member; and
3. 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
4. That in the best interests of the club and without any vote being taken as to his or her 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;

5. The board may, by a vote of not less than two-thirds of the board, temporarily suspend the member as aforesaid for a reasonable period of time not to exceed 90 days and on such further conditions as the board determines. A suspended member may appeal or refer to mediation or arbitration the suspension as provided in article 15, section 6. During the suspension, the member shall be excused from fulfilling attendance responsibilities. Prior to the expiration of the suspension period, the board must either proceed to terminate the membership of the suspended Rotarian or reinstate the suspended Rotarian to full regular status.

Article 16 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.*

1. *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.
2. *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 17 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 or the Rotary magazine approved and prescribed by the board for their club or clubs. The subscription shall be paid on such dates as established by the board for the payment of per capita dues for the duration of membership in this club.

Section 2 *Subscription Collection.*

The subscription shall be collected by this club from each member 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 18 **Acceptance of Object and Compliance with Constitution and Bylaws**

By payment of 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.

Article 19 **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.

1. *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.
2. *Unsuccessful Mediation.* If mediation is requested but is unsuccessful, any disputant may request arbitration as provided in 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 20 **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 21 **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 22 **Amendments**

Section 1 *Manner of Amending.* 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 *The constitution shall be amended at any regular meeting of this club, a quorum 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 for final approval and shall become effective only when so approved.*