

**Rotary Club of Skokie Valley Amended Bylaws  
June 22, 2021**

MISSION STATEMENT: The Five Avenues of Service are the philosophical and practical framework for the work of this Rotary Club. They are Club Service, Vocational Service, Community Service, Youth Service and International Service. This Club will be active in each of the five Avenues of Service. The Rotary Club of Skokie Valley serves the Villages of Lincolnwood, Morton Grove, Niles and Skokie.

**Article 1  
Definitions**

1. Board: The Board of Directors of the Rotary Club of Skokie Valley, Illinois.
2. Director: A member of this Club's Board of Directors.
3. Fiscal Year: The twelve-month from July 1 through June 30.
4. Member: A member, other than an honorary member, of this Club.
5. Officer: President, President-Elect, Immediate Past President, Secretary and Treasurer.
6. RI: Rotary International.

**Article 2  
Board**

The governing body of this Club shall be the Board. The Board shall consist of the Officers as defined in Article 1, Section 5, President-nominee, Committee Chairs and three Directors-at-Large.

**Article 3  
Election and Terms of Directors and Officers**

**Section 1. Nominations.** At a regular meeting one month prior to the meeting for election of Officers, the Presiding Officer shall ask for nominations by members of the Club for President, Secretary, Treasurer, and 3 Directors-at-Large. The nominations shall be presented by a nominating committee. The nominating committee shall be appointed by the President-Elect. The nominations shall be voted for at the annual meeting.

**Section 2. Terms of Office.** All elected Officers and Directors shall serve in their respective office for a one-year period commencing July 1 following the election.

**Section 3. Board Vacancies.** A vacancy in the Board, Officer or Officer-Elect or Director-Elect shall be filled by action of the remaining Directors.

**Article 4  
Duties of Officers**

**Section 1. President.** It shall be the duty of the President to preside at meetings of the Club and the Board and to perform other duties as ordinarily pertain to the office of President. The President shall also appoint Committee members and designate the Committee Chair.

**Section 2. President-Elect.** The President-Elect shall also serve as Vice-President. It shall be the duty of the Vice-President to preside at meetings of the Club and the Board in the absence of the President and to perform other duties as ordinarily pertain to the office of Vice-President.

**Section 3. President-Nominee.** It shall be the duty of the President-Nominee to serve as an Officer and to perform other duties as may be prescribed by the President or the Board.

**Section 4. Secretary.** It shall be the duty of the Secretary to:

1. Keep membership records.
2. Record attendance at meetings.
3. Send out notices of Club, Board and Committee meetings.
4. Record and preserve the minutes of such meetings.
5. Circulate approved Board meeting minutes to all Club members.

**Rotary Club of Skokie Valley Amended Bylaws  
June 22, 2021**

6. Report as required to RI: including the semiannual reports of membership on 1 January and 1 July of each year, and prorated reports on 1 October and 1 April of each active member who has been elected to membership in the Club since the start of the July or January semiannual reporting period, report changes in membership; provide the monthly attendance report, which shall be made to the District Governor within 15 days of the last meeting of the month.
7. Perform other duties as usually pertain to the Office of Secretary.
8. Upon leaving office, the Secretary shall turn over all records, documents and Club property to the incoming Secretary or to the President.

**Section 5. Treasurer.** It shall be the duty of the Treasurer to:

1. Maintain custody of all funds.
2. Invoice and collect dues from members semi-annually.
3. Account annually and at any other time as requested by the Board to the Club regarding Club funds; and
4. Perform other duties as pertains to the Office of Treasurer, such as prepare the Annual Budget.
5. Upon leaving the Office of Treasurer, the Treasurer shall turn over to the incoming Treasurer or to the President all funds, books of accounts, or any other Club property.

**Section 6. Directors-at-Large.** It shall be the duty of the Directors-at-Large to attend Club and Board meetings and perform other duties as requested by the Board.

**Section 8. Board Members.** Board members may perform additional duties as assigned by the President or Board.

**Article 5  
Meetings**

**Section 1. Annual Meeting.**

1. An annual meeting of this Club shall be held on the 2<sup>nd</sup> Tuesday of January each year, or any other date or time determined by the President for the purpose of electing Officers and Directors for term beginning July 1.
2. Quorum. One-third of the membership shall constitute a quorum at the annual meeting of the Club.

**Section 2. Board Meetings.**

1. Regular meetings of the board shall be held on the 3<sup>rd</sup> Wednesday of each month or any other date and time determined by the President as appropriate. Special meetings of the board shall be called by the President, whenever deemed necessary, or upon the request of two (2) Directors, with due notice having been given.
2. Quorum. A majority of the directors present at a meeting shall constitute a quorum of the board, with a stated minimum of 5 Directors.

**Section 3. Regular Meetings.**

1. Regular weekly meetings of this Club shall be held on Tuesday at 12:15 p.m. and adjourn at 1:30pm, unless otherwise designated by the President with approval of the Board.
2. Notice. Due notice of any changes in, canceling or means of attendance of a regular meeting shall be given to all members of the Club.
3. All members in good standing, except honorary members (or members excused pursuant the Rotary Club Constitution) on the day of the regular meeting, must be counted as present or absent, and attendance must be evidenced by the member's being present for at least sixty (60) percent of the time devoted to the regular meeting, either at this club or at any other Rotary club, or as otherwise provided in the standard Rotary club constitution, article 8, sections 1 and 2.

**Rotary Club of Skokie Valley Amended Bylaws  
June 22, 2021**

4. Quorum. One-third of the membership shall constitute a quorum at regular meetings of this Club.

**Section 4. Remote Participation in Meetings.** Any meeting may be conducted in person or solely by one or more means of remote communication as determined by the President. Participation in a meeting by electronic means shall constitute presence at the meeting.

**Article 6  
Fees and Dues**

**Section 1.** Membership dues and other assessments shall be determined by the Board.

**Section 2.** Dues and all assessments shall be invoiced by the Treasurer to all members semi-annually for the periods July 1 through December 30 and January 1 through June 30.

**Section 3.** Dues and assessments shall be payable within 30 days of the date of the invoice.

**Section 4.** Invoiced dues and assessments shall be applied to each member's subscription to the RI official magazine, the Club's Foundation donation and international and District dues requirement.

**Article 7  
Method of Voting**

**Section 1.** The regular business of this Club requiring a vote shall be by voice vote.

**Section 2.** The election of Officers and Directors shall be by written ballot, except when no opposition candidates exist, no ballot shall be required.

**Section 3.** The Board may determine that a specific resolution be considered by ballot rather than by voice vote.

**Section 4.** As determined by the President, when there is not sufficient time to call a Board meeting or meeting of the Club members, the President may request a vote of the Board or members by email or other electronic means

**Article 8  
Committees**

**Section 1.** Club committees are charged with carrying out the annual and long-range goals of the Club based on the Five Avenues of Service. The President-Elect, President and immediate past President shall work together to ensure continuity of leadership and succession planning. The President 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.

**Section 2.** The following shall be considered standing Committees of the Club:

1. Membership Committee.  
This committee shall develop and implement a comprehensive plan for the recruitment and retention of members.
2. Club Public Image Committee  
This committee shall develop and implement plans to provide the public with information about Rotary and to promote the club's service projects and activities.
3. Service Projects Committee  
This committee shall develop and implement educational, humanitarian and vocational projects that address the needs of its local community. This Committee shall review and make recommendations to the Board regarding District Grant requests.
4. The Rotary International Committee.  
This committee shall develop and implement plans to support The Rotary International Committee through both financial contributions, its reporting requirements and program

**Rotary Club of Skokie Valley Amended Bylaws  
June 22, 2021**

participation in partnering with other clubs in international projects. This Committee shall review and make recommendations to the Board regarding International Global Requests.

5. Nominating Committee

At a regular meeting in September of each year, the President shall appoint a Nominating Committee consisting of 2 members not currently serving on the Board and the President-Elect who shall serve as Chair. The President may serve as a non-voting member of the Committee. The Nominating Committee shall select nominees from among members in good standing with at least one year of service as a member of the Club. After obtaining the consent of each nominee to serve if elected, the Nominating Committee shall report the nominations to the Board of Directors and the membership as a whole.

6. Fundraising Committee

This Committee shall make recommendations for Club fundraising activities to the Board for Board approval.

7. New Membership Committee

The purpose of this Committee is to provide information, materials and a mentor for new members to become familiar with Rotary principles and the specific workings of this Club.

8. Youth Services Committee

This Committee works with the local schools to provide programs to teach team building and leadership qualities.

9. Grants Committee

This Committee shall review and make recommendations to the Board regarding local grant requests in accordance with standards established by the Grants Committee.

**Section 3.** Ad hoc committees may be appointed by the President or Board as needed.

**Section 4.** The President shall be an ex-officio member of all committees.

**Section 5.** Committees shall conduct their business in accordance with these Bylaws.

**Section 6.** The President or the Board may refer additional business to a Committee.

**Section 7.** A Committee or Committee member shall not take any action until a report has been given to the Board. However, in the event specific authority is given to the Committee, action may be taken in accordance with the specific authority granted by the Board.

**Section 8.** Each Committee Chair shall be responsible for scheduling regular meetings and activities of the Committee;

**Section 9:** Written Committee reports shall be transmitted to the Secretary and President the Friday before a Board meeting. Additional reports shall be provided as requested by the President or Board.

**Article 9  
Leave of Absence**

Upon written application to the Board, setting forth good and sufficient cause, a leave of absence may be granted excusing a member from attending the meetings of the Club for a specified length of time. A member on leave is not required to pay club dues during an approved leave of absence. In no event may a leave of absence be granted for longer than one year.

**Article 10  
Finances**

**Section 1.** Prior to the beginning of each fiscal year but no later than June 1, the Board with the assistance of the Treasurer shall prepare a budget. The budget shall be an estimate of income and expenditures based on the prior year. The Board approved budget shall limit expenditures

**Rotary Club of Skokie Valley Amended Bylaws  
June 22, 2021**

for the purposes designated in the budget. However, the Board may take action to modify the approved budget.

**Section 2.** At a minimum, the budget shall separately state Club operations and charitable/service operations.

**Section 3.** The Treasurer shall deposit all Club funds in a bank specified by the Board. Funds shall be segregated for the following purposes

1. Club operations.
2. Service projects.
3. Foundation.

**Section 4.** Bills shall be paid by the Treasurer or other authorized officer within 14 days of receipt only with the concurrence of the President.

**Section 5.** A thorough review of all financial transactions by a qualified person shall be made after a majority vote of the Board of Directors.

**Section 6.** There shall be no bond required by any Officers or Director having charge or control of Club funds unless a majority vote of the Board requests a bond.

**Article 11  
Method of Electing Members**

**Section 1.** The name of a prospective member, proposed by an active member of the Club, shall be submitted to the Board either in writing or electronic methods, through the Chair of the Membership Committee or Club Secretary.

**Section 2.** The Board shall approve or disapprove the proposed member within 30 days of its submission. The proposed member shall be notified of the Club's decision by the Club Secretary or any other designated Club member.

**Section 3.** If the decision of the Board is favorable, the prospective member shall be informed of the purposes of Rotary and the privileges and responsibilities of membership in Rotary. The prospective member shall be requested to sign the membership proposal form, permit his or her name and proposed classification to be published to the Club.

**Section 4.** If no written objection to the proposed member, stating reasons, is received by the Board from any member (other than honorary) of the Club within seven days following publication of information about the prospective member, he/she shall be considered to be elected to membership. If an objection has been filed with the Board, it shall vote on this matter at its next meeting. If approved despite the objection, the proposed member shall be considered to be elected to membership.

**Section 6.** Following the election, the President shall arrange for the new member's induction, membership card, new member Rotary literature and new member orientation materials. In addition, the President or Secretary will report the new member information to RI and the President will assign a member to assist with the new member's assimilation to the Club as well as assign the new member to a Club project or function.

**Section 7.** Honorary members may be proposed by the Board to the membership and subsequently elected by the Club.

**Section 8.** Corporate Membership. A corporation may become a member of the Club with a maximum of 4 employees designated to participate in the Club. Corporate membership shall only have one vote.

**Article 12  
Resolutions/Motions**

Any resolution or motion brought to the Club's membership without prior approval by the Board shall not be acted upon until consideration by the board. Any resolutions or motions presented

**Rotary Club of Skokie Valley Amended Bylaws  
June 22, 2021**

at a Club meeting, shall be referred to the Board without discussion. However, a motion or action may be considered at Club meeting without Board discussion if there are emergency or extenuating circumstances.

**Article 13  
Order of Business**

**The following is merely suggestive for the Order of Business at regular Club meetings, subject to modification by the President or Presiding Officer.**

1. Meeting called to order
2. Pledge of Allegiance
3. Four Way Test
4. Introduction of visitors.
5. Weekly program such as guest speaker, classification talk or Club assembly
6. Correspondence, announcements and Rotary Information
7. Committee reports if any
8. Any unfinished business
9. Any new business.
10. Address or other program features.
11. Adjournment.

**Article 14  
Amendments**

No amendment or addition to these Bylaws shall be made without 7 days prior notice to the Club membership and presentation for discussion and vote at a regular Club meeting. Any future amendments to these Amended Bylaws shall require a 2/3 vote of the Club membership present.

These Amended Bylaws were presented at a Club Assembly on March 30, 2021 for discussion after distribution to all Club members. A vote to approve these Amended Bylaws was taken at the Regular meeting of the Club on June 22, 2021.

These bylaws were voted upon at the June 22, 2021 meeting of the Club and set to be effective June 22, 2021.