

# **Bylaws of the Rotary Club of Dolores, Colorado**

## **Article I Definitions**

- 1. Board: The Board of Directors of this club.**
- 2. Director: A member of this clubs' 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 July 1.**

## **Article 2 Board**

**The governing body of this club shall be the President, President Elect, Secretary, Treasurer and the immediate past President.**

## **Article 3 Election and Terms of Office**

**Section 1 – One month prior to elections (November), members shall nominate candidates for President, President Elect, Secretary and Treasurer. The nominations may be presented by a nominating committee or by members from the floor, or both.**

**Section 2 – The election shall be held at the annual December Christmas Dinner meeting. The person with the most votes shall be declared the winner in each race.**

**Section 3 – The officers so elected shall appoint a member of the club to act as Sergeant-at-arms.**

**Section 4 – Should a vacancy in the office of President occur the office shall be filled by the President Elect. Other vacancies shall be filled by the remaining members of the Board.**

**Section 5 – Terms of office shall be as follows. President; one year. President Elect; one year. Secretary; no term limit. Treasurer; no term limit. Sergeant-at-arms; no term limit.**

## **Article 4 Duties of Officers**

**Section 1 – President. The President shall preside at Club and Board meetings.**

**Section 2 – Immediate Past President. The immediate Past President shall serve as a Director, and may also preside at club meetings in the absence of the President at request of the President.**

**Section 3 – President Elect.** The President Elect shall prepare for their year in office and also serve as a Director. May preside at meetings at the request of the President.

**Section 4 – Secretary.** The Secretary shall keep minutes of the meetings, membership and attendance records and file reports as may be required by RI including the semiannual reports of membership on January 1 and July 1 of each year and prorated reports on October 1 and April 1 of each new member elected to membership since the previous reporting period. Shall provide the monthly attendance report to the District Governor as required, collect and remit RI magazine subscriptions, and perform other duties as usually pertain to the office of Secretary.

**Section 5 – Treasurer.** The Treasurer shall oversee all funds, collect club dues and provide annual accounting of all funds. Upon retiring from office the Treasurer shall turn over to the incoming Treasurer all books of accounts, or any other club property or records.

## **Article 5 Meetings**

**Section 1 –** An annual meeting of this club shall be held in the 12<sup>th</sup> month (December) at which time election of officers to serve for the ensuing year shall take place.

**Section 2 –** The regular weekly club meetings shall be held on Tuesday mornings at 6:30 AM, except the last Tuesday of each month (October – April) shall be an evening Bingo night meeting. Reasonable notice of any change or cancellation of the regular meeting shall be given to all club members.

**Section 3 –** One-third of the membership shall constitute a quorum at the annual meeting and regular meetings of this club.

**Section 4 –** Three members of the Board shall constitute a quorum of any Board meeting. Meetings of the Board may be called by the President or upon request of any two Directors.

**Section 5 –** Expenditures in excess of \$50 requires input and approval of the membership present at any regular meeting.

## **Article 6 Dues and Fees**

**Section 1 –** The membership dues for this club shall be determined annually by the board, payable semiannually on January 1 and July 1. A portion of each payment shall be applied to the Rotary Magazine subscription. The dues of a member joining mid-year shall be prorated on a semi-annual basis.

**Section 2 –** There shall be no admission fee charged to new members of this club.

## **Article 7 Method of Voting**

The business of this club shall be transacted by voice vote or show of hands except for election of officers which may be by written ballot. A show of hands or ballot vote may be called for on any specific resolution at any regular meeting. The President will refrain from voting on all matters except to break a tie.

## **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 Internal Service. This club will be active in all four Avenues of Service and the District 5470 Avenue of Youth Service.

## **Article 9 Committees**

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 successful planning. When feasible, committee members may be appointed to the same committee for several years to ensure consistency. The President is responsible for appointing committee chairmen.

There shall be six committee chairman appointed.

1. Membership
2. Public relations
3. Youth Service
4. Service Projects
5. Games (bingo and raffles)
6. Rotary Foundation

Additional committees may be appointed as needed.

- (a) The President shall be an ex-officio member of all committees
- (b) Each committee shall transact its business as delegated in these bylaws. Except where authority is given by the board of directors, committees shall not take action until approved at a general meeting.
- (c) Each chair shall be responsible for committee activities.

## **ARTICLE 10 Duties of Committees**

The duties of all committees shall be established and reviewed by the President for his or her year. In declaring the duties of each, the President shall make reference to the appropriate RI materials.

## **ARTICLE 11 Finances**

**Section 1 – Prior to the beginning of the Rotary fiscal year, the board shall prepare a budget of estimated income and expenditures for the year. The budget shall consist of two parts: club operations and charitable/service operations.**

**Section 2 – The Treasurer shall maintain 4 accounts at the Dolores State Bank. They are: Regular checking account, Dolores Rotary Foundation Account, Christmas Lighting Account, Games Account.**

**Section 3 – All bills shall be paid by the Treasurer or other authorized officer only when approved by the club.**

**Section 4 – A thorough review of all accounts shall be made by a qualified person once each year.**

**Section 5 – Officers having charge or control of funds shall give bond if required by the club for safe custody of the club. Cost of the bond shall be paid by the club.**

**Section 6 – The fiscal year of this club shall extend from July 1 through June 30, and for the collection of members' dues shall be divided into two equal 6 months periods with payment due on July 1 and January 1, except that members may choose to make one annual payment of the total amount. The payment of per capita dues and RI official magazine subscriptions shall be made on July 1 and January 1 on the basis of club membership on those dates.**

## **Article 12 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 club at any regular meeting. A transferring or former member of another club may be proposed for active membership by the former club. The proposal shall be kept confidential within the club except as otherwise provided in this procedure. The Proposed member shall complete an application for membership.**

**Section – 2 The Board of Directors shall ensure that the proposed member meets the requirements for membership.**

**Section 3 - If the decision of the Board is favorable, the prospective member is invited to join the club, educated about Rotary and membership requirements.**

**Section 4 - If no member of the club submits a written objection including reasons for objection, to the Board within seven days after the club is notified of Board approval of the proposed member, that person, upon payment of dues, is considered to be elected to**

membership. If an objection has been filed with the Board, the club shall vote on this matter at its next meeting. If approved despite the objection, the proposed member is elected to membership after payment of dues.

Section 5 - The club may elect honorary members as proposed by the Board.

### **Article 13 Resolutions**

Any resolutions or motions to commit the club to any position or action shall first be reviewed and approved by the Board. If resolutions are first offered at a club meeting, they shall be referred to the Board without discussion and brought back to be voted upon at the next regular meeting.

### **Article 14 Amendments**

These Bylaws may be amended at any regular club business meeting. Changing the Bylaws requires that written notice be sent to each member at least 7 days prior to the meeting. Written notification includes email. A quorum must be present for the vote, and two-thirds of the vote must support the change. Changes to the Bylaws must be consistent with the Standard Rotary Club Constitution, the RI Constitution and Bylaws, and the Rotary Code of Policies.

### **Approved and adopted**

**[signed by Laurel Rematore; signature on file]**

**3/17/2015**

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President

Date