

Bylaws of Rotary Club of Pueblo No. 43

Amended June 23,2008 (Article 13).

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, or life 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 thirteen(13) members of this club, namely, nine (9) directors elected in accordance with article 3, section 1, of these bylaws, and the president, president-elect/treasurer, chair or representative of Pueblo 43 Foundation, and the immediate past president.

Article 3 Election of Directors and Officers

Section 1 – 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-nominee, and three (3) directors. The nominations may be presented by a nominating committee or by members from the floor, by either or by both as a club may determine. If it is determined to have a nominating committee, such committee shall be appointed as the club may determine. The nominations duly made shall be placed on a ballot in alphabetical order under each office and shall be voted for at the annual meeting.

The candidate for president-nominee receiving a majority of the votes shall be declared elected to his or her respective office. The three (3) candidates for director receiving a majority of the votes shall be declared elected as directors. The directors are elected for a term of three (3) years. The candidate for president elected in such balloting shall be the president-nominee and serve as a director for the year commencing on the first day of July directly following the election with the title of president-elect, and shall assume office as president on the first day of July immediately following that year. The president-nominee shall be member of the Finance Committee upon being elected.

Section 2 – The officers and directors, so elected, together with the immediate past president and representative from the Pueblo Rotary 43 Foundation, shall constitute the board. The directors shall meet and elect one member of the board to act as secretary, and elect some member of the club to act as sergeant-at-arms, within 7 days of taking office.

Section 3 – A vacancy in the board or any office shall be filled by action of the remaining directors.

Section 4 – A vacancy in the position of any officer-elect or director-elect shall be filled by action of the board.

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.

Section 2 – *President-elect/Treasurer*. It shall be the duty of the president-elect to serve as a director and to perform such other duties as may be prescribed by the president and/or the board and 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 and to have custody of all funds, accounting for them to the club annually and at any other time upon demand by the board, and to perform other duties as pertain 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.

Section 3 – *Secretary*. It shall be the duty of the secretary to keep membership records; record attendance at meetings; send out notices of club, board and committee meetings; record and preserve the minutes of such meetings; 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; collect and remit RI official magazine subscriptions; and perform other duties as usually pertain to the office of secretary.

Section 4 – *Sergeant-at-Arms*. The duties of the sergeant-at-arms shall be such as are usually prescribed for such office and other duties as may be prescribed by the president or the board.

Article 5 Meetings

Section 1 – *Annual Meeting*. An annual meeting of this 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 – The regular weekly meetings of this club shall be held on Mondays at 12:00 PM

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 3 and 4 of the standard Rotary 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, or as otherwise provided in the standard Rotary club constitution, article 8, sections 1 and 2.

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

Section 4 – Regular meetings of the board shall be held monthly at a time and place determined by the president. 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 5 – A majority of the directors shall constitute a quorum of the board.

Article 6 Fees and Dues

Section 1 – The admission fee shall be as determined from time to time by the Board of Directors, to be paid before the applicant can qualify as a member.

Section 2 – The membership dues shall be as determined from time to time by the Board of Directors, payable semiannually on the first day of July and of January

Article 7 Method of Voting

The business of this club shall be transacted by *viva voce** vote except 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.

(* *Viva voce* vote is defined as when club voting is conducted by vocal assent.)

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 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 three 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**
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 should conduct activities associated with the effective operation of the club.
- **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.
- **Finance**
This committee will meet monthly prior to a scheduled board meeting to review the previous month's financial status and report to the board at the scheduled meeting. Members of this committee will be appointed by the president. The president-elect/treasurer will chair this committee.

Additional ad hoc committees may be appointed as needed.

- (a) The president shall be an 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 submitted 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.

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.

(Note: Such leave of absence does operate to prevent a forfeiture of membership; it does not operate to give the club credit for the member's attendance. Unless the member attends a regular meeting of some other club, the excused member must be recorded as absent except that absence authorized under the provisions of article 8, sections 3 and 4 of the standard Rotary club constitution is not computed in the attendance record of the club.)

Article 12 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. The club funds shall be divided into two separate parts: club operations and service projects.

Section 3 – All bills shall be paid by the treasurer or other authorized officer only when approved by two other officers or directors.

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

Section 5 – Officers having charge or control of club funds shall 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.

Section 6 – The fiscal year of this club shall extend from 1 July to 30 June, and for the collection of members' dues shall be divided into two (2) semiannual periods extending from 1 July to 31 December, and from 1 January to 30 June. The payment of per capita dues and RI official magazine subscriptions shall be made on 1 July and 1 January of each year on the basis of the membership of the club on those dates.

Article 13 Membership (revised June 23,2008)

Section 1- General qualifications: This Club shall be composed of adult persons of good character and good business and professional reputation.

Section 2- Kinds; This Club shall have 4 levels of membership; Active Member, Active Excused, Honorary, and Life Member.

Section 3-Active Member; A person possessing the qualifications set forth in Article V, Section 2, of the RI Constitution may be elected to active membership in this Club.

Section 4- Active Excused; A person possessing the qualifications of an active member and the person's age plus length of membership in RI (in years) equals 85. The benefit is the member pays dues but only pays for those meals at meetings he/she attends.

Section 5- Honorary;

a.)Eligibility; The persons who have distinguished themselves by meritorious service in the furtherance of Rotary ideals may be elected to honorary membership in this Club by the board. This person has never been a Rotarian. 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. Honorary members shall be entitled to attend all meetings and enjoy all other privileges of this Club. Honorary members shall pay for meals at meetings attended. 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.

c.) The presentation of the Honorary Membership will be at the Annual Presidents Party.

Section 6- Life Member; This person is a former Rotarian(who has resigned from Pueblo 43 Club) that is honored because of his/her service to Pueblo #43 Club. The proposed member will be proposed by a committee to the Board and will be elected by the board to have the status of Life Member. These persons will pay no dues and only pay for meals when they attend Club meetings. The term shall be for Life with presentation at the Presidents Party in June.

Article 14 Method of Electing Members

Section 1 – An active club member (sponsor) invites a prospective member to a club luncheon. Without the prospective member's knowledge, the name of the prospective member shall be submitted to the club secretary in writing. A transferring or former member of another club may be proposed to active membership by the former club. The proposal shall be kept confidential except as otherwise provided in this procedure.

Section 2 – The club secretary will distribute the proposal to the Membership Committee for approval or declination. The membership committee shall ensure that the proposal meets all the classification and membership requirements of the standard Rotary club constitution.

Section 3 – The membership committee shall approve or disapprove the proposal within 30 days of its submission, and shall notify the sponsor, through the club secretary, of its decision.

Section 4 – If approved the sponsor and proposed member will be invited to a membership information meeting. The proposed member shall be informed of the purposes of Rotary and of the privileges and responsibilities of membership, following which the prospective member shall be requested to sign the membership proposal form and to permit his or her name and proposed classification to be published to the club.

Section 5 – Once a completed application is received by the club secretary, a notice is given to the club at a regular scheduled meeting. If no written objection to the proposal, stating reasons, is received by the board from any member (other than honorary) of the club within seven (7) days following publication of information about the prospective member, 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.

If any such 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, upon payment of the admission fee (if not honorary membership), 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, and new member Rotary literature. In addition, the president or secretary will report the new member information to RI and the president will assign the sponsor 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 – The club may elect, in accordance with the standard Rotary club constitution, honorary members proposed by the board.

Article 15 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

Article 16 Order of Business

Meeting called to order.

Introduction of visitors.

Correspondence, announcements and Rotary Information.

Committee reports if any.

Any unfinished business.

Any new business.

Address or other program features.

Adjournment.

Article 17 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/e-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.

Pueblo Rotary Board

Term July 1 to June 30.

Board Makeup

President

President-Elect/Treasurer

Immediate Past President

Chair of Pueblo Rotary 43 Foundation

Directors (9) serving three year terms (three new directors elected each December)

Nominations

November (30 days before elections)

President-nominee

Directors (3)

Elections

December

Regular meeting of Club

President-nominee (President-Elect/Treasurer following July 1)

(Also sits as a member of the Finance Committee upon being elected)

Directors-elect (3) (Take seat on board following July 1)

These bylaws adopted at the regular meeting of Pueblo Rotary 43 On June 18, 2007.

Signed by;

Mark E. Swanson

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Pueblo Rotary 43 President 06-07