



Bylaws

Pueblo Rotary #43

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Bylaws of Rotary Club of Pueblo No. 43



Amended December 2, 2024

Article 1 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 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 elect-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. Nominations should be collected, vetted, and submitted to RI and District by Oct 31st each year.

The candidate for president elect-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 elect-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 elect 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 the 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 other times 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 January 1 and July 1 of each year, and prorated reports on October 1 and April 1 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– 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 meetings 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.

Section 2 – One-third of the membership shall constitute a quorum at the annual and regular meetings of this club.

Section 3 – 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 4 – 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 quarterly on the first day of July, Oct, Jan, and April.

Article 7 Method of Voting

The business of this club shall be transacted by viva voce* vote except the election of the 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 Five Avenues of Service

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.

Article 9 Committees

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 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, onboarding, and retention of members.

- 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, online presence and activities.

- 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. This committee will meet at least quarterly.
- Club Administration
This committee is responsible for ensuring the week to week activities of the club are maintained including programs management, R43 Glee Club, fundraising, events, directory, and Sheriffs.
- 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, international service and youth 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.

Section 2 – The secretary (or designee) shall deposit all club funds in a bank named by the board after each weekly meeting (except where national holiday prohibits and at which point would be deposited the following week.

Section 3 – All bills shall be paid by the treasurer or other authorized officer (accountant) who has been approved by two other officers or directors.

Section 4 – A thorough review of all financial transactions by a qualified person shall be made once a 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 July 1 to June 30, and for the collection of members' dues shall be divided into four (4) quarterly periods extending from July 1 to Sept 31, Oct 1 to Dec 31, from January 1 to Mar 30, and April 1 to June 30. The payment of per capita dues and RI official magazine subscriptions shall be made on July 1 and January 1 of each year on the basis of the membership of the club on those dates.

Article 13 Membership (revised October 1, 2019)

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 6 levels of membership; Active Member, Active Excused; Honorary, Spousal Member, Corporate Member, 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 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 President's 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 President's Party in June.

Section 7 - Spousal Member:

Section 8 - Corporate Member:

Article 14 Method of Electing Members

Revised December 2, 2024

Section 1 – The name of prospective member(s) shall be submitted to the club, without the prospective member's knowledge. 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.

A background check is conducted, including an inquiry to a former rotary club (if applicable). Members of the club have 7 days to comment or object. If there are no objections within 7 days, the prospective member is invited to lunch to consider membership.

Section 2 - If there are one or more objections, they must be submitted to the club secretary in writing. In order to be considered, an objection must be specific and related to the rotary four way test. The secretary will forward the objection(s) to the board for consideration. Objection(s) will be kept confidential.

The board will then consider the objection(s); vote on whether or not to invite the person into the club; and inform the club of its decision within 48 hours. A simple majority vote will carry.

Section 3 - After being invited, if the person wishes to join the club, he or she will be given an application form. Upon receipt of the completed application and payment of the admission fee (if not honorary membership), as prescribed in these bylaws, the person shall be considered to be elected to membership. If the proposed member does not submit an application within 90 days, his or her proposal request will be considered void.

Section 4 – If approved, the 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 submit a biography and photograph and to permit his or her name to be published to the club directory.

Section 5 – Following the election, the membership chairperson shall arrange for the new member's induction, membership card, and new member Rotary literature. In addition, the 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 6 – 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.