Bylaws of the Rotary Club of

# Lake Elsinore, California

# Adopted: June 27, 2007

# Amended: June 29, 2011

# Article I Definitions

1. Board: The Board of Directors of this club.

2. Director: A member of this club’s Board of Directors.

(President, President-Elect, VP, Secretary, Treasurer, and Immediate Past President)

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 1 July.

6. President's Advisory Council:

The President's Advisory Council consists of all past Presidents of the Lake Elsinore Rotary Club including the current President, President-Elect, Vice President and all those selected by the President's Advisory Council to be the 4th and 5th persons in line to become The Rotary Club President.

7. Pre-PETS: Pre-President-Elect Training Seminar.

8. PETS: President-Elect Training Seminar.

9. President: Current year’s President.

10. Vice President: Person in line to become President in two years.

11. President-Elect: Next year’s President.

## Article 2 Board

The governing body of this club shall be the Board, consisting of eleven members of this club, namely, six Directors selected in accordance with article 3, section 2, of these bylaws, the President, President-Elect, Vice President, Secretary, Treasurer, and the immediate Past President.

## Article 3 Selection of Director’s and Officer’s

**Section 1** – The President’s Advisory Council consists of all the past Presidents of the Rotary Club of Lake Elsinore, including the current President, President-Elect and Vice President. The President’s Advisory Council is charged with selection of the incoming Presidents from nominees submitted by club members. The goal is to align the club with a strategic plan to mentor the applicants and prepare them for a successful year as President. In order to be considered for the Presidency of the Rotary Club of Lake Elsinore, the nominee must have first completed four of the following five criteria:

1. Have maintained at least 70% club attendance.
2. Have chaired at least one of the five Avenues of Service.
3. Have been a member of this club for two years and/or in Rotary for a total of three years.
4. Have been in a position of leadership in another professional or service club.
5. Attend a minimum of two Rotary events from the list below:
   1. District Assembly
   2. District Conference
   3. Foundation Gala
   4. Foundation Seminar
   5. Membership Seminar
   6. RYLA/PRIDE Camp
   7. Pre-PETS
   8. International Convention

**Section 2** – The officers and Directors as selected by the President, together with the immediate Past President shall constitute the Board.

**Section 3** – A vacancy in the Board or any office shall be filled by the President, unless the position of President is vacant; then the President’s Advisory Council shall appoint.

**Section 4** – A vacancy in the position of President-Elect, Vice President, or 4th or 5th person in line to be President of the Rotary Club of Lake Elsinore shall be selected by the President’s Advisory Council.

## Article 4 Duties of Officers

**Section 1 –** *President.* It shall be the duty of the President to preside at meetings of the club, Board, and to perform other duties which ordinarily pertain to the office of President, including the appointment of officers.

**Section 2** – *President-Elect*. 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 or the Board. The President-Elect will hold the position of “Chairman of Major Fundraising” and connect with each committee during the year, organizing and preparing for the upcoming major fundraiser. After the President-Elect has completed PRE-PETS and PETS they will be responsible for selecting their Board of Directors as defined by the following positions (Per ‘Optional Club Committee and Subcommittee Structure).

1. Membership
2. Service
3. The Rotary Foundation
4. Public Relations
5. Club Administration

**Section 3** – *Vice President*. It shall be the duty of the Vice President to preside at meetings of the club, the board and to perform other duties as ordinarily pertain to the office of Vice President.

**Section 4 –** *Secretary.* It shall be the duty of the Secretary to keep membership records; record attendance at meetings and provide them to the District Governor within 15 days after the end of each month; send out notices to the club; take, distribute, and preserve notes at Board and committee meetings; and complete reports as required to RI, including the semi-annual reports of membership on 1 January and 1 July of each year. The Secretary will also perform other duties as usually pertain to the office of Secretary.

**Section 5** – *Treasurer*. It shall be the duty of the Treasurer to have custody of all funds, and provide accounting for all funds to the club monthly and at any other time upon request by the Board, and to perform other duties pertaining 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, and other club property.

**Section 6** – *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 defined by the President or the Board.

## Article 5 Meetings

**Section 1 –** *Annual Meeting.* An annual meeting of this club shall be held in the month of December of each year, at which time nominations for the election of President to serve for an ensuing year shall take place.

**Section 2** – The regular weekly meetings of this club shall be held on Wednesday mornings at 7 a.m. or at the Extension Meeting as prescribed by the Board. Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club. All members except an honorary member (or member excused pursuant to article 8, section 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 fifty (50) percent of the time during preceding six months devoted to the regular meeting, either at this club or at any other Rotary Club, or as otherwise provided in the Lake Elsinore Rotary Club Constitution, article 8, sections 1 and 2. The Rule of 85 is the exception to this rule. (The age of the member is 65 and above and the aggregate of the member’s years of age and years of membership in one or more clubs is 85 years or more and the member has notified the club secretary in writing of the member’s desire to be excused from attendance and the Board has approved.)

**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 on the third Wednesday of each month. 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. A special vote can be called for by e-mail and accepted by majority vote.

**Section 5** – A majority of the Directors shall constitute a quorum of the Board.

**Article 6 Fees and Dues**

**Section 1** – The one time club admission fee shall be one hundred fifty dollars ($150) to be paid in full upon the applicant being qualified as a member. One hundred dollars ($100) of this fee will be sent by the club Treasurer to the Rotary Foundation to qualify the new member as a Sustaining Member of the Rotary Club of Lake Elsinore.

**Section 2** – The membership dues (to Rotary International and Rotary District 5330) shall be one hundred thirteen dollars ($113) per annum (or an amount prescribed by Rotary international and District 5330), payable semi-annually on the first day of July and January, with the understanding that a portion of each semi-annual payment shall be applied to each member’s subscription to the RI official magazine.

**Article 7 Method of Voting**

The business of this club shall be transacted by *via voce\** vote. The Board may determine that a specific resolution be considered by ballot rather than by *via voce* vote.

*(Note: Via voce 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, New Generations, 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, President-Elect 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. (If they so agree to a three-year term.) 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. Standing committees (per Optional Club Committee and Subcommittee Structure) should be appointed as follows:

* Membership

This committee should develop and implement a comprehensive plan for the recruitment 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 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, youth, 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.

1. The President shall be an ex-officio member of all committees.
2. 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 of the Board. Except where special authority is given by the Board, such committees shall not take action until a report has been made and approved by the Board.
3. 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 the 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 Projects committee will consider   
Vocational Service, Community Service, International Service, and New Generations 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 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, a 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 operates 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 Lake Elsinore Rotary Club constitution is not computed in the attendance record of this club.)*

**Article 12 Finances**

**Section 1** – Prior to the beginning of each fiscal year, the President shall prepare a budget of estimated income and expenditures for club operations for the year. It shall stand as the limit of expenditures for these purposes, unless otherwise ordered by action of the board. The budget shall be first approved by the Board and then the membership at large.

**Section 2** – The Treasurer shall deposit all club funds in a bank, named by the Board.

**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 appointed by the President shall be made once each year.

**Section 5** – Officers having charge or control of the club funds shall give a bond as required by the Board for the safe custody of the funds of the club. The cost of the bond will be borne by the club.

**Section 6** – The fiscal year of this club shall extend from 1 July thru 30 June, and for the collection of members’ dues shall be divided into two (2) semiannual periods extending from 1 July thru 31 December, and from 1 January thru 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. Monthly billing and payment is permissible.

**Article 13 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 in writing, through the Membership Chair. A transferring or former member of another club may be proposed to active membership by the former club.

**Section 2** – The Board shall ensure that the proposal meets all the classification and membership requirements of the Rotary Club of Lake Elsinore Constitution and that the prospective member has been informed of the purposes of Rotary and of the privileges and responsibilities of membership. The Board shall approve of membership prior to presenting to the general membership. The Board shall approve or disapprove the proposal within 30 days of its submission, and shall notify the proposer, through the President or Membership Chair, of its decisions.

**Section 3** – The President shall present the name of the prospective member to the general membership of the club and receive the favorable vote of a majority of the members in attendance at the meeting wherein the prospective member is presented.

**Section 4** – If the decision of the Board is favorable, 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** – If no objection to the proposal, stating reasons, is received by the Board from any member (other than honorary) of the club following publication of information about the prospective member, that person, upon payment of the admission fee (if not honorary membership) and after majority vote of the club, 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, the Membership Chair shall arrange for the plaque, and the Secretary shall arrange for new member Rotary literature. In addition, the Secretary will report the new member information to Rotary International.

**Section 7** – The club may elect, in accordance with Rotary Club of Lake Elsinore Constitution, honorary members proposed by the Board.

**Article 14 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 15 Order of Business**

The following is the normal (recommended) order of business for weekly meetings of the club:

Meeting called to order.

Pledge of Allegiance, Recite the “FOUR WAY TEST.”

Introduction of visitors.

Correspondence, announcements and Rotary information.

Committee reports, if any.

Unfinished business.

New business.

Program.

Adjournment.

**Article 16 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 (electronically or via U.S. Mail) to each member at least seven (7) days before such meeting. No amendment or addition to these bylaws can be made which is not in harmony with the Rotary Club of Lake Elsinore Constitution and with the constitution and bylaws of RI.