**Club Bylaws**

# Scottsdale Sunrise Rotary Club

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## 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 an honorary 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 ten members of this club, namely, the president, immediate past president, president-elect/vice president, secretary, treasurer and the five committee chairpersons as specified in Article 9.

## Article 3 Election of Directors and Officers

**Section 1 –** It shall be the duty and privilege of the President Elect to select his/her officers (President Elect, Secretary, Treasurer) and Committee Chairpersons (Board of Directors). For officers, it is suggested that, starting with the Secretary, each office move up to the next in line of succession. It is also suggested that the same person retain the office of Treasurer for up to three years before moving up into the line of succession (if so desired). In order to assure club approval, there will be an election of officers as specified in Article 5, Section 1. The names shall be presented on a ballot with room for write in votes. The candidates for each office receiving the majority of votes shall be declared elected to their respective offices. On 1 July immediately following that year, the president-elect shall assume office as president.

**Section 2 –** A vacancy in the board or any office shall be filled by action of the remaining directors.

**Section 3 –** A vacancy in the position of any officer-elect or director-elect shall be filled by action of the remaining directors-elect.

## 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 –** *Immediate Past**President*. It shall be the duty of the immediate past president to serve as a director and to perform such other duties as may be prescribed by the president or the board.

**Section 3 –** *President-elect/vice-president*. It shall be the duty of the president-elect/vicepresident to serve as a director and to perform such other duties as may be prescribed by the president or the board.

**Section 4 –** *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, which shall include per capita dues for all members and prorated dues for active members who have 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; and 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, accounting for it to the club annually and at any other time upon demand by the board, and to perform other duties as pertains 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.

## Article 5 Meetings

**Section 1 –** *Annual Meeting.* An annual meeting of this club shall be held no later than

December 31 in 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 Thursday at 7:00 a.m. 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 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 9, 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 on the second 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. **Section 5 –** A majority of the directors shall constitute a quorum of the board.

## Article 6 Fees and Dues

**Section 1 –** The membership dues shall be $ 200.00 per quarter, payable on the first day of January, April, July and October, with the understanding that a portion of each 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 *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* (vocal assent) vote.

## Article 8 Committees

Club committees are charged with carrying out the annual and long-range strategic goals of the club. The president-elect, president, and immediate past president should work together to ensure continuity of leadership and succession planning. 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. Standing committees should be appointed as follows:

* Membership

This committee should develop and implement a comprehensive plan for the recruitment and retention of members. The Chair of this committee shall serve as a Director on the Board

* Public Image

 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

* Administration

 This committee should conduct activities associated with the effective operation of the club. The Chair of this committee shall serve as a Director on the Board

* 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 Chair of this committee shall serve as a Director on the Board

* The Rotary Foundation

This committee should develop and implement plans to support The Rotary Foundation through both financial contributions and program participation. The Chair of this committee shall serve as a Director on the Board

* Youth Service

This committee acknowledges and develops the positive change implemented by youth and young adults involved in leadership development activities, community and international service, and exchange programs that enrich and foster world peace and cultural understanding. Programs include Rotary Youth Leadership Academy (RYLA), Rotaract, Interact, and Rotary Youth Exchange. The Chair of this committee shall serve as a Director on the Board.

Additional ad hoc committees may be appointed as needed.

1. The president shall be *ex officio* a member of all committees and, as such, shall have all the privileges of membership thereon.
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 or 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 9 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 reference appropriate RI materials and the Avenues of Service 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 10 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 three separate parts: club operations, service projects (Club Foundation) and vision service projects (Vision Foundation).

**Section 3 –** All bills shall be paid by the treasurer or other authorized officer only when approved by two other officers or directors. Amounts in excess of $500 require approval by the Board.

**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 four (4) quarterly periods. 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 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 in writing, through the club secretary. 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 board shall ensure that the proposal meets all the classification and membership requirements of the standard Rotary club constitution.

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

**Section 4 –** If the decision of the board is favorable, the prospective 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 –** 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 badge, and new member Rotary literature. 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 –** The SSRC Board may elect or remove in accordance with the standard Rotary club constitution, SSRC Honorary members if proposed by an active member to the SSRC board.  Honorary membership is conferred in exceptional circumstances by the Board of SSRC on persons who have distinguished themselves by highly meritorious service in the furtherance of Rotary ideals and the goals of SSRC.  An Honorary member does not pay quarterly dues to SSRC but must pay the guest meal or event fees as applicable.  Honorary Rotarians are recognized as Rotarians at the SSRC only.  They are NOT recognized by R.I. and do not pay club, district or R.I. dues.

**Article 12 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 13 Youth Protection and Harassment Policies

The Club, as a matter of ongoing policy, shall conform its policy regarding this subject to automatically conform to the District’s published policy without further action by the Board.

## Article 14 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 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.