Rotary Club of Castle Rock
Bylaws

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Bylaws of the Rotary Club of Castle Rock

*These Club bylaws supplement the Standard Rotary Club Constitution as adopted by the Rotary Club of Castle Rock on **December 10, 2025** with common Club practices.*

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 of Directors and Officers

Section 1 – *Board***.** The governing body of the Club shall be the Board of Directors consisting of the following Directors: the President, the President-Elect, the Immediate Past President, the Secretary, the Treasurer, and the chairs of the following six standing committees: Administration, Membership, Publicity and Community Relations, Service Projects**,** Youth Service, and Rotary Foundation. The Board may have additional members or other Directors as determined by the current year's officers.

Section 2 – *Officers*. The officers of the Club shall be the President, the Immediate Past President, the President-Elect, the Secretary and the Treasurer. By definition, the existing President-Elect will assume the position of President in the ensuing Year.

Article 3 Election of Directors and Officers and Terms of Office

Section 1 – Not later than the end of October of each year, the current President-Elect shall present nominations for Club Officers: President-Elect Nominee, Secretary, and Treasurer. In addition, any Member in good standing may either self-nominate, or nominate another Member in good standing for any of the three Club officer positions. The names shall be read to the Members present and placed on the ballot in alphabetical order under each office and shall be put to a vote of the Members at the Annual Meeting. The candidates for President-Elect Nominee, Secretary, and Treasurer receiving a majority of the votes shall be declared elected to their respective offices for the ensuing year. If there is a tie vote for any position, or if there is no majority of the votes cast for any position, and there are more than two candidates on the ballot for that position, the Members will be asked to vote again with only the top two candidates on the ballot. If there is still a tie of the votes cast, the incoming President will determine the winning candidate. If the tie is for the incoming President, the current President will determine the winning candidate.

Section 2 –The existing President-Elect shall appoint a Director for each of the following six standing committees: Administration, Membership, Publicity and Community Relations, Service Projects, Youth Service, and Rotary Foundation, plus a Sergeant-at-Arms to serve in the ensuing Year. The Director will also serve as the chair of these standing committees.

Section 3 - The new Board so elected shall take office on the first day of July next following the election. The term for the new Board will be one (1) year.

Section 4 – A vacancy in the Board or any office shall be filled by action of the remaining Directors.

Section 5 – 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 and Directors

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 pertains 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 on the Club Board.
Section 3 – *President-Elect*. It shall be the duty of the President-Elect to serve as a Director and preside at meetings of the Club and the Board in the absence of the President, to chair the annual Ducky Derby Committee, 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 and preserve the minutes of Board and Annual Club meetings, submit reports as required by RI and District 5450, 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.
Section 6 – *President-Elect Nominee.* The President-Elect Nominee will become the President-Elect when the current President-Elect becomes the President.
Section 7 – *Directors*. It is the duty of Directors to attend Club meetings and Board meetings and report on activities of the standing committee that they chair as requested by the President.

Article 5 Meetings

Section 1 – *Annual Meeting.* An annual meeting of this Club shall be held on the second Wednesday of December in each year, at which time the election of officers to serve the ensuing Year shall take place.
Section 2 – The regular weekly meetings of this Club shall be held on Wednesday at 7:15AM. Due notice of any changes in or canceling of the regular meeting shall be given to all members of the Club.
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 once a month, unless cancelled by the President, with the time and date announced at regular weekly meetings. Special meetings of the Board shall be called by the President, whenever deemed necessary, or upon the request of two (2) Directors. Due notice for special meetings requires notification at least 24 hours prior to the meeting and communication by a second method for any Board members who do not respond to the initial notice (e.g. by email with a follow up call to any members who do not respond to the email).
Section 5 – A majority of the Directors shall constitute a quorum of the Board.
Section 6 - A Director that has three unexcused absences from regularly scheduled Board meetings shall be subject to removal and replacement by a vote of the Board. An unexcused absence is considered an absence where a Director does not notify the President and provide the President with his or her committee report prior to the scheduled meeting.

Article 6 Fees and Dues

Section 1 - Annual Club dues include RI per capita dues, subscriptions to an official magazine, district per capita dues, Club fees, and any other Rotary or district per capita assessment

Section 2 – The admission fee, if applicable, shall be determined by the Board of Directors and paid upon admission to the Club.

Section 3 – The Club membership dues, and methodology, shall be determined by the Board of Directors and paid on a quarterly basis and each Member will arrange for payment information with the Club Treasurer.

Section 4 – Termination:

1) Any member who fails to pay dues within 30 days after they are due shall be notified in writing by the Treasurer. If the dues are not paid within 10 days after the notification, the Board may terminate membership, at its discretion.
2) If a member wishes to terminate their membership, they may do so by notifying the President or Membership Chair in writing. Such notice must be received at least ten days prior to the start of a new calendar quarter, or member shall be liable for dues payable for the next quarter. Regardless of when a notice of termination is received from a member, the member will not receive a refund of dues already paid.

Article 7 Method of Voting

Section 1 – The business of this Club shall be transacted by voice vote at a meeting unless any member requests a vote by ballot.

Section 2 – The act of the majority of the members present at a meeting at which a quorum is present shall be the act of the Club.

Section 3- This Club, including its Board and Committees, may conduct business without in-person meetings as provided by, and subject to, the requirements established in Colorado Revised Statutes.

Article 8 Committees

Section 1 - Club committees may be appointed by the Board of Directors and shall have such authorization as the Board directs. Club committees are charged with carrying out the annual and long-range goals of the Club. The President, President-Elect, and immediate past President should work together to ensure continuity of leadership and succession planning. When feasible, committee members chairs should be appointed to the same committee for up to three years to ensure consistency.

Standing committees should be appointed as follows:

- Membership
  This committee should develop and implement a comprehensive plan for the recruitment and retention of members.
- Publicity and Community 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.
- Administration
  This committee should conduct activities associated with the effective operation of the Club, to include scheduling weekly speakers and sending out notices of weekly Club meetings.
- 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.

- Youth Service
  This committee should develop and implement projects that support local youth. This may include: RYLA, young RYLA, Interact Club, scholarships, and student of the month recognition.
- The Rotary Foundation (Rotary International)
  This committee should develop and implement plans to support The Rotary Foundation through both financial contributions and program participation.

Section 2 – The President will be ex officio a member of all committees.

Section 3 – Each committee's chair is responsible for the regular meetings and activities of the committee, supervises and coordinates its work, and reports to the Board on all committee activities.

Section 4 – Each committee shall not take action until a report has been made and approved by the Board, except where special authority is given by the Board. Each committee 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 Participation

Members are expected to attend weekly meetings with some regularity and participate in Club projects and fundraising events.

Article 10 Finances

Section 1 – At the beginning of each fiscal year, the Treasurer shall prepare a budget of estimated income and expenditures for the year to be approved by the Board, which shall stand as the limit of expenditures for these purposes, unless otherwise ordered by action of the Board.
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. The Treasurer shall also follow any financial management policies approved by the current Board of Directors.
Section 4 – A thorough review of all financial transactions by a qualified person, other than the Club Treasurer, shall be made at least once each fiscal year.
Section 5 – Club members will receive an annual financial statement of the Club for the previous year no later than the Annual Meeting. A current year financial report is presented at the annual meeting.
Section 6 – The fiscal year of this Club shall extend from 1 July to 30 June.

Article 11 Method of Electing Members

Section 1 – The name of a prospective member, transferring or former member of another Club shall be submitted to the Board in writing, through the Club Secretary or membership chair. The application shall be kept confidential except as otherwise provided in this procedure.
Section 2 – The Board shall ensure that the application meets all the membership requirements of the standard Rotary Club constitution.
Section 3 – The Board shall approve or disapprove the application within 30 days of its submission, and shall notify the submitter, through the Club Secretary or membership chair, 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 permit his or her name to be published to the Club.
Section 5 – If no written objection to the application, 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 applicable, as prescribed in these bylaws, shall be considered 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 prospective member, upon payment of the admission fee, if applicable, shall be considered elected to membership.
Section 6 – Following the election, the President or Membership Chair shall arrange for the new member's induction, and new member Rotary literature. In addition, the President, Secretary, or Membership Chair 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 – *Honorary Membership* – Persons who have distinguished themselves by meritorious service in the furtherance of Rotary ideals and those persons considered friends of Rotary for their permanent support of Rotary's cause may be granted honorary membership in this Club. The Board will approve or disapprove the prospective honorary membership and establish a term of such membership. This status only applies to this Club and does not extend to Rotary International or District 5450. Honorary members shall be exempt from the payment of admission fees and Club dues, but are expected to pay for their breakfast, if applicable, when they attend weekly meetings. Such members will have no vote, shall not be eligible to hold any office in the Club, and are not held to any expectations regarding attendance. Honorary members shall be entitled to attend all meetings and enjoy all the other privileges of this Club and may visit other Clubs without being the guest of a Rotarian.

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 upon affirmative vote of the members present.

Article 13 Amendments

These bylaws may be amended at any regular Club meeting. Changing the Club bylaws requires sending written notice identifying the proposed changes, to include email, to each member 21 days before the meeting, having a quorum present for the vote, and having two-thirds of the votes support the change. Changes to these bylaws must be consistent with the Standard Rotary Club Constitution, the RI Constitution and Bylaws, and the Rotary Code of Policies.