

# By-Laws of the Rotary Club of Randolph Sunrise Rotary

These By-Laws and the Randolph Sunrise Club Constitution constitute the governing documents for this club.

## 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. **Quorum:** One-third of the club membership; or a majority of directors for the Board.
5. **Chair:** Person in charge of the Board, a committee or sub committee
6. **RI:** Rotary International.
7. **Year:** The twelve-month period that begins on 1 July.

## Article 2: Board

The governing body of this club shall be the board of directors elected in accordance with Article 3. Section 1.

## Article 3: Election and Terms of Office

Section 1. At a regular meeting one month prior to the meeting for election of officers, the presiding officer shall ask for nominations by the members of the club for President, President-elect, Secretary, Treasurer, Sergeant-at-arms, and four other directors. The nominations may be presented by a nominating committee or by members from the floor. The nominating committee shall consist of the President-elect, acting as chairman, and two other members in good standing of the Club who are not presently directors of the club; these members being appointed by the President.

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 candidates for Secretary, Treasurer and Sergeant-at-arms, receiving a majority of votes shall be declared elected to their respective offices for a three-year term. The four candidates for director receiving a majority of votes shall be declared elected as directors for a one-year term. The President, elected in such balloting shall serve as President-elect for the year commencing on the first day of July next following election; then shall serve as President for the year beginning the first day of July following service on the board as President -elect.

Section 2. The officers and directors, so elected, together with the Immediate Past President shall constitute the board of directors.

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

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

Section 5. Terms of office for each role are as follows:

President – 1 year or more

President-elect – 1 year or more

Directors – Limited to 3 terms of 1 year each

Treasurer – 3 years

Secretary – 3 years

Sergeant-at-arms – 3 years

## Article 4: Duties of Officers

Section 1. *President.* The President shall preside at club and board meetings.

Section 2. *Immediate past President.* The Immediate past President shall serve as a director.

Section 3. *President-elect.* The President-elect shall preside at meetings of the club and board in the absence of the President and shall prepare for their year in office and serve as a director.

Section 4. *Director.* A director shall attend club and Board meetings.

Section 5. *Secretary.* It shall be the duty of the secretary to keep the records of membership, including members' classifications, send out notices of meetings of the club, board, and committees, to record and preserve the minutes of such meetings, and to produce and disseminate the weekly club newsletter to members and friends of Rotary. The secretary shall make the required reports to RI, including reports of membership. The secretary shall perform all other

duties which usually pertain to the office, including the maintenance of the By-Laws and the Club Constitution. The secretary shall work with the incoming secretary to ensure a smooth transition.

Section 6. *Treasurer.* It shall be the duty of the treasurer to manage club funds, collect and submit dues and fees, report on the state of the club's finances and work with the Rotary Foundation. The Treasurer shall pay the club's six-month invoices from District and Rotary International. These invoices are based on the number of members in Rotary's database for our club as of 1 July and 1 January. (*For other Dues and Fees see Article 6.*) The club bank account shall be in the names of the treasurer and president. Upon the treasurer's retirement from office, all funds, books of accounts, and all other club property shall be turned over to the President or the incoming treasurer. The treasurer shall work with the incoming treasurer to ensure a smooth transition.

Section 7. *Sergeant-At-Arms.* The duties of the sergeant at arms shall be as prescribed by the President or board. They shall include preparing the meeting room for the meeting, storing all Rotary items away after the meeting, and collecting Happy Dollars. The Sergeant-At-Arms is responsible to keep order during the club meetings.

Section 8. Board members may perform additional duties as assigned.

**NOTE:** *See Rotary club leader manuals for details on the roles of club officers.*

## **Article 5: Meetings**

Section I. Annual Meeting. An annual meeting of this club shall take place at the second regular meeting of each December. The election of officers and directors shall take place at this time. An annual report of the club's activities and finances shall be given to the membership at this time.

Section 2. Weekly meetings of this club are held each Tuesday at 7:00 AM. Meetings may be held in-person or by electronic means (e.g., Zoom.) Two meetings each month will conform to the Order of Business contained in Article 13. The other two meetings of the month may be of the open forum type to, among other things, investigate new ideas; concentrate on service related activities; address new ways to increase membership; allow for a member's classification talk, etc. If there is a fifth Tuesday in any month that meeting will be reserved for a social function. Adaptive

meetings are of the free flow type and may be called with sufficient advance notice.

All members excepting members excused by the board of directors of this club, on the day of each meeting, must be counted as present or absent. Members are encouraged to attend meetings.

Section 3. The board of directors shall meet monthly on the second Thursday of the month, or whenever deemed necessary by the President, or by the request of a board member or club member. Electronic meetings e.g., Emails, Zoom, etc. are authorized.

Section 4. A majority of the board members shall constitute a quorum of the board.

## **Article 6: Dues and Fees.**

Section 1. The treasurer shall inform members that club dues should be paid in advance for six-month increments beginning on 1 January and 1 July. However, members may have the option to pay in six equal monthly increments until their dues for the six month period is paid in full. If members choose this option their dues and other payments will be invoiced monthly at the beginning of each month. Members should submit payment within 30 days after receipt of invoice. The club treasurer will notify members who are more than 60 days late in their payments, requesting that they make good their delinquent payments. Members who are more than 90 days in arrears will be called by the club president requesting that they make good their delinquent payments.

Section 2. At least annually, after the announcement of District and RI dues schedule changes, or as otherwise necessary or desirable, the Board shall review a schedule of all dues and fees and may propose a vote to amend the dues and fees schedule for the Club. The vote shall include an effective date, at which time the schedule will supersede all previous schedules. The revised fees shall be incorporated into the Bylaws by reference as Appendix 1. The following dues and membership fees shall be addressed:

Admission fee: The fee paid by each new member or company.

Membership dues for each of the following member categories:

- Standard or Primary Member Dues
- Young Leader Dues
- Family Member Dues

Company plan shall be as follows:

- a. Company Executive:
- b. Designee #1
- c. Designee #2
- d. Designee #3

Definition of the Young Leader, Family Member, and Company plans are included in Appendix 2.

### **Article 7. Method of Voting**

The business of this club is conducted by voice vote or show of hands except for the election of officers and directors, and specific resolutions which are conducted by ballot.

Ballot voting may be conducted by electronic means. The Board may provide a ballot for a vote on a specific resolution and may also vote by electronic means.

### **Article 8: Avenues of Service**

The Avenues of Service are the philosophical and practical framework for the work of this Rotary club. They are Club Service, Vocational Service, Community Service, International Service, and Youth Service.

### **Article 9: Purpose and Duties of Committees.**

There are four standing committees, each with an elected Director acting as Chair. These shall be the Membership, Club Administration, Public Relations, and Service Projects committees. Each committee chair may create sub-committees from existing committee members as necessary to further its work. All committee chairs shall work with their incoming committee chair to ensure a smooth transition at least two months before the expiration of their term.

**Section 1: Membership:** The purpose of the Membership Committee is to support and encourage the Club in the retention and recruitment of members. The Membership chair shall maintain the club's Membership Development Handbook. Duties include:

- Engagement/Retention of Members
- Attraction/Recruitment of Members
- Rotary Education/Rotary Leadership Institute (RLI)
- Potential Membership list

**Section 2: Club Administration:** The purpose of the Club Administration Committee is to support the weekly meeting activities of the Club and to promote the general welfare of our members. Duties include:

- Developing a list of Programs/Speakers. Coordinate with Noon club to share speakers and programs. Programs may be any person or event other than a speaker e.g., musical performances, magicians, poets/story tellers, etc.
- Developing a list of Classification Talks
- Fellowship Activities
- Awards

- New Member Packets, ordering of supplies and other items, such as, name tags, Rotary pins, award plaques, Rotary T-shirts/aprons, etc. ordering of shirts, pins, tags, ect.
- Maintaining/updating the yearly calendar of events.
- Sending out the "Request to Terminate Rotary Membership" letter to members wishing to terminate their membership.

**Section 3: Public Relations:** The purpose of the Public Relations Committee is to inform our members and the general public about our club's activities and how Rotary strives to make life better for people. Duties include:

- Press Releases/Flyers/Letter's to the Editor.
- Advertising and putting weekly notices of club activities in the Calendar section of the Herald.
- Maintaining Club Websites/Blog/Facebook
- Ensuring a Photographer is assigned to meetings and events

**Section 4: Service Projects:** The purpose of the Service Projects Committee is to identify, plan, conduct and report on service projects and fund-raising activities. In coordination with the club president appoint a task leader for each project/fund raiser. Duties include:

- Community Service
- International Service
- RYLA (Rotary Youth Leadership Awards)
- Interact Interface/Noon club/Combined Projects
- Youth Exchange
- High School Speech Contest

**Section 5.** The President may appoint additional permanent or ad hoc committees as needed.

**Section 6.** The President shall be *ex officio* a member of all committees and, as such, shall have all the privileges of membership in those committees.

**Section 7.** Except where special authority is given by the Board, committees shall not take action until a report has been made and approved by the Board. The Board shall refer additional business to a specific committee as needed.

**Section 8.** 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. Board directors shall provide a report of their activities at each monthly board meeting. If a director cannot attend, he/she must appoint someone to attend

for him/her or as a minimum submit a written report to the Club Secretary prior to the meeting.

## 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 two separate parts: club operations and service projects.

Section 3. With the exception of mandatory dues or other RI and District dues and fees such as those authorized herein (See Section 6), payments shall be approved in advance by the Board through approval of the Club budget, a project or activity budget, or by special vote. All bills under \$500.00 shall be paid by the treasurer or other authorized officer. For bills and/or checks over \$500.00 it will require signature by one other board officer.

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. The payment of per capita dues and RI official magazine subscriptions shall be made on or about 1 July and 1 January of each year on the basis of the membership of the club on those dates.

Section 7. An annual financial statement of the club shall be provided to club members.

***NOTE: Rotary's manual for club treasurers gives details on managing club finances.***

## Article 11: Method of Electing Members

Section 1. Active members

- (a) The name of a prospective member, proposed by an active member of the club or by the membership development committee, shall be submitted to the board in writing, through the club secretary. The proposal for the time being shall

be kept confidential except as otherwise provided in this procedure. The proposed member shall attend at least one meeting of the club before the board takes action.

- (b) The board shall request the secretary to review the classification of the new member and also ask the membership committee to investigate and report to the board on the eligibility and desirability of the proposed member.
- (c) The board shall consider the recommendations of the secretary and membership committee and shall notify the proposer through the club secretary of its decision.
- (d) If the decision of the board is favorable, the proposer shall ask the prospective member to complete an application for membership.
- (e) If no written objection to the proposal, stating reasons, is received by the board within 7 days following notification, the prospective member shall be considered to be elected to membership in the club.
- (f) The new member shall be formally introduced as a new member of the club, and shall be duly inducted into the club at an appropriate regular meeting of the club. The Secretary shall arrange for the new member's induction, membership card, and new member Rotary literature. Family members and friends should be invited to attend the ceremony.

Following the election, the Secretary will report the new member information to RI and inform the Sunrise club treasurer of the new member's status and the start billing date for dues.

The President will assign a member to act as mentor and assist with the new member's assimilation into the club.

Section 2. Honorary members.

- (a) Honorary membership is the highest distinction that a club may bestow and should be conferred only in exceptional cases, but may not be conferred upon an active member by the members of one's own club.
- (b) The name of the proposed candidate shall be submitted to the board of directors in writing and the election shall be in the same form and manner as prescribed for the election of an Active member. Such proposal may be considered at any regular or special meeting of the board.
- (c) The board may at its discretion waive any of the steps set forth in this Article and proceed to ballot on the proposed member.

- (d) The proposed member may be considered to be elected if not more than 3 negative votes are cast by the members of the board at that meeting.

Section 3. Any member who qualifies under the Rule of 85 (i.e., member's age plus years in Rotary =85) should be recognized with a plaque for his/her dedication to Rotary and its ideals.

#### **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: Order of Business.** Meetings of the Club shall follow the following format.

- Bell - Meeting called to order
- Pledge
- 4 Way Test
- Opening Inspiration
- Introduction of guests
- Rotary Moment (2 Minutes -funny, inspirational, patriotic - audio/visual may be used)
- Rotary Minute (1 Minute)
- Membership Minute (1 Minute)
- Happy Dollars
- Correspondence and announcements
- Board/Committee reports (at Club Assembly meeting, i.e., First Tuesday after Board meeting.)
- Speaker or other Program 1<sup>st</sup> & 3<sup>rd</sup> Tuesdays (15 Minutes, with 5 Minute Q&A)
- Classification Talk 2<sup>nd</sup> & 4<sup>th</sup> Tuesdays (10 Minutes with 5 Minute Q&A.) or Free Flow Discussion on any topic.
- Closing Inspiration (Poem, quotes from great people, etc. 1 Minute)

- President's close: "Remember Keep a smile on your face. Don't forget Random Acts of Kindness, and together we can go forward and change the world, one step at a time."
- Bell - Adjournment (7:50 AM)

*Note: This order of business may be changed for those meetings held to 1.) plan or conduct service projects; 2.) to engage in fellowship/networking or Vocational service.*

#### **Article 14: Amendments**

These Bylaws may be amended at any regular Board of Directors' meeting. Major changes will require approval by the membership.

The following Appendixes are incorporated by reference and may be changed by the Board without requiring a change to the Bylaws:

Appendix 1: Dues Structure Randolph Sunrise Rotary Club.

Appendix 2: Membership Plans:  
- Family Membership, Young Leaders Plan, and Company/Organization Membership Plan.

Appendix 3: Application for Membership.

Appendix 4: Request to Terminate Membership

## Appendix 1. Sunrise Yearly Dues for 2023 – 2026

<b>Membership Dues - Randolph Sunrise Rotary</b>				
<b>Per capita costs</b>	2023-2024	2024-2025	2025-2026	2025-2026
Rotary International Dues	\$ 75.00	\$ 78.50	\$ 82.00	\$ 82.00
District Dues	\$ 43.00	\$ 43.00	\$ 43.00	\$ 43.00
Rotarian Magazine	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00
RI Insurance	\$ 1.09	\$ 1.09	\$ 1.09	\$ 1.09
Council on Legislation	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00
Club GL Insurance - VT	\$ 4.52	\$ 4.52	\$ 4.52	\$ 4.52
PETS *	\$ 11.96	\$ 11.96	\$ 11.96	\$ 11.96
Leadership Training **	\$ 4.46	\$ 4.46	\$ 4.46	\$ 4.46
<b>Total Year Cost =</b>	<b>\$ 154.04</b>	<b>\$ 157.54</b>	<b>\$ 161.04</b>	<b>\$ 161.04</b>
<b>Per Month Cost =</b>	<b>\$ 12.84</b>	<b>\$ 13.13</b>	<b>\$ 13.42</b>	<b>\$ 13.42</b>
Admin adjust =	\$ (2.16)	\$ (1.87)	\$ (1.58)	\$ (1.58)
<b>Monthly Dues =</b>	<b>\$ 15.00</b>	<b>\$ 15.00</b>	<b>\$ 15.00</b>	<b>\$ 15.00</b>
<b>Dues for 6 Months =</b>	<b>\$ 90.00</b>	<b>\$ 90.00</b>	<b>\$ 90.00</b>	<b>\$ 90.00</b>
*PETS is a club payment. Per member cost goes down as membership goes up.				
Club Cost =	\$ 335.00			
Current members =	<b>28</b>	<i>as of 1 Jan 2023</i>		
per member cost is =	\$ 11.96			
**Ldr Tng is a club payment. Member cost goes down as membership goes up.				
Club Cost =	\$ 125.00			
Current members =	<b>28</b>	<i>as of 1 Jan 2023</i>		
per member cost is =	\$ 4.46			
<b>Monthly Dues for</b>	<b>Family</b>	<b>Yng Ldr</b>		
Cost for 2026 (worst caser) =	<b>\$ 13.42</b>	<b>\$ 13.42</b>		
Minus District award \$40/yr =	\$ (3.33)	\$ (3.33)		
Minus \$1.00 Rotary Magazine =	\$ (1.00)			
Adjusted cost =	<b>\$ 9.09</b>	<b>\$ 10.09</b>		
Admin adjust =	\$ 1.09	\$ 1.09		
<b>Monthly Dues 2019-2020 =</b>	<b>\$ 8.00</b>	<b>\$ 9.00</b>		

### Company Plan Membership

Company Initiation fee: \$100.00

Monthly club dues:

- a. Company Executive: \$15.00
- b. Designee #1: \$15.00
- c. Designee #2: \$15.00
- d. Designee #3: \$ 15.00

## **Appendix 2: Family Membership, Young Leaders Plan, and Company Membership**

**The Family Membership** plan encourages spouses/partners (or any family member) of Rotarians who otherwise would qualify for membership, to join Rotary by offering the incentive of reduced dues payments. Currently, there is a much higher ratio of males to females in Rotary, therefore by bringing in the spouses/partners of current members the female ratio should, of necessity, rise over time. The Rotary International Council on Legislation (2013) has created a new membership category which will admit to membership spouses who have not worked or who have stayed at home to care for children or assist their spouses in their work

**The Young Leaders plan** encourages professionals 35 years of age or younger to join Rotary by also offering the incentive of reduced dues payments. Professionals who qualify for this plan will be encouraged to bring in another member to Rotary within 12 months. to retain their status as Young Leaders. The reduction in dues payments will come from two sources: District dues, and Club dues.

The Company Plan encourages companies to become involved in Rotary, by appointing at least two but not more than four persons to be its designees, one of whom must be a member of that entity's leadership team. This plan allows participation in Rotary while understanding that the CEO/President of a company may not always be available due to work commitments. However, in this case, any or all of the designees may attend in his/her behalf.

### **General**

When Family Members become members, our club president will ensure that RI is informed that only one subscription to the Rotarian Magazine will be required for that household.

Company Plan members /designees may also qualify for a reduction in dues if they meet the requirements of the Family Membership plan.

## Section I - Family Plan Membership

### A. Definitions:

**Primary member:** A Primary Member is a fully qualified Rotarian. Each Family Plan household must have one Rotarian designated as the primary member

**Family member:** A Family Member is a potential Rotarian who meets, or will meet, all membership requirements for his/her club, and resides in the same household of at least one Primary Member. A Family Member may belong to a different club in District 7850 from the Primary Member. More than one Family Member in the same household may be eligible for this discount.

**B. Program details:** If ALL the following apply, the potential Family Member will qualify for the program:

1. The Primary Member will pay the standard member dues of \$15.00 per month.
2. The Family Member will pay \$8.00/month (a savings of 46%)
3. Because the Family Member plan is a tool to increase membership once a Family Plan unit is established, that unit is strongly encouraged to bring in one new member within 12 months after attaining Family Member status.
4. Family Members will be reported to Rotary International as members.
5. Each year, in January and July, our club President will report to the District Secretary and Treasurer BOTH the total number of active members in their clubs and also the number of qualifying Family Members (not Primary Members) within that total.

**C.Awards:** Each year, in February and August, the District will award each club \$20 for all Family Members reported.



## Section II – Young Leader Plan Membership

### A. Definition:

A **Young Leader** is a fully qualified potential Rotarian who will meet, all Club and Rotary International membership requirements, and is 35 years of age or younger.

**B. Program details:** If ALL the following apply, the potential Young Leader will qualify for the program:

1. The Young Leader will pay dues of \$9.00/month (a savings of 40%)
2. If two Young Leader members reside in the same household, both may qualify for the program
3. Because the Young Leader membership plan is a tool to both increase membership and increase leadership potential, once a Rotarian qualifies for Young Leader status, to retain that status, he/she shall be encouraged to bring in at least one new member within 12 months after attaining Young Leader status.
4. Young Leader members will be reported to Rotary International as members.
5. Each year, in January and July, our club President will report to the District Secretary and Treasurer BOTH the total number of active members in their clubs and also the number of qualifying Young Leaders within that total.

**C.Awards:** Each year, in February and August, the District will award each club \$20 for all Young Leaders reported.

### **Section III - Company Plan Membership**

**Considerations:** *The Company Plan Membership is offered for new enrollees into the Rotary Sunrise club of Randolph, Vermont.*

**A. Approval.** A company entity or organization can become an eligible company member of this Rotary club by consideration and approval of the Board of Directors of this club.

**B. Designees.** Once an entity becomes an eligible company member, it shall appoint at least two but not more than four persons to be its designees, one of whom must be a member of that entity's leadership team; the others can be managerial/professional individuals.

**C. Rotary International registration.** Each designee will be listed as an official member of this Rotary club, the Rotary District, and Rotary International.

**D. Financial obligations.** The financial obligations of an eligible company shall be as follows:

- Company Initiation fee: A one-time fee of \$100.00
- Monthly club dues:
  - Company Executive: \$15.00
  - Designee #1: \$15.00
  - Designee #2: \$15.00
  - Designee #3: \$15.00

*(Monthly club dues includes all dues payable to Rotary International, District 7850, and this club. These dues amounts may be periodically updated due to inflation or other rising costs. )*

**E. Conversion.** A designee of the eligible company, while still an employee, or a former employee, of the eligible company, may convert to an individual membership of the club by written request to the Board of Directors of this club.

**F. Termination.** The process for terminating the membership of a designee or the eligible company will be determined by the club.

**G.** Company Plan members /designees that have spouses or other household members requesting membership in our club may qualify for a reduction in dues for those spouses or household members, if they meet the requirements of the Family Membership plan.

## Sunrise Rotary Club of Randolph Vermont Company Membership Application

We request that the Sunrise Rotary Club of Randolph Vermont authorize our consideration to qualify for the Company Employees Membership Plan (CEMP) by the Board of Directors. If approved, we authorize publication of our organization's name in the Rotary club's newsletter and other club publications and media. We agree to abide by the requirements of membership, including the initial membership fee and also understand that we may choose to pay the required dues for our employees.

Company or Organization Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Website Address: \_\_\_\_\_

### *Company Executive*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home City/State/Zip: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Home E-mail: \_\_\_\_\_

### *Company Designee - 1.*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home City/State/Zip: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Home E-mail: \_\_\_\_\_

### *Company Designee -2.*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home City/State/Zip: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Home E-mail: \_\_\_\_\_

***Company Designee -3.***

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home City/State/Zip: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Home E-mail: \_\_\_\_\_

Signature of Company Executive: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix 3. Membership Application**

# Randolph Rotary Sunrise Club



## Membership Proposal and Application Form

**Applicant Name:** \_\_\_\_\_

**Sponsor Name:** \_\_\_\_\_

**Business Name and Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Business Telephone:** \_\_\_\_\_

**Residence Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Residence Telephone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Date of Birth (mm/dd/yy):** \_\_\_\_\_

**Spouse/Partner's Name:** \_\_\_\_\_

**If a former Rotarian, list clubs** \_\_\_\_\_

**and dates of membership:** \_\_\_\_\_

**If affiliated with a company or organization:**

**Name of Firm:** \_\_\_\_\_

Your Title: \_\_\_\_\_

Principal Activity of Firm: \_\_\_\_\_

Principal Activity of Candidate (if different from that of firm):  
\_\_\_\_\_

If Retired, please provide the name of your employer and the title of your position at retirement:

\_\_\_\_\_

Please list other professional or community activities and associations that would be meaningful for your application to Rotary:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that it will be my duty, if granted membership, to exemplify the expectations of Rotary in my daily contacts and activities, and to abide by the constitution and by-laws of the club. I understand that part of my membership dues will provide me with an annual subscription to the official Rotary International magazine. I agree to pay the one-time club admission fee of **\$25** and the monthly dues of (\_\_\_\_ **\$15, Standard**, \_\_\_\_ **\$9, Young Leader**, or \_\_\_\_ **\$8 Family Member**) in accordance with the by-laws of the club. I understand that club dues may be changed in the future in accordance with the by-laws of the club. I hereby give permission to the club to publish my name and my proposed classification to the club membership.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

**Record of action on proposal:**

Applicant Name: \_\_\_\_\_

Profession/Classification: \_\_\_\_\_

Proposal received by Secretary on: \_\_\_\_\_

Submitted to the Board on: \_\_\_\_\_

Board decision: \_\_\_\_\_

Proposer notified on: \_\_\_\_\_

Signed card and remittance received on: \_\_\_\_\_

Inducted on: \_\_\_\_\_

*Please feel free to attend our meetings on Tuesdays, 07:00 AM There is no obligation and if you decide to join or have other questions, Email me at*

\_\_\_\_\_ or call \_\_\_\_\_

**Appendix 4. Request to Terminate Rotary Membership**

Date: \_\_\_\_\_

To: Secretary, Randolph Sunrise Rotary

From: \_\_\_\_\_ (*your name*)

Subject: Request to Terminate my Rotary Membership

I hereby request that I be removed from the membership roles of the Randolph Sunrise Rotary Club.

*(Place an X in the appropriate following statements;)*

\_\_\_\_ I have no outstanding financial debts that I owe to the club.

\_\_\_\_ I have the following financial debt(s) owing to the club and will submit a check to cover that amount. Mail check to: Randolph Sunrise Rotary, PO Box 2, Randolph VT. 05060

My reason(s) for leaving the Randolph Sunrise Rotary are as follows:

Sincerely

\_\_\_\_\_ (*your name*)

*(fill out and sign this form letter and return it by Email to the Secretary of the Randolph Sunrise Rotary Club with an info copy to the Club President.)*