



Bylaws of the Rotary Club of McMinnville – Sunrise

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: The minimum number of participants who must be present when a vote is taken: one-third of the club's members for club decisions and a majority of the directors for club board decisions.
5. RI: Rotary International.
6. 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 at least 5 members of this club, namely, the president, immediate past president, president-elect, secretary, and treasurer. The club board may have additional members such as a president nominee.

ARTICLE 3 ELECTION OF OFFICERS AND DIRECTORS

Section 1 – At a regular meeting in November, one month prior to the meeting for election of officers, the presiding officer shall ask for nominations by members of the club for president, president-elect, president nominee, secretary, treasurer, and any open director positions. The nominations may be presented by the board, by members from the floor, or both. A ballot shall be created to include a list of each office, the terms of that office and the names of the candidates nominated at the November meeting in alphabetical order under each office. The ballot will be presented and voted on at the annual meeting.

Section 2 –The candidate who receives the majority of the votes for each office is declared elected to that office.

Section 3 – If any officer or board member vacates their position, the remaining members of the board will appoint a replacement.

Section 4 – If any officer-elect or director-elect vacates a position, the remaining members of the board-elect will appoint a replacement.

Section 5 – The suggested terms of office for each role are:

President	One year
President-Elect	One year
President Nominee	One year
Treasurer	Three years
Secretary	Three years



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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 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, serve as a director on the board of the Sunrise Rotary Foundation of McMinnville, Inc., and to perform such other duties as may be prescribed by the president or the board.

Section 3 – *President-elect.* The president-elect prepares for his or her year in office and serves as a director on the club board. It shall be the duty of the president-elect to preside at meetings of the club and the board in the absence of the president, serve as a director of the board of the Sunrise Rotary Foundation of McMinnville, Inc., and to perform other duties as ordinarily pertains to the office of the president-elect.

Section 4 – *President Nominee.* It shall be the duty of the president nominee to serve as a director on the club board and to perform such other duties as may be prescribed by the president or the board.

Section 5 – *Secretary.* It shall be the duty of the secretary to keep membership and attendance records (including project service hours), record and preserve the minutes of the board meetings, and perform other duties as usually pertain to the office of secretary.

Section 6 – *Treasurer.* It shall be the duty of the treasurer to oversee all funds, provide an accounting to the club annually and at least quarterly to the board, ensure the annual IRS filing is completed, 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 during one of the regularly scheduled meetings in December 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 Wednesday at 7:00 AM. When there are five Wednesdays in a month, the club may have an evening social event. Reasonable notice of any changes or cancellation of the regular meeting shall be given to all members of the club.

Section 3 – Regular meetings of the board shall be held monthly as defined by the current club president. Special meetings of the board shall be called by the president, whenever deemed necessary, or upon the request of two (2) directors, with reasonable notice having been given. Within 30 days after all board meetings, written minutes should be available to all members.



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ARTICLE 6 DUES AND FEES

Section 1 – The initiation fee shall be set by the board and is to be paid before the applicant can qualify as a member.

Section 2 – The membership dues shall be set by the board, payable quarterly on the first day of July, October, January, and April. Annual dues include RI per capita dues, subscriptions to the RI magazine, district per capita dues, club fees and any other Rotary or district per capita assessment. Also included with this quarterly billing will be charges for meals and socials for the following quarter, and any authorized deductions for The Rotary Foundation, or other Rotary activities. See **Appendix A** for the annual dues schedule.

Section 3 – Any changes to fees and dues must be approved, a quorum being present, by a two-thirds vote of all members present at any regularly scheduled club meeting.

ARTICLE 7 METHOD OF VOTING

The business of this club shall be transacted by voice vote or a show of hands except in the election of officers and directors, which shall be by ballot if there is more than one member running for a single office. The board may determine that a specific resolution be considered by ballot rather than by voice vote. Electronic balloting may be utilized. Nothing shall prohibit voting by telephone or other electronic communication in accordance with applicable statutory provisions.

ARTICLE 8 COMMITTEES

Section 1 - 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. 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. This club's service positions and committees are described in **Appendix B**. Additional ad hoc committees may be appointed as needed.

Section 2 - The president shall be *ex officio* a member of all committees and, as such, shall have all the privileges of membership thereon.



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Section 3 - 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.

Section 4 - 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.

Fund raising shall be the responsibility of the entire club.

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 for club operations and one for service projects.

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 – All bills shall be paid by the treasurer or other authorized officer only when approved by two other officers or directors. Authorized check signers will be the immediate past president, president and president-elect.

Section 4 – A qualified person conducts a thorough annual review of all financial transactions.

Section 5 – Club members will receive an annual financial statement of the club. A mid-year financial report, with current and previous income and expenses, is presented at the annual meeting.

Section 6 – The fiscal year of this club shall extend from 1 July to 30 June, and the collection of members' dues shall be divided into four (4) quarterly periods beginning 1 July.



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ARTICLE 11 METHOD OF ELECTING MEMBERS

Section 1 – The name of a prospective member, sponsored 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 sponsor and/or candidate, through the club secretary, of its decision.

Section 4 – If the decision of the board is favorable, the decision will be posted in the weekly newsletter to all club members. The prospective member shall be informed of the purposes of Rotary and of the privileges and responsibilities of membership by their sponsor.

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 initiation 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, Rotary pin, and new member Rotary literature. In addition, the president or secretary shall report the new member information to RI and the president shall assign a member (usually the new member 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 7 – The club may elect, in accordance with the standard Rotary club constitution, honorary members proposed by the board.

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 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 twenty-one (21) days before such meeting. Changes to these bylaws must be consistent with the Standard Rotary Club Constitution, the RI Constitution and Bylaws, and the Rotary Code of Policies.



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Appendix A

Dues effective July 1, 2023

	Quarterly	Annual
Dues	\$62	\$248
Food/Socials	\$90	\$360
Total Dues	\$152	\$608
New member initiation fee	\$50	



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Appendix B Club Service Positions & Committees

1. Club Administration

Club Board: President, Past President, President Elect, Secretary, and Treasurer

Club Programing: Oversee meeting schedule, assign members to each month for obtaining speakers and President's Pals.

Club Communications: Write and distribute the weekly newsletter

Socials and Special Events: Plan social events for District Governor's visit, fifth Wednesdays, Xmas gift exchange, and annual year end passing of the torch.

Public Image: Website, social media, and other public event communications.

The Rotary Foundation (Rotary International): representative from our club to provide education to our members on The Rotary Foundation and encourage member donations to the annual share fund. Our club can receive the maximum District Grant of \$2,500 if our members on average give \$100 per year. Track Paul Harris giving and presentation of Paul Harris pins. Encourage members to donation points to other members.

District Grant Administration: At least one member will attend the annual District 5100 training assembly for district grants. These members will be responsible for applying for grants and reporting to District on funds spent.

2. Membership Committee

New member information assembled electronically to send to perspective members.

Update new member information with changes in Rotary International.

Create checklist for orientation of new members.

Coordinate schedule for new member bio.

Develop ideas for club for attracting new members using Rotary resources.

3. Community Service Projects

Provide coordination for service projects approved by the Club Board.

Work with outside organization, fellow club members to work out details and provide equipment needs.

Communicate project details to club members to include a sign-up sheet for volunteers.

Provide refreshments for volunteers.

Take pictures of event and store on Club google drive.



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4. Youth Service

At least one member to be designated as liaison to high school Interact group.
Members will be kept up to date on Interact activities and invited to participate with Interact events.
Interact members will be invited to join club meetings and appropriate events

5. Vocational Service

At least one member to be designated to represent the club for vocational services.
Purpose of this service is to encourage high ethical standards and the dignity and worthiness of all occupations.
Provide programs and projects for the club which promote the ideals of Vocational Service. This would include the 4-Way Test and Rotary in Action (Rotarians who use their vocation in community and international service areas).

6. Fundraising Committee

The President-Elect will chair this committee unless an alternate is appointed by the club board.
The chair will coordinate meetings and assign duties to committee members.
Fundraising should be promoted for a specific cause or project as determined by the club foundation.
All receipts from fundraising are ran through the Sunrise Foundation accounts.
All members are expected to contribute either time or money to support annual fundraising events.

7. Scholarship Selection Committee

Chair maintains primary contact with Chemeketa Foundation and organizes annual selection
Committee annually reviews scholarship applications and scores.
Ensure that scholarship is paid to Chemeketa as approved by the Foundation Board.
Invite awardees to speak to the club during the following school year.
Encourage someone from the club to attend the annual Chemeketa Scholarship Foundation celebration.