

# **Bylaws of the Rotary Club of Boulder City Sunrise, Nevada, U.S.A.**

## **Article I 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 approximately ten (10) members of this club, namely, the president and president-elect. Also added can be the directors appointed in accordance with Article 3, Section 1 of these bylaws, and the immediate past president.

## **Article 3 Election of Directors and Officers**

**Section 1-** During early December the President (or designated Past President) shall call a special meeting of Past Presidents to nominate a President-elect-elect-elect (President-elect-elect-nominee in RI terms) to serve as the President commencing 3 years following July 1 next. Nominations shall be placed and voted on by the assembled Past Presidents. A list of at least two but no more than three shall be identified. An approving vote of the majority of those present shall constitute the selected President-elect-elect-elect. That person shall be immediately notified by a committee authorized by the Past Presidents and if accepts shall be introduced at the next weekly club meeting. If the first choice declines, the individual receiving the next highest number of votes shall be notified.

**Section 2 -** To insure adequate time to prepare for the District's Board of Directors Training Seminar (BODTS), prior to January 1, the President-elect shall identify the potential Secretary, Treasurer and all Directors for the upcoming Rotary year. Upon approval by the current Board of Directors these individuals shall be identified as Secretary-elect, Treasurer-elect and Directors-elect. The officers and directors, so appointed, together with the immediate past president and current President-elect shall constitute the board-elect. Within one week after their appointment, the directors-elect shall meet and elect some member to serve as Sergeant-at-Arms-elect.

**Section 3 -** A vacancy in the board or any office shall be filled by action of the remaining officers & directors.

**Section 4 -** 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 -** 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, the board or as part of the Club Leadership Plan.

**Section 3 -** 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; collect and remit RI official magazine subscriptions; and perform other duties as usually pertain to the office of secretary.

**Section 4** – 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. The treasurer of the Club has the responsibility to ensure that all IRS, state and/or local filings and licensing are completed in a timely and accurate manner. 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 5** – 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 prescribed by the president or the board.

### **Article 5 Meetings**

**Section 1** – Annual Meeting. An annual meeting of this club shall be held during January in each year. At which time the appointed officers and directors to serve for the ensuing year shall be announced to the club. Other business may be conducted at this meeting as necessary.

**Section 2** – The regular weekly meetings of this club shall be held on Thursday at 7 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 Article 9 of the 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 Article 9 of the club constitution.

**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 first Wednesday of each month, before the monthly business meeting of this club, unless changed by the president or board of directors. 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 simple majority of the attending combined officers and directors shall constitute a quorum of the board.

### **Article 6 Fees and Dues**

**Section 1** – The admission fee shall be \$50.00 to be paid before the applicant can qualify as a member, except as provided for in standard Rotary club constitution, Article 11.

**Section 2** – The membership dues shall be \$160.00 per annum, payable quarterly 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 with a tied vote being decided by ballot. The board may determine that a specific resolution be considered by ballot rather than by viva voce vote.

*\*Note: Viva voce vote 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, International Service and Youth 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-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. It is recommended that the chair have previous experience as a member of the committee. Standing committees should be appointed as follows:

- **Membership**  
This committee should develop and implement a comprehensive plan for the recruitment and retention of members.
- **Club 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, and vocational projects that address the needs of our 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.
- **Dues Committee**  
This committee should send reminders for membership dues that are 60 days and 90 days past due, meet with members in arrears to discuss resolutions in order to ensure each member has the opportunity to maintain the appropriate and desired status in the club.

Additional ad hoc or optional committees may be appointed as needed.

(a) The president shall be an ex officio member of all committees and, as such, shall have all the privileges of membership thereon.

(b) 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.

(c) 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.

(Note: The above committee structure is in harmony with both the District Leadership Plan and the Club Leadership Plan. We have the discretion to create a committee structure that effectively meets our service and fellowship needs. A sample listing of such optional committees is found in the Club Committee Manual.)

### **Article 10 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 the appropriate RI materials. The service projects committee will consider the Avenues of Vocational Service, Community Service, International Service, Club Service and Youth 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 11 Leave of Absence**

Upon written application to the board, setting forth good and sufficient cause, an excused leave of absence may be granted excusing a member from attending the meetings of the club for a specified length of time. The member will receive a full bill each quarter and is responsible for making appropriate adjustments on the quarterly dues invoice regarding meetings missed while on LOA and thus reducing associated meal charges.

*(Note: Such leave of absence does operate 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 the Standard Rotary Club Constitution is not computed in the attendance record of the club.)*

### **Article 12 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 reputable financial institution, named by the board. The club funds shall be accounted for in 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.

**Section 4** – A thorough review of all financial transactions by a Certified Public Accountant or a qualified person shall be made once each year.

**Section 5** – This section was deleted with the September 2012 revision.

**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 two (2) semiannual periods extending from 1 July to 31 December, and from 1 January to 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.

### **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 club secretary. A former active member of this or another club may be proposed to active membership. The proposal shall be kept confidential except as otherwise provided in this procedure. The proposal form is available from the [www.bcsr.org](http://www.bcsr.org) website under our club, club documents, “Proposal for Membership”.

**Section 2** – The board shall ensure that the proposal meets all the classification and membership requirements of the 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 requested to sign the membership proposal form (see above) thus permitting his or her name and proposed classification to be published to the club.

**Section 5** – Written objection to the proposal, stating reasons, must be 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. If any such objection has been filed with the board, it shall vote on this matter at its next meeting. This may require a special meeting of the Board to resolve the issue in a timely manner. If approved despite any objection the prospective member shall be informed of the purposes of Rotary and of the privileges and responsibilities of membership by the President, Secretary, Treasurer and Membership Committee or their representatives (The Fire Side Chat) and upon payment of the admission fee (if not honorary membership), as prescribed in these bylaws, shall be considered to be elected to membership. The New Member Information form is requested to be completed. All personal information will be entered by the Secretary or President in the District 5300 and Rotary International databases. The New Member form is also available from the [www.bcsr.org](http://www.bcsr.org) website under our club, club documents, “New Member Information.”

**Section 6** – The new member's induction, presentation of the Rotary Pin, member badge (Red Badge if a new Rotarian or temporary Blue Badge), and new member Rotary literature will be arranged by the president. In addition, the president or secretary will report the new member information to RI and the president will assign an experienced club member/mentor to assist with the new member's assimilation to the club as well as assign the new member to a club project or function. Following the processes described in the Fireside Chat, upon completion of the New Member Red Badge Requirements the exchange of the new member's Red Badge for a Blue Badge (ordered by the Secretary as soon as the induction is completed) should be arranged by the Red Badge Coordinator and include the new member, the sponsor and the

mentor.

**Section 7** – The club may annually elect or extend, in accordance with our Rotary club 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**

Meeting called to order.  
Introduction of visitors.  
Correspondence, announcements, and Rotary information.  
Committee reports if any.  
Any unfinished business.  
Any new business.  
Address or other program features.  
Adjournment.

#### **Article 16 Amendments**

These bylaws may be amended at any regular meeting of the Board of Directors of the Boulder City Sunrise Rotary, a quorum being present, by a two-thirds vote of all board members present, provided that notice of such proposed amendment shall have been provided 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 club constitution and with the constitution and bylaws of RI.

#### **By-Laws adopted 2009**

**Revision 1 adopted 2012**, Article 8 and 9 changing Four Avenues of Service to Five, adding New Generation Service

**Revision 2 adopted September 2012**, with changes in Articles 3, 5, 7, 9, 10, 12, 13 and 16.

**Revision 3 adopted November 2013**, with changes regarding meals in Article 11.

**Revision 4 adopted November 2014**, with changes regarding Article 4, section 4, treasurer responsibilities and Article 13 regarding new and transferring membership information.

**Revision 5 adopted January 2016**, with changes regarding Article 2, number of Board members; Article 3, Section 1, add the term ‘(or designated Past President)’; Article 3, section 3, add ‘officers & directors’; Article 5, section 5, revised the wording for clarity; Article 8 & Article 10 replace ‘New Generation Service’ with ‘Youth Service’.

**Revision 6 adopted May 2017**, with changes regarding Article 9, add Dues Committee and duties of the committee.