

BYLAWS OF THE ROTARY CLUB OF DEER PARK, WASHINGTON

(Revised 2023)

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ARTICLE I: ELECTION OF DIRECTORS AND OFFICERS

SECTION 1. At a regular meeting 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, secretary, treasurer, and two at large members of the board of directors. The nominations may be presented by a nominating committee or by members from the floor, by either or by both as the club may determine. If it is determined to have a nomination committee, such committee shall be appointed as the club may determine. 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 at-large directors, president, president-elect, secretary and treasurer receiving a majority of the votes shall be declared elected to their respective offices. The two candidates for director receiving a majority of the votes shall be declared elected as directors for a term or two years.

SECTION 2. The officers and directors, so elected, together with the immediate past president and the holdover directors shall constitute the board of directors.

SECTION 3. A vacancy on the board of directors of 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.

ARTICLE II: BOARD OF DIRECTORS

The governing body of this club shall be the board of directors, consisting of nine members of this club: namely, four directors elected in accordance with Article I, Section 1, of these by-laws, the president, president-elect, secretary, treasurer, and the immediate past president.

ARTICLE III: DUTIES OF THE BOARD

SECTION 1: PRESIDENT. It shall be the duty of the president to preside at meetings of the club and board and to perform such other duties as ordinarily pertain to the office.

SECTION 2: PRESIDENT-ELECT. It shall be the duty of the president-elect to preside at meetings of the club and board in the absence of the president and to perform such other duties as ordinarily pertain to the office. They shall succeed to the presidency on the first day of July one year from the date of taking office as president-elect.

SECTION 3: SECRETARY. It shall be the duty of the secretary to keep the records of the membership, record the attendance at meetings and record and preserve the minutes of such meetings.

SECTION 4: TREASURER. The treasurer shall oversee all funds and provide monthly accounting of these funds. 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: IMMEDIATE PAST PRESIDENT. The immediate past president shall serve as a director.

SECTION 6: PRESIDENT ELECT: The president-elect shall prepare for their year in office and serve as a director.

SECTION 7: DIRECTOR. A director shall attend club and Board meetings.

SECTION 8: MEMBERSHIP CHAIR: The membership chair shall lead all efforts to recruit perspective members and prepare the recommendation of perspective members to the club.

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

ARTICLE IV: MEETINGS

SECTION 1: ANNUAL MEETING. An annual meeting of this club shall be held on the first Thursday 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 Thursday at 12:00 noon. Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club.

SECTION 3: A simple majority 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 monthly on a date determined by the president. Special meetings of the board shall be called by the president whenever deemed necessary, or upon the request of two members of the board, due notice having been given. If the board desires, the business normally conducted by some monthly meetings may be conducted electronically.

SECTION 5: A majority of the board members shall constitute a quorum of the board.

ARTICLE V: FEES AND DUES

SECTION 1: The new member fee, as established by RI and/or the club, shall be paid before the applicant can qualify as a member.

SECTION 2: The membership dues shall be payable annually on the first day of July, or semiannually July 1 and January 1.

SECTION 3: Membership dues shall consist of RI per capita dues, subscription fees to The Rotarian or Rotary regional magazine, district per capita dues, club annual dues, and any other Rotary or district per capita assessment.

SECTION 4: Club annual dues shall be determined annually by the board during the budgeting process.

ARTICLE VI: METHOD OF VOTING

The business of this club shall be transacted by voice vote except the election of officers and directors which may be ballot at the discretion of the president. Under the provisions of Article IV, Section 4, the board may elect to conduct electronic voting.

ARTICLE VII: COMMITTEES

SECTION 1. The president shall, subject to the approval of the board, appoint the following standing committees:

Community Service committee

International Service committee

Vocational Service committee

Club Service committee

Youth Service committee

SECTION 2: The president shall, subject to the approval of the board, appoint any other sub-committee as deemed necessary for the internal administration of club affairs. Each of these sub-committees will be designated to fall within one of the standing committees of Section 1.

SECTION 3. One member of the board of directors shall be appointed by the president to serve on each standing committee. It shall be his/her responsibility to observe the committee's activities, including any established sub-committees, and to report those activities to the full board of directors.

SECTION 4. The president shall be ex officio a member of all committees and subcommittees and, as such, shall have all the privileges of the membership thereon. SECTION 5. Each committee and sub-committee shall transact such business as is delegated to it in the by-laws 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 to the board and approved by the board.

ARTICLE VIII: DUTIES OF COMMITTEES

SECTION 1: COMMUNITY SERVICE COMMITTEE. This committee shall devise and carry into effect plans which will guide and assist the members of the club in discharging their responsibilities in their community relationships. The chairman of this committee shall be responsible for the community service activities of the club and shall supervise and coordinate the work of any sub-committees that may be appointed on particular phases of community service.

SECTION 2: INTERNATIONAL SERVICE COMMITTEE. This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in matters relating to international service. The chairman of this committee shall be responsible for the international service activities of the club and shall supervise and coordinate the work of any subcommittees that may be appointed on particular phases of international service.

SECTION 3: VOCATIONAL SERVICE COMMITTEE: This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in their vocational relationships and in improving the general standards of practice in their respective vocations. The chairman of this committee shall be responsible for the vocational service activities of the club and shall supervise and coordinate the work of any sub-committees that may be appointed on particular phases of vocational service.

SECTION 4: CLUB SERVICE COMMITTEE. This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in their club relationships. The chairman of this committee shall be responsible for the club service activities of the club and shall supervise and coordinate the work of any sub-committees that may be appointed on particular phases of club service.

SECTION 5: YOUTH SERVICE COMMITTEE. This committee shall devise and carry into effect plans which will guide and assist the members of the club in discharging their responsibilities in the various areas of youth services which the club may involve itself. These areas may include, but are not limited by, Student of the Month, Rotaract, Interact, Rotary Youth Exchange, and Rotary Youth Leadership Awards. The chairman of this committee shall be responsible for the youth service activities of the club and shall supervise and coordinate the work of any sub-committees that may be appointed on particular phases of youth service. All members of this committee shall agree to undergo a background check for the purpose of youth protection with the results being held solely by the current club president or a designated board member.

ARTICLE IX: LEAVE OF ABSENCE

Upon written application to the board, setting forth good and sufficient cause, leave of absence may be granted excusing a member from attending the meetings of the club for a specified length of time.

(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 said person attends a regular meeting of some other club, the excused member must be recorded as absent except that absence authorized under the provision of Article IX, Section 5 of the standard club constitution is not computed in the attendance record of the club.)

ARTICLE X: FINANCES

SECTION 1. The treasurer shall deposit all funds of the club in some bank to be named by the board. There shall be a minimum of four approved signers from the board on each bank account.

SECTION 2. All bills above \$500 shall be paid only after acceptance by the board, by checks signed by at least two board members. A thorough audit by a qualified

person shall be made of all the club's financial transactions upon request by the board.

SECTION 3. The fiscal year of this club shall extend from July 1st to June 30th. The payment of per capita dues and magazine subscriptions to Rotary International shall be made on July 1st and January 1st of each year in accordance with membership data maintained by Rotary International.

(NOTE: Magazine subscriptions for members joining during a semi-annual period are payable upon invoice from the secretary.)

SECTION 4. At the beginning of each fiscal year the board shall prepare or cause to be prepared a budget of estimated income and estimated expenditures for the year, which, having been agreed to by the board, shall stand as the limit of expenditures for the respective purposes unless otherwise ordered by action of the board.

SECTION 5. The treasurer shall maintain separate accounting for club operations, including operating expenses and fellowship activities, from charitable & civic (including service projects) contributions.

ARTICLE XI: METHOD OF ELECTING MEMBERS

SECTION 1: A member shall provide a candidate's name to the Board. A transferring or former member of another club may also be proposed for membership by the former club. The proposal is kept confidential unless the Board instructs otherwise.

SECTION 2: The Board shall ensure that the candidate meets all of Rotary's membership requirements.

SECTION 3: The Board shall approve or reject the candidate's membership within 30 days and shall notify the proposer of its decision.

SECTION 4: If the decision of the Board is favorable, the prospective member is invited to join the club, educated about Rotary and membership requirements, and asked to sign the membership proposal form and to allow his or her name and proposed classification to be conveyed to the club.

SECTION 5: If no member of the club submits a written objection including reasons for the objection, to the Board within seven days after the club is notified of the prospective member, that person, upon payment of the new member fee, is considered to be elected to membership. If an objection has been filed with the Board, the club shall vote on this matter at its next meeting. If approved despite the objection, the proposed member is elected to membership after new member fee payment.

SECTION 6: HONORARY MEMBERS. The name of a proposed candidate for honorary membership 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. The board may at its discretion waive any of the steps as set forth in Section 1 of this Article and proceed to ballot on the proposed member.

ARTICLE XII: RESOLUTIONS

No resolution or motion to commit this club on any matter shall be considered by the club until it has been considered by the board. Such resolutions or motions, if offered at a club meeting, shall be referred to the board without discussion.

ARTICLE XIII: ORDER OF BUSINESS

Meeting called to order.

Introduction of visiting Rotarians and guests

Correspondence and announcements

Committee Reports, if any

Any unfinished business

Any new business

Address or another program feature

Adjournment

ARTICLE XIV: AMENDMENTS

These by-laws 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 or emailed to each member at least ten 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 by-laws of Rotary International and the Rotary Code of Policies.

AMENDMENT 1: (As of August 2009 by Board approval) The scholarship being awarded to a Deer Park student by the Deer Park Rotary Club will be known as "Deer Park Rotary Dave Franklin Scholarship".

AMENDMENT 2 (As of September 21, 2023, by Board approval):

ARTICLE III: DUTIES OF THE BOARD

SECTION 8: MEMBERSHIP CHAIR: The membership chair shall lead all efforts to recruit perspective members and prepare the recommendation of perspective members to the club.