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BYLAWS OF THE ROTARY CLUB OF  
Galesburg Sunrise

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**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: A majority of the club's active membership.
  5. RI: Rotary International.
  6. Year: The 12-month period that begins on 1 July.
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**Article 2 Board**

The governing body of this club is the Board consisting at a minimum of the president, immediate past president, president-elect (vice president), secretary, treasurer, and webmaster.

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**Article 3 Elections and Terms of Office**

**Section 1** – One month prior to elections, members may nominate candidates for president, vice president, secretary, treasurer, webmaster, and any open director positions. The nominations may be presented by a nominating committee, by members from the floor, or both.

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

**Section 3** – A vacancy on the Board or any office shall be filled by the remaining members of the Board.

**Section 4** – A vacancy of any officer-elect position or director-elect position will be filled by the remaining members of the Board-elect.

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

President – 1 year

Vice President – 1 year (also serves as President-elect)

Past President – 1 year

Treasurer – 1 year

Secretary – 1 year

Sergeant-at-arms – appointed weekly

Webmaster – indefinite term

**Section 6** – The President-elect and Immediate Past President shall serve as a nominating committee for the coming Rotary year's officers.

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**Article 4 Duties of the Board**

**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/Vice president*. The president-elect 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*. The secretary shall keep membership and attendance records, report monthly attendance and service hours on DACDB, run the weekly 50-50 raffle, and record the Board minutes.

**Section 6** – *Treasurer*. The treasurer shall oversee all funds and provide annual account of these funds.

**Section 7 – Webmaster.** The webmaster shall produce the monthly club bulletin and post items regarding the weekly meetings and service projects on the club website.

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

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### Article 5 Meetings

**Section 1 – Annual Meeting.** An annual meeting of this club shall be held no later than 31 December to elect the officers and directors who will serve for the next Rotary year.

**Section 2 –** The regular weekly meetings of this club are held on Tuesday at 7 a.m. Reasonable notice of any change or cancellation of the regular meeting shall be given to all club members.

**Section 3 –** Board meetings are held each month. Special meetings of the Board are called with reasonable notice by the president or upon the request of two directors.

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### Article 6 Fees and Dues

**Section 1 –** The admission fee shall be \$0.

**Section 2 –** Membership dues shall consist of RI per capita dues, subscription fees to *The Rotarian*, district per capita dues, club annual dues, and any other Rotary or district per capita assessment. Membership dues shall be payable in accordance with the policies of the club as established by the Board. Payment of dues shall be made by members according to the following schedule, which is subject to annual updates:

#### Minimum Payment Schedule

Item	Annual	Q1	Q2	Q3	Q4
Breakfast	--	--	--	--	--
Rotary Foundation	\$25	\$25	--	--	--
Dues	\$180	\$45	\$45	\$45	\$45
<b>Total</b>	<b>\$205</b>	<b>\$70</b>	<b>\$45</b>	<b>\$45</b>	<b>\$45</b>
<i>Fundraising</i>	<i>\$200</i>	<i>\$200</i>	--	--	--

#### Optional Payment Schedule

Item	Annual	Q1	Q2	Q3	Q4
Breakfast	\$384	\$96	\$96	\$96	\$96
Rotary Foundation	\$100	\$25	\$25	\$25	\$25
Dues	\$180	\$45	\$45	\$45	\$45
<b>Total</b>	<b>\$664</b>	<b>\$166</b>	<b>\$166</b>	<b>\$166</b>	<b>\$166</b>
<i>Fundraising</i>	<i>\$200</i>	<i>\$200</i>	--	--	--

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### 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, which is conducted by ballot if requested by any member. The Board may provide a ballot for a vote on a specific resolution.

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### Article 8 Committees

**Section 1 –** Club committees coordinate their efforts in order to achieve the club's annual and long-range goals. The club committees shall be as follows:

- Club Administration
- Fundraising
- International Service
- Membership
- Public Relations

- Rotary Foundation
- Scholarship
- Club Service Projects
- Social Events

**Section 2** – Additional committees may be appointed as needed.

**Section 3** – The president shall be *ex officio* a member of all committees, and, as such, shall have all the privileges of membership.

**Section 4** – Except where special authority is given by the Board, committees shall not take action until a report has been made to and approved by the Board. The president or the Board shall refer additional business to a specific committee as needed.

**Section 5** – 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.

**Section 6** – Club committee responsibilities

- **Club Administration:** The Club Administration committee's role is to conduct activities associated with effective club operation. It is only through efficient club operations that a Rotary club can provide service to its community, retain members, and develop leaders for the club, district, and Rotary International. Its responsibilities include:
  - Develop committee goals to achieve the club's annual goals.
  - Organize weekly and special programs.
  - Produce the club bulletin and maintain the club Web site.
  - Help the club secretary track club attendance.
  - Promote fellowship among club members.
  - Conduct any other activities associated with effective club operation.
- **Fundraising:** The Fundraising committee shall plan and carry out activities to raise funds supporting the club's charitable activities.
- **International Service:** The International Service Committee shall be responsible for:
  - Developing committee goals to achieve international service project goals and Club Foundation goals for the coming year.
  - Planning and conducting international charitable projects on behalf of the Club that include needs assessments and evaluation of their effectiveness, working with other Rotary clubs, organizations, volunteers, and committee members to maximize the impact of the Club's international projects.
  - Work with the district to identify outbound exchange students and coordinate the hosting of inbound exchange students.
- **Membership:** The role of the membership committee is to develop and implement an action plan for membership development. This may include plans to
  - Develop committee goals to achieve club membership goals for the coming year.
  - Conduct club assessments to determine strengths and weaknesses.
  - Work with the public relations committee to create a positive club image that is attractive to prospective and current members alike.
  - Develop programs to educate and train new and current club members.
  - Sponsor newly organized clubs in your district, if applicable.
- **Public Relations:** The role of the club public relations committee is to develop and execute a plan to tell the public about Rotary and promote the club's service projects and activities. Having strong public relations ensures that communities around the world know that Rotary is a credible organization that meets real needs. Activities may include
  - Develop committee goals to achieve the club's public relations goals for the coming year.

- Become familiar with RI public relations resources.
- Create awareness of club activities and projects among club members, media, and the community.
- Understand the components of public relations that will help you promote Rotary to the community.
- Know Rotary’s key messages and be able to use them when speaking in public.
- Work with the club membership committee to support their recruitment efforts.
- Rotary Foundation: Responsibilities of the Club Rotary Foundation Committee include:
  - Develop committee goals to achieve club Foundation goals for the coming year.
  - Educate and train club members about the Foundation.
  - Encourage and facilitate participation in Foundation programs.
  - Ensure that your club and its members contribute to The Rotary Foundation.
- Scholarship Committee: The scholarship committee will work with administrators at Knox College, Carl Sandburg College, and Galesburg High School to determine appropriate recipients of Sunrise Rotary annual college scholarship awards.
- Club Service Projects: The service projects committee develops and implements educational, humanitarian, and vocational service projects that help your community and communities in other countries. Its responsibilities include:
  - Achieving club service project goals for the coming year
  - Conducting a needs assessment of the community and the club
  - Planning service projects using club, district, and RI resources and ensuring that promotion is planned
  - Implementing service projects and involving all club members
  - Evaluating all service projects and using the findings to strengthen future service projects
- Social Events: The Social Events committee shall plan and coordinate quarterly social events to take place in June, September, December, and February.

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## **Article 9 Finances**

**Section 1** – Prior to each fiscal year, the Board shall prepare an annual budget of estimated income and expenditures.

**Section 2** – The treasurer shall deposit club funds in financial institution(s) designated by the Board.

**Section 3** – Bills are paid by the treasurer or another authorized officer when approved by two other officers or directors.

**Section 4** – A thorough annual review of all financial transactions shall be completed by a qualified person.

**Section 5** – An annual financial statement of the club shall be provided to club members.

**Section 6** – The fiscal year is from 1 July to 30 June.

**Section 7** – Club Donations

- Donation Guidelines
  - The amount of a donation should be consistent with a desire for our funds to do good broadly in the community.
  - Ideally, donations should support programs consistent with Rotary's areas of focus.
  - Donations can provide sponsorship of events by other organizations doing good in the community.
  - Whenever possible, the club should look to co-sponsor projects with other service clubs to maximize impact.
- Donation Plan

- The new Executive Committee will set up a draft Donation Plan using prior year plan in July
  - Donation Plan is reviewed and approved by the Executive Committee
  - The approved Donation Plan is presented to club at the next club assembly (after approval)
  - New donations (not in Donation Plan)
    - New donation(s) are presented to the Executive Committee for consideration
    - Approved donations are added to the Donation Plan and communicated to the club
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#### **Article 10 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 by 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 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.

**Section 6** – The club may elect honorary members proposed by the Board.

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#### **Article 11 Resolutions**

Any resolutions or motions to commit the club to any position or action shall first be reviewed and approved by the Board. If resolutions or motions are first offered at a club meeting, they shall be sent to the Board without discussion.

#### **Article 12 Amendments**

These Bylaws may be amended at any regular club meeting. Changing the club bylaws requires that written notice be sent to each member 10 days before the meeting, that a quorum be present for the vote, and that 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.