

## Bylaws of the Rotary Club of Plattsburgh Sunrise

### Article 1 Definitions

1. Board: The club's board of directors
  2. Director: A member of the club's board of directors
  3. Member: A member of the club, other than an honorary member
  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 12-month period that begins on 1 July
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### Article 2 Board

The governing body of this club is its board of directors, consisting of the president, immediate past president, president-elect, president-nominee, two members at large, secretary, treasurer and sergeant-at-arms.

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### Article 3 Elections and Terms of Office

Section 1 — A Nominating Committee comprised of at least three members in good standing of the Club who are past presidents shall present a slate of officers at a regular meeting one month prior to the meeting of election of officers (President, President-Elect, President-Nominee, Secretary, Treasurer, Sergeant-at-Arms, and two Board Members-at-Large). At that time, the Nominating Committee shall call for additional nominations for candidates for the board of directors. Any number of nominations may be made by the members from the floor. These nominations shall be placed upon a slate and voted for at the annual meeting to be held in December.

Section 2 — If any officer or board member vacates his or her position, the remaining members of the board will appoint a replacement.

Section 3 — The candidate who receives a majority of the votes for each office is declared elected to that office.

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 terms of office for each role are:

- President — one year
  - President-elect — one year
  - President-nominee — one year
  - Member at large (2) — one year
  - Treasurer — one year
  - Secretary — one year
  - Sergeant-at-arms — one year
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#### **Article 4 Duties of the Officers**

Section 1 — The president presides at club and board meetings.

Section 2 — The immediate past president serves as a director on the club board.

Section 3 — The president-elect prepares for his or her year in office and serves as a director.

Section 4 — The president-nominee prepares for his or her year in office and serves as a director.

Section 5 — A member-at-large attends club and board meetings.

Section 6 — The secretary keeps membership and attendance records.

Section 7 — The treasurer oversees all funds and provides an annual accounting of them.

Section 8 — The sergeant-at-arms maintains order in club meetings.

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#### **Article 5 Meetings**

Section 1 — An annual meeting of this club is 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 shall be held on Tuesdays at 7:30 a.m. Due notice of any change in or canceling of the regular meeting shall be given to all members of the club.

Section 3 — Regular meetings of the board shall be held on the first Thursday of each month. Special meetings of the board shall be called by the president whenever deemed necessary, or upon the request of two (2) members of the board, due notice having been given.

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#### **Article 6 Dues**

Annual club dues are \$135. They are paid annually or semi-annually. *Club* dues include RI per capita dues, a subscription to The Rotarian or a Rotary regional magazine, district per capita dues, club fees, and any other Rotary or district per capita assessment.

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

The business of this club is conducted by voice vote or a show of hands except in the election of officers and directors, which is conducted by ballot. The board may also provide a ballot for a vote on some resolutions.

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#### **Article 8 Committees**

Section 1 — Club committees coordinate their efforts to achieve the club's annual and long-term goals. Each club should have the committees listed in article 13, section 7, of the Standard Rotary Club Constitution.

Section 2 — The president is an ex officio member of all committees and, as such, has all the privileges of membership.

Section 3 — Each committee's chair is responsible for the regular meetings and activities of the committee, supervises and coordinates its work, and reports to the board on all committee activities.

Section 4 — Each committee shall transact its businesses 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.

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#### **Article 9 Finances**

Section 1 — Before each fiscal year starts, the board prepares an annual budget of estimated income and expenditures.

Section 2 — The treasurer deposits club funds in a financial institution or institutions designated by the board, divided into two accounts: one for club operations and one for service projects.

Section 3 — Bills are paid by the treasurer or another authorized officer and approved by two other officers or directors.

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.

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

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#### **Article 10 Method of Electing Members**

Section 1 — A member proposes a candidate for membership to the board, or another club proposes one of its transferring or former members.

Section 2 — The board approves or rejects the candidate's membership within 30 days and notifies the proposing member of its decision.

Section 3 — If the board approves the candidate's membership, the prospective member is invited to join the club

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#### **Article 11 Amendments**

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

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