

Plattsburgh Sunrise Rotary By-Laws

Article 1

Election of Directors and Officers

Section 1 – A Nominating Committee comprised of at least three members in good standing of the Club shall present a slate of officers at a regular meeting one month prior to the meeting of election of officers (President, President-Elect, Vice President, 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 – In the event of a vacancy in the board of directors or any office, the Nominating Committee shall make recommendations to the *remaining members of the board* for their action.

Section 3 – In the event of a vacancy in the positions of any of the officers-elect or directors-elect, the Nominating Committee shall make recommendations to the *remaining members of the board* for their action.

Article 2

Board of Directors

Section 1 – The governing body of this club shall be the board of directors, elected in accordance with Article 1, Section 1, of these by-laws.

Article 3

Duties of Officers

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 serve as a member of the board of directors of the club, to preside at meetings of the club and board in the absence of the president, and to perform such other duties as may be prescribed by the president or the board.

Section 3 – Vice President: It shall be the duty of the vice president to perform such duties as ordinarily pertain to the office.

Section 4 – Secretary: It shall be the duty of the secretary to keep the records of membership; record the attendance at meetings; send out notices of meetings of the club, board, and committees; record and preserve any minutes of such meetings; make the required reports to Rotary International in a timely fashion including membership, changes in membership, and attendance; collect and remit to Rotary International subscriptions to *The Rotarian*; and perform such other duties as usually pertain to the office.

Section 5 – Treasurer: It shall be the duty of the treasurer to have custody of all funds, accounting for same to the club annually, and at any other time upon demand by the board and to perform such other duties as pertain to the office. Upon retirement from office the treasurer shall turn over to his/her successor or to the president all funds, books of accounts or any other club property in his/her possession.

Section 6 – Sergeant-at-Arms: The duties of the sergeant-at-arms shall be such as are usually prescribed for the office and such other duties as may be prescribed by the president of the board.

Section 7 – Two members-at-large shall be elected to serve on the board of directors to act as a voting member of the board with full authority and responsibility to develop policies, procedures and regulations for the operation of the organization.

Section 8 – Immediate Past President: It shall be the duty of the immediate past president to perform such duties as ordinarily pertain to the office.

Article 4

Meetings

Section 1 – An annual meeting for the election of officers of this club shall be held not later than the thirty-first day of December each year as provided in the by-laws of this club.

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. All members, except an honorary member (or members excused by the board of directors) of this club 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 any other Rotary club or by meeting the requirements of on-line attendance.

Section 3 – *One-third* of the membership present 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 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.

Section 5 – A majority of the board members present shall constitute a quorum of the board.

Article 5

Fees and Dues

Section 1 – The admission fee shall be determined by the board of directors and must be paid before the applicant can qualify as a member in good standing.

Section 2 – The membership dues shall be determined by the board of directors annually or semiannually. A portion of the payment shall be applied to each member's subscription to THE ROTARIAN Magazine.

Article 6

Methods of Voting

The business of this club shall be transacted by voice, hand or electronic vote, as determined by the President.

Article 7

Four Avenues of Service

The four Avenues of Service are the Philosophical and practical framework for the work of this Rotary club. They are: Club Service, Vocational Service, Community Service, and International Service. This club will be active in each of the four Avenues of Service.

Article 8

Committees

Club committees are charged with carrying out the annual and long-range goals of the club based on the four 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 continuity. 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.

Nominating

This committee should present a slate of officers for election at the annual meeting, shall solicit additional nominations at the annual meeting, and shall make recommendations to the board of directors should vacancies occur on the board.

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 its 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.

Additional ad hoc committees may be appointed as needed.

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

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.

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 to appropriate Rotary International materials. The service projects committee will consider the Avenues of Vocational Service, Community Service, and International 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 10

Leave of Absence

Upon 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 provided dues are paid in full.

Article 11

Finances

Section 1 – The treasurer shall deposit all funds of the club in some bank to be named by the board.

Section 2 – All bills shall be paid only by checks signed by the treasurer or other authorized individuals as approved by the board. A thorough audit may be made once each year of all club's financial transactions.

Section 3 – The fiscal year of this club shall extend from July 1 to June 30 for the collection of members' dues. The payment of per capita dues and magazine subscriptions to Rotary International shall be made on July 1 and January 1 of each year on the basis of membership of the club on those dates.

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, that having been agreed to by the board, shall stand as the limit of expenditures for the respective purposes unless otherwise ordered by the action of the board.

Article 12

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 after the proposed member has attended three club meetings as a guest. A transferring or former member of another club may be proposed to active membership by the former club.

Section 2 – The board shall ensure that the proposal meets all of the classification and membership requirements of the standard Rotary club constitution.

Section 3 – The board shall approve or disapprove the proposal for membership within 30 days of its submission and shall notify the sponsoring member, through the club secretary, of its decision.

Section 4 – If the decision of the board is favorable, the prospective member shall be informed of the purposes of Rotary and of the privileges and responsibilities of membership and shall be inducted as a member of the club.

Section 5 – Following induction, the president or secretary will report the new member information to Rotary International and the president will assign a member to assist with the new member's assimilation to the club as well as assign the new member to a club committee, project, or function.

Section 6 – The club may elect, in accordance with the standard Rotary club constitution, honorary members proposed by the board.

Article 13

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 14

Order of Business

- Meeting called to order.
- Introduction of guests and visiting Rotarians.
- Correspondence and announcements.

- Committee reports.
- Any unfinished business.
- Any new business.
- Address or other program feature.
- Adjournment.

Article 15

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 ten (10) days before such meeting. No amendment or addition to these by-laws can be made that is not in harmony with the club constitution and with the Constitution and By-laws of Rotary International.