

These by-laws, representing the inclusion and updating from the original by-laws dated 1994, replaces the original document. References in this document to “the club” are specific to the Menomonie Sunrise Rotary Club.

ARTICLE 1. ELECTION OF OFFICERS AND DIRECTORS

Section 1 – The Board of Directors shall consist of

- A. The Executive Committee comprised of the five club officers: President, Past-President, President-Elect, Secretary, and Treasurer
- B. The five Committee Chairpersons of the five Rotary Avenues of Service: Club Service, Community Service, International Service, Youth Service, and Vocational Service
- C. The Youth Protection Officer
- D. The Executive Secretary

Section 2 - Nominations and Elections.

- A. At a regular club meeting in November, at least two weeks before the annual election meeting, the presiding officer shall ask for nominations by members of the club for President-Elect, Secretary, and Treasurer, and Committee Chairpersons.
- B. The annual meeting for the election of officer shall not be held later than December 31.
- C. The nominations may be presented by a nominating committee and/or by members from the floor. The nominations duly made, if more than one, shall be placed on a ballot in alphabetical order under each office and shall be voted for at the annual meeting. The candidates receiving a majority of the votes shall be declared elected to their respective offices. The officers elected in such balloting shall serve as a member of the Board of Directors commencing on the first day of July next following the election, and shall assume office on the first day of July.
- D. If no more than one person is nominated for and/or accepts any position, no election needs to be held and the nominee is considered elected to that position.
- E. Committee Chairpersons are elected for two year terms.
- F. The President-Elect serves as President following the term of the current President.

Section 3 – Vacancies. A vacancy in the Board of Directors or any office shall be filled by action of the remaining members of the Board.

Section 4 – Appointments. The Youth Protection Officer is appointed by the Board in December of the prior year. The Executive Secretary is appointed by the President.

ARTICLE II. DUTIES of OFFICERS

Section 1 – President. It shall be the duty of the President to preside at meetings of the club and Board of Directors, and to perform such other duties as ordinarily pertains to this office. The President is a member of the Board’s Executive Committee. The President submits an annual budget to the Board of Director.

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 and the Board’s Executive Committee, and to perform such other duties as may be prescribed by the President or Board of Directors. The President-Elect will attend PETS; chair the Membership Subcommittee and take responsibility for the recruitment, retention, and orientation program following the orientation policy of the club; and preside over meetings of the club in the absence of the President. The President-elect submits a proposed budget for the forthcoming year to the Board of Directors no later than June 1.

Section 3 – Past-President. It shall be the duty of the Past-President to preside at meetings of the club and the Board of Directors in the absence of the President and the President-Elect; to serve as a member of the Board of Directors and the Board’s Executive Committee; and to perform other duties as requested by the President or Board of Directors.

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 meeting of the club and committees; record and preserve the minutes of such meetings; provide the monthly report of attendance of the club to the District Governor within 15 days following the last meeting of the month; and perform other duties as usually pertain to the office of Secretary. The Secretary serves as a member of the Board of Directors and the Board’s Executive Committee.

Section 5 – Treasurer. It shall be the duty of the Treasurer to have custody of all funds, accounting for same to the club at meetings, and to perform such duties as pertain to the office. The Treasurer invoices members four

times a year for dues; pays for all the meals; pays for all club invoices authorized; makes the required reports to Rotary International, which shall include per capita dues for all members and prorated dues for active members who have been elected to membership in the club; reports changes in membership; and collects and remits RI official magazine subscriptions. The Treasurer serves as a member of the Board of Directors and the Board's Executive Committee. The Treasurer provides financial reports to the Board of Directors at least seven days prior the scheduled Board meetings. The Treasurer also provides other reports and records as requested by the Board of Directors and Auditing Committee. Upon the treasurer's retirement from office, all funds, books of accounts, and Rotary property shall be turned over to the new Treasurer or club President.

Section 6 – Executive Secretary. It shall be the duty of the Executive Secretary to serve as the primary administrative liaison between the Menomonie Sunrise Rotary Club and Rotary International; and to receive all RI communications and functions as a contact point with Rotary International if needed.

Section 7 – Youth Protection Officer. It shall be the duty of the Youth Protection Officer to ensure background checks have been completed on all club members working individually with children participating in Rotary programs.

ARTICLE III. MEETINGS

Section 1 – Annual meeting. An annual meeting of this club shall be in the month of December each year, for the purpose of electing officers and committee chairpersons.

Section 2 – Club Meetings. The regular weekly meetings of this club shall be held on Thursday at 6:45 am. Cancellation or changes shall be given to all members of the club by phone or e-mail, or by announcement at two previous meetings.

All members excepting an honorary member or excused member in good standing in this club, on the day of the regular meeting, must be counted as present or absent.

Section 3 – Quorum. One-half of the membership shall constitute a quorum at the annual and regular meetings of this club. One-half of the membership of the Board shall constitute a quorum at Board of Directors meetings.

Section 4 – Board of Directors Meetings. Regular meetings shall be held in even numbered months at a time selected by the President, with input from the members of the Board of Directors. Special meetings of the Board of Directors shall be called by the President, whenever deemed necessary, or upon the request of two members of the Board of Directors, due notice having been given.

ARTICLE IV. FEES AND DUES

Section 1 – Dues. The Board of Directors shall set the amount of membership dues each year, after being informed of the year's RI and District 6250 dues.

ARTICLE V. METHOD OF VOTING

The business of this club shall be transacted by voice vote or email, with the exception of election of officers which shall be by ballot or email. If only one candidate is nominated, no vote is needed.

ARTICLE VI. COMMITTEES

Club committees are charged with carrying out the annual and long-range strategic goals of the club. The President-Elect, President, and Past-President should work together to ensure continuity of leadership and succession planning. When feasible, committee members should overlap from year to year to provide consistency. It is recommended that the committee chair, when elected, has previous experience as a member of the committee and will serve no more than two consecutive two-year terms.

Section 1 – Committees.

- A. Committee Chairpersons are elected as follows:
 - 1) Club Service and Vocational Service chairpersons begin their service in odd years
 - 2) International, Community, and Youth Service chairpersons begin their service in even years
- B. The President shall, subject to the approval of the Board of Directors, appoint members to the following standing committees
 - 1) Club Service
 - 2) Vocational Service
 - 3) Community Service
 - 4) International Service
 - 5) Youth Service
- C. The President shall, subject to the recommendation of the committee chair and approval of the Board of Directors, also appoint such committees or particular phases of these committees (called

subcommittees) as deemed necessary, or ad hoc committee(s) such as relates to fundraisers, officer nomination, or so forth.

Section 2 – Ex-Officio. The President shall be ex-officio member of all committees, and, as such, shall have all the privileges of membership thereon.

Section 3 – Committee Activities. Each committee shall transact such business as is delegated to it in the bylaws, policies, and such business as may be referred to it by the President or the Board of Directors.

Section 4 – Club Service Committee

A. The chairperson shall be responsible for all Club Service activities and shall supervise and coordinate the work of all sub-committees appointed on particular tasks of Club Service

B. As a sub-committee of membership, the President-elect or designee oversees and coordinates the work of membership recruitment and retention, including orientation.

Section 5 – Community Service Committee.

A. The chairperson shall be responsible for all Community Service activities and shall supervise and coordinate the activities of all sub-committees appointed on particular Committee tasks.

Section 6 – Vocational Service Committee.

A. The chairperson shall be responsible for all Vocational Service activities and shall supervise and coordinate the activities of all sub-committees appointed on particular Committee tasks.

Section 7 – International Service Committee.

A. The chairperson shall be responsible for all International Service activities and shall supervise and coordinate the activities of all sub-committees appointed on particular Committee tasks.

Section 8 – Youth Service Committee.

A. The chairperson shall be responsible for all Youth Service activities and shall supervise and coordinate the activities of all sub-committees appointed on particular Committee tasks.

B. The Youth Protection Officer will be a member of the Youth Service Committee

Section 9 – Executive Committee.

A. The Executive Committee may meet between regular meetings of the Board of Directors if necessary to address time-sensitive issues.

Section 10 – Nominating Committee.

A. The Nominating Committee will consist of the Past-President, the current President, and one member-at-large appointed by the President no later than October 1

B. The Nominating Committee will submit name(s) of candidates for offices and committee chairs per page one, Section 1.

Section 11 – Duties of the Committees.

A. Additional ad hoc committees may be appointed by the President as needed.

B. Each committee shall transact its business as is delegated by these bylaws and such additional business as may be referred to it by the President or the Board of Directors. Except where special authority is given by the Board of Directors, such committees shall not take action until a report has been made and approved by the Board of Directors.

C. Each Committee 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 of Directors and membership at club assemblies on all committee activities.

D. 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 appropriate RI materials and the Avenues of Service when developing plans for the year.

E. Each committee shall have clearly defined goals and action plans established for the beginning of each year for implementation during the course of the year. Each committee chair is responsible to work with the President to create and submit the committee goals by the end of July to the club membership.

ARTICLE VII. FINANCES

Section 1 – Budget. Prior to the beginning of each fiscal year, the Board of Directors shall approve a budget of estimated income and expenditures for the year, which shall stand as the limit of expenditure unless otherwise ordered by action of the Board of Directors.

Section 2 – Bank. The Treasurer shall deposit all club funds in a bank approved by the Board of Directors.

Section 3 – Invoices. The Treasurer or other authorized officer shall pay all club bills, as authorized by the Board of Directors.

Section 4 – Review of Books. A thorough review of all financial transactions from the previous fiscal year shall be made once each year before August 30 by three club members appointed by the club President.

Section 5 – Fiscal Year. The fiscal year of this club shall extend from July 1 to June 30.

Section 6 – Dues. The payment of per capita dues and RI official magazine subscriptions shall be made on July 1 and January 1 of each year on the basis of membership of the club on those dates.

ARTICLE VIII. METHOD OF ACCEPTING NEW MEMBERS

Section 1 – Sponsor. The name of a prospective member, proposed by an active member of the club, shall be submitted to the President-Elect. A transferring or former member of another club may be proposed to active membership by the former club.

Section 2 – Application. The prospective member shall be informed of the purposes of Rotary, and of the privileges and responsibilities of membership, and is encouraged to attend three club meetings to ascertain his/her fit with the club, at which point the prospective member shall be asked to sign the application form and permit his or her name to be brought to the membership.

Section 3 – Objections. If there is no written objection to the applicant's membership from any member of the Menomonie Sunrise Rotary Club within 7 days of announcement to the club, the applicant shall be considered to be accepted to membership. If any such objection has been filed with the Board of Directors, the Board shall vote on this matter at its next meeting. If the application is approved despite the objection, the proposed member shall be considered to be accepted to membership.

Section 4 – New Member. Following the approval of the Board, the President-Elect shall arrange for the new member's induction, membership card, and new member Rotary orientation.

Section 5 – Orientation. Orientation will follow procedure(s) as established by Policy.

Section 6 – Honorary Members. The club may elect honorary member(s) as proposed by the Board of Directors.

ARTICLE IX. RESOLUTIONS

The club shall not consider any resolution or motion to commit the club on any matter until the Board of Directors has considered it.

ARTICLE X. ORDER OF BUSINESS

Section 1 – Suggested order of meetings, per Rotary International website:

- Meeting called to order
- Introduction of visitors
- Correspondence, announcements
- District and Rotary International information
- Committee reports, if any
- Unfinished Business
- New business
- Address or other program features
- Adjournment

ARTICLE XI. 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 provided to each member at least one week before such meeting. No amendment or addition to these bylaws can be made which is not in harmony with the standard Rotary club constitution and with the constitution and bylaws of Rotary International.

By-laws were written/ amended in: 1994

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