

Bylaws of the Lewis River Rotary Club

Article I Election of 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 vice-president, secretary, and treasurer. The nominating committee is responsible for establishing the ballot to be presented to the club membership for voting. The Nominating Committee consists of the Immediate Past President as the presiding officer and all club Past Presidents as the committee. 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 vice-president, secretary, and treasurer receiving a majority of votes shall be declared elected to their respective offices. The vice-president elected in such balloting shall serve as a member of the board as vice-president for the year commencing on the first day of July next following the election, and shall assume office as president-elect on the first day of July immediately following the year of service on the board as vice-president, then shall assume office as president on the first day of July immediately following the year of service as president-elect.

Section 2 - The officers, so elected, together with the immediate past president, directors for the five avenues of service, membership and public relations shall constitute the board of directors. The incoming president is responsible for assigning the sergeant-at-arms as well as the directors for the five avenues of service, membership and public relations.

Section 3 - A vacancy in the board of directors or any office shall be filled by action of the remaining members of the board.

Section 4 - The term of service for secretary and treasurer shall be a minimum of two years. The term of service for director shall be a minimum of two years. It is recommended in these cases that the terms be staggered if possible to best ensure continuity between the secretary, treasurer, and directors.

Term Initiations – Even Year

Treasurer
Club
International

Term Initiations – Odd Year

Secretary
Community
New Generation/Youth
Vocational

Article II Board of Directors

The governing body of this club shall be the board of directors consisting of thirteen members of this club, namely the president, vice-president, president-elect, secretary, treasurer, and the immediate past president elected in accordance with Article I, Section 1, of these bylaws, also to include the directors of membership, public relations, and the directors for the five avenues of service as assigned in accordance with Article 1, Section 2, of these Bylaws.

Article III 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 of president.

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 to perform such other duties as may be prescribed by the president or the board. It is also the duty of the president-elect to act as the program chairperson responsible for the assignment and scheduling of all weekly meeting programs from July through December of the president-elect's year. It is also 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 of president in his/her absence.

Section 3 - *Vice-President*. It shall be the duty of the vice-president to serve as a member of the board of directors of the club and to perform such other duties as may be prescribed by the president or the board. It is also the duty of the vice-president to act as the program chairperson from January through June of the vice-president's year. It is also the duty of the vice-president to preside at meetings of the club and board in the absence of both the president and president-elect, and to perform such other duties as ordinarily pertain to the office of president in their absence.

Section 4 - *Secretary*. It shall be the duty of the secretary to keep the records of membership, record the attendance at meetings, and send out notices of meetings of the club, board and committees. The secretary shall record and preserve minutes of board meetings and make those minutes available to the membership within 60 days. The secretary shall make the required membership updates on the Rotary International website. The monthly report of attendance at club meetings shall be submitted on the District 5100 database within 15 days of the last meeting of the month. The secretary shall perform such other duties as usually pertain to the office of secretary.

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 of treasurer. The treasurer shall submit annual dues to Rotary International and 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.

Article IV Sergeant-at-Arms

Sergeant-at-Arms. The duties of the sergeant-at-arms shall be such as are usually prescribed for such office and such other duties as may be prescribed by the president or the board. It is also the duty of the sergeant-at-arms to provide setup and breakdown at all regular and special meetings. It is also the duty of the sergeant-at-arms to maintain general order and a respectful atmosphere for our members and guests at all meetings. The sergeant-at-arms is not a member of the board of directors.

Article V Meetings

Section 1 - Annual Meeting. An annual meeting of this club shall be held on the second Tuesday of December in each year, at which time the election of officers to serve for the ensuing year shall take place, in accordance with the Rotary International standard club constitution which provides that an annual meeting for the election of officers shall be held no later than December 31st.

Section 2 - The regular weekly meetings of this club shall be held on Tuesdays. On the first Tuesday of the month the meeting will be an evening social at a location to be determined by the Club Service Committee. The remaining meetings will be held from 7:00-8:00 a.m. Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club. Meetings will be cancelled for inclement weather if the Battle Ground School District cancels school for the entire district. If the Battle Ground School District delays the start of school for inclement weather, membership is advised that attendance is required only on the basis of safe travel and the meeting will be excluded from the normal attendance policy; attendance will count as a make-up. All members excepting an honorary member or member excused by the board of directors of this club, will be counted as present, having attended at least 45 minutes of the regular meeting either at this club or any other Rotary club.

Section 3 - One-third 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 once each month, at a time agreed upon by the President and board. These meetings shall include one evening board meeting each quarter at a board member's home at the President's discretion. 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 shall constitute a quorum of the board.

Article VI Fees and Dues

Section 1 - The individual membership dues shall \$200 per annum, \$50 payable quarterly on the first day of July, October, January and April. Breakfast fee, as set

forth by the board, shall also be collected with the dues regardless of meeting attendance.

Section 2 – For the Corporate and Family membership, as defined in Article XI, Section 1, dues shall be as follows:

Lead Designee: \$200 per annum, \$50 payable quarterly on the first day of July, October, January and April. Breakfast fee, as set forth by the board, shall also be collected with the dues regardless of meeting attendance.

Alternate Designee (up to 3 for each corporate or family membership): Each alternate designee due shall be \$180 per annum, \$45 payable quarterly on the first day of July, October, January and April. Each alternate designee will be expected to pay for breakfast whenever they attend unless they are the only representative of the group attending that week.

Section 3 – Every member, including individual, family, corporate, lead designee, and alternate designee, shall receive own subscription to THE ROTARIAN magazine as part of their membership dues.

Article VII Method of Voting

The business of this club shall be transacted by *viva voce* vote except the election of officers, which shall be by ballot. Any club member can request a special ballot vote in lieu of *viva voce*.

Article VIII Committees

- a) The president shall, subject to the approval of the board, appoint the following standing committees:
Club Service, which includes Membership and Public Relations
Vocational Service
Community Service
International Service
New Generations/Youth Service
- b) The president shall, subject to the approval of the board, also appoint such committees on particular phases of club service, vocational service, community service, international service, membership and public relations as deemed necessary.
- c) The club service committee, vocational service committee, community service committee, international service committee and new generations/youth service committee shall each consist of a director, and not less than four (4) other members.
- d) The president shall be *ex officio* a member of all committees and, as such, shall have all the privileges of membership thereon.
- e) Each committee shall transact such business as is delegated to it in the 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 to the board and approved by the board.
- f) The president may appoint one or more committees dealing with various aspects of youth activities, which, depending on their respective

responsibilities, may be under any, or all, of the vocational service, community service, new generations/youth or international service committees. Where feasible and practicable in the appointment of such committees, there should be provision for continuity of membership, either by appointing one or more members for a second term or by appointing one or more members to a two-year term.

Article IX Duties of Committees

Section 1 - 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 matters relating to club service. The director of the club service committee shall be responsible for regular meetings of the committee and shall report to the board on all club service activities.

- a) *New Member Mentor Program.* This committee works directly under the Membership Committee and is responsible for assigning a qualified and experienced senior member to each new member to educate and provide guidance in the ways of Rotary.
- b) *Fund Raising Committee(s).* This committee is responsible in all aspects as to the planning, scheduling, and operations of our club fundraisers.
- c) *Charter Night.* This committee is responsible in all aspects as to the planning and scheduling of our annual recognition and awards banquet to be held in late January or early February.
- d) *Firesides Committee.* This committee is responsible for planning and scheduling of firesides as part of the induction process for new members.
- e) *We Care Committee.* This committee is responsible for visiting, delivering cards/flowers, and representing the club's goodwill to club members and their families when set upon by poor health, accident, and personal challenges.
- f) *Changeover Picnic.* This committee is responsible for planning and scheduling of the event to recognize and thank the leadership in transitioning from the current board to the next, and will be held in late June.
- g) *Membership Committee.* This committee shall be responsible for encouraging club membership to seek out and invite qualified potential new members to visit and join our club. They are responsible for implementing the Membership Development Plan, adopted by the Board on March 9, 2011, a program to recruit new members and retain current members. They are responsible for encouraging attendance at all Rotary meetings, including attendance at district conferences, inter-city meetings, regional conferences, and international conventions by all club members. This committee shall especially encourage attendance at regular meetings of this club and attendance at regular meetings of other clubs when unable to attend meetings of this club; keep all members informed on attendance requirements; promote better incentives for good attendance; and seek to ascertain and remove the conditions that contribute to unsatisfactory attendance.
- h) *Public Relations.* This committee shall devise and carry into effect, plans to give the public general information about Rotary, its history, object, and scope; and to secure proper publicity for the club.

Section 2 - 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 director of this committee shall be responsible for the vocational service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of vocational service.

- a) *Scholarship Awards Committee.* This committee is responsible for the implementation of a program to award scholarship money to deserving students in higher education after high school graduation. These awards can be in traditional or vocational higher education.
- b) *Dictionary Project.* This committee is responsible for the planning and distribution of dictionaries to designated elementary schools.
- c) *Mock Interviews.* This committee is responsible for planning and scheduling mock interviews at participating high schools.

Section 3 - Community 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 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 committees that may be appointed on particular phases of community service.

- a) *Youth Development Committee.* This committee is responsible for the communications and recommendations for giving, relating to the care and well-being of youth in our community
- b) *Community Development Committee.* This committee is responsible for the communications and recommendations for giving to organizations, groups, events, and programs relating to the care, well-being, and improvement of our community.

Section 4 - 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 director of this committee shall be responsible for the international service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of international service.

- a) *Rotary International Foundation.* This committee is responsible in all aspects for communications, documentation, and awards pertaining to the Rotary International Foundation.
- b) *Friendship Exchange.* This committee is responsible in all aspects of scheduling and organization of inbound and outbound Friendship Exchange Groups.
- c) *World Service Project.* This committee is responsible in all aspects for the selection of the club's World Service Projects along with recommending the amount of financial aid required to fund the project to be presented to the Board for final approval.
- d) *Group Study Exchange.* This committee is responsible in all aspects of scheduling and organization of inbound and outbound Group Study Exchange Groups.

Section 5 - New Generations/Youth Services Committee. This committee shall devise and carry into effect plans that acknowledge the positive change implemented by youth and young adults involved in leadership development activities, community and international service, and exchange programs that enrich and foster world peace and cultural understanding. Programs include Rotary Youth Leadership Award (RYLA), Rotaract, Interact, and Rotary Youth Exchange.

- (a) *RYLA.* This committee is responsible for the selection of a qualified young person to go to the annual Rotary Youth Leadership Program held each summer. Their selection is to be presented to The Board for final approval
- (b) *Youth Exchange.* This committee is responsible in all aspects for the selection, home assignments, proper welcome and sendoff, monitoring, and financial aspects of inbound and outbound students in the Rotary Youth Exchange Program.
- (c) *Interact.* This committee is responsible for the establishment, coordination and providing a member of the committee to act as a mentor and liaison of Interact Clubs affiliated with this club.
- (d) *Rotaract.* This committee is responsible to designate a member of the committee to act as mentor and liaison of Rotaract Clubs affiliated with this club.

Article X Leave of Absence

Upon written notification 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 period of 90 days or more. Club dues will be required to maintain membership. Club meeting costs (\$10 per meeting as of July 2013) will be waived during the designated time of the LOA requested of the Board in writing and approved.

Article XI Finances

Section 1 - The treasurer, secretary, president, or past president 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 president, past president, or secretary or via secure online banking bill pay system upon vouchers signed by any two officers. A thorough examination of the financial transactions and records shall be done at the request of the Board of Directors. At a minimum, the examination should include inspection of financial transactions, financial statements and bank records including all checking and savings accounts. The examination should be done at least once every two years by an appropriately qualified person selected by the Board.

Section 3 - Officers having charge or control of funds shall give bond as may be required by the board for the safe custody of the funds of the club, cost of bond to be borne by the club.

Section 4 - The fiscal year of this club shall extend from July 1st to June 30th, and for the collection of members' dues shall be divided into four (4) periods extending from July 1st to September 30, October 1 to December 31st, January 1st to March

31, April 1 to June 30th. The payment of per capita dues and magazine subscriptions to RI shall be made on July 1st and January 1st of each year on the basis of the membership of the club on those dates.

Section 5 - At the beginning of each fiscal year the President 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.

Article XII Election of New Members

Section 1 - There are three categories of membership:

- a) Individual: allows an individual to regularly attend weekly meetings and actively participate in club activities.
- b) Family: allows a family group (hereafter and collectively "Family") to be a member of the club and contain up to four (4) family members (Lead and 3 Alternates) to regularly attend weekly meetings and actively participate in club activities. Each member, lead or alternate, shall have all the privileges, rights, and requirements of an individual member unless explicitly prescribed otherwise in these bylaws.
- c) Corporate membership: allows a corporation, company, or small business (hereafter and collectively "Corporation") to be a member of the club and appoint up to four (4) designees that are employees of the corporation (Lead and 3 Alternates) to regularly attend weekly meetings and actively participate in club meetings. Each member, lead or alternate, shall have all the privileges, rights, and requirements of an individual member unless explicitly prescribed otherwise in these bylaws.

Section 2 - The name of a prospective individual, family, or corporate member, proposed by an active member of the club, shall be submitted to the board in writing, through the club secretary. A transferring or former member of another club may be proposed to active membership by the former club. The proposal for the time being shall be kept confidential except as otherwise provided in this procedure.

Section 3 - The board shall ensure that the proposal meets all the classification and membership requirements of the club constitution. The proposed must be an adult who has demonstrated good character, integrity and leadership; have a good reputation in their business, profession and community; and is willing to serve in his/her community and around the world.

Section 4 - The board shall approve or disapprove the proposal within 30 days of its submission, and shall notify the proposer, through the club secretary, of its decision.

Section 5 - 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, following which the prospective member shall be requested to sign the membership proposal form and to permit his or her name and proposed classification to be published to the club.

Section 6 - If no written objection to the proposal, stating reasons, is received by the board from any member (other than honorary) of the club within seven (7) days following publication of information about the prospective member, that person, upon payment of the induction fee (if not honorary membership), as prescribed in these bylaws, shall be considered to be elected to membership. If any such objection has been filed with the board, it shall vote on this matter at its next meeting. If approved despite the objection, the proposed member, upon payment of the induction fee (if not honorary membership), shall be considered to be elected to membership.

Section 7 - Following the election, the President shall arrange for the induction of the new member; the club secretary shall report the new member to Rotary International and Rotary District 5100; and the secretary shall provide appropriate literature for presentation at the induction. The club service committee shall assign a mentor for the new member.

Article XIII 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 XIV Order of Business for Board Meetings

Meeting called to order
Correspondence and announcements
Committee reports
Unfinished business.
New business.
Other business
Adjournment

Article XV 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 bylaws can be made which is not in harmony with the club constitution and with the constitution and bylaws of RI.

Adopted by Lewis River Board of Directors October 25, 2017.