

## **Bylaws of the Rotary club of Sand Springs Oklahoma**

### BYLAWS OF THE ROTARY CLUB OF SAND SPRINGS ARTICLE I

#### Board of Directors

Section 1: The governing body of the Sand Springs Rotary Club shall be the Board of Directors consisting of not more than ten (10) members of this Club. The Board of Directors shall be composed of the four (4) duly elected officers, as provided in Article II hereof, the Immediate Past President, and four (4) Directors (5 in case of a tie) elected as provided in Article II hereof.

Section 2: A vacancy in the Board of Directors or any office shall be filled by appointment by the remaining members of the Board.

Section 3: The Chairperson of the Board of Directors shall be responsible for presiding over meetings of the Board of Directors, and shall designate another member of the Board of Directors to preside over such meetings in the Chairperson's absence.

### ARTICLE II

#### Election of Directors and Officers

Section 1 : Elections for Officers and Directors of the club shall be held annually in December of each year. 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 President, President-elect, Secretary, Treasurer, and 4 members of the Board of Directors.

Section 2: The nominations may be presented by a nominating committee or by members from the floor, by either or by both as the club may determine. If it is determined to have a nominating committee, such committee shall be comprised of the last 5 immediate past presidents, with the most distant in serving as President as the Chairman.

Section 3: 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 President, President-elect, Secretary, and Treasurer, receiving a majority of the votes shall be declared elected to their respective offices. The four candidates for Director

1

receiving a majority of the votes shall be declared as Directors.

Section 4: The Officers and Directors elected in such balloting shall take office and assume their duties for their respective terms, on the first day of July next following the election, and each shall serve in their respective offices for one year.

Section 5: A vacancy in the position of any Officer shall be filled by action of the remaining members of the board of directors-elect.

### 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 Vice-President to preside at meetings of the club and board in the absence of the president and perform such other duties as ordinarily pertain to the office of Vice-President, and as prescribed by the President or the board.

Section 3: 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 the minutes of such meetings, make the required reports to ROTARY INTERNATIONAL (RI), including the semiannual reports of membership, which shall be made to the General Secretary of RI on January

1<sup>st</sup> and July 1<sup>st</sup> of each year, and including prorated reports to the General Secretary on 1 October and 1 April of each active, senior active and past service member who has been elected to membership in the club since the start of the July or January semiannual reporting period, the report of changes in membership, which shall be made to the General Secretary of RI, the monthly report of attendance at the club meetings, which shall be made to the district governor immediately following the last meeting of the month, collect and remit to RI subscriptions to THE ROTARIAN, and perform such other duties as usually pertain to the office of Secretary.

Section 4: 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. 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.

2

#### ARTICLE IV

##### Meetings

Section 1: Annual Meeting. An annual meeting of this club shall be held not later than the 31<sup>st</sup> day of December in each year, at which time the election of officers and directors to serve for the ensuing year shall take place.

Section 2: The regular weekly meetings of this club shall be held on Friday, at 12:00 a.m. or as set by the Board. Due notice of any changes in or canceling of the regular meetings shall be given to all members of the club. All members, excepting an honorary member (or member excused by the board of directors of this club, pursuant to Article VII, section 3 of the standard Rotary club constitution) in good standing in this club, on the day of the regular meeting, 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 at 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 at least once a month at a time and place as established by the president. 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 V

##### Fees and Dues

Section 1: Annual dues shall be established by the Board of Directors at its first meeting at the beginning of each Rotary year, as soon after July 1, as possible.

Section 2: Annual membership dues shall be payable in semiannual payments on the 151 days of January and July of each year, with the understanding that such dues cover the member's subscription to THE ROTARIAN magazine. The dues of a new member for the semiannual period in which the new member joins shall be prorated for the unexpired portion of said period. Dues shall be prescribed by the Board of Directors and approved by the membership.

3

## ARTICLE VI

### Method of Voting

The business of this club shall be transacted by viva voce vote except the election of officers and directors, which shall be by ballot.

## ARTICLE VII

### Avenues of Service and Committees

Section 1: (a) The President shall, subject to the approval of the Board of Directors, appoint the following directors from those elected as directors: Club Service Director, Vocational Service Director, Community Service Director, and International Service Director.

(b) The President shall, subject to the approval of the Board of Directors, also appoint such committees on particular phases of club service, vocational service, community service and international service as deemed necessary.

(c) The President shall be ex officio a member of all committees and, as such, shall have all the privileges of membership thereon.

(d) 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 of Directors. 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.

(e) The President may appoint one or more committees dealing with various aspects of family and youth activities, which, depending on their respective responsibilities, may be under any, or all, of the vocational service, community service, 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 twoyear term.

(f) The President shall appoint a Sergeant-At-Arms who will serve at the pleasure of the President. His duties will be as usually prescribed for such office, and others as may be prescribed by the President.

4

### Section 2: Club Service Director.

(a) The Director of Club Service shall be responsible for all club service activities and shall supervise and coordinate the work on all committees appointed on particular phases of club service.

(b) The President shall, subject to the approval of the Board of Directors, appoint the

following committees on particular phases of club service: Attendance committee, Club bulletin committee, Fellowship committee, Magazine committee, Membership committee, Membership Development committee, Program committee, Public Relations committee, Technology Information.

(c) The President shall, subject to the approval of the Board of Directors, appoint one member each year to the following committees: Classifications committee, and Rotary Information committee.

(d) The President shall appoint the President-elect to oversee and coordinate the work of the classifications, membership, membership development and Rotary information committees.

(e) Where feasible and practicable in the appointment of club 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.

(f) The Classification and Rotary Information committees shall each consist of three (3) members, one member of each committee to be appointed each year for a term of three (3) years. The first appointments made under this provision shall be as follows: one member for a term of one (1) year; one member for a term of two (2) years; one member for a term of three (3) years.

(g) The magazine committee shall, wherever feasible, include the editor of the club publication and a local newspaper or advertising member of the club.

(1) Attendance Committee. This committee shall devise means for encouraging attendance at all Rotary meetings - including attendance at district conferences, intercity 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.

5

(2) Classifications Committee. This committee shall as early as possible, but no later than 31 August of each year, make a classification survey of the community; shall compile from the survey a roster of filled and unfilled classifications, applying the classification principle; shall review, where necessary, existing classifications represented in the club; and shall counsel with the board on all classification problems.

(3) Club Bulletin Committee. This committee shall endeavor, through the publishing of a weekly club bulletin, to stimulate interest and improve attendance, announce the program of the forthcoming meeting, relate highlights of the previous meeting, promote fellowship, contribute to the Rotary education of all members, and report news of the club, of its members and of the worldwide Rotary program.

(4) Fellowship Activities Committee. This committee shall promote acquaintance and friendship among the members, promote participation by members in organized Rotary recreational and social activities, and do such work in pursuance of the general object of the club as may be assigned by the president or the board.

(5) Magazine Committee. This committee shall stimulate reader interest in THE ROTARIAN; sponsor a magazine month; arrange for brief monthly reviews of the magazine on regular club programs; encourage the use of the magazine in the

induction of new members; provide a copy of the magazine for non-Rotarian speakers; secure international service and other special subscriptions for libraries, hospitals, schools and other reading rooms; send news items and photographs to the editor of the magazine and in other ways make the magazine of service to the club members and non-Rotarians.

(6) Membership Committee. This committee shall consider all proposals for membership from the personal side and shall thoroughly investigate the character, business, social and community standing, and general eligibility of all persons proposed for membership and shall report their decisions on all applications to the board.

(7) Membership Development Committee. This committee shall review continually the club roster of filled and unfilled classifications and shall take positive action to initiate and present to the board the names of suitable persons to fill unfilled classifications.

(8) Program Committee. This committee shall prepare and arrange the programs for the regular and special meetings of the club.

6

(9) Public Relations Committee. This committee shall devise and carry into effect, plans (1) to give the public general information about Rotary, its history, object, and scope; and (2) to secure proper publicity for the club.

(10) Rotary Information Committee. This committee shall devise and carry into effect plans (1) to give prospective members information about the privileges and responsibilities of membership in a Rotary club, (2) to give the members, especially the new members, adequate understanding of the privileges and responsibilities of members, (3) to give the members information about Rotary, its history, object, scope, activities, and (4) to give the members information as to developments in the administrative operation of RI.

Section 3: Community Service Director.

(a) The Director of Community Service shall be responsible for all community service activities and shall supervise and coordinate the work of all committees appointed on particular phases of community service.

(b) The President shall, subject to the approval of the Board of Directors, appoint the following committees on particular phases of community service: Human Development committee, Community Development committee, Environmental Protection committee, and Partners in Service committee.

(1) 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.

(2) Human Development Committee. This committee shall devise and carry into effect plans which will guide and assist the members of this club in dealing within the community with the welfare of human beings of all kinds throughout the whole span of life by providing assistance and support to those in need.

(3) Community Development Committee. This committee shall devise and carry into effect plans which will guide and assist the members of this club in working to make the community a better place to live by improving the physical condition of the community and its facilities.

7

(4) Environmental Protection Committee. This committee shall devise and carry into

effect plans which will guide and assist the members of this club in monitoring and improving the quality of the community's environment.

(5) Partners in Service Committee. This committee shall devise and carry into effect plans which will guide and assist the members of this club in building relationships with other Rotary sponsored organizations within the community and in cooperating with them in service.

#### Section 4: Vocational Service Director

(a) The Director of Vocational Service shall be responsible for all club vocational activities and shall supervise and coordinate the work on all committees appointed on particular phases of vocational service.

(b) The President shall, subject to the approval of the Board of Directors, appoint the following committees on particular phases of vocational service: Vocation at work, Rotary Volunteers, Vocational Awards.

(1) Vocation at Work. This committee shall create projects and increase employment opportunities within the community and promote positive relations in the workplace. It shall organize and present a 4-Way Test Speech Contest and arrange for the winner to present the presentation at District Conference and Assembly. Additionally, it shall arrange for up to 2 high school students to attend RYLA (Rotary Youth Leadership Award).

(2) Rotary Volunteers. The committee shall encourage and facilitate Rotarian participation in volunteer activities at the local, district, and international levels. It shall organize and continue a mentoring program and distribute dictionaries to all 3rd graders in the Sand Springs school system and other school systems as the Board may choose.

(3) Vocational Awards. This committee shall recognize instances of vocational excellence and high ethical standards in the workplace. It shall arrange to honor police, firefighter, teacher and employer of the year as well as vocation of the year.

#### Section 5: International Service Director

(a) The Director of International Service shall be responsible for all international

8

service activities and shall supervise and coordinate the work on all committees appointed on particular phases of international service.

(b) The President shall, subject to the approval of the Board of Directors, appoint the

following committees on particular phases of international service: International Youth projects, Polio Plus, Rotary Foundation, Rotary Recreational & Vocational Fellow, World Community Service.

(1) International Youth Project. This committee shall promote better world understanding and relations through youth programs such as the exchange programs.

(2) Polio Plus. This committee shall assist in eradication of polio through participation in international polio project and local immunization projects.

(3) Group Study Exchange. This committee handles participation in the Group Study Exchange Program working closely with the District. This includes arranging for scheduling and hosting group members.

(4) Rotary Foundation Committee. This committee has a goal of educating Club members about the Rotary Foundation, and encouraging contributions from individual members. Another goal is to increase the number of Paul Harris Fellows in the Club.

#### ARTICLE VIII

##### Leave of Absence

Upon written 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, not to exceed six (6) months at a time.

(Note: Such leave of absence does operate to prevent a forfeiture of membership; it does not operate to give the club credit for the member's attendance. Unless the member attends a regular meeting of some other club, the excused member must be recorded as absent except that absence authorized under the provisions of Art. VII, Sec. 3 of the standard Rotary club constitution is not computed in the attendance record of the club.)

9

## ARTICLE IX

### 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. A thorough audit by a certified public accountant or other qualified person is recommended to be made once a year of all the club's financial transactions.

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 1 st to June 30th, and for the collection of members' dues shall be divided into two (2) semiannual periods extending from July 1 st to December 31 st, and from January 1 st to June 30th. The payment of per capita dues and magazine subscriptions to RI shall be made on July 1 st and January 1 st 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 board 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 X

### Method of Electing Members (For All Kinds of Membership)

Section 1: The name of a prospective member, proposed by an active, or honorary member of the club, shall be submitted to the Board of Directors in writing, through the club secretary. The proposal for the time being shall be kept confidential except as otherwise provided in this procedure.

Section 2: The Board of Directors shall ensure that the proposal meets all the classification and membership requirements of the club constitution.

Section 3: The Board of Directors 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 4: If the decision of the Board of Directors is favorable, the prospective  
10

members shall be informed of the purposes of Rotary and of the privileges and responsibilities of membership (including the kind of membership proposed), following which the prospective members shall be requested to sign the membership proposal form and to permit his or her name and proposed classification (if active membership) to be published to the club in its publication at least once.

Section 5: If no written objection to the proposal, stating reasons, is received by the Board of Directors 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 admission 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 admission fee (if not honorary membership), shall be considered to be elected to membership.

Section 6: Following such election, the President shall arrange for the new member's induction and further orientation, and the club Secretary shall issue a membership certificate to the member and shall report such action to RI.

#### ARTICLE XI

##### 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 the club meeting, shall be referred to the board without discussion.

#### ARTICLE XII

##### Order of Business

Meetings of the Club shall be conducted in substantially the following order:

- (a) Meeting called to order.
- (b) Introduction of visiting Rotarians.
- (c) Introduction of guests.
- (d) Correspondence and announcements.
- (e) Committee reports if any.

11

- (f) Any unfinished business.
- (g) Any new business.
- (h) Address or other program features.
- (I) Adjournment.

#### ARTICLE XIII

##### 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 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.