

# Bradley Sunrise Rotary Club

## Bylaws

### ARTICLE 1 - DEFINITIONS

1. Board: The Board of Directors of this club.
2. Member: A member of this club, other than an honorary member of this club.
3. Director: A member on this clubs Board of Directors.
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 Board for club board decisions.)
5. RI: Rotary International.
6. Year: The twelve (12) month period beginning on July 1 one year and ending June 30 of the next year.

### ARTICLE 2 - BOARD

The governing body of this club is its board of directors, consisting of **no more** than fifteen (15) voting members plus one (1) non-voting member:

1. President
2. President Elect
3. Immediate Past-President
4. President Nominee
5. Secretary
6. Treasurer
7. Foundation Committee Chairperson
8. Membership Committee Chairperson
9. Service Projects / Vocational Service Committee Chairperson,
10. Public Relations / Media Committee Chairperson,
11. Youth Services Committee Chairperson,
12. Sergeant-at-Arms
13. Executive Assistant
14. Two (2) at large members as Director appointed by the President and approved by the club.
15. President of the Sunrise Rotary Foundation as a **non-voting member**.

### ARTICLE 3 - Elections and Terms of Office

#### Section 1— Nomination and Election of Officers.

1. At the last scheduled Board meeting in October, the President Elect will present to the Board of Directors his/her desired slate of officers and directors to serve

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for the next Rotary year. The Board has the right to challenge the slate presented and with 75% approval, change the slate in question.

2. Once approved by
3. the Board, the President Elect will present the proposed slate at the first club meeting in November for their approval. The club can request a change in the slate, and with 75% approval elect whoever the club desires.
4. In the event an elected person is unable to serve before assuming office, the President Elect will appoint a new person to the office.
5. If any officer or board member vacates their position, the President will appoint a replacement to fill that term with Board approval.
6. No board member or officer shall not be eligible to serve in the same officer or director position for more than three (3) years in succession unless approved by the Board of Directors and by the Club.

**Section 2 — Required Training.** The President in accordance with The Rotary International Constitution and the District 6780 Rules of Procedure is **required** to attend: District Pre-President-Elect Training (PETS), President Elect Training (PETS), and District Training Assembly. Attendance at other District training events is recommended. All other Board members are requested to attend at least one of the following: District Leadership Institute Training, District Conferences, District functions, or have served as a Club Committee Chair prior to nomination and assuming office.

### ARTICLE 4 - DUTIES OF OFFICERS/DIRECTORS

**Section 1 — President.** It shall be the duty of the President to preside at meetings of the Club and Board, appoint committees, chair the Board of Directors, conduct club assemblies, create a budget, and manage club finances, including an annual audit and perform such other duties as ordinarily pertain to this office. This office is for one year starting July 1 of the current year and ending June 30 of the next year. When a successor is not elected the current president's term can be extended for up to one year.

**Section 2 — Immediate Past President.** It shall be the duty of the immediate past president to serve as Chair of the President's Advisory Council and to provide general advice to the board as required, with no other specific duties or responsibilities unless he/she is asked and accepts. This office is for one year starting July 1 of the current year and ending June 30 of the next year.

**Section 3 — President Elect.** It shall be the duty of the President-Elect); (1) to serve as a director; (2) to plan and chair the Gala Committee for their year (3) to preside at meetings of the Club and Board in the absence of the President; (4) to appoint

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committee members and chairman; and (5) perform such other duties as may be prescribed by the President or the Board. This office is for one year starting July 1 of the current year and ending June 30 of the next year.

**Section 4 — President Nominee.** It shall be the duty of the President Nominee (1) to serve as a director: (2) chair the Administrative Committee: (3) perform such other duties as ordinarily pertain to the office of President Nominee or the Board. This office is for one year starting July 1 of the current year and ending June 30 of the next year.

**Section 5 — Secretary.** It shall be the duty of the Secretary; (1) to keep records of membership; (2) to send out notices of meetings to the Club and Board as required; (3) to record and preserve the minutes of each Board meeting; (4) submit the names of all proposed members to the Board and inform the President if a proposed member is accepted; (5) to make the required reports to Rotary International, including the semi-annual reports on membership and data on incoming Club President and Secretary which shall be made to the District Governor and General Secretary of Rotary International on January 1 and July 1 of each year; (6) to collect and remit to Rotary International subscriptions to The Rotarian; 7) to maintain all members records in DACdb so the records are up to date and submitted in a timely and accurate report to the District Governor within 15 days of the last meeting of the month; (8) to inform the Board of any change in membership status which has occurred or may be necessary, identifying any Board action necessary, and informing the membership through the Club bulletin of any membership change and coordinating any other actions necessary; and (9) to perform such other duties as usually pertain to this office. (10) Appoint an Assistant Secretary (called Executive Secretary because of District Names) to input and update data of club goals, service projects and achievements to the Rotary International data base. This office is for one year starting July 1 of the current year and ending June 30 of the next year but can be extended by club vote.

**Section 6 - Treasurer.** It shall be the duty of the Treasurer to (1) have custody of all funds, accounting for same to the board monthly and to the club annually or at any other time upon demand by the board; and (2) to perform other duties as pertains 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. This office is for one year starting July 1 of the current year and ending June 30 of the next year but can be extended by club vote.

**Section 7 - Sergeant-at-Arms.** The Sergeant-at-Arms shall direct the scheduled weekly greeters and any special events or activities of the Club not assigned to another committee, perform other duties as are usually prescribed for the office or assigned by

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the President, appoint an Assistant Sergeant-at-Arms to fill in should he/she need to be absent. The Sergeant-at-Arms is responsible for the weekly Raffle and Brag Dollar events. Monies collected will be used for fundraising to eradicate polio or help reach our Foundation participation goals.

### Section 8 – Directors

- a. Shall serve the board in administration of the club.

## ARTICLE 5 - MEETINGS

### Section 1 — Annual Meetings.

- a. An annual meeting of this club shall be held on the first Thursday of November in each year, at which time the President-Elect presents his/her slate of officers and directors to serve for the ensuing Rotary year pursuant to club approval.
- b. An annual meeting for presenting The Rotarian of the Year Award will be scheduled for the first scheduled Thursday meeting in June.
- c. Club Assembly. Four meetings are to be scheduled as club assemblies each year.

### Section 2 — Weekly Meetings.

The regular weekly meetings of this club shall be held on Thursday at 7:00 am. A member is present via ZOOM or live in person. Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club. The weekly meeting will be cancelled if it falls on a day where Bradley County School Board has cancelled school due to inclement weather provided school is in session.

**Section 3 — Club Quorum** One-third of the active membership shall constitute a quorum at the annual and regular meetings of this club.

**Section 4 — Board Meetings.** Regular meetings of the board shall be held monthly on the first Monday of each month with some exceptions. Special meetings of the board can be called by the president, whenever deemed necessary, or upon the request of two (2) directors, with due notice having been given. Board members are expected to attend the monthly meetings. Prior notification is asked if a Board member is unable to attend. It is acceptable to send a proxy to the meeting in the Board member's absence, but proxies cannot participate in a Board vote. Email Board votes are acceptable when all Board members have access to email. The email will contain all pertinent information and request for a vote from each Board member within three (3) days. If the number of replies within the three-day period constitutes a quorum and seventy-five percent (75%) of the replies are unanimous, the vote will be considered carried. If the replies are less than seventy-five (75%) or if there is a request for discussion, the vote will be continued

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at either an ad-hoc meeting or at the next official Board meeting. The Secretary will provide the Board with the replies and keep a record of the votes. The Secretary will record minutes of all Board meetings (Bradley Sunrise Rotary Club Bylaws Article 4 Section 5.3).

**Section 5 — Board Quorum.** A majority of the officers and directors shall constitute a quorum of the board.

### ARTICLE 6 - FEES AND DUES

**Section 1 — Dues.** The membership dues shall be proposed by the President in the annual budget and approved by the board payable quarterly on the first day of July, October, January and April with the understanding that a portion of each quarterly payment shall be applied to each member's subscription to the RI official magazine. (Members are **expected to contribute** \$25 quarterly to The Rotary Foundation (Annual Fund) and \$12.50 quarterly to The Rotary Foundation (Polio Plus).

#### **Section 2 -- Termination Non-payment of Dues.**

1. Process. Any member failing to pay dues within thirty (30) days after the prescribed time shall be notified in writing and by email by the treasurer at the member's last known address and email. If the dues are not paid on or before ten (10) days of the date of notification, membership may terminate, subject to the discretion of the board. At each regularly scheduled board meeting, the board shall take an up or down vote regarding the retention of any club member who is more than two quarters behind on their dues.
2. Reinstatement. The board may reinstate the former member to membership upon the former member's petition and payment of all indebtedness to this club.

### ARTICLE 7 - METHOD OF VOTING

The business of this club shall be transacted by viva voce (by word of mouth) vote. The board may determine at its discretion that a specific resolution be considered by hand vote or paper ballot rather than by viva voce vote.

### ARTICLE 8 - AVENUES OF SERVICE and AREAS OF FOCUS

**Section 1 -- Avenues of Service.** The Avenues of Service are the philosophical and practical framework for the work of our Rotary club. They are; Club Service, Vocational

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Service, Community Service, International Service, and Youth Service. This club will be active in each of the Avenues of Service (Standard Rotary Club Constitution Article 5).

**Section 2 -- Areas of Focus.** The Areas of Focus are; Basic Education & Literacy, Maternal & Child Health, Peace and Conflict Prevention/Resolution, Disease Prevention & Treatment, Water Sanitation & Hygiene, Community & Economic Development, Support the Environment.

### ARTICLE 9 – COMMITTEES

Club committees are charged with carrying out the annual and long-range strategic goals of the club. 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 at least two to three years to ensure consistency. The president-elect is responsible for appointing committee members to fill vacancies, appointing committee chairs, and conducting planning meetings prior to the start of his/her year in office. It is recommended that a chair have previous experience as a member of the committee. Standing committees should be appointed as follows:

**Section 1 - Membership** - This committee has these responsibilities:

1. Achieving club membership goals for the coming year using the Planning Guide for Effective Rotary Clubs;
2. Educating and training club members about the importance of recruiting and keeping members;
3. Developing a membership action plan for increased member engagement, that includes surveying members and initiating changes in response to member feedback;
4. Plan meetings and activities in observance of District Membership Month;
5. Conducting club assessments to ensure membership development and retention efforts are effective and successful;
6. Developing an action plan for the club to act as a sponsor club for a potential new club in the community develop and implement a comprehensive plan for attracting and engaging members. Subcommittees may include:
  - a. Recruitment
  - b. Retention
  - c. Orientation/Training
  - d. Diversity
  - e. New Member Mentor

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**Section 2 - Public Relations / Social Media** - This committee has the following responsibilities:

1. Achieving club public relations goals for the coming year (see the Public Relations section of the Planning Guide for Effective Rotary Clubs;
2. Familiarizing themselves with RI public relations resources;
3. Creating awareness of club activities among club members, media, and the general public;
4. Enhancing projects and activities to make them more appealing to the media;
5. Helping to create a public image conducive to membership development;
6. Develop and implement plans to provide the public with information about BSR and to promote the club's service projects and activities.;
7. Subcommittees may include;
  - a. Media Relations
  - b. Weekly Bulletin/ Special Events
  - c. Advertising and Marketing
  - d. Web and Social Media

**Section 3 - Administration** - The committee should conduct effective activities in the operation of the club. The club administration committee has the following responsibilities: Organizing club meetings and social events. Subcommittees may include:

- a. Chaplain/Song Leader
- b. Fellowship / Social
- c. Strategic Planning
- d. Club Awards

### **Section 4 - Service Projects / Vocational Service**

This committee should develop and implement educational, humanitarian, and vocational projects that address the needs of its community and communities in other countries. This committee has the following responsibilities:

1. Conducting a needs assessment of the community and the club
2. Planning service projects, both local and international, using club, district, and Rotary International resources
3. Working with the club public relations committee to ensure that promotion of service projects is planned
4. Carrying out service projects and involving all members
5. Evaluating all service projects and using the findings to strengthen future service projects

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6. Reaching out to clubs in other countries to develop partnerships for international fellowship, service, and volunteer activities
7. Subcommittees may include:
  - a. Vocational
  - b. Community
  - c. International

### Section 5 - Rotary Foundation

The Foundation committee's main role is to develop and carry out plans to support the Foundation through financial contributions and club participation in Foundation grants and activities. The Foundation committee has these responsibilities:

1. Conducting inspirational Rotary Foundation-focused club programs at least four times a year
2. Contacting your district Rotary Foundation committee chair to find alumni or volunteers to relate their experiences with The Rotary Foundation
3. Achieving club Foundation goals for the coming year
4. Educating club members about the Foundation
5. Encouraging club members to participate in Foundation grants and activities and support the Foundation financially
6. Communicating to club members the Foundation goals set by the district and the Trustees of The Rotary Foundation
7. Ensuring proper stewardship of Foundation grant funds
8. Subcommittees may include:
  - a. Alumni
  - b. Annual Giving (Every Rotarian Every Year)
  - c. Grants
  - d. Permanent Fund (Paul Harris Fellow, Paul Harris Benefactor, Paul Harris Society, Bequest Society, Major Donors)
  - e. PolioPlus-Polio Plus Society

**Section 6 - Sergeant-at-Arms.** This committee should develop and implement plans to ensure the room's physical appearance and the greeting of our Rotarians is planned and smooth. Subcommittees may include:

1. Greeters
2. Room Appearance

**Section 7 - Finance.** This committee has oversight of club funds, transactions, and reports. Its responsibilities are:

1. Developing a club budget

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2. Maintaining custody of all club funds
3. Accounting for all club funds, books of accounts, or any other club property to the board of directors, incoming treasurer, or the president at the end of the year.

### **Section 8 – Fundraising** This committee is :

1. Responsible for planning and overseeing our club Gala
2. To Report money earned through fundraising to the club
3. Ensure fundraising initiatives are precise about where the funds will go, whether to our local club, the district's foundation, The Rotary Foundation, or some other entity.
4. If a fundraiser qualifies as a tax-deductible event, issue receipts to donors as needed
5. Send Thank-You letters for table and auction sales

### **Section 9 -- Additional ad hoc (as needed) committees may be appointed.**

1. The president shall be an ex officio member of all committees and, as such, shall have all the privileges of membership thereon.
2. Each committee shall transact its business 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.

### **Section 10 – Immediate Past President - Past President's Advisory Council. 1. Duties.**

The purpose of the Past President's Advisory Council is to provide advice and guidance to the acting President of the Bradley Sunrise Rotary Club and the Bradley Sunrise Rotary Club Board of Directors, or as directed by the President of Bradley Sunrise Rotary Club or the Bradley Sunrise Rotary Club Board of Directors.

1. **Composition of the Council.** The Past President's Advisory Council shall consist of any active past president of any Rotary Club who is in good standing.
2. **Chairperson of the Past President Advisory Council.** The Immediate Past President of Bradley Sunrise Rotary shall serve as Chair of the President's Advisory Council for his/her year. The Chair shall be responsible for holding and presiding over the Council's meetings as set forth above.
3. **Meetings of the Council.** If the Bradley Sunrise Rotary Club President or Board of Directors calls for a meeting of the President's Advisory Council, the Director shall notify the members of the Council of the time and location of the meeting as well as the topic(s) to be discussed. Any vote to resolve debate within the Council shall only require a simple majority of Council members present and

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participating at the meeting. The Chairperson of the Council will be responsible for conveying the Council's vote and advice or guidance to the Board of Directors and/or Club President.

### ARTICLE 10 - ROTARIAN OF THE YEAR AWARD COMMITTEE

The Rotarian of the Year Award will be presented on the first scheduled Thursday meeting in June. This election committee shall be composed of following members: 1) five (5) members shall be the five (5) previous Past Presidents, 2) ten (10) members shall be the ten (10) previous past recipients of the Rotarian of the Year Award, 3) the current Board of Directors and 4) the current Club President. A notice of election electronic poll (email) will be sent by the secretary to the above electors and returned to the Club Secretary. A simple majority elects the Rotarian of the Year. Only the club secretary and current president will know who won until the award is presented.

### ARTICLE 11 - DUTIES OF COMMITTEES

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, at least quarterly.

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 and Areas of Focus 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 12 - ATTENDANCE

**Section 1 — General Provisions-** Each member is **STRONGLY** encouraged to attend this club's regular meetings, engage in its service projects, and to participate in its other events and activities.

**Section 2 — Absences -** The Board may grant a leave of absences a for a period of up to twelve (12) months. If the leave of absence is for a medical reason the leave may be extended by the board.

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### ARTICLE 13 - FINANCES

**Section 1 — Budget.** Prior to the beginning of each fiscal year, the President Elect, finance committee and treasurer shall prepare a budget of estimated income and expenditures for the year and present it to the Board which shall stand as the limit of expenditures for these purposes, unless otherwise ordered by action of the board. The budget shall be broken into two separate parts: one in respect of club operations and one in respect of charitable/service operations. The Board can approve expenditures from the club operations fund up to \$2,000.00 without submission to the Club for approval.

**Section 2 — Funds.** The treasurer shall deposit all club funds designated as required operating funds in a bank, named by the board. The treasurer shall deposit all club funds designated as project funds or as excess funds in a bank or other financial institution determined by the Board to optimize the earning capacity of funds not required for current operations. In addition, club funds shall be held in two separate bank accounts: **club operations and gala auction funds**. Pursuant to Rotary International rules and regulations, all **Global Grants** must also be maintained in a bank separate account.

**Section 3 — Payments.** All bills shall be paid by the treasurer (or other authorized officer) as approved by one of two officers (President or the Secretary if the President is not available).

**Section 4 — Audit.** A thorough review of all financial transactions by an independent qualified person to be appointed by the Board of Directors shall be made once each year.

**Section 5 — Fiscal Year.** The fiscal year of this club shall extend from 1 July to 30 June, and for the collection of members' dues shall be divided into two (2) semiannual periods extending from 1 July to 31 December, and from 1 January to 30 June. The payment of per capita dues and Rotary International official magazine subscriptions shall be made on 1 July and 1 January of each year on the basis of the membership of the club established in November.

### ARTICLE 14 - METHOD OF ELECTING MEMBERS

**Section 1 — Proposal.** Every Rotarian has the privilege and obligation of seeking qualified members. In this way, all club members can help our club achieve a full

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representation of the business and professional life of the community. Please follow these steps to propose a new member.

(1) The prospective member's name is submitted in writing using the *Membership Proposal Form(1) (See attached)* by an active member (Sponsor), through the club Secretary, to the Bradley Sunrise Rotary Board of Directors.

(2) The Board will ensure the person is fully qualified and will approve or disapprove of the proposal within seven (7) days.

(3) If approved by the Board and upon completion of the *Statement from Proposed Member Form(2) (see attached)*, the prospective member's name is then published by the Club in its weekly newsletter. If no written objections stating reasons for denial of membership are received within seven (7) days following the publication of the name, and upon payment of the current quarter prorated dues, the proposed member is now ready for induction as a new Rotarian. Induction will take place if the new member is available at the next meeting following the seven (7) day review period.

(4) If a written objection is filed, the board will vote to approve or disapprove the written objection within seven (7) days.

(5) The club Secretary sends a completed New Member Report form to Rotary International and enters their name in DACdb after the member has been inducted.

**Section 2 — Induction.** Following the induction, the president will assign a current member other than the sponsor to mentor and assist with the new members assimilation to the club as well as assign the new member to a club project, committee or function.

**Section 3 — Prohibited Dual Memberships.** No person shall simultaneously  
(a) belong to this and another club other than a satellite of a club, or  
(b) be an honorary member of this club.

**Section 4 — Honorary Members.** The club may elect, in accordance with the standard Rotary Club Constitution, honorary members proposed by the board.

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### ARTICLE 15 - MEMBERSHIP EXPECTATIONS

New members are expected:

- 1) To complete New Member Orientation within six months. Failure to meet this requirement may result in recommendation by the club president that the Board review whether it is appropriate to continue the Rotarians membership. Exceptions may be granted to former or transferring Rotarians.
- 2) To remain current in their dues.
  - a) After induction, the new member is required to pay prorated club dues. Any member failing to pay dues within thirty (30) days after the prescribed time (quarterly notice of dues) shall be notified in writing by the **treasurer** at the member's last known address. If the dues are not paid on or before ten (10) days of the date of notification, a second notice will be sent. If after ten (10) days of the date of the second notification membership may terminate, subject to the discretion of the board.
  - b) Reinstatement. The board may reinstate the former member to membership upon the former member's petition and payment of all indebtedness to this club.

### ARTICLE 16 - RESOLUTIONS

The club shall not consider any resolution or motion to commit the club on any matter until the board has considered it. Such resolutions or motions, if offered at a club meeting, shall be referred to the board without discussion.

### ARTICLE 17 - AMENDMENTS

These bylaws may be amended at any regular meeting, a quorum (at least one-third of the current members) being present, by a two-thirds vote of all members present, provided that notice of such proposed amendment shall have been mailed or electronically transferred 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 standard Rotary club constitution and with the constitution and bylaws of RI.

# **Bradley Sunrise Rotary Club**

## **Bylaws** **APPENDIX (June 8, 2023)**

### **Rotary International Youth Protection Policy**

Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotary members, their partners, and other volunteers must safeguard the children and young people with whom they come into contact and protect them from physical, sexual, and psychological abuse.

### **Diversity, Equality, and Inclusion**

Refer to Rotary International Website, [www.rotary.org](http://www.rotary.org)

Diversity, Equality and Inclusion Code of Conduct

### **How To Join Bradley Sunrise Rotary Club**

Refer to Membership Proposal Form, [www.bradleysunriserotary.org](http://www.bradleysunriserotary.org)

BSR Member Info Form