

Bylaws of the Bellevue Sunrise Rotary Club

December 2020

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Club bylaws supplement the Standard Rotary Club Constitution with common club practices. The bylaws in this document are recommendations, but once adopted are binding for the members of the club. Customize them to reflect your club's practices and confirm that they are not in conflict with the RI Constitution and Bylaws, the Standard Rotary Club Constitution (except where permitted), and the Rotary Code of Policies. Articles that your club is required to include are noted below.

Article 1 Definitions

1. Board: The board of directors of this club.
2. Club: Refers to the legal entities:
Rotary Club of Bellevue Sunrise
US EIN 91-141894
Bellevue Sunrise Rotary Foundation
US EIN 91-1545067
WA UBI 601 353 859
2. Director: A director on this club's board.
3. Member: A member, other than an honorary member, of this club.
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 directors for club board decisions.
5. RI: Rotary International.
6. Year: The 12-month period beginning 1 July.

Your club may choose how it defines a quorum for voting purposes.

Article 2 Board

The governing body of this club is its board of directors, consisting of, at a minimum, the president, immediate past president, president-elect, secretary, and treasurer.

The Standard Rotary Club Constitution requires a club's bylaws to include article 2. The officers listed above are required to be members of the club board. Your club's board may have additional members, such as the vice president, the president-nominee, sergeant-at-arms, or other directors. If your club has satellite clubs, list their club board members in this article, also.

Article 3 Elections and Terms of Office

Section 1 — One month before elections, members nominate candidates for president, vice president, secretary, treasurer, and any open director positions. The nominations may be presented by a nominating committee, by members from the floor, or both.

Section 2 — The candidate who receives a majority of the votes for each office is declared elected to that office.

Section 3 — If any officer or board member vacates their position, the remaining members of the board will appoint a replacement.

Section 4 — If any officer-elect or director-elect vacates a position, the remaining members of the board-elect will appoint a replacement.

Section 5 — The terms of office for president is one year and can be extended for up to a second year if a successor is not elected. The term of other officers is not specified but rotations of officer positions is encouraged.

The Standard Rotary Club Constitution requires that your club's bylaws specify an election process. If a nominating committee is used, include details of how it is appointed. The term of office for a club president is specified as one year in the Standard Rotary Club Constitution. When a successor is not elected, the current president's term can be extended for up to one year.

Article 4 Duties of the Officers

Section 1 — The president presides at club and board meetings.

Section 2 — The immediate past president serves as a director on the club board and presides at club and board meetings when the president and president-elect are absent.

Section 3 — The president-elect prepares for his or her year in office, serves as a director, and presides at club and board meetings when the president is absent.

Section 5 — A director attends club and board meetings.

Section 6 — The secretary records and publishes meeting minutes, and keeps appropriate records on the Rotary International system.

Section 7 — The treasurer oversees all funds and provides an accounting of them. The treasurer also records changes to federal and state registration, fills the role of Registered Agent with the Secretary of State of Washington for Bellevue Sunrise Rotary Foundation, and prepares annual required federal and state financial filings for:

- Bellevue Sunrise Rotary Club
 - IRS Form 990 Return of Organization Exempt from Income Tax (November 15)
- Bellevue Sunrise Rotary Foundation
 - IRS Form 990 Return of Organization Exempt from Income Tax (November 15)

- WA Secretary of State annual Charitable Organization Registration (November 30)

See Rotary club leader manuals for details on the roles and responsibilities of club officers.

Article 5 Meetings

Section 1 – An annual meeting of this club is held no later than 31 December to elect the officers and directors who will serve for the next Rotary year.

Section 2 – This club meets on a schedule of days and times approved by and published to members. Reasonable notice of any change or cancellation of the regular meeting will be given to all club members.

Section 3 – Board meetings are held on the second Wednesday of each month except August (when the fundraising event occurs) and December. Special meetings of the board are called with reasonable notice by the president or upon the request of two directors.

The Standard Rotary Club Constitution requires club bylaws to include article 5, section 2.

Article 6 Dues

Annual club dues are paid quarterly. The dues cover the costs of operating club plus the cost of meetings as determined by the board. Dues can be supplemented by nominal meeting fundraising such as Happy Bucks and Ace of Spades. Credit will be given for documented meeting makeup at another Rotary Club. Annual club dues include RI per capita dues, subscriptions to an official magazine, district per capita dues, club fees, and any other Rotary or district per capita assessment. Rotary Foundation payments can be collected with regular dues payments.

Appendix 1 – Dues Schedule may be updated annually concurrent with adoption of the budget.

The Standard Rotary Club Constitution requires club bylaws to include article 6.

Article 7 Method of Voting

The business of this club is conducted by voice vote or a show of hands except in the election of officers and directors, which is conducted by ballot. The board may also provide a ballot for a vote on some resolutions.

Include satellite club voting procedures here.

Article 8 Committee Chairs

Section 1 — This club's committees comprise those listed in article 11, section 7, of the Standard Rotary Club Constitution, which includes:

- a) Membership
- b) Public Relations
- c) Rotary Foundation
- d) Service Projects.

Section 2 — The president is an ex officio member of all committees.

Section 3 — Each committee's chair is responsible for the regular meetings and activities of the committee, supervises and coordinates its work, and reports to the board on all committee activities.

Club committees coordinate their efforts to achieve the club's annual and long-term goals.

Article 9 Finances

Section 1 — Before each fiscal year starts, the board prepares an annual budget of estimated income and expenditures.

Section 2 — The treasurer deposits club funds in a financial institution or institutions designated by the board, divided into two accounts: one for club operations and one for charitable contributions and service projects.

Section 3 — Bills are paid by the treasurer or another authorized officer and approved by two other officers or directors.

Section 4 — A person selected by the board conducts a thorough annual review of all financial transactions.

Section 5 — Club members will receive an annual financial statement of the club. A mid-year financial report, with current and previous year income and expenses, is presented at the annual meeting.

Section 6 — The fiscal year is from 1 July to 30 June.

Article 10 Method of Electing Members

Section 1 — A member proposes a candidate for membership to the board and/or the membership committee, or another club proposes one of its transferring or former members.

Section 2 — The board approves or rejects the candidate's membership within 30 days and notifies the proposing member of its decision.

Section 3 — If the board approves the candidate's membership, the prospective member is invited to join the club.

Section 4 –Members of the club are registered with Rotary International and are responsible to pay annual fees required by Rotary International and Rotary District 5030. They are encouraged to contribute annually to the Paul Harris Fund at Rotary International. Types of members and associated expectations include:

1. Full Member – Eligible to attend all meetings. Pays for meeting meals, share of Bellevue Sunrise Rotary Club operating costs, and donates a minimum of \$500 annually to the Bellevue Sunrise Rotary Foundation.
2. Corporate Member – Treated as a Full Member with one individual from the corporation registered with Rotary International. Up to 3 other named individuals may attend club meetings, typically not all simultaneously.
3. Basic Member - Eligible to attend all meetings. May elect to pay for and receive meeting meals, contribute to Bellevue Sunrise Rotary Club operating costs, and donate to the Bellevue Sunrise Rotary Foundation.

A process to address objections raised by current members may also be included here.

Article 11 Amendments

These bylaws may be amended at any regular club meeting. Changing the club bylaws requires sending written notice to each member 21 days before the meeting, having a quorum present for the vote, and having two-thirds of the votes support the change. Changes to these bylaws must be consistent with the Standard Rotary Club Constitution, the RI Constitution and Bylaws, and the Rotary Code of Policies.