

By-Laws of the Rotary Club of Sapulpa, Oklahoma

ARTICLE I

DEFINITIONS

1. Board: The Board of Directors of this club
2. Director: The member of this club's Board of Directors
3. Member: A member, other than an honorary member, of this club.
4. RI: Rotary International.
5. Year: The Twelve-month period that begins on 1 July.

ARTICLE II

BOARD OF DIRECTORS

The governing body of this club shall be a board of directors consisting of thirteen members of this club elected in accordance with Article II of these by-laws, namely seven directors, the president, president elect, president-nominee, secretary, treasurer, and the immediate past president.

ARTICLE III

ELECTION OF DIRECTORS AND OFFICERS

SECTION 1 – At a regular meeting at least one month prior to the meeting for the general election of officers the board of directors acting as a nominating committee shall present to the club nominations for the office of president-elect, president-nominee, secretary, and treasurer and a primary election of directors shall be held to select five current directors and ten members from the remaining membership to be voted upon for directors at the general election. Additional nominations for the offices of president-elect, president-nominee, secretary, or treasurer may be made in writing signed by at least five members and furnished to the secretary within two weeks succeeding the report of the nominating 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 candidate for president-elect, president-nominee, secretary, and treasurer receiving a majority of votes shall be declared elected to their respective offices. The three current directors and the four candidates for director from membership at large receiving the most votes shall be declared elected as directors.

SECTION 2 – A vacancy in the board of directors or any office shall be filled by action of the remaining board members of the board.

SECTION 3 – A vacancy in the position of any officer-elect or director elect shall be filled by action of the remaining members of the board of directors-elect.

SECTION 4 – The president shall appoint some member of the club to act as sergeant-at-arms.

ARTICLE IV

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 duties as ordinarily pertain to the office.

SECTION 2-IMMEDIATE PAST PRESIDENT. It shall be the duty of the immediate past president to serve as a director and to perform such other duties as may be prescribed by the president of the board.

SECTION 3- PRESIDENT-ELECT. It shall be 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 this office or may be prescribed by the president or the board.

SECTION 4 – PRESIDENT-NOMINEE. It shall be the duty of the president-nominee to preside at meetings of the club and board in the absence of the president and the president-elect and to perform such other duties as may be prescribed by the president or the board. The president-nominee shall chair the program committee for the regular Rotary meetings and shall make the necessary arrangements with the host facility to insure proper preparation for the meetings.

SECTION 5 – 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 the RI (Rotary International), including the semi-annual reports of membership (which shall be made to the general secretary of RI on January 1st and July 1st of each year), 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 (of 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 this office.

SECTION 6 – 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 this office. Upon retirement from office all funds, books of accounts or any other club property shall be turned over to the successor or to the president.

SECTION 7 – SERGEANT-AT-ARMS. The duties of the sergeant-at-arms shall be such as are usually prescribed for the office and such other duties as may be prescribed by the president or the board.

ARTICLE V

MEETINGS

SECTION 1 – An annual meeting of this club shall be held on or before the last Tuesday 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 Tuesday at 12 noon. Due notice of any changes in or canceling of the regular meeting shall be given to all members of the 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 each month at the call of the president. Special meetings of the board shall be called by the president, whenever deemed necessary, upon the request of two 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 – There is no admission fee to be paid before the applicant can qualify as a member. However, the applicant will be required to pay the quarterly dues that would be owed (may be prorated to current admission date).

SECTION 2 – The membership dues shall be fixed by the board of directors, payable quarterly, in advance, on the first day of July, October, January, and April with the understanding that the current subscription rate shall be applied to each member's subscription to THE ROTARIAN magazine.

ARTICLE VII

METHOD OF VOTING

The business of this club shall be transacted by verbal vote except for the election of officers and directors which shall be a vote by ballot.

ARTICLE VIII

AVENUES OF SERVICE

The Avenues of Service are the philosophical and practical framework for the work of this Rotary club. They are Club Service, Vocational Service, Community Service, International Service and new Generation Service.

ARTICLE IX

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 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 the year in office. It is recommended that the chair have previous experience as a member of the committee. Standing committees should be appointed as follows:

- **Membership**
This committee should develop and implement a comprehensive plan for the recruitment and retention of members.
- **Public Image**
This committee should develop and implement plans to provide the public with information about Rotary and to promote the club's service projects and activities.
- **Administration**
This committee should conduct activities associated with the effective operation of the club.
- **Service Projects**
This committee should develop and implement educational, humanitarian, and vocational projects that address the needs of its community and communities in other countries.
- **The Rotary Foundation**
This committee should develop and implement plans to support The Rotary Foundation through both financial contributions and program participation.

Additional ad hoc committees may be appointed as needed.

- a) The president shall be ex officio a member of all committees and, as such, shall have all the privileges of membership thereon.
- b) 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.
- c) Each chair shall be responsible for the 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.

ARTICLE X

DUTIES OF COMMITTEES

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 plan 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 the club committees, mandates, goals, and plans for presentation to the board in advance of the commencement of the year as noted above.

ARTICLE XI

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 months. Upon request the board may grant leave of absence beyond six months if warranted and only on a case-by-case basis.

ARTICLE XII

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 financial review by a certified public accountant or other qualified person shall 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 the 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 periods of three months each. 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 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 XIII

METHOD OF ELECTING MEMBERS

SECTION 1 – The name of a prospective member, proposed by an active member (sponsor) 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 name of the proposed member shall be kept confidential except as otherwise provided in this procedure.

SECTION 2 – The board shall ensure that the proposal meets all the classification and membership requirements of the club constitution.

SECTION 3 – The board shall approve or disapprove the proposal within 30 days of its submission and shall notify the proper, through the club secretary, of its decision.

SECTION 4 – If the decision of the board is favorable, the sponsor shall inform the prospective member of the purposes of Rotary and of the privileges and responsibilities of membership in the club, following which the prospective member shall be requested to complete and submit an application for membership and to give his permission for his name and proposed classification to be published to the club.

SECTION 5 – If no written objection to the proposal, stating reasons, is received by the board from any member of the club within 7 days following publication of the name of the prospective member, the prospective member, shall be considered to be elected to membership.

SECTION 6 – If any such objection has been filed with the board, it shall vote on the matter at its next meeting. If approved despite the objection, 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 issue a membership card to the member and shall report the new member to RI; and the Rotary Information committee shall provide appropriate literature for presentation at the induction and assign a member to assist in the assimilation of the new member.

ARTICLE XIV

RESOLUTIONS

SECTION 1 – 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 XV

ORDER OF BUSINESS

Meeting called to order
Introduction of visiting Rotarians and guests
Correspondence and announcements
Committee reports, if any
Unfinished business
New business
Address or other program feature
Adjournment

ARTICLE XVI

AMENDMENTS

These by-laws 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 or hand delivered to each member at least 10 days before such meeting. No amendment or addition to these by-laws can be made which is not in harmony with the club constitution and with the constitution and by-laws of RI.