

Bylaws of the Rotary Club of Upper Kittitas County
amendment to September 24, 2014 Bylaws

The September 24, 2014 Bylaws are hereby amended as follows:

Article 1 Definition

Board: The Board of Directors of this club.
Director: A member of this club's Board of Directors.
Member: A member, other than an honorary member, of this club.
RI: Rotary International.
Year: The twelve-month period that begins on 1 July.
Quorum: One-third of the club membership.
Board quorum: A majority of directors for the Board shall constitute a quorum for the transaction of business and any business transacted by such a majority will be valid as the action of the Board of Directors. Votes may be held orally, written, or by electronic means.

Article 2 Board

The governing body of this club shall be the board consisting of nine (9) members of this club, namely, the president, immediate past president, president-elect, secretary, treasurer, sergeant-at-arms, club administrator and two (2) at-large directors.

Article 3 Election of Directors and Officers

Section 1 - At a regular meeting one month prior to the meeting for election of officers, the members of the club may nominate candidates for president, secretary, treasurer, sergeant-at-arms, club administrator and two at-large directors.

Section 2 - The candidates receiving a majority of the *viva voce votes* (see Article 9) shall be declared elected to their respective offices.

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

Section 4 - Terms of office for each role are as follows:

All elect positions shall take office on July 1st following the current rotary year.

All nominee positions shall take office on July 1st of the succeeding year of the elect positions.

Article 4 Duties of Officers

Section 1 - *President*. It shall be the duty of the president to preside at meetings of the club and the board and to perform other duties as ordinarily pertain to the office of president.

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 or the board.

Section 3 - *President-elect*. The president-elect shall prepare for their year in office and serve as a director and to perform such other duties as may be prescribed by the president or the board.

Section 4 - Secretary. It shall be the duty of the secretary to; send out board, and committee meetings; record and preserve the minutes of such meetings; and perform 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 it to the club annually and at any other time upon demand by the board, and 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.

Section 6 - Sergeant-at-Arms. The duties of the sergeant-at-arms shall be such as are usually prescribed for such office and other duties as may be prescribed by the president or the board.

Section 7 - Club Administrator. The club Administrator shall insure that all business of the club is conducted in accordance with the Rotary Constitution and Bylaws. In addition the club administrator shall keep membership records, record attendance at meetings; report as required to RI, including the membership on 1 January and 1 July of each year; provide the monthly attendance report, which shall be made to the district governor within 15 days of the last meeting.

Section 8 - At-Large-Directors. The At-Large-Directors shall attend club and Board Meetings and to perform such other duties as may be prescribed by the president or the board.

Article 5 Meetings

Section 1 - Annual Meeting. An annual meeting of this club shall be held no later than November 30th to elect the officers and director nominees.

Section 2 - Regular Meetings. The regular weekly meetings of this club shall be held on Wednesdays at 7 A.M.at Suncadia Lodge – Portals Restaurant. Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club.

Section 3 - Board Meetings. Board meetings are held each month. Special meeting of the Board are called with reasonable notice by the president or upon the request of two directors.

Article 6 Board Action Final

Section 1 - The decision of the board in all club matters is final, subject only to an appeal to the club. However, as to a decision to terminate membership, a member, pursuant to article 15, section 6, of the Constitution may appeal to the club, request mediation, or request arbitration. If appealed, a decision of the board shall be reversed only by a two-thirds vote of the members present, at a regular meeting specified by the board, provided a quorum is present and notice of the appeal has been given by the secretary to each member at least five (5) days prior to the meeting. If an appeal is taken, the action taken by the club shall be final.

ARTICLE 7 Makeup Meetings. A makeup for any absence can be done by participating in any Rotary sponsored event, activity, meeting, etc. throughout the year. It also includes participation in any event benefiting our motto of Kids, Sports and Community. Notice of participation in any event shall be given by e-mail to the club administrator in order to receive proper credit.

Article 8 Fees and Dues.

Section 1 - Annual Dues. - Membership dues shall consist of RI per capita dues, subscription fees to the 'Rotarian' or Rotary regional magazine, district per capita dues, club annual dues, and any other Rotary or district per capita assessment. Club annual dues shall be in the amount of \$175.00. Membership dues shall be payable by May 1st of each year unless a payment schedule is setup with the Treasurer, but in no event the annual dues must be paid in full no later than Jan 1st of the succeeding year.

Article 9 Method of Voting

At all regular and special meetings of the members, the business of this club shall be transacted by *viva voce**.

(Note: Viva voce vote is defined as when club voting is conducted by vocal assent.

Article 10 Avenues of Service

Rotary's Five Avenues of Service are the philosophical and practical framework for the work of this Rotary club.

1. Club Service, the first Avenue of Service, involves action a member should take within this club to help it function successfully.
2. Vocational Service, the second Avenue of Service, has the purpose of promoting high ethical standards in businesses and professions, recognizing the worthiness of all dignified occupations, and fostering the ideal of service in the pursuit of all vocations. The role of members includes conducting themselves and their businesses in accordance with Rotary's principles and lending their vocational skills to club-developed projects in order to address the issues and needs of society.
3. Community Service, the third Avenue of Service, comprises varied efforts that members make, sometimes in conjunction with others, to improve the quality of life of those who live within this club's locality or municipality.
4. International Service, the fourth Avenue of Service, comprises those activities that members do to advance international understanding, goodwill, and peace by fostering acquaintance with people of other countries, their cultures, customs, accomplishments, aspirations, and problems, through reading and correspondence and through cooperation in all club activities and projects designed to help people in other lands.
5. Youth Service, the fifth Avenue of Service, recognizes the positive change implemented by youth and young adults through leadership development activities, involvement in community and international service projects, and exchange programs that enrich and foster world peace and cultural understanding.

Article 11 Committees

Section 1 - Club committees coordinate their efforts in order to achieve the club's annual and long-range goals. Each club should have the following committees:

• Club Administration • Membership • Public Relations • Rotary Foundation • Service Projects

Section 2 - Additional committees may be appointed as needed.

Section 3 - The president shall be *ex officio* a member of all committees and, as such, shall have all the privileges of membership.

Section 4 - Except where special authority is given by the Board, committees shall not take action until a report has been made and approved by the Board. The president or the Board shall refer additional business to a specific committee as needed.

Section 5 - 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.

Article 12 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 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 13 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 no longer than twelve months.

Article 14 Finances

Section 1 - Prior to the beginning of each fiscal year, the board shall prepare a budget of estimated income and expenditures for the year, 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.

Section 2 - The treasurer shall deposit all club funds in a bank, named by the board. The club funds shall be divided into two separate parts: club operations and service projects.

Section 3 - All bills shall be paid by the treasurer or other authorized officer only when approved by two other officers or directors.

Section 4 - A thorough review of all financial transactions by a qualified person shall be made once each year.

Section 5 - Officers having charge or control of club funds shall give bond as required by the board for the safe custody of the funds of the club, cost of bond to be borne by the club.

Section 6 - 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 RI official magazine subscriptions shall be made on 1 July and 1 January of each year on the basis of the membership of the club on those dates

Article 15 Method of Electing Members

Section 1 - A member proposes a candidate for membership to the board, 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.

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 Order of Business

Meeting called to order.

Introduction of visitors.

Correspondence, announcements, and Rotary information.

Committee reports if any.

Any unfinished business.

Any new business.

Address or other program features.

Adjournment.

Article 18 Paul Harris Award

The club president shall be awarded 1,000 Foundation Recognition Points (Paul Harris Award) at the end of his/her term.

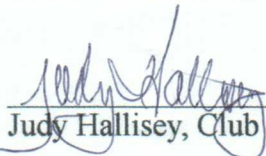
As an incentive to become a Paul Harris Fellow (PHF), the club will match a member's \$500.00 cash donation with 500 club recognition points which will equal the 1,000 points needed for a PHF award.

The club match is for the first PHF award only.

Article 19 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 standard Rotary club constitution and with the constitution and bylaws of RI.

ADOPTED as amended this 28 day of September, 2016



Judy Hallisey, Club President