

Article 1 Definitions

1. Official Club Name (by Rotary International): Rotary Club of Three Creeks Vancouver WA USA (commonly known as Rotary Club of Three Creeks)
2. Board: The club's board of directors
3. Director: A member of the club's board of directors
4. Member: A member of the club, including honorary members
5. 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 simple majority of the directors for club board decisions
6. RI: Rotary International
7. Year or Rotary Year: The 12-month period that begins on 1 July
8. Rotary Activity or Rotary Interaction: Participation in regularly scheduled club meetings, board meetings, committee meetings, make up meetings at other Rotary clubs, hands on service projects, etc.

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, president elect nominee, immediate past president, sergeant at arms, secretary, treasurer, club administration director, membership director, The Rotary Foundation director, service projects director and public image director.

Article 3 Elections and Terms of Office

Section 1 - A slate of officers and directors shall be prepared by the President Elect prior to 1 November. This slate will be presented to the membership verbally at both November club meetings and/or posted on the club website twice in the month of November for notifying the entire membership of those members who are on the ballot. Write-ins are encouraged on the ballot which will be presented in person, or electronically, to members in December with completion of the election no later than 31 December. Members may also nominate candidates for any position from the floor, or write in candidates on the official ballot.

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

Section 3 - If any officer or board member other than club president vacates a 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 - If the club president resigns, or is removed from office, prior to 28 February, the club board shall immediately convene a special meeting of the board with all past presidents present. Past presidents, beginning with the Immediate Past President and moving backward, shall be polled to establish which past president will commit to completing the current Rotary year as Club President. After 28 February, the President Elect shall ascend into the Club Presidency.

Section 6 - The terms of office for each role are as follows. All positions shall be subject to annual ballot approval. Half of all positions with two year terms shall be staggered to allow for leadership continuity on the board.

- President - one year

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- President Elect – one year
- President Elect Nominee – one year
- Immediate Past President – one year
- Treasurer – two years beginning 2023-24 Rotary Year
- Secretary – two years (beginning 2022-2023 Rotary Year)
- Sergeant-at-arms – two years (Beginning 2022-24 Rotary Year)
- The Rotary Foundation Director – two years (Beginning 2024-245 Rotary Year)
- Public Image Director – two years (Beginning 2023-24 Rotary Year)
- Club Administration Director – two years (Beginning 2022-24 Rotary Year)
- Membership Director – two years (Beginning 2022-23 Rotary Year)
- Service Projects Director – two years (Beginning 2022-23 Rotary Year)

Article 4 Basic Duties of the Officers

All positions shall have detailed job descriptions that are made available to proposed officers and directors prior to the election.

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

Section 2 – The immediate past president serves as a director on the club board.

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

Section 4 – The immediate past president presides at club and board meetings when the president and president elect are absent.

Section 5 – The secretary keeps membership and attendance records, as well as minutes of the board meetings.

Section 6 – The treasurer oversees all funds and provides an annual accounting of them. This person also works with the President Elect to construct budgets for upcoming Rotary years prior to the end of the current Rotary year.

Section 7 – The sergeant-at-arms (or a designee) sets up the room with all needed audio/visual equipment, banners, flags, etc.; maintains order in club meetings; handles Chuck Bucks at club meetings and gives that money to club treasurer at the end of each meeting and serves as a director.

Section 8 – A director attends club and board meetings and helps develop and implement club policy with specificity to their area of discipline.

Article 5 Meetings & Attendance

Section 1 – This club meets as follows: First and third Thursday of each month at 5:30 p.m. Reasonable notice of any change or cancellation of the regular meeting will be given to all club members.

Section 2 – Board meetings are held once a month, as set by the President at the beginning of each Rotary year. Special meetings of the board are called with reasonable notice by the president or upon the request of two directors.

Section 3 – Attendance. Rotary Club of Three Creeks requires each member participate in two Rotary Interactions per month.

Article 6 Dues

Section 1 – Annual club dues are assessed and approved by the club board on an annual basis as part of the budgeting process.

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- Commented [BH1]: Directors for Sergeant-at-arms, TRF, PI, Club Adm should state "Beginning 2022-2023..." as same as for Treasurer and Secretary?
- Commented [SH2R1]: The idea is to stagger the board positions.
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Section 2 - Dues are paid as follows: Annually but can be broken into quarterly payments. Annual club dues include RI per capita dues, a subscription to The Rotarian or a Rotary regional magazine, district per capita dues, club fees and expenses, and any other Rotary or district per capita assessment.

Section 3 - The club will administer a Rotarian In Need of Assistance (RINA) for a club member who may have financial difficulties that preclude them from paying their dues. This is a one-year award for a waiver of dues, up to one full year.

Section 4 - The club board of directors is authorized in these bylaws to exercise whatever flexibility necessary to assist club members in their payment of dues as works best for the member.

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Article 7 Method of Voting

Section 1 - The business of this club is conducted by roll call, 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. The ballot may be done on paper or via email.

Section 2 - To respond promptly and keep club business operating smoothly, the board may also use email to conduct votes between in-person board meetings. This will be of particular use in the vote to approve or deny new member applications.

Section 3 - Records of all email votes including motion, second and total vote count (ayes vs. nays) shall be recorded in the succeeding set of board meeting minutes.

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Article 8 Committees

Section 1 - Club committees coordinate their efforts to achieve the club's annual and long-term goals, including but not limited to sub-committees and multiple committee members.

Section 2 - The president is an ex officio member of all committees and, as such, has all the privileges of membership.

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.

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Article 9 Finances

Section 1 - Before each fiscal year starts, a detailed annual budget must be prepared by the President Elect and Treasurer, reviewed by the current board, as well as the incoming board no later than 30 June. The annual budget includes estimated income and expenditures. The new board shall vote to approve and adopt the budget during its July board meeting each year.

Section 2 - The treasurer deposits club funds in a financial institution or institutions designated by the board.

Section 3 - Appropriate checks and balances for payment of bills are set in policy approved by the board and are held by the treasurer.

Section 4 - A qualified person conducts a thorough annual review of all financial transactions.

Section 5 - Club members will receive an annual financial statement of the club.

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

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Article 10 Method of Electing Members

Section 1 - Newly proposed candidates or transferring members from another club are encouraged to visit our regular club meeting at least three times before submitting their application. The membership director and/or club president will meet with the proposed member to explain financial and time commitments, Rotary

International guidelines, and club activities. The membership director and/or club president will ensure proposed members are in good standing with Rotary and the community.

Section 2 – The proposed member’s name will be presented to the membership in two consecutive meetings, and once in the electronic newsletter, prior to the board’s vote to approve or deny the proposed member.

Section 3 – The board approves or denies the candidate’s membership within 30 days and notifies the proposing member of its decision.

Section 4 – If the board approves the candidate’s membership, the prospective member is invited to join the club.

Section 5 – Objections to proposed members must be provided to the president, or another board member, in writing prior to the candidate’s membership vote by the board of directors.

Article 11 Amendments

Section 1 – These bylaws may be amended at any regular club meeting. Changing the club bylaws requires sending written notice to each member 10 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.

Commented [BH8]: Is this currently done and recorded as very important for potential new member to understand financial & time commitments and that we do network, but our main purpose is Service Above Self.

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