

**Bylaws of the Rotary Club of Lexington Sunrise**  
**As revised and approved by the membership at the October 24, 2002, meeting; and**  
**amended at the October 23, 2008, January 20, 2011 meetings**

**Article I - Board of Directors**

**Section 1** - The governing body of this Club shall be the board of directors consisting of nine (9) members of this Club, namely, five (5) directors elected in accordance with Article II, Section 1 of these bylaws, the president, vice-president, president-elect, secretary, and the treasurer.

**Article II - Election of Directors and Officers**

**Section 1** - At a regular Club meeting one month prior to the annual meeting of the Club as specified in Article IV, Section I, the presiding officer shall ask the nominating committee to present their recommendations for president, secretary, and treasurer for one year terms, and two members of the board of directors for two year terms. The Club members will be given the opportunity to make additional nominations from the floor, provided the nominee has given prior approval. The nominating committee shall consist of the president-elect and the two most recent available past presidents. The nominations duly made shall be voted for at the annual meeting. The candidates for president elect, secretary and treasurer receiving a plurality of the votes shall be declared elected to their respective offices. President elect agrees to serve as president following his term as president elect. The immediate past president shall serve as the vice-president. The two candidates for director receiving the greatest number of votes shall be declared elected as directors. Each year two directors will be elected for two-year terms so as to maintain a total of four directors. The president-elect shall serve as a member of the board for the year commencing on the first day of July next following his or her election as president, and shall assume office as president one year later on the first day of July.

**Section 2** - A vacancy among the board of directors or officer-elect or director-elect shall be filled by action of the remaining members of the board.

**Article III - 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 other duties as ordinarily pertain to this office.

**Section 2 - President-Elect.** It shall be the duty of the president-elect to serve as a member of the board of directors of the Club, to serve as chair of the programs committee, to serve on, and preside over meetings of, the nominating committee, to preside at meetings of the Club and board in the absence of the president, and to perform such other duties as may be prescribed by the president or the board.

**Section 3 - Vice-President.** It shall be the duty of the vice-president to serve as a member of the board of directors of the Club, to preside at meetings of the Club and board in the absence of both the president and president-elect, 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 maintain accurate member records; keep minutes of board, annual, and executive meetings, send monthly membership and attendance reports to the District Governor or District Secretary; report member data changes to RI and to the District Governor; submit the semiannual report to RI; order Club supplies; and to review and implement Rotary principles and procedures as stated in the constitution and bylaws of RI, and to perform such other duties as may be prescribed by the president or the board. Upon retirement from office the secretary shall turn over to his or her successor or to the president all records, books or any other Club property in his or her possession.

**Section 5 - Treasurer.** It shall be the duty of the treasurer to have custody of all funds, accounting for same to the Club monthly and at any other time upon demand by the board and to perform such other duties as pertain to his or her office. Upon retirement from office the treasurer shall turn over to his or her successor or to the president all funds, books of accounts or any other Club property in his or her possession.

#### **Article IV - Meetings**

**Section 1 - Annual Meeting.** An annual meeting of this Club shall be held in November in each year at which time the election of officers and directors to serve for the ensuing Rotary fiscal years shall take place.

**Section 2 -** The regular weekly meetings of this Club shall be held on Thursdays at 7:00 a.m. Due notice of any changes in or canceling the regular meeting shall be given to all members of the Club.

All members excepting an honorary member (or member excused by the board of directors of this Club pursuant to article VII, section 3 of the standard Rotary Club constitution) in good standing in this Club, on the day of the regular meeting, must be counted as present or absent, and attendance must be evidenced by the member's being present for at least sixty (60) percent of the time devoted to the regular meeting, either at this Club or any other Rotary Club.

**Section 3 -** One half 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 monthly at a time and place determined by the board. Special meetings of the board shall be called by the president, whenever deemed necessary, or upon the request of two (2) 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 V - Fees and Dues**

**Section 1 -** The admission fee shall be as set by Rotary International.

**Section 2** -The membership dues shall be determined by the board of directors and shall be billed on a quarterly basis, in advance. Dues will include the cost of meals served at Club meetings, payment for each member's subscription to THE ROTARIAN magazine and a payment for RI insurance.

**Section 3** – Dues are payable within thirty (30) days of the end of the quarter.

## **Article VI - Method of Voting**

The business of this Club, including election of officers, shall be transacted by viva voce vote. The officer presiding at a meeting may, at his or her discretion, call for a decision to be made by ballot.

For the approval of potential new members, for this matter only, the Board may use e-mail as a medium of communication.

## **Article VII - Committees**

### **Section 1 -**

a. The president shall, subject to the approval of the board, appoint the following standing Avenue of Service committees, with each chaired by a board member:

Club Service committee  
Vocational Service committee  
Community Service committee  
International Service committee  
New Generations Service committee

b. The five Avenues of Service committees shall each consist of a chair, who shall be named by the president from the membership of the board, and not fewer than two (2) members, including the chairs of committees appointed on particular phases of each service per (c) below.

c. Each committee chair may, subject to the approval of the president, also appoint such committees on particular phases of Club service, Vocational Service, Community Service, International Service, and New Generations Service as may be deemed necessary.

d. The president shall be an ex officio member of all committees and, shall have all the privileges of membership thereon.

e. Each committee shall transact such business as is delegated to it 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 to the board and approved by the board.

f. Each Club activity will be assigned, at the discretion of the president, to one of the five Avenues of Service committees for overall responsibility, even in cases where the scope of the activity may include more than one Avenue of Service.

g. Where feasible and practicable in the appointment of Club subcommittees, provision should be made for continuity of membership, either by appointing one or more members for a second term or by appointing one or more members to a two-year term.

## **Section 2 - Club Service Committee**

a. The chair of the Club Service committee shall be responsible for all Club Service activities and, except as noted below, shall supervise and coordinate the work of all subcommittees appointed on particular phases of Club Service.

b. The Club Service chair, with the approval of the president, may appoint committees on such activities as attendance, membership, membership development, fellowship, public relations, and other committees as deemed necessary. A Programs Committee shall be appointed by and supervised by the president-elect.

The board of directors will appoint a sergeant-at-arms who will be responsible to the Club Service Director. The duties shall be to handle the physical preparations for, and the mechanical part of each meeting, see that members start the meal on time and wear name badges, announce visiting Rotarians and other guests in attendance at Club meetings and perform such other duties as may be prescribed by the president or the board.

## **Section 3 - Community Service Committee**

a. The chair of the Community Service committee shall be responsible for all Community Service activities and shall supervise and coordinate the work of all subcommittees appointed on particular phases of Community Service.

b. The Community Service chair, with the approval of the president, may appoint additional subcommittees on such activities as community development, human development, environmental protection, partners in service, and other committees as deemed necessary.

c. Recurring annual community-oriented Club events such as the Road & River Relay and Balloon Rally will be the responsibility of the Community Service Committee, whose chair may appoint, with the approval of the president, subcommittees and subcommittee chairs for these events.

## **Section 4 - International Service Committee.**

a. The chair of the International Service Committee shall be responsible for all International Service activities and shall supervise and coordinate the work of all subcommittees appointed on particular phases of International Service.

b. The International Service chair, with the approval of the president, may appoint additional subcommittees on such activities as Group Study Exchange, Ambassadorial Scholarship, Youth Exchange, World Community Service, and others as deemed necessary,

### **Section 5 - Vocational Service Committee**

a. The chair of the Vocational Service Committee shall be responsible for all Vocational Service activities and shall supervise and coordinate the work of all committees appointed on particular phases of vocational service.

b. The Vocational Service chair, with the approval of the president, may appoint additional committees on such activities as technology scholarships, vocational awareness, youth ethics, and others as deemed necessary.

### **Section 6 -New Generations Service Committee**

a. The chair on the New Generations Service Committee shall be responsible for all New Generations Service activities and shall supervise and coordinate the work of all subcommittees appointed on particular phases of New Generations service.

b. The New Generations Service chair may appoint additional subcommittees in this field of service.

## **Article VIII - Leave of Absence**

**Section 1** - Upon written application to the board, setting forth good and sufficient cause, a leave of absence as designated in either Section 2 or Section 3 of this Article may be granted by the board, excusing a member from attending the meetings of the Club for a specified length of time.

**Section 2** – A Business, Military, Medical\* or Vocational leave of absence may be granted to a member who, through extenuating circumstances, will be unable, during the period of the leave, to attend the minimum number of Club meetings and will also be unable to meet the Club’s attendance requirements by attending make-up meetings. Such leaves may be granted for any period deemed appropriate by the board.

**Section 3** – A Personal leave of absence may be granted for personal reasons, or for extended periods away from home. Such leaves will be granted only for periods in excess of 90 (ninety) days.

**Section 4** – A leave of absence, if granted by the board, shall be deemed to prevent forfeiture of membership for failure to meet the Club’s attendance requirements. It does not give the Club credit for the member’s attendance. Unless he or she attends a regular meeting of some other Rotary Club, the excused member must be recorded as absent except that absence authorized under the provision of article VIII, section 3 of the standard Rotary Club Constitution is not computed in the attendance record of the Club.

## **Article IX - Finances**

**Section 1** - The treasurer shall deposit all funds of the Club in a bank to be named by the board.

**Section 2** - All bills shall be paid only by checks signed by the treasurer or secretary. Bills over two hundred dollars (\$200) must be accompanied by vouchers signed by any two officers. The Treasurer may pay as necessary for meals without a voucher signed by two officers. An audit by a certified public accountant or other qualified person shall be made of all the Club’s financial transactions by the closing of alternate Rotary years ending in even digits (e.g. 2003/2004) or upon a new treasurer being elected or appointed

**Section 3** - The fiscal year of this Club shall extend from July 1<sup>st</sup> to June 30<sup>th</sup>. The payment of per capita dues and magazine subscriptions to Rotary International shall be made on July 1<sup>st</sup> and January 1<sup>st</sup> of each year on the basis of the membership of the Club on those dates as required by Rotary International.

**Section 4** - At the beginning of each fiscal year the president shall prepare or cause to be prepared and the board shall approve an operating budget of estimated income and estimated expenditures for the fiscal year. Line item operating budget expenses, having been agreed to by the board, shall not be exceeded by a margin exceeding ten percent (10%) unless otherwise approved by action of the board.

## **Article X - Method of Electing Members**

**Section 1** - The name of a prospective member, proposed by an active member 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 proposal for the time being 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 proposer, through the Club secretary, of its decision.

**Section 4** - If the decision of the board is favorable, the prospective member shall be informed of the purposes of Rotary and of the privileges and responsibilities of membership, following which

the prospective member shall be requested to sign the membership proposal form and to permit his or her 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 (other than honorary) of the Club within seven (7) days following publication of information about the prospective member, that person as prescribed in these bylaws, shall be considered to be elected to membership.

If any such objection has been filed with the board, it shall vote on this matter at its next meeting. If approved despite the objection, the proposed member, shall be considered to be elected to membership.

**Section 6** - Following the election, the president shall arrange for the induction of the new member. The Club secretary shall report the new member to RI. The Club Service committee responsible for Rotary Information shall provide appropriate Rotary literature for presentation at the induction. The Club Service committee responsible for membership development will assign a Club member to assist in the assimilation of the new member.

## **Article XI - Resolutions**

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 XII - Order of Business**

The order of business at a meeting of the Club will normally be:

Meeting called to order  
Pledge of Allegiance  
Reflection by a club member  
Introduction of visiting Rotarians and other visitors except Program speaker(s)  
Poll the members for "happy dollars"  
Correspondence and announcements  
Committee reports if any  
Program or service committee meetings  
Adjournment

The order of business may be varied at the discretion of the officer presiding at the meeting.

## **Article XIII - Amendments**

These bylaws may be amended at any regular Club meeting, a quorum being present, by a two-thirds vote of all members present. Notice of such proposed amendment shall have been

provided to the Club secretary, who will then distribute the notice to each member of the Club at least ten days before the meeting at which the amendment is to be voted upon. No amendment or addition to these bylaws can be made which is not in harmony with the Club Constitution and with the Constitution and Bylaws of Rotary International.

\*The word “medical” was added to Article VIII Section 2 Line 1 by the club-approved amendment of January 6, 2005.