

Bylaws of the Erie Rotary Club

Approved October 6, 2022

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The Rotary Club of Erie Colorado has two entities: The **Erie Rotary Club** (a non-profit entity referred to as “The Club”) and the **Erie Rotary Charity Fund, Inc.**, (a Colorado charity with its own bylaws referred to as “The Charity”.)

The bylaws and operational practices in this document are used to guide both the Club and the Charity. Once adopted are binding for the members of the club.

The appendix: Bylaws Guidance for the Erie Rotary Club provide more detailed and fluid operational guidance and procedures. Changes to the appendix can be made using a motion, quorum, second, and a majority vote from members in attendance.

The appendix and bylaws will be ratified annually by club members.

Definitions

Terms	Definition
Board Member	The members that serve on the Erie Rotary Club Board
Officer	Those elected to carry out the club's policies
Quorum and vote	One-third of the club membership is a quorum. Any measure shall be carried by affirmative vote of a simple majority of those members present, or represented by assigned proxy.
Motion	A motion (verbal or written) is a proposal that is put before a meeting for discussion and a decision (vote).
Motion for a resolution	A resolution has an impact on the club operations, such as the approved budget or bylaws. These must be in writing.

1. Membership

1. A member in good standing pays their dues in a timely manner and conducts themselves and their businesses in accordance with Rotary's principles and code of conduct.
2. Types of Memberships are recommended by the board, then presented and voted upon by the members of the club.
3. Membership applications are submitted to the secretary to track and coordinate a timely review by the board and assigned a mentor.
4. Membership status, adding a new member or terminating a member, should be done within 30 days of the join date or termination date.

2. Board Members

1. The governing body of this club is the Erie Rotary Board, minimally consisting of four officers, including the president, immediate past president, secretary, and treasurer.
2. The board recommends additional chair positions they believe are needed to fulfill the needs of the club. If the club supports additional board members, a special election can be held to fill this role.

3. Elections and Terms of Office

1. Annual elections are held for officers and board members.
2. Nominations may be presented by the board and members from the floor.
3. All members are eligible to be nominated for any role, and officers can be nominated to serve another year.
4. The role of the president should be limited to one year.
5. The candidate who receives a majority of the votes for each office is declared elected to that office for a term of one year.
6. If any officer or board member vacates their position, the remaining members of the board will appoint a replacement to serve out the year.

4. Duties of the Officers

1. The president presides at club and board meetings.
2. The immediate past president serves as a member on the board.
3. The president-elect prepares for their year in office, in part, by serving as a member on the board.
4. The president-nominee focuses on vision planning for the club
5. Board Members attend club and board meetings.
6. The secretary keeps membership records and attendance records that shall be made available to the district governor.
7. The treasurer has custody over all funds and bank accounts, and provides reports on a quarterly basis, in addition to year-end reports.
8. The treasurer administers club dues invoicing, collection, and distribution of funds to Rotary District and Rotary International.

5. Meetings

1. The club intends to meet weekly, and as needs arise. Meeting schedules and location are published to members in advance of the meeting.
2. Reasonable notice of any change or cancellation of the regular meeting will be given to all club members.
3. An annual meeting of this club is held in part to elect the officers and board members who will serve for the next Rotary year. This meeting is held no later than 1 June.
4. Board meetings are held at least quarterly.
5. Special board meetings can be called with reasonable notice or upon the request of two board members.

6. Dues

1. Annual club dues are set based on membership type.
2. Annual club fees include local club dues, Rotary International per capita dues, subscriptions to an official magazine, district per capita dues, additional fees, and assessments as determined by the board and approved by membership.
3. Club membership dues are invoiced on an annual basis and due within 30 days of receipt of the invoice to retain active membership.
4. Membership dues for new members are prorated based on the month they join the club.
5. Any changes to the membership types or dues will be brought forward by the board, and then reviewed and voted upon by club members.

7. Method of Voting

1. The business of this club is conducted by voice vote or a show of hands except for elections, which are conducted by ballot. Voting on written motions can be conducted by ballot, as need be.
2. When a motion is in order, the presiding officer brings the motion to a vote. A vote at a meeting requires having a quorum, a second, and a majority vote must rule to carry the motion.

3. The results of the motion and votes are announced and then recorded in the meeting minutes.
4. Proxy voting is allowed by providing written authorization for another member to act in your place during meetings.

8. Committees

1. Rotary's commitment to 'Service Above Self' forms the foundation of club activities. The club adopts areas of focus modeled after RI Areas of Service to fulfill their purpose in the community.
2. Committees will be formed as needed to develop and enhance the chosen areas of focus. The committees and their chairperson will be presented to the club and confirmed by the board.
3. Each committee's chair is responsible for regular meetings and reports to the board and club on committee activities.
4. Committee chairpersons must be members in good standing.
5. The president is an ex officio member of all committees.

9. Finances

1. The fiscal year is from 1 July to 30 June.
2. Before each fiscal year starts, the board prepares an annual budget for review and approval by the club.
3. The treasurer deposits club funds, in a bank named by the board, divided into two accounts: one for club operations and one for the Erie Rotary Charity Fund.
4. Bills are paid by the treasurer once approved by one other board member.
5. A qualified person conducts a thorough annual review.

10. Motion for a Resolution

1. Resolutions have a wider impact on the operations of the club, their bylaws, and budgets. These must be presented in writing.
2. Every attempt should be made to pre-schedule a vote on a resolution to provide the club members enough time to review the proposal in advance of the vote.
3. Resolutions will follow the method of voting identified in this document in section 7.

11. Amendments

1. These bylaws are reviewed annually and ratified at the annual meeting.
2. Amendments may be proposed at any regular club meeting for review and vote by the club. All club members must be notified of proposed bylaw changes 10 days in advance of the meeting. A two-thirds affirmative vote from members present is required to make changes to the bylaws.
3. Changes to these bylaws must be consistent with the Standard Rotary Club Constitution, the RI Constitution and Bylaws, and the Rotary Code of Policies.

Appendix: Bylaws Guidance for the Erie Rotary Club

The procedures or policies outlined here are intended to support the consistent implementation of the Erie Rotary Club operations and bylaws. This document, once approved, will be updated as needed and reviewed and ratified on an annual basis with the clubs bylaws.

This document also informs the operational guidance for the The Erie Rotary Charity Fund, Inc. bylaws, contained in a separate document.

Reference	Bylaw	Procedures
Front page	Definitions Quorum	Due to the small size of the board, a quorum for board meetings is three board members.
1.1	Membership dues deadline	Deadline for dues payment is June 15 th , and Dec. 15 th , which is two weeks before international dues are paid.
1.2	Membership types in place.	Three types of membership are offered: <ol style="list-style-type: none"> 1. Individual member 2. Corporate member 3. Family member
1.3	Membership	Membership candidates should be notified within 30 days on the status of membership. Assign a mentor within 60 days for a period of 6 months.
2.1	Erie Rotary Board	A vice-president officer has been elected for the 2022/2023 Rotary year.
2.2	Additional Board Positions in place	2022/2023 board members include: <ol style="list-style-type: none"> 1. Membership Chair 2. Organization Development
3.1	Elections	Nominations are open at least two weeks before the election.
3.4	President role	The Rotary Club President serves for several years prior to and after their term as president. As a result, we strongly urge that the club president term is limited to a one-year. The president-nominee should be elected by December the preceding year of taking over as president-elect.
3.4	Extended term for president	Although not desirable, when a successor to the president is not nominated, the current president's term can be extended for up to one year.

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4.1	President presides at club and board meetings.	When the president is absent, a board member may preside at club or board meetings.
5.1	The club intends to meet weekly.	The club will publish an adjusted holiday and summer schedule, or as needed.
5.2	Notice of meeting changes	Meeting changes, additions, or cancellations will be announced to all club members 48 hours in advance.
6.1	Annual Club Dues	Full Membership Dues: \$300 Spousal Membership: \$200 Corporate Membership: \$400
6.3	Club dues are invoiced on an annual basis.	A nominal fee of \$10 is added to the invoice for members who choose to pay on a 1/2-year basis.
8.1	Committees areas of focus – yet to be verified	<ul style="list-style-type: none"> ● Club Service strengthens fellowship and the effective functioning of the club, board, and committees. ● Next Generations Programs Youth programs to develop the next generation of Rotarians that help younger leaders build leadership skills. ● Club Public Relations and membership development provides the public with information about the Rotary to increase membership and promotes the club's service projects.
8.3	Active Committees	<ul style="list-style-type: none"> ● Aug 2022: Next Generations
9.4	Finance paying bills.	Detailed expenses that are identified in the approved Operations Club level budget can be paid by the treasurer without obtaining additional approvals.

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