



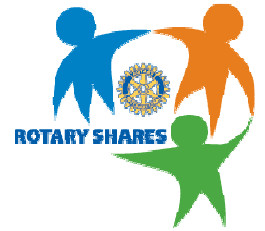
2007-2008

Board of Directors

**ROTARY CLUB
OF
MILWAUKIE**

PO Box 22194

Milwaukie, OR 97269-2194



Scott Weninger
President

Milt Dennison
President Elect

Heather Noren
Vice President

Lesley Townsend
Secretary

Bob Palandech
Michele Johnson
Treasurer

Scott McCampbell
Sara Becker
Sergeant at Arms

Andy Couckuyt
Past President

Mary Dail
Chuck Bruce
Heather Noren
Community Service

Joan Young
World Community Service

Glenda French – Inbound
David Mealey – Outbound
Youth Exchange

Mike Smith
Jim Langstraat
Club Service

David Potts
Siri Bernard
Membership

Dan Gardner
Jim Edwards
Vocational Service

Dave McDowell
Public Relations

Jan Foley
Rotary Foundation

Strategic Business Plan

Adopted by membership
September 25th, 2007

Last updated
January 23, 2008

ROTARY FOURWAY TEST “Of the things we Think, Say or Do”

1. Is it the TRUTH? 2. Is it FAIR to all concerned? 3. Will it build GOOD WILL and BETTER FRIENDSHIPS? 4. Will it be Beneficial to all concerned?

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What is a Rotary Club

The first Rotary Club was organized in Chicago Illinois by Paul Harris, a lawyer. It first met on Feb 23, 1905. The Rotary idea developed into friendship, fellowship, and service to others. Rotary is an organization of business and professional persons united worldwide who provide humanitarian service, encourage high ethical standards in all vocations, and help build goodwill and peace in the world.

Local Rotary Clubs are chartered by Rotary International. There are currently over 33,000 Rotary Clubs in 173 countries around the world. 72 other Rotary Clubs in Oregon and Southwest Washington are organized into District 5100.

The object of Rotary is to encourage and foster the idea of service as a basis of worthy enterprise and in particular, to encourage and foster:

First. The development of acquaintance as an opportunity for service;

Second. High ethical standards in business and professions, the recognition of the worthiness of all useful occupations, and the dignifying of each Rotarian's occupation as a n opportunity to serve society;

Third. The application of the ideal of service in each Rotarian's personal, business, and community life;

Fourth. The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

The principal motto of Rotary is "Service above Self" and describes a philosophy of unselfish volunteer service. All Rotarians should know, honor, and follow the Four-Way Test;

Of the things we think, say, or do:

- 1. Is it the Truth?**
- 2. Is it Fair to all concerned?**
- 3. Will it build Goodwill and Better Friendships?**
- 4. Will it be beneficial to all concerned?**

Effective Rotary Clubs are able to:

- Sustain and increase club membership
- Implement successful service projects
- Support The Foundation of Rotary International
- Develop leaders beyond the club level

Rotary Club of Milwaukie History

The City of Milwaukie, Oregon was incorporated in 1901 and is located in Clackamas County at the northern end of the Willamette Valley. Milwaukie borders the City of Portland and the Willamette River. According to the 2000 U.S. Census, an estimated 20,490 people live in Milwaukie. The Milwaukie area describes both the City of Milwaukie and several unincorporated communities adjacent to the City of Milwaukie boundaries.

The Rotary Club of Milwaukie was chartered in May 1955 and originally met at the St. Johns School Gymnasium with 30 charter members. The club met at the Milwaukie Elks Lodge for years, was relocated to the Keg Restaurant for short time, and now meets weekly on Tuesdays at noon at the Odd Fellows Lodge located at 10282 S.E. Main Street in downtown Milwaukie. Membership is currently 50 members. A breakfast club chartered in 2002; The North Clackamas Sunrise Rotary Club now meets on Friday mornings.

Mission Statement

The Rotary Club of Milwaukie fosters the ideal of service as a basis of worthy enterprise within the principles of Rotary International.

Vision

The Rotary Club of Milwaukie is committed to a membership fostering a fun, educational, and service oriented environment that promotes service to local and world-wide communities, friendship, and understanding.

Values

Members of The Rotary Club of Milwaukie value the following principles;

- Service above Self
- Fostering world peace
- Building goodwill, friendships, and stronger communities
- Embrace diversity and cultural awareness
- Practice the highest ethical standards in everything we do
- Of the things we think, say, or do:
 1. Is it the Truth?
 2. Is it Fair to all concerned?
 3. Will it build Goodwill and Better Friendships?
 4. Will it be beneficial to all concerned?

ROTARY CLUB OF MILWAUKIE PAST PRESIDENTS

J. Earl Jones	1955-1956	Bob Smith	1992-1993
Ted Loder	1956-1957	Kent Walton	1993-1994
Monty Montrello	1957-1958	Dan Bartlett	1994-1995
Barney McClain	1958-1959	Nancy DeBord	1995-1996
Bud Curtner	1959-1960	Bruce Bade	1996-1997
Jim Adamson	1960-1961	David Mealey	1997-1998
Merl Larson	1961-1962	Glenda French	1998-1999
Don Chambers	1962-1963	Glenda French	1999-2000
Dick Ferreira	1963-1964	Gary Poppino	2000-2001
Frank Fairly	1964-1965	Ken Baker	2001-2002
Bill Monroe	1965-1966	Jack Elder	2002-2003
Clyde Martin	1966-1967	Siri Bernard	2003-2004
Tom Mostyn	1967-1968	Siri Bernard	2004-2005
Jack Griffith	1968-1969	Jan Foley	2005-2006
Doc Miller	1969-1970	Andy Couckuyt	2006-2007
Les Peake	1970-1971		
Tom Haley	1971-1972		
Jim Edwards	1972-1973		
Orville Robinett	1973-1974		
Evan Jenks	1974-1975		
Bob Banks	1975-1976		
Walt Fitch	1976-1977		
Dave Strauss	1977-1978		
Mike Miller	1978-1979		
Gordon Rood	1979-1980		
Frank Piacentini	1980-1981		
Russ Isom	1981-1982		
Lowell Miles	1982-1983		
Milo Hass	1983-1984		
Ted Walling	1984-1985		
Gary Olson	1985-1986		
Jim Riggle	1986-1987		
Roger Dinehart	1987-1988		
Bill Brod	1988-1989		
Terry Mohr	1989-1990		
Ray Bartel	1990-1991		
Lynne Larson	1991-1992		

President
Scott Weninger
Club Officer

Secretary
Lesley Townsend
Club Officer

Treasurer
Bob Palandech
Michele Johnson
Club Officers

President Elect
Milt Dennison
Club Officer

Sergeant at Arms
Scott McCampbell
Sara Becker
Club Officers

Past President
Andy Couckuyt
Club Officer

Vice President
Heather Noren
Club Officer

Directors- Community Service
Mary Dail
Chuck Bruce
Heather Noren

Directors- Youth Exchange
Glenda French
David Mealey

Directors- Club Service
Mike Smith
Jim Langstraat

Directors- Vocational Service
Dan Gardner
Jim Edwards

Director- World Community Service
Joan Young

Director- Rotary Int'l Foundation
Jan Foley

Director- Membership
David Potts
Siri Bernard

Director- Public Relations
Dave McDowell

Milwaukie Rotary Club Job Descriptions

Members

Participates in club meetings and club community activities. Ensures club success by committing to time, talents, and financial commitment to club activities.

Club Officers

The Club Officers will include; President, President-elect, Immediate Past President, Secretary, Treasurer, and Sergeant of Arms. These officers will comprise the executive leadership team of the club and report to the club president.

President. Serves as a club facilitator and leader. Presides at club meetings. Ensures the club sustains or increases membership, implements successful projects addressing the needs of the community or communities in other countries, supports The Foundation of Rotary International, and develops future leaders within the Club and beyond. Ensures that each committee has defined goals. Confirm accurate club job descriptions are available. Serves as co-signature on all club checks.

President Elect. Serves as Club President in absence of President. Responsible for club fundraising activities. Responsible to review and update Club Bylaws. Attends President-Elect Training Seminar (PETS) in March. Reviews monthly financial reports. Confirms following year club Board and job assignments in December.

Vice President. Serves as Club President in absence of both President and Pres-elect. Other responsibilities as assigned. Serves as club President-Elect Nominee.

Immediate Past President. Past President serves in an advisory position to the serving President and fills in when President is absent if President–Elect is not available.

Secretary. Responsible for day to day club operations. Maintains current club membership roster. Records weekly membership attendance reports. Reports membership changes and attendance to District 5100 monthly. Records minutes of Board meetings. Sends annual membership dues invoices to members. Pays dues to Rotary International in July and January. Identifies and trains a successor.

Treasurer. Responsible for day to day club financial operations. Collects money during weekly meetings, makes weekly deposits to club bank accounts, accurately records income and expense transactions. Serves as primary co-signature on all checks written by club. Develops draft annual club budget for Board review. Provides monthly income/expense information for Pres-Elect to review.

Sergeant of Arms. Maintains order during weekly meetings. See that all guests are properly introduced. Collects pin fines and brag dollars. Assesses additional fees and fines as appropriate. Reminds members and guests to disarm all electronic devices to limit interruptions during club meetings.

Club Board of Directors

The club's Board of Directors will be comprised of all club officers and all directors. This leadership team serves as the governing body of the club. Charged with managing the interests of the Club as a whole. Board members are responsible to achieve established club goals

Milwaukie Rotary Greeter. “Greeters’ serve a vital club function each week. **Arrive at 11:45 am or earlier if room temperature will be an issue** on their assigned day. Adjust room temperature and assist with room setup. **Greet members near the front entrance from 11:50 until 12:00** and then join the meeting. **Stay after the meeting** to help clear the room.

Directors of Club Service. Directors of Club Service oversee weekly club programs, contacts speakers to confirm appropriate topic, arrange audio visuals equipment for presenter, and coordinate speaker’s gifts. Create and distribute Greeters schedule. Supervises club newsletter distribution, maintains contact with Odd Fellows facility management, and organizes meals with caterer. Monitors attendance of members. MIA members should receive Sunshine “miss you” notes and follow-up telephone calls.

Newsletter Chair. Receives draft newsletter, sensors inappropriate material, distributes newsletter via e-mail to club members. Reports to Director of Club Service.

Newsletter Group. Takes notes during club meetings, develops weekly newsletter, adds jokes, forwards to Editor for review and distribution. Reports to Newsletter Chair.

Directors of Community Service. The Directors of Community Service, report to Club President Elect, coordinates community service projects and evaluates requests from other organizations for donations or volunteer support and determines if, and to what extent, the requests can be accommodated by the Club. Examples of Community Service projects include: Courtney Road Clean Up twice yearly, endowment of PACE program scholarship, adoption of Milwaukie Riverfront Park for assistance with projects as needed by the City, donations to Clackamas Women's Services and construction of a wheelchair-accessible ramp for a Milwaukie Meals-On-Wheels customer.

Director of World Community Service. Oversee humanitarian services; Determine, develop, and follow through with world-outreach projects, attend D5100 WCS meetings. WCS projects. Reports to Club President Elect.

Director of Youth Exchange - Inbound Chair. Oversees work involved with Inbound exchange students and recruitment of host families and students. Reports to Club President Elect.

Director of Youth Exchange - Outbound Chair. Oversees work involved with Outbound exchange students including night for parent/student orientation about RI Youth Exchange. Reports to Club President Elect.

Director of Membership. Responsible to develop and maintain recruitment and retention strategies for the club. Encourages and entices new members to the club. Prospective members can be people the chair has found or, preferable, people sponsored by other members. When a person is proposed, the membership chair meets with that person and talks about the general purpose and attitude of rotary and the expectation for and from that proposed new member. Then fills out the proposal form and proposes that person to the board for a vote. The board may or may not wish the vote to go membership-wide. If the proposed member is approved, the chair is responsible for getting all new members’ information to the secretary as soon as possible. Director of membership oversees new member installations and orientation. Ensures new member badges are ordered and arranges installation of new members. Reports to Club President Elect.



ROTARY CLUB OF MILWAUKIE
 PO BOX 22194
 Milwaukie OR 97269-2194
www.milwaukierotary.org



FUN & EDUCATIONAL – MEET NEW PEOPLE - GIVE BACK TO THE COMMUNITY

JOIN ROTARY TODAY!

“Service above
Self”

We meet every
Tuesday
12:00 pm - 1:15 pm
Odd Fellows Hall
10282 SE Main St
Milwaukie OR
97222

Ask about joining
today

Call Siri
(503)515-4322

~~~~~

## Mission Statement

*The Rotary Club  
of Milwaukie  
fosters the ideal  
of service  
as a basis  
of worthy enterprise  
within the  
principles of  
Rotary International*

BECOME A ROTARIAN AND YOU BECOME A PART OF  
THOUSANDS OF SERVICE PROJECTS WORLDWIDE THAT

SAVE OR POSITIVELY IMPACT LIVES  
OBJECTS OF ROTARY

A service club, both local and international, of concerned business men and women.

The development of friendships as an opportunity to serve.

High ethical standards and the dignity of each Rotarian’s occupation as an opportunity to serve.

The application of service in personal, business, and community life.

The advancement of international understanding, goodwill, and peace through a world fellowship of Rotarians united in the ideal of service.

## PICK THE PROJECT THAT’S RIGHT FOR YOU

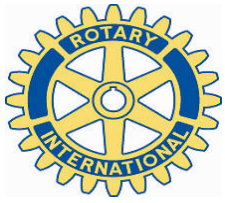
Is it children, teens, adults, elderly, environment, peace and understanding, crisis management, leadership development?

Spend your time on the project or those projects that are of interest to you.

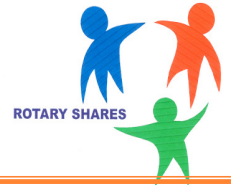
## CURRENT PROJECTS

- ◇ New computers for Honduras schools
- ◇ Scholarships for student tuition in India
- ◇ Scholarships for local teens at Clackamas Community College
- ◇ Clackamas County Children’s Services
- ◇ Local sixth grade citizenship in elementary schools
- ◇ Remembering America’s Heroes and Living History Day
- ◇ International Youth Exchange
- ◇ The elimination of Polio worldwide
- ◇ Milwaukie Riverfront Park restoration
- ◇ Adopt a Road Clean-Up
- ◇ Christmas Fill-A-Stocking
- ◇ Clackamas County Women’s services for abused women and children
- ◇ The Milwaukie Center supporting Meals on Wheels
- ◇ One Baby at a Time project at Providence Milwaukie Foundation
- ◇ ...and many more

Meetings every Tuesday ~~ 12:00 pm to 1:15 pm ~~ Odd Fellows Hall ~~ 10282 SE Main St ~~ Milwaukie OR 97222



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We meet every  
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97222

Ask about joining  
today

Call David Potts  
(503)659-5588

~~~~~

Mission Statement

*The Rotary Club
of Milwaukie
fosters the ideal
of service
as a basis
of worthy enterprise
within the
principles of
Rotary International*

BUSINESSES SHOULD CONSIDER HAVING REPRESENTATION IN LOCAL ROTARY CLUBS BECAUSE OF:

- ◇ World-wide fellowship with other professional business members
- ◇ Recognition as a community-involved business
- ◇ Participation in world-wide service projects; like polio eradication
- ◇ Networking opportunities with other leaders in the community
- ◇ Leadership developmental opportunities are available
- ◇ Public speaking developmental opportunities are included
- ◇ Support local elementary school students and elderly citizens
- ◇ Develop better understanding of international cultural
- ◇ Learn more about the community through weekly speakers
- ◇ Build a better and stronger community
- ◇ Share your talents, time, and resources with others in the community

NEW ROTARY MEMBER PROFILE

ENDORSED BY THE COMPANY
 RESPECTED BY FELLOW CO-WORKERS
 INTERESTED IN COMMUNITY SERVICE
 CAN PARTICIPATE IN 60% OF CLUB MEETINGS (Tuesdays @ noon)
 PARTICIPATE IN OCCASIONAL AFTER-HOUR PROJECTS

INDIVIDUAL MEMBERSHIP COSTS

INITIATION FEE; \$50.00
 Annual individual membership fee \$195.00
 Annual spouse or domestic partner membership fee \$100.00
 Weekly lunches \$7.00 - \$11.00

CORPORATE MEMBERSHIP COSTS

(Up to three members sharing a membership)
 INITIATION FEE; \$250.00
 Annual Corporate Membership \$350.00
 Weekly lunches \$7.00 - \$11.00

Meetings every Tuesday ~ 12:00 pm to 1:15 pm ~ Odd Fellows Hall ~ 10282 SE Main St ~ Milwaukie OR 97222

CLUB MEMBERSHIP SURVEY RESULTS

During May of 2007, a membership survey was distributed both at two club meetings and electronically. The membership was provided these opportunities to provide input into club operations and club activities. This compiled information will provide input for club leadership to consider during the annual planning session. These comments summarize the 12 compiled surveys received.

Question 1; What do you like about our club?

People: In general the responses were all about our members. Great people, networking, socializing, friendly casual environment, similar interests, etc.

Humor: Good natured ribbing @ brag time.

Rotary: The cause was also identified; Community Service.

Speakers: Educational and informative speakers/programs.

Question 2; What can we do better?

Recruitment: Recruit new and preferably younger members.

Involvement: Get new members involved sooner, encourage members to participate by charging them if they fail to participate in a service event.

Service Projects: Organize more community hands-on service projects and involvement. More partnerships and collaboration with other agencies.

Meals: Ensure healthy options. Soup is usually high calorie. Lunch cost too high

Programs: More current events programs. More speakers offering variety.

Meeting Format: Limit dollar for scholar time so main speaker has adequate time.

Question 3; What are our clubs greatest opportunities?

Leaders: To develop future leadership (club officers and youth) We need to get members to step forward and take charge of a project.

Public speaking: We provide an opportunity for members to speak in public.

Service Projects: We could provide safe drinking water for hundreds of people. We could do more local projects, Katrina relief, Peru, etc. Hands-on projects. Consider local or domestic needs. Our neighbors need help.

Social Networking: We could provide more social gathering opportunities.

Membership: We could recruit younger members. Develop a method to retain existing members.

STRONG CLUBS

What ACTION steps do they take?

Action Steps:

1. Develop a long-range plan---with continuity from year to year.
2. Set annual goals -in harmony with the long-range plan. Have a Club PLANNING RETREAT or Planning meeting - to involve others and get ideas.
3. Conduct club assemblies that involve members in planning and keeps them informed about Rotary.
4. Ensure clear communication between the club president, board, committee chairs, club members, district governor, assistant governors, and district committees.
5. Provide for continuity in leadership, including the concept of succession planning to ensure development of future leaders.
6. Provide opportunities to increase fellowship among members of the club.
7. Ensure that every member is active in a club project or function.
8. Develop a comprehensive training plan that ensures
 - Club leaders attend district training meetings
 - Orientation is consistently and regularly provided for new members
 - Ongoing educational opportunities are available for current members
9. Amend bylaws to reflect the club committee structure, roles and responsibilities of club leaders.

Goals for 2007-2008

Club goals should be S.M.A.R.T.

S - specific, significant, stretching

M - measurable, meaningful, motivational

A - agreed upon, attainable, achievable, acceptable, action-oriented

R - realistic, relevant, reasonable, rewarding, results-oriented

T - time-based, timely, tangible, trackable

All Club Members

Participates in 60 percent of club meetings or club community activities during 2007-2008.
Commit time, talents, and financial resources to ensure successful completion of club goals during 2007-2008. Assist with table clean up at end of each meeting.

Club Officers

- * Attend 75 percent of club board meetings during 2008-2007.
- * Board meetings will be held on fourth (4th) Tuesdays each month.
- * Effectively manage areas of responsibilities and accomplish established club goals

President.

- * Establish an initial club strategic plan and goals by Sept 1st 2007.
- * Grow membership by 2 members by March 31. (Sponsor 1 new member)
- * Implement a Focus on 'Having Fun' into club throughout 2007-2008!
- * Maintain financial stability of club through July 2008.
- * Develop future members to assume leadership roles in 2008-2009.
- * Research and Pursue Presidential Citation guidelines.
- * Restructure weekly meetings and board meetings

President Elect.

- * Attend PETS in 2008
- * Oversee the funding raising activities for the Club
- * Study feasibility of starting an interact club at Milwaukie High School
- * Implement minimum of two social/education Fireside programs during the Rotary year.
- * Assist in the recruitment of quality Vice-President candidate(s).
- * Oversee work of Milwaukie Rotary Club Directors.

Vice President.

- * TBA

Immediate Past President.

- * Provide council and mentorship to Club President
- * Preside over weekly club meetings if needed.

Secretary.

- * Maintain membership and attendance and communicate attendance concerns to Board.
- * Submit all required reports to Rotary International & District 5100 on a timely basis.

Treasurer.

- * Provide accurate and timely financial reports during monthly board meetings
- * Prepare an annual club budget.
- * Collect and accurately record weekly club income.
- * Make and accurately record weekly deposits to credit union accounts.
- * Organize Roto Lotto drawings and funds.

Sergeant of Arms.

- * Assists President with keeping meetings on time and distractions to a minimum.
- * Sees that all guests are properly introduced.
- * Interject humor into meeting as appropriate.
- * Collect fines.

All Milwaukie Rotary Greeters. Have a facility key for 100 percent of all club meetings. **Arrive by 11:30am or earlier if room temperature will be an issue 100 percent of the time.** Set up tables, chairs, misc equipment. **Greet members near the front entrance as they enter.** Assist with clean up as needed.

Club Directors

- * Attend 75 percent of club board meetings during 2008-2007.
- * Board meetings will be held on fourth Tuesdays each month.
- * Effectively manage areas of responsibilities and accomplish established club goals

Director of Club Membership.

- * Grow club by 2 members between 7/1/07 – 7/1/08.
- * Implement recruitment and retention strategies for club membership.
- * Recruit 20 new members by 7/1/07.
- * Recruit a membership assistant to help with retention follow-up issues.

Directors of Club Service.

- * Coordinate the Greeters schedule to ensure room set-up and clean up each week.
- * Coordinate with caterer to provide a healthy and affordable lunch meal each week.
- * Arrange and confirm an informative and interesting speaker or program each week.
- * Investigate potential to record guest speakers programs.
- * Develop occasional fellowship activities to enhance member interaction.

Directors of Community Service. Coordinates community service projects

- * Complete 4 community service projects a year
- * Complete Courtney Road Adopt-a-Road clean up twice a year
- * Allocate community service funds annually based upon need and funds available

Director of World Community Service.

- * Works with D5100 WCS Chair to locate new project partners
- * Establish international project(s)

Director of Vocational Service

- * Recognize 6th grade student of the month candidates in local schools
- * Organize 2 vocational field trips per year.
- * Recruit and select one RYLA candidate.

Director of Youth Exchange - Inbound

- * Recruit and select one in-bound student per year.
- * Confirm District background checks complete on all hosts.
- * Organize details of exchange and club interaction with student.

Director of Youth Exchange - Outbound.

- * Recruit and select one out-bound students per year.
- * Confirm arrangements at foreign host clubs.
- * Maintain contact with student and report progress to club
- * Attend District 5100 annual exchange student training session

Director of Public Relations

- * Pursue opportunities to publicize Milwaukie Rotary activities in the media.
- * Develop press release template for club use by September 2007.
- * Develop and pursue club marketing strategies.

Director of Rotary Foundation

- * Educate club members of TRF and its purpose on a continual basis.
- * Encourage contributions and Paul Harris achievement.

Milwaukie Rotary Club Budget

2007-2008

	Proposed Budget
CLUB OPERATIONS ACTIVITIES	
Dues	10,000
Initiation Fees	200
Lunches	1,200
Weekly Drawings - Lotto	1,200
Misc Income	100
To Special Activities Fund (Net)	500
Interest Income	600
Club Fund Raisers	5,000
TOTAL Operating Income	18,800
Bank Charges	500
Audit	-
Dist 5100 Dues	2,000
Dist 5100 Intl Dues	3,400
Public Relations	600
Supplies - Office	1,200
Supplies - Awards	500
Supplies - Postage	50
President Expenses	100
Pres - Elect Training	750
Assemblies & Conferences	500
Installation Dinner	400
Paul Harris Awards	1,000
TOTAL General Expenses	11,000
Member Recruitment	100
Program Speaker Gifts	300
Sunshine Chair Expenses	50
Miscellaneous Expenses	-
TOTAL Club Service	450
Supplies & Postage	50
Student Awards	300
RYLA	550
TOTAL Vocation Service	900
To Foundation For Youth Exchange	5,000
TOTAL International Service	5,000
TOTAL Operating Expenses	17,350
TOTAL OPERATING INCOME - EXPENSES	1,450
COMMUNITY SERVICE ACTIVITIES	
Carryover From Prior Year	8,000
Fund Raisers	4,000
From Foundation Corpus Earnings	7,000
From Misc Club Fund Raisers	-
TOTAL Community Service Funds Available	19,000
Local Community Service Projects	4,000
World Community Service Projects	15,000
To Foundation Corpus	-
TOTAL Community Service Activities	19,000
BANK BALANCES	21,000

Rotary Club of Milwaukie Club Bylaws

Article 1 Definitions

1. Board: The Board of Directors of this club.
2. Director: A 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 2 Board

The governing body of this club shall be the board consisting of six club officers of this club, and eight directors, elected in accordance with article 3, section 1 of these bylaws, and the president, president-elect, secretary, treasurer, and the immediate past president.

Article 3 Election of Directors and Officers

Section 1 – At a regular meeting one month prior to the meeting for election of officers, the presiding officer shall ask for nominations by members of the club for president, president-elect, secretary, treasurer, and eight directors. The nominations may be present by a nominating committee or by member from the floor, by either or by both as a club may determine. If it is determined to have a nominating committee, such committee shall be appointed as the club may determine. 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 candidates for president, president-elect, secretary, and treasurer receiving a majority of the votes shall be declared elected to their respective offices. Directors shall be appointed by club officers. The candidate for president elect in such balloting shall serve as a director for the year commencing on the first day of July next following the election, and shall assume office as president on the first day of July immediately following that year.

Section 2 – The officers and directors, so elected, together with the immediate past president shall constitute the board. Within one month after their election, the directors-elect shall meet and elect some member of the club to act as sergeant-at-arms.

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

Section 4 – A vacancy in the position of any officer-elect or director-elect shall be filled by action of the remaining directors-elect.

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 – *President-elect*. It shall be the duty of the president-elect to serve as a director 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 preside at meetings of the club and the board in the absence of the president and to perform other duties as ordinarily pertain to the office of vice president.

Section 4 – *Secretary*. It shall be the duty of the secretary to keep membership records; record attendance at meetings; send out notices of club, board, and committee meetings; record and

preserve the minutes of such meetings; report as required to RI, including the semiannual reports of membership on 1 January and 1 July of each year, and prorated reports on 1 October and 1 April of each active member who has been elected to membership in the club since the start of the July or January semiannual reporting period; report changes in membership; provide the monthly attendance report, which shall be made to the district governor within 15 days of the last meeting of the month; collect and remit RI official magazine subscriptions; 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 treasure 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 described by the president or the board.

Article 5 Meetings

Section 1 - Annual Meeting. An annual meeting of this club shall be held in January each year, at which time the election of officers and directors to serve for the ensuing year shall take place. (*An annual meeting for the election of officers shall be held not later than 31 January*)

Section 2 – The regular weekly meetings of this club shall be held on Tuesday at 1200 noon.

Due notice of any changes in or canceling of the regular meeting shall be given to all members for the club. All members excepting an honorary member (or member excused pursuant to article 8, sections 3 and 4 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 at any other Rotary club, or as otherwise provided in the Standard Rotary Club Constitution, article 9, sections 1 and 2.

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 on first Tuesday of each month. Special meetings of the board shall be called by the president, whenever deemed necessary, or upon the request of two (2) directors, due notice having been given.

Section 5 – A majority of the officers and directors shall constitute a quorum of the board.

Article 6 Fees and Dues

Section 1 – The admission fee shall be established by the Board of Directors and is to be paid before the applicant can qualify as a member.

Section 2 – The membership dues shall be established by the Board of Directors and payable annually on the first day of July, with the understanding that a portion of payment shall be applied to each member's subscription to the RI office magazine.

Article 7 Method of Voting

The business of this club shall be transacted by *viva voce* vote except the election of officers and directors, which shall be by ballot. The board may determine that a specific resolution be considered by ballot rather than by *viva voce* vote. (*Note: Viva voce vote is defined as when club voting is conducted by vocal assent.*)

Article 8 Four Avenues of Service

The four Avenues of Service are the philosophical and practical framework for the work of this Rotary club. They are Club Service, Vocational Service, Community Service, and International Service. This club will be active in each of the four Avenues of Service.

Article 9 Committees

Club committees are charged with carrying out the annual and long-range goals of the club based on the four Avenues of Service. 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, appoint 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.
Club Public Relations	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.
Club Service/Administration	This committee should conduct activities associated with the effective operation of the club.
Community Service Projects	This committee should develop and implement education, humanitarian, and vocational projects that address the needs of our local community.
World Community Service	This committee should develop and implement education, humanitarian, and vocational projects that address the needs of 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 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.

(Note: The above committee structure is in harmony with both the District Leadership Plan and the Club Leadership Plan. Clubs have the discretion to create any committees that are required to effectively meet its service and fellowship needs. A sample listing of such optional committees is found in the Club Committee Manual. A club may develop a different committee structure as needed.)

Article 10 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. The service projects committee will consider the Avenues of Vocational Service, Community Service, and International 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 present-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 11 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.

(Note: Such leave of absence does operate to prevent a forfeiture of membership; it does not operate to give the club credit for the member’s attendance. Unless the member attends a regular meeting of some other club, the excused member must be recorded as absent except that absence authorized under the provisions of article 8, sections 3 and 4 of the Standard Rotary Club Constitution is not computed in the attendance record of the club.)

Article 12 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 13 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 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 Standard Rotary 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, upon payment of the admission fee (if not honorary membership), 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, upon payment of the admission fee (if not honorary membership), shall be considered to be elected to membership.

Section 6 – Following the election, the president shall arrange for the new member's induction, membership card, and new member Rotary literature. In addition, the president or secretary will report the new member information to RI, and the president will assign a member to assist with the new member's assimilation to the club as well as assign the new member to a club project or function.

Section 7 – The club may elect, in accordance with the Standard Rotary Club Constitution, honorary members proposed by the board.

Article 14 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 15 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 16 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.

**NOTE: These bylaws are recommended only and may be changed by any rotary club to meet its own conditions, provided such changes are not out of harmony with the Standard Rotary Club Constitution and with the RI Constitution, RI Bylaws, and the Rotary Code of Policies. If any doubt exists, the proposed changes should be submitted to the general secretary for the consideration of the Board of Directors of RI.*

