**BYLAWS OF THE ROTARY CLUB OF FORTUNA SUNRISE**

**Article I- 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 of this club who has been approved by the Board and Membership.
4. RI: Rotary International.
5. Rotary Year: The twelve-month period that begins on 1 July.
6. Club Officers: President, President-Elect, Immediate Past President, Secretary, Treasurer, and Sergeant-at-Arms.

**Article II- Board**

The governing body of this club shall be the board consisting of members of this club, namely, directors, elected in accordance with Article III, Section 1 of these bylaws.

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

Section 1:

At a regularly scheduled mid-year meeting of the club, members eligible for the Board of Directors shall be placed upon a ballot by the presiding officer. Those eligible are:

* Members who have been with the club at least one year and
* Members who are not the current President, President-Elect, Immediate Past President, or an outgoing Board Member.

Each member will vote for three nominees – one in a category of membership for 1 – 5 years with the club, one from a category of more than five years with the club, and one from either category. The nine nominees receiving the highest number of votes shall be placed on a subsequent ballot. Each member will vote again for three nominees- one in a category of membership for 1 – 5 years with the club, one from a category of more than five years with the club, and one from either category. Following a club membership vote on the nine nominee slate, the nominee in the “more than five years” category receiving the highest number of votes and the two other nominees receiving the highest number of votes shall be declared elected to the Board.

Section 2:

The Board shall be comprised of 9 voting members serving 3 year terms and shall be elected from the membership. Non-voting members of the Board shall be the current President, Immediate Past-President, President-Elect, Secretary, and Treasurer. In the event the Secretary or Treasurer is a current Board Member, they shall be voting members in their role as members elected to the Board. If a current Board member becomes President or President-Elect, a vacancy shall be declared by the Board. Mid-term board vacancies shall be filled by the Board. The Board shall be presided over by the Club President. The Club President shall be authorized to cast tie-breaking votes.

The duties of the Board shall be to:

1. Approve the annual budget for the Club.
2. Take action on fiscal and project areas related to operation of the Club.
3. Approve membership applications, and,
4. Assume other duties normally associated with Rotary Club Boards of Directors.

The President-Elect shall be selected from the membership by consensus of the Past Presidents’ Committee.

**Article IV- 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. The Club President shall have the authority to appoint Ad Hoc Committees as necessary.

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. Specifically, the President-Elect shall:

1. Preside over the June meeting of the Board of Directors.
2. Assume the office of Club President the first regularly scheduled club meeting in July, and,
3. Select the Secretary, Treasurer, Sgt. at Arms and committee chairpersons to serve during their year as Club President.

Section 3:

*Secretary.* It shall be the duty of the secretary to keep membership records, record attendance at regular and Board 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 semi-annual 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 semi-annual 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. The Secretary shall attend Board meetings as a non-voting member.

Section 4:

*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. The Treasurer shall attend Board meetings as a non-voting member.

Section 5:

*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.

**Article V- Committees**- Club committees are charged with carrying out the annual and long-range goals of the club based on the four Avenues of Service: Club Service, Community Service, International Service, and Vocational Service.

Standing Committees shall be:

**Membership**- This committee is to develop and implement a comprehensive plan for the recruitment and retention of members.

**Club Public Relations**- This committee is to develop and implement plans to provide the public with information about Rotary and to promote the club’s service projects and activities.

**Club Administration**- This committee is to conduct activities associated with the effective operation of the club.

**Service Projects**- The committee is to develop and implement educational, humanitarian, and vocational projects that address the needs of its community and communities in other countries.

**Rotary Foundation**- This committee is to develop and implement plans to support the Rotary Foundation through financial contributions and program participation.

The President shall be an ex-officio member of all committees and, as such, shall have all the privileges of membership therein.

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.

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 VI- Meetings**

Section 1:

Annual Meetings. An annual meeting of this club shall be held mid-year in each Rotary year, at which time the election of directors to serve for the ensuing year shall take place.

Section 2:

The regular weekly meeting of this club shall be held on Wednesday at 7:00 am.

Section 3:

Regular meetings of the Board shall be held on the last Tuesday of the Month. Exceptions shall be with the agreement between the President and the Board.

**Article VII- Fees and Dues**

Section 1:

The admission fee shall be $50.00

Section 2:

The membership dues shall be $120.00 per annum.

**Article VIII- Method of Electing Members**

Section 1:

Members shall recommend prospective members to the Chair of the Membership Committee. The Membership Committee shall review the recommendation and if approved, forward the recommendation to the Board for approval. If approved by the Board, the Chair of the Membership Committee shall confidentially distribute the prospective member’s name to club members. Results of the confidential distribution shall be shared with the Board. If one or more negative recommendation(s) is/are recorded by the members, the Board may elect to approve or not approve the prospective member for membership. If no negative recommendation(s) is/are received, the prospective member shall be approved for membership. Upon approval for membership, the proposed member, upon payment of the prescribed admission fee, shall be considered to be elected to membership.

**Article IX- Leaves of Absence**

Upon written application to the Board, setting forth good and sufficient cause, a leave of absence may be granted by the Board excusing a member from attending meetings of the club for a specified length of time. If leave is granted, dues will still be required to remain current.

**Article X- Finances**

Section 1:

The Treasurer shall deposit all club funds in a financial institution, named by the Board. The club funds shall be divided so as to accurately track revenue sources, club operations, and service projects.

Section 2:

A thorough review of all financial transactions by a qualified person approved by the Board shall be made annually.

Section 3:

The fiscal year of the club shall extend from July 1 to June 30, and for the collection of members’ dues shall be divided into two semi-annual periods extending from July 1 to December 31 and from January 1 to June 30.

**Article XI- Resolutions**

The Club shall not consider any resolution or motion to commit the Club on any matter until the Board has considered it.

**Article XII- 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 (or e-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 Rotary.