

**Bylaws for the Rotary Club of Elizabethtown, Kentucky**  
**Rotary District 6710**  
Club Membership in RI February 23, 1935  
Organized February 8, 1935  
Sponsoring Club was the Rotary Club of Lebanon, Kentucky

**Article I- Definitions**

1. Board: The Board of Directors of the club.
2. Direct: A member of this club's Board of Directors.
3. Active Member: A club member.
4. Corporate Member: A company may choose to join as a corporation. Up to four members may be designated as members of the club. One employee shall be designated as the club member and up to three other attendees can be designated under the corporation. Only the designated club member shall be recognized by Rotary International as an active Rotarian. One meal plan as detailed later will be billed. If more than one of the attendees should choose to come to a meeting, they will be billed for the meal as any other guest. Only one assessment will be made for fundraisers or other assessments.
5. R85 Member: Members who have been a Rotarian for 20 years or when the number of years a member has been a Rotarian plus their age equals 85 may request R85 status. Any eligible member desiring this classification is required to notify the board in writing their desire to be classified as an R85 member. An R85 member's attendance does not count and they are billed for meals only when attending a meeting. They do pay for semi-annual dues allowing them to maintain status as a member of Rotary International.
6. Honorary Member: Community members who are not club members that have done significant things for the Elizabethtown Rotary Club may be awarded this designation by the Board of Directors. An Honorary member's attendance does not count and they are billed for meals only when attending a meeting. Honorary members are not charged the semi annual dues and are not considered Rotarians by Rotary International. Honorary members will not be assessed for fundraisers. Any member who fell under the previous definition of Honorary Member will continue under this status.
7. RI: Rotary International
8. Year: The twelve-month period that begins on July 1.

**Article 2- Board**

The governing body of this club shall be a board consisting of eleven (11) members of this club, namely, two (2) directors at large, elected in accordance with Article 3, section 1 of these bylaws, and the president, president elect, president nominee, Rotary Foundation Chair, Public Image Chair, Membership Chair, secretary/treasurer, sergeant-at-arms and the immediate past president.

### **Article 3- Election of Directors and Officers**

**Section 1** – The election of officers and directors shall be the second weekly meeting in December. No later than the first meeting in November, the president shall ask the nominating committee to propose to the board the officers and directors for the coming Rotary year beginning July 1. Once the committee's recommendations are approved by the board, the proposed officers and board members will be communicated to the membership for two weeks before the election takes place. The following club officers and directors shall be recommended to the club by the nominating committee: President, President-Elect, President-Nominee, Rotary Foundation Chair, Public Image Chair, Membership Chair, Secretary/Treasurer, Sergeant-at-Arms, Immediate Past President, and two (2) directors at large to serve three year terms as committee chairs.

Nominations will be presented at a regular club meeting by a nominating committee composed of the last three presidents. Additional nominations for any officer or director will be accepted from an active member the day of the election. A voice vote shall be taken except in the cases where there is more than one nomination for an office, in which event the election shall be by ballot. The nominee shall be listed in alphabetical order. The candidates receiving the majority of the votes shall be declared elected to their respective offices. In the event a candidate does not receive a majority on the first ballot, the candidate with the lowest number of votes shall be dropped and another vote will be taken until a majority vote is reached.

The current president-elect is confirmed by the club as the next president during the December election and becomes president the first meeting in July following the election. The current president-nominee is confirmed by the club as the next president elect during the December election and becomes president-elect the first meeting in July following the meeting.

Officers do not advance automatically to the next officer position. All officer positions must be approved by the club during the election of officers and directors in December each year.

**Section 2** – The officers and directors, so elected, shall constitute the board.

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

**Section 4** – A vacancy in the position of any officer-elect or director-elect shall be filled by action of the directors-elect except the president. If the president position becomes vacant the directors-elect shall recommend a replacement to the club membership. Approval of the president nominated shall be voted on by the membership within 30 days of knowledge of a vacancy for the office of president.

## **Article 4 – Duties of Officers and Directors**

**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 pertains to the office of president. The president shall be required to attend the district conference, district assembly and district meetings held during the Rotary Year the president is in office.

**Section 2** – President Elect. It shall be the duty of the president elect to coordinate fund raising activities and to plan for the coming year as president, by developing goals and planning the organization needed to carry out club activities for the next Rotary Year. The president-elect shall attend the president-elect training program held by the district in the spring of the year the president elect is to take office as president. The president-elect shall also attend the district conference in the year the president-elect serves as president elect. The president-elect shall preside as president at weekly meetings and board meetings in the absence of the president.

**Section 3** – President Nominee It shall be the duty of the President Nominee to preside at weekly meetings of the club and board meetings in absence of the president and president elect. The President Nominee shall be responsible for chairing the program committee. The committee shall be responsible for finding speakers for all of the meetings held during the Rotary Year.

**Section 4** – Membership Chairperson. The Membership Chair shall be responsible for chairing the membership committee. The committee shall develop and implement a comprehensive plan for the attraction and engagement of members. They shall complete training modules as made available by Rotary International.

**Section 5** – Public Image Chairperson. The Public Image Chair shall be responsible for the promotion of the club through various media. Submissions to the local newspaper, social media, and other announcements will be made regularly. The Public Image Chair shall oversee the club website committee to keep the information up to date and relevant. They shall complete training modules as made available by Rotary International.

**Section 6** – Rotary Foundation Chairperson. The Rotary Foundation Chair shall design and implement an annual informational and fundraising campaign to promote contributions to the Rotary Foundation. This shall include donations to the Annual Fund and Polio Plus or other projects deemed a priority by Rotary International and/or the club. They shall complete training modules as made available by Rotary International

and will be responsible for maintaining club eligibility for matching grants from the Rotary District.

**Section 7 – Secretary/Treasurer.** It shall be the duty of the secretary/treasurer to keep membership records; record attendance at meetings of honorary or R85 members; send out club notices and membership invoices for dues, meals and club fund raiser bills; maintain and record board meeting minutes and any specially called meetings of the club; report as required to RI, including the semiannual reports of membership on January 1 and July 1 of each year, and prorated reports on October 1 and April 1 of each active member who has been elected to the membership in the club since the start of the July or January semiannual reporting period; report changes in membership; and perform other duties as usually pertain to the office of secretary.

It shall be the duty of the secretary/treasurer to have custody of all funds, accounting for the funds to the board at the regularly scheduled monthly meeting and at any other times upon demand by the president, president elect or board. Upon retirement from office, the treasurer shall turn over to the incoming secretary-treasurer or to the president all funds, books of account, or any other club property.

The secretary/treasurer shall recruit at least two members to serve as an assistant secretary/treasurer. An assistant secretary/treasurer will help the secretary/treasurer carry out the duties of the office.

**Section 8 – Sergeant-at-Arms.** The duties of the sergeant-of-arms shall be such as are usually prescribed for such office and other duties as may be requested by the president or the board. The sergeant-at-arms shall be responsible for collecting all the fines assessed members during a club meeting. The fines shall be placed in the dog bank and accounted for in the presence of the secretary/treasurer at least quarterly. The sergeant-at-arms shall be responsible for appointing at least 3 members to serve as assistant sergeant-at-arms.

**Section 9 – Directors.** A director shall be appointed to serve on the board for a period of three years. Each director shall be the chairman of a club committee. The President shall be responsible for committee chairman assignments

## **Article V – Meetings and Attendance Requirements**

**Section 1 – Annual Meeting.** The annual meeting/club assembly of this club will be on the second Tuesday in December each year for the election of officers and directors.

**Section 2 – Weekly Club Meetings.** Weekly club meetings shall be held on Tuesday at Noon. Any changes in the time, day, meeting place or cancellation shall be given to all members of the club at least a week in advance. The club secretary will notify Rotary International and the District Governor of any permanent changes in the day, time, or meeting place for the regularly scheduled weekly meetings.

**Section 3** – One-third of the membership shall constitute a quorum at the annual and regular meetings of this club.

**Section 4** – Board meetings. Regular meetings of the board shall be held each month at the discretion of the club president. Special meetings of the board shall be called by the president whenever deemed necessary, or upon request of two members of the board, provided a seven (7) day notice has been given to all the board members.

**Section 5** – Board Quorum. A majority of board members must be present to constitute a quorum.

**Section 6** – Attendance Requirements. Regular attendance at club meetings is strongly encouraged for all members. Other regular club activities that are encouraged are attendance at fund raising events, service projects, social activities, and board meetings if a member of the board.

If extended periods of absence are foreseen, the member should resign and rejoin once the member can attend the meetings on a regular basis.

Upon written request to the board, setting forth good cause, a leave of absence may be granted excusing a member from attending meetings of the club for a specified length of time. If the leave of absence is approved by the board, the member will not be charged for meals during the leave but will be charged the semi-annual RI and District dues and the subscription fee for the Rotarian magazine.

## **Article VI – Fees, Dues, and Meals**

**Section 1** – Candidates for membership will be billed an admission fee on the invoice they receive the day they become a new member.

**Section 2** – The membership dues for Rotary International, District 6710 and the cost of a subscription to the Rotarian are billed semi-annually on the first day of July and January.

**Section 3** – The following rules apply to meals: (1) the cost per meal will be determined periodically by the board; (2) members will be billed for meals at the established rate at the beginning of each quarter, (3) members pay for meals regardless of whether they are present to eat, unless the board authorizes an official leave of absence. This item does not apply to R85 or Honorary Members. (4) guests, other than club guests, will be charged the established meal rate; (5) members with a valid make up reported to the secretary will be given credit on the next quarterly statement for one meal's cost per make up submitted.

**Section 4** – Quarterly bills are due within 30 days of receipt. Members who become delinquent of payment beyond 90 days of the due date will receive a written notice from the secretary/treasurer. Upon receipt of such notice the member will be given 30 days to

pay the prior quarterly bill plus the current quarterly bill. If payment is not received within 30 days club membership will be terminated. Termination of membership does not void the payment of unpaid balances due to the club.

## **Section VII- Method of Voting**

The business of this club shall be transacted by voice vote except as specified differently in these bylaws. However, the board, in board meetings, and the club, in club meetings may determine by majority vote that a different method of voting is desirable.

## **Article VIII- Five Avenues of Service**

The Five Avenues of Service are the philosophical and practical framework of the Rotary club. They are: Club Service, Vocational Service, Community Service, International Service, and Youth Service. The club will be active in each of the five Avenues of Service.

## **Article IX- Object of Rotary**

The Object of Rotary is to encourage and foster the ideal 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 an 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.

## **Article X- Committees**

Club committees are charged with carrying out the annual and long-range goals of the club based on the Five Avenues of Service. The president, president-elect, president-nominee, 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 is responsible for appointing a board director to serve as chairman for each committee. The committee chairman and the president are jointly responsible for selecting at least 3 club members to serve on each committee. The president shall conduct at least one (1) planning meeting with each committee.

The following committees of this club are:

**Fund Raising-** The president-elect will be the chair for this committee. This committee will be responsible for coordinating the fund raising activities for the club. At least five (5) members will serve on this committee.

**Programs-** The president-nominee will be the chair for this committee. At least three (3) members will serve on this committee. The committee is responsible for scheduling the speakers for all of the weekly club meetings.

**Membership-** The membership chairperson will be the chair for this committee. At least three (3) members will serve on this committee. The committee shall develop and implement a comprehensive plan for the attraction and engagement of club members.

**Club Public Relations-** The public relations chairperson shall chair this committee. At least three (3) members will serve on this committee. The committee shall be responsible for developing and implementing plans to provide the public with information about Rotary and promote the club's service projects and fund raising events. The club website committee shall be a sub committee of this committee.

**Club Administration-** The president will serve as chairman for this committee. The president-elect, president-nominee, and secretary/treasurer plus other members appointed by the president will serve on the committee. The committee shall be responsible for the activities associated with the effective operation of the club.

**Service Projects-** The president shall appoint a director elected to serve as a member on the board to chair this committee. At least five (5) members will serve on this committee. The committee shall develop and implement educational, humanitarian, and vocational projects that address the needs of Elizabethtown and neighboring communities plus communities in other countries.

**Rotary Foundation-** The Rotary Foundation Chairperson shall serve as chair of this committee. At least four (4) members will serve on this committee. The committee shall develop and implement plans to support the Rotary Foundation through financial contributions and program participation.

**Club Website-** The president shall appoint a director elected to serve as a member on the board to chair this committee. At least three (3) members will serve on this committee. The committee shall be responsible for maintaining the club website.

## **Article XI- 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, International Service, and Youth 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 president-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 XII- Finances**

**Section 1-** Prior to the beginning of each Rotary Year (fiscal year) beginning July 1 and ending June 30, the board shall prepare a budget of estimated income and expenses for the year, which shall stand as the limit of expenditures for these purposes, unless ordered by the action of the Board. The budget shall include both club operation expenses and charitable/service operations.

**Section 2-** The secretary/treasurer shall deposit all club funds in a bank, named by the board.

**Section 3-** All bills shall be paid by the secretary/treasurer with a club check, after receiving an invoice or receipt documenting the purpose for the expense.

**Section 4-** A financial report summarizing the income and expenses for the immediate past month and year to date shall be presented at the monthly board meeting. The report shall include what the approved income and expense budget is by category.

**Section 5-** A thorough review of all financial transactions may be requested by the board with a majority vote at a board meeting with a quorum present.

**Section 6-** Officers in charge and control of club funds may be required to be bonded for the safe custody of funds of the club. The cost for the bond will be borne by the club.

## **Article XIII- 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 membership chair or secretary/treasurer. An application shall be given to the candidate. Upon submission of the application, the membership chair shall meet with the applicant to answer questions about membership in the club. The candidate's application will then be reviewed by the membership committee to ensure the applicant meets all the classification and membership requirements. A former member of another club may be proposed for active membership by the former club. A previous member of the Elizabethtown Rotary Club may request active membership by completing a new member application. A proposal for membership shall be kept confidential except as otherwise provided in the procedure.

**Section 2-** Upon review of the candidate's application by the membership committee, the membership committee chair shall present the committee's recommendation to the board.

**Section 3-** The board shall approve or disapprove the candidate's application within thirty (30) days of the membership chair's report to the board.



**Section 4-** Upon approval of the candidate by the board, the prospective member's name and classification will be announced at two weekly meetings and listed in the weekly bulletin for two weeks.

**Section 5-** If no written objection to the proposed new member is received by the board from any club member within seven (7) days after the second announcement; the applicant's membership is approved.

If an objection has been filed with the board, the board shall vote on the matter at a specially called board meeting. If approved despite the objection, the proposed member, upon payment of the admission fee, shall be considered to be elected to membership.

**Section 6-** Following the final approval of the candidate for membership, the president shall arrange for the new member's induction, membership card, and new member Rotary literature. In addition, the secretary/treasurer will report the new member information to RI, the Website Committee will place the new member's information on the website, and the president will assign a member to help the new member become oriented to the club and Rotary. The new member will be encouraged by the president to become active on a club committee.

## **Article XIV- 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 XV- Order of Business**

Call Meeting to Order

Prayer

Pledge of Allegiance

Four Way Test

Welcome One Another

Song

Welcome Guests

Birthdays, Wedding Anniversaries and Club Anniversaries

Happy Occasions

Announcements

Rotary Announcements or Rotary Moments

Program Speaker

Adjournment

### **Article XVI- Amendments**

These bylaws may be amended at any regular meeting, a quorum being present, by two-thirds vote of all members present, provided notice of such proposed amendments shall have been announced and presented to those in attendance at least seven (7) days before such meeting. Members not in attendance may request a copy of the proposed amendment from the secretary/treasurer before the vote takes place. 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 International.

### **Article XVII- Review of Bylaws**

When it is determined by the Board these bylaws should be reviewed, a committee of 3 past presidents appointed by the president and the president and president-elect shall serve on the bylaws committee. The committee shall review by the bylaws and make recommendations to the board for revision. All amendments shall be voted on by the club membership as outlined in Article XVI.

These bylaws, as printed, were approved by the club membership on September 8, 2020.

Michael Owsley, President