



2012 - 2013 Service Year Booklet



www.ChesapeakeRotary.org



CHESAPEAKE ROTARY CLUB

SERVICE ABOVE SELF

July 11, 2012

Dear Fellow Rotarians:

It is my pleasure to be a part of such a worthwhile organization and I am humbly honored to serve as our club President this year. I face this year with a strong commitment to serve Rotary International, The Rotary Club of Chesapeake and our Community with the help of the distinguished members of our club. I have been actively involved with our Club for the past seven years and I have always been impressed by the dedication of my fellow Rotarians with your involvement in the many programs and services that our club has provided to this great city. With your continued support and living our motto of Service above Self the success of this year and our club is assured.

This upcoming year's Rotary International theme of "Peace Through Service" is even more relevant as we strive to meet the community needs through vocational, community, club and international avenues of service. You are an important part of the success of the 2012-2013 year and your service will assist in sharing Rotary through our programs, projects, membership and communications within our Club and to the Community.

I look forward to the upcoming year and thank you in advance for your support, fellowship, leadership and commitment to our outstanding organization.

With Service above Self,

Roland J. Davis

Roland J. Davis
President 2012-2013

ROTARY HISTORY



The world's first service club, the Rotary Club of Chicago, Illinois, USA, was formed on 23 February 1905 by Paul P. Harris, an attorney who wished to recapture in a professional club the same friendly spirit he had felt in the small towns of his youth. The name "Rotary" derived from the early practice of rotating meetings among members' offices.

Rotary's popularity spread throughout the United States in the decade that followed; clubs were chartered from San Francisco to New York. By 1921, Rotary clubs had been formed on six continents, and the organization adopted the name Rotary International a year later.

As Rotary grew, its mission expanded beyond serving the professional and social interests of club members. Rotarians began pooling their resources and contributing their talents to help serve communities in need. The organization's dedication to this ideal is best expressed in its principal motto: Service Above Self. Rotary also later embraced a code of ethics, called The 4-Way Test, which has been translated into hundreds of languages.

During and after World War II, Rotarians became increasingly involved in promoting international understanding. In 1945, 49 Rotary members served in 29 delegations to the United Nations Charter Conference. Rotary still actively participates in UN conferences by sending observers to major meetings and promoting the United Nations in Rotary publications. Rotary International's relationship with the United Nations Educational, Scientific, and Cultural Organization (UNESCO) dates back to a 1943 London Rotary conference that promoted international cultural and educational exchanges. Attended by ministers of education and observers from around the world, and chaired by a past president of RI, the conference was an impetus to the establishment of UNESCO in 1946.

An endowment fund, set up by Rotarians in 1917 "for doing good in the world," became a not-for-profit corporation known as The Rotary Foundation in 1928. Upon the death of Paul Harris in 1947, an outpouring of Rotarian donations made in his honor, totaling \$2 million, launched the Foundation's first program — graduate

fellowships, now called Ambassadorial Scholarships. Today, contributions to The Rotary Foundation total more than \$80 million annually and support a wide range of humanitarian grants and educational programs that enable Rotarians to bring hope and promote international understanding throughout the world.

In 1985, Rotary made a historic commitment to immunize all of the world's children against polio. Working in partnership with nongovernmental organizations and national governments through its PolioPlus program, Rotary is the largest private-sector contributor to the global polio eradication campaign. Rotarians have mobilized hundreds of thousands of PolioPlus volunteers and have immunized more than one billion children worldwide. Rotary has contributed more than US\$600 million to the polio eradication activities in 122 countries.

As it approached the dawn of the 21st century, Rotary worked to meet the changing needs of society, expanding its service effort to address such pressing issues as environmental degradation, illiteracy, world hunger, and children at risk. The organization admitted women for the first time (worldwide) in 1989 and claims more than 145,000 women in its ranks today. Following the collapse of the Berlin Wall and the dissolution of the Soviet Union, Rotary clubs were formed or re-established throughout Central and Eastern Europe. Today, 1.2 million Rotarians belong to some 32,000 Rotary clubs in more than 200 countries and geographical areas.

Rotary International Website

www.Rotary.org

Our District 7600 Website

www.Rotary7600.org

ROTARY FOUNDATION



The Rotary Foundation is a not-for-profit corporation that promotes world understanding and peace through international humanitarian, educational and cultural exchange programs.

The Foundation was created in 1917 by Rotary International's sixth president, Arch C. Klumph, as an endowment fund for Rotary "to do good in the world." It has grown from an initial contribution of \$26.50 to more than \$117.9 million contributed in 2004-05. Its event-filled history is a story of Rotarians learning the value of service to humanity.

Although The Rotary Foundation was formally established in 1928, significant contributions were not received until 1947 when the death of Rotary founder Paul Harris generated an outpouring of support.

Undoubtedly the most important step to promote voluntary giving to The Rotary Foundation occurred in 1957 when the idea of Paul Harris Fellow recognition was first proposed. The distinctive Paul Harris Fellow medallion, lapel pin and attractive certificate have become highly respected symbols of a financial commitment of \$1,000 to The Rotary Foundation by Rotarians and friends around the world.

The companion to the Paul Harris Fellow is the Paul Harris Sustaining Member which is the recognition presented to an individual who has given, or in whose honor a gift is made, a contribution of \$100 with the stated intention of making additional contributions until \$1,000 is reached. At that time the Paul Harris Sustaining Member becomes a Paul Harris Fellow.

WEEKLY MEETINGS



Meetings of the membership are held on each Wednesday during the year unless the date conflicts with a holiday which would make attendance difficult.

The first meeting of each month is a Club meeting. The Club meeting will consist of Committee Reports, announcements, new member Classification speeches and Rotary educational programs. The remaining meetings of the month will be Program meetings. It is the intent of the Program Committee to schedule interesting, entertaining and informative speakers. The Club is encouraged to "Share" with the Program Chair names and contact numbers of Speakers they feel will be of interest to the Club.

Schedule of Program Meetings

12:45 p.m.	Lunch
1:15 p.m.	Meeting begins Prayer Pledge of Allegiance 4-way test Raffle drawing Introduction of guests Program Presentation of gift to the speaker Announcements Thought for the Day
2:00 p.m.	Adjournment

OFFICERS

President – Roland Davis

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 pertains to the office of president.

President-elect – Linda Doland

It shall be the duty of the president-elect to serve as a member of the board of directors of the club and to perform such other duties as may be prescribed by the president or the board.

Secretary – Ross Martin

It shall be the duty of the secretary to keep the records of membership, record the attendance at meetings, send out notices of meetings of the club, board and committees, record and preserve the minutes of such meetings, make the required reports to RI, including the semiannual reports of membership, which shall be made to the general secretary of RI. The monthly report of attendance at the club meetings shall be made to the district governor immediately following the last meeting of the month.

Treasurer – Doug Davis

It shall be the duty of the treasurer to have custody of and maintain accounts of all club funds, receive and disburse funds, prepare financial reports, help develop the budget and perform other fiscal duties. 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.

Sergeant at Arms – In Tai Ryu

It shall be the duty of the Sergeant at Arms to:

- Manage the attendance and sign-in table for each meeting.
- Transport supplies to the location of any special event where they are needed.
- Administer the club's raffle and introduction of guests
- Assign new members times to work at sign-in table for introductions.
- Advise the board when steps are necessary to encourage and enhance new member involvement.
- Serve as contact with the appropriate person at the regular meeting site, offering suggestions, if necessary, as to menu selection.
- Assist in setting up the meeting room

The Rotary Club of Chesapeake 2012-2013

Officers & Directors

Roland Davis, President Linda Doland, President-Elect Ross Martin, Secretary
Doug Davis, Treasurer In Tai Ryu, Sergeant-at-Arms SuAnne Bryant, Past President

Directors One Year Term

Debbie Ritter Vonda Chappell Ella Ward Gardner King Robb Riddle

Directors Two Year Term

Mike Love John Maddux Chip Chappell Scott Danner Steve Best

Committee Chairs

Membership

Chairperson
Robb Riddle, Mark Barth

Executive Secretary

Renee Sizemore

Rotary Foundation

Chairperson
Barry Mathias

Public Relations

Chairperson
In Tai Ryu

Service Projects

Chairperson
Debbie Ritter

Fireside Chat

Brenda Kuntz

Fellowship/ Socials

John Macukas
Steve Biggs

Strive

John Henry Martin

Classifications

Ross Morgan

Bylaws

Brad Brickhouse

Scholarships

Fred Bateman

Mentor Program

John Macukas

Rotary Youth Exchange

Lewis Witt

Interact

Ella Ward

Family of Rotary

Otis Meekins

Paint Your Heart Out

Mike Love, Jeb Britt

Christmas Parade

Will Langford, Anthony Draper

Programs

Vonda Chappell

Coats for Kids

Gardner King

Grants

Andy Callahan

International

Tom Dana

Wine Festival

Scott Danner

Polio Plus

Mike Kos

Paul Harris

Henry Thrasher

COMMITTEE STRUCTURE

Membership – Robb Riddle, Mark Barth

The Membership Committees role is to develop and implement an action plan for recruiting, retaining and educating club members.

Responsibilities

- Achieving club membership goal of 105 members by June 15, 2013
- Educating and training club members about the importance of recruitment and retention of qualified, diverse members
- Conducting classification surveys to ensure the classifications are relevant to current business trends
- Conducting club assessments to ensure membership development efforts are effective
- Follow Rotary procedures for the election of individuals to membership
- Oversee bringing in new members, including Fireside Chat, installation, and transfer to Sergeant at Arms for club member involvement and other subsidiary committees.

Goals

- To develop an orientation program for new members. Have sponsors work with board members to mentor new members. Sharing knowledge about all of Rotary International's, Districts and our Clubs opportunities to serve.
- Ensure all new members are introduced to all members
- Assist all new members in choosing a committee('s) to serve on
- Recognition of members that are showing qualities of Service Above Self



Meeting Makeups

1. Click "Meeting Makeups"
2. Click "EClub One Rotary Club"
3. Click "Makeup Programs"
4. Click "Request Makeup"

www.ChesapeakeRotary.org



Just 30 minutes for 100% Attendance

SUB COMMITTEES

Fire Side Chat
Classification
Family of Rotary

CHAIRPERSON

Brenda Kuntz
Ross Martin
Otis Meekins

COMMITTEE STRUCTURE

Public Relations – In Tai Ryu

The Public Relations Committee develops a plan to provide the public with information about Rotary and promotes the Club's service projects and activities.

Responsibilities

- Achieving club public relations goals for the coming year
- To become familiar with Rotary International resources
- To create awareness of club activities among club members, media, and the general public
- Enhancing projects and activities to make them more appealing to the media
- Helping to create a public image conducive to membership development.

Goals

- To maintain our state of the art website. www.ChesapeakeRotary.org and Facebook Pages
- To hold an educational program for the club addressing how to use the site as Committee Chairs and general membership
- To maintain accurate points of contact for the membership for weekly communications
- Provide a summary and promote each speaker for the club
- To initiate a "friends of the Chesapeake Rotary" email list. This would include media, corporate sponsors and key community leaders. Publish at least monthly a email newsletter or bulletin to the friends in order to keep them up to date on Rotary activities.
- To meet personally with key local media contacts.
- To establish a committee of 3 Rotarians for public relations in order to have a continuing resource of knowledgeable webmasters
- To gather and index documents of major projects during the year in order to have a resource for future project chairman



EMAIL: RotaryChesapeake@Gmail.com

COMMITTEE STRUCTURE

Administration – Renee Sizemore

The Club Administration Committee conducts Activities associated with the effective operation of the club.

Responsibilities

- Conducting activities associated with the effective operation of the club
- Organizing weekly and special programs
- Promoting fellowship among club members

Goals

- To hold a create and promote an exciting speaker schedule for the club
- To conduct a survey to determine what type of Fellowships interest the club
- To invite families to meetings/events at least once quarterly



SUB COMMITTEES

Programs
Bylaws
Social/ Fellowship
Rotary Student Exchange

CHAIRPERSON

Vonda Chappell
Brad Brickhouse
Jon Macukas / Steve Biggs
Lewis Witt

COMMITTEE STRUCTURE

Service Projects – Debbie Ritter

The Service Projects Committee develops and implements education, humanitarian and vocational service projects that help our community and communities in other countries.

Responsibilities

- Achieving club service goals for the coming year
- Conducting a needs assessment of the community and the club
- Planning service projects using club, district, and Rotary International resources and ensuring promotion is planned
- Implementing service projects and involving all members
- Ensure that all service projects have been evaluated and Committees are submitting reports to the board and the club

Goals

- To have all Projects and Fundraisers submit a final report within thirty days of completion
- Sufficient planning time for all projects and keep the Club well informed of progress



SUB COMMITTEES

PYHOC
Coats for Kids
Wine Festival
Strive
Valedictorian Scholarships
Interact
Christmas Parade

CHAIRPERSON

Mike Love, Jeb Britt
Gardner King
Scott Danner
John Henry Martin
Fred Bateman
Ella Ward
Will Langford, Anthony Draper

COMMITTEE STRUCTURE

Rotary Foundation – Barry Mathias

The Rotary Foundation Committee develops and implements a plan to support the Foundation through program participation and Financial Contributions.

Responsibilities

- Achieving club Foundation Goals
- Educating club members about the foundation
- Encouraging club members to participate in foundation programs and support the foundation financially
- Communicating the foundation goals of the district and Trustees of the Rotary Foundation to club members

Goals

- Assist Club in applying for at least one District Simplified Grant.
- Hold an educational program quarterly about The Rotary Foundation
- Exceed our Foundation goal of \$10,600.00 contributed to the Foundation



SUB COMMITTEES

Grants
Polio Plus
Paul Harris
International

CHAIRPERSON

Andy Callahan
Mike Kos
Henry Thrasher
Tom Dana

TYPES OF MEMBERSHIP

Active Member – A member of a club who has been elected to membership under a classification of business or profession and who has all the obligations, responsibilities, and privileges of membership as provided in the Constitution and Bylaws of Rotary International.

Honorary Member – Persons who have distinguished themselves by meritorious service in the furtherance of Rotary ideals may be elected to honorary membership in this club. The term of such membership shall be as determined by the board. A person may hold membership in more than one club.

The “85” Rule

85 Rule – In addition to the two membership types referenced above a member may fall into a category that would excuse them from attendance requirements. This rule is addressed in the Clubs Constitution under - Article VII, Attendance, section 2, subsection b.

The “85 Rule” states that:

“A member’s absence shall be excused if the aggregate of the member’s years of age and years of membership in one or more clubs is 85 years or more and the member has notified the club secretary in writing of the member’s desire to be excused from attendance and the board has approved.”



MEMBERSHIP APPLICATION PATH

- Active member that is proposing the new member completes application.
- Copy of application is given to the Club Secretary, who further distributes the application to the President, the Board of Directors, the Classification Chairperson, and the Membership Chairperson for review and comments.
- The President presents the application to the Board for vote on new member nomination.
- If Board of Directors approves, then general membership is notified that they have 10 days to comment on the nomination.
- Without objections from general membership, the Membership Chairperson schedules induction and Fireside Chat date.
- Nominee attends Fireside Chat with membership chair, secretary/treasurer, and a Past President.
- Member is inducted by President.
- Secretary finalizes new member information for accuracy and then forwards new member information to District Secretary and Rotary International.
- Classification Chairperson provides red badge
- Sergeant At Arms or his/her Assistant schedules new member to work at front table and makes introductions to existing members.
- Mentoring Chair assists new member in joining a committee and retains contact with new member for 6 months to monitor and ease transition into the club.



REQUIREMENTS TO SWITCH FROM NEW MEMBER RED BADGE TO REGULAR MEMBER BLUE BADGE

- Give your “Classification Speech” to the Club
- Turn in your data sheet to the Club Secretary
- Serve as Greeter and assist the Sergeant at Arms for 1 month
- Volunteer for a regular committee and attend meeting
- View a video or listen to an audiotape describing Rotary
- Memorize the “4 Way Test”
- Attend one Board of Directors meeting
- Attend one “makeup” meeting at another club
- Attend a Club Social
- Meet personally with the President and President Elect
- Print out a Membership directory from Club Website
- Overview with Public Relations Chair on Facebook and Website

When you have completed all of the above requirements notify the Membership Chairperson. You will receive your Blue Badge the following week. If you have any questions please see your sponsor or any member of the board.

Moving from “Red to Blue” should take no more than 90 days.



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 businesses 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.

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?

Bylaws of the Rotary Club of Chesapeake

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 16 members of this club, namely, 10 directors elected in accordance with article 3, section 1 of these bylaws, and the president, president-elect, secretary, treasurer, and the sergeant-at-arms.

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, sergeant-at-arms. and 10 directors. The nominations will consist of the immediate past president, current president, and president elect. The nominating committee will make their recommendations to the board no later than November 30th. 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 and sergeant-at-arms receiving a majority of the votes shall be declared elected to their respective offices. The 10 candidates for director receiving a majority of the votes shall be declared elected as directors. The candidate for president elected in such balloting shall be the president-nominee. The president-nominee and serve as a director for the remainder of the year 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.

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. It shall be the duty of the president-elect 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 president-elect.

Section 3 - *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. The secretary may share duties with the clubs compensated executive secretary. However, the responsibility remains with the secretary.

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 pertain 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. They will work with the incoming treasurer and president to ensure all banking relations and documents are updated with new signatures. The treasurer may share duties with the clubs compensated executive secretary. However, responsibility remains with the treasurer.

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. These duties will include, however are not limited to: ensure the check in desk is manned, attendance sheet completed, registration of guests and visiting Rotarians, operational supplies are ordered and in stock. (Club Training Banners, gifts for speakers, raffle tickets, nominating forms and visiting Rotarian make up forms). During the meeting, they will be responsible for completing the raffle, welcoming guests and visiting Rotarians, reporting income to the treasurer.

Article 5 Meetings

Section 1 - Annual Meeting. An annual meeting of this club shall be held no later than December 31 each year, at which time the election of officers and directors to serve for the ensuing year shall take place.

Section 2 - The regular weekly meetings of this club shall be held on Wednesday at 1:00 p.m. Due notice of any changes in or canceling of the regular meeting shall be given to all members of 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 1st Wednesday 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 directors shall constitute a quorum of the board.

Article 6 Fees and Dues

Section 1 - The membership dues shall be as established by the board and may be adjusted as deemed appropriate with review no less than once per annum: payable quarterly on the first day of July and sub sequentially the first day of each quarter with the understanding that a portion of each quarterly payment shall be applied to each member's subscription to the RI official magazine.

Section 2 - If a member submits his written resignation to the board and has a balance owed to the club for membership such resignation will be accepted "not in good standing". The current president will send a letter out to the resigning member stating the balance owed to the club and that his resignation has been accepted "not in good standing". Once the balance owed has been paid to the club then the resignation will be amended to reflect the "in good standing" status.

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.

However, any meeting other than the monthly Board of Directors meeting, voting may be by email, provided a permanent record of the email voting is kept.

Article 8 Avenues of Service

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

Article 9 Committees

Club committees are charged with carrying out the annual and long-range strategic goals of the Club based on the five 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, appointing 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 Administration**
This committee should conduct activities associated with the effective operation of the club.
- **Service Projects**
This committee should develop and implement educational, humanitarian, and vocational projects that address the needs of its community and 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.

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 and the Avenues of 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 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 no longer than twelve months.

(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 Article 9, Sections 1, 2, 3, 3, and 5 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.

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

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 four (4) quarterly periods extending from 1 July to 30 September, 1 October to 31 December, 1 January to 31 March and from 1 April 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 executive 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

The club meetings shall generally follow the order outlined below with exception given in the event the presiding president deems it appropriate.

Program Meeting

Meeting called to order
Invocation
Pledge
Four Way Test
Raffle
Introduction of visitors
Happy Bucks
Announcements
Address or other program features.
Adjournment

Club Meeting

Meeting called to order.
Invocation
Pledge
Four Way Test
Raffle
Introduction of visitors
Happy Bucks
Committee Reports
Announcements
Unfinished Business
New Business
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.