



Club By-Laws

Rotary Club of North St. Paul-Maplewood-Oakdale

Contents

Article 1 Board of Directors 2

Article 2 Duties of Officers..... 2

Article 3 Meetings 3

Article 4 Fees and Dues..... 3

Article 5 Teams 4

Article 6 Finances..... 4

Article 7 Method of Electing Members 5

Article 8 Membership Categories 5

Article 9 Amendments..... 6

By-Laws of the Rotary Club of North St. Paul-Maplewood-Oakdale, Minnesota, USA

Article 1 Board of Directors

Consists of:

- (a) President
- (b) President-elect
- (c) Past President
- (d) Executive Secretary (Non-voting)
- (e) Treasurer
- (f) Lead or Co-Lead of Club Service
- (g) Lead or Co-Lead of Community Service
- (h) Lead or Co-Lead of International Service
- (i) Lead or Co-Lead of Vocational Service
- (j) Lead or Co-Lead of Youth Service
- (k) Lead or Co-Lead of Membership
- (l) Two Members at Large
- (m) President nominee (Non-voting)

Article 2 Duties of Officers

- (a) President
 1. Preside at meetings of the club and board.
 2. Perform such duties as ordinarily pertain to their office.
- (b) Executive Secretary
 1. Perform the duties outlined in the Secretary's Job Description.
 2. This position is appointed and serves at the direction of the president.
- (c) Treasurer
 1. It shall be the duty of the treasurer to have custody of all funds, accounting for same to the club. Upon demand by the president or board perform such other duties as pertain to the office.
 2. Moved to Article 6.
- (d) Sargent-at-Arms
 1. Sargent at arms duties such as determined appropriate by the president and board.
- (e) Team Lead or Co-Lead
 1. Develop and maintain programs and activities for their area of service.

- (f) Member at Large
 - 1. Represent the general membership on Board actions.

Article 3 Meetings

- (a) The regular weekly meetings of the club shall be held on Friday at 7:00 a.m. and conclude no later than 8:30 a.m.
- (b) Due notice of any changes in or canceling of the regular meeting shall be given to all members of this club.
- (c) Regular meetings of the board shall be held each month.
 - 1. Board meetings shall be held on a day, time and place determined by the president and board.
 - 2. Board meetings may be canceled by action of the President and/or Board. Article 7, Section 1 (c) of the Constitution shall determine the number of and reasons for cancelation.
 - 3. Special meetings of the board shall be called by the president, whenever deemed necessary, or upon the request of two members of the board, due notice having been given.
- (d) A majority of the board shall constitute a quorum of the board.

Article 4 Fees and Dues

- (a) Membership Dues shall be fixed by the board each year.
 - 1. Dues are invoiced quarterly (July, October, January, April) and due 30 days after the billing date.
- (b) Per the Constitution, Article 13 Duration of Membership, Section 3 — Termination Non-payment of Dues.
 - 1. Process. Any member who fails to pay dues within 60 days after they are due shall be notified in writing by the Treasurer. If the dues are not paid within 30 days after the notification, the board may terminate membership, at its discretion.
 - 2. Reinstatement. The board may reinstate the former member to membership if the former member requests and pays all debts to this club.
- (c) If due to unforeseen circumstances a member cannot pay dues, they may petition the Board to be relieved of part or all the required dues for a stated period. A written petition should be addressed to the board and sent to the secretary and treasurer.

Article 5 Teams

- (a) The president shall appoint the following standing teams:
 - 1. Club Service
 - 2. Vocational Service
 - 3. Community Service
 - 4. International Service
 - 5. Youth Service
- (b) The president shall, also appoint teams that the president deems necessary. (i.e. Membership, Program, International Foundation)
- (c) All teams shall consist of a team leader and at least one other person. A team may also include team co-leader.
- (d) The president shall be an ex-official member of all teams and, as such, shall have the privileges of membership therein
- (e) Each team shall transact such business as is delegated to it.
 - 1. In conducting its business, it shall not exceed the budget allocated to it.
 - 2. Teams shall report to the board their actions and obtain board approval when needed.
- (f) Teams shall devise and carry out such business as is delegated to them by the by-laws and such additional business as may be referred to them by the president or the board.
 - 1. The team leaders will organize and administer their teams.
 - 2. The President or Board shall appoint the team leaders.

Article 6 Finances

- (a) Treasurer shall have custody of all funds.
- (b) The Treasurer shall deposit all funds and make required payments.
- (c) Checks issued shall contain two authorized signatures,
 - 1. Check signers shall be the Treasurer, President or Executive Secretary.
- (d) An accounting of all funds shall be reported to the board monthly and annually.
- (e) Annually, the treasurer's books and procedures shall be reviewed by a qualified member(s).
- (f) Before the beginning of the Rotary-year the treasurer and president-elect shall propose a budget to the board.
- (g) Based on board discussions and member input, said budget shall be approved by the board.
- (h) During the fiscal year, modifications to the budget must be approved by the board.

- (i) The treasurer shall provide the necessary annual reports to the IRS and Minnesota Secretary of State.
- (j) Bank and credit card accounts must be approved by the board.
- (k) Upon retirement from the office the person shall turn over to their successor or president all funds, books of accounts or any other club property in possession.

Article 7 Method of Electing Members

- (a) The name of a prospective member shall be submitted to the board in writing through the executive secretary.
- (b) The board shall consider and approve or disapprove the proposed membership. Following board approval, the proposed member's name shall be listed in the club's weekly meeting and announced by the president.
- (c) If no written objection is received within 10 days, following official publication, the person becomes a member. As soon as possible after the 10-day waiting period, the president shall induct the prospective member as a member of the club.
- (d) New members will be assigned a mentor, who is a current member.
 - 1. Mentors will help new members assimilate into the club.
- (e) Per Article 8, Section 1 of the Constitution, each member shall be classified with the members business, profession or type of community service.
- (f) As deemed appropriate the Membership Team will conduct orientation meetings of new members.
- (g) Each prospective and new member will receive the Club Constitution and By-laws with their application or induction welcome package.

Article 8 Membership Categories

- (a) Each member will be assigned a membership category and membership type.
- (b) Membership categories and Membership Type are:
 - 1. Individual -Active
 - i. A member who attends regularly and does not fit the remaining categories.
 - 2. Retired – Active
 - i. An active a member who has retired from and are no longer actively seeking full-time employment.
 - 3. Rule of 85 – Exempt

- i. Under Rotary Internationals guidelines a Rotarian who's combined age and years of service as a Rotarian equal 85. A minimum of 20 years of service are required.
4. Corporate – Active
 - i. A corporate member is defined as the primary member from a company, corporation or government institution.
5. Exempt Corporate - Exempt-Excused
 - i. An exempt corporate is a secondary member from the same company, corporation or government institute.
6. Honorary – Honorary
 - i. Persons who the board has honored and granted an Honorary membership.
 - ii. Honorary members will not be required to pay dues. However, when in attendance at a regular club meeting they will be required to pay meal costs
7. New Professional
 - i. A person between the ages of 19 and 35 years of age and chooses not to be listed in another category.

Article 9 Amendments

- (a) These by-laws may be amended at any regular meeting, a quorum being present, by a two-thirds vote of all members present.
 1. A notice of such proposed amendment shall have been given to each member at least seven days before such meeting.
 2. No amendment or addition to these by-laws can be made which is not in harmony with the club constitution and with the constitution and by-laws of Rotary International.