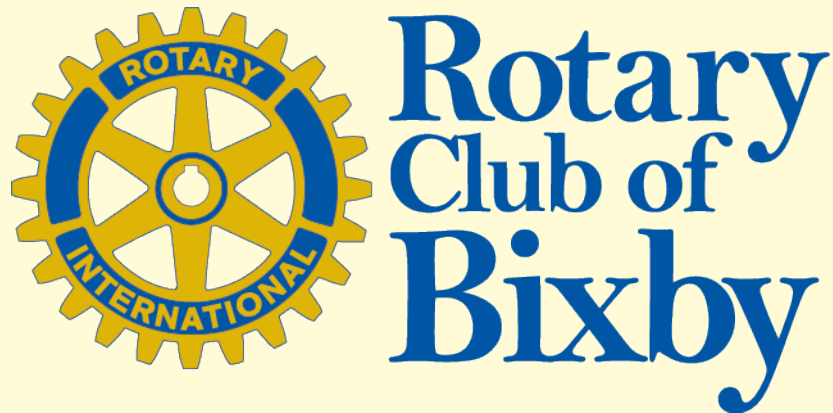


# **Bylaws of the Rotary Club of Bixby, OK**

**Amended and Restated January 24, 2017**



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# Bylaws of the Rotary Club of Bixby, OK

Amended and Restated January 24, 2017

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## **Article I**

### **Name and Status**

#### **Section 1**      Name and Status

The name of this Club is the Rotary Club of Bixby (hereinafter referred to as Club). It was chartered by Rotary International as Club Number 54300 on September 15, 2000. It is in Rotary International District 6110.

## **Article II**

### **Board of Directors**

#### **Section 1**      Board of Directors Seats

There shall be a Board of Directors (hereinafter referred to as the Board) of the Club composed of a maximum of thirteen (13) and minimum of nine (9) members, and the Board shall be the governing body of this Club.

The Newly Revised Robert's Rules of Order shall govern the proceedings of the Club in all cases to which they are applicable and in which they are not inconsistent or in conflict with these By-laws.

#### **Section 2**      Governance

The general purpose of the Board is;

1. To represent the membership of the Club in determining the direction and strategic activities of the Club;
2. To determine and clarify the outcomes, values and goals of the Club, and ensure they relate to and carry out the purpose of Rotary;
3. To provide voluntary leadership in each of the standing committees and to the work of the club;
4. To evaluate the effectiveness of the work of the Board and its Committees; and
5. To interpret the Bylaws and to maintain policies and procedures which may, from time to time, assist in the interpretation of these Bylaws.

#### **Section 3**      Board Member Term

The term of a Board member shall be one (1) year. A Board Member may serve for four (4) consecutive terms and then will be ineligible to serve as a Board member for one (1) year. The Board may, on a majority vote, set aside the four (4) consecutive term rule for a particular Board Member, allowing that Member to serve for five (5) consecutive terms.

#### **Section 4**      Nominations

a) Club Officers and Service Directors

The Five Service Directors and the following Officer positions shall be permanent Board Members; President, Past President, President-Elect, President Nominee, Secretary, Treasurer, and the Sargent-at-Arms.

b) Nominating Committee;

The Nominating Committee (hereinafter referred to as NC) shall be appointed by the current term President Elect (PE) prior to the beginning of their term and such appointments shall be reported to the Board in the July meeting of their term as PE. The NC will consist of at least six (6) but not more than eight (8) current Active Club Members in good standing of which at least three (3) of whom shall be Past Presidents as are available. If there are not enough available Past Presidents to fill the minimum number of Past Presidents the President Elect may choose from Active Club Members. The PE may choose to have all the NC members be filled by Past Presidents.

The PE shall be the Chairperson of the NC, and a member of the NC. In November of each year, prior to the November regular Board meeting, the (NC) will meet to nominate persons to fill upcoming Officers, Service Directors, and Board Members positions.

The Chairperson for the NC, in preparation for the November NC meeting, shall notify all Club Members of the planned NC meeting at least 10 days preceding the meeting in order to solicit suggested nominees from the Active Club membership who may be considered by the NC as a potential Officer/Board Member, Service Director/Board Member and an at large Board Member nominee(s).

c) Nomination;

The NC shall nominate the appropriate number of Officer/Board Members, Service Director/Board Members and an at large Board Member nominee, all from the Active Club members in good standing. These Nominations will be placed on a ballot and the slate will be voted upon at the Annual Club meeting. The NC shall present the Active Club Member names nominated by the NC committee at the November Board meeting for the purpose of the current Board approving the placing of those names on the ballot for election at the Annual Club meeting.

#### **Section 5**      Election

The nominations duly made by the NC and approved by the Board shall be placed on a written ballot and each shall be voted upon at the Annual Club meeting. The Officer/Board Member and Service Director/Board Member Nominees and the at large Board Member Nominees heretofore described receiving a majority of votes cast shall be declared elected to the nominated position shall and become a Board Member. All Nominees elected in such balloting shall serve in the position elected to for their term commencing on the first day of July next following their election. The President-elect shall become the President at the end of the President-Elects first term.

**Section 6**      Board Member or Officer Vacancy

The vacancy of an unexpired term of an Officer, Service Director, or Board Member shall be filled by action of the remaining Members of the Board. The President Elect of the Board shall convene a meeting of the NC at which time said committee shall nominate an Active Club member in good standing to fill the vacated Officer/Board Member, Service Director/Board Member, or Board position and at the following Board meeting the nominee shall be voted on by the Board. Upon election the newly elected shall immediately fulfill the remaining term of the vacated seat. Filling the remaining term of the vacated seat will not count toward the term limit.

**Section 7**      Regular Meetings of the Board

Regular meetings of the Board shall be held on a consistent day each month to be fixed by Board resolution as recommended by the President. Special meetings of the Board shall be called by the President, or upon the request of two (2) members of the Board, after a forty eight (48) hour notice has been given to all Board members. It is permitted to have meetings and vote on matters of the Board by electronic means.

**Section 8**      Board Meeting Quorum

Seven (7) Board members shall constitute a quorum at any Board meeting. A majority of the Board Members present shall constitute a pass vote on any matter having a proper motion and second at any Board meeting.

**Section 9**      Meeting Minutes

Written Minutes of each Board meeting will be made available to all Board members by the Secretary within two (2) days prior to the next regularly scheduled Board meeting. All Board members will be expected to have read the minutes prior to the Board meeting.

**Section 10**     Presidential Appointments

By March 31<sup>st</sup> following the annual meeting the newly elected President shall appoint Committee Chairpersons, for each Committee from the Active Club members to be effective on the first day of July following their appointment. This section is intended to give the Committee Chairpersons ample time to coordinate with the newly elected President to establish their committees and develop the upcoming year's plans. In the case of a Chairperson vacancy the President will appoint a replacement Committee Chairperson.

**Section 11**     Indemnification of Directors and Officers

The Club will indemnify its Board Members to the full extent permitted by Oklahoma law. Additionally, the Club shall have Directors and Officers (D&O) liability insurance in force at all times.

**Section 12**    Attendance

Any Director who misses three (3) consecutive scheduled monthly Board meetings is subject to removal by the Board.

**Article III**  
**Duties of Officers**

**Section 1**    President

It shall be the duty of the President to preside at meetings of the Club and Board, and to perform such other duties ordinarily granted to the office of President which shall include but not limited to the following;

- Ensure the meeting is conducted in an effective manor;
- Ensure that each Service Director and Committee has defined objectives and plans, and each is functioning effectively;
- Cooperates with and assists the Governor in various Club and District Rotary matters;
- Ensure the proper budgeting and financial accounting of the Club including an annual financial review;
- Report in June the status of the Club including its finances and financial review;
- Review monthly at the next regular weekly meeting of the Club matters of importance from the previous months Board meeting;
- Effectively involve the President Elect and President Nominee in Board and Club affairs to ensure a smooth transition;
- Arrange a joint Annual Board Retreat, on or before the May Board meeting, of the incoming and outgoing club Board, Service Directors, and Officers to ensure the success of the new administration and to provide continuity of administrations.

**Section 2**    President-Elect

It shall be the duty of the President-Elect to perform such duties as may be prescribed by the President or the Board; it shall also be the President-Elect duty to select the NC members, perform the duties of the President when the President is absent and will perform other duties as assigned. The President-Elect shall become the President at the end of the President-Elects first term and shall serve for one year.

**Section 3**    President Nominee

It shall be the duty of the President Nominee to perform such duties as may be prescribed by the President or the Board and shall perform the duties of the President when the President and the President-Elect are absent and will perform other duties as assigned. The President Nominee shall become the President-Elect at the end of the President Nominee's first term.

#### **Section 4**     Past-President

It shall be the duty of the Past-President to perform such duties as may be prescribed by the President or the Board and shall perform the duties of the President when asked, and will perform other duties as assigned.

#### **Section 5**     Secretary

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 all the Board meetings, provide recorded minutes to the Board and others as directed by the President, make the required reports to Rotary International (“RI”), including the semiannual reports of membership, which shall be made to the General Secretary of RI on 1 January and 1 July of each year. The Secretary will also file prorated reports to the general Secretary 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; the report of changes in membership, which shall be made to the General Secretary of RI; the monthly report of attendance at the Club meetings, which shall be made to the district governor immediately following the last meeting of the month; collect and remit to RI subscriptions to THE ROTARIAN; and perform such other duties as usually pertain to the Office of Secretary. The Secretary will provide a written copy of the Board minutes to all Board members within two (2) days prior to the next regular meeting.

#### **Section 6**     Treasurer

It shall be the duty of the Treasurer to have custody of all funds, accounting for same to the Club annually, monthly to the Board and as needed or requested by the Board, bill members quarterly for dues, and to perform such 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 and ensure the incoming Treasurer is informed as needed or requested and be available for future assistance when asked. The Treasurer shall be a member of the Finance committee. The Treasurer shall provide the monthly financial reports to the Board members two (2) calendar days prior to the next Board meeting. Board members shall have reviewed the financial reports and be prepared to discuss same at the next Board meeting.

#### **Section 7**     Sargent-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. The Sergeant-at-Arms shall be the keeper of the By-Laws and will have same available at each Board meeting for reference, including developing a calendar to remind the Board of organizational events upcoming. All questions or suggested changes shall be directed to the Sargent-at-Arms who in turn will confer with the Board. The Sergeant-at-Arms shall perform such tasks as needed to ensure a smooth transition of their office when required.



## **Article IV Meetings**

### **Section 1**     Annual Club Member Meetings

- a) An Annual meeting for the main purpose of electing Officers/Board Member, Service Directors/Board Member and at large Board Member, along with any proposed By-Law changes, of this Club, shall be held on the second Tuesday of the month of December in each year, or as otherwise resolved by the Board, at which time the Chairperson of the NC will place in nomination, for election, the Slate of Officers/Board Member, Service Directors/Board Member and at large Board Member to serve for the ensuing year. No nominees will be accepted from floor at the annual meeting.

The Secretary shall provide a written Ballot and copy of the By-laws, if there are proposed changes, to each member fifteen (15) days prior to the Annual meeting. The Current President shall preside over the meeting and the Secretary shall take written meeting minutes of the Annual meeting which will be distributed to all Club members within sixty (60) days of the Annual meeting.

A quorum shall be one third (1/3) of those Active members in good standing as of the end of November preceding the meeting. The Secretary shall announce to the President at the meeting whether a quorum is present. A majority vote of those members present will be binding.

The Annual meeting agenda will be set in the November Board meeting preceding the Annual Club meeting. Any Club member wishing to place an item on the agenda must notify the Board ten (10) days prior to the November Board meeting. The Board will have final say on what items will be placed before the Club members at the Annual meeting.

- b) Annual Planning Meeting

An annual Planning meeting will be held prior to June 15 for the main purpose of adopting the coming year budget and club plan. The meeting will be a joint meeting with the current Board and the newly elected Board. The meeting will be co-chaired by the current President and President-Elect (Newly Elected President). The current and incoming Treasurers shall provide the previous year's financial statements along with YTD financials with appropriate comments, and a proposed Budget for the coming year and communicate the same 10 days before the annual planning meeting.

### **Section 2**     Club Weekly Meeting

The regular weekly meetings of this club shall be held on Tuesday at 12:00 noon. Due notice of any changes in or canceling of the regular meeting shall be given to all members of the Club. All Club members except an Honorary member (or member excused by the Board of Directors of this Club pursuant to article IX of these Bylaws) 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 Fifty percent (50%) of the time devoted to the regular meeting, either at this

Club or at any other Rotary Club. Attending Club activities such as Board and Committee meetings, Club work days, District meetings, a gathering of 2 or more Club members in which Rotary matters are discussed, and attendance at other Rotary Club meetings shall count toward attendance.

**Section 3**      Club Meeting quorum

One-third (1/3) of the Active in good standing Club members shall constitute a quorum at the Annual and Regular meetings of this Club.

**Section 4**      Club Voting

The business of this Club shall be transacted by voice vote except the election of Club Officers/Board Member, Service Directors/Board Member and at large Board Member, which shall be by written ballot.

## **Article V Fees and Dues**

**Section 1**      The Admission Fee

Admission fee shall be \$25.00 to be paid with the submission of an application before the applicant can qualify for membership consideration.

**Section 2**      Dues

The membership dues shall be set by the Board annually, payable quarterly on the first day of the quarter, with the understanding that a portion of each payment shall be applied to each member's subscription to THE ROTARIAN magazine.

**Section 3**      Membership Status-Suspension-Termination for non-payment

If a member fails to pay a Quarter Charge by day thirty (30) of the current quarter, the member is to be called by the Membership Committee Chairperson. If a member fails to pay a Quarter Charge by day 60 of the current quarter, the President shall instruct the Secretary to send the member a letter stating that the member -may be suspended from the Club membership until payment is received or a payment plan has been instituted and that first (1) payment received by the ninetieth (90) day of the current quarter. If a member fails to pay a Quarterly Charge by the ninetieth (90) day of the current quarter or if no payment plan is instituted the President shall instruct the Secretary to send the member a letter notifying them their membership has been suspended and inviting them to contact the Club when they are able to join again.

## **Article VI**

### **Five Avenues of Service Directors**

1. Director of Club Service,
2. Director of Community Service,
3. Director of Vocational Service
4. Director of International Service
5. Director of Youth Services

#### Directors of the Five Avenues of Service

- Selection
- Committee Formation
- Reporting

(a) Directors of the *Five Avenues of Service* will be elected at the Annual Club Meeting.

(b) Subject to the approval of the President, each Service Director is authorized to appoint such committees and chairpersons as required to accomplish the specific duties and projects of their avenue of service at their discretion or at the direction of the Club.

(c) The Directors of the *Five Avenues of Service* shall report to the President of the club.

(d) The President shall be ex-officio member of all service committees and as such shall have all the privileges of membership thereon.

(e) Each Service Director and Committee shall transact such business as is delegated to it in the Bylaws and by the Board. Except where specific authority is given by the Board such Service Directors or Committees shall not take action until a report has been made to and approved by the Board. Each Service Director will submit, to the Board, committees formed and their mission by the Annual joint Board meeting including the committee members' names and the committee chairperson. At the joint Board meeting each Service Director will provide a written plan for accomplishing the committee's charge.

#### **Section 1**      Club Service Director

Subject to the approval of the Board, shall Develop and Implement plans which will guide and assist the members of this Club in discharging their responsibilities in matters relating to Club Service and

shall supervise and coordinate the work of any committees, which are appointed by the Director with the approval of the Board, on particular phases of Club Service Activities. The Director shall report to the President and Board on all Club service activities. The following are suggested committees for Community Service:

- (a) Public Relations Media; The purpose of this committee shall be to develop and implement plans to provide the public with information about Rotary and to promote the Club's service projects and activities including advertising, awards/recognition, photographer and club communications. This committee shall endeavor, through the all practical mediums to stimulate interest and improve attendance, announce the program of the forthcoming meeting, relate highlights of the previous meeting, promote fellowship, contribute to the Rotary education of all members, and report news of the Club, of its members and of the world-wide Rotary program.
- (b) Fellowship Activities Committee; This committee shall promote acquaintance and friendship among the members, promote participation by members in organized Rotary recreational and social activities, and do such work in pursuance of the general object of the Club as may be assigned by the president or the Board.
- (c) Program Committee; This committee shall prepare and arrange the programs for the regular and special meetings of the Club.
- (e) Club Administrator;  
Arrange appropriate invocations and pledge leaders, greeter and ROD for all Club meetings.
- (f) Technology and Website;  
Investigate & implement ways to improve the Club through new technology. Keep the membership up-to-date on all club activities and events.

## **Section 2**      Vocational Service Director

Subject to the approval of the Board, this Service Director shall develop and implement plans which will guide and assist the members of this Club in discharging their responsibilities in their vocational relationships and in improving the general standards of practice in their respective vocations. The Director of Vocational Service shall be responsible for the vocational service activities of the Club and shall supervise and coordinate the work of any committee(s), which may be appointed by the Director with the approval of the Board, on particular phases of Vocational Service. The following are suggested committees for Vocational Service:

Rotary Cares

**Section 3**      Community Service Director

Subject to the approval of the Board, this Service Director shall develop and implement plans which will guide and assist the Members of this Club in dealing within the community with the welfare of human beings of all kinds throughout the whole span of life by providing assistance and support to those in need. This Director shall be responsible for the Community Service Activities of the Club and shall supervise and coordinate the work of any Committee(s), which may be appointed by the Director with the approval of the Board, on particular phases of Community Service. The following are suggested committees for Community Service:

Service Above Self Award  
Bixby Parks Improvements  
Community Fund Grants  
Salvation Army Bell Ringers  
The Big Event  
Shop With A Cop  
Christmas Parade  
Shoes for Local Soles  
Memorial Day Celebration

**Section 4**      International Service Director

Subject to the approval of the Board, this Service Director shall develop and implement plans which will guide and assist the members of this Club in discharging their responsibilities in matters relating to international service. This Director shall be responsible for the international service activities of the Club and shall supervise and coordinate the work of any Committee(s), which may be appointed by the Director with approval of the Board, on particular phases of International Service. The following are suggested committees for International Service:

MSNI Support

**Section 5**      Youth Services

Subject to the approval of the Board, this Service Director shall develop and implement plans which will guide and assist the members of this Club in discharging their responsibilities in matters relating to Youth Services This Director shall be responsible for the Clubs youth activities of the club and shall supervise and coordinate the work of any committee(s), which may be appointed by the Director with the approval of the Board, on particular phases of Youth Activities. The following are suggested committees for Community Service:

Interact Club  
RYLA  
Scholarships  
Third Grade Dictionary Project  
4-Way Speech Contest  
International Youth Exchange

## **Article VII Standing Committees**

### **The Following Committees will be Permanent Committees of the Club**

By March 31<sup>st</sup> following the annual meeting the newly elected President shall appoint Committee Chairpersons, for each Committee from the Active Club Members to be effective on the first day of July following their appointment. In the case of a Chairperson vacancy the President will appoint a replacement Committee Chairperson.

- Fund Raising/Barbeque and Blues Committee

The purpose of this committee shall be to develop and implement plans to provide for the financial viability and vibrancy of the Club.

- Charitable Giving Committee

The purpose of this committee shall be to develop and implement processes and procedures for establishing a method for selecting charitable giving in alignment with the Rotary guidelines for Education, Humanitarian, and Vocational services projects within the Clubs community for Board approval.

- Finance Committee

The purpose of this committee shall be to develop and implement policies, processes and procedures to handle and report the Clubs finances in a prudent and effective way. This committee will also have the responsibility to the Board of being knowledgeable and understanding of all deposit and investment accounts including any charitable giving foundation agreements the Club is a part.

- Membership Committee

The purpose of this committee shall be to develop and implement plans to retain, grow, inform, encourage, involve and mentor membership. This committee shall consider all proposals for membership from the personal side and shall thoroughly investigate the character, business, social and community standing, and general eligibility of all persons proposed for membership and shall report their decisions on all applications to the Board. This committee will develop and implement programs and processes to retain and grow membership in our Club. The committee will also be responsible for encouraging attendance at all Rotary meetings and attendance at regular meetings of other clubs when unable to attend meetings of this club; keep all members informed on attendance requirements; promote better incentives for good attendance; and seek to ascertain and remove the conditions that contribute to unsatisfactory attendance, encourage attendance at the district and international conventions.

This committee shall, no later than 31 August of each year, make a classification survey of the membership and compile from the survey a roster of filled and unfilled classifications and report same to the Board. This committee shall review the club roster of filled and unfilled classifications and shall take positive action to initiate and present to the Board the names of suitable persons to fill unfilled classifications. Oversee the orientation of new members and mentor same during their first year in the Club. Mentoring shall include assisting the new member in completing the requirements to earn their blue badge.

- Rotary Foundation

The purpose of the committee shall be to develop and implement plans to support the Rotary Foundation through program participation to achieve Foundation giving, Rotary Scholarship Programs, World Community Service Projects, Rotary Youth Exchange, Group Study Exchange, Friendship Exchange, and /or humanitarian vocational and other needs of the world community. Each year the Board shall set a goal of member participation to guide the RF committee chairperson to achieve.

- Ad-Hoc Committees and Task Forces

The President may from time to time, with Board approval, appoint such other committees or task forces as the President deems necessary or desirable for the administration and advancement of the Club's affairs.

## **Article VIII**

### **Finance**

#### **Section 1**      Committee Formation

The President will appoint a Finance Committee and designate a Chairperson at the beginning of each financial year to be approved by the Board. This committee will be responsible for developing and implementing policies, procedures, and reporting process as directed by the Board and these Bylaws, including but not limited to; depositing and negotiating payment instruments; check writing and withdrawal; investing; developing the Clubs Financial Operating Plan, and the Annual Financial Review. This committee shall be responsible for procuring the D&O insurance coverage.

#### **Section 2**      Deposit and Investment of Funds

The Treasurer shall deposit all funds of the Club in a bank, investment brokerage firm, or charitable foundation designated by the Board. The various fund depository(s) and investment arrangement(s) shall be reviewed for convenience, cost, and rate of return at least annually by this Committee and findings and recommendations reported to the Board.

#### **Section 3**      Check Writing and Withdrawal of funds

Checks and withdrawals shall be signed by any two of the following; Treasurer, President, President-elect, Secretary or Sergeant at Arms. The Board will comply with any depository or investment firm's requirements for signatory other than described in this section by resolutions when needed. Each approved signer must confirm the accuracy and initial all invoices that the check(s) are to pay. A thorough review by someone as designated by the Board, other than the Treasurer, shall be made once each year of all the Club's financial transactions and submit a written report of their findings to the Board. The Board shall take any necessary actions to correct any deficiencies found by the review and direct the Finance Committee to verify and report to the Board that the correction(s) were made satisfactorily.

#### **Section 4**     Bond

Officers having charge or control of funds shall give bond as may be required by the Board for the safe custody of the Clubs funds with the cost of the bond to be paid by the club.

#### **Section 5**     Financial Year

The fiscal year of this club shall extend from July 1st to June 30<sup>th</sup>. Members' dues may be invoiced quarterly. The payment of per capita dues and magazine subscriptions to RI shall be made on July 1st and January 1st of each year on the basis of the membership of the Club on those dates.

#### **Section 6**     Budget

The Finance Committee shall develop and implement a financial operating plan that shall be approved by the Board and submitted to the Club at its Annual meeting. The finance Committee will develop a balanced budget for the fiscal year starting in July which shall be approved at the August Board meeting and reported to the Club membership at the following regular weekly Club meeting. The Finance Committee may include reserve accounts in addition to current projected revenue in the budget and remain in compliance with the balanced budget restriction.

Any deviation from the budget will require prior approval of the Board, if that deviation is greater than ten percent (10%) of the Club's annual revenue the Board must submit such change(s) to the Club members for approval.

## **Article IX** **Membership**

#### **Section 1**     Active Membership

Active Membership is open to adult persons from the community having good character, having a good business and professional reputation, and the desire to help others in our community and throughout the world. There shall be two classifications of membership, Active and Honorary;

Active members must meet the attendance requirements, participate in Club activities, pay membership dues in accordance with the Club rules, may serve as a Board Member and Club Officer and vote on all Club matters.

Honorary membership may be granted at Board's discretion to those in our community who serve admirably and may or may not be or have been a Rotarian. Honorary Members are not subject to Club attendance rules, are not required to pay dues, must pay for their meals at the then current rate when attending a meeting, may participate in all Club activities, however may not hold a Board Member or Club Officer position or vote on Club matters.



## **Section 2**      Proposing a Prospective Member

Proposing a prospective member may be made by an Active or Honorary member of the Club by submitting the name to the Board in writing on the current application form through the Club Secretary. A transferring or former member of another Rotary Club may either be proposed for active membership by the former Club or an active member of the Bixby Rotary Club. The Club will receive confirmation that a former Rotarian does not have any outstanding debt to their previous club. If no response is received from the former Club it will be assumed that the member does not owe anything. The Bixby Rotary club will respond to all requests of its former members within 30 days. All proposed members shall be kept confidential except as otherwise provided in this procedure.

## **Section 3**      Voting on Proposed Member

The Board shall ensure that the proposed member meet all the classification and membership requirements of the Club and shall notify all members of the proposed new member and their classification within two (2) calendar days thereof. If no written objection to the proposed member, stating reasons, is received by the Board from any Active member of the Club within four (4) calendar days following publication of information about the prospective member, the Board shall, at a regular or special meeting, vote on admitting to membership the proposed however if an objection is properly filed the Board must consider the objection(s) and the Board shall then vote to approve or disapprove the proposed member. A majority vote cast by the Board at such regular or special meeting in favor of the proposed member, upon payment of the prescribed admission fee, shall be considered elected to membership and shall notify the proposer of its decision. If the proposed is not elected to membership the Board shall also notify the proposer of its decision.

## **Section 4**      Induction

Following the approval of a new member, the President shall arrange for the induction of the new member; the Club Secretary shall issue a membership card and shall report the new member to RI; and the Membership Committee Chairperson or designee may provide appropriate literature for presentation at the induction and assign a member to assist the assimilation of the new member including a formal orientation presentation.

## **Section 5**      Continuation of Membership

Membership shall continue during existence of this Club unless terminated as hereinafter provided. Membership is subject to termination when a Member no longer meets the membership qualifications. The Board may terminate the membership of any Member who ceases to have the qualifications for membership or for any good cause by a vote of not less than two thirds (2/3) of the Board at a regular meeting or a meeting called for that purpose.

## **Section 6**      Termination for Non-Payment see Article V Section 3.

**Section 7**     Attendance

Members are expected to attend or make up at least one half (1/2) of all the regular Club meetings. Members not meeting the attendance percentage requirement will be terminated unless the Board consents to such non-attendance for good cause.

**Section 8**     Leave of Absence

An Active Member, upon written application to the Board setting forth good and sufficient cause, may request a leave of absence up to one (1) year. The Board, upon approving the request, may reduce or eliminate the payment of membership dues for a Member during the term of the leave and the Board will make the determination as to whether the applicant will remain an active Member or become a non-active Member during the term of the leave. The Board shall request that the Secretary notify the requesting Member of its decision to accept or deny the request. The Board may grant extensions upon written request from a Member currently on leave.

**Section 9**     Transfer

If requested in writing, a Member moving from the locality of the Club may be granted a leave of absence for up to twelve (12) months to visit and join a Rotary Club in the new locality.

**Section 10**    Appeal of Action

Prior to taking any action under section 6 through 8 the Member shall be given at least ten (10) days written notice of such pending action. The Member may appeal the action by submitting a written response to the Board within seven (7) days of the date of notice. The Member shall have the right to appear before the Board to state their case. The Board action is final.

## **Article X Resolutions**

No resolution or motion to commit this club on any matter shall be considered by the Club until it has been considered by the Board. Such resolutions or motions, if offered at a Club meeting, shall be referred to the Board without discussion.

## **Article XI Amendments**

These Bylaws may be amended at any regular Club meeting in which a quorum of 1/3 of the Active Members, as of the previous months roster, are present. The Changes must be approved by a majority vote of all Active Members present, provided that notice of such proposed amendment shall have been mailed, emailed, faxed, or hand delivered to each Active Member at least fifteen (15) days before such meeting. No change shall be made that is not consistent with the Constitution and Bylaws of RI.

**BIXBY ROTARY CLUB NON DISCRIMINATION POLICY**

The Bixby Rotary Club prohibits discrimination against or harassment of any person on the basis of race, color, national origin, religion, gender, physical or mental disability, medical condition, ancestry, marital status, age or sexual orientation.

**Attestation**

These Bylaws which were originally approved by The Rotary Club of Bixby on September 15, 2000 were revised by a vote of the Bixby Rotary Club Members on January 24, 2017 and passed by a unanimous vote.

Signed:

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Kim Miller  
President

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Barry Helms  
President-Elect

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Trena Thomas  
Secretary