

BYLAWS
OF THE
BELLEVUE BREAKFAST ROTARY CLUB

Article I.

Election of Directors and Officers

Section 1 - *Nomination of Candidates.* At a regular meeting one month prior to the meeting for election of officers and directors, the presiding officer shall ask for nominations by members of the club for president-elect, sergeant-at-arms, secretary-elect, treasurer-elect and members of the board of directors. The nominations may be presented by a nominating committee or by members from the floor, by either or by both, as the club may determine. If it is determined to have a nominating committee, such committee shall be appointed as the club may determine. 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, sergeant-at-arms, secretary-elect and treasurer-elect receiving a majority of the votes shall be declared elected to their respective offices. The candidates for director receiving a majority of the votes shall be declared elected as directors. The president-elect elected in such balloting shall serve as a member of the board as president-elect for the year commencing on the first day of July next following his election as president, and shall assume office as president on the first day of July immediately following his year of service on the board as president-elect. The secretary-elect and treasurer-elect shall assume office as secretary and treasurer, respectively, on the same day as the president-elect.

Section 2 - *Board of Directors.* The officers (except the sergeant-at-arms, secretary-elect and treasurer-elect) and directors, so elected, together with the immediate past president shall constitute the board of directors.

Section 3 - *Terms.* Directors shall be elected to serve two-year terms, during which the Director may or may not serve in the same Avenue of Service, as appointed by the President. Officers shall be elected to serve one-year terms. The secretary-elect and treasurer-elect commence their one-year terms as officers following the end of their one-year terms in an elect position as set forth above. A vacancy in the board of directors or any office, or for secretary-elect or treasurer-elect, shall be filled by action of the remaining members of the board.

Section 4 - *Term Limits.* A Director may be elected to serve as an Officer upon completion of his or her term and vice versa. However, no Board Member shall be eligible for election--or for Presidential appointment to serve in any Board position after having been elected and served two immediately past back-to-back terms, with the exception being that a Board Member who has served two elected back-to-back terms shall be eligible for election to the office of President-elect. A Board Member who was appointed to the Board to fill a vacancy shall retain his or her eligibility to be elected to two back-to-back terms. A vacancy in the position of any officer-elect or director-elect shall be filled by action of the remaining members of the board of directors-elect.

Article II

Board of Directors

The governing body of the club shall be the Board of Directors. The Board of Directors shall consist of not less than six or more than fifteen members of this club, to include the president, sergeant-at-arms, president-elect, secretary, treasurer, the immediate past president, and other directors elected in accordance with Article I of these by-laws.

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 as ordinarily pertain to the office.

Section 2 - *President-Elect*. 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.

Section 3 - *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 such meetings, make the required reports to Rotary International, including the semiannual reports of membership, which shall be made to the General Secretary of Rotary International on January 1st and July 1st of each year, the report of changes in membership, which shall be made to the General Secretary of Rotary International, the monthly report of attendance at club meetings which shall be made to the district governor immediately following the last meeting of the month, collect and remit to Rotary International subscriptions to The Rotarian and perform such other duties as usually pertain to the office. It is also the duty of the secretary to train the secretary-elect.

Section 4 - *Treasurer*. It shall be the duty of the treasurer to have custody of all funds, accounting for same to the club annually and at any other time upon demand by the board and to perform such other duties as pertain to the office. Upon retirement from office, the treasurer shall turn over all funds, books of accounts or any other club property to the successor or to the president. It is also the duty of the treasurer to train the treasurer-elect.

Section 5 - *Sergeant-at-Arms*. The duties of the sergeant-at-arms shall be such as are usually prescribed for the office and such other duties as may be prescribed by the president or the board. The sergeant-at-arms shall not be a member of the Board.

Section 6 – *Secretary-Elect*. It shall be the duty of the secretary· elect to perform such duties as may be prescribed by the secretary or the board.

Section 7 - *Treasurer-Elect*. It shall be the duty of the treasurer-elect to perform such duties as may be prescribed by the treasurer or the board.

Article IV.

Meetings

Section 1- *Annual Meeting*. An annual meeting of this club shall be held on the first Friday in December in each year at which time the election of officers and directors to serve for the ensuing year shall take place.

Section 2 - *Regular Meetings*. The regular weekly meetings of this club shall be held on Friday at 7:00 a.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 by the Board of Directors of this club, pursuant to subsections (c) and (d) of Section 5, Article VIII 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.

Section 3 – *Quorum*. 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 on the second Tuesday of each month or as determined by the Board. Special meetings of the board shall be called by the president, whenever deemed necessary, or upon the request of two (2) members of the board, due notice having been given.

Section S - *Board Quorum*. A majority of the board members shall constitute a quorum of the board.

Article V.

Fees and Dues

Section 1 - The admission fee shall be as approved by the Board from time to time.

Section 2 - The membership dues shall be as approved by a majority vote of the members from time to time and shall be payable quarterly on the first day of July, October, January and April, with the understanding that a portion of each payment shall be applied to each member's annual subscription to The Rotarian magazine, the Rotary Reveille club newsletter, and the District 5030 News and Views newspaper, in such amounts as are approved by the Board from time to time.

Article VI.

Method of Voting

The business of this club shall be transacted by *viva voce* vote except the election of officers which shall be by ballot.

Article VII.

Committees

Section 1 ---- *Formation of Committees.*

(a) The president shall, subject to the approval of the board, appoint the following standing committees:

Club Administration Committee
Public Relations Committee
Membership Committee
Community Service Projects Committee
International Service Committee
Bellevue Breakfast Rotary Club Foundation Committee

(b) The president shall, subject to the approval of the board also appoint such committees on particular phases of the missions of the above standing committees as may be deemed necessary.

(c) The Club Administration committee, Public Relations committee, Membership committee, Community Service Projects committee, International Service committee, and Bellevue Breakfast Rotary Club Foundation committee shall each consist of a chair, who shall be named by the president from the membership of the board and not less than two (2) other members.

(d) The president shall be *ex officio* a member of all committees and, as such, shall have all the privileges of membership thereon.

(e) Each committee shall transact such business as is delegated to it in the by-laws 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 committee shall not take action until a report has been made to the board and approved by the board.

(f) Should it be deemed necessary, the president may appoint one or more committees dealing with various aspects of youth activities, which, depending on their respective responsibilities, may be under any, or all, of the standing committees. Where feasible and practicable in the appointment of such committees, there should be provision for continuity of membership, either by appointing one or more members for a second term or by appointing one or more members to a two-year term.

Section 2 - *Duties of Committees.*

(a) *Club Administration Committee.* This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in their club relationships. The chair of this committee shall be responsible for the following club service activities and shall supervise and coordinate the work of the following committees:

Program Committee. This committee shall prepare and arrange the programs for the regular and special meetings of the club.

Fellowship 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.

Additionally, Club Administration is responsible for all functions dealing with facilities for the club. This may or may not be supported by a separate subcommittee per the discretion of the President.

(b) *Public Relations Committee.* This committee shall devise and carry into effect plans for the purpose of increasing communication internally within the club and externally with the community. The chair of this committee shall be responsible for the following club service activities and shall supervise and coordinate the work of the following committees:

Club Communications Committee. This committee shall endeavor, through the publishing of a weekly club bulletin, 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 worldwide Rotary program. This committee shall also be responsible for oversight of the website function of club communications, to include maintaining a club directory. The club directory shall include all members, including home and business addresses and contact information in a format determined by the committee. Access to the club website and its directory shall be available to all members.

Public Relations Committee. This committee shall devise and carry into effect plans (1) to give the public general information about Rotary, its history, object and scope; and (2) to secure proper publicity for the club.

(b) *Membership Committee.* The Membership committee is responsible for all aspects of the membership process for the Bellevue Breakfast Rotary Club. It functions through the following specific committees:

Membership Development Committee. This committee shall be responsible for selling, motivating, and leading the membership recruitment process. This committee identifies and evaluates prospective members and assesses their interest, qualifications, and commitment to service. This committee is also responsible for educating the Club members in the guidelines for attracting new members.

Membership Coordination Committee. This committee shall be responsible for managing the application process. The committee will investigate thoroughly the character of all candidates, evaluating their personal and classification eligibility, as well as business and community standing.

New Member Committee. This committee will include all new members of the BBRC who have joined the club over the past year. This committee is chaired by the President-elect and is responsible to ensure that all new members are involved in club activities, have a sounding board to share ideas and concerns, and understand all aspects of Rotary.

Membership Support Committee. The role of this committee is to monitor and encourage the active participation of each Rotarian in the Club. The committee shall develop and administer proactive programs that enhance the club membership experience and fosters long-term retention.

Young Member Committee. The role of this committee is to encourage and support recruitment of members age 35 and under, and to provide programs and projects of special interest to members of that age group so as to develop younger membership as a vital part of the overall club.

Vocational Service Committee. This committee shall devise and carry into effect 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.

(d) *Community Service Projects Committee.* This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in their community relationships. The chair of this committee shall be responsible for the community service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of Community Service.

Service Projects Committee. This committee shall organize, plan, and execute projects in the community in furtherance of the club's stated mission, vision, and values. Within the committee's mission, it is specifically charged with carrying out programs for youth services, and where necessary, to form subcommittees to support scholarships or other important youth functions.

Preserve Planet Earth Committee. This committee shall organize, plan, and execute projects in the community to support our stewardship of the environment.

Small Grants Committee. This committee shall oversee the project budget for all community project spending except the major grants, headed by the BBRC Foundation committee, and international project grants, headed by the International Service committee. The purpose of this committee is to provide integrated management across project lines to ensure that spending of club project dollars results in the highest possible impact, and that spending is in harmony with the club's mission, vision, and values.

Rotary First Harvest Committee. This committee is responsible for liaison with Operation First Harvest or its successor organizations to assist with the mission of resolving hunger issues in the community. Specifically, this committee will encourage and facilitate the club's participation in Operation First Harvest, to include hands-on support and financial support as appropriate.

Vocational Services Projects Committee. This committee is responsible for developing and executing project that further vocational service as an avenue of Rotary service. The purpose of this committee shall be project-oriented, as distinguished from the vocational subcommittee under Membership which shall focus primarily on the vocational aspects of Rotary membership.

(e) *International Service Committee.* This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in matters relating to International Service. The chair of this committee shall be responsible for the International Service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of Community Service. This committee shall be supported by the following subcommittees:

Youth Exchange Committee. This committee is responsible for fostering and administering Rotary International youth exchange projects on behalf of the club.

World Community Service. This committee shall organize, plan, and execute international service projects in furtherance of the club's stated mission, vision, and values.

Rotary International Foundation Committee. This committee is responsible for fundraising for the RI Foundation and carrying out associated programs.

(f) *Bellevue Breakfast Rotary Club Foundation Committee.* This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in matters relating to the Bellevue Breakfast Rotary Club Foundation. The chair of this committee shall be responsible for the Charitable Foundation activities of the Club.

Article VIII.

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 a specified length of time. Granting a leave of absence may be conditioned on such specific requirements as the board deems appropriate

Article IX

Finances

Section 1 - The treasurer shall deposit all funds of the club in some bank or financial institution, with all deposits covered by FDIC insurance, to be named by the board.

Section 2 - All expenses shall be paid only by checks signed by the treasurer upon documentation validated by written or electronic communication from the requesting member and approval of any two officers and/or directors. A thorough audit by a certified public accountant or other qualified person shall be made once each year of all the club's financial transactions.

Section 3 - Officers having charge or control of funds shall give bond as may be required by the board for the safe custody of the funds of the club, cost of bond to be borne by the club.

Section 4 - The fiscal year of this club shall extend from July 1st to June 30th, and for the collection of members' dues shall be divided into four (4) quarterly periods beginning in July,

October, January and April. The payment of per capita dues and magazine subscriptions to Rotary International 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 5 - At the beginning of each fiscal year the board shall prepare or cause to be prepared a budget of estimated income and estimated expenditures for the year, which, having been agreed to by the board, shall stand as the limit of expenditures for the respective purposes unless otherwise ordered by action of the board.

Article X.

Fiduciary Management Policy

The board shall, from time to time, establish policies for the fiduciary management of the club's financial affairs, including the handling of all the club's monies and funds. Such policies may be adopted or modified at any meeting of the board and shall be maintained by the secretary in a written policy statement.

Article XI.

Method of Electing Members

Section 1. Active Members (including additional active members)

(a) The name of a prospective member, proposed by an active, senior active or past service member of the club or by the membership development committee, shall be submitted to the board in writing, through the club secretary. The proposal for the time being shall be kept confidential except as otherwise provided in this procedure.

(b) The board shall request the classifications committee to consider and report to the board on the eligibility of the proposed member from the standpoint of classification, and shall request the membership committee to investigate and report to the board on the eligibility of the proposed member from the standpoint of character, business and social standing, and general eligibility.

(c) The board shall consider and approve or disapprove the recommendations of the classifications and membership committees and shall then notify the proposer, through the club secretary, of its decision.

(d) If the decision of the board is favorable, the proposer, together with one or more members of the Rotary Information Committee, shall inform the prospective member of the purposes of Rotary and of the privileges and responsibilities of membership in the club, following which the prospective member shall be requested to complete and submit an application for membership and to give permission his/her name and proposed classification to be published to the club.

(e) If no written objection to the proposal, stating reason, is received by the board from any member of the club within ten days following publication of the name of the prospective member, the prospective member, upon payment of his admission fee, as prescribed by Article V of these by-laws, shall be considered to be elected to membership. If any objection has been filed with the board, it shall consider the same at any regular or special meeting of the board and shall ballot on the proposed members. If not to exceed two

(2) negative votes cast by the members of the board in attendance at such regular or special meeting, the proposed member, upon payment of the prescribed admission fee, shall be considered elected to membership.

Following the member's election to membership as herein provided, the club secretary shall issue a membership card to the member and shall report the member's name to the General Secretary of Rotary International, and

(f) The member shall be formally introduced as a new member at a regular meeting of the club.

Section 2 - Senior Active, Past Service, and Honorary Members. The name of a proposed candidate for anyone of these three kinds of membership shall be submitted to the Board of Directors in writing and the election shall be in the same form and manner as prescribed for the election of an active member provided, however, that such proposal may be considered at any regular or special meeting of the board and that the board may at its discretion waive any of the steps as set forth in Section 1 of this Article and proceed to ballot on the proposed member. If not to exceed two (2) negative votes cast by members of the board in attendance at the regular or special meeting, the proposed member shall be considered duly elected, provided, however, that any active member or past service member of this club who qualifies for senior active membership as set forth in the constitution of this club shall automatically become a senior active member of this club, no application for or election to such senior active membership being required.

Article XII.

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 XIII.

Order of Business

Meeting called to order.
Introduction of visiting Rotarians.
Correspondence and announcements.
Committee reports, if any.
Any unfinished business.
Any new business.
Address or other program feature.
Adjournment.

Article XIV

Amendments

These by-laws 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 days before such meeting. 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.

Amended this _____ day of _____, 2006