

Bylaws of the Rotary Club of Oakhurst Sierra

Approved May 12, 2026

These bylaws supplement the Rotary Club of Oakhurst Sierra Constitution with common club practices. The bylaws are binding for the members of the club.

Article 1. Definitions

1. Board: The board of directors of this club.
2. Officer: An officer on this club's board.
3. Director: A director on this club's board.
4. Member: A member, other than an honorary member, of this club.
5. Quorum: The minimum number of participants who must be present when a vote is taken: one-third of the club's members for club decisions and a majority of the officers/directors for club board decisions.
6. RI: Rotary International.
7. Year: The 12-month period beginning 1 July.

Article 2. Board

The governing body of this club shall be the board of directors, consisting of officers including the president, immediate past president, president-elect, secretary, and treasurer, plus up to eight (8), but no fewer than two (2) additional directors. One director may be elected to serve as the vice president/president nominee and one director may be appointed by the board to serve as sergeant-at-arms. At the board's discretion, honorary members may be requested to serve as additional, non-voting, members on the board.

Article 3. Elections and Terms of Office

Section 1 — At the club's annual meeting held during a regular club meeting, one (1) month prior to the meeting for election of officers, the presiding officer shall ask for nominations by the members of the club for president, president-elect, secretary, treasurer and up to seven (7) directors. The immediate past president shall automatically advance to the board for the year following his/her term as president.

Section 2 — The nominations may be presented by a nominating committee or by the members from the floor.

Section 3 — If it is decided to use a nominating committee, such committee shall be appointed by the board, and the president-elect shall be invited to be a member of the nominating committee.

Section 4 – The nominations duly made shall be placed on a ballot, in alphabetical order, under each office and shall be voted on at the annual meeting.

Section 5 – The candidate who receives a majority of the votes for each office is declared elected to that office and shall take office on the first day of July following the election.

Section 6 – The candidate elected as president-elect in such balloting shall take office on the first day of July following the election and shall take the position of president on the first day of July of the year immediately following.

Section 7 – If any officer or director vacates his/her position, the remaining members of the board may appoint a replacement. To maintain the board make up noted in Article 2.

Section 8 – If any officer-elect or director-elect vacates a position, the remaining members of the board-elect will appoint a replacement.

Section 9 – The officers and directors shall constitute the board. At the first regular board meeting, the board shall elect a member of the club or board to act as sergeant-at-arms.

Section 10 – Unless the board elects to extend a term of office, the terms of office for each role are:

- President – One (1) year*
- President-Elect – One (1) year
- Vice President/President Nominee – Up to two (2) years
- Treasurer – Up to five (5) years
- Secretary – Up to five (5) years
- Sergeant-at-arms – Up to two (2) years **
- Director – Up to (2) two years

* In the event that a successor for President is not elected, the current president's term can be extended for up to one year.

** Sergeant-at-arms may or may not serve as a director on the board.

Article 4. Duties of the Officers and Director's

Section 1 – The president serves as an officer on the club board, presides at club and board meetings, and performs other duties as ordinarily pertain to the office. Upon retiring from office, the president will turn over all records and any other club property to incoming president.

Section 2 – The immediate past president serves as an officer on the club board and performs other duties as may be prescribed by the president or the board.

Section 3 — The president-elect serves as an officer on the club board and prepares for his/her year as president. The president-elect may preside at club and board meetings when the president is absent and also perform other duties as prescribed by the president or the board.

Section 4 — The vice president serves as a director on the club board and may preside at club and board meetings when the president and president-elect are absent. He/she may also perform other duties as pertain to the office or are as prescribed by the president or the board.

Section 5 — The secretary serves as an officer on the club board and keeps membership and attendance records plus any other duties as pertain to the office, including but not limited to:

- Record and preserve the minutes of meetings.
- Report as required to RI, including the semi-annual reports of membership on January 1 and July 1 of each year, which shall include per capita dues for all members and prorated dues for active members who have been elected to membership in the club since the start of the semi-annual reporting period.
- Report changes in membership within the time prescribed by RI.
- Provide the monthly attendance report which shall be made to the district governor within 15 days of the last meeting of the month.
- Upon retirement from office, turn over all records and any other club property to the incoming secretary.
- Any other duties as prescribed by the president or the board.

Section 6 — The treasurer serves as an officer of the club board, oversees all funds and provides an accounting of them plus any other duties as pertain to the office including but not limited to:

- Have custody of all funds, accounting for it to the club annually and monthly to the board.
- Billing and collection of all member dues.
- Upon retirement from office, turn over to the incoming treasurer or to the president all funds, book of accounts, or any other club property.
- Arrange for an audit of the books by a qualified CPA within 30 days of the end of the current Rotary year.
- Any other duties as prescribed by the president or board.

Section 7 — A director attends club and board meetings and is a voting member of the board.

Section 8 – The sergeant-at-arms attends club meetings, maintains safety, and keeps order at club meetings and events plus any other duties as pertain to the office including but not limited to:

- Serves as a club director and voting member if so elected.
- Assists the president with the set up and clean up at meetings and events.
- Any other duties that pertain to the office or as prescribed by the president or board.

Article 5. Meetings

Section 1 – An annual meeting of this club shall be held no later than December 31st each year to elect the officers and directors who will serve for the next Rotary year and to present a mid-year report, including current year income and expenses, together with a financial report on the previous year.

Section 2 – Regular club meetings will be held weekly in a suitable place selected by the board, every Wednesday of the month. Reasonable notice of any change or cancellation of the regular meeting will be given to all club members by the club president or secretary.

Section 3 – Board meetings shall be held each month on the second Tuesday of the month at a place designated by the board. Special meetings of the board are called with reasonable notice by the president or upon the request of two directors.

Section 4 – One third of the membership shall constitute a quorum at the annual and regular meeting of this club.

Section 5 – A majority of the board officers and directors shall constitute a quorum of the board.

Section 6 – If email voting is necessary due to time restraints, one email per motion is required. The subject line must state which action is being requested. Outline the details of the motion and provide all necessary context in the body of the email. Give the board plenty of notice to review the motion and clearly state a deadline to reply with a vote which includes a day & time. Board members must REPLY ALL with a clear ‘Yes,’ ‘No,’ or ‘Abstain’ by the deadline stated in email. A quorum shall be required to reach a motion.

Article 6. Dues & Fees

Section 1 – Annual club dues will be as follows:

- For an individual, \$300 per year billed monthly.
- **Small Corporate Membership \$900 (Billed Quarterly)**
Up to three (3) members, requires one (1) primary member to be designated “Active Corporate” that attends at least one time per year with up to two (2) additional alternates to be also designated as “Active Corporate” and that can help to meet the Club’s other attendance and participation Requirements. Membership to include
- Full membership benefits for all three (3) members

- All members can vote and hold office
- \$10 per member per month paid towards Paul Harris Fellow sustaining contributions for all three (3) members
- 10% off of all Oakhurst Sierra Rotary event sponsorships
- Three (3) free tickets to our annual Crab Feed or Poker/Bingo
- Membership is billed quarterly and can be billed to the individual or to the entity they are representing. Advance approval by the entity is required in writing for entity billing.
- **Large Corporate Membership \$1,500 (Billed Quarterly)**
Up to five (5) members, requires one (1) primary member to be designated “Active Corporate” that attends at least one time per year with up to four (4) additional alternates to be also designated as “Active Corporate” and that can help to meet the Club’s other attendance and participation requirements. Membership to include:
 - Full membership benefits for all five (5) members
 - All members can vote and hold office
 - \$10 per member per month paid towards Paul Harris Fellow sustaining contributions for all five (5) members
 - 20% off of all Oakhurst Sierra Rotary event sponsorships
 - Five (5) free tickets to our annual Crab Feed or Poker/Bingo (value up to \$250)
 - Membership is billed quarterly and can be billed to the individual or to the entity they are representing. Advance approval by the entity is required in writing for entity billing.

Section 2 – Club dues are payable monthly billed and collected by the club treasurer.

Section 3 – Annual club dues include RI per capita dues, subscriptions to an official magazine, district per capita dues, club fees, and any other Rotary or district per capita assessments except for Friend of Rotary membership types.

Section 4 – Annual club dues include a Paul Harris sustaining member contribution except for Friend of Rotary membership types.

Article 7. Method of Voting

The business of this club is conducted by voice vote or a show of hands except in the election of officers and directors, which is conducted by ballot. The board may also provide a ballot for a vote on some resolutions as it deems necessary. If time is of the essence, an email vote may be conducted as outlined in Article 5, Section 6.

Article 8. Committees

Section 1 – This club’s committees comprise those listed in article 11, section 6, of the Rotary Club of Oakhurst Sierra Constitution, including but not limited to the following:

- Membership – Committee should develop and implement a comprehensive plan for the recruitment and retention of members.
- Public Image/Club Branding – Committee should develop and implement a plan to provide the public with information about the Rotary brand and to promote the club’s local and international service projects, events and activities.
- Administration – Committee should conduct activities associated with the effective operation of the club.

- Service Projects – Committee should develop and implement educational, humanitarian, and vocational projects that address the needs of the local community and communities in other countries.
- The Rotary Foundation – Committee should develop and implement plans to support the Rotary Foundation through both financial contributions and program participation and to include Paul Harris contributions.
- Additional committees may be formed to effectively meet the club's service and fellowship needs as determined by the board.

Section 2 – The president is an ex officio member of all committees.

Section 3 – The president-elect shall have the primary duty 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 each year as noted above.

Section 4 – Each committee should have a chair and a co-chair and should work together to ensure the continuity of leadership and succession planning.

Section 5 – Whenever possible, committee members should be appointed to the same committee for three (3) consecutive years to ensure consistency in the committee's activities or events.

Section 6 – Each committee's chair is responsible for the regular meetings and activities of the committee, shall supervise and coordinate its work, and report to the board on all committee activities, total volunteer hours spent, and financial accountings of the committee's activities when appropriate.

Section 7 – Committee chairs should have experience as a previous member of the committee.

Article 9. Finances

Section 1 – Before each fiscal year starts, the board shall prepare an annual budget of estimated income and expenditures.

Section 2 – The treasurer shall deposit club funds in a financial institution or institutions designated by the board.

Section 3 – Bills shall be paid by the treasurer or another authorized officer and approved by one other officer or director.

Section 4 – A qualified person shall conduct a thorough annual review of all financial transactions.

Section 5 – Club members will receive an annual financial statement of the club.

A mid-year financial report, with current and previous years income and expenses, is presented at the annual meeting.

Section 6 – The fiscal year is from 1 July to 30 June.

Section 7 – Discuss as a Board outstanding balance definition, action to be taken and by whom.

Article 10. Membership Types

Section 1 – The Rotary Club of Oakhurst Sierra offers three types of memberships according to Article 8 of the Club Constitution.

- Active memberships.
- Honorary memberships.
- Friend of Rotary memberships.

Section 2 – Active memberships will include flexible memberships and Friend of Rotary memberships, comprised of the following:

A large and small corporate membership program for businesses and other large organizations, government entities, professional practices, educational institutions, and faith-based organizations.

- A couples/partner membership for two (2) persons living in the same household.
- A family membership for three (3) or more adult family members living in the same household.
- A Friend of Rotary membership for an individual, group or business.

Section 3 – The flexible and Friend of Rotary members will be an active, dues-paying member of the club and of Rotary. The Board of Directors will establish the dues for this membership type as per Article 6 of this document.

Section 4 – Qualifications. All members under a flexible and Friend of Rotary membership type must meet the regular requirements for membership in the club and in Rotary.

Section 5 – Couple and Family Memberships. Subject to the approval of the club's board, couple/partnership and family memberships may designate the following:

- A primary member.
- One or more additional members as detailed in the membership profile.

Section 6 – Corporate Membership. Subject to the approval of the club's board, small corporate/business memberships may designate the following:

- A primary corporate member who is one of the following:
 - Owner;
 - CEO/president or chief executive;
 - Department head, general manager, or other management role; or

- Up to two (2) alternate members for small corporate/business memberships or four (4) alternate members for large corporate/business memberships who must be employed by the entity.

Section 7 – Friend of Rotary Membership. Subject to the approval of the club’s board, individuals, groups, and businesses may be invited for membership. This membership type is intended for individuals, groups or businesses that would like to support the objectives of Rotary, do not have sufficient time to attend Rotary meetings, or cannot meet the financial requirements of being a Rotarian.

Section 8 – Attendance. The primary on a flexible membership is required to attend in person only once per year. The alternate members can meet the club’s other attendance and participation requirements. Friend of Rotary members do not have attendance requirements, but it is suggested that they attend at least six (6) club meetings, service projects or fundraising events per year.

Section 9 – Dues. Dues will be per Article 6 of this document.

Section 10 – RI Registration. All flexible members are full, active members of the club and will count in the club’s and in Rotary’s database.

Section 11 – Votes and Quorum. All flexible members are active, dues-paying members and are eligible to vote on club matters. Friend of Rotary members are non-voting members.

Section 12 – Holding office. All flexible members are active, dues-paying members of the club and are eligible to hold office. Friend of Rotary members are not eligible to hold office.

Article 11. Method of Electing Members

Section 1 – The name of a prospective member, proposed by an active or honorary (Rotarian) member of the club, shall be submitted to the board in writing on an approved membership application through the president or club secretary. A former member of another club may be proposed to membership by an active or honorary (Rotarian) member of this club, or by recommendation from the other club.

Section 2 – The board shall ensure that the prospective member meets all the classification and membership requirements of the standard Rotary club constitution.

Section 3 – The board shall approve or disapprove the prospective member within 30 days of its submission and shall notify the proposer or prospective member, through the club secretary or president, of its decision.

Section 4 – If the decision of the board is favorable, the prospective member shall be invited into club membership and his/her name will be published to the club for

prospective membership.

Section 5 – If no written objection was received by the board from any active or honorary (Rotarian) member stating just cause and measured by the 4-Way Test to withhold membership within seven (7) days following publication of information about the prospective member, that person, 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 prospective member shall be considered to be elected to membership.

Section 6 – Following the election, the president shall arrange for the new member's induction, Rotary Orientation, membership card, and new member Rotary literature. In addition, the president or secretary will report the new member information to RI.

Section 7 – The club may elect, in accordance with the standard Rotary Club Constitution, honorary members as proposed by the board. Honorary membership is covered under Article 8. Section 6 of the Club Constitution.

Article 12. Leave of Absence

Upon written application to the board, setting forth good and sufficient cause, leave of absence may be granted excusing member from attending the meetings of the club for no longer than six (6) months. A member on leave of absence will continue to pay regular dues and will provide the club secretary with a forwarding address, if necessary, for club billings. If a former member wishes to return to the club, he/she must do so in writing and it must be approved by the board.

Article 13. 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 14. Amendments

These bylaws may be amended at any regular club meeting following recommendation and approval from the board. Changing the club bylaws requires sending written notice to each member 21 days before the meeting, having a quorum present for the vote (for bylaw amendments a quorum shall be 50% of the club membership) and having two-thirds of the votes support the change. Changes to these bylaws must be consistent with the Standard Rotary Club Constitution, the RI Constitution and Bylaws, and the Rotary Code of Policies.

Dated: **05-12-26**

Adopted: **Jesse Pence**