

Bylaws of the Rotary Club of Burnt Hills Ballston Lake (2011)

Article 1 – Definitions

1. Board: The Board of Directors (BOD) of this club.
2. Director: A member of this club's Board of Directors.
3. Member: A member, other than an honorary member, of this club.
4. RI: Rotary International.
5. Year: The twelve-month period that begins on 1 July.
6. Club Locality: The Burnt Hills Ballston Lake School District and adjacent communities.

Article 2 – Board

The governing body of this club shall be the board consisting of 10 members of this club, namely, the President, President-elect, President-nominee, Secretary, Treasurer, Immediate Past President and four (4) non-officer directors elected in accordance with Article 3, Section 1 of these bylaws.

Article 3 – Election of Directors and Officers Section 1 – At a regular meeting, one month prior to the meeting for election of officers, the presiding officer shall ask for nominations by members of the club for President, President-elect, President-nominee, Secretary, Treasurer, and four (4) non-officer directors. The nominating committee shall present a slate of nominations. Members may also make additional nominations from the floor. The nominations duly made shall be placed on a ballot in alphabetical order under each office, if there is more than one candidate for each position, and shall be voted for at the annual meeting. The candidates for President, President-elect, President-nominee, Secretary and Treasurer receiving a majority of the votes, if there is more than one candidate for an office, shall be declared elected to their respective offices. The four (4) non-officer candidates for director receiving a majority of the votes shall be declared elected as directors for the next Rotary year, for a one year term of office. (See Article 7 for the voting procedures if the only candidates are those proposed by the Nominating Committee.) The candidate for President-nominee elected in such balloting shall serve as a director for the year commencing on the first day of July next following the election, and shall assume office as President-elect on 1 July immediately following that year. The President-elect elected as President shall take the title of President on 1 July.

Section 2 – The officers, and other directors, so elected, together with the immediate past president shall constitute the board. Within one week after their election, the directors-elect shall meet and elect a member of the club to act as sergeant-at-arms to start his or her term on July 1 of the next Rotary year.

Section 3 – A vacancy in the board or any office shall be filled by action of the current remaining directors.

Section 4 – A vacancy in the position of any officer-elect or director-elect shall be filled by action of the remaining directors-elect. **Section 5** – Induction of new Officers and Directors – to be held the last regular meeting of the old Rotary year, to become effective on 1 July of the new Rotary year. Assuming the position of an officer

or director in the BHBL Rotary Club reflects positively on the respect and faith fellow members have in the leadership skills, character and dedication of those taking office. New officers and directors are shouldering a commitment that will consume a lot of their time and occasionally test their metal. The occasion should be treated appropriately, and presided over by the outgoing President. In addition to fitting remarks by the President, the new officers and directors shall be administered the following oath of office.

“I _____ solemnly swear to support the Constitution and Bylaws of the Rotary Club of Burnt Hills Ballston Lake, to foster a club culture of service and good fellowship, and in the execution of all my duties, guide my thoughts, words and deeds by Rotary’s Four Way Test.”

Article 4 – Duties of Officers Section

1 – President

The President shall:

- Plan for and preside at club meetings, including board meetings.
- Supervise the proper accounting of club finances.
- Prepare annually in June a comprehensive report to be given to the membership on progress in achieving club objectives for the year and the status of club finances.
- Secure a smooth transition of authority to the president-elect before leaving office by transferring of all relevant records and financial information.
- Serve as an ex officio member of all committees and, as such, have all the privileges of membership thereon.
- Perform such other duties as ordinarily pertain to the office of President.

Section 2 – President-elect.

The President-elect shall:

- Preside at meetings of the club and the board in the absence of the president.
- Arrange for programs to be presented at club meetings.
- Supervise the preparation of next year’s club budget in the January–June timeframe, and as soon as possible after assuming office as President on 1 July, make adoption of the annual budget one of his/her first priorities.
- As soon as possible after 1 January, appoint Committee Chairs for the next Rotary Year, and ensure that each committee for the next year has a sufficient number of members serving on it.
- Provide leadership to prepare club committees’ mandates, goals and plans in advance of the start of his or her year as President.
- Perform such other duties as may be prescribed by the president or the board.

Section 3 – President-Nominee.

The President-nominee shall:

- Preside at meetings of the club and the board in the absence of the president and president-elect.
- Manage the initial organization of Fund Raising events.
- Perform such other duties as may be prescribed by the president or the board.

Section 4 – Secretary.

The secretary shall:

- Keep membership records.
- Maintain the RI database.
- Record attendance at meetings.
- Report as required to RI; including the semiannual reports of membership on 1 January and 1 July 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 July or January semiannual reporting period.
- Report changes in membership.
- Provide the monthly attendance report to the Membership committee and the President, which also shall be made to the district within 15 days of the last meeting of the month.
- Provide weekly attendance figures to the Rotateller reporter for the week.
- Collect and remit RI official magazine subscriptions.
- Perform other duties as usually pertain to the office of secretary.

Section 5 – Treasurer.

It shall be the duty of the treasurer to have custody of all funds, accounting for them to the club at the annual meeting and at any other time upon demand by the board, and to perform other duties as pertains 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.

The Treasurer is responsible for the preparation and submission of Federal and State tax forms (e.g., currently Fed Form 990EZ and State form CHAR 500) – both of which are due prior to November 15). The Treasurer shall keep detailed and accurate records to support tax reporting.

Note: A detailed list of specific Treasurer duties is included in the Supplemental Information Section after the end of the bylaws.

Section 6 – Sergeant-at-Arms.

The duties of the sergeant-at-arms shall be such as are usually prescribed for such office and other duties as may be prescribed by the president or the board.

Specific duties include:

- Prepare for the weekly meeting by overseeing the hanging of banners, flags, table arrangement, nametag board, money collection table, lectern, PA system and other room arrangements.
- Pass out songbooks, past meeting notes, speaker's material, etc.
- Help speaker set up any equipment needed for the presentation (projector, screen, window cover, lights, etc.)
- Deliver notices and other communications to and from members to reduce confusion.
- Collect and store songbooks and other Rotary property following meetings.
- Maintain club property at the designated meeting place.
- Maintain proper decorum, during meetings as may be required.

Article 5 – Meetings

Section 1 – Annual Meeting.

An annual meeting of this club shall be held no later than 31 December each year, at which time the election of officers and directors to serve for the ensuing year shall take place. An agenda for the meeting shall be provided to the membership two weeks in advance of the meeting. At this meeting, two audit reports shall be presented, one for our club funds (see Supplemental Information Section for recommended budget and secretary audit guidelines) and one for the secretary's records. The audits shall cover the preceding Rotary year, ending 30 June. A single-page letter for each shall be read into the record of the meeting. A least two club members, not serving on the present Board, shall conduct audits. The meeting dates for the next calendar year, which covers segments of two administrations, shall be presented to the membership for informational planning purposes.

Section 2 – The regular weekly meetings of this club shall be held on Mondays at 6:15 PM.

Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club. All members excepting an honorary member (or member excused pursuant to the standard Rotary club constitution) in good standing in this club, on the day of the regular meeting, must be counted as present or absent, and attendance must be evidenced by the member's being present for at least sixty (60) percent of the time devoted to the regular meeting, either at this club or at any other Rotary club, or as otherwise provided in the standard Rotary club constitution, article 9, sections 1 and 2.

Section 3 – One-third of the membership shall constitute a quorum at the annual and regular meetings.

Section 4 – Regular meetings of the board shall be held monthly on a schedule adopted by the BOD. Special meetings of the board shall be called by the president, whenever deemed necessary, or upon the request of two (2) directors, due notice having been given.

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

Article 6 – Fees and Dues Section 1 – No admission fee is charged as a condition for qualification for membership.

Section 2 – The membership dues shall be \$150 per annum, payable semiannually on the first day of July and of January, with the understanding that a portion of each semiannual payment shall be applied to each member's subscription to the RI official magazine.

Section 3 – Club member dues shall be used exclusively for club operations, RI and District dues payments and Rotary Magazine subscriptions. Money generated by fund-raising events or individual gifts shall be used exclusively to support charitable activities.

Section 4 – Internally-generated funds (e.g., "Happy Dollars") may be used to support club operations

unless specifically designated for another purpose such as charitable activities.

Section 5 – Member Consultation. The BOD shall consult with the membership prior to any change in fees or dues.

Section 6 – Both Active and Honorary members must subscribe to the RI Rotary Magazine. The BOD shall determine the manner in which subscriptions for Honorary Members shall be paid.

Article 7 – Method of Voting

The business of this club shall be transacted by *viva voce* vote except during the election of officers and directors, which shall be by ballot when there is a contest (more than one candidate) for an office. When there is no contest, it is acceptable for a motion to be made and seconded from the floor for the secretary to cast one vote for the slate.. The board may determine that a specific resolution be considered by ballot rather than by *viva voce* vote.

Article 8 – Five Avenues of Service

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

Article 9 – Committees

Club committees are charged with carrying out the annual and long-range goals of the club based on the five Avenues of Service. The president-elect, president, and immediate past president shall work together to ensure continuity of leadership and succession planning. When feasible, committee members should be appointed to the same committee for three years to ensure consistency. The president-elect is responsible for appointing committee members to fill vacancies, appointing committee chairs, and conducting planning meetings prior to the start of the year in office. It is recommended that the chair have previous experience as a member of the committee.

Standing committees shall be appointed as follows:

Section 1 – Membership Committee

The Membership Committee shall develop and implement a comprehensive plan for the recruitment and retention of members. The committee shall coordinate an orientation/training meeting (“Fireside Chat”) with each prospective member and ensure that he or she has a good understanding of Rotary’s values and mission, our club’s mission, history, bylaws and privileges and the responsibilities of each member. Each new club member shall receive a copy of the club bylaws and the RI Standard Club Constitution. The committee shall play a major role in providing assistance to those members identified by the club secretary as not in regular attendance.

Section 2 – Public Relations Committee

The Public Relations Committee shall develop and implement plans to provide the public with information about Rotary and to promote the club’s service projects and activities.

Section 3 – Club Administration Committee The Club Administration (Service) committee shall conduct activities associated with the effective operation of the club.

Section 4 – Service Project Committees

The three Service Project Committees – Community Service, International Service, New Generations Service and Vocational Service shall develop and implement educational, humanitarian, and vocational projects that address their community's needs and communities in other countries.

Section 5 – The Rotary Foundation Committee

The Rotary Foundation committee shall develop and implement plans to support The Rotary Foundation through both financial contributions and program participation.

Section 6 – Nominating Committee (Ad Hoc)

The Nominating committee shall annually nominate a slate of officers – President, President-Elect, President-Nominee, Secretary and Treasurer – and four (4) non-officer Directors for submission to the membership in advance of the Annual Meeting to elect Officers and Directors. The committee shall consist of no less than three (3) nor more than five (5) club members who have experience in club matters and know the qualifications of potential candidates. Committee members shall be annually recommended by the President and approved by the Board of Directors no later than 30 September of each year. Members shall not serve on the Nominating Committee for more than two (2) consecutive years.

Section 7 – Additional Committees

Additional ad hoc committees may be appointed as needed.

Article 10 – Duties of Committees

The duties of all committees shall be established and reviewed by the president for his or her year. In declaring the duties of each, the president shall reference to appropriate RI materials. The Administration and Service Projects Committees (e.g., Administration Committee, Community Service Committee, International Service Committee and Vocational Service Committee) and all other committees requiring funding, shall consider an annual budget when developing plans for the year. Committee Chairs-elect shall supply anticipated income and expenses to the incoming President and Treasurer no later than May 1 of each year in order to support the development of the next year's budget.

Each committee shall have a specific mandate, clearly defined goals, and action plans established by the beginning of each year for implementation during the course of the year. It shall be the primary responsibility of the President-Elect to provide the necessary leadership to prepare a recommendation for club committees, mandates, goals, and plans for presentation to the board in advance of the commencement of the year as noted above.

Each committee shall transact its business as is delegated to it in these bylaws and such additional business as may be referred to it by the President or the BOD. Except where special authority is given by the board, such committees shall not take action until a report has been made and approved by the board.

Each chair shall be responsible for regular meetings and activities of the committee, shall supervise and coordinate the work of the committee, and shall report to the board on all committee activities.

Article 11 – Leave of Absence

Upon written application to the board, setting forth good and sufficient cause, leave of absence may be granted excusing a member from attending the meetings of the club for a specified length of time.

Article 12 – Finances Section 1 – Prior to the beginning of each fiscal year, the board-elect shall prepare a budget of estimated income and expenditures for the year, which shall stand as the limit of expenditures for these purposes, unless otherwise ordered by action of the board. The budget shall be broken into two separate parts: one in respect of club operations and one in respect of charitable/service operations. Prior to final BOD approval of the annual budget, the membership shall have the opportunity to review it, ask questions and make comments.

Section 2 – The treasurer shall deposit all club funds in a bank, named by the board. The club funds shall be divided into two separate parts: club operations and service projects.

Section 3 – The Treasurer or other authorized officer shall pay all bills. Reasonable and proper expenses approved in the budget or related to approved fund-raising events shall be paid by the Treasurer without further approval as long as funds are available, as determined by the Treasurer. Unbudgeted or expenses not approved by the BOD, require specific BOD approval prior to payment by the Treasurer.

Section 4 – A thorough review of all financial transactions by a qualified person shall be made once each year.

Section 5 – Officers having charge or control of club funds shall give bond as required by the board for the safe custody of the funds of the club, cost of bond to be borne by the club.

Section 6 – The fiscal year of this club shall extend from 1 July to 30 June, and for the collection of members' dues shall be divided into two (2) semiannual periods extending from 1 July to 31 December, and from 1 January to 30 June. The payment of per capita dues and RI official magazine subscriptions shall be made on 1 July and 1 January of each year on the basis of the membership of the club on those dates.

Section 7 – The Board of Directors may establish functionally-unique basket-like budget lines (e.g., Town in Bloom, Pennington and Wolfe Scholarship Funds). Such lines shall be used solely for the deposit, storage, monitoring and appropriation of funds specifically raised and used for a BOD designated purpose. Such funds cannot be used for any other purpose. The purpose of fund-raisers associated with that budget line shall be clearly specified to potential contributors.

Article 13 – Method of Electing Members Section 1 – The name of a prospective member, proposed by an active member of the club, shall be submitted to the board in writing, through the club Secretary. A transferring or former member of another club may be proposed to active membership by the former club. The proposal shall be kept confidential except as otherwise provided in this procedure.

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

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

Section 4 – If the decision of the board is favorable, the prospective member shall be informed of the purposes of Rotary and of the privileges and responsibilities of membership (e.g., the Fireside Chat is the usual method for conveying this information), following which the prospective member shall be requested to sign the membership proposal form and to permit his or her name and proposed classification to be published to the club.

Section 5 – If no written objection to the proposal, stating reasons, is received by the board from any member (other than honorary) of the club within seven (7) days following publication of information about the prospective member, that person, upon payment of the admission fee (if not honorary membership), as prescribed in these bylaws, shall be considered to be elected to membership.

If any such objection has been filed with the board, it shall vote on this matter at its next meeting. If approved despite the objection, the proposed member, upon payment of the admission fee (if not honorary membership), shall be considered to be elected to membership.

Section 6 – Following the election, the president shall arrange for the new member's induction, membership card, and new member Rotary literature. In addition, the president or secretary will report the new member information to RI and the president will assign a member to assist with the new member's assimilation to the club as well as assign the new member to a club project or function.

Section 7 – The club may elect, in accordance with the standard Rotary club constitution, honorary members proposed by the board.

Note: Other important information about membership is contained in Rotary International's Standard Constitution to which all Rotary Clubs must be committed. Articles 7, 8, 9, and 12 of the Constitution entitled "Membership", "Classification", "Attendance" and "Duration of Membership" are of particular importance. The requirements of those articles should be familiar to all club members. Portions of the four articles are attached after the end of the bylaws in the Supplemental Information Section.

Article 14 – Resolutions The club shall not consider any resolution or motion to commit the club on any matter until the board has considered it. Such resolutions or motions, if offered at a club meeting, shall be referred to the board without discussion. The BOD shall address the issue as promptly as the situation dictates.

Article 15 – Order of Business

- Meeting called to order.
- Introduction of visitors.
- Pledge of Allegiance and Prayer – (Our club includes members who have different religious beliefs and values but are united in service to humanity. Our meetings shall reflect Rotary's basic principle of tolerance and encourage Rotarian's participation in humanitarian service projects.)
- Song
- Happy Dollars
- Correspondence, announcements, and Rotary information.
- Committee reports if any.
- Any unfinished business.
- Any new business.
- Address or other program features.
- Adjournment.

Article 16 – Amendments Section 1 – These bylaws may be amended at any regular meeting, a quorum being present, by a two-thirds vote of all members present, provided that notice of such proposed amendment shall have been mailed to each member at least ten (10) days before such meeting. No amendment or addition to these bylaws can be made which is not in harmony with the standard Rotary club constitution and with the constitution and bylaws of RI.

Section 2 – These bylaws shall be reviewed, and updated as necessary, on an annual basis. Annual updates shall be accomplished in June, the last month of the Rotary Year. If no language change to the bylaws is required, the date of the bylaw's currency shall still be advanced to signify that a review has been completed.

Dated: 15 January 2008

Approved by Membership: March 17, 2008

Supplemental Information Section Selections from RI Standard Club Constitution

The following important membership, attendance and classification information has been extracted from RI's Standard Club Constitution. This guidance cannot be changed. It is attached separately from the bylaws for the convenience of club members.

Article 7 – Membership

Section 1 – General Qualifications. This club shall be composed of adult persons of good character and good business, professional and/or community reputation. **Section 2 – Kinds.** This club shall have two kinds of membership, namely: active and honorary. **Section 3 – Active Membership.** A person possessing the qualifications set forth in article 5, section 2 of the RI constitution may be elected to active membership in this club.

Article 8 – Classifications Section 1 –

General Provisions.

(a) *Principal Activity.* Each member shall be classified in accordance with the member's business, profession, or type of community service. The classification shall be that which describes the principal and recognized activity of the firm, company, or institution with which the member is connected or that which describes the member's principal and recognized business or professional activity or that which describes the nature of the member's community service activity.

(b) *Correction or Adjustment.* If the circumstances warrant, the board may correct or adjust the classification of any member. Notice of a proposed correction or adjustment shall be provided to the member and the member shall be allowed a hearing thereon.

Section 2 – Limitations. This club shall not elect a person to active membership from a classification if the club already has five or more members from that classification, unless the club has more than 50 members, in which case, the club may elect a person to active membership in a classification so long as it will not result in the classification making up more than 10 percent of the club's active membership. Members who are retired shall not be included in the total number of members in a classification. The classification of a transferring or former member of a club, or a Rotary Foundation alumnus as defined by the board of directors of RI, shall not preclude election to active membership even if the election results in club membership temporarily exceeding the above limitations. If a member changes classification, the club may continue the member's membership under the new classification notwithstanding these limitations.

Article 9 – Attendance Section 1 – General Provisions. Each member should attend this club's regular meetings. A member shall be counted as attending a regular meeting if the member is present for at least 60 percent of the meeting, or is present and is called away unexpectedly and subsequently produces evidence to the satisfaction of the board that such action was reasonable, or makes up for an absence in any of the following ways:

(a) *14 Days Before or After the Meeting.* If, within fourteen (14) days before or after the regular time for that meeting, the member

- (1) attends at least 60 percent of the regular meeting of another club or of a provisional club; or
- (2) attends a regular meeting of a Rotaract or Interact club, Rotary Community Corps, or Rotary Fellowship or of a provisional Rotaract or Interact club, Rotary Community Corps, or Rotary Fellowship; or
- (3) attends a convention of RI, a council on legislation, an international assembly, a Rotary institute for past and present officers of RI, a Rotary institute for past, present, and incoming officers of RI, or any other meeting convened with the approval of the board of directors of RI or the president of RI acting on behalf of the board of directors of RI, a Rotary multizone conference, a meeting of a committee of RI, a Rotary district conference, a Rotary district assembly, any district meeting held by direction of the board of directors of RI, any district committee meeting held by direction of the district governor, or a regularly announced intercity meeting of Rotary clubs; or
- (4) is present at the usual time and place of a regular meeting of another club for the purpose of attending such meeting, but that club is not meeting at that time or place; or
- (5) attends and participates in a club service project or a club-sponsored community event or meeting authorized by the board; or
- (6) attends a board meeting or, if authorized by the board, a meeting of a service committee to which the member is assigned; or
- (7) participates through a club web site in an interactive activity requiring an average of 30 minutes

of participation. When a member is outside the member's country of residence for more than fourteen (14) days, the time restriction shall not be imposed so that the member may attend meetings in another country at any time during the travel period, and each such attendance shall count as a valid make-up for any regular meeting missed during the member's time abroad.

(b) *At the Time of the Meeting.* If, at the time of the meeting, the member is

- (1) traveling with reasonable directness to or from one of the meetings specified in sub-subsection (a) (3) of this section; or
- (2) serving as an officer or member of a committee of RI, or a trustee of The Rotary Foundation; or
- (3) serving as the special representative of the district governor in the formation of a new club; or
- (4) on Rotary business in the employ of RI; or
- (5) directly and actively engaged in a district-sponsored or RI- or Rotary Foundation-sponsored service project in a remote area where making up attendance is impossible; or
- (6) engaged in Rotary business duly authorized by the board which precludes attendance at the

meeting. **Section 2 – Extended Absence on Outposted Assignment.** If a member will be working on an outposted assignment for an extended period of time, attendance at the meetings of a designated club at the site of the assignment will replace attendance at the regular meetings of the member's club, provided there is a mutual agreement between the two clubs.

Section 3 – Excused Absences. A member's absence shall be excused if

- (a) the absence complies with the conditions and under circumstances approved by the board. The board may excuse a member's absence for reasons which it considers to be good and sufficient.
- (b) the aggregate of the member's years of age and years of membership in one or more clubs is 85 years

or more and the member has notified the club secretary in writing of the member's desire to be excused from attendance and the board has approved. **Section 4 – RI Officers' Absences.** A member's absence shall be excused if the member is a current officer of RI.

Section 5 – Attendance Records. Any member whose absences are excused under the provisions of subsection 3(b) or section 4 of this article shall not be included in the membership figure used to compute this club's attendance.

Article 12 – Duration of Membership Section 1 – Period. Membership shall continue during the existence of this club unless terminated as hereinafter provided.

Section 2 – Automatic Termination.

(a) *Membership Qualifications.* Membership shall automatically terminate when a member no longer meets the membership qualifications, except that

(1) the board may grant a member moving from the locality of this club or the surrounding area a special leave of absence not to exceed one (1) year to enable the member to visit and become known to a Rotary club in the new community if the member continues to meet all conditions of club membership;

(2) the board may allow a member moving from the locality of this club or the surrounding area to retain membership if the member continues to meet all conditions of club membership.

(b) *How to Rejoin.* When the membership of a member has terminated as provided in subsection (a) of this section, such person, provided such person's membership was in good standing at the time of termination, may make new application for membership, under the same or another classification. A second admission fee shall not be required.

(c) *Termination of Honorary Membership.* Honorary membership shall automatically terminate at the end of the term for such membership as determined by the board. However, the board may extend an honorary membership for an additional period. The board may revoke an honorary membership at any time.

Section 3 – Termination Non-payment of Dues.

(a) *Process.* Any member failing to pay dues within thirty (30) days after the prescribed time shall be notified in writing by the secretary at the member's last known address. If the dues are not paid on or before ten (10) days of the date of notification, membership may terminate, subject to the discretion of the board.

(b) *Reinstatement.* The board may reinstate the former member to membership upon the former member's petition and payment of all indebtedness to this club. However, no former member may be reinstated to active membership if the former member's classification is in conflict with article 8, section

2.

Section 4 – Termination – Non-attendance.

(a) *Attendance Percentages.* A member must

(1) attend or make up at least 50 percent of club regular meetings in each half of the year;

(2) attend at least 30 percent of this club's regular meetings in each half of the year (assistant governors, as defined by the board of directors of RI, shall be excused from this requirement).

If a member fails to attend as required, the member's membership shall be subject to termination unless the board consents to such non-attendance for good cause.

(b) *Consecutive Absences.* Unless otherwise excused by the board for good and sufficient reason or pursuant to article 9, sections 3 or 4, each member who fails to attend or make up four consecutive regular meetings shall be informed by the board that the member's non-attendance may be considered a request to terminate membership in this club. Thereafter, the board, by a majority vote, may terminate the member's membership.

List of Treasurer's Specific Duties

The treasurer:

- Is responsible for collection, custody, tracking, transfer and disbursement of all club funds in accordance with club bylaws and Board of Director policy decisions.
- Receives cash and checks from all sources, including weekly meetings (from the Secretary) and fund raising events, members. etc.
- Validates the weekly Secretary's record of funds received – vs. actual counted funds – correcting amounts and sources as necessary.
- Prepares Bank deposit slips and deposit cash and checks as soon as possible.
- Maintains records of all receipts, disbursements and reserves. Note: Software provided by the Treasurer, not by the club.
- Uses Quicken to maintain the "Checkbook" balances and allocations to accounts. Account categories may be created for Quicken as a combination of the avenue of service + project + "Income or Expense". For example: "CLS Dinner Income".
- Uses EXCEL worksheets to report monthly the summary from Quicken. See past examples.
- Writes checks to pay valid club bills, awards, etc. Uses the First National Bank of Scotia (FNBS) account for most deposits and checks. Uses the Edward Jones Money Market account to hold long-term funds at higher interest.
- Arranges timely funds transfers between the checking account at FNBS and the Edward Jones Investments Money Market account. (The object is to earn maximum interest in the money market account – which is limited to 10 checks per month, and maintain weekly club operations from the FNBS account.)
- • Prepares annual budget drafts for the Board of Directors to review, adjust and approve. In keeping with club policy and Article 12 of club bylaws, operating expenses, dues, interest income and prior year carryover grouped under club administration shall be maintained separate from fund raiser income devoted to charitable giving.
- Prepares a Treasurer's budget status report to support monthly board meetings. This includes bank account balances (available on-line), updated income and expenditures by project and any issues.
- Maintains the necessary inventory of checks, deposit slips, mail envelopes and stamps necessary to carry out the treasurer's functions. FNBS checks and large deposit slips are from DELUX Forms.
- Annually, during May and June, prepares the necessary bank forms to add new authorized persons and remove others as appropriate for access to the club's bank accounts. The usual individuals include the club President, President-elect, and Secretary in addition to the Treasurer. These individuals are empowered to make deposits and write appropriate checks when the Treasurer is not available to perform these functions.
- Maintains accurate records to support the annual preparation of annual Federal (IRS 990EZ) and New York State Attorney General (OAG CHAR500) reports by 15 November for the prior fiscal year. The IRS 990EZ requires many details, including a track of the beginning bank balances thru the ending balances, explaining the differences with gross receipts and expenditures by project, a listing of officers and other details explained in the 57 page instructions. The OAG CHAR500 form is essentially a cover sheet for sending a copy of the 990EZ to the NYS Attorney General's office. The Treasurer is directly responsible for these filings and penalties

apply for late filing. There is a filing fee for the CHAR500, usually \$10. Forms and instructions are to be found on the IRS and OAG web sites.

Web sites: FNBS: <http://www.firstscotia.com/> Ed Jones:

<https://accountlink.edwardjones.com/servlet/com.edwardjones.JIF.IndexServlet> OAG:

<http://www.oag.state.ny.us/charities/charities.html> IRS: <http://www.irs.gov/charities/index.html>

Recommended Financial Audit Guidelines

1. Items needed for the review: Approved Budget, Most recent budget Status report, Quicken summary of current year transactions (used to update the budget report) and reconciled to the bank statements, most recent bank statements, or on-line statements, checkbook registers, Weekly funds breakdown/attendance reports.
2. Review the Quicken transaction listing by week against the weekly funds breakdown/attendance/fund raiser report for matching income data.
3. Compare check register to checks listed in the Quicken transaction list and confirm matching and appropriate category assignments to budget lines.
4. Compare original approved budget to current budget status report.
5. Validate bank balance totals to those reported in the budget status report.
6. Compare the Quicken fiscal year category report to the current budget status report (from Excel).
7. Other tests as required by the reviewer.

Recommendation: The Board shall appoint individual(s) based upon training/background. Determine a schedule to accomplish the review to permit all data to be ready.

Recommended Secretary Audit Guidelines

1. Review completeness/compilation of the minutes of monthly club board meetings.
2. Review the monthly club attendance data to ensure members' attendance is in accordance with the club constitution.
3. Review the monthly attendance reports submitted to the District.
4. Other reviews as determined by the auditors.

Major Milestones Timeline

- 1 July 1 – dues due (Article 6 Section 1)
- 2 As soon as possible after July 1 – Adopt the annual budget (Article 4 Section 2)
- 3 No later than September 30 – Appoint a Nominating Committee (Article 9 Section 6)
- 4 Prior to November 15 – Treasurer submits Federal and State Tax Returns (Article 4 Section 5)
- 5 One month prior to the Annual Meeting – nominations are solicited for officers and non-officer directors. (Article 3 Section 1)
- 6 Two weeks prior to the Annual Meeting – an agenda is provided the membership (Article 5 Section 1)
- 7 No later than December 31 – the Annual Meeting is held to elect officers and non-officer directors, review status of finances and hear the results of the audits of the Treasurer’s and Secretary’s records. (Article 5 Section 1)
- 8 January 1 Dues due (Article 6 Section 1)
- 9 Within one week after elections – officers-elect and directors-elect meet to elect a Sergeant-at-arms for starting July 1. (Article 3 Section 2)
- 10 As soon as possible after the elections – incoming President for next year appoints Committee Chairs for the coming year and ensures that each committee has sufficient members assigned. (Article 4 Section 1, Article 9)
- 11 January through June – incoming President supervises the preparation of next year’s budget and provides the leadership to prepare club committees’ mandates, goals and plans for completion prior to July 1. (Article 4 Section 2, Article 9)
- 12 No later than May 1 – Committee Chairs-elect supply their anticipated income and expenses to the incoming President and Treasurer in order to support the development of the budget.
- 13 No later than June 30, review and update the bylaws, as necessary. At a minimum, the date of the bylaws shall be advanced to the current year to signify that a review as been completed. (Article 16, Section 2)
- 14 In June – outgoing club President presents the membership a report on progress in achieving goals and status of finances (Article 4 Section 1)
- 15 At last meeting in June – outgoing President welcomes the new officers and directors and administers the oath of office. (Article 3 Section 5)

Dated: 15 January 2008 Approved by the Membership: 3/17/2008