

DISTRICT 5830 ROTARY FOUNDATION COMMITTEE MANUAL

CLUB MOU - SUGGESTED BYLAWS AMENDMENTS



Some suggestions for amending the Recommended Rotary Club Bylaws to provide for the offices and responsibilities of club officers relative to The Rotary Foundation and Rotary District 5830 terms and conditions for participating in The Rotary Foundation grant programs are presented below.

Article 4 Duties of the Officers

Section 1 — The president presides at club and board meetings.

Section 2 — The immediate past president serves as a director on the club board.

Section 3 — The president-elect prepares for his or her year in office and serves as a director.

Section 4 — The vice president presides at club and board meetings when the president is absent. It shall also be the duty of the vice-president to receive and investigate reports of any potential and real misuses or mismanagement of any club or grant funds. If such reports involve Rotary Foundation grant funds they must be reported to the district Rotary Foundation chair.

Section 5 — A director attends club and board meetings.

Section 6 — The secretary keeps membership and attendance records. It shall also be the duty of the secretary at the conclusion of each year to collect and archive for a minimum of seven years all important documents generated by club officers and committees. Such files will be immediately transferred to any successor secretary. All club records shall be accessible and available to Rotarians in the club or at the request of the District, Rotary International or the Rotary Foundation.

Section 7 — The treasurer oversees all funds and provides an annual accounting of them.

Section 8 — The sergeant-at-arms maintains order in club meetings.

Section 9 — *Officers in general.* Board members may perform additional duties as assigned. The duties of all officers shall include ensuring that all activities of the club or its members avoid any actual or perceived conflicts of interest, adhere to high standards of stewardship and proper management and comply with local laws.

Article 8 Committees

Section 1 — Club committees coordinate their efforts to achieve the club's annual and long-term goals. Each club should have the committees listed in article 13, section 7, of the Standard Rotary Club Constitution.

Section 2 — The president is an ex officio member of all committees and, as such, has all the privileges of membership.

Section 3 — Each committee's chair is responsible for the regular meetings and activities of the committee, supervises and coordinates its work, and reports to the board on all committee activities.

Section 4 — It shall be the specific responsibility of the Foundation Committee chair to implement, manage, and maintain club qualification to receive and manage Rotary Foundation grant funds and ensure the club adheres to all Rotary Foundation grant reporting requirements.

Article 12 Finances

Section 1 — Before each fiscal year starts, the board prepares an annual budget of estimated income and expenditures.

Section 2 — The treasurer deposits club funds in a financial institution or institutions designated by the board, divided into two accounts: one for club operations and one for service projects.

Section 3 — Bills are paid by the treasurer or another authorized officer and approved by two other

officers or directors.

Section 4 — A qualified person conducts a thorough annual review of all financial transactions.

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

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

Section 7 - The treasurer shall deposit all Rotary Foundation grant funds in a bank, named by the board.

Such bank account will be separate from the club funds, low- or noninterest-bearing, and be titled as the "Rotary Club of _____ Grants Fund". The president, treasurer and Rotary Foundation chair are authorized signatories on the grants fund bank account. Disbursements from the grants fund bank account require the signature of any two of the three authorized signatories. Any interest earned on the grants account must be used for eligible, approved grant activities or returned to the Rotary Foundation. Grant funds may never be deposited in any investment accounts.

Section 8 - Each June the treasurer shall obtain the appropriate signatory change forms from the bank to transfer signature authority to the new officers on all bank accounts. The completed form must be effective on July 1 and be returned to the bank no later than July 1. If there are any changes of the signatory officers during the year the remaining signatory officers must immediately obtain the appropriate signatories change form from the bank, complete the form and return it to the bank.

Section 9 - The treasurer shall maintain a standard set of accounts utilizing QuickBooks software. The accounting system will contain all of the transactions of all funds maintained by the club upon which a monthly set of financial statements by fund will be generated and presented to the board.

Section 10 - The treasurer shall prepare any required annual state and federal tax reports, ensuring they are signed by the president and filed with the appropriate authority by the required due date. Copies of all tax reports shall be presented to the board.