

# 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 beginning in 2016-17 are presented below.

### Article 4 Duties of the Board

**Section 1 - President.** The president shall preside at club and Board meetings.

**Section 2 - Immediate Past President.** The immediate past president shall serve as a director.

**Section 3 - President-elect.** The president-elect shall prepare for their year in office and serve as a director.

**Section 4 - Vice President.** The vice president shall preside at club and Board meetings in the absence of the president. 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. *(In this example the vice-president has been assigned these responsibilities. But, a club could assign these responsibilities to any existing officer or create a new officer position (i.e. Compliance Officer, Complaints Resolution Officer, etc.) to be solely responsible for these responsibilities. Whichever is the case, it should be delineated in the bylaws of the club.)*

**Section 5 - Director.** A director shall attend club and Board meetings.

**Section 6 - Secretary.** The secretary shall keep 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. *(In this example the secretary has been assigned these responsibilities. But, a club could assign these responsibilities to any existing officer or create a new officer position (i.e. Historian, Archivist, etc.) to be solely responsible for these responsibilities. Whichever is the case, it should be delineated in the bylaws of the club.)*

**Section 7 - Treasurer.** The treasurer shall oversee all funds and provide annual accounting of these funds.

**Section 8 - 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 in order to achieve the club's annual and long-range goals. Each club should have the following committees:

- Club Administration
- Membership
- Public Relations

- Rotary Foundation
- Service Projects

**Section 2** - Additional committees may be appointed as needed.

**Section 3** - The president shall be ex officio a member of all committees and, as such, shall have all the privileges of membership.

**Section 4** - Except where special authority is given by the Board, committees shall not take action until a report has been made and approved by the Board. The president or the Board shall refer additional business to a specific committee as needed.

**Section 5** - 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.

**Section 6** - 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. *(The Foundation Committee is a required club committee under the new Rotary Foundation grant system. Its responsibilities cover all aspects of the clubs' fundraising and grants activities that involve the Rotary Foundation. The Foundation Committee serves to identify and apply for grants that help fund service projects developed by the Club Service, Vocational Service, Community Service or International Service committees.)*

## Article 12 Finances

**Section 1** - Prior to each fiscal year, the Board shall prepare an annual budget of estimated income and expenditures.

**Section 2** - The treasurer shall deposit club funds in financial institution(s) designated by the Board, divided into two parts: club operations and service projects.

**Section 3** - Bills are paid by the treasurer or another authorized officer when approved by two other officers or directors.

**Section 4** - A thorough annual review of all financial transactions shall be completed by a qualified person.

**Section 5** - An annual financial statement of the club shall be provided to club members.

**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 a 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.