Bylaw Guidance for the Erie Rotary Club

The procedures or policies outlined here are intended to help the club in the consistent implementation of bylaws. We strive for flexibility, and adaptability to meet the needs of our community while honoring the ideals of service, integrity, and leadership of Rotary International.

Bylaw Guidance for the Erie Rotary Club is a supplement to the Rotary Club of Erie Colorado and The Erie Rotary Charity Fund, Inc. Bylaws.

The document should be updated, reviewed and supported by the club on an annual basis.

Bylaw Guidance for the Rotary Club of Erie Colorado

Reference	Bylaw	Procedures
Front page	Definitions Quorum	Due to the small size of the board, a quorum for board meetings is three board members.
1.2	Membership types in place.	Three types of membership are offered: 1. Individual member 2. Corporate member 3. Family member
1.3	Membership	Membership candidates should be notified within 30 days on the status of membership.
1.4	New member mentors	Assign a mentor within 60 days for a period of 6 months.
2.1	Board of Directors Board of Trustees	See Bylaws
2.2	Additional Director Positions in place	2025/2026 directors include: 1. Membership Chair 2. Service Chairs (3)
3.1	Elections	Nominations for candidates are opened at least two weeks before the election.
3.4	President role	Individuals who serve as president are board members for three years (president-elect, president, and past-president). As a result, we strongly urge that the president is limited to a one-year term.
3.4	Extend term for president	When a successor to the president is not nominated, the current president's term can be extended for up to one year.
4.1	President presides at club and board meetings.	When the president is absent, a board member may preside at club or board meetings.

Last Updated: 5/10/2025

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5.1	The club intends to meet twice a month.	Due to the makeup of membership, the club will publish an adjusted holiday and summer schedule, for as long as needed.
5.2	Notice of meeting changes	Meeting changes, additions, or cancellations will be announced to all club members 48 hours in advance.
6.1	Annual Club Dues	Full Membership Dues: $300 Spousal Membership: $200 Corporate Membership: $400
6.3	Club dues are invoiced on an annual basis.	A nominal fee of $10 is added to the invoice for members who choose to pay on a ½-year basis.
7.1	Method of Voting	Some event-based motions can be brought to the club in electronic format. Since the current membership is eligible to vote, two-Thirds of the membership must support these motions.
8.1	Committees areas of focus - verified	• **Club Service** strengthens fellowship and the effective functioning of the club and guides the club on their fundraising plans. • **Community Service** improves life in its community and supports active adults in the community. • **Youth Programs** develop the next generation of Rotarians through youth programs that help younger leaders build leadership skills, expand education and learn the value of service. • **Club Public Relations** provides the public with information about the Rotary to increase membership and promotes the club's service projects and activities to increase participation in Rotary events.
8.3	Active Service Areas	Service Chairs coordinate approved budgets and prioritize projects in collaboration with other club members to carry out service work and support other civic or service organizations. • Community Service • Youth Programs

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		• International Impact
9.4	Finance paying bills.	Expenses that are identified in the approved Operations Club budget can be paid without additional approvals. Expenses for the Erie Rotary Charity Fund level budget must be approved by the Service Chair prior to payment of these expenses. Reimbursement expenses should be submitted within 30 days of the transaction or event. Payment of invoices and reimbursement should be processed within 14 days of receipt. All requests should be submitted 30 days prior to the close of the fiscal year – May 31st.