

**Bylaws of the
Rotary Club of Jonesboro, Arkansas, USA**
Club # 2520, District 6150, Zone 31 of Rotary International
Adopted August 28, 2018

Article I Definitions

1. Board: The Board of Directors of this club.
2. Director: A member of this club's board of directors.
3. Executive Secretary: A compensated member responsible for club administration and operations.
4. Member: An active member of the club, other than an honorary member.
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 directors for club board decisions.
6. RI: Rotary International.
7. Year: The twelve-month period that begins on 1 July.

Article 2 Board

The governing body of this club shall be the board consisting of sixteen (16) members of this club, namely, ten (10) directors elected in accordance with article 3, section 1, of these bylaws, the president, immediate past president, president-elect (or president-nominee, if no successor has been elected), secretary, and treasurer. The Executive Secretary serves Ex-Officio (non-voting member).

Article 3 Elections and Terms of Office

Section 1 – Election of the Nominating Committee - The Nominating Committee shall consist of five (5) members in good standing. During the regularly scheduled meeting on the second club meeting in October the club will vote to elect three (3) past-presidents to serve on the nominating committee. A slate of all currently active past presidents in good standing shall be presented to the club and the three receiving the most votes shall be elected to the nominating committee. Following the election, the president shall appoint to the nominating committee one (1) member at-large with a minimum of 5 years membership in the club. The president shall serve as the fifth member of the Nominating Committee.

Section 2 – Election of Officers and Directors - At a regular meeting one month prior to the Annual Meeting for election of officers, the presiding officer shall ask for nominations for president, president-nominee, secretary, treasurer, and five (5) directors. The nominations will be presented to the club by the nominating committee and will be printed in the club bulletin for two weeks. Any member in good standing may nominate a qualified member in good standing to any of the positions for officers. Nominations for director may be made from the floor. The nominations duly made shall be placed on a ballot in alphabetical order under each office and shall be voted for at the Annual Meeting to be held on the first club meeting in

December, or in any event no later than 31 December. The candidates for president, president-nominee, secretary, and treasurer receiving a majority of the votes shall be declared elected to their respective offices. The five (5) candidates for director receiving a majority of the votes shall be declared elected as directors. The candidate for president elected in such balloting shall be the president-elect and serve as a director for the year commencing on the first day of July next following the election, and shall assume office as president on the first day of July immediately following that year. The president-nominee shall take the title of president-elect upon the election of a successor.

Section 3 – The officers and 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 appoint one or more members of the club to act as sergeant(s)-at-arms.

Section 4 – A vacancy in the board or any office shall be filled by action of the remaining directors.

Section 5 – A vacancy in the position of any officer-elect or director-elect shall be filled by action of the remaining directors.

Section 6 -- The terms of office for each role are:

President -- one year

President-Nominee – one year

Treasurer – two years

Secretary – two years

Sergeant(s)-at-arms – one year, but may serve successive terms

Article 4 Duties of 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 president-nominee may preside at club and board meetings in the absence of the president.

Section 5 – A director attends club and board meetings.

Section 6 -- The secretary is responsible for organizing the agenda for regular meetings. The secretary supervises programs, and bulletins.

Section 7 – The treasurer oversees all funds and provides an annual accounting of them and at any other time upon demand by the board. 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.

Section 8 -- The Executive Secretary keeps membership and attendance records; sends out notices of club, board and committee meetings; records and preserves the minutes of such 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; reports changes in membership; provides the monthly attendance report, which shall be made to the district governor within 15 days of the last meeting of the month; collects and remits RI official magazine subscriptions; supervises the sergeant(s)-at-arms, and perform other duties as usually pertain to the office of secretary.

Section 9 – The sergeant(s)-at-arms maintain order in club meetings.

Article 5 Meetings

Section 1 – An annual meeting of this club is held no later than 31 December to elect the officers and directors who will serve for next Rotary year.

Section 2 – This club meets as follow: regular weekly meetings shall be held on Tuesday at 12:00 noon. Reasonable notice of any change or cancellation of the regular meeting will be given to all members of the club.

Section 3 – Board meetings are held each month. Special meetings of the board are called with reasonable notice by the president or upon the request of two (2) directors.

Article 6 Dues

All Active members are obliged to pay dues. Annual club membership dues are determined by the Board at the beginning of each fiscal year and billed bi-annually (July and January). Dues include RI per capita dues, a subscription to The Rotarian or a Rotary regional magazine, district per capita dues, club fees, and any other Rotary or district or per capita assessment.

Article 7 Method of Voting

The business of this club shall be transacted 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 vote on some resolutions. The mechanics for balloting will be set forth in a procedure adopted by the Board as amended by the Board from time to time. A ballot may be either a written ballot or an electronic ballot as approved by the Board.

Article 8 Committees

Section 1 -- Club committees coordinate their efforts to achieve the club's annual and long-term goals. The 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.

Article 9 Finances

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

Section 2 – The treasurer or designee deposits all 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 other authorized officer and approved by the president and/or executive secretary.

Section 4 – As a function of club administration the Board may authorize a special finance sub-committee consisting of the treasurer, president, and executive secretary or their designee to act on behalf of the club in matters of investing, borrowing, transferring, or otherwise committing funds to ensure the future of the club.

Section 5 – The Board may request a thorough annual review of all financial transactions by a qualified person.

Section 6 – Club members may, upon request, receive an annual financial statement of the club.

Section 7 – The fiscal year is from 1 July to 30 June.

Article 10 Method of Electing Members

Section 1 – A member proposes a candidate for membership to the board, or another club proposes one of its transferring or former members.

Section 2 – The board approves or rejects the candidate's membership within 30 days and notifies the proposing member (sponsor) of its decision.

Section 3 – If the board approves the candidate's membership, the prospective member is invited to join the club.

Section 4 – Upon completion of entry requirements (member information form, orientation, payment of dues) the new member is introduced to the club.

Section 5 – The club may elect honorary members proposed by the board.

Article 11 Amendments

These bylaws may be amended at any regular club meeting. Changing the club bylaws requires sending written notice to each member 10 days before the meeting, having a quorum present for the vote, and having two-thirds of the votes supporting the change. Changes to these bylaws must be consistent with the Standard Rotary Club Constitution, the RI Constitution, the RI Constitution and Bylaws and the Rotary Code of Policies.