

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

**Article I Definitions**

1. Board: The Board of Directors of this club.
2. Director: A member of this club's board of directors. Club directors serve for a term of two (2) years.
3. Member: An active member of the club, other than an honorary member.
4. 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.
5. RI: Rotary International.
6. Year: The twelve-month period that begins on 1 July.

**Article 2 Object**

The Object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:

*First.* The development of acquaintances as an opportunity for service;

*Second.* High ethical standards in business and professions, the recognition of the worthiness of all useful occupations, and the dignifying of each Rotarian's occupation as an opportunity to serve society;

*Third.* The application of the ideal of service in each Rotarian's personal, business, and community life;

*Fourth.* The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

**Article 3 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 4 of these bylaws, the president, immediate past president, president-elect, president-nominee, secretary, and treasurer. Committee Chairs may serve as both a club director and committee chair.

Voting members of the board consist of the 10 club directors, the president, immediate past president, president-elect, president-nominee, secretary, and treasurer.

**Article 4 Elections and Terms of Office**

**Section 1** – Election of the Nominating Committee - The Nominating Committee shall consist of five (5) members in good standing. The club membership 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 -** The Nominating Committee will convene to nominate qualified members in good standing for the offices of president-nominee, secretary (when applicable), treasurer (when applicable), and club directors. The Nominating Committee will be responsible for contacting each nominee to: inform the nominee of the duties and responsibilities of the office for which they have been nominated and confirm the willingness of the nominee to hold the office for the duration of the office's term. The nominations will be presented to the club by the nominating committee and will be presented to the club membership no less than three (3) times before December 31. When presented to the club membership, a method for accepting alternate nominations from the membership must be presented. Any member in good standing may nominate a qualified member in good standing to any of the positions for officers or club directors. Should an alternate nomination be put forth, the membership shall vote to determine which candidate will hold the position. Candidates should be listed alphabetically on the ballot. The candidate receiving the majority of the votes will hold the position. Officers and directors will assume office starting on July 1 of the following year.

**Section 3 – Committee Chairs** shall be selected by the president under whose term they will serve. Club Directors may also serve as Committee Chair.

**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-Elect – one year

President-Nominee – one year

Treasurer – two years

Secretary – two years

Club Director – two years

Committee Chair – one year, but may serve successive terms

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

## **Article 5 Duties of Officers**

**Section 1 --** The president presides at club and board meetings. The president is a voting member of the Board of Directors.

**Section 2 --** The immediate past-president is a voting member of the Board of Directors.

**Section 3** – The president-elect prepares for his or her year in office. The president-elect may preside at club and board meetings in the absence of the president. The president-elect is a voting member of the Board of Directors.

**Section 4** – The president-nominee may preside at club and board meetings in the absence of the president. The president-nominee is a voting member of the Board of Directors.

**Section 5** – A club director attends club and board meetings. Club directors are voting members of the Board of Directors.

**Section 6** – The secretary keeps membership and attendance records; records and preserves the minutes of board meetings and any special called meetings; reports membership changes to RI; and performs other duties as usually pertain to the office of secretary. Membership information and status changes should be reported to Rotary International within 10 days of notification of the change. The secretary is a voting member of the Board of Directors.

**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. The treasurer is a voting member of the Board of Directors.

**Section 8** - Committee Chairs oversee club committees whose coordinated efforts help the club achieve annual and long-term goals. Committee Chairs are expected to attend board meetings and report on work done by their respective committees.

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

## **Article 6 Meetings**

**Section 1** – This club meets as follows: 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 2** – 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. A majority of directors shall constitute a quorum of the board.

## **Article 7 Dues**

All active members are obligated 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 8 Method of Voting**

Business conducted during meetings of the Board of Directors shall be conducted by voice vote or a show of hand during scheduled Board meetings. Voting members of the board consist of the

10 club directors, the president, immediate past president, president-elect, president-nominee, secretary, and treasurer.

For matters that require voting by the club membership, the method(s) of voting shall be determined by the Board of Directors. The method(s) of voting must be conducted in a manner so as to encourage participation from as many members as possible.

## **Article 9 Four Avenues of Service**

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

## **Article 10 Committees**

**Section 1** – Club committees are charged with carrying out the annual and long-range goals of the club based on the four Avenues of Service. The president-elect, president, and immediate past president should work together to ensure continuity of leadership and succession planning. 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 has previous experience as a member of the committee.

Standing committees should be appointed as follows:

- **Membership:** This committee should develop and implement a comprehensive plan for the recruitment and retention of members.
- **Programs:** This committee should recruit relevant and engaging programs for presentation at weekly club meetings.
- **Public Image:** This committee should develop and implement plans to provide the public with information about Rotary and to promote the club's service projects and activities.
- **Administration** This committee should conduct activities associated with the effective operation of the club.
- **Service:** This committee should develop and implement educational, humanitarian, and vocational projects that address the needs of its community and communities in other countries.
- **Foundation:** This committee should develop and implement plans to support The Rotary Foundation through both financial contributions and program participation.

The board or president may appoint additional committees as needed. Committee chairs are expected to attend board meetings to report on the progress of their respective committees.

**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 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 board. 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.

**Section 4** – 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 11 Finances**

**Section 1** – Before each fiscal year starts, the board prepares an annual budget of estimated income and expenditures, which shall stand as the limit of expenditures for these purposes, unless otherwise ordered by action of the board.

**Section 2** – The treasurer or designee deposits all club funds in a financial institution or institutions designated by the board.

**Section 3** – Bills are paid by the treasurer or other authorized officer and approved by the president.

**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 12 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 13 Amendments**

These bylaws may be amended at any regular club meeting. Changing the club bylaws requires:

1. Approval by the Board: the Board will vote to place amendments before the club membership for approval and adoption.

2. Providing notice to members at least 21 days before the deadline to vote. The notice must include:
  - a. Proposed amendment(s)
  - b. Information for how members may provide comments on the proposed amendment(s)
  - c. Information about the method(s) of voting

Approval shall be determined based on the majority of votes cast. Changes to these bylaws must be consistent with the Standard Rotary Club Constitution, the RI Constitution and Bylaws, and the Rotary Code of Policies.