

Bylaws of the Rotary Club of Tempe Downtown

Article 1 Definitions

1. Board: The Board of Directors of this club.
2. Director: A member of this club's Board of Directors.
3. Member: A member, other than an honorary member, of this club.
4. Quorum: One-third of the club membership; a majority of directors for the Board.
5. RI: Rotary International.
6. Year: The 12-month period that begins on 1 July.

Article 2 Board

The governing body of this club is the Board consisting of seven (7) members of this club, namely, the president, immediate past president, president-elect (or president-nominee, if no successor has been elected, secretary, treasurer, and sergeant-at-arms plus a member at large. If there is a vacancy in the position for president-elect, there shall be one (1) additional member at large

Article 3 Elections and Terms of Office

Section 1 — At a regular meeting one month prior to the meeting for election of officers, the presiding officer shall ask for nominations by members of the club for candidates for president, , secretary, treasurer, sergeant-at-arms, and one member at large. The nominations may be presented by a nominating committee, by members from the floor, or both as the club may determine. If it is determined to use a nominating committee, such committee shall be appointed as the club may determine. 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.

Section 2 — The candidate who receives a majority of the votes for each office, i.e., president, secretary, treasurer, and sergeant-at-arms is declared elected to that office. The two (2) candidates for member at large receiving a majority of the votes shall be declared elected. The candidate for president elected in such balloting shall be the president-nominee. The president-nominee shall take title of president-elect on the first day of July following the election, and shall serve as an officer during that year. On the first day of July following "that year," the president-elect shall assume office as president.

Section 3 — A vacancy on the Board or any office shall be filled by the remaining members of the Board.

Section 4 — A vacancy of any officer-elect position or director-elect position shall be filled by the remaining members of the Board-elect.

Section 5 — Terms of office for each role will be one (1) Rotary year.

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 — Director. A director shall attend club and Board meetings.

Section 5 — Secretary. The secretary shall keep membership and attendance records.

Section 6 — Treasurer. The treasurer shall oversee all funds and provide annual accounting of these funds.

Section 7 — Board members may perform additional duties as assigned.

Note: See Rotary club leader manuals for details on the roles of club officers.

Article 5 Meetings

Section 1 — Annual Meeting. An annual meeting of this club shall be held on the Second Thursday of December in each year, at which time the election of officers to serve for the ensuing Rotary year shall take place.

Section 2 — The regular meetings of this club shall be held on the Second and Fourth Thursdays of each month at 6:30 pm. Reasonable notice of any change or cancellation of the regular meeting shall be given to all club members.

Section 3 — Board meetings shall be held on the Fourth Thursday of each month at 5:00 pm. Special meetings of the Board are called when deemed necessary with reasonable notice by the president or upon the request of two directors.

Note: This article must be included in your bylaws. For satellite clubs, voting procedures must be included.

Article 6 Fees and Dues

Section 1 — The admission fee, as established by the club, shall be \$45.00 and paid before the applicant can qualify as a member.

Section 2 — Membership dues shall consist of RI per capita dues, subscription fees to The Rotarian or Rotary regional magazine, district per capita dues, club annual dues, and any other Rotary or district per capita assessment. Membership dues shall be payable in accordance with the policies of the club as established by the Board. The membership categories and quarterly dues are as follows:

<u>Category of Member</u>	<u>Quarterly Dues</u>
Business	\$105
Regular	\$90
Senior	\$35
Friend	\$15

Article 7 Method of Voting

The business of this club is conducted by voice vote or show of hands except for the election of officers and directors, which is conducted by ballot. The Board may provide a ballot for a vote on a specific resolution.

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.

Note: The committee structure is in harmony with both the District Leadership Plan and the Club Leadership Plan. Clubs have the discretion to create committees that are necessary to effectively meet its service and fellowship needs. Sample listings of optional committees are found in the Rotary manuals for club committees. Clubs may develop different committee structures as needed.

Article 9 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.

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, and for the collection of members' dues shall be divided into four (4) quarterly periods extending from 1 July to 30 September, 1 October to 31 December, 1 January to 31 March, and 1 April to 30 June. The payment of per capita dues and RI official magazine subscriptions shall be made on 1 July and 1 January of each year on the basis of membership of the club on those dates.

Article 10 Method of Electing Members

Section 1 — A member shall provide a candidate's name to the Board. A transferring or former member of another club may also be proposed for membership by the former club. The proposal is kept confidential unless the Board instructs otherwise.

Section 2 — The Board shall ensure that the candidate meets all of Rotary's membership requirements.

Section 3 — The Board shall approve or reject the candidate's membership within 14 Days and shall notify the proposer of its decision. Electronic voting and electronic mail can be used.

Section 4 — If the decision of the Board is favorable, the prospective member is invited to join the club, educated about Rotary and membership requirements, and asked to sign the membership proposal form and to allow his or her name and proposed classification to be conveyed to the club. Electronic mail may be used.

Section 5 — If no member of the club submits a written objection including reasons for the objection, to the Board within seven days after the club is notified of the prospective member, that person, upon payment of the admission fee, is considered to be elected to membership. If an objection has been filed with the Board, the club shall vote on this matter at its next meeting. If approved despite the objection, the proposed member is elected to membership after admission fee payment.

Section 6 — The club may elect honorary members proposed by the Board.

Article 10 Resolutions

Any resolutions or motions to commit the club to any position or action shall first be reviewed and approved by the Board. If resolutions or motions are first offered at a club meeting, they shall be sent to the Board without discussion.

Article 11 Amendments

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