

RECOMMENDED ROTARY CLUB BYLAWS
As approved by the 2016 Council on Legislation

DRAFT Bylaws of the Rotary Club of Bend High Desert
Prepared for approval at the Annual Meeting on December 19, 2017

Article 1 Definitions

1. Board: The club's board of directors
 2. Director: A member of the club's board of directors
 3. Member: A 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 12-month period that begins on 1 July
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Article 2 Board

The governing body of this club is its board of directors, consisting of, at a minimum, the president, immediate past president, president-elect, secretary-treasurer and one (1) director

The Standard Rotary Club Constitution requires a club's bylaws to include article 2. The officers listed above are required to be members of the club board. A club's board may have additional members, such as the vice president, the president-nominee, sergeant-at-arms, or other directors.

Article 3 Elections and Terms of Office

Section 1 — One month before elections, members nominate candidates for president, vice president, secretary-treasurer, and any open director positions. The nominations may be presented by a nominating committee, by members from the floor, or both.

Section 2 — The candidate who receives a majority of the votes for each office is declared elected to that office.

Section 3 — If any officer or board member vacates his or her position, the remaining members of the board will appoint a replacement.

Section 4 — If any officer-elect or director-elect vacates a position, the remaining members of the board-elect will appoint a replacement.

Section 5 — The terms of office for each role are:

President — one year (with additional year(s) by re-election)

President-elect — one year

Secretary-treasurer — one year (with additional year(s) by re-election)

Director — one year (with additional year(s) by re-election)

Article 4 Duties of the 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 immediate past president presides at club and board meetings when the president is absent.

Section 5 — A director attends club and board meetings.

Section 6 — The secretary-treasurer keeps membership and attendance records, oversees all funds and provides an annual accounting of them.

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 the next Rotary year.

Section 2 — This club meets as follows: Tuesdays at 5:00 PM. Reasonable notice of any change or cancellation of the regular meeting will be given to all club members.

Section 3 — Board meetings are held monthly or may be held in place of a regular meeting. Special meetings of the board are called with reasonable notice by the president or upon the request of two directors.

Article 6 Dues

Annual club dues are \$300.00. They are paid quarterly in July, October, January, and April and are due by the 10th of the month. Annual club 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 per capita assessment.

Article 7 Method of Voting

The business of this club is conducted 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 a vote on some resolutions.

Article 8 Committees

Section 1 — Club committees coordinate their efforts to achieve the club's annual and long-term goals. Each 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 secretary-treasurer on behalf of the board prepares an annual budget of estimated income and expenditures.

Section 2 — The secretary-treasurer deposits club funds in a financial institution or

institutions designated by the board, divided into three accounts: one for club operations, one for service projects and one for Grants.

Section 3 – The club shall also establish and maintain a Donor Advised Fund with The Rotary Foundation which shall be administered by the club Rotary Foundation Chair and the club secretary-treasurer.

Section 4 – Bills are paid by the secretary-treasurer or another authorized officer and approved by the club president or another officer or director.

Section 5 – There shall be an annual review of all financial transactions.

Section 6 – Club members will 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 of its decision.

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

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 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.