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Bylaws of the Rotary Club of East Hartford, CT

Article 1. Definitions

1. Board: The board of directors of this club.
2. Director: A director on this club's board.
3. Member: A member, other than an honorary member, of this club.
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 beginning 1 July.

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 no more than seven additional 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 are presented by a nominating committee led by the immediate past president with the aid of two directors.

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

Section 3 — The Sergeant-at Arms for the next Rotary year is selected by the board for that Rotary year.

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

Section 5 — If any officer-elect or director-elect vacates a position, the remaining members of the board-elect will appoint a replacement.

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

President	One year
President - elect	One year
Treasurer	One year
Secretary	One year
Sergeant-at-arms	One year
Director	One year

Article 4 Duties of the Officers

Section 1 — The president presides at club and board meetings and selects committee chairs.

Section 2 — The immediate past president serves as a director on the club board and chairs the nominating committee.

Section 3 — The president-elect/vice president prepares for his or her year in office, serves as a director and presides at club and board meetings when the president is absent.

Section 4 — A director attends club and board meetings.

Section 5 — The secretary keeps membership records and records minutes of Board meetings and the club's annual meeting.

Section 6 — The treasurer oversees all funds and provides an accounting of them.

Section 7 — The sergeant-at-arms chairs a committee which maintains order in club meetings.

Article 5 Meetings

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

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

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 directors.

Article 6 Dues

Annual club dues are \$230. They are paid as follows: semi-annually. Annual club dues include RI per capita dues, subscriptions to an official 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 – This club’s committees comprise those listed in article 11, section 7 of the Constitution of the Rotary Club of East Hartford, CT.

Section 2 – The president is an ex officio member of all committees.

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 immediate past president the committee’s service hours, and 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 deposits club funds in a financial institution or institutions designated by the board, divided into two accounts: one for club operations and one for charitable causes.

Section 3 – Bills are paid by the treasurer or another authorized officer and approved by two other officers or directors.

Section 4 – A qualified person conducts a thorough annual examination of all financial transactions.

Section 5 – Club members will receive an annual financial statement of the club. A mid-year financial report, with current and previous year income and expenses, is presented at the annual meeting.

Section 6 – The fiscal year is from 1 July to 30 June.

Article 10 Method of Electing Members

Section 1 – Any Active Rotary member proposes a candidate for membership to the board and/or the membership committee, 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 club or Rotarian 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 21 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.