

Bylaws of the Plano East Rotary Club

Approved 6/8/17

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, the president, immediate past president, president-elect, secretary/ treasurer, Service chair, and two directors at large elected by the membership who serve two year, staggered terms, for a total of seven 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. Nominations will be presented by the nominating committee and may also be presented from the floor.

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

President Elect – one year

Secretary/Treasurer — term limited at three years

Sergeant-at-arms — term limited at three years

Director —the two elected directors shall serve two year staggered terms.

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, 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 and attendance records. The office may be combined with the office of treasurer

Section 6 — The treasurer oversees all funds and provides an annual accounting of them. The treasurer also assists the president elect in developing the proposed budget for the next Rotary year.

Section 7 — The sergeant-at-arms maintains order in club meetings and is responsible for securing the meeting location for the club and ensuring the meeting location is available and properly set up for club meetings.

Article 5 Meetings

Section 1 — An annual meeting of this club is held on a date determined by the board 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: On the second and fourth Thursdays of the month at 5:30 PM. Reasonable notice of any change or cancellation of the regular meeting will be given to all club members.

Section 3 — Quorum: One-half (1/2) of the membership shall constitute a quorum at the annual and regular meetings of this club

Section 4 — Regular board meetings are held at least once a quarter at a time and place established by the board. Special meetings of the board are called, with reasonable notice, by the president or upon the request of two directors.

Section 5 --- Quorum of directors: A majority of the directors shall constitute a quorum of the board. Absent a quorum, the board may conduct business. However, any action absent a quorum requires final ratification at their next meeting or by electronic vote of board members not present at the meeting.

Article 6 Dues

Annual club dues are \$400 per year. They are paid \$100 quarterly, in advance, prior to the beginning of each quarter, as a condition of membership in the club. 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

Section 1 .--- 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.

Section 2 – Board Action by electronic means: Any action required or permitted to be taken at any meeting of the board may be taken by means of conference telephone or other electronic communications equipment, including email as long as each member entitled to participate consents to the meeting being held by means of that system and all persons participating in the meeting can communicate with each other. Such action shall have the same force and effect as an action at a meeting where all members are present.

Section 3 – The board may develop a procedure for the club to vote on issues electronically.

Article 8 Committees

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

- Club Administration
- Membership
- Public Image
- Rotary Foundation
- Service Projects

Additional committees may be appointed as needed.

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.

Section 4 — Committees typically have three members or more if needed, at the discretion of the committee chair.

Section 5 — The vice-chair of each committee shall act in the absence of the chair.

Article 9 Finances

Section 1 — Before each fiscal year starts, the board approves 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

Section 3 --. The Plano East Rotary Foundation is financially responsible for the service and philanthropic activities of the club.

Section 4 — Bills are processed by the treasurer or another authorized officer and approved by two other officers or directors.

Section 4 — A qualified person conducts a thorough annual review of all financial transactions.

Section 5 — The board presents an annual financial statement to the club.

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

Article 10 Membership and Method of Electing Members

Section 1 --- Types of members: The club shall have three member types, Active, Honorary and Supporting

(a) Active and honorary membership are defined in the club constitution

(b) The board will define the qualifications and dues for supporting members which shall be approved by the members.

Section 2 — A member proposes a candidate for membership to the board, or another club proposes one of its transferring or former members.

Section 3 — The board approves or rejects the candidate's membership within 30 days and notifies the proposing member of its decision.

Section 4 — If the board approves the candidate's membership, the prospective member is invited to join the club.

Section 5 --- A member may, with the approval of the board, change his membership type from

active to supporting.

Section 7 – 100% Rotary: It is the goal of the club for all members to be 100% Rotarians who average one hour a week or more in Rotary activities by attending meetings or participating in Rotary service or administration activities.

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.

Article 12 Club Constitution: The club constitution contains important guidance regarding Rotary policies and procedures for being a successful rotary club. All members and directors must commit to support of our club constitution and bylaws.

REVISION HISTORY:

6/8/17: Bylaws approved by the membership of the Plano East Rotary Club