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BYLAWS OF THE ROTARY CLUB OF ORO VALLEY

Article 1 Definitions

1. Board: The Club's Board of Directors
2. Director: A Member of the Club's Board of Directors
3. Officers: President, President Elect, Secretary, Treasurer
4. Board: Governing Board of Rotary Club of Oro Valley
4. Member: A Member of the Club, other than an Honorary Member
5. Club Foundation: The Oro Valley Rotary Foundation, a 501(c)3 corporation.
6. Foundation Board: Governing Board of the Oro Valley Rotary Foundation
7. RI: Rotary International
8. Quorum: The minimum number of participants who must be present when a vote is taken.
9. Rotary Year: The 12-month period that begins on 1 July
10. Club Constitution: The current Standard Rotary Club Constitution.

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, Club Service Chair, International Service Chair, Community Service Chair, Foundation Chair.

Article 3 Elections and Terms of Office

- Section 1:** At a meeting one month before elections, members nominate candidates for officers; President, President Elect, Secretary, Treasurer. The nominations may be presented by a nominating committee, by members from the floor, or both. Members of the nominating committee will be selected by the board.
- 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 vacates his or her position, the remaining members of the board will appoint a replacement.
- Section 4:** If any officer-elect vacates a position, the remaining members of the incoming board will appoint a replacement.
- Section 5:** The terms of office for officers are one year, except that a member elected president will serve a three-year cycle consisting of president elect, president and immediate past president.

Article 4 Duties of the Officers

- Section 1:** The President presides at club and board meetings and with the consent of the board, appoints committee chairs.
- Section 2:** The President-Elect prepares for his or her year in office and presides at club and board meetings when the president is absent.
- Section 3:** The immediate Past President serves as a director on the club board.
- Section 4:** The secretary keeps and reports membership and attendance records to the board and as required, to the district and RI; provides notices of board and annual meetings to members; prepares and distributes minutes of board meetings as required by the Club Constitution and performs other duties as usually pertains to the office.
- Section 5:** The treasurer oversees all funds and provides an accounting of them annually and at any other time upon demand by the board; sends dues invoices to all members and records all dues payments; conducts club financial transactions at the direction of the board and performs other duties as usually pertains to the office.
- Section 6:** The Club Service Chair oversees the Sergeant at Arms, Membership, Social, Public Image and Speaker Committees.
- Section 7:** International Service Chair oversees the International Service Committee.
- Section 8:** Community Service Chair oversees the Community Service, Vocational and Youth Service Committees.

Article 5 Meetings

- Section 1:** The club meets four Thursdays a month at from 7:00 AM to 8:00 AM. Reasonable notice of any change or cancellation of the regular meeting will be given to all club members.
- Section 2:** An annual meeting of the club is held during a club meeting no later than December 31st to elect the officers who will serve for the next Rotary year.
- Section 3:** Club assemblies are held quarterly, or as called by the board and may be held during a regular club meeting.
- Section 4:** Board meetings are held once per month with a minimum of 10 per year. Special meetings of the board are called with reasonable notice by the President or upon the request of two directors.
- Section 5:** Quorum. A quorum for the transaction of any business at a club meeting, assembly or annual meeting shall be one third (1/3) of the club membership, not including honorary members. A quorum for the transaction of any business at a board of directors meeting shall be a majority of the board members.

Article 6 Dues

- Section 1:** Annual club dues are as follows:

Active members:	\$600
Family members:	Same dues as active member (applicable meal charges may be assessed for more than one meeting participant.)

Corporate members: \$600 (applicable meal charges may be assessed for more than one meeting participant).

Honorary members: No dues (applicable meal charges may be assessed).

Section 2: Members will be assessed dues on a semi-annual basis.

Section 3: 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 RI or district per-capita assessments. Morning meeting dues also include a meal fee.

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, which in the event of a contested election 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. The club will maintain standing as well as such other committees and subcommittees as may be appointed by the board.

Section 2: Standing Committees are:

Community

Service: Develops and implements community, vocational and youth projects involving as many club members as possible.

International

Service: Develops and implements international service projects involving as many club members as possible.

Club Service: Includes Chairs for Fundraising, Public Image, Membership, Social, and Meeting Coordination, and at the discretion of the President, a Sergeant-at-Arms.

Section 3: The president is an *ex officio* member of all committees and, as such, has all the privileges of membership.

Section 4: Each committee chair is responsible for the regular meetings and activities of the committee, supervises and coordinates its work, and reports to the Club Service, Community Service or International Service Chair and at their request to the board on all committee activities.

Article 9 Finances

Section 1: Before each fiscal year (1 July to 30 June) starts, the incoming Board prepares an annual budget of estimated income and expenditures. The annual budget is voted on and approved by the incoming Board at their first Board meeting. The budget shall contain an allocation of funds for the Rotary year for each standing committee. During the year, committees shall have the discretion to spend the allocated funds on budgeted expenditures up to \$3,000 based on a vote of

a majority of the committee. Expenditures above \$3,000 or expenditures not in the approved budget must be voted on and approved by the Board.

Section 2: The treasurer deposits club funds in a financial institution or institutions designated by the board. Separate accounts shall be maintained: one for club operations, one for the Club Foundation and any additional accounts needed to maintain grant qualifications.

Section 3: Bills are paid by the treasurer; all checks exceeding \$3,000 shall be signed by two officers.

Section 4: A qualified person conducts a thorough annual review 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.

Article 10 Membership

Section 1: The club shall have four membership types, namely: active, corporate, family and honorary.

Section 2: Active and honorary memberships are defined in Article 10 of the Club Constitution.

Section 3: Corporate membership is available to businesses, associations and agencies that have an Oro Valley presence. A corporate member will participate in the club through one primary member and up to three designees. The primary member will be inducted as a member. Designees will be selected by the corporate organization. Designees will not be members, but will be eligible to participate in club meetings and other activities. A corporate member is recognized as one voting member on club matters.

Section 4: Family membership is available to any person who qualifies for membership as an active member and desires to have other persons in their immediate family participate in club activities. A family member will participate in the club through one primary member and up to three designees. The primary member will be inducted as a member. Designees will be selected by the primary member and approved by the board. Designees will not be members but will be eligible to participate in club meetings and other activities. Designees must meet the member qualifications defined in Article 10, Section 1 of the Club Constitution. A family member is recognized as one voting member on club matters.

Article 11 Method of Electing Members

Section 1: A member may propose a candidate for any type of membership to the board, or another club may propose 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.

