

**ROTARY CLUB OF JACKSON
STANDING RULES
2016-2017**

1. Meeting Place—Teresa’s Restaurant @ 6:30 pm each Tuesday except for those occasions where other sites are designated by the President for special events or if Teresa’s is closed.
2. The Board of Directors will meet @ Teresa’s Restaurant on the 2nd Tuesday of each month @ 4:30 PM
3. Board Meetings are held for the purpose of conducting Club business. The President shall preside over the meeting as Chair. Any member may attend: Guests will be by invitation of the Board. Members may speak to the issue of discussion when recognized by the Chair. Only members of the Board and Executive Committee may vote on resolutions.
4. Roberts Rules of Order will be used to conduct Board Meetings.
5. The Board may act upon only the items appearing on the printed agenda. Items added to the agenda at/during a meeting are for discussion only. Late/added items will be acted upon as “Old Business” on the next agenda.
6. The Board may take emergency action at any time by direction of the President or the will of the Board.
7. All Board Resolutions will be assigned a consecutive resolution number and will be published in the meeting minutes. The Club secretary will assign numbers and maintain a chronological list and Pass/Fail results. Numbers will be by: resolution number (01), month (07 and year (07); i.e., 01-07-07 is the first resolution of July, 2007.
8. E-mail will be the official means of communication for the club. Those members lacking e-mail capability will be served by U.S. Mail.
9. The Club secretary will record, in the meeting minutes, the name of each person making a motion before the board, the name of the person seconding that motion and the final outcome of the motion (Pass/Fail/Withdrawn).
10. The Club Secretary will normally prepare outgoing correspondence. Any other member authorized by the President and/or the Board to prepare outgoing correspondence by U.S. Mail or e-mail will provide a copy (cc:) to the Secretary. The Secretary will maintain a file of all incoming and outgoing correspondence and brief the Board monthly on new content.
11. As defined by the President, participation in certain projects will be mandatory. Failure to participate will result in a fine for the individual at the discretion of the President.
12. Attendance is expected at all scheduled meetings regardless of location.
13. Leave(s) of absence may be granted by action of the Board for a period time approved by the Board. As a general rule a leave of absence will not be granted to a member until after that member has been member of Jackson Rotary, in good standing, for a period of not less than one (1) year.
14. Funds received from any project for the benefit of the community or other designated benefactor will be expended on the specific project.
15. Missed meeting fee will be \$15.00 and placed in the General Fund.
16. The weekly meeting fee will be \$15.00. The weekly fee of \$3.00 and will be deducted from the member’s meal fee. The amount collected will be split with \$1.00 going to the winner of a weekly drawing and \$2.00 going to the General Fund. Additionally a weekly drawing will be held whereas the winner will receive a free meal the following meeting.
17. As a general rule the Jackson Rotary Club will not make donations to an individual. Notable exceptions to the rule are reimbursement for expenses occurred on behalf of the club, scholarships, contest prizes (Music/Speech Contests), student loans, and the purchase of a Fair Animal.
18. By the first of the new Rotary Year the President shall inform all members of their assigned committees and duties.
19. Club property will be stored in the Storage Room donated by Stan Lukowicz @ the Mother Lode Plaza in Jackson. A property manager will be announced at the July Board meeting.
20. Special recognition for Rotary Demeanor is to be determined and assessed solely at the discretion of the President.
21. Two make-ups per quarter per member may be done on the Internet without paying for a missed meal. The member is expected to make a contribution to the Internet Club. If the member chooses to make-up on the Internet more often than 2 times per quarter, that member will be expected to pay for a missed meal for each make-up exceeds two per quarter.
22. The President, President-Elect and Treasurer shall be signatory on all Bank Accounts currently at American River Bank.
23. Any expenditure of funds from the Ralph Moore Memorial Fund can only be made with the approval of the majority of the Ralph Moore Memorial Fund Committee at the request of the Board. Any expenditure must be used for local projects and cannot be greater than the accumulated interest/dividends in the Fund. The principal can be spent by request of the Board and approval of the majority of the Committee. That principal must be repaid with interest at a rate set by the committee and in a period of time determined by the Committee.
24. New members will participate in the Red Badge Program (RBP). The purpose of RBP is to assist new members to become quickly involved in club activities, meet other members and learn about Rotary. See Addendum 1 Red Badge Program(RBP).