

**ROTARY CLUB OF JACKSON**  
**STANDING RULES**  
**2018-2019**  
**DRAFT**

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 when Teresa’s is closed.
2. The Board of Directors will meet @ Teresa’s Restaurant on the 2<sup>nd</sup> Tuesday of each month @ 4:30 PM. With notice to the club, the President may adjust the start time to accommodate the agenda.
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, unless they are time sensitive and cannot wait for the next month’s agenda. 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 (18); i.e., 01-07-18 is the first resolution of July, 2018.
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a motion before the Board, the name of the person seconding that motion and the final outcome of the motion (Pass/Fail/Withdrawn).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 may result in a fine or other notice 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 of time approved by the Board. As a general rule a leave of absence will not be granted to a member not in good standing and/or less than one (1) year in the club.
14. Funds received from any project for the benefit of the community or other designated benefactor will only be expended on that specific project.
15. Missed meeting fee will be \$15.00 and placed in the Club Account.
16. The weekly meeting fee will be \$15.00. The weekly fee of \$3.00-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 “Blackball 50/50\_drawing will be held whereas the winner drawing the blackball will receive 50% of the accumulated pot. The remaining 50% will be deposited in the Club Account. A free meal ticket will be drawn weekly.
17. As a general rule the Rotary Club of Jackson 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), 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 locked storage room within the wine booth at the Amador County Fair Grounds. 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 choses 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 exceeding 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 loaned to the club by request of the Board and approval of the majority of the Committee. That principal must be repaid within a determined period of time at an interest rate set by the Committee and agreed to by the Board.
24. The club will develop and annually maintain a strategic plan with a vision three (3) fiscal years into the future. The plan will be reviewed and updated at least once a year at the Annual Meeting in November.
25. The President may assign any club Past President to preside over meetings in his/her planned absences.
26. The club may collect administrative costs associated with managing any project or fundraiser. Fees thus collected will be deposited in the Club Account. Additionally, 20% of any income from club fund raising that is not clearly earmarked for a specific purpose will be deposited in the Club account.
27. 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).