

BYLAWS

ASCENSION ROTARACT NETWORK ROTARACT MULTIDISTRICT INFORMATION ORGANIZATION (MDIO)

Adopted on August 10, 2019

ARTICLE 1 - PREAMBLE

This document outlines the Bylaws of the Executive Cabinet, Legislative Assembly, and Board of Trustees operating as branches in the governing and operational structure of the Ascension Rotaract Network (ARN); a Multi-District Organization affiliated with Rotary International.

ARTICLE II - EXECUTIVE CABINET

The Executive Cabinet will be led by the Executive Director, Executive Director Elect (EDE), and Immediate Past Executive Director (PED), and will consist of a supporting staff which may include the titles of Department Heads, Managers, and other appointed staff as necessary. The Executive Director may create new positions that will be outlined in the bylaws.

The Executive Cabinet will only be responsible for the operational and administrative functions of the organization.

ARTICLE III - TITLES AND DUTIES OF THE EXECUTIVE CABINET

Article III (A) - Executive Director

The Executive Director (ED) shall provide leadership of all aspects to Ascension Rotaract Network through the Executive Cabinet and will be the representative of the organization to Rotary International. The Executive Director has joint authority of the ARN bank account with the Finance Manager. The Executive Director is responsible to provide his/her contact information to Rotary International in order for the MDIO to maintain an active status.

Article III (B) - Executive Director Elect

The Executive Director Elect (EDE) shall provide assistance to all aspects of the Executive Director's position. In the event that the Executive Director must step down, the EDE will assume all responsibilities of the Director. The EDE will approve, file, and maintain contact with Rotary districts joining Ascension Rotaract Network, maintain contact with Rotaract Club presidents, and supervise board candidate submissions. This position cannot be filled by an individual who is already committed to another governing body of ARN.

Article III (C) - Immediate Past Executive Director

The Immediate Past Executive Director (PED) shall provide assistance to all aspects of the Executive Director's position. The PED is to set up and run mediation discussions between parties if a dispute arises.

Article III (D) - Internal Communications Manager

The Internal Communications Manager (ICM) ensures all necessary communication occur between ARN's governing bodies. The ICM coordinates the necessary procedures (including communication) for annual turnover of all governing bodies in a consistent, timely manner. The ICM will keep meeting minutes at all official ARN meetings.

Article III (E) - Finance Manager

The Finance Manager will manage all financial activity for ARN. This will include record keeping of transactions relating to ARN according to accounting standards. The Finance Manager will also be responsible in carrying out auditing of accounts, updating non-profit status- if applicable, and compile an annual working budget. The Finance Manager may open a checking account for ARN and expend and deposit funds as they become available. The Finance Manager will ensure that accounting records are transparent, accurate, up to date, and is read to be made available as public knowledge with short notice.

Article III (F) - Marketing & Communications Manager

The Marketing and Communications Manager is responsible for the overall management of marketing Ascension Rotaract Network's brand and message and will need to work with the allocated team to meet the goals of the department. Approach campaigns with strategy and effective tactics and create and maintain deadlines as necessary. The Marketing and Communications Manager will also work with the District Rotaract Representative or appointed district proxy to coordinate information sharing components to their Rotaract clubs. The Marketing and Communications Manager will also prepare formal press releases about ARN events and programs to submit to the Rotary District newsletters. The Marketing and Communications Manager will serve as a liaison between ARN and the Rotary Public.

Article III (G) - Event Manager

The Events Manager will coordinate a team of program coordinators, each responsible for chairing an individual ARN Program, such as the Annual Conference, Alumni Relations, Video Series, Leadership Trainings, and annual awards. The Events Manager will be the liaison between the Executive Director and the Legislative Assembly.

Article III (H) - Member Services Manager

The Member Services Manager will organize and accomplish tasks pertaining to Member Services Department of the ARN. This includes providing leadership to the resource center on ARN's website, all email inquiries, and all other social media outlets.

ARTICLE IV- ELECTIONS OF EXECUTIVE BOARD

Article IV (A) -

Any nominations for a position on the Executive Board must be a Rotaractor in good standing at the time of election and must belong to a club within a member-district of ARN. Nominations must be filed with Executive Director Elect prior to March 1. Each member-district of ARN can only submit two nominees

for any position on the Executive Board per Rotary year. All positions that comprise the Executive Board except the Executive Director and Executive Director Elect will be elected by a majority of votes from the Legislative Assembly. In the event of a tie, the Board of Trustees shall serve as the tiebreaker. Elections will take place in the month April to provide 3 months of newly elected Executive Board to shadow current board for improved transition of power. All positions will serve for one Rotary year, and may choose to continue the same position on the Executive Board for up to 3 consecutive years.

Article IV (B)-

Nominations for the Executive Director Elect must be filed with the current Executive Director Elect prior to March 1. The Board of Trustees will nominate 3 candidates each Rotary Year. The EDE will be elected by a majority of votes from the Legislative Assembly during the month of April. In the event of a tie, the Executive Board shall serve as the tiebreaker. This Rotaractor will serve for one Rotary year as EDE followed immediately by serving one Rotary year as Executive Director.

ARTICLE V - BOARD OF TRUSTEES & ELECTIONS

The Board of Trustees will comprise of invited and/or interested retired Executive Cabinet members of this organization and other Rotary advisors. Trustees may invite new members to the Board of Trustees annually. An interested member must seek approval by a two-thirds majority of the Executive Board to serve on the Board of Trustees. Trustees will meet once a year in April to elect the interested member. Each Trustee will have a 2 year serving term which is renewable with the approval of the Legislative Assembly. The Board of Trustees will begin with 5 members during the inaugural year followed by additional 5 members being added the second year of ARN.

The Board of Trustees shall provide advice to the Legislative Assembly and Executive Cabinet whenever deemed necessary. The Board of Trustees may not exceed 10 members at any given time. No more than 2 members of the Board of Trustees can be from the same member-district. At least one member of the Board of Trustees must be present for the meeting of the Legislative Assembly.

ARTICLE VI - LEGISLATIVE ASSEMBLY

The Legislative Assembly will include 1 District Rotaract Representative (DRR) or appointed proxy to represent the member-district and 1 Club Rotaract Representative (CRR) elected by each respective Rotaract club in the Ascension Rotaract Network annually. For example, if a member district has 4 Rotaract Clubs then the member district will be represented by 1 DRR and 4 CRR. The Executive Director will preside and moderate the meeting. The DRR will serve as a direct line of communication between all affairs between Ascension Rotaract Network and their respective member district.

The Legislative Assembly will:

- A. Elect the entirety of the Executive Board
- B. Vote to act on resolutions and make decisions for the organization including but not limited to:
 - a. Approving any contest for marketing purposes that involves any type of prize;

- b. Finalizing program venues, agendas, and speakers;
 - c. Approving winners of contests as panel of judges or approving the panel of judges;
 - d. Cancellations of any event due to health and safety concerns;
 - e. Approving budget allocations;
 - f. Vote on amendments to the organization's By-Laws; and
 - g. Interpreting unclear articles and/or statements of the Constitution and By-Laws.
- C. Determine when and which discussion needs to be committed to the Board of Trustees and/or the Executive Cabinet whenever necessary;
 - D. Meet once a month;
 - E. Approve any revisions to the brand identity of this organization.

ARTICLE VII - IMPEACHMENT PROCESS

The Legislative Assembly will serve as the Impeachment Committee (IC) which will be convened by the Internal Communications Manager. An individual who is called for impeachment by the Letter of Impeachment will not be a member of the IC. If the Internal Communications Manager is called for impeachment, the Member Services Manager will convene and chair the IC. If the Internal Communication Manager and the Member Services Manager are both called for impeachment, the authority to convene and chair the IC will pass down appropriately to the Executive Director and Executive Director Elect. A simple majority vote of the IC will make the final decision. The IC will need to formally take a decision on call for impeachment within 14 days of the submission of the Letter of Impeachment to the Internal Communications Manager.

Grounds for Impeachment are included but not limited to:

- A. Not fulfilling the elected role as outlined in these By-Laws;
- B. Reaching outside of the office's jurisdiction; and
- C. Law breaking.

An impeached individual will vacate their titles and duties within 48 hours of the impeachment decision. All documents and privileges of office will need to be handed over to the Internal Communications Manager within 48 hours. The Legislative Assembly will have 48 hours to nominate an individual to the vacated title.

ARTICLE VIII - AMENDMENTS

Amendments to this By-Laws may be proposed by a Rotaract Club, Rotaract District, or any member of a branch of governance of the Ascension Rotaract Network. However, such proposal must have the approval of a two-thirds majority of the Legislative Assembly. All proposed amendments must be submitted to the Legislative Assembly at least 14 days in advance. Once the amendment is passed, a copy of the updated Bylaws must be electronically made available using resources owned and operated by the Ascension Rotaract Network to all members and potential audiences of the Ascension Rotaract Network. Changes to these Bylaws must be consistent and compliant with the Rotary International Code of Policies and governance.