

Bylaws of the Rotary Club of Quincy, Illinois
Proposed 11-11-2008
Approved March 10, 2009

Article I *Definitions*

1. Board: The Board of Directors of this club.
2. Director: A member of this club's Board of Directors.
3. Member: A member, other than an honorary member, of this club.
4. RI: Rotary International.
5. Year: The twelve-month period that begins on 1 July.

Article 2 *Board*

The governing body of this club shall be the board consisting of fifteen members of this club, namely, the president, vice-president, president-elect (or president-nominee, if no successor has been elected), secretary, treasurer, the immediate past president and nine directors elected in accordance with article 3, section 1 of these bylaws, and the immediate past president.

Article 3 *Election of Directors and Officers*

Section 1 – At a regular meeting one month prior to the meeting for election of officers, the presiding officer shall ask for nominations by members of the club for president, vice-president, secretary, treasurer, and three directors. The nominations may be presented by a nominating committee or by members from the floor, by either or by both as a club may determine. If it is determined to use a nominating committee, such committee shall be appointed as the club may determine. The nominations duly made shall be placed on a ballot in alphabetical order under each office and shall be voted for at the annual meeting. The candidates for president, vice-president, secretary, and treasurer receiving a majority of the votes shall be declared elected to their respective offices. The three candidates for director receiving a majority of the votes shall be declared elected as directors. The candidate for president elected in such balloting shall be the president-nominee and serve as a director for the year commencing on the first day of July next following the election, and shall assume office as president on 1 July immediately following that year. The president-nominee shall take the title of president-elect on 1 July in the year prior to taking office as president.

Section 2 – The officers and directors, so elected, together with the immediate past president and six continuing directors shall constitute the board of directors. Within one week after their election, the board of directors-elect shall meet and elect some member of the club to act as sergeant-at-arms.

Section 3 – A vacancy in the board or any office shall be filled by action of the remaining directors.

Section 4 – A vacancy in the position of any officer-elect or director-elect shall be filled by action of the remaining directors-elect.

Article 4 *Duties of Officers*

Section 1 – *President*. It shall be the duty of the president to preside at meetings of the club and the board and to perform other duties as ordinarily pertain to the office of president.

Section 2 – *President-elect*. It shall be the duty of the president-elect to serve as a director and to perform such other duties as may be prescribed by the president or the board.

Section 3 – *Vice-President*. It shall be the duty of the vice-president to preside at meetings of the club and the board in the absence of the president and to perform other duties as ordinarily pertain to the office of vice-president.

Section 4 – *Secretary*. It shall be the duty of the secretary to keep membership records; record attendance at meetings; send out notices of club, board, and committee meetings; record and preserve the minutes of such meetings; report as required to RI, including the semiannual reports of membership on 1 January and 1 July of each

year, which shall include per capita dues for all members and prorated dues for active members who have been elected to membership in the club since the start of the July or January semiannual reporting period; report changes in membership; provide the monthly attendance report, which shall be made to the district governor within 15 days of the last meeting of the month; collect and remit RI official magazine subscriptions; and perform other duties as usually pertain to the office of secretary.

Section 5 – Treasurer. It shall be the duty of the treasurer to have custody of all funds, accounting for it to the club annually and at any other time upon demand by the board, and to perform other duties as pertain to the office of treasurer. Upon retirement from office, the treasurer shall turn over to the incoming treasurer or to the president all funds, books of accounts, or any other club property.

Section 6 – Sergeant-at-Arms. The duties of the sergeant-at-arms shall be such as are usually prescribed for such office and other duties as may be prescribed by the president or the board.

Article 5 Meetings

Section 1 – Annual Meeting. An annual meeting of this club shall be held on the last Tuesday in November in each year, at which time the election of officers and directors to serve for the ensuing year shall take place.

Section 2 – The regular weekly meetings of this club shall be held on Tuesday at 12:05 p.m.. Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club. All members excepting an honorary member (or member excused pursuant to the standard Rotary club constitution) in good standing in this club, on the day of the regular meeting, must be counted as present or absent, and attendance must be evidenced by the member's being present for at least sixty (60) percent of the time devoted to the regular meeting, either at this club or at any other Rotary club, or as otherwise provided in the standard Rotary club constitution, article 9, sections 1 and 2.

Section 3 – One-third of the membership shall constitute a quorum at the annual and regular meetings of this club.

Section 4 – Regular meetings of the board shall be held on the second Tuesday of each month. Special meetings of the board shall be called by the president, whenever deemed necessary, or upon the request of two (2) directors, due notice having been given.

Section 5 – A majority of the directors shall constitute a quorum of the board.

Article 6 Fees, Dues and Meals

Section 1 – The admission fee shall be \$50.00 to be paid before the applicant can qualify as a member, except as provided for in the standard Rotary club constitution, article 11.

Section 2 – The membership dues shall be in an amount to be set by the Board.. Members shall pay dues ,quarterly on the first day of January, April, July and October with the understanding that a portion of each semiannual payment shall be applied to each member's subscription to the RI official magazine.

- a) All active ordinary and active exempt members, including those members on leave, shall pay the per annum membership dues.
- b) The following positions are exempt from paying the per annum membership dues: president, secretary, treasurer, and club webmaster. Their dues shall be paid by the club.
- c) Honorary members do not pay the per annum membership dues. However, the Club shall pay their subscription to the *Rotarian* magazine.

Section 3 – The payment for meals shall be considered separately from the payment of dues.

- a) Active ordinary members shall be charged for all meals, unless on leave, whether they attended a meeting or were absent. However, the president, secretary, treasurer, and club webmaster are exempt from paying meals. Their meals shall be paid by the club.
- b) Active ordinary members shall be given credit for a meal when a missed meeting is made up and proof of the make-up is submitted to the secretary.
- c) Members on leave shall not be charged for meals during the length of their leave of absence.

- d) Active exempt members shall be charged for a meal for only those meetings attended.
- e) Honorary members shall pay for a meal when they attend a meeting.

Article 7 *Method of Voting*

The business of this club shall be transacted by viva voce* vote except the election of officers and directors, which shall be by ballot. The board may determine that a specific resolution be considered by ballot rather than by viva voce vote.

(*Note: Viva voce vote is defined as when club voting is conducted by vocal consent.)

Article 8 *Five Avenues of Service*

The four Avenues of Service are the philosophical and practical framework for the work of this Rotary club. They are Club Service, Vocational Service, Community Service, International Service, and New Generations Service. This club will be active in each of the five Avenues of Service.

Article 9 *Committees*

Club committees are charged with carrying out the annual and long-range goals of the club based on the four Avenues of Service. The president-elect, president, and immediate past president should work together to ensure continuity of leadership and succession planning.. Committees should be appointed as follows:

- a) The president shall, subject to the approval of the board, appoint the following standing committees: Club Administration, Projects, Club Public Relations, Rotary Foundation – International, and Membership.
- b) The president shall, subject to the approval of the board, also appoint such committees on particular phases of Club Administration, Projects, Club Public Relations, Rotary Foundation – International, Membership, and other ad-hoc committees regarding matters of interest and importance to the club as they may deem necessary.
- c) The Club Administration, Projects, Club Public Relations, Rotary Foundation – International, and Membership committee shall each consist of a chairman, who shall be named by the president from the membership of the board, and not less than two (2) other members.
- d) The president shall be ex officio a member of all committees and, as such shall have all the privileges of membership thereon.
- e) Each committee shall transact such business as is delegated to it in the bylaws and such additional business as may be referred to it by the president or the board. Except where special authority is given by the board, such committees shall not take action until a report has been made to the board and approved by the board.
- f) Should the president deem it necessary, the president may appoint one or more committees dealing with various aspects of youth activities, which, depending on the respective responsibilities, may be under any or all of the Club Administration, Projects, Club Public Relations, Rotary Foundation – International, and Membership committees. Where feasible and practicable in the appointment of such committees, there should be provision for continuity of membership, either by appointing one or more members for a second term or by appointing one or more members to a two-year term.

Article 10 *-Duties of Committees*

Section 1 - Club Administration. This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in matters relating to Club Administration. The chairman of the Club Administration committee shall be responsible for regular meetings of the committee and shall

report to the board on all Club Service activities. This committee shall conduct activities associated with the effective operation of the club.

Section 2 -Projects. This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in matters relating to Projects. This committee shall develop and implement education, humanitarian, and vocational projects that address the needs of its community and communities in other countries

Section 3 – Club Public Relations. This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in matters relating to Club Public Relations. This committee will develop and implement plans to provide the public with information about Rotary and to promote the club's service projects and activities including but not inclusive of the website, Rotaquill, and Rotapedia.**Section 5 - Membership.** This committee shall develop and implement a comprehensive plan for the recruitment and retention of members.

The duties of all committees shall be established and reviewed by the president for his or her year. In declaring the duties of each, the president shall reference to appropriate RI materials. The service projects committee will consider the Avenues of Vocational Service, Community Service, and International Service when developing plans for the year. Each committee shall have a specific mandate, clearly defined goals, and action plans established by the beginning of each year for implementation during the course of the year. It shall be the primary responsibility of the president-elect to provide the necessary leadership to prepare a recommendation for club committees, mandates, goals, and plans for presentation to the board in advance of the commencement of the year as noted above.

Article 11 - Leave of Absence

Upon written application to the board, setting forth good and sufficient cause, leave of absence may be granted excusing a member from attending the meetings of the club for a specified length of time not to exceed six months.

Not e: Such leave of absence does operate to prevent a forfeiture of membership; it does not operate to give the club credit for the member's attendance. Unless the member attends a regular meeting of some other club, the excused member must be recorded as absent except that absence authorized under the provisions of the Standard Rotary Club Constitution is not computed in the attendance record of the club.)

Article 12 Finances

Section 1 – Prior to the beginning of each fiscal year, the board shall prepare a budget of estimated income and expenditures for the year, which shall stand as the limit of expenditures for these purposes, unless otherwise ordered by action of the board. The budget shall be broken into two separate parts: one in respect of club operations and one in respect of charitable/service operations.

Section 2 – The treasurer shall deposit all club funds in a bank, named by the board. The club funds shall be divided into two separate parts: club operations and service projects.

Section 3 – All bills shall be paid by the treasurer or other authorized officer only when approved by two other officers or directors.

Section 4 – A thorough review of all financial transactions by a qualified person shall be made once each year.

Section 5 – Officers having charge or control of club funds shall give bond as required by the board for the safe custody of the funds of the club, cost of bond to be borne by the club.

Section 6 – The fiscal year of this club shall extend from 1 July to 30 June, and for the collection of members' dues shall be divided into two (2) semiannual periods extending from 1 July to 31 December, and from 1 January to 30 June. The payment of per capita dues and RI official magazine subscriptions shall be made on 1 July and 1 January of each year on the basis of the membership of the club on those dates.

Article 13 *Method of Electing Members*

Section 1 – The name of a prospective active ordinary member, proposed by an active member of the club, shall be submitted to the board in writing, through the club secretary. A transferring or former member of another club may be proposed to active membership by the former club. The proposal shall be kept confidential except as otherwise provided in this procedure.

Section 2 – The board shall ensure that the proposal meets all the classification and membership requirements of the standard Rotary club constitution.

Section 3 – The board shall approve or disapprove the proposal within 30 days of its submission and shall notify the proposer, through the club secretary, of its decision.

Section 4 – If the decision of the board is favorable, the prospective member shall be informed of the purposes of Rotary and of the privileges and responsibilities of membership, following which the prospective member shall be requested to sign the membership proposal form and to permit his or her name and proposed classification to be published to the club.

Section 5 – If no written objection to the proposal, stating reasons, is received by the board from any member (other than honorary) of the club within seven (7) days following publication of information about the prospective member, that person, upon payment of the admission fee (if not honorary membership), as prescribed in these bylaws, shall be considered to be elected to membership.

If any such objection has been filed with the board, it shall vote on this matter at its next meeting. If approved despite the objection, the proposed member, upon payment of the admission fee (if not honorary membership), shall be considered to be elected to membership.

Section 6 – Following the election, the president shall arrange for the new member's induction, membership card, and new member Rotary literature. In addition, the secretary will report the new member information to RI and the president will assign a member to assist with the new member's assimilation to the club as well as assign the new member to a club project or function.

Section 7 – *Honorary Members.* The name of a proposed candidate for honorary membership shall be submitted to the board of directors in writing and the election shall be in the same form and manner as prescribed for the election of an active ordinary member, provided, however, that such proposal *may* be considered at any regular or special meeting of the board and that the board may, at its discretion, waive any of the steps as set forth in section 1 of this article and proceed to ballot on the proposed member. If not to exceed one negative vote is cast by the members of the board in attendance at the regular or special meeting, the proposed member shall be considered duly elected.

Section 8 – *Active Exempt Members.* An active ordinary member who is seeking active exempt status shall do so in writing to the board of directors. An active ordinary member is eligible for exempt status when years in Rotary and age equal 85. Such request shall be considered at a regular meeting of the board as a motion and upon approval of the motion the member's status will be changed. The secretary will inform of member of the change in status and revise the club's database to reflect the change in type of membership.

Article 14 *Resolutions*

The club shall not consider any resolution or motion to commit the club on any matter until the board has considered it. Such resolutions or motions, if offered at a club meeting, shall be referred to the board without discussion

Article 15 *Order of Business*

- 1) Meeting called to order
- 2) Songs
- 3) Sergeant-At-Arms Report
- 4) Introduction of Visitors
- 5) Recognitions
 Literacy

Greeters' Head Table

Introductions

6) Announcements

7) Program

8) Committee Reports

9) Adjournment

Article 16 *Rotary Foundation of Quincy*

Section 1 - This club shall sponsor Rotary Foundation of Quincy, a nonprofit corporation, organized under the General Not for Profit Corporation Act of the State of Illinois which said corporation shall be managed by a Board of Five Trustees to be appointed by the President of the club with the approval of the Board of Directors of the club as provided in the by-laws of said corporation.

Section 2 - The club shall cooperate with said Rotary Foundation of Quincy in every way possible to further the aims and objects of Rotary, and the charitable undertakings of the club shall be carried out through Rotary Foundation of Quincy, where it is feasible to do so.

Article 17 *Amendments*

These bylaws may be amended at any regular meeting, a quorum being present, by a two-thirds vote of all members present, provided that notice of such proposed amendment shall have been mailed to each member at least ten (10) days before such meeting. No amendment or addition to these bylaws can be made which is not in harmony with the standard Rotary club constitution and with the constitution and bylaws of RI.