



Bylaws of the Rotary Club of Quincy, Illinois **(Approved June 2021)**

Article 1 - Definitions

- Board: The club's board of directors
- Director: A member of the club's board of directors
- Member: A member of the club, other than an honorary member
- Quorum: The minimum number of participants who must be present when a vote is taken:
 - one-third of the club's members for club decisions and a majority of the directors for club board decisions
- RI: Rotary International
- Year: The 12-month period that begins on July 1 and ends on June 30

Article 2 - Board

The governing body of this club is its board of directors, consisting of fifteen members, namely, the president, president-elect, president nominee, secretary, treasurer, the immediate past president and nine directors elected in accordance with Article 3, Section 1 of these bylaws. At a minimum, the Board will include the president, immediate past president, president-elect, secretary, and treasurer.

Article 3 - Elections and Terms of Office

- Section 1 - One month before elections, members nominate candidates for president, president elect, president nominee, secretary, treasurer and any open director positions. The nominations may be presented by a nominating committee, to include the President, President Elect, President Nominee, one Past President and one Board member at large. Nominations may also be made by club members from the floor. Elected candidates shall commence serving their terms on July 1.
- 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 or board member vacates his or her position, the remaining members of the board will appoint a replacement.
- Section 4 - If any officer-elect or director-elect vacates a position, the remaining members of the board-elect will appoint a replacement.
- Section 5 - The terms of office for each role are:
 - President - One year
 - President Elect - One year. The president elect shall serve as a director for the year commencing on the first day of July following the election, and shall assume office as president on July 1 of the immediately following year.
 - President Nominee) - One year. The candidate for president nominee shall serve as a director for the year commencing on the first day of July following the election, and shall assume office as president-elect on July 1 of the immediately following year.



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- Treasurer - Three-year term with a maximum of two continuous terms.
- Secretary - Three-year term with a maximum of two continuous terms.
- Sergeant-at-arms - Three-year term with a one term limit
- Director - Three years

Article 4 - Duties of the Officers

- Section 1 - The president presides at club and board meetings.
- Section 2 - The immediate past president serves as a director on the club board.
- Section 3 - The president-elect presides at club and board meetings when the president is absent. The president-elect prepares for his or her upcoming year in office as president and coordinates the program calendar.
- Section 4 - The president-nominee presides at club and board meetings when the president and president-elect are absent. The president nominee prepares for his or her upcoming year in office as vice-president/president elect and serves as a director.
- Section 5 - A director attends club and board meetings.
- Section 6 - The secretary keeps membership and attendance records.
- Section 7 - The treasurer oversees and provides an annual accounting of all funds.
- Section 8 - The sergeant-at-arms maintains order in club meetings.

Article 5 - Meetings

- Section 1 - An annual meeting of this club is held no later than 31 December to elect the officers and directors who will serve for the next Rotary year.
- Section 2 - This club meets on Tuesdays at Noon. Reasonable notice of any change or cancellation of the regular meeting will be given to all club members.
- Section 3 - Board meetings are held on the second Tuesday of each month. Special meetings of the board are called with reasonable notice by the president or upon the request of two directors.



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Article 6 - Fees, Dues, Meals

- Section 1 – Active Ordinary Members are assessed the membership dues in an amount that shall be set by the Board.
 - All active ordinary members pay dues as set by the club for ordinary members. Their dues include all fees and meals. 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.
 - The following positions may be offered reduced fees during their terms of service as determined by the Rotary Board: president, president elect, secretary, treasurer, and communications coordinator.

- Section 2 – Active Exempt Members, Honorary, and Members on leave are to be tracked and charged meals as they attend. The membership dues amount shall be set by the Board.
 - Active exempt members shall pay dues as set by the club for exempt members. Active exempt members shall be charged for a meal for only those meetings attended.
 - Honorary members do not pay membership dues, and the Club shall pay their subscription to the Rotarian magazine. Honorary members shall pay for a meal when they attend a meeting.
 - Members who are granted leave shall not be charged for meals during the length of their leave of absence and will be charged dues as active exempt.

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 and directors, which is conducted by individual vote using either a paper ballot or an electronic voting method. The board may also provide a ballot for a vote on some resolutions.

Article 8 - Committees

- Section 1 - Committees shall be appointed by the President, subject to the approval of the Board. Club committees coordinate their efforts to achieve the club's annual and long- term goals. The Club should have the committees listed in article 13, section 6 of the Constitution of the Rotary Club of Quincy, Illinois.

- Section 2 - The president is an ex officio member of all committees and, as such, has all the privileges of membership.

- Section 3 - Each committee chair is responsible for the regular meetings and activities of the committee, supervises and coordinates its work, and reports to the board on all committee activities.



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Article 9 - 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, via the Application for Membership. 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 Constitution of the Rotary Club of Quincy, Illinois.
- 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 – Following the election, the president and secretary 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 New members will complete the Red Ribbon program, which encourages engagement with Club meetings, networking with other members and involvement in Rotary projects.
- Section 6 – 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 7 – 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 is a minimum of 25 years plus 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.



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Article 10 - 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. (Note: 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 Constitution of the Rotary Club of Quincy, Illinois is not computed in the attendance record of the club.)

Article 11 - Finances

- Section 1 – Prior to the beginning of each fiscal year, the Treasurer 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.
 - The Board will approve the budget and present the final budget to the full membership.
- 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 July 1 - June 30. The collection of members' dues shall be divided into quarterly statements or a period as determined by the Rotary Board. The payment of per capita dues and Rotary International official magazine subscriptions shall be made on July 1 and January 1 of each year on the basis of the membership of the club on those dates.
- Section 7 – Club members will receive an annual report of the Club's financial position.

Article 12 - 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.



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Article 13 - Rotary Foundation of Quincy

The club shall cooperate with the 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 14 - Amendments

These bylaws may be amended at any regular club meeting. Changing the club bylaws requires sending written notice to each member 10 days before the meeting, having a quorum present for the vote, and having two-thirds of the votes support the change. Changes to these bylaws must be consistent with the Constitution of the Rotary Club of Quincy, Illinois, the Standard Rotary Club Constitution, the RI Constitution and Bylaws, and the Rotary Code of Policies.