

Bylaws of the Rotary Club of Boone, Iowa

Article 1 – Definitions

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

Article 2 – Board

The governing body of this club shall be the board consisting of ten members of this club, namely, the president, president-elect, president-nominee, secretary, treasurer, financial secretary, four 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 for both, noon and evening, one month prior to the meeting for election of officers, the presiding officer shall ask for nominations by members of the club for president, president-elect, president-nominee, secretary, treasurer, financial secretary, and four directors. The nominations may be presented by the board or by members from the floor, by either or by both 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, president-elect, president-nominee, secretary and treasurer receiving a simple majority of the votes shall be declared elected as such officers and they will take office on the following July 1st. The four candidates for directors receiving a simple majority of the votes shall be declared elected as directors and they will also take office on the following July 1st. An evening club member must hold one of the director seats on the Board unless no one is interested in filling that position.

Section 2 – The sergeant-at-arms shall be appointed by the president of the club.

Section 3 – A vacancy in the board or any office shall be filled by action of the current officers and directors who currently comprise the board as they see fit. The board must maintain a minimum of six members until the election the following year or the board must elect another director to fill the vacancy.

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, send out notice of club and board meetings and to perform other duties as ordinarily pertain to the office of President.

Section 2 – Immediate Past President. It shall be the duty of the immediate past President to serve as a director and to provide guidance to the President in support of the duties that ordinarily pertain to this office.

Section 3 – President-Elect. It shall be the duty of the President-Elect to serve as a director and to preside at meetings of the club and the board in the absence of the President. In addition, the President-Elect will perform such other duties as may be prescribed by the President or the board.

Section 4 – President-Nominee. It shall be the duty of the President-Nominee to serve as a Director and to preside at meetings of the club and the board in the absence of the President and President-Elect and to perform other duties as ordinarily pertain to the office of President-Nominee.

Section 5 – Secretary. It shall be the duty of the secretary to keep membership records, record and preserve the minutes of each board meeting; report as required to RI, including semiannual reports of membership on January 1st and July 1st of each year, and prorated reports on October 1st and April 1st of each active member who has been elected to membership in the club since the start of July or January semiannual reporting period; report changes in membership; collect and remit RI official magazine subscriptions; and perform other duties as usually pertain to the office of secretary.

Section 6 – 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 pertains 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 7 – Financial Secretary. It shall be the duty of the Financial Secretary to help the Treasurer to receive all funds and deposit accordingly, help to keep an account of any pledges received and donated funds, and to perform other duties as pertains to the office of Financial Secretary.

Section 8 – 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 – An annual meeting of this club for the election of officers shall be held no later than December 31st of each year. One meeting for the noon club, one meeting for the evening club.

Section 2 – The regular meetings of the noon club shall be held on Wednesday's at noon. Regular meetings of the evening club shall be held on the 1st and 3rd Monday of the month at 5:30pm. Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club.

Section 3 – One-third of membership shall constitute a quorum at the annual and regular meetings of this club for either a noon or evening meeting.

Section 4 – Regular meetings of the board shall be held each month at an agreed upon time and location that the newly elected board sees fit. Once a time and location are decided, this must be communicated to membership. Special meetings of the board shall be called by the president whenever deemed necessary, or upon request of a director.

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

Article 6 – Fees and Dues

The membership dues shall be assessed to the members on a quarterly basis. Dues shall include, RI dues and any other fees the membership approves, including, but not limited to, weekly meal costs and special club assessments.

While we value all members of our club, there are practical financial considerations which require us to establish limits regarding delinquencies in payment of quarterly dues. While the board can consider a possible extension in the case of extenuating circumstances, the policy will be to remove a member from the membership of the club if they fall three quarters behind in their payments. After a member is two quarters behind, a reminder letter will be sent in hope the account will be brought up to date, or some payment plan can be established by the board. If no payment is received after the third quarter of dues goes unpaid, the member will be dropped from the club's role.

Article 7 – Method of Voting

The business of the noon and evening clubs shall be transacted by *viva voce** vote. Election of officers and directors shall also be by *viva voce* vote unless, prior to the vote, a motion is made and approved by the memberships to conduct the vote 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 assent.)

Article 8 – Avenues of Service

The 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 Youth Services. This club will strive to be active in each of the 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 Avenues of Service. The president, president-elect and immediate past-president should work together to ensure continuity of leadership and succession planning. When feasible, committee members should be appointed to the same committee for three years to ensure consistency. The president-elect is responsible for appointing committee members to fill vacancies, appointing committee chairs and conducting planning meetings prior to the start of the year in office. Standing committees should be appointed as follows:

1. Membership – This committee will develop and implement a comprehensive plan for recruitment and retention of members.
2. 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.
3. Service Projects/Fundraisers – These committees will develop and implement plans to support specific service projects and/or fundraisers supported by the club.
4. The Rotary Foundation – This committee will develop and implement plans to support activities of The Rotary Foundation through both financial contributions and program participation.

Additional committees may be appointed by the president or board as needed.

- (a) The president shall be ex officio a member of all committees and, as such, shall have all the privileges of membership thereon.
- (b) Each committee shall transact its business as is delegated to it in these bylaws, the president or the board.
- (c) Each chair shall be responsible for regular meetings and activities of the committee, shall supervise and coordinate the work of the committee and shall report to the board on all committee activities.

Article 10 – Duties of Committees

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 refer to appropriate RI materials. The service project committee will consider vocational service, community service and international service avenues 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 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 by the Board excusing a member from attending the meetings of the club for a specified length of time. Leaves of Absence that are granted shall be for no more than a six-month period. The Board may grant additional leaves of absence on a case-by-case basis.

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.

Section 2 – The Financial Secretary shall deposit all club funds in financial institutions approved by the board.

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 – The fiscal year of this club shall extend from July 1st to June 30th, and for the collection of members' dues shall be divided into four (4) quarterly periods extending from July 1st to September 30th, October 1st to December 31st, January 1st to March 31st, and April 1st to June 30th. The payment of RI per capita dues and other charges shall be made based upon our July 1st and January 1st membership on those dates.

Article 13 – Method of Electing Members

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

Section 2 – The board shall ensure that proposed members meet all membership requirements of the standard Rotary club constitution.

Section 3 – The board shall approve or disapprove the proposal for membership within 30 days of notification and shall notify the proposer 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 they shall be requested to sign the membership proposal form and to allow his or her name to be published or verbally announced to the club for proposed membership.

Section 5 – If no written objection to the proposal is received by the board from any member within seven days following the second publication or verbal announcement at a regular meeting, that person, as prescribed in these bylaws, shall be considered to be elected to membership and is responsible for all customary club dues and fees at the start of the following quarter of billing. If any such objection has been filed with the board, it shall consider the objection and vote on the membership proposal at its next meeting. If approved despite the objection, the proposed member shall be an elected member.

Section 6 – Following the election, the president shall arrange for the new member's induction, name tag, Rotary pin and new member literature. In addition, the president or secretary will report the new member information to RI.

Section 7 – The club may elect, in accordance with the standard Rotary club constitution, honorary members proposed by the board and voted on by ballot vote or viva voce vote at a club meeting with a simple majority vote.

Article 14 – Event of a Death

Section 1 – The death of a current member the club will send a suitable card to the family; The club will make a \$100 donation in memory of the deceased to the family's charity of choice. If a charitable organization is not specified by the family, a \$100 donation in memory of the deceased will be made to The Rotary Foundation. The cost as defined is automatically approved by the board and not requiring further approval; Arrangements are to be made with the funeral director to ensure the Rotary Wheel is present at the visitation and/or funeral service; members are encouraged to attend the visitation and/or funeral service if open to the public; The deceased member's name should be taken off all communications as soon as reasonably possible; RI and treasurer are to be notified and membership list amended as appropriate along with billing adjusted.

Section 2 – The death of a current club member's immediate family, which is defined as spouse or child the club will send a suitable card to the family; The club will make a \$75 donation in memory of the deceased to the family's charity of choice. If a charitable organization is not specified by the family a sympathy items in the form of a flower arrangement or house plant shall be sent to the family at a cost of no more than \$75. The cost as defined is automatically approved by the board and not requiring further approval; members are encouraged to attend the visitation and/or funeral service if open to the public.

Section 3 – The death of a member of extended family or the death of a past member's spouse the current President of the club is use his or her discretion in recognizing the occasion. Club funds to be used must be approved by the board.

Article 15 – 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 16 Order of Business

The Order of Business for noon and evening meetings need not be the same.

Noon Club Meetings:

1. Meeting called to order
2. Boone Rotary Anthem
3. Pledge of Allegiance
4. Invocation
5. Four-Way Test
6. Introduction of guests
7. Announcements
8. Happy Dollars
9. Program
10. Adjournment

Evening Club Meeting:

1. Meeting called to order
2. Four-Way Test
3. Club Business, Program and/or Service Project
4. Adjournment

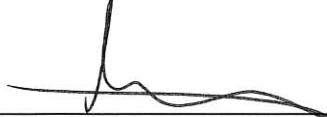
On occasion, either club can modify its usual Order of Business to accommodate unusual circumstances.

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 announced to all members in some form of written communication at least 14 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 of bylaws of RI.

APPROVAL:

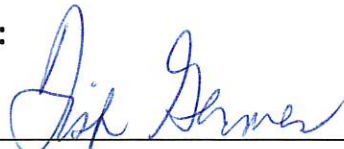
These Bylaws were approved by a two-thirds majority of a quorum of the current members at a regular meeting of the noon club on February 24th, 2021 and evening club on March 1st, 2021



Matthew Elthon, President

4/13/21

Date

ATTEST:


Tish Germer, Secretary

4/13/21

Date