

Bylaws for the Rotary Club of Ames, Iowa

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Bylaws of the Rotary Club of Ames, Iowa

Article 1 Definitions

1. Board: The board of directors of this club.
 2. Director: A director on this club's board.
 3. Member: A member, other than an honorary member, of this club.
 4. 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.
 5. RI: Rotary International.
 6. Year: The 12-month period beginning 1 July.
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Article 2 Board

The governing body of this club is its Board of Directors, consisting of the Executive Board which includes the Club President, Immediate Past President, President – Elect, President – Elect Designee, and elected board members. The Executive Secretary serves as an Ex-Officio member of the board.

The Board of Directors will follow the Standard Code of Parliamentary Procedure during all meetings.

Article 3 Elections and Terms of Office

Section 1 — The President – Elect and President – Elect Designee, along with appointed members of the club, will form a nominating committee, with the mission of identifying a Slate of Officers for the upcoming Rotary year. The nominating committee will identify club members to fill vacant board seats and the next President – Elect Designee, who is in succession to be Club President. Once the nominating committee agrees, the President - Elect will ask those identified if they would serve in the requested capacity.

Once the Slate of Officers is established, the proposed Slate of Officers will be presented to the Board of Directors for their consideration and approval. After board approval, the club members are informed of the Slate of Officers. The members are asked to consider the Slate of Officers for at least two weeks and inform the President – Elect of any other members to consider.

After the members have considered the Slate for at least two weeks, the Slate of Officers is voted on by the members present at an in-person meeting.

Section 2 — If any officer or board member vacates their position, the remaining members of the board will appoint a replacement to serve the remainder of the term.

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	<u>One Year</u>
President – Elect	<u>One Year</u>
President – Elect Designee	<u>One Year</u>
Immediate Past President	<u>One Year</u>
Director	<u>Two Years, with the option to serve another two – year term.</u>
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Article 4 Duties of the Officers

Section 1 — The Club 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 prepares for his or her year in office and serves as a director and presides at club and board meetings when the president is absent. The President – Elect serves on the Rotary Club of Ames Foundation Board of Directors and oversees programs for the club.

Section 4 — The President – Elect Designee prepares for his or her year and serves a chair of the Membership committee.

Section 5 — A director attends club and board meetings.

Section 6 — The Executive Secretary keeps and maintains membership and club records and materials and oversees club funds and provides a monthly accounting of them to the board of directors.

Section 7 — The Executive Secretary is an employee of the Rotary Club of Ames and serves at the discretion of the Club President and board of directors. The board of directors shall conduct an annual review of performance of the Executive Secretary. Annual salary for the Executive Secretary's position is to be negotiated every three years, or as the board decides.

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 as follows: Reasonable notice of any change or cancellation of the regular meeting will be given to all club members.

Section 3 — Board meetings are held each month. Special meetings of the board are called with reasonable notice by the president or upon the request of two directors.

Article 6 Dues

Club dues include RI per capita dues, Rotary Magazine subscription, district per capita dues, club fees, and any other Rotary or district per capita assessment.

Article 7 Method of Voting

The business of this club is conducted by voice vote or a show of hands for the election of officers and directors.

Article 8 Committees

Section 1 — This club's committees are as follows:

- a. Membership: Identifying and Recruiting New Members
- b. Foundation: Liaison with The Rotary Foundation
- c. Global Grants: Identifying and Working with Grant partners.
- d. Literacy: Liaison with Raising Readers and other literacy projects
- e. Music: Weekly songs
- f. Programs: Identifying Guest speakers.

Section 2 — The president is an ex officio member of all committees.

Section 3 — Each committee's 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.

Article 9 Finances

Section 1 — Before each fiscal year starts, the board prepares an annual budget of estimated income and expenditures.

Section 2 — The Executive Secretary deposits club funds in a financial institution or institutions designated by the board.

Section 3 — The Executive Secretary or member of the Executive Board may write checks to pay expenses. Only members of the Executive Board may sign the checks.

Section. An Audit Committee consisting of 3 – 5 members of the club will conduct a formal review of the year-end financial records.

Section 5 — The annual budget will be provided to any club member by request.

Section 6 — The fiscal year is from 1 July to 30 June.

Article 10 Method of Electing Members

Section 1 — A member of this club or another club proposes a candidate for membership to the board and/or the membership committee.

Section 2 — The board approves or rejects the candidate's membership within 30 days and notifies the proposing member of its decision.

Section 3 — If the board approves the candidate's membership, the candidate's nomination for membership is forwarded to the club membership for consideration. After seven (7) days, if there are no objections, the candidate is accepted into membership.

Article 11 Review of Club Documents

Section 1 – The Board of Directors will conduct a review of all club documents every three year and/or recommend changes as needed. These changes will be approved by the board; after which the revised documents will be presented to the membership for consideration and approval per club bylaws and policies.