

BYLAWS OF THE AMES MORNING ROTARY CLUB

ARTICLE I

Election of Board of Directors and Officers

Section 1 – A nominating committee consisting of the immediate past president as chair and two other members appointed by the current president shall present a slate of nominees for the board of directors, president-elect, secretary, treasurer and sergeant at arms. The proposed slate shall be communicated to the membership at least 2 weeks prior to the annual meeting. Members may make further nominations until the close of the regular meeting preceding the annual meeting by communicating with the secretary. These nominations shall be placed upon the ballot prepared by the secretary. The candidates securing the highest votes for each office shall be declared elected for terms beginning July 1 following their election.

Section 2 – The secretary, treasurer, and sergeant at arms elected at this meeting shall become ex-officio members of the board in the year for which they are elected to serve and shall have such responsibilities and privileges of membership thereon as the board may determine.

Section 3 – A vacancy in the board of any office shall be filled by action of the remaining members of the board except that the president-elect shall serve any unfilled term of the current president.

Section 4 – A vacancy in the position of any officer-elect or director-elect shall be filled by action of the remaining members of the board who will serve during the ensuing year.

ARTICLE II

Board of Directors

Section 1 – The governing body of the club shall be the board of directors (herein referred to as the board), elected in accordance with Article I, Section I, of these bylaws. Board members are elected to a two year term, with three members elected each year. Members may be re-elected after being off the board for at least a year.

Section 2 – The three members elected in accordance with Article I, Sections 1 and 4 of these bylaws shall serve as ex-officio members of the board until their term begins.

ARTICLE III

Duties of Officers

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

Section 2 – PRESIDENT-ELECT. It shall be the duty of the president-elect to preside at meetings of the club and board in the absence of the president, serve as chair of the program committee and to perform such other duties as ordinarily pertain to this office.

Section 3 – SECRETARY. It shall be the duty of the secretary to keep the records of membership, record the attendance at meetings, send out notices of meetings of the club, board and committees, record and preserve the minutes of board meetings, make the required reports to Rotary International, including the semi-annual reports of membership, which shall be made to the general secretary of Rotary International on January 1st and July 1st of each year, the report of changes in membership, which shall be made to the general secretary of Rotary International, the monthly report of attendance at the club meetings which shall

be made to the District Governor immediately following the last meeting of the month, collect and remit to Rotary International subscriptions to the Rotarian, and perform such other duties as usually pertain to this office.

Section 4 – TREASURER. It shall be the duty of the treasurer to have custody of all funds, accounting for same to the club annually and at any other time upon demand by the board and to perform such other duties as usually pertain to this office. Upon retirement from office, the treasurer shall relinquish possession of all funds, books of accounts, and any other club property to the successor treasurer or to the president.

ARTICLE IV

Meetings

Section 1 – An Annual Meeting of the club shall be held at a regular meeting in November or December as determined by the board in each year, at which time the election of directors to serve for the ensuing year shall take place.

Section 2 – The regular weekly meetings of the club shall be held on Wednesday at 7:00 A. M. 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 the membership shall constitute a quorum at the annual and regular meetings of the club.

Section 4 – Regular meetings of the board shall be held as scheduled by the board. Special meetings of the board shall be called by the president whenever deemed necessary, or upon the request of two members of the board, due notice having been given.

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

ARTICLE V

Fees and Dues

Section 1 – The admission fee shall be \$25.00 to be paid before the applicant can qualify as a member.

Section 2 – The membership dues shall be determined by the board, payable on the first day of July, October, January and April, which includes one-fourth of the annual cost of a subscription to The Rotarian magazine.

Section 3 – The meal charges shall be as determined by the board, payable in advance on the first day of July, October, January and April.

ARTICLE VI

Method of Voting

The business of the club shall be transacted by voice vote except the election of officers and directors, which shall be by ballot.

ARTICLE VII

Committees

Section 1 – The president shall, subject to the approval of the board, appoint the following committees:

CLUB SERVICE COMMITTEE VOCATIONAL SERVICE COMMITTEE
COMMUNITY SERVICE COMMITTEE INTERNATIONAL SERVICE COMMITTEE

Section 2 – The president shall, subject to the approval of the board, appoint one director to supervise each area of club activities listed in Section I of this Article.

Section 3 – The president-elect shall, subject to the approval of the board, appoint the program committee.

Section 4 – Where feasible and practicable in the appointment of club committees, there should be provision for continuity of membership by reappointing not less than one-half of the members from the previous year.

Section 5 – The board may eliminate or create committees in order to accommodate the needs and activities of the club.

Section 6 – The president and the director supervising each area of club activities shall be ex-officio members of their committees and, as such, shall have all the privileges of membership thereon.

Section 7 – Each committee shall transact such business as is delegated to it in the bylaws and such additional business as 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 and approved by the board.

ARTICLE VIII

Duties of Committees

The president shall, subject to the approval of the board, assign such duties as are necessary to the committees in order to accommodate the needs and activities of the club.

ARTICLE IX

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.

ARTICLE X

Finances

Section 1 – The treasurer shall deposit all funds of the club in financial institutions approved by the board.

Section 2 – All bills shall be paid only by checks signed by the treasurer. A thorough audit by a certified public accountant or other qualified person shall be made once each year of all the club's financial transactions.

Section 3 – Officers having charge or control of funds shall give bond as may be required by the board or the safe custody of the funds of the club, with the cost of bond to be borne by the club.

Section 4 – The fiscal year of this club shall extend from July 1st to June 30th and, for the collections of members' dues, shall be divided into four quarterly periods. The payment of per capita dues and magazine subscriptions to Rotary International shall be made on July 1st of each year on the basis of the membership of the club on those dates.

Section 5 – At the beginning of each fiscal year, the budget and finance committee shall prepare for board approval a budget of estimated income and estimated expenditures for the year, which shall stand as the limit of expenditures for the respective purposes unless otherwise ordered by action of the board.

ARTICLE XI

Method of Electing Members

Section 1 – ACTIVE MEMBERS.

The name of a prospective member proposed by an active member of the club shall be submitted to the membership committee in writing through the club secretary. The proposal for the time being shall be kept confidential except as otherwise provided in the procedure.

The membership committee shall consider and report to the board on the eligibility of the proposed member from the standpoint of classification, character, business and community standing, and general eligibility. The board shall consider and approve or disapprove the recommendations of the membership committee and shall then notify the proposer, through the club secretary, of its decision.

If the decision of the board is favorable, the proposer, together with one or more members of the board, shall inform the prospective member of the purposes of Rotary and of the privileges and responsibilities of membership in the club, following which the prospective member shall be requested to give permission for communication of name and proposed classification to the club.

If no written objection to the proposal stating reasons is received by the board from any members of the club within seven days following publication of the name of the prospective member, upon payment of the admission fee as prescribed in Article V of these bylaws, the prospective member shall be considered to be elected to membership.

If any objection has been filed with the board, it shall consider the same at any regular or special meeting of the board and shall ballot on the proposed member. If not to exceed two negative votes are cast by the members of the board in attendance at such regular or special meeting, the proposed member, upon payment of the prescribed admission fee, shall be considered to be elected to membership.

The member shall be formally introduced as a new member at a regular meeting of the club.

The name of a proposed candidate for re-election as an active member shall be submitted to the board in writing, and the election shall be in the same form and manner as prescribed for the election of an active member, provided that such proposal may be considered at the 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 I of this Article, and proceed to ballot on the proposed member. If not to exceed two negative votes are cast by the members of the board in attendance at the regular or special meeting, the proposed member shall be considered duly elected.

Section 2 – HONORARY MEMBERS.

The name of a proposed candidate for honorary membership shall be submitted to the board in writing, and the election shall be in the same form and manner as prescribed for the election of any active member, provided 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 set forth in Section I of this Article and proceed to ballot on the proposed member. If not to exceed two negative votes are cast by the members of the board in attendance at the regular or special meeting, the proposed member shall be considered duly elected.

ARTICLE XII

Resolutions

No resolution or action to commit the club on any matter shall be considered by the club until it has been considered by the board. Such resolutions or motions, if offered at a club meeting shall be referred to the board without discussion.

ARTICLE XIII

Order of Business

The order of business at any meeting of the board or the club shall be determined by the president.

ARTICLE XIV

Amendments

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

Board Policies

EXCUSE FROM MEETINGS – The board may grant a member an excuse from four or fewer consecutive meetings for good and sufficient cause, provided it is requested. No credit for meal charges will be granted.

LEAVE OF ABSENCE – The board may grant a member a leave of absence from five or more consecutive meetings for good and sufficient cause, provided it is requested. A credit for meal charges will be granted for meetings not attended.

MEMORIAL CONTRIBUTION – A memorial contribution is \$25.00 will be made to the designated memorial of a deceased member in lieu of sending flowers for the funeral.

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