

Bylaws of the Rotary Club of Ankeny, Iowa

Article I: Definitions

1. Club: Rotary Club of Ankeny
2. Board: The Board of Directors of the Rotary Club of Ankeny.
3. Director: A member of the Board of Directors of the Rotary Club of Ankeny.
4. Member: A member, either Active, Corporate, or Honorary, of the Rotary Club of Ankeny.
5. RI: Rotary International.
6. Year: The twelve-month period that begins on July 1 and runs through June 30.

Article 2: Board

The governing body of the Club shall be a Board consisting of twelve (12) members, namely six (6) directors elected in accordance with Article 3, Section 1, of these bylaws, and the president, president-elect, president-nominee, secretary, treasurer, and the immediate past president. The president elect shall assume the position of president on the first day of July following the conclusion of the president's term of office. The president-nominee will assume the position of president-elect on the same date.

Article 3: Election of Directors and Officers

Section 1: One month prior to the meeting for election of officers for the coming year, members of the Club may nominate candidates for president-nominee, secretary, treasurer, and six (6) directors, who will also serve as committee chairs. Nominations may also be presented by a nominating committee which shall consist of the current president, president elect, and past president. The nominations duly made shall be placed on a ballot in alphabetical order under each office and shall be voted for at a regular meeting in February. The candidates for president-nominee secretary, and treasurer receiving a majority of the votes shall be declared elected to their respective offices. The six (6) candidates for director receiving a majority of the votes shall be declared elected as directors.

Section 2: The officers and directors, so elected, together with the president, president elect, and immediate past president shall constitute the Board for the year commencing on the first day of July immediately following the election.

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

Section 4: If after the date of the election but prior to July 1, there is 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 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 president-elect.

Section 3: *President-nominee* – It shall be the duty of the president-nominee to serve as a director and to perform such other duties as may be prescribed by the president or the Board including assigning members to be responsible for speakers.

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 semi-annual reports of membership on January 1 and July 1 of each year; report changes in membership; provide the monthly attendance report, which shall be made to the district governor within fifteen (15) days of the last meeting of the month; collect and remit RI official magazine subscriptions; preserve 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 Board monthly and 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.

Article 5: Meetings

Section 1: *Annual Meeting* – An annual meeting of the Club shall be held in the month of June in each year, at which time the induction of officers and directors to serve for the ensuing year shall take place.

Section 2: The regular weekly meetings of the Club shall be held on Tuesday at 11:45. Due notice of any changes in or canceling of the regular meeting shall be given to all members of the Club by website announcement, email, or other electronic means. All members excepting an honorary member or member on Leave, pursuant to Article 11, in good standing with the Club, on the day of the regular meeting, must be counted as present or absent, and attendance must be evidenced by the members being present for at least sixty percent (60%) of the time devoted to the regular meeting, either of the Club or at any other Rotary club, or as otherwise provided for making up meetings.

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 at noon on the 2nd Thursday of each month at a location selected by the president. 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. The Board may also act upon any matter deemed necessary by the President by responding by email to an email forwarded by the Secretary.

Section 5: A simple majority of the directors shall constitute a quorum of the Board. Any member of the Club may attend and participate in Board meetings.

Section 6: Minutes of all regular and special Board meetings and treasurer's reports shall be made available to all members, but not to the general public, through the Club's web site or other means determined by the Board.

Section 7: The Club shall, at the discretion of the Board, sponsor a "Satellite" club to meet at a time and place to be determined by its members with the intention of applying for its own charter.

Article 6: Fees and Dues

Section 1: An admission fee, in an amount to be determined by the Board, shall be paid before the applicant can qualify as an active member. No admission fee is required to be paid by an applicant transferring his membership from another Rotary club to the Club, a former member requesting reinstatement to the Club, or an honorary member.

Section 2: Membership dues, in an amount to be determined by the Board, are payable quarterly on the first day of July, October, January, and April. It is understood a portion of all quarterly dues shall be applied to each member's RI and District 6000 dues and a subscription to the RI official magazine.

Section 3: Members of the Satellite club, if one is established, may establish an alternative dues structure with the consent of the Board.

Section 4: The Board may establish a special arrangement, including waiving all dues, for a member who is temporarily unable to fulfill his or her financial obligations to the Club.

Section 5: A notice, in writing or by email, will be sent to any member failing to pay their dues within sixty (60) days after the scheduled due date. If payment is not received within thirty (30) days of receipt of the notice, said membership will be subject to termination by the Board.

Article 7: 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. The Board may determine that a specific resolution be considered by ballot rather than by voice vote.

Article 8: Five Avenues of Service

The five Avenues of Service are the philosophical and practical framework for the Club's commitment to service at home and abroad. These areas of service are Club Service, Vocational Service, Community Service, International Service, and Youth Service. The Club will 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 five Avenues of Service. The president-elect, president 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 and each committee should have a co-chair. The president-elect is responsible for appointing committee members to fill vacancies, appointing committee chairs and co-chairs, and conducting planning meetings prior to the start of their year in office. It is recommended that the chair have previous experience as a co-chair or member of the committee. Standing committees should be appointed as follows:

- **Membership**

This committee should develop and implement a comprehensive plan for the recruitment and retention of members.

- **Public Relations**

This committee should develop and implement plans to provide the public with information about Rotary and to promote the Club's service projects and activities.

- **Service**
This committee should develop and implement educational, humanitarian and vocational projects that address the needs of its community and communities in other countries.
- **Foundation**
This committee should develop and implement plans to support The Rotary Foundation through both financial contributions and program participation.
- **Social**
This committee should develop and implement activities outside of the normal club meeting times that involve members, prospective new members, and guests that provide entertainment, enhance relationships, and when appropriate fundraising.
- **Youth Services**
This committee should develop and implement projects that demonstrate the importance of empowering youth and young professionals through leadership development programs such as Rotaract, Interact, Rotary Youth Leadership Awards (RYLA), and Rotary Youth Exchange.

Additional ad hoc committees may be appointed as needed.

- (a) The president shall be an ex officio 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 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 committee shall **not** take action until a report has been made and approved by the Board.
- (c) The chair of each committee 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 make reference to appropriate RI materials. 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, a 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. Generally, a leave will be granted for up to three (3) months at a time and shall not exceed six (6) months in total. If a leave is granted, the member's absence is not included in attendance calculations.

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 to the Club's operations and one in respect to charitable and service donations.

Section 2: The treasurer shall deposit all of the Club's funds in a bank, named by the Board.

Section 3: All bills for budgeted operating expenditures including District and RI dues shall be paid by the treasurer or other authorized officer with no further action required by the Board, however, the treasurer will report these payments to the Board at each monthly Board meeting. All donation requests, unbudgeted operational expenditures, and operating expenditures exceeding budgeted amounts must have Board approval prior to payment.

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

Section 5: The fiscal year of the Club shall extend from July 1 to June 30 and for the collection of members' dues shall be divided into four (4) quarterly periods extending from July 1 to September 30, from October 1 to December 31, from January 1 to March 31, and from April 1 to June 30.

Section 6: The payment of per capita dues to RI and RI official magazine subscriptions shall be made as soon as practical after July 1 and January 1 of each year on the basis of the membership of the Club on those dates.

Section 7: The payment of per capita dues to the District shall be made as soon as practical after July 1 of each year on the basis of membership of the Club on that date.

Article 13: Method of Electing Members

Section 1: Membership in the Club is a personal membership, however, upon approval of the Board and under terms approved by the Board, a member of the Club may propose a company or firm for membership to the Club and specify that the membership be a "Corporate Membership". The name of a prospective member, either individual or corporate, may be proposed by an active member of the Club and shall be submitted to the Board in writing or through electronic means through the Club's 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's 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 required to sign the membership proposal form and 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, as prescribed in these bylaws, shall be considered to be elected to membership.

Section 6: If an objection has been filed with the Board, the Board shall vote on this matter at its next meeting. If approved, despite the objection, the proposed member, upon payment of the admission fee, as prescribed in these bylaws, shall be considered to be elected to membership.

Section 7: Membership in the Club shall in no way be limited based on gender, race, color, creed, national origin, age, or sexual orientation. The Board shall not disapprove a proposal due to the gender, race, color, creed, national origin, age, or sexual orientation of the prospective member. and any objection by any member to a proposal to membership based on gender, race, color, creed, national origin, age, or sexual orientation will not be considered.

Section 8: Following the election, the president shall arrange for the new member's induction, Rotary pin, 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 9: An active member may apply to the Board to change his membership to honorary by submitting a request in writing, or by electronic means, to the Board. The member must be in good standing and should be in one of the following categories to qualify for a change in membership status to honorary:

- Age 60 and above with five years of consecutive service to the Club and be a member in good standing.
- Age 50 to 59 with ten years of consecutive service to the Club and be a member in good standing.
- Up to age 50 with fifteen years of consecutive service to the Club and be a member in good standing.

All honorary members will be assessed a quarterly fee, in an amount to be determined by the Board and be asked to participate in the Paul Harris program. Honorary members who are delinquent in payments for two quarters will have their honorary membership revoked. Honorary members are not eligible to hold an office or to be a Director of the Club.

Section 10: The membership of any member may be terminated in accordance with the terms of the Standard Rotary Club Constitution, by the Board of Directors, for a reason which the Board may deem to be sufficient thereof, at a meeting called for that purpose.

Article 14: Protocols

Section 1: No member of the club shall take any action which might reasonably be construed as acting on behalf of the club without prior approval from the president or the board of directors.

Section 2: 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.

Section 3: The list of members of the club shall not be used by anyone for commercial, political or fundraising purposes.

Section 4: No member of the Club may use the name of the Club or of Rotary in any public or private promotion, advertisement, solicitation, or any other way that is not directly related to approved Rotary or Club endeavors. This restriction does not apply to listing Club membership, offices held, or awards as part of a legitimate curriculum vita.

Section 5: The custody, retention and destruction of the Club's records shall be governed by guidelines approved by the Board.

Article 15: 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 forwarded to each member at least ten (10) days before such meeting. This notification may be by mail, email, or other electronic means. 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.