

## **Bylaws of the Rotary Club of Davenport, Iowa**

### **Article 1 Definitions**

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

### **Article 2 Board**

The governing body of this club shall be the board consisting of thirteen members of this club, namely, the president, immediate past president, president-elect (or president-nominee, if no successor has been elected), vice-president, secretary, treasurer, and the sergeant-at-arms. At the discretion of the board, also added can be the six directors elected in accordance with article 3, section 1 of these bylaws.

### **Article 3 Election of Directors and Officers**

**Section 1** – At a regular meeting one month prior to the meeting for election of officers, the presiding officer shall ask for nominations by members of the club for president, vice-president, secretary, treasurer, and six directors. The nominations may be presented by a nominating committee or by members from the floor, by either or by both as a club may determine. If it is determined to use a nominating committee, such committee shall be appointed 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, vice-president, secretary, and treasurer receiving a majority of the votes shall be declared elected to their respective offices. The six candidates for director receiving a majority of the votes shall be declared elected as directors. The candidate for president elected in such balloting shall be the president-nominee. The president-nominee shall take the title of president-elect on the first day of July next following the election, and shall serve as an officer during that year. On 1 July immediately following that year, the president-elect shall assume office as president.

**Section 2** – The officers and directors shall constitute the board.

**Section 3** – A vacancy in the board or any office shall be filled by action of the remaining directors.

**Section 4** – 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 – *Immediate Past President*.** It shall be the duty of the immediate past president to serve as a director and to perform such other duties as may be prescribed by the president or the board.

**Section 3 – *President-elect*.** It shall be the duty of the president-elect to serve as a director and to perform such other duties as may be prescribed by the president or the board.

**Section 4 – *Vice-President*.** It shall be the duty of the vice-president 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 vice-president.

**Section 5 – *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 semiannual reports of membership on 1 January and 1 July of each year, which shall include per capita dues for all members and prorated dues for active members who have been elected to membership in the club since the start of the July or January semiannual reporting period; report changes in membership; provide the monthly attendance report, which shall be made to the district governor within 15 days of the last meeting of the month; 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 pertain 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 – *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 – *Annual Meeting*.** An annual meeting of this club shall be held at a regular meeting in December in each year, at which time the election of officers and directors to serve for the ensuing year shall take place.

**Section 2 –** The regular weekly meetings of this club shall be held on Monday at noon. Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club. All members excepting an honorary member (or member excused pursuant to the standard Rotary club constitution) in good standing in this club, on the day of the regular meeting, must be counted as present or absent, and attendance must be evidenced by the member's being present for at least sixty (60) percent of the time devoted to the regular meeting, either at this club or at any other Rotary club, or as otherwise provided in the standard Rotary club constitution, article 9, sections 1 and 2.

**Section 3 –** One-third of the membership shall constitute a quorum at the annual and regular meetings of this club.

**Section 4** – Regular meetings of the board shall be held monthly at a time designated by the board. 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.

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

#### **Article 6 Fees and Dues**

**Section 1** – The admission fee shall be determined by the Board and be paid before the applicant can qualify as a member, except as provided for in the standard Rotary club constitution, article 11.

**Section 2** – The membership dues shall be determined by the Board and will be payable quarterly on the first day of each quarter, with the understanding that a portion of each quarterly payment shall be applied to each member’s subscription to the RI official magazine.

#### **Article 7 Method of Voting**

The business of this club shall be transacted by *viva voce*\* 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 *viva voce* vote.

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*(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 New Generations Service. This 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 strategic goals of the club. The Executive Committee 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. It is recommended that the chair have previous experience as a member of the committee. If possible committee chairs should be appointed prior to the annual PETS training each year. Committees should be appointed as follows with a Board Member designated as liaison for each of the committees:

##### **Membership Committee**

This committee will be responsible for:

- Identifying individuals who would make good Rotarians and inviting them to join our Club
- Retaining existing Club members through serving as mentors, helping individuals

become involved in Club activities, and soliciting ideas for improvement to present to the Board of Directors.

- Introducing new members to the history and goals of the Club and to assist them in meeting members of the club and participating in club activities

### **Public Relations Committee**

This committee will promote club accomplishments and events to the public through various forms of media to educate and enhance the public's image of Rotary

### **The Rotary Foundation Committee**

Educates and promotes participation in The Rotary Foundation, and recognizes Paul Harris Fellows and contributions of members

### **Administration Committees**

These committees will conduct activities associated with the effective operation of the club.

- **Fun Fines Committee**  
Raise money for local projects through fun fines at Club meetings
- **Fundraising Committee**  
Responsible for developing projects to raise money for charitable giving by our Club
- **Invocation Committee**  
Provides meaningful invocations at the start of each Club meeting that respect and value all faith traditions
- **Jr. Rotarian Committee**  
Invites top seniors in Davenport high schools to Club meetings to recognize their achievements, help them gain an understanding of Rotary, and encourage their participation with our Club
- **Program Committee**  
Responsible for providing quality, diverse, educational and motivational programs to enhance the learning and enjoyment of Rotarians at Club meetings
- **Social Committee**  
Provides enjoyable opportunities for Rotarians to meet each other and build friendships.
- **Scholarship Committee**  
Responsible for distributing applications for scholarships, reviewing the applications, and administering the awards. Members of this committee include the current year Vice President, a permanent member representing the fund manager, and 5 members who serve rotating non-consecutive 3-year terms who are nominated by the chair and approved by the Board. The Chair will be nominated by the President-elect and approved by the Board.
- **New Member Committee**  
Membership includes those who have joined the club during the past 18 months. Goal is to get the new members involved in Rotary projects and if possible develop a project of their own.

## **Service Projects Committees**

These committees should develop and implement educational, humanitarian, and vocational projects that address the needs of its community and communities in other countries.

- **World Community Service Committee**

Develops relationships with others around the world for the purpose of working jointly on international service projects

- **International Committee**

Supports the exchange of students to different countries in order to promote international understanding through experiencing unique cultures of others

- **Local Community Service Committee**

Identifies, develops, and supports projects to benefit members of our local community

- **FAMSCO Committee**

FAMSCO was founded by District 6000 Rotarians for the purpose of gathering and shipping medical, emergency care, educational, and other supplies to communities in need in developing countries

- **Youth Harvest Committee**

Organizes and promotes the Youth Harvest Project that provide opportunities for underprivileged youth to attend a fall harvest event at the Pride of the Wapsi and other events. Projects are in cooperation with other local Rotary Clubs

## **Executive Committee.**

Subject to the control and direction of the Board of Directors, the Executive Committee (which shall comprise the President, President-Elect and Vice President) shall have authority of the Board of Directors to act in the intervals between meetings of the Board. Should the Executive Committee take action with financial impacts, the action shall be promptly reported to the Board for ratification.

Additional ad hoc committees may be appointed as needed.

(a) The president shall be *ex officio* as 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 committees shall not take action until a report has been made and approved by 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 reference appropriate RI materials and the Avenues of Service when developing plans for the year.

Each committee shall have a specific mandate, clearly defined goals, and action plans established by June 1 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, leave of absence may be granted excusing a member from attending the meetings of the club for no longer than twelve (12) months.

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*(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 Standard Rotary Club Constitution is not computed in the attendance record of the club.)*

#### **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 of club operations and one in respect of charitable/service operations.

**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 charitable/service projects.

**Section 3** – All expenditures shall be paid by the treasurer or other authorized officer only when approved by two other officers or directors. Charitable/service project expenditures will require two signatures and will only be made when funds are on deposit to cover the expenditure.

**Section 4** – A thorough review of all financial transactions by a qualified person not currently serving on the board shall be made once each year.

**Section 5** – Anyone 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 1 July to 30 June, and for the collection of members' dues shall be divided into four (4) quarterly periods. The payment of per capita dues and RI official magazine subscriptions shall be made on 1 July and 1 January of each year on the basis of the membership of the club on those dates.

#### **Article 13 Method of Electing Members**

**Section 1** – The name of a prospective member, proposed by an active member of the club, shall be submitted to the board in writing, through the club 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 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** – 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 (if not honorary membership), as prescribed in these bylaws, shall be considered to be elected to membership. If any such objection has been filed with the board, it shall vote on this matter at its next meeting. If approved despite the objection, the proposed member, upon payment of the admission fee (if not honorary membership), shall be considered to be elected to membership.

**Section 6** – Following the election, the president shall arrange for the new member's induction, membership card, and new member Rotary literature. In addition, the president or 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 7** – The club may elect, in accordance with the standard Rotary club constitution, honorary members proposed by the board.

#### **Article 14 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 15 Order of Business**

Meeting called to order.

Introduction of visitors.

Correspondence, announcements, and Rotary information.

Committee reports if any.

Any unfinished business.

Any new business.

Address or other program features.

Adjournment.

#### **Article 16 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 mailed to each member at least ten (10) 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 and bylaws of RI.