

**Manhattan Kansas Rotary Club Bylaws**

**October 2025**

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# Bylaws of the Manhattan Kansas Rotary Club

## Article 1 Definitions

1. Club: Rotary Club #1623 of Manhattan, Kansas
  2. Board: The board of directors of this club.
  3. Director: A director on this club's board.
  4. Member: A member, other than an honorary or emeritus member, of this club.
  5. Quorum: The members present (in person or virtually) at an annual or regular meeting. One third of the club's members will constitute a quorum.
  6. RI: Rotary International.
  7. Year: The 12-month period beginning 1 July.
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## Article 2 Board

The governing body of this Club shall be the Board of Directors, consisting of, at a minimum these named officers including: President, President-elect, Vice-President, Secretary, Treasurer, and Immediate Past President. The Board shall consist of no more than 15 members.

## Article 3 Elections and Terms of Office

Section 1: The Club President shall appoint a Nominating Committee, chaired by the Past President, which will propose a slate of officers and directors. Each nominee shall be an active member in good standing of the Club. One month before the Club's Annual Meeting the slate of candidates will be presented to the membership where additional nominations may be made from the floor by club members. Final approval of the slate of officers and directors will occur at the Annual Meeting.

Section 2: The candidates who receive a majority of the votes for each officer or director position at the Annual Meeting are declared elected.

Section 3: If any officer or board member vacates their position, the remaining members of the board will appoint a replacement.

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 Officers and Directors elected will constitute the Board of Directors. The term of office for each Officer or Director is one year. The President-elect shall serve for one year in that office and then shall assume the office of President on July 1st immediately following the year of service as President-elect. The Vice President shall serve for one year in that office and then shall assume the office of President-elect on July 1 following the year of service as Vice President. The term of office for a club president is specified as one year in the Standard Rotary Club Constitution. When a successor is not elected, the current president's term can be extended for up to one year.

**Article 4 Duties of the Officers** (see Rotary Club Leader manuals for additional information about duties.)

Section 1: The 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 should preside at club and board meetings in the absence of the president.

Section 4: The vice president presides at club and board meetings when the president and president-elect are absent.

Section 5: A director attends club and board meetings.

Section 6: The Secretary keeps the membership records; records the attendance at meetings; sends out notices of the Club, Board and committee meetings; and prepares and preserves the meeting minutes. Upon retirement from office, the Secretary turns over to the incoming Secretary or to the President all records, files or any other Club property.

Section 7: The Treasurer has custody of all funds, accounting for the same to the Club annually and at any other times upon request by the Board and performs such other duties pertaining to the office of Treasurer. Upon retirement from office, the Treasurer turns over to the incoming Treasurer or to the President all funds, books of accounts or any other Club property.

#### **Article 5 Meetings**

Section 1: An annual meeting of this club is held no later than 15 April to elect the officers and directors who will serve for the next Rotary year.

Section 2: This club meets every Thursday at noon. 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. A majority of the Board members will constitute a quorum for Board meetings.

Section 4: The Board may conduct official business between regularly scheduled Board meetings electronically using appropriate technology that is available to all Board members.

#### **Article 6 Dues**

Annual club dues are determined by the Board. Annual club dues include Rotary International per capita dues, subscriptions to an official magazine, 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 including the election of officers and directors is conducted by voice vote or a show of hands.

## **Article 8 Committees**

Section 1: This club's committees consist of the following: Club Administration, Membership, Service Projects, Public Image, Rotary Foundation, and others designated by the Board of Directors. Club committees coordinate their efforts to achieve the club's strategic plan, and annual and long-term goals. Additional ad hoc committees may be appointed as needed.

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 treasurer deposits club funds in a financial institution or institutions designated by the board. Separate bank accounts will be maintained for (1) club operations and (2) grants received from the District and Rotary International.

Section 3: Bills are paid by the treasurer or the president. Disbursements over a \$1,000 require approval by the treasurer and another officer.

Section 4: The Club will acquire a Surety Bond for officers having control of funds.

Section 5: A qualified person may conduct a thorough annual review of all financial transactions as determined by the Board.

Section 6: Club members will receive an annual balance sheet as of the fiscal year-end date and a condensed statement of revenues and expenses for the fiscal year.

Section 7: 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 after the receipt of Board feedback about the candidate and notifies the proposing member of its decision.

Section 3: If the board approves the candidate's membership, the prospective member is invited to join the club.

Section 4: The Board may designate certain individuals as Honorary Members, to be announced at the next Club Assembly.

Section 5: New members including transferring and reinstated members will be billed based on a prorated basis for the balance of the Rotary year.

## **Article 11 Resolutions**

The Club shall not consider any resolution or motion to commit the Club on any matter until the Board has considered the resolution. Such resolutions or motions, if offered at a Club meeting, shall be referred to the Board without discussion.

**Article 12 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 written notice of such proposed bylaw amendments shall have been communicated 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 Rotary International Constitution and Bylaws.

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Bylaws of the Manhattan Rotary Club revised October 2025.

Approved by the Manhattan Rotary Club October 09, 2025.