

BYLAWS
MANHATTAN KONZA ROTARY CLUB
Manhattan, Kansas, U.S.A.

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.
 5. RI: Rotary International.
 6. Year: The 12-month period that begins on July 1st.
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Article 2. Board of Directors

The Governing Body of this Club is its Board of Directors, consisting of up to Fifteen (15) members and including the President, President-elect, immediate Past President, Vice President, Secretary, Treasurer and Sergeant at Arms.

Article 3. Elections and Terms of Office

Section 1. One month before the Annual meeting, per Article 5, members may nominate candidates for President, President-elect, immediate Past President, Vice President, Secretary, Treasurer, Sergeant at Arms, and any open Director positions. The nominations may be presented by a nominating committee, by members from the floor, or both.

Section 2. The candidate who receives a majority of votes for each office at the Annual meeting is declared elected to that office.

Section 3. If any officer-elect or director-elect vacates a position, the remaining members of the board-elect may appoint a replacement.

Section 4. The Officers and Directors, so elected will constitute the Board of Directors. The term of office for each Officer or Director is one year.

Section 5. If any Officer or Board member vacates their position, the remaining members of the Board may appoint a replacement.

Article 4. Duties of Officers

Section 1. The President presides at Club and Board meetings.

Section 2. The immediate Past President presides at Club and Board meetings when the President is absent.

Section 3. The President-elect prepares for his or her year in office, serves as a Director

and may preside at Club and Board meetings when the President is absent.

Section 4. The Vice President performs duties as assigned.

Section 5. The Secretary keeps membership and attendance records and provides minutes at Board meetings.

Section 6. The Treasurer oversees all funds and provides an accounting of them.

Section 7. The Sergeant-at-Arms is responsible for room setup and maintains order in Club meetings. The Board, at its discretion, may appoint one or more Sergeants at Arms.

Section 8. Directors attend Club and Board meetings, chair Club committees, and perform additional duties as assigned.

Article 5. Meetings

Section 1. An Annual meeting of this Club must be held no later than December 31st to elect the Officers and Directors who will serve for the next Rotary year and review a mid-year financial report.

Section 2. The regular weekly meeting of the Club is held on Friday, at 7:00 a.m. Reasonable notice of any change or cancellation of the regular meeting will be given to all Club members.

Section 3. One-third of the Club members will constitute a quorum at meetings of the Club.

Section 4. Board meetings are held each month. A majority of the Board members will constitute a quorum at meetings of the Board. Special meetings of the Board may be called with reasonable notice by the President or upon the request of two Directors.

Article 6. Dues

Section 1. Annual dues, in such amount as prescribed by the Board, shall be payable on July 1st. If a member has not paid his or her annual dues by July 31st, the member shall be notified in writing by the Treasurer of termination of membership because of non-payment of dues.

Section 2. Dues may include, but are not limited to, RI per capita dues, subscriptions to The Rotarian, District per capita dues, club fees, contributions to The Rotary Foundation and any other Rotary or District per capita assessment.

Article 7. Method of Voting

Section 1. The business of this Club is conducted by voice vote or a show of hands by Members. Voting by proxy may be utilized in voting on amendments to these bylaws.

Section 2. Elections may be conducted by secret ballot if there are more candidates than open positions. The Board may provide a ballot for a vote on some resolutions.

Article 8. Committees

Section 1. Club committees are established and charged with carrying out the annual and long-term goals of the Club. At a minimum, the following committees should be maintained:

- Rotary Foundation
- Community Service
- International Service
- Club Service
- Public Relations
- Membership

Section 2. Additional committees may be appointed as needed.

Section 3. The President is an *ex officio* member of all committees.

Section 4. Each committee 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. The fiscal year of this Club shall extend from July 1st to June 30th.

Section 2. Before each fiscal year begins, the incoming Board shall prepare an annual budget of estimated revenues and expenditures.

Section 3. The Board may adopt a Financial Policy to govern financial matters.

Section 4. The Treasurer deposits Club funds in a financial institution or institutions designated by the Board.

Section 5. Bills are paid by the Treasurer and monthly bank statements will be included in the Treasurer's Monthly Report to the Board.

Section 6. A qualified person may conduct a thorough annual review of all financial transactions as determined by the Board.

Section 7. Club members will receive an annual financial statement of the club. A mid-year financial report, with current and previous year income and expenses, will be presented at the Annual meeting.

Article 10. Method of Electing Members

Section 1. A member proposes a candidate for membership to the Board and/or the membership committee, or another club proposes one of its transferring or former members. The proposal is kept confidential unless the Board instructs otherwise.

Section 2. The Board reviews the application for membership to ensure the candidate meets all of Rotary's membership requirements.

Section 3. The Board approves or rejects the candidate's membership within 30 days and notifies the proposing member of its decision.

Section 4. If the Board approves the candidate's membership, the prospective member shall be informed of the Board's decision, following which the President shall announce the prospective member's name and classification to the Club at regular meeting. The President and Membership Chair shall arrange induction and the further orientation of the new member.

Section 5. Upon induction, the Club will bill the new member for appropriate fees and dues then owed. The Secretary will report the new member to RI and the Membership Chair will provide appropriate materials for presentation at induction.

Section 6. The Board may elect or bestow honorary membership on existing members or persons who have distinguished themselves by meritorious service in the furtherance of Rotary ideals. Honorary Members are not required to pay dues.

Article 11. Resolutions

The Club shall not consider any resolution or motion to commit the Club on any matter until the Board has taken the matter under consideration. 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 Club meeting. Changing the Club bylaws requires sending notice (including electronic notice) to each member 21 days before the meeting, having a quorum present or by proxy, and having two-thirds of the votes support the change. Changes to these bylaws must be consistent with the Standard Rotary Club Constitution, the RI Constitution and Bylaws, and the Rotary Code of Policies.

Approved by the Manhattan Konza Rotary Club on 4/9/2021.

Adneme Hayes, Secretary