

MINUTES
ROTARY DISTRICT 6000
ANNUAL BUSINESS MEETING
MARCH 13, 2015
NC-PETS CONFERENCE
ROCHESTER, MN

The meeting was called to order by District Governor John Ockenfels at 11:30 A.M.

Quorum:

Governor Ockenfels called for a quorum. District Administrator Carolyn Scharff certified that there were 45 out of 63 Presidents Elect in attendance. District Secretary Chris Knapp reported that a quorum was present and that the annual meeting could convene.

Agenda:

Governor Ockenfels asked for approval of the agenda as presented. (See attached.)

Motion:

Kevin Kraft (Davenport) moved that the agenda be approved as presented.
Susan Rasmussen (Waukee) seconded.

Motion Carried.

Minutes:

Governor Ockenfels asked for approval of the Minutes of the March 7, 2014, Annual Meeting.
(See Attached)

Motion:

Glen Keppy (North Scott) moved that the Minutes of the March 7, 2014, be approved as distributed by District Administrator Carolyn Scharff.
Bonnie Lowry (Marshalltown) seconded.

Motion Carried.

Budget:

Governor Ockenfels asked for approval of the 2015-2016 District 6000 Budget. (See Attached)

Motion:

Linda Chastain (Decatur County) moved that the Budget, as approved by the D-6000 Board of Directors, be approved.

Carolyn Gross (Iowa City Downtown) seconded.

There was brief discussion as to why the district was still having copies of the annual Leadership Directory printed. There are 630 copies printed at an approximate cost of \$3,500. The directories are given to each person listed in the directory. This answer satisfied the questioner.

Motion Carried.

Iowa RYLA Bylaws:

Governor Ockenfels asked for approval of the Iowa RYLA By-Laws as approved by the District 6000 Board of Directors and the District 5970 Board of Directors. (See Attached)

Motion:

Corinne Lambert (East Polk County) moved that the Iowa RYLA By-Laws be approved as presented.

Phyllis Miller (Decatur County) seconded.

Motion Carried.

Nominating Committee Report:

Governor Ockenfels asked for approval of the Nominating Committee Report.

Motion:

Peggy Geiger (Decatur County) moved that the Nominating Committee Report be approved as presented.

Tony Conn (Keokuk) seconded.

Governor Ockenfels made a brief presentation to the Presidents Elect regarding the committee's report. The committee did not receive any nominations for District Governor 2017-2018 prior to the first deadline. The committee then requested the clubs of District 6000 to once again consider nominating candidates. The second request provided three (3) nominations. All three (3) candidates were qualified. Nominating Committee Chair, PDG Susan Herrick, was unable to chair the interview process due to a family emergency. Committee member, PDG Diana Reed presided in her absence.

The report of the Nominating Committee is that Mike Ruby, Rotary Club of Muscatine, be the District Governor Nominee Designate 2017-2018.

Motion Carried.

The meeting was adjourned at 11:40 A.M.

Respectfully submitted,

Christopher W. Knapp

District Secretary 2014-2015

District Governor 2016-2017

Rotary Club of Iowa City A.M.

By-Laws of Iowa RYLA

PREAMBLE

Iowa RYLA (Rotary Youth Leadership Awards) is organized between Rotary Districts 5970 and 6000 to provide Iowa high school students a RYLA conference each year. RYLA is a Rotary International Program designed to apply Rotary International principles to developing youth. Iowa multi-district RYLA is structured to share resources and experiences in an equitable manner, and to plan and conduct an effective annual RYLA Conference for Iowa youth.

Article I

1.1 Name. The name of the organization shall be Iowa Rotary Youth Leadership Awards. Officially it will be referred to as Iowa RYLA. The organization operates under the auspices of Rotary International and will comply with all its rules and regulations.

Article II

2.1 Purpose. The purpose of Iowa RYLA is to plan and conduct a summer leadership conference each year for high school students. The objective of this conference is to provide leadership training and experiences.

Article III.

3.1 Iowa RYLA Board. The Iowa RYLA twelve-member governing board will be comprised of six representatives from each district. Board members will be appointed by the District Governor of the respective districts. Board members can serve two, three-year terms. Terms will be staggered with two new board members appointed each year by each district.

Stipulations:

- a. Board member terms begin on Jul 1 of each year.
- b. District Governors must appoint new board members by April 30.
- c. A quorum will be seven board members with a minimum of three members from each district. If seven of the required numbers aren't present, the members can meet as a committee of the whole, but take no action on any issue.
- d. The board chair will be elected by the board.

- e. The board's main purpose is to set policy and establish procedures for RYLA. The board will oversee the annual conference, but the Conference Chair is responsible for planning the conference for that year.
- f. The board will ensure that the conference is evaluated each year and make recommendations for any changes for future conferences.

3.2 Board Member Qualifications. To be eligible to serve on the board, candidates must be an active Rotarian. A majority of the Board Members must also have served as Rotarian Volunteers for the full week of a RYLA conference.

3.3 Vacancy on Board. Any vacancy of a board member shall be filled by the District Governor of that board member's district for the unexpired term.

3.4 Officers. The officers of Iowa RYLA are:

- a. Board Chair – will be the chief executive officer of the RYLA organization for that year. This includes the handling of all financial matters, administrative concerns, and general publicity.
- b. Secretary – will keep minutes at all board meetings and send out meeting notices. The secretary will maintain hard copy and electronic records of each meeting that will be transferred to successors.
- c. Treasurer - prepares a line item budget for each conference for approval by the board. The treasurer will:
 - 1. Keep a record of all budget expenditures.
 - 2. Prepare a year-end report at the end of a calendar year.
 - 3. Receive, deposit and disperse funds pursuant to board policy.
- d. Registrar - communicates with the Club RYLA Representatives, RYLA applicants, counselors, Rotarian Volunteers, board and parents. The registrar handles reservation requests and applications, oversees the website and information databases. The registrar oversees conference registrations, assigns conferees to teams, assists in arranging rides and assigns rooms.

3.5 Election of Officers. The Board Chair and the Secretary are elected from existing board members. They are elected each year at the May meeting, assuming office on July 1.

The Treasurer and the Registrar are appointed by the board. They may be, but are not required to be one of the 12 members of the board. If not members of the board, they are not eligible to vote. There is no term limit on these two positions; they may serve until a successor is appointed.

Board officer positions should reflect a balance between the districts involved to assure the continuity of RYLA's programs.

3.6 Compensation. The board may not compensate board members for their services; however, reimbursement for expenses can be authorized by the board.

Article IV.

4.1 Quarterly Meetings. The board shall meet quarterly, in August, November, February and May at a location that limits excessive travel by any of the participants. The meeting place and time will be decided by the Board Chair. The chair may determine that a board meeting can be conducted using electronic communication equipment. The date, time and place for the next meeting will be announced at the previous meeting, and the agenda and previous meeting minutes will be distributed seven days prior to the meeting.

4.2 Special Meetings. The Chair may call a special meeting of the board by written or electronic notice whenever necessary, giving a minimum of one-week notice prior to the special meeting.

4.3 Voting. At each meeting members of the board in attendance (including those attending electronically) shall have one vote. **Since a quorum of seven, with at least** three members from each district must be present to conduct business, all votes will be determined by a simple majority. The board can decide to use e-mail or other electronic means to conduct a vote on a motion. The secretary will be responsible for the electronic collection of the votes.

4.5 Meeting Attendees. All board members, officers, RYLA Conference Chair, RYLA Conference Chair-Elect and Head Counselors are encouraged to attend all meetings. All meetings are open to any observer.

Article V.

5.1 Committees of the Board. The board may designate committees as it deems appropriate. Each designated committee must have at least one board member.

There will be three standing committees, each to appoint its chair.

- a. Program committee will review the program each year, as developed by the Conference Chair, and present its recommendations to the board for approval.
- b. Financial Review committee (see section 8.4)
- c. Nominating committee will propose names for board members to the respective District Governors for selection.

Article VI.

6.1 RYLA Conference Specific Roles. Four roles which are critical for each RYLA Conference are the Conference Chair-Elect, the Conference Chair, past Conference Chair and the Head Counselors.

6.2 Conference Chair-Elect. The board shall select a Conference Chair-Elect by September 1st from among RYLA Rotarian Volunteers in each year preceding the final one year term of the Conference Chair so that the Conference Chair-Elect in working with the Conference Chair during his or her final term, will gain the experience necessary to succeed the conference chair at the conclusion of his or her term of office.

6.3 Conference Chair. The Conference Chair shall serve a term of one year except, at the discretion of the Board, the Conference Chair may serve additional terms of one year but not to exceed a total of three consecutive one year terms. The Conference Chair shall:

- a. Recommend Head Counselors to be approved by the board.
- b. Along with the Conference Chair-Elect and Past Conference Chair and in consultation with the Head Counselors, select, supervise and monitor Rotarian Volunteers.
- c. Oversee the development of the program, selection of speakers, update of manuals and the planning and conducting Counselor and Rotarian training.
- d. Act as chief administrator at the RYLA conference.

If the Conference Chair is unable to serve, the board shall appoint a replacement.

6.4 Head Counselors. Head Counselors work closely with the Conference Chair to plan and oversee all activities at a RYLA conference. Specifically:

- a. Developing the program and schedule,
- b. Writing and editing the manuals (counselor and conferee).
- c. Selecting Counselors and training Counselors and Rotarians. Head Counselors collaborate with the Conference Chair to pair Counselors and Rotarians.
- d. Functioning as emcees, supervising counselors and staff activities, and keeping the conference on schedule.

Article VII.

7.1 Rotary Club Involvement. All Rotary clubs in each district will appoint a Club RYLA Representative and by November 1 provide the name and contact information to its District's RYLA Coordinator, who in turn will forward the names to the Registrar. The District's RYLA Coordinator will be appointed by the respective District's leadership.

Article VIII.

8.1 Fiscal Year. The fiscal year shall be the calendar year.

8.2 Authority to Borrow, Encumber Assets. No board member or officer shall have any power or authority to borrow money on behalf of Iowa RYLA, to pledge its credit or to mortgage its real or personal property except within the scope of and extent of the authority delegated by resolutions adopted by the board.

8.3 Source of Funds. Iowa RYLA receives funds from the Districts' clubs who sponsor students. The clubs pay a registration fee for each student they sponsor. The registration fee is set by the RYLA board. Donations can be accepted to help fund additional Iowa RYLA activities or to reduce the registration fee for clubs.

8.4 Financial Management. The board will be responsible for the financial management of all Iowa RYLA resources. Annually, the board shall appoint a three member financial review committee, made up of members from the district that is not the home district of the Treasurer. This committee will review the financial transactions for the past year. This review will occur by March 1. The review will be followed with a written report signed by each committee member that verifies that all transactions are in order.

8.5 Deposit of Funds. All funds of Iowa RYLA shall be deposited in such banks, trust companies or other depositories as the board may approve or designate. The Treasurer and the Board Chair will be authorized to sign to withdraw funds for Iowa RYLA expenditures.

8.6 By-law Amendments. These by-laws can be amended with a written resolution by any board member or officer and voted on at a regular board meeting with a two-thirds vote. The amendment must then be approved by each District's ruling body.

Article IX.

9.1 Termination. Iowa RYLA shall continue until terminated as follows:

- a. By mutual agreement of the governing boards of District 5970 and District 6000 or,
- a. By the unilateral action by the governing board of either District.

9.2 Effective Date of Termination. If Iowa RYLA is terminated pursuant to Section 9.1(a) then the effective date of termination shall be that as set forth in the termination agreement, or, if no date of termination is set forth in the agreement, then on the first day of January next following the completion of one full calendar year from and after the calendar year in which the termination decision is made. (For example, if the decision for termination is made in February 2015, then Iowa RYLA will terminate effective January 1, 2017). If termination occurs pursuant to Section 9.1(b) then the effective date of termination shall be on the first day of January next following the completion of one full calendar year from and after the calendar year in which the termination decision is made.

9.3 Distribution of Money and Property on Termination. Division of money and property of Iowa RYLA remaining after the payment of all bills accrued to the date of termination, shall be divided equally between District 5970 and District 6000.

The above provisions constitute the duly adopted By-Laws of Iowa Rotary Youth Leadership Awards (Iowa RYLA).

_____ District Governor, District 5970 _____
Date

_____ District Governor, District 6000 _____
Date