

Bylaws of the Rotary Club of Johnson County

Article I Election of Directors and Officers

Section 1 — At a regular meeting in November, 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 the five (5) members of the board of directors, (international service, club service, community service, vocational service, and foundation director). 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 have 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 election meeting. The candidate for president, vice-president, secretary, and treasurer and for the office international service, club service, community service, vocational service, and the foundation receiving a majority of the votes shall be declared elected to their respective offices. The president-elect shall serve as a member of the board as president-elect for the year commencing on the first day of July next following the election, and shall assume office as president on the first day of July immediately following the year of service on the board as president-elect.

Section 2 — The officers and directors, so elected, together with the immediate past president shall constitute the board

of directors for the next term year, which will start July 1 following the election.

Section 3 — At the next regular board meeting, following the election meeting, the board of directors shall meet and elect a member of the club to act as sergeant-at-arms. At this meeting the board shall also identify the appropriate committees for the year and begin the process of filling the committee positions.

Section 4 — A vacancy in the board of directors or any office shall be filled by action of the remaining members of the board.

Section 5 — A vacancy in the position of any officer-elect or director-elect shall be filled by action of the remaining members of the board of directors-elect.

Article II Board of Directors

The governing body of this club shall be consist of 11 (eleven) voting members. This shall include the five (5) directors (international service, club service, community service, vocational service, and foundation director), the president, vice-president, president-elect, secretary, treasurer, and the immediate past president.

Article III Duties of Officers

Section 1 — *President.* It shall be the duty of the president to preside at meetings of the club and board and to perform such other duties as ordinarily pertain to the office of president.

Section 2 — *President-elect.* It shall be the duty of the president-elect to serve

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as a member of the board of directors of the club and to perform such other duties as may be prescribed by the president or the board.

Section 3 — Vice-President. It shall be the duty of the vice-president to preside at meetings of the club and board in the absence of the president and to perform such other duties as ordinarily pertain to the office of vice-president.

Section 4 — Secretary. It shall be the duty of the secretary to keep the records of membership, record the attendance at meetings, send out notices of meetings of the club, board and committees, record and preserve the minutes of such meetings, make the required reports to RI, including the semiannual reports of membership, which shall be made to the general secretary of RI on 1 January and 1 July of each year, and including prorated reports to the general secretary on 1 October and 1 April of each active member who has been elected to membership in the club since the start of the July or January semiannual reporting period, the report of changes in membership, which shall be made to the general secretary of RI, the monthly report of attendance at the club meetings, which shall be made to the district governor within 15 days of the last meeting of the month, collect and remit to RI subscriptions to *THE ROTARIAN*, and perform such other duties as usually pertain to the office of secretary. The Board of Directors may assign some of the Secretary's duties to a club administrator. The secretary will be responsible for overseeing the assigned work of the club administrator.

Section 5 — Treasurer. It shall be the duty of the treasurer to have custody of all funds, accounting for same to the club annually and at any other time upon demand by the board, and to perform such 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. The Board of Directors may assign some of the Treasurer's duties to a club administrator. The treasurer will be responsible for overseeing the assigned work of the club administrator.

Section 6 — Sergeant-at-Arms. The duties of the sergeant-at-arms shall be such as are usually prescribed for such office and such other duties as may be prescribed by the president or the board.

Article IV Meetings

Section 1 — Annual Election Meeting.

A regular meeting of the club in December of each year shall be designated for the election of officers and directors to serve beginning July 1 of the ensuing year.

Section 2— Annual Meeting. An annual meeting of the club shall be held in June of each year, at which the officers and directors for the new year beginning July 1 will be installed. The meeting will also serve as a forum for the recognition of outgoing officers and directors as well as recognition for other members who have served the club during the year.

Section 3 — Weekly Meetings. The regular weekly meetings of this club shall be held each Thursday of the month at 7:15 a.m.

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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 by the board of directors of this club, pursuant to article VIII, section 2(b) of 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 VIII, section 1.

Section 4 — One-third of the membership shall constitute a quorum at the annual election and regular meetings of this club.

Section 5 — Regular meetings of the board shall be held monthly at a time, date, and location determined by the board of directors. Special meetings of the board shall be called by the president, whenever deemed necessary, or upon the request of two (2) members of the board. Special meetings may be conducted using telephonic or electronic devices. Due notice of regular and special meetings of the board shall be communicated in advance to the membership in a means determined by the club president.

Section 6 — A simple majority of the board 6 (six) members shall constitute a quorum of the board.

Article V Fees and Dues

Section 1 — *Admission Fee.* The amount to be determined annually by the board of directors shall be paid

before the applicant can qualify as a member.

Section 2 — *Annual Membership Dues.*

The amount, to be determined annually by the board of directors, shall be billed on the last day of June for the year in advance and is payable on receipt of invoice, with the understanding that from each payment an amount, as set by Rotary International, shall be applied to each member's subscription to *THE ROTARIAN* magazine. New members shall be billed for the pro-rata portion of the year remaining from the date they join.

Section 3—*Leave of Absence:* Members granted a leave of absence are also responsible for their Annual Membership Dues.

Section 4—*Meal Charges.* All members shall be assessed a meal charge, the amount to be determined annually by the board of directors. The exception is those members who joined the club before meal charges were assessed, they must pay a beverage charge. A member experiencing temporary, severe economic hardship may apply to the board to have the meal charge temporarily waived. They shall not be eligible to eat the meal. Meal and beverage charges shall be billed quarterly in advance and are payable on receipt of invoice. New members shall be billed the pro-rata portion of the quarter remaining from the date they join.

Section 5—*Payment of Fees and Dues.*

All members are responsible for paying fees, due, and other charges within 30-days of the invoice date. A late fee may be assessed on past due invoices.

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Article VI 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.

Article VII Committees

Section 1 — *Committee Appointments*

- (a) The chair persons of the 5 (five) standing committees shall be elected in accordance with article I section 1 of these bylaws. The committees are:
- Club Service
 - Vocational Service
 - Community Service
 - International Service
 - Foundation
- (b) The president shall, subject to the approval of the board, also appoint other committees on particular phases of club service, vocational service, community service, and international service, as deemed necessary.
- (c) The club service committee, vocational service committee, community service committee, international service committee and foundation committee shall each consist of a chair, and not less than two (2) other members.
- (d) The president shall be *ex officio* a member of all committees and, as such, shall have all the privileges of membership thereon.
- (e) Each committee shall transact such business as is delegated to it in the 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 to the board and approved by the board.

- (f) The president may appoint one or more committees dealing with various aspects of youth activities, which, depending on their respective responsibilities, may be under any, or all, of the vocational service, community service, or international service committees.
- (g) Where feasible and practicable in the appointment of such committees, there should be provision for continuity of committee membership, either by appointing one or more members for a second term or by appointing one or more members to a two-year term.

Section 2 — *Club Service Committee.*

- (a) The chair of the club service committee shall be responsible for all club service activities and shall supervise and coordinate the work of all committees appointed on particular phases of club service.
- (b) The club service committee shall consist of the chair of the club service committee and the chair of each committee appointed on particular phases of club service.
- (b) The president shall, subject to the approval of the board, appoint the following committees on particular phases of club service:
- Club bulletin
 - Club history
 - Family
 - Fellowship
 - Membership
 - New member orientation
 - Programs
 - Public relations
 - Fund raising

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- (c) The president shall appoint the vice-president to oversee or chair and coordinate the work of the program committee. The president shall appoint the past-president to chair the new member orientation committee.
- (d) The president shall appoint the president-elect or vice-president to chair the fund raising committee.

Section 3 — *Vocational Service Committee.*

- (a) The chair of the community service committee shall be responsible for all community service activities and shall supervise and coordinate the work of all committees appointed on particular phases of community service.
- (b) The community service committee shall consist of the chair of the club service committee and committee members, as approved by the board of directors..

Section 4 — *Community Service Committee.*

- (a) The chair of the community service committee shall be responsible for all community service activities and shall supervise and coordinate the work of all committees appointed on particular phases of community service.
- (b) The community service committee shall consist of the chair of the community service committee and the chair of all committees appointed on particular phases of community service.
- (e) The president shall, subject to the approval of the board, appoint the following committees on particular phases of community service. The

committee will also be responsible for fund raising.

- Community development
- Human development

Section 5 — *International Service Committee.*

- (a) The chair of the international service committee shall be responsible for all international service activities and shall supervise and coordinate the work of all committees appointed on particular phases of international service.
- (b) The international service committee shall consist of the chair of the international service committee and the chair of each committee appointed on particular phases of international service.

Section 6 — *Foundation Service Committee.*

- (a) The chair of the foundation service committee shall be responsible for all foundation service activities and shall supervise and coordinate the work of all committees appointed on particular phases of foundation service. The exception is the Rotary Club of Johnson County Foundation for which the chair will have no direct responsibility.
- (b) The foundation service committee shall consist of the chair of the foundation service committee and the chair of each committee appointed on particular phases of foundation service.

Article VIII Duties of Committees

Section 1 — *Club Service Committee.*

This committee shall devise and carry into effect plans to guide and assist the members of this club in discharging

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their responsibilities in matters relating to club service. The chair of the club service committee shall be responsible for regular meetings of the committee and shall report to the board on all club service activities.

(a) *Club Bulletin Committee.* This committee shall endeavor, through the publishing of a weekly club bulletin, to stimulate interest and improve attendance, announce the program of the forthcoming meeting, relate highlights of the previous meeting, promote fellowship, contribute to the Rotary education of all members, and report news of the club, of its members, and of the worldwide Rotary program.

(b) *Club History Committee:* This committee shall devise and carry into effect plans to capture, record, and maintain the history of the club.

(a) *Fellowship Activities Committee.* This committee shall promote acquaintance and friendship among the members, promote participation by members in organized Rotary recreational and social activities, and do such work in pursuance of the general object of the club as may be assigned by the president or the board.

(b) *Membership Committee.* This committee shall consider all proposals for membership from the personal side and shall thoroughly investigate the character, business, social and community standing, and general eligibility of all persons proposed for membership and shall report their decisions on all applications to the board.

(c) *New Member Orientation Committee.* This committee shall devise and carry into effect plans to insure that new members are educated on the mission, objectives and goals of Rotary. The committee will also insure that new members are welcomed to the club and understand the personal commitments expected from a Rotarian in discharging their responsibilities. The chair of the committee is club Vice-President shall be responsible for regular meetings of the committee and shall report to the board on all committee activities.

(d) *Program Committee.* This committee shall devise and carryout plans for weekly programs, annual meetings, and other meeting were a program is required, such as Fireside Chats.

(e) *Public Relations Committee.* This committee shall devise and carry into effect plans (1) to give the public general information about Rotary, its history, object, and scope; and (2) to secure proper publicity for the club.

(f) **Section 2** — *Vocational Service Committee.* This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in their vocational relationships and in improving the general standards of practice in their respective vocations. The chair of this committee shall be responsible for the vocational service activities of the club and shall supervise and coordinate the work of any committees that may be appointed

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on particular phases of vocational service. The committee is responsible for identifying candidates, evaluating candidates, developing recommendations, and obtaining board approval to recognize businesses, and vocational areas demonstrating outstanding service to the community.

Section 3 — Community Service Committee. This committee shall devise and carry into effect plans to guide and assist the members of this club in discharging their responsibilities in their community relationships. The chair of this committee shall be responsible for the community service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of community service. The committee is responsible for the identifying candidates, evaluating candidates, developing a recommendation, and obtaining board approval to recognize an individual who has demonstrated outstanding volunteer service to the community.

- (a) *Community Development Committee.* This committee shall devise and carry into effect plans which will guide and assist the members of this club in working to make the community a better place to live by improving the physical and environmental condition of the community and its facilities.
- (b) *Human Development Committee.* This committee shall devise and carry into effect plans which will guide and assist the members of this club in dealing within the community with the welfare of

human beings of all kinds throughout the whole span of life by providing assistance and support to those in need.

- (c) *Fund Raising Committee.* This committee shall devise and carry into effect plans which raise funds to support club charities. The chair of the committee is the President-elect who shall be responsible for regular meetings of the committee and shall report to the board on all committee activities. The chair of the committee is the President-elect.

Section 4 — International Service Committee. This committee shall devise and carry into effect plans to guide and assist the members of this club in discharging their responsibilities in matters relating to international service. The chair of this committee shall be responsible for the international service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of international service.

Section 5 — Foundation Service Committee. This committee shall devise and carry into effect plans to guide and assist the members of this club in discharging their responsibilities in matters relating to the Paul Harris Foundation. The chair of this committee shall be responsible for the Paul Harris Foundation activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of foundation service. The committee will also maintain a liaison relationship with Rotary Club of Johnson County Foundation. The Rotary Club of

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Johnson County Foundation is a separate entity from the Rotary Club of Johnson County. As such, the Rotary Club of Johnson County Foundation is governed by its own bylaws.

Article IX Leave of Absence, Termination, and Resignation

Section 1 — Provisions covering leave of absence, causes for termination, and resignation are set forth in the club's constitution, Article XI Duration of Membership

Section 2 — 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 a specified length of time.

Section 2 — 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 article VIII, section 2(b) of the club's constitution is not computed in the attendance record of the club.)

Section 3 — During the leave of absence the member will be responsible for the payment of all fees and dues.

Section 4 — Upon written application to the board, a member who has resigned from the club within the past year may reapply for membership. If approved by the board, the applicant will not be subject to the approval process and all fees assessed during the year along with the new member application fee will be waived.

Article X Finances

Section 1 — The treasurer shall deposit all funds of the club in a bank to be named by the board.

Section 2 — All bills shall be paid only by checks signed by the treasurer or in the treasurer's absence another member of the board who has a signature on file with the bank, which maintains the club's account.

Section 2 — A thorough audit by a certified public accountant or other qualified person shall be made of all the club's financial transactions, as required by the board.

Section 3 — Officers having charge or control of funds may be required by the board to give bond for the safe custody of the funds of the club, cost of bond to be borne by the club.

Section 4 — 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 two (2) semiannual periods extending from 1 July to 31 December, and from 1 January to 30 June. The payment of per capita dues and magazine subscriptions to RI shall be made on 1 July and 1 January of each year on the basis of the membership of the club on those dates.

Section 5 — At the beginning of each fiscal year the board shall prepare or cause to be prepared a budget of estimated income and estimated expenditures for the year, which, having been agreed to by the board, shall stand as the limit of expenditures for the respective purposes unless otherwise ordered by action of the board.

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Article XI 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 for the time being 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 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 induction of the new member; the club secretary shall issue a membership card and shall report the new member to RI; and the Rotary information committee shall provide appropriate literature for presentation at the induction and assign a member to assist in the assimilation of the new member.

Article XII Resolutions

The club shall consider no resolution or motion to commit this club on any matter until it has been considered by the board. Such resolutions or motions, if offered at a club meeting, shall be referred to the board without discussion.

Article XIII Order of Business

Meeting called to order.

- Invocation and Pledge of Allegiance to the flag
- Introduction of visiting Rotarians and guests.
- Correspondence and announcements.
- Committee reports, if any.
- Any unfinished business.
- Any new business.
- Address or other program
- Adjournment.

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Article XIV 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, either through the post office or electronically, 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 club constitution and with the constitution and bylaws of RI.