

Bylaws of the Rotary Club of Canton, IL

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. Quorum: The minimum number of participants who must be present when a vote is taken: one-third of the club's members for club decisions and a majority of the directors for club board decisions
5. RI: Rotary International.
5. Year: The twelve-month period that begins on 1 July.

Article 2: Board

The governing body of this club is its board of directors, consisting of, at a minimum, the president, immediate past president, president-elect, secretary and treasurer. (Required by the Standard Rotary Club Constitution). In addition, our club may have an additional 2-3 directors.

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, president elect, secretary, treasurer, and for members of the board for any expiring 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 the votes for each office is declared elected to that office.

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 members of the board

Section 5 -With the exception of the past-president, members of the board of directors shall serve a three-year term commencing on the first day of July next following their election. Director terms shall not exceed more than 2 terms, consecutively, unless a replacement is not found. The secretary and treasurer may serve successive terms by election under Article 3, Section 1. The past president shall serve a one-year term only.

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 - *Secretary.* It shall be the duty of the secretary to keep membership records; record attendance at meetings; record and preserve the minutes of such meetings report changes in membership (within DACdb database and integrated into RI); provide the monthly attendance reports, which shall be made to the district governor within 15 days of the last meeting of the month (within DACdb); send out weekly reminders of meetings; and perform other duties as usually pertain to the office of secretary.

Section 5 – *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 pertains to the office of treasurer. The treasurer will invoice members quarterly for dues and will send semiannual payments to Rotary International or District 6460. Dues include Rotary International per capita dues, the subscription to *The Rotarian* magazine, district per capita dues, club fees, and any other Rotary or district per capita assessment. The treasurer is responsible for e-filing the 990 e-postcard for tax-exempt status to the Internal Revenue Service annually. 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.

Article 5: Meetings

Section 1 - *Annual Meeting.* An annual meeting of this club shall be held on the first Wednesday of December in each year, and no later than 31 December, 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 Wednesday at 12:00 noon except the last Wednesday of the month. Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club. Meeting meal credit for participation in a club activity or project shall be given at a rate of one meeting meal credit for each club activity or club service project in which the member actively participated.

Section 3 – Board meetings are held each month, usually on the day of the last Club meeting of the month. Special meetings of the board shall be called by the president, whenever deemed necessary, or upon the request of two (2) board members, due notice having been given. Meetings of the board may be rescheduled, if necessary, by the President in agreement with a majority of the Board. Due notice of a scheduled meeting change shall be given in advance to all officers and directors.

Article 6: Fees and Dues

Section 1 - The membership dues shall be \$160.00 per annum, payable quarterly upon receipt of an invoice from the treasurer. Payments are due on the first day of July, October, January, and of April, with the understanding that a portion of each quarterly payment shall be applied to each member's subscription to the RI official magazine, RI per capita dues, and district per capita dues

Section 2 - Weekly meal expenses shall be payable quarterly and will be assessed in the arrears unless approved by the board under Article 11. Meals are charged to the member whether or not they are in attendance. A member may choose to opt-out of meals by giving the treasurer 2 weeks

advanced notice prior to the upcoming quarter. (Club decision made in September 2022). Make-ups to another club will be credited to the quarterly bill with verification from that club.

Section 3 - Payment for all dues and fees are payable within thirty days of the statement date. Any member failing to pay dues within forty-five days after the prescribed time shall be notified in writing by the treasurer at the member's last known address. If the dues are not paid on or before fifteen days of the date of notification, membership may terminate, subject to the discretion of the board.

Section 4 - The board may reinstate the former member to membership upon the former member's petition and payment of all indebtedness to this club.

Section 5 – Corporate memberships are available with dues at \$200 per annum, payable quarterly on the first day of July, October, January, and of April. Corporate memberships allow the corporation to name an Executive Designee as well as two additional employees as Alternates. This membership type allows flexibility in attendance for the group. The Executive Designee named will be entered into the Rotary membership database. Attendance credit will be given for any designee that attends a meeting. Additional meal charges will be made for any additional designee attending lunch. Only the Executive Designee can hold officer positions per Rotary International rules.

Article 7: Method of Voting

The business of this club shall be transacted by voice vote. The board may determine that a specific resolution be considered by ballot rather than by voice vote.

Article 8: Five Avenues 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 Youth Service. This club will be active in each of the Avenues of Service.

Article 9: Committees

Section 1 - Standing committees could be appointed as follows:

- **Membership**

This committee should develop and implement a comprehensive plan for the recruitment and retention of members.

- **Public Image**

This committee should develop and implement plans to provide the public with information about Rotary and to promote the club's service projects and activities.

- **Administration**

This committee should conduct activities associated with the effective operation of the club.

- Service Projects

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

- The Rotary Foundation

This committee should develop and implement plans to support The Rotary Foundation through both financial contributions and program participation.

Section 2 - The president shall be ex officio a 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 10: 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 a specified length of time. Excused absence will be granted to future attendance as dated by the request letter, not past attendance.

(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 article 8, sections 3 and 4 of the standard Rotary club constitution is not computed in the attendance record of the club.)

Article 11: 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

Section 2 - The treasurer shall deposit all club funds in a bank, named by the board.

Section 3 - All bills shall be paid by the treasurer or other authorized officer only as authorized by the board of directors. The treasurer shall provide the board an accounting monthly of all receipts and disbursements made from the club funds.

Section 4 - A thorough review of all financial transactions by a qualified person shall be made once each year.

Section 5 - Club members may request an annual financial statement of the club.

Section 6 - The fiscal year of this club shall extend from 1 July to 30 June.

Article 12: 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 the membership requirements of the standard Rotary club constitution.

Section 3 - The club 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 club 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. 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 through DACdb, 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 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, 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 - The club may elect, in accordance with the standard Rotary club constitution, honorary members proposed by the board.

Article 13: 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 14: Order of Business

Meeting called to order
Pledge of Allegiance and invocation or moment of reflection
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 15: 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 via United States Postal Service or electronic mail 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.

Adopted this 21st day of June 2023

Curt Oldfield, President

Kim Bunner, Secretary