

**Bylaws of the Rotary Club of  
Pittsburg, Kansas**

*Adopted July 17, 2012  
Amended May 22, 2018*

**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. RI: Rotary International
5. Year: The twelve-month period that begins on July 1 and ends June 30

**Article 2 Board**

The governing body of this club shall be the board of directors, consisting of not more than 15 members of this club; namely, the president, president-elect/vice president, president-nominee, immediate past president, secretary, treasurer, and nine (9) directors who will be elected according to Article 3, Section 1 of this document. A director and an officer may be one and the same person. All board members shall be voting members.

**Article 3 Election of Directors and Officers**

**Section 1** – At a regular meeting one month prior to the meeting for election of directors, the presiding officer shall ask for nominations by members of the club for three directors. Board nominees must meet the minimum 50% attendance policy and be active members for the last full Rotary year. The nominations duly made shall be placed on a ballot in alphabetical order and shall be voted for at the annual meeting. The three (3) candidates for director receiving the most votes shall be declared elected as directors. Current board members must meet the minimum 50% attendance policy during their term for regular club meetings and board meetings.

**Section 2** – The president-nominee (and president-elect, if vacant) will be nominated by the nominating committee, which will be comprised of past presidents of this Club, who are members in good standing. This nominating committee will be chaired by the immediate past-president or, if not available, a past-president as appointed by the current Club president. Consideration for office will first be given to current directors. If no current directors are available or willing to serve, then other current members in good standing may be considered by the nominating committee. A member nominated in this fashion from the membership at large should have no less than three (3) years combined seniority in this or other Rotary Clubs, one (1) year of that seniority being in this Club. Different individuals from the same business or organization may not be nominated or elected to serve as president for any two (2) concurrent years. The offices of Secretary and Treasurer will be appointed by the incoming president for that year. All officers will then be placed on the ballot for ratification by the membership.

**Section 3** – The member elected as president-nominee, shall automatically become president-elect one year after his/her election. The member elected as president-elect, shall automatically become president one year after his/her election, and serve a one year term as president. The member finishing their term as president, shall automatically become immediate past president, and serve a one year term in that position. The term of office for all other officers shall be one year beginning July 1 and ending the following June 30.

**Section 4** – Members elected as directors shall serve three-year terms beginning on July 1 and ending on June 30 three years later. Directors must remain off the board of directors for at least one year before becoming eligible for another three-year term as a director. Each year, three (3) directors will be replaced by three (3) newly elected directors, per Article 3, Section 1.

**Section 5** – A vacancy in the position of any officer, officer-elect, director or director-elect shall be filled by action of the remaining directors.

#### **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 chair the club nominating committee.

**Section 3 – *President-elect/Vice President.*** It shall be the duty of the president-elect to preside at meetings of the club and the board in the absence of the president, to chair the club administration committee, and to perform other duties as assigned by the president.

**Section 4 – *President-nominee.*** It shall be the duty of the President-nominee to preside at meetings of the club and the board in the absence of the president and president-elect, to chair the club membership committee, and to perform other duties as assigned by the president.

**Section 5 – *Secretary.*** It shall be the duty of the secretary to keep membership records; record attendance at meetings; send out notices of club, board, and committee meetings; record and preserve the minutes of such meetings; report as required to RI, including the semiannual reports of membership on 1 January and 1 July of each year, which shall include per capita dues for all members and prorated dues for active members who have been elected to membership in the club since the start of the July or January semiannual reporting period; report changes in membership; provide the monthly attendance report, which shall be made to the district governor within 15 days of the last meeting of the month; assist with the preparation and counting of official club ballots; and perform other duties as usually pertains to the office of secretary. Upon retirement from office, the secretary shall turn over to the incoming secretary or to the president all membership records, meeting minutes, and any other club property. The secretary shall be a voting member of the board.

**Section 6 – *Treasurer.*** It shall be the duty of the treasurer to have custody of all funds, to account for said funds 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. Upon retirement from office, the treasurer shall turn over to the incoming treasurer or to the president all funds, books of accounts, and any other club property. The treasurer shall be a voting member of the board.

## **Article 5 Meetings**

**Section 1** – An annual meeting of the club shall be held on the first regular club meeting in December in each year, at which time the election of officers and directors shall take place, as per Article 3.

**Section 2** – The regular weekly meetings of this club shall be held on each Tuesday at 12:00 p.m. (Noon) in DePaul Hall of Via Christi Hospital unless otherwise notified. Notice of any changes in location or cancellation of the regular meeting shall be given to all members of the club. All members in good standing in this club (excepting an honorary member or member excused pursuant to the standard Rotary club constitution) 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 fifty (50) percent of the time devoted to the regular meeting, either at this club, at any other Rotary club, or by any other board approved methods.

**Section 3** – Once a member has been under the 50% attendance requirement for 90 days, that member will be notified they are on attendance probation and must maintain the 50% attendance requirement for the next 90 days to retain membership. Any member who does not fulfill this requirement during probation may be terminated by the board.

**Section 4** – Club assemblies shall be held the first regular club meeting in July and January to allow the club committees to meet and for the club to transact business other than election of officers, which shall be held in December, per Article 5, section 1.

**Section 5** – One-third of the membership shall constitute a quorum at any meeting of the club (except as noted in Article 14), and a majority of the directors shall constitute a quorum of the board.

**Section 6** – Regular meetings of the board shall be held on the second Tuesday of each month at 11:00 a.m. Special meetings of the board shall be called by the president, whenever deemed necessary, or upon the request of two (2) directors, due notice having been given.

## **Article 6 Fees and Dues**

**Section 1** – An admission fee of \$ 25.00 shall be paid by each new member within 30 days of their induction into the club. Previous members of this Club or other clubs will be exempt from this fee.

**Section 2** – The membership dues shall be set by the board annually and will be due and payable in full on May 15 of each year. At the board's discretion if dues are not paid by June 25, a member may be terminated after notification. The Club president, secretary and treasurer will be exempt from membership dues.

## **Article 7 Method of Voting**

The business of this club shall be transacted by vocal assent (voice vote) or electronic vote except during the election of officers and directors, which shall be by paper ballot. The board may determine that a specific resolution be considered by ballot rather than by voice vote.

## **Article 8 Avenues of 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 New Generations Service. This club will be active in each of these Avenues of Service.

## **Article 9 Committees**

**Section 1** - Club committees are charged with carrying out the annual and long-range goals of the club. The president, president-elect/vice president, president-nominee, and immediate past president should work together to ensure continuity of leadership and succession planning. When desirable, committee members may be appointed to the same committee for multiple years to ensure consistency. The president is responsible for appointing committee members to fill vacancies and appointing committee chairs during the current year. The president-elect is responsible for appointing committee members, appointing committee chairs, and conducting planning meetings prior to the start of his/her year as president. The five standing committees are as follows:

Membership – Develop and implement a comprehensive plan for the recruitment and retention of members.

Public Relations – Develop and implement plans to provide the public with information about Rotary and to promote the club's service projects and activities to the local community.

Club Administration – Conduct activities associated with the effective operation of the club, particularly weekly club meetings. The secretary and treasurer may serve as members of this committee.

Service Projects – Develop and implement educational, humanitarian, and vocational projects that address the needs of the local community and communities in other countries. To that end, the Service Projects Committee shall be responsible for raising funds to support club service initiatives.

The Rotary Foundation – Develop and implement plans to support The Rotary Foundation through both financial contributions and participation in Rotary Foundation programs.

President's Council – Develop strategic plans and long range goals in consultation with the board. The President's Council consists of the last two immediate past presidents, president,

president-elect, president-nominee, and secretary. This committee is chaired by the immediate past president.

**Section 2** – Additional ad hoc committees may be appointed as needed with the approval of the board of directors.

**Section 3** – The president shall serve as an ex officio member of all committees and, as such, shall have all the privileges of membership thereon.

**Section 4** – Each committee shall transact its business as is delegated to it in these 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 proposal for expanding the scope of responsibility has been approved by the board.

**Section 5** – Each committee chair shall be responsible for regular meetings and activities of the committee, shall supervise and coordinate the work of the committee, and shall report to the board on all committee activities.

**Section 6** – Each committee shall have clearly defined goals and action plans established before the beginning of each year for implementation during the course of the ensuing year. It shall be the primary responsibility of the president-elect to provide the necessary leadership to prepare a recommendation for club committees, mandates, goals, and plans for presentation to the board in advance of the commencement of the year as noted above.

## **Article 10 Leave of Absence**

Upon written application to the board, setting forth sufficient cause, a leave of absence may be granted excusing a member from attending meetings of the club for a specified length of time, not to exceed twelve (12) months.

## **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. The budget shall be divided into two areas: club operations and service projects.

**Section 2** – The treasurer shall deposit all club funds in a bank determined by the board.

**Section 3** – All bills shall be paid by the treasurer or in the treasurer's absence, the secretary.

**Section 4** – A thorough review of all financial transactions by a qualified person shall be made at least every three (3) years, or more often, at the discretion of the board.

**Section 5** – The fiscal year of this club shall extend from July 1 to June 30. The payment of per capita dues shall be made on July 1 and January 1 of each year based on the membership of the club on those dates.

## **Article 12 Method of Electing Members**

**Section 1** – After attending a minimum of three (3) meetings as a guest, the name of a prospective member, proposed by a current 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. A former member of the Pittsburg Rotary Club, in good standing, may be proposed to active membership by a current Pittsburg Rotary Club member. A transferring or former member of another club, or a former member of the Pittsburg Rotary Club, will be required to attend only one (1) meeting as a guest. The proposal 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 Standard Rotary 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 five (5) 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 secretary 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 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 7** – The club may elect, in accordance with the standard Rotary club constitution, honorary, student, associate, corporate, family, or other membership types proposed by the board.

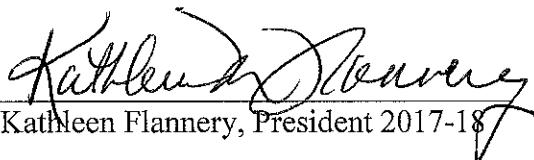
### Article 13 Resolutions

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 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 or e-mailed 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 Rotary International.

Adopted by a majority vote of members present, during a regular meeting of the Rotary Club of Pittsburg in the State of Kansas on the May 22, 2018.

President:   
Kathleen Flannery, President 2017-18

Secretary:   
Johnna Norton, Secretary 2017-18