

BYLAWS OF THE LAWRENCE CENTRAL ROTARY CLUB

Article I Election of Officers and Other Board Members

Section 1 – Election of officers and other board members shall take place at the annual meeting.

Section 2 - Nominations. At a regular meeting one (1) month prior to the meeting for this election, the presiding officer shall ask for nominations by members of the club for president, president-elect, vice-president, secretary, treasurer and the chairs of the Foundation and Membership committees. The nominations may be presented by the outgoing board (a recommended “slate”) and by members from the floor. The nominations duly made shall be voted on at the annual meeting.

Section 3 – Election. The candidates receiving a majority of the votes at the annual meeting for each office and committee chair shall be declared elected.

Section 4 - The five (5) officers and two (2) chairpersons elected shall assume office on the first day of July of the new Rotary year.

Section 5 - A vacancy in any office, committee chair or director on the board of directors shall be filled by action of the remaining members of the board.

Section 6 - A vacancy in the position of any officer-elect, chairperson-elect, or director-elect shall be filled by action of the remaining members of the board of directors-elect.

Section 7 – The president, with board approval, shall name persons to serve as chairs of other committees and club positions.

Article II Board of Directors

The governing body of this club shall be the board of directors consisting of eight (8) members of this club, namely the president, president-elect, vice-president, secretary, treasurer, the Membership and Foundation chairpersons, and the club's immediate past president. All board meetings are open to club members and shall be announced to the club membership prior to the meetings. Agendas and minutes of the meetings shall be available to the full membership.

Article III 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 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 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 serve 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 4 - Secretary (Club Administrator). It shall be the duty of the secretary to:

- keep 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 Rotary International (RI) and district governor, and
- perform such 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 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 account, or any other club property. The treasurer shall make the annual budget known and available to the full membership.

Article IV Meetings

Section 1 - Annual Meeting. An annual meeting of this club shall be held no less than seven months prior to the next Rotary year beginning July 1, at which time the election of officers and Membership and Foundation chairpersons to serve for the ensuing year shall take place.

Section 2- The regular weekly meetings of this club shall be held on Wednesday at noon. Due notice of any change in or canceling of the regular meeting shall be given to all members of the club.

Section 3 – On the day of the regular meeting, all members in good standing in this club must be counted as present or absent, except honorary members (or members excused by the board of directors). Members are encouraged to attend at least 50 percent of regularly scheduled meetings at this club or any other Rotary Club.

Section 4 – The first regular weekly meeting of each quarter shall be a quarterly planning meeting where the key activities and concerns of the club are reviewed for the previous quarter and discussed in planning the upcoming quarter.

Section 5 - One-third of the membership shall constitute a quorum at the annual or regular meetings of this club.

Section 6- Regular meetings of the board shall be held monthly. 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, due notice having been given.

Section 7 - A majority of the board, five (5) members, including any assistant chairperson representing the Membership or Foundation committee, shall constitute a quorum of the board. If a board member cannot attend and wishes to vote on approval of a prospective member(s) for consideration by the club, he or she can vote by proxy through communication to the membership chair prior to the board meeting,

Section 8 - The business of this club shall be transacted by voice vote in accordance with Article I, Section 2, and voting for prospective members by proxy in accordance with Article IV, Section 7.

Article V Membership Dues and Fees

The membership dues, any fees, and optional plans of payment shall be determined by the board of directors, with input from the membership of the club, no later than March 31 prior to the new Rotary year.

Article VI Avenues of Service

The Avenues of Service are the philosophical and practical framework for the work of Rotary International and of Lawrence Central Rotary (LCR). They are Club Service, Vocational Service, Community Service, International Service, and New Generations Service. This club will be active in these Avenues of Service through the projects and activities developed by its board and committees.

Article VII Committees

Club committees are charged with carrying out the annual and long-range strategic goals of the club in the spirit of "Service Above Self" and "The Four-Way Test." The members of the board should work together to ensure continuity of committee leadership and succession planning. The president-elect is responsible for appointing committee members to fill vacancies, appointing all committee chairs (except Membership and Foundation), and conducting planning meetings prior to the start of the year in office.

Article VIII 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.

Article IX Finances

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

Section 2 - All bills shall be paid only by checks signed by the treasurer, with appropriate documentation for all obligations. For amounts above \$1,500, both the treasurer and president shall sign the checks. An audit by a certified public accountant shall be made periodically as determined by the board.

Section 3 - The fiscal year of this club shall extend from July 1 to June 30, and the collection of members' dues shall be divided into a maximum of four (4) quarterly periods extending from July 1 to June 30. The payment of per capita dues and magazine subscriptions to RI shall be made on July 1 and January 1 of each year on the basis of the membership of the club on those dates.

Section 4 - 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 guideline for expenditures for the respective purposes unless otherwise ordered by action of the board.

Article X Method of Electing Members

Section 1 - The name of a prospective member shall be submitted to the board in writing or by e-mail through the club secretary or Membership chair. A transferring member or former member of another club may be proposed to active membership.

Section 2 - The Membership chair will invite the prospective member to attend several regular club meetings, present the person with a packet of information on Rotary International and Lawrence Central Rotary, and invite the person to visit both the RI and club websites. Once the prospective member is familiar with the club, the Membership chair may invite the prospective member to apply for membership.

Section 3 – After receiving an application for membership, the board shall ensure that the prospective member meets all the membership requirements of Rotary International.

Section 4 - The board shall approve or disapprove the prospective member within fifteen (15) days of application and shall notify the club members, through the club secretary or Membership chair, of its decision.

Section 5 - If no written objection to the proposed member, stating reasons, is received by the board from any member (other than honorary) of the club within seven (7) days following the communication of information about the prospective member, that proposed member, upon payment of appropriate membership dues, shall be considered to be a member of the club.

If any such objection is filed with the board, the board shall vote on this matter at its next meeting. If the proposed member is approved despite objection, the proposed member, upon payment of the appropriate membership dues, shall be considered to be a member of the club.

Section 5 - Following the election, the Membership Chair, or a club representative, will arrange for the induction of the new member.

Article XI Resolutions

No resolution or motion to commit this club on any matter shall be considered by the club 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 XII Order of Business

- Meeting called to order
- Introduction of visiting Rotarians and guests
- Correspondence and announcements
- Committee reports, if any
- Any unfinished business
- Any new business
- Address or other program features
- Adjournment

Article XIII Social and Family Events

Lawrence Central Rotary involves spouses/partners, friends of members, and LCR families in social events, such as club anniversary dinners and seasonal parties, at least twice a year, to strengthen the bonds of friendship and commitment to Rotary among LCR members, their families and friends. LCR members, with approval of the Membership chair or president, may invite individuals seriously considering membership in the club to these events.

Article XIV Support for Rotary Foundation

Lawrence Central Rotary is committed, through personal contributions of its members and fund-raising projects and activities, to make a contribution every year in each member's name to support the Rotary Foundation with a goal of \$100 per member. The board may exercise the option to contribute to that goal.

Article XV 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 given 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 constitution and bylaws of Rotary International.

Approved by the Bylaws Committee of the Board of Directors _____

Approved by a quorum of the members on _____