

**BY-LAWS
of the
ROTARY CLUB OF HIBBING, MINNESOTA**

**ARTICLE I
ELECTION OF DIRECTORS & OFFICERS**

Section 1. At the regular meeting one month prior to the annual meeting, the President shall appoint a nominating committee which shall select candidates for offices and for directors and announce same at least two weeks prior to the annual meeting. Nominations for officers and directors may be made from the floor at least one week prior to the annual meeting. The nominating committee shall nominate candidates as follows:

For President, the President-elect shall be nominated unopposed.

For President-elect the Vice-President shall be nominated unopposed.

For Vice-President two candidates, or if the Board of Directors so orders, one candidate, shall be nominated by the nominating committee from the membership.

For Secretary, two candidates, or if the Board of Directors so orders, one candidate, shall be nominated from the membership.

For Treasurer, two candidates, or if the Board of Directors so orders, one candidate, shall be nominated from the membership.

For two Directors, two candidates, or if the Board of Directors so orders, one candidate, shall be nominated for each of the two vacancies, occurring annually, from the membership. Directors term of office to be three years.

All nominations including those made from the floor shall be placed on a written ballot and voted for at the annual meeting. The candidates receiving the highest number of votes shall be declared elected.

Section 2. The officers and directors so elected, together with the immediate past-president, shall constitute the Board of Directors. Within one week after their election the Board of Directors-elect shall meet and elect some member of the club to act as Sergeant-at-Arms.

Section 3. Any vacancy on the Board of Directors or any office shall be filled by action of the remaining members of the Board.

ARTICLE II BOARD OF DIRECTORS

Section 1. The governing body of this Club shall be the Board of Directors elected in accordance with ARTICLE 1 of these By-Laws.

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 of Directors and to perform such other duties as ordinarily pertain to this office.

Section 2. President-elect. It shall be the duty of the President-elect to preside at meetings of the club and Board of Directors in the absence of the President and to perform such other duties as ordinarily pertain to this office. The person in this office shall act as Program Chair.

Section 3. Vice-President. The Vice-President shall perform the duties of the First Vice-President in his or her absence and such other duties as ordinarily pertain to the office of Vice-President. He or she shall be responsible for the Club Bulletin, "The Miner".

Section 4. Secretary. It shall be the duty of the Secretary to keep the records of membership of the club, board and committees, record and preserve the minutes of such meetings, make the required reports to Rotary International, including the semi-annual reports of membership, which shall be made to the Secretary of Rotary International January 1st and July 1st of each year, the report of changes in membership, which shall be made to the Secretary of Rotary International, the monthly report of attendance at the club meetings which shall be made to the district governor immediately following the last meeting of the month, and perform such other duties as usually pertain to the office.

Section 5. Treasurer. It shall be the duty of the Treasurer to have custody of all funds, accounting for same to the club at its annual meeting and at any other time upon demand by the Board of Directors and to perform such other duties as pertain to the office. Upon retirement from office, he or she shall turn over to his or her successor or to the President all funds, books of accounts or any other club property in his or her

possession.

Section 6 Sergeant-at-arms. The duties of the Sergeant-at-arms shall be such as are usually prescribed for the office and such other duties as may be prescribed by the President or the Board of Directors.

ARTICLE IV MEETINGS

Section 1. Annual Meeting. The annual meeting of this club shall be held on the third Thursday in December in each year at which time the election of officers and directors to serve for the ensuing year shall take place.

Section 2. The regular weekly meeting of this club shall be as follows: Each Thursday at 12:00 p.m., at a place in Hibbing, Minnesota designated by the Board, provided that in an emergency or for good cause, the Board of Directors may ...

- (a) change the regular meeting of any week to a different day of the same week or to a different hour of the regular day, or
- (b) cancel the regular meeting of any week because it falls on a legal holiday, or because of the death of the club President, or an epidemic, or a disaster affecting the entire community.

Due notice of any such changes in or canceling of the regular meeting shall be given to all members of the club.

Section 3. One-third of the membership shall constitute a quorum and at the annual and regular meetings of this club.

Section 4. Regular meetings of the Board of Directors shall be held monthly at such time as may be determined by the board. Special meetings of the Board of Directors shall be called by the President, whenever deemed necessary or upon the request of two members of the board, due notice having been given.

Section 5. A majority of the board members shall constitute a quorum of the Board of Directors.

ARTICLE V FEES AND DUES

Section 1. The admission fee shall be paid before the applicant can qualify as a member. The amount shall be determined and set annually by the Board of Directors.

Section 2. The membership dues and other expenses including, but not limited to, dues to the Rotary District, and Rotary International, subscription to "The Rotarian" and required taxes, shall be determined and reviewed annually by the Board of Directors.

ARTICLE VI METHOD OF VOTING

Section 1. The business of this organization shall be transacted by viva voce vote except the election of officers and directors shall be by ballot.

ARTICLE VII COMMITTEES

Section 1. (a) The President shall, subject to the approval of the board of directors, appoint the following principal and standing committees:

- Club service committee
- Community service committee
- International service committee
- Vocational service committee.

(b) The President shall, subject to the approval of the Board of Directors, also appoint such committees on particular phases of community service, international service and vocational service as he or she may deem necessary.

(c) The community service committee, the international service committee and the vocational service committee shall each consist of a chairperson, who shall be named by the President from the membership of the Board of Directors, and not less than two other members.

(d) The President shall also appoint one member of the Board of Directors who shall be responsible for all club service activities and who shall supervise and coordinate the work of all committees appointed on particular phases of club service.

(e) The President shall, subject to the approval of the Board of Directors, appoint the following committees on particular phases of club service:

- Classifications committee
- Fellowship committee
- Magazine committee
- Program committee
- Membership committee
- Public Information committee
- Rotary Information committee

and any other committees that he or she may deem necessary for the internal administration of club affairs.

(f) The President shall be ex officio a member of all committees and, as such, shall have all the privileges of membership thereon.

(g) Each committee shall transact such business as is delegated to it in the by-laws and such additional business as may be referred to it by the President or the Board of Directors. Except where special authority is given by the Board of Directors, such committees shall not take action until a report has been made to the board and approved by the board.

ARTICLE VIII DUTIES OF COMMITTEES

Section 1. Club 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 club service. The chairperson of this committee shall be responsible for the club service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of club service.

Section 2. Community 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 community relationships. The chairperson 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.

Section 3. International 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 matters relating to international service. The chairperson 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 4. 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 chairman 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 on particular phases of vocational service.

Section 5. Classifications Committee. This committee shall consist of

three members, one member to be appointed each year for a term of three years. This committee shall make a classifications survey of the community; shall compile from the survey a roster of filled and unfilled classifications, using the outline of classifications as a guide; shall urge upon the members the importance of proposing names for the unfilled classifications; shall review, where necessary, existing classifications represented in the club; and shall counsel with the board of directors on all classifications problems.

Section 6. Other Committees

(a) **Fellowship Committee.** This committee shall promote acquaintance and friendship among the members and do such work in pursuance of the general object of the club as may be assigned by the President or the Board of Directors.

(b) **Magazine Committee.** This committee shall consist of three members, one member to be appointed each year for a term of three years, and wherever feasible, the editor of the club publication and a local newspaper or advertising member of the club. This committee shall stimulate reader interest in THE ROTARIAN, sponsor a magazine week; arrange for brief monthly reviews of the magazine on regular club programs; encourage the use of the magazine in the induction of new members; provide a copy of the magazine for non-Rotarian speakers; secure international service and other special subscriptions for libraries, hospitals, schools, and other reading rooms; send news items and photographs to the editor of the magazine and in other ways make the magazine of service to the club members and non-Rotarians.

(c) **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 of Directors.

(d) **Program Committee.** This committee shall prepare and arrange the programs for the regular and special meetings of the club.

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

(f) **Rotary Information Committee.** This committee shall devise and carry into effect plans (1) to give the members, especially new members, adequate understanding of the privileges and responsibilities of members and (2) to

give the members information about Rotary, its history, object, scope, activities.

ARTICLE IX LEAVE OF ABSENCE

Section 1. Upon written application to the Board of Directors, 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 X FINANCES

Section 1. The Treasurer shall deposit all funds of the club in some bank to be named by the Board of Directors.

Section 2. When approved by the Board of Directors all bills shall be paid by checks signed by the Treasurer and President. A thorough audit by a certified public accountant or other qualified persons shall be made once each year of all the club's financial transactions.

Section 3. The fiscal year of this club shall extend from July 1st to June 30th, and for the collection of members' dues shall be divided into two semi-annual periods extending from July 1st to December 31st, and from January 1st to June 30th. The payment of per capita tax and magazine subscriptions to Rotary International shall be made on July 1st and January 1st 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 of Directors 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.

ARTICLE XI METHOD OF ELECTING MEMBERS

Section 1. The name of a prospective member, proposed by an active, senior active, or past service member of the club, shall be submitted to the Board in writing, through the Secretary. 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 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 (including the kind of membership proposed), following which the prospective member shall be requested to sign the membership proposal form and to permit his or her name and proposed classification (if active membership) 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 such election, the President shall arrange for the new member's induction and further orientation, and the Secretary shall issue a membership card to the member and shall report such action to Rotary International.

ARTICLE XII RESOLUTIONS & SUBSCRIPTIONS

Section 1. 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 of Directors. Such resolutions or motions, if offered at a club meeting, shall be referred, without discussion, to the board, which after having given consideration to the matter, shall submit its recommendations to the club. Having received the recommendations of the board, the club may then proceed to take such action as may seem proper to the majority

Section 2. Any appeal to the club, or to its members as Rotarians, for charitable or other subscriptions shall be handled in accordance with procedure prescribed in Section 1 of this Article.

ARTICLE XIII
ORDER OF BUSINESS

Luncheon.

Meeting called to order.

Song "God Bless America"

Invocation

Introduction of visiting Rotarians, guests of Rotarians, and Junior Rotarians by the
Sergeant-at-Arms.

Reading of correspondence and announcements by President.

Address.

Adjournment.

ARTICLE XIV
AMENDMENTS

These by-laws 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 to each member at least ten days before such meeting. No amendment or addition to these by-laws can be made which is not in harmony with the club constitution and with the constitution and by-laws of Rotary International.

(Amended 2/10/72; April 1998)