

# IX. CONSTITUTION OF THE ROTARY CLUB OF MILILANI SUNRISE

## Article I Name

The name of the organization shall be

*The Rotary Club of Mililani Sunrise*  
(Member of Rotary International)

## Article II Territorial Limits

The territorial limits of this club are as follows:

Wahiawa, Waialua and Schofield Barracks.

## Article III Object

The Object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:

First. The development of acquaintance as an opportunity for service;

Second. High ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying of each Rotarians occupation as an opportunity to serve society;

Third. The application of the ideal of service in each Rotarians personal, business and community life;

Fourth. The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons in the ideal of service.

## Article IV Meetings

Section 1-

.1 This club shall hold a regular meeting once each week on the day and at the time provided in its bylaws.

.2 In an emergency or for good cause, the board of directors of this club may change a regular meeting to any day during the period commencing with the day following the preceding regular meeting and ending with the day preceding the next regular meeting, or to a different hour of the regular day, or to a different place.

.3 If a regular meeting falls on a legal holiday or in case of the death of the club president, or of an epidemic or of a disaster affecting the whole community, the board may cancel such regular meeting. The board of directors of this club, at its discretion, may cancel not more than two regular meetings in any one Rotary year for causes not otherwise specified herein.

provided always that the club should not fail to meet for more than two consecutive meetings.

Section 2 - an annual meeting for the election of officers of this club shall be held not later than the thirty first day of December in each year as provided in the bylaws of this club.

## **Article V Membership**

Section 1 - General Qualifications. This club shall be composed of adult persons of good character and good business or professional reputation.

Section 2 - Kinds. This Rotary club shall have four kinds of membership, namely: active, senior active, past service and honorary.

Section 3 - Active.

.1 This club may elect to active membership a person who is

(i) engaged as proprietor, partner, corporate officer or manager of any worthy, recognized business or profession; or

(ii) holding an important position in an executive capacity with discretionary authority in any worthy and recognized business or profession; or

(iii) acting as the local agent or branch representative or any worthy and recognized business or profession having charge of such agency or branch in an executive capacity; and personally and actively engaged in the business or profession in which such person is to be classified in the club and having a place of business or residence located within the territorial limits of this club or within the corporate limits of the city in which the club is located or within the territorial limits of an immediately adjoining club, or within an immediately adjoining community not part of the territory of an existing Rotary club.

.2 There shall not be more than one active member in each classification of business or profession excepting the religion, news media and diplomatic classifications, and excepting the provision for additional active members as provided in section 4 of this article.

*Section 4 - Additional Active Member.*

(a) Any active member of this club may propose for and the club may elect to active membership one additional person who is actively engaged in the same classification of business or profession as that of the proposer, whose classification shall be the same as that of the proposer. The qualifications of such additional active member shall be the same as set forth in sections 1 and 3 of this article for active membership. Such additional active member is in all respects an active member except that such member may not propose an additional active member under this paragraph.

(b) This club may, subject to the approval of the holder of the classification, also elect to active membership

(i) a former active member of another Rotary club and

(ii) any former member of a Rotaract club who is actively engaged at a place of business or who resides, within the territorial limits of the club and who is otherwise qualified for membership provided.

(1) that there shall, in no case be more than one additional active member elected for each of the categories listed above under this subsection in respect to any one classification;

(2) that any member so elected from category shall have terminated membership in the former club only because such member ceased to be actively engaged within the territorial limits of the classification of business or profession under which such member was classified in that club;

(3) that any member so elected from category (ii) shall have been a member of one or more Rotaract clubs for a period of at least four years, and shall have terminated membership in the former club only because such member reached the age limit for membership or has relocated outside the territorial limits of that club;

(4) that, although such additional active member is in all respect an active member, such member shall have no right to propose an additional active member under section 4(a) hereof.

In the event of the termination of active membership of the holder of the classification or in the event that such member becomes a senior active member or for any other reason ceases to be the holder of the classification, the membership of the additional active member or members elected under section 4(a) and (b) shall be dealt with as follows;

(I) If there is only one such additional active member, that member shall automatically become an active member and the holder of the classification.

(ii) if there is more than one additional active member, then the club shall elect one of the additional active members to be the active member and the holder of the classification

(iii) Upon the election to active membership of one of the additional active members as prescribed in (ii) above, the status of any other additional active members shall remain unchanged.

#### *Section 5- Senior Active Membership*

(a) Any active member of this club or past service member whose combined active and past service membership in one or more clubs conforms with the service requirements as hereinafter set forth,

(I) who has been a member of one or more clubs for a total of fifteen or more years, or

(ii) who is of the age of sixty or more after having been a member of one or more clubs for a total of ten or more years, or

(iii) who is of the age sixty-five or more after having been a member of one or more clubs for a total of five or more years, or

(iv) who is a present or past officer of RI shall automatically and forthwith become a senior active member.

(b) This club may elect to senior active membership any former member of any club who was a senior active member or was eligible to become a senior active member at the time such former member ceased to be a member of a club.

.1 A senior active member shall have all the rights, and responsibilities of an active member, except that such member

(I) shall not be considered as representing any business or professional classification; and

(ii) shall not have the right to propose an additional active member under section 4(a) hereof.

.2 This club may admit to membership a qualified person in the classification or business or profession in which such senior active member may be engaged.

#### *Section 6 - Past Service*

(a) A person who has retired from active business or professional life but who is otherwise qualified for Rotary club membership under article V, section 3 of the constitution of this club, including having held a qualifying position level, may be elected as a past service member. A past service member shall be required to pay an admission fee unless such member was formerly an active member of this club.

(b) Active members who, through no fault of their own, would otherwise lose their classifications may, by action of the board of directors of this club, be elected to past service membership.

A past service member shall have all the rights, privileges and responsibilities of an active member except that such member shall not be considered as representing any business or professional classification, shall not become a senior active member (except as provided in section 5(a) of this article) and shall not have the right to propose an additional active member under section 4(a) hereof.

*Section 7 - Dual Membership.* No person shall simultaneously hold active, senior active, or past service membership in this and another club. No person shall simultaneously hold active, senior active or past service membership and honorary membership in this club.

#### *Section 8 - Honorary Membership.*

.1 A person who has served with merit and distinction in the furtherance of Rotary ideals, may be elected to honorary membership in this club.

.2 Honorary members shall be exempt from the payment of admission fees and dues, shall have no vote and shall not be eligible to hold any office in this club; shall not be considered as representing a classification, but shall be entitled to attend all meetings and enjoy all the other privileges of the club. No honorary member of this club is entitled to any rights of privileges in any other clubs.

*Section 9 - Religion, News Media and Diplomatic Service.* Representatives of more than one religious denomination, representatives of more than one newspaper, and or their new media and diplomatic representatives of more than one government may be eligible to active membership under such classification as set forth in this constitution.

#### *Section 10 - Public Office.*

.1 Persons elected or appointed to public office for a specified time only shall not be eligible to active membership in this club under the classification of such office. This shall not apply to persons holding a position or office in schools, colleges, or other institutions of learning or to persons who are elected or appointed to the judiciary.

.2 An active member in this club who is elected or appointed to public office for specified period may during the period in which such office is held continue as such active member in the club under the classification represented immediately prior to such election or appointment.

#### *Section 11 - Rotary International Employment*

This club may retain in its membership any member thereof who enters the employment of RI, so long as such member remains in such employment.

## **Article VI Classifications**

### *Section 1 - Classifications*

(a) Each active member of this club shall be classified in accordance with the members business or profession.

(b) The classification of each active member of this club shall be that which covers the principal and recognized activity of the firm, company or institution with which such member is connected or that which covers such members principal and recognized business or professional activity

How Corrected. The board, in its discretion, may correct or adjust the classification of any member, whose membership has not terminated, if the circumstances warrant such action. Due notice of such proposed correction or adjustment shall be given to the member and the member shall be allowed a hearing thereon.

*Section 2 - Limitations.* The active membership shall consist of but one person from each classification of business or profession, excepting the religion, news media, and diplomatic services classifications, which may have more than one person in each such classification and excepting the provision for additional active members.

## **Article VIII Attendance**

*Section 1 -* Every member of this club should attend its regular meetings. A member shall be counted as attending a regular meeting of this club if such member is present for at least 60% of the time devoted for the regular meeting or makes up for an absence in any of the following ways:

(a) If at any time within 14 days before or after the usual time for that meeting such member

(i) attends at least 60% of the time devoted for the regular meeting of another club or of a provisional club, or

(ii) by direction of this club, attends a regular meeting of a Rotaract or Interact club or Rotary Village Corps or of a provisional Rotaract or Interact club or Rotary Village Corps, or

(iii) attends a convention of RI, a council on legislation, an international assembly, a Rotary institute for past and present officers of RI, a Rotary institute for past, present and incoming officers of RI, or any other meeting convened with the approval of the board, the presiding acting the board of RI, a Rotary multizone conference, a RI committee meeting, a Rotary district conference, a Rotary district assembly, any district meeting held by direction of the Board of Directors of RI, any district committee meeting held by direction of the district governor, or a regularly announced intercity meeting of Rotary clubs, or

(iv) is present at the usual time and place of a regular meeting of another club for the purpose of attending such meeting, and that club is not meeting at the time and place, or

(v) except that where a member is traveling outside the members country of residence for a period exceeding fourteen days, the time restriction shall not be imposed by this subsection in as much as a member may attend meetings in another country at any time during the period of travel, and each such attendance shall count as a valid make-up for any regular meeting missed at this club during the members time abroad.

(b) If, at the time of such meeting a member is

(i) Traveling with reasonable directness to or from one of the meetings mentioned in paragraph (a) (iii) of this section, or

(ii) on Rotary business serving as an officer or member of a committee of RI, or a trustee of the Rotary Foundation, or

(iii) on Rotary business serving as the special representative of the district governor in the formation of a new club, or

(iv) on Rotary business in the employ of RI, or

(v) directly and actively engaged in a district-sponsored or a RI or Rotary Foundation sponsored service project in a remote area where the opportunity for making up attendance is completely impossible, or

(vi) engaged in Rotary business duly authorized by the board of this club if this precludes attendance at a meeting of this club.

*Section 2 - Notice of Make-up.* In the cases set out in subsection (a) (ii), (a) (iii) or subsection (b) of section 1 of this article, the member shall only be counted as being in attendance if notice of the fact is given by the member personally to the club. In the cases set out in subparagraphs (a) (I) and (iv), such notice may be given by the member personally or by the secretary of the club visited.

*Section 3 - Exemptions.* A members absence shall be excused if

(a) .1 the absence is caused by protracted ill health or impairment or by stay of more than two weeks in a country in which Rotary clubs do not exist so that such member is physically unable to attend a regular meeting and the board approves such absence in which case it shall not be computed in the clubs attendance record.

.2 In the case of intended absence in a country in which there are no Rotary clubs, the member shall inform the secretary of this club before starting the journey or, if that is impossible, in writing from that country. Before approving such absence, the board shall satisfy itself that the journey will prevent the member from making up an absence in accordance with section 1(a) of this article or,

(b) a member is a senior active member and

(I) has been a member of one or more clubs for an aggregate of twenty years or more and has reached the age of 65 years,

(ii) has been a member of one of more clubs for an aggregate of fifteen years or more and has reached the age of 70 years and the member has notified the club secretary in writing of the members desire to be excused from attendance. In this case, if approved by the board, such members absences shall not be computed in the clubs attendance records, unless so desired by the member.

## **Article VIII Directors and Officers**

*Section 1 -* The governing body of this club shall be a board of directors to be constituted as the bylaws of the club may provide.

*Section 2 -* Except as herein otherwise specifically provided the decision of the board in all matters shall be final, subject only to an appeal to the club. The board shall have general control over all officers and committees and may, for good cause, declare any office vacant. It shall constitute a board of appeal from the rulings of all officers and actions of all committees. Appeal may be taken from any decision of the to the club. On such appeal the decision appealed from shall be reversed only by a two-thirds vote of the members present, at a regular meeting specified by the board, a quorum being present, notice of such appeal having been given by the secretary to all members of the club at least five (5) days previous to such meeting.

*Section 3* - The officers of this club shall be a president, a president-elect, one or more vice-presidents, all of whom shall be members of the board, and a secretary, a treasurer, and a sergeant-at-arms, any or all of whom may or may not be members of the board s the bylaws of the club shall provide.

*Section 4* -

.1 Each officer shall be elected as provided in the bylaws of the club and, except as may otherwise be provided in relation to the president, shall take office on the first day of July immediately following election to office and shall serve for the term of office or until a successor shall have been elected and qualified.

.2 The president shall be elected, as the bylaws of the club may provide, within the period of not more than two years but not less than eighteen months prior to the day of taking office as president. The president shall be a director of the board and shall serve as president-elect for the year immediately preceding the year in which the term as president shall commence. The president shall take office on the first day of July in the Rotary year for which the president is elected to serve and shall serve for the period of election or until a successor shall have been elected and qualified.

.3 Each officer and each director shall be an active (including additional active), senior active, or a past service member in good standing of this club. For a better understanding of the duties and responsibilities of club president, the president-elect shall attend the district presidents-elect training seminar and the district assembly unless excused by the incoming governor. If so excused, the president-elect shall send a designated representative from the club whose duty it will be to report back to the president-elect.

## **Article IX Admission Fees and Dues**

Every active, senior active, and past service member of this club shall pay as an admission fee and as annual dues such sums as may be prescribed in the bylaws of this club except that a senior active or past service member who has held active membership in this club shall not be required to pay a second admission fee.

## **Article X Duration of Membership**

*Section 1* - Period. Membership shall continue during the existence of the club unless terminated as hereinafter provided.

*Section 2* - How terminated.

(a) Membership shall automatically terminate when a member ceases to have the necessary qualifications for membership, except that

(I) active members who through no fault of their own, would otherwise loose their classifications may, by action of the board of directors of this club, be elected to past service membership; or

(ii) by permission of the board active members moving from the territorial limits of the club, may be given special leave of absence for a period not exceeding one year to enable them to visit and become known to a Rotary club in the community to which they move, providing they are still active in the same classifications of business or profession and continue to comply with the attendance and all other conditions or Rotary membership; or

(iii) by permission of the board active members moving from the territorial limits of the club may retain membership providing they are still active in the same classifications of business or profession and continue to comply with attendance and all other conditions of Rotary membership; or

(iv) active members who would be losing their classifications without default on their part may retain their classifications and be given special leaves of absence for periods not exceeding one year to enable them to obtain new employment in their classifications or in new classifications providing they continue to comply with the attendance and all other conditions of Rotary membership. The termination of their membership would take effect only at the end of the period granted to them.

(b) When past service members reenter active business or professional life their memberships automatically become active memberships if the classifications are vacant. If the classifications are not vacant they continue as past service members.

Honorary membership shall automatically terminate on the thirtieth day of June next after the date of election. However the board in its discretion may, by resolution, from year to year continue such honorary membership for the ensuing year.

*Section 3 - How to Rejoin.* When the membership of an active member has terminated as provided in the foregoing section 2, such person may make new application for membership, under the same classification or another classification. If elected to membership, a second admission fee shall not be required.

*Section 4 - Termination - Non-payment of Dues.*

.1 Any member failing to pay dues within (30)days after the prescribed time shall be notified in writing by the secretary at the members last known address. If the dues are not paid on or before ten (10) days from the date of notification said membership shall automatically terminate.

.2 Such former member, at the discretion of the board, may be reinstated to membership upon the former members petition and upon the payment of all indebtedness to the club, provided that no former member can be reinstated to active membership if the classification of the former member has been filled.

*Section 5 -Termination - Non-Attendance.*

(a) Each member, other than an honorary member of this club, must

(1) attend or make up at least sixty percent of club regular meeting in each half of the Rotary year;

(2) attend at least thirty percent of the regular meetings in each half of the Rotary year.

If such a member fails to attend as required above, that persons membership shall automatically terminate unless the board consents to such non-attendance for good and sufficient reasons.

(b) The membership of any member, other than an honorary member, of this club shall automatically terminate if, without the consent of the board for good and sufficient reason, the member fails to attend or make up four consecutive club meetings.

*Section 6 - Termination for Other Causes.*

(a) The membership of any member who shall cease to have the qualifications for membership in this club may be terminated by the board by the votes of not less than two-thirds of the members thereof, at a meeting called for that purpose.

(b) The membership of any member may be terminated by the board, for a reason which the board may deem to be sufficient, by the votes of not less than two-thirds of the members thereof, at a meeting called for that purpose. In either case(a) or (b) the member shall be given at least ten (10) day notice in writing of such pending action and an opportunity to submit to the board a written answer. The member shall also have the privilege of appearing before the board to state the members case. Service of such notice shall be made by personal delivery or by registered letter to the members last known address.

(c) In case of a decision to terminate membership the secretary shall, within seven days after the date of the boards decision, notify the member in writing of the decision of the board. Such member may within fourteen days after the date of such notice, give written notice to the secretary of the intention either to appeal to the club or to arbitrate as provided in article XIV of this constitution. In the event of an appeal, the board shall set a date for the hearing of the appeal at a regular meeting of the club, to be held within twenty-one (21) days after the receipt of such written notice of appeal. At least five (5) days notice of such club meeting and its special business shall be given in writing to every member of the club, and only members of the club shall be permitted to be present when such appeal is considered at such meeting.

(d) When the board has terminated the membership of an active member as provided for in this section, the club shall not elect a new member under the former classification until the time for hearing the appeal, if any, has expired and the clubs decision or the decision of the arbitrators has been announced.

(e) The action of the board shall be final if no appeal to the club is taken and no arbitration is requested. If an appeal is taken, the action of the club shall be final.

*Section 7 - Resignation.* The resignation of an member from the club shall be in writing (addressed to the president or secretary) and shall be accepted by the board, provided that all indebtedness so said member to the club has been paid.

*Section 8 - Property Interest - Forfeiture of.* Any person whose membership in this club has been terminated in any manner shall forfeit all interests in any funds or other property belonging to the club.

## **Article XI Community, National and International Affairs**

*Section 1-* The general welfare of the community, the nation, and the world is a concern to the members of this club, and the merits of any public question involving such welfare shall be proper subjects of fair and intelligent study and discussion before a club meeting for the enlightenment of its members in forming their individual opinion. However, this club shall not express an opinion on any pending controversial public measure.

*Section 2 -* This club shall not endorse or recommend any candidate for public office and shall not discuss at any club meeting the merits or demerits of any such candidate.

*Section 3 -*

(a) This club shall neither adopt nor circulate resolutions or views, nor take corporate action, dealing with world affairs or international policies of a political nature.

(b) This club shall not direct appeals to clubs, peoples or governments, or circulate letters, speeches, or proposed plans for the solution of specific international problems of a political nature.

*Section 4 - Recognizing Rotary's Beginning.*

.1 This club will strive to emphasize aspects of Rotary service during a special week of celebrations commencing on the anniversary of Rotary's establishment. The week, commencing on February 23 of each year, shall be known as World Understanding and Peace Week.

.2 While the special week will provide opportunity to reflect upon past achievements, it is appropriate to focus upon programs of peace, understanding and goodwill within the community and throughout the world.

## **Article XII Rotary Magazines**

*Section 1* - Unless this club is excused by the Board of Directors of RI from complying with the provisions of this article in accordance with the bylaws of RI, every active, senior active, or past service member of this club, by acceptance of such membership, shall become and so remain for the duration of such membership, a paid subscriber to the official magazine or to the approved magazine prescribed for this club by the Board of Directors of RI. The subscription shall be handled in six (6) month periods and shall continue for the duration of membership in this club and to the end of any six (6) month period during which membership may cease.

*Section 2* - The amount of the subscription shall be collected by the club from each member semi-annually in advance and remitted to the Secretariat of RI or to the office of such regional publications as may be determined by the Board of Directors of RI.

## **Article XIII Acceptance of Object and Compliance with Constitution and Bylaws**

A member by payment of an admission fee and due, thereby accepts the principles of Rotary as expressed in its object and submits to and agrees to comply with and be bound by the constitution and bylaws of this club, and on these conditions alone is entitled to the privileges of the club. No member shall be absolved from the observance of the constitution and bylaws on the plea that such member has not received a copy of them.

## **Article XIV Arbitration**

Should any dispute arise between any member or members or a former member or members, and the club or any officer or the board of the club, relative to membership or to any alleged breach of the constitution or bylaws, or the expulsion of any member from the club, or on any account whatsoever which cannot be satisfactorily settled by arbitration. Each party shall appoint an arbitrator and the arbitrators shall appoint an umpire. Only members of a Rotary club may be appointed as umpire or as arbitrators. The decision arrived at by the arbitrators, or in the event of their disagreement, by the umpire, shall be final and binding on all parties.

## **Article XV Bylaws**

This club shall adopt bylaws not inconsistent with the constitution and bylaws of RI (and the rules of procedure for an area administration where established) and with this constitution, embodying additional provisions for the government of this club. Such bylaws may be amended from time to time as therein provided.

## **Article XVI Interpretation**

Throughout this constitution, pronouns of either the masculine or feminine gender shall include the other.

## **Article XVII Amendments**

*Section 1* -Time. Except as provided in section 4 of this article this constitution may be amended only by the council on legislation or by the convention or RI in the same manner as is established in the bylaws or RI for the amendment of its bylaws.

*Section 2* - Who May Propose. Amendments to this constitution, except as provided in section 4 of this article, may be proposed only by a club, by a district conference, by the general council or the conference of RI in Great Britain and Ireland, by the council on legislation, or by the Board of Directors of RI.

### *Section 3- Procedure*

.1 Any proposal to amend this constitution shall be delivered to the general secretary of RI not later than the first day of May in the Rotary year preceding that in which the council on legislation is to meet.

.2 The general secretary of RI shall mail a copy of all duly proposed amendments to all members of the council on legislation and to the secretary of each club not later than one hundred twenty (120) days prior to the date the council shall be convened.

.3 The council shall consider and act upon each duly proposed amendment transmitted to the council and any duly proffered amendment thereof.

*Section 4 - Article 1 (Name) and Article II (Territorial Limits) of this constitution shall be amended at any regular meeting of this club a quorum being present by the affirmative vote of a majority of members present and voting, provided that notice of such proposed amendment shall have been mailed to each member at least 10 days before such meeting, and provided further, that such amendment shall be submitted to the Board of Directors of RI for its approval and shall become effective only when so approved. In the event of reconsideration of a decision not to relinquish or share territory for the organization of an additional club, as directed by the district governor or Board of Directors of RI, as provided in section 2.020.4 of the bylaws of RI a two-thirds vote is required to sustain the previous negative decision.*

## X. BYLAWS OF THE ROTARY CLUB OF MILILANI SUNRISE

### **Article I 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, vice-president, secretary, treasurer, and 5 members of the board of directors. 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 annual meeting. The candidates for director receiving a majority of the votes shall be declared elected as directors. The president elected in such balloting shall serve as 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. 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 - A vacancy in the board of directors or any office shall be filled by action of the remaining members of the board.*

*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 of directors-elect.*

### **Article II Board of Directors**

The governing body of this club shall be the board of directors consisting of 11 members of this club, namely, 5 directors elected in accordance with article I, section 1, of these bylaws, 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 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 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 January 1<sup>st</sup> and July 1<sup>st</sup> of each year, and including prorated reports to the general secretary on 1 October and 1 April of each active, senior active and past service member who has been elected to membership in the club since the start of July or January semiannual reporting period, the report of changes of membership, which shall be made to the general secretary or RI, 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, collect and remit RI subscriptions to The Rotarian, 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 accounts or any other club property.

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

## **Article IV Meetings**

**Section 1 - Annual Meeting.** An annual meeting of this club shall be held on the SECOND Wednesday in DECEMBER in each year, at which time the election of officers and directors to serve for the ensuing year shall take place.

(Note: article IV, section 2 of the standard Rotary club constitution provides that an annual meeting for the election of officers of this club shall be held not later than the thirty-first day of December in each year as provided in the bylaws of this club)

**Section 2 - The regular weekly meetings** of this club shall be held on *Wednesday at 7:15 a.m.*

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 VII, section 3 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 them member's being present for at least (60) percent of the time devoted to the regular meeting, either at this club or at any other Rotary club.

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

*Section 4* - Regular meetings of the board shall be held on the **third Thursday of each month**. 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 5* - A **majority** of the board members shall constitute a quorum of the board.

## **Article V Fees and Dues**

*Section 1* - The admission fee shall be \$25.00 to paid before the applicant can qualify as a member.

*Section 2* - The membership dues shall be \$200.00 per annum, payable semiannually on the first day of July and January, with the understanding that six dollars (US\$6.00) of each semiannual payment shall be applied to each member's subscription to The Rotarian magazine.

(Note: The subscription price of The Rotarian is US\$12.00 per annum)

## **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* -

(a) The president shall, subject to the approval of the board, appoint the following standing committees:

Club Service committee  
Vocational Service committee  
Community Service committee  
International Service committee  
Fund Raising committee

(b) The president shall, subject to the approval of the board, also appoint such 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 fund raising committee shall each consist of a chairman, who shall be named by the president from the membership of the board, 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. Where feasible and practicable in the appointment of such committees, there should be provision for continuity of 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 chairman 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 chairman of the club service committee and the chairmen of all committees appointed on particular phases of club service.

(c) The president shall, subject to the approval of the board, appoint the following committees on particular phases of club service:

Attendance committee

Club bulletin committee

Fellowship committee

Magazine committee

Membership committee

Membership development committee

Program committee

Public relations committee

Appoint one member each year to the following committees:

Classifications committee

Rotary information committee

(d) The president shall appoint the president-elect or vice-president to oversee and coordinate the work of the classifications, membership, membership development and Rotary information committees.

(e) Where feasible and practicable in the appointment of club committees, there should be provision for continuity of membership, either by appointing one or more members for a second term or by appointing one or more members to a two-year term.

(f) The classification of Rotary information committees shall each consist of three (3) members, one member of each committee to be appointed each year for a term of (3) years. The first appointments made under this provision shall be as follows: one member for a term of one year, one member for a term of two (2) years and one member for a term of three (3) years.

(g) The magazine committee shall, wherever feasible, include the editor of the club publication and a local newspaper or advertising member of the club.

### **Section 3 - Community Service Committee**

(a) The chairman 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 chairman of community service committee and the chairman of all committees appointed on particular phases of community service.

The president shall, subject to the approval of the board, appoint the following committees on a particular phases of community service:

Human development committee

Community development committee

Environmental protection committee

Partners in service committee

## 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 matters relating to club service. The chairman 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) **Attendance Committee.** This committee shall devise means for encouraging attendance at all Rotary meetings - including attendance at district conferences, intercity meetings, regional conferences, and international conventions by all club members. This committee shall especially encourage attendance at regular meetings of this club; keep all members informed on attendance requirements; promote better incentives for good attendance; and seek to ascertain and remove the conditions that contribute to unsatisfactory attendance.

(b) **Classifications Committee.** This committee shall as early as possible, but no later than 31 August of each year, make a classification survey of the community; shall compile from the survey a roster of filled and unfilled classifications, applying the classification principle; shall review, where necessary, existing classifications represented in the club; and shall counsel with the board on all classification problems.

(c) **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 new of the club, if its members and of the worldwide Rotary program.

(d) **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 of the board.

(e) **Magazine Committee.** This committee shall stimulate reader interest in The Rotarian; sponsor a magazine month; arrange for brief monthly reviews of the magazine on regular club programs; encourage the use of the magazine for non-Rotarian speakers;

secure international service and other special subscriptions for libraries, hospitals, schools and other reading rooms; send new items and photographs to the editor of the magazine and in other ways make the magazine of service to the club members an non-Rotarian.

(f) **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.

(g) **Membership Development Committee.** This committee shall review continually the club roster of filled and unfilled classifications and shall take positive action to initiate and present to the board the names of suitable persons to fill unfilled classifications.

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

(i) **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.

(j) **Rotary Information Committee.** This committee shall devise and carry into effect plans (1) to give prospective members information about the privileges and responsibilities of membership in a Rotary club, (2) to give the members, especially in the new members, adequate understanding of the privileges and responsibilities of members, (3) to give the members information about Rotary, its history, object, scope, activities and (4) to give the members information as to developments in the administrative operation of RI.

*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 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 3 - 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 chairman of this committee shall be responsible for the community service activities of club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of community service.

(a) **Human Development Committee.** This committee shall devise and carry into effect plans which will guide and assist 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.

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

(c) **Environmental Protection Committee.** This committee shall devise and carry into effect plans which will guide and assist members of this club in monitoring and improving the quality of the community's environment.

(d) **Partners in Service Committee.** This committee shall devise and carry into effect plans which will guide and assist members of this club in building relationships with other Rotary sponsored organizations within the community and in cooperating with them in service.

*Section 4 - International Service Committee.* This committee shall devise and carry into effect plans which will guide and assist members of this club in discharging their responsibilities in matters relating to international service. The chairman 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 - Fund Raising Committee.* This committee shall devise and carry into effect plans which will guide and assist members of this club in raising the necessary funds to conduct the service goals of the club.

## **Article IX 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.

(Note: Such leave of absence does not operate to prevent a forfeiture of membership; it does not operate to give the club credit for members 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 provision of art. VII, sec.3 of the standard Rotary club constitution is not computed in the attendance record of the club.)

## **Article X Finances**

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

*Section 2* - All bills shall be paid only by checks signed by the treasurer upon vouchers signed by any two officers. A thorough audit by a certified public accountant or other qualified person shall be made once each year of all the club's financial transactions.

*Section 3* - Officers having charge or control of funds shall give bond as may be required by the board 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 July 1<sup>st</sup> to June 30<sup>th</sup>, and for the collection of member's dues shall be divided into two (2) semiannual periods extending from July 1<sup>st</sup> to December 31<sup>st</sup> and from January 1<sup>st</sup> to June 30<sup>th</sup>. The payment of per capita dues and magazine subscriptions to RI shall be made on July 1<sup>st</sup> and January 1<sup>st</sup> of each year on the basis of the membership of the club on those dates.

(Note: Magazine subscriptions for members joining during a semiannual period are payable upon invoice from the Secretariat.)

*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 board.

## **Article XI Method of Electing Members (For All Kinds of Membership)**

*Section 1* - The name of the 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 club 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 proposed 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 (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) shall be considered to be elected to membership.

If any such objection is 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 member) 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 club secretary shall issue a membership card to the member and shall report such action to RI.

## **Article XII 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 XIII Order of Business**

Meeting called to order

Introduction of visiting Rotarians.

Correspondence and announcements

Committee reports if any.

Any unfinished business.

Any new business.

Address or other program features.

Adjournment.

## **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 to each member at least ten 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.