

# ROTARY CLUB OF JASPER

## BY-LAWS

November 2006

### Article I Election of Officers

SECTION 1 A nominating committee consisting of the current president-elect, current president, and one or more past presidents shall prepare a slate of candidates for the offices of president, president-elect, vice-president, and secretary, treasurer.

At a regular meeting four weeks prior to the annual meeting, the presiding officer shall present to the club the slate of officer candidates. The presiding officer shall solicit additional nominations from the floor. The slate having been completed, these nominations shall be placed upon a ballot in alphabetical order under each office, and voted upon at the annual meeting.

The candidates for president, president-elect, vice-president, secretary, and treasurer receiving a majority of the votes shall be declared as elected to their respective offices.

No person shall be elected as an officer of this club without their prior consent, or having been given the opportunity to withdraw their name from nomination.

SECTION 2 Within one week after the election of officers, the board as it will be constituted on the following 1st of July next, will meet and elect some member of the club as sergeant-at-arms. He shall assume office on the first day of July following election.

SECTION 3 A vacancy in the board of directors or any offices shall be filled by action of the remaining members of the board.

SECTION 4 A vacancy in the position of any officer-elect shall be filled by action of the remaining members of the board.

### Article II Board of Directors

The governing body of this club shall be the Board of Directors. It shall consist of the officers elected in accordance with Article I of these by-laws, the two most recent past presidents available to serve, and the avenue of service chairmen appointed in accordance with Article VII of these by-laws.

### Article III Duties of Officers & Officials

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 his office.

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. These duties include the appointment of the chairmen of the avenues of

service and the sergeant-at-arms, who will serve, subject to the approval of the board, when the President-elect becomes President.

SECTION 3 Vice President. It shall be the duty of the vice-president to preside at meetings of the club and board in the absence of the president and to perform such other duties as ordinarily pertain to his office.

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. At least annually the secretary shall prepare a roster of all active and honorary members, and distribute it to all active and honorary members. The secretary shall make the required reports to Rotary International, including the semiannual reports of membership, which are made to the General Secretary of Rotary International on January 1st and July 1st of each year, and including prorated reports to the general secretary on 1 October and 1 April of each active member who has been elected to membership in the club since start of the July or January semiannual reporting period, report the changes in membership, which shall be made to the General Secretary of Rotary International. The monthly report of attendance at club meetings shall be made to the district governor within 15 days of the last meeting of the month, collect and remit to Rotary International subscriptions to the *Rotarian*, and perform such other duties as usually pertain to his office.

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 his office. Upon his retirement from office he shall turn over to his successor or to the president all funds, books of accounts, or any other club property in his possession.

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

### Article IV Meetings

SECTION 1 Annual Meeting. An annual meeting of the club shall be held on the Wednesday of the first week of December each year, at which time the election of officers to serve for the ensuing year shall take place.

SECTION 2. (a) The regular weekly meeting of this club shall be held on Wednesday at 12:00 noon. 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 VIII Section 2 of the

standard Rotary Constitution) must be counted as present or absent, and attendance must be evidenced by the member's being present at least sixty (60) percent of the time devoted to the regular meeting, either at this club or at another Rotary club.

(b) Members whose age plus years of active membership total 85 may submit a request in writing to the Secretary that they be exempted from the meeting attendance requirement. The Secretary will validate the request and inform the board that the criterion has been met, and the board shall pass a resolution granting the request. This request will remain in effect until revoked by the member. Members so exempted will continue to pay dues and have all the rights and privileges of membership

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

SECTION 4 Regular meetings of the board shall be held on the first Wednesday of each month. Special meetings of the board shall be called by the president, whenever deemed necessary, or upon 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 as established by the Board of Directors shall be paid before the applicant can qualify as a member.

SECTION 2 The per annum membership dues as established by the Board of Directors shall be payable in quarterly installments on the first day of July, October, January, and April. Each quarterly payment shall include a pro-rata share of the annual cost of the member's subscription to The Rotarian magazine.

## Article VI

### Method of Voting

The business of the club shall be transacted by voice vote except the election of officers shall be by ballot.

## Article VII

### Committees

SECTION 1 (a) The new president, subject to the approval of the board, shall appoint the following committees:

Club Administration  
Service Projects  
Youth Service  
Membership  
The Rotary Foundation  
Public Relations

(b) The president, subject to the approval of the board, shall also appoint such committees on particular phases of Club Administration, Service Projects, Youth Service,

Membership, The Rotary Foundation, and Public Relations as he may deem necessary.

(c) The Club Administration, Service Projects, Youth Service, Membership, The Rotary Foundation, and Public Relations committees shall each consist of a chairman, who shall be named by the president and not less than three (3) other members.

(d) The president shall be an ex officio 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 by-laws 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.

## Article VIII

### Duties of Committees

#### SECTION 1 Club Administration 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 Club Administration. The chairman of this committee shall be responsible for regular meetings of the committee and shall report to the board on all club administration activities. Responsibilities include:

(a) Fellowship Activities Committee. This committee shall promote acquaintance and friendship among 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 or the board.

(b) Club Bulletin Committee. This committee shall endeavor, through the publishing of a weekly club bulletin, to stimulate interest and improve attendance, announce the program for the forthcoming meeting, relate highlights of the previous meeting, promote fellowship, contribute to the Rotary education of all members, and report news of the club, of its members and of the worldwide Rotary program.

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

(d) Magazine Committee. This committee shall stimulate reader interest in The Rotarian; sponsor a magazine month; arrange for brief 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.

(e) Fundraising Committee. The committee will include the golf tournament chairman and at least two other club members. The committee shall (1) review the last golf tournament, and recommend changes as appropriate, (2) secure the appointment of the tournament chairman, (3) assist and advise the tournament chairman as appropriate

(f) 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 the Rotary Club, (2) give members, especially new members, adequate understanding of the privileges and responsibilities of members, (3) to give the members information about Rotary, its history, objectives, scope, and (4) to give members information as to developments in the administrative operation of Rotary International.

#### **SECTION 2 Service Projects 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 Service Project 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 Youth 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 the community's youth. It shall sponsor and monitor local Roteract, Interact and Youthact programs. The chairman of this committee shall be responsible for the Youth Service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of Youth Service.

#### **SECTION 4 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.

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 Membership activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of Vocational Service.

(a) 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 the unfilled classifications.

(b) Attendance Committee. This committee shall devise means for encouraging attendance at district conferences, inter-city meetings, regional conferences, and International Conventions by all club members. This committee shall especially encourage attendance at regular meetings of this club and attendance at regular meetings of other clubs when unable to attend meetings of this club; keep all members informed of attendance requirements; promote better incentives for good attendance; and seek to ascertain and remove conditions that contribute to unsatisfactory attendance.

(c) 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.

(d) Orientation Committee. This committee shall schedule "Red Badge" orientation programs for all new member for the purpose of giving new members information about Rotary, its history and objectives and to inform them of their responsibilities as Rotarians.

#### **SECTION 5 The Rotary Foundation 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, Rotary Foundation giving, and Rotary Foundation programs. 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.

#### **October 23, 2006 SECTION 6 Public Relations Committee**

The Public Relations 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. The committee shall supervise and coordinate the work of the club historian and club web site administrator.

### **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 meetings for a specified length of time.

(Note: Such leave operates to prevent forfeiture of membership; it does not give the club credit for the member's attendance. Unless he attends a regular meeting of some other club, the excused member must be recorded as absent. However, an absence authorized under the provision of Art. VIII Sec. 2 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. A thorough audit of the financial record may be made by a qualified person at the discretion of the Board of Directors.

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 1st to June 30th, and for the collection of members' dues shall be divided into four (4) quarterly periods

extending from July 1st to September 30th, October 1st to December 31st, January 1st to March 31st, and April 1st to June 30th. The payment of per capita dues and magazine subscriptions to the Rotary International shall be made on July 1st and January 1st of each year on the basis of membership of the club on those dates.

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 the board.

## Article XI

### Method of Electing Members

#### SECTION 1 Active members.

(a) The name of prospective member, proposed by an active member of club or by a membership development committee, 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.

(b) The board shall request the classifications committee to consider and report to the board on the eligibility of the proposed member from the standpoint of classification, and shall request the membership committee to investigate and report to the board on the eligibility of the proposed member from the standpoint of character, business and social standing, and general eligibility.

(c) Within 40 days the board shall consider and approve or disapprove the recommendations of the classifications and membership committees and shall notify the proposer, through the club secretary, of the decision.

(d) If the decision of the board is favorable, the proposer, together with one or more members of the Rotary information committee, shall inform the prospective member of the purposes of Rotary and the privileges and responsibilities of membership in the club, following which the prospective member shall be requested to submit an application for membership and to give permission for his name and proposed classification to be published to every member of the club.

(e) If no written objection to the proposal, stating reasons, is received by the board from any member of the club (other than honorary) within ten (10) days following publication of the name of the prospective member, the prospective member, upon payment of his admission fee, as prescribed in Article V of these by-laws, shall be considered to be elected to membership.

If any objection has been filed with the board it shall consider the same at any regular or special meeting of the board and shall ballot on the proposed member. If no more than two negative votes are cast by the members of the board in attendance at such regular or special meeting, the prospective member, upon payment of his admission fee, as prescribed in article V of these by-laws, shall be considered to be elected to membership.

Following the member's election to membership as herein provided, the club secretary shall issue a membership

card to the member and shall report the name to the General Secretary of Rotary International.

(f) The member shall be formally introduced as a new member at a regular meeting of the club.

#### SECTION 2 Honorary Members

An outstanding contributor to the community who has distinguished themselves by meritorious service in the furtherance of Rotary ideals may be recognized by action of the Board of Directors to become an Honorary Rotarian in this club. The term of honorary membership shall be until revoked by action of the board or until the member resigns.

An honorary Rotarian shall neither be assessed dues or fees, nor vote in club ballots, nor hold office. Honorary members will not hold a classification and shall be entitled to attend all meetings and enjoy all other privileges of the club. No honorary member of this club is entitled to rights or privileges in any other club, except for the right to visit other clubs without being the guest of a Rotarian.

## 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 and guests  
Correspondence and announcements  
Committee reports if any  
Unfinished business  
New business  
Address or other program features  
Adjournment

## Article XIV

### Amendments

These by-laws may be amended at any regular meeting, a quorum being 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 the Constitution and By-laws of Rotary International.

#### Amendment 1

The scope of Article I, Election of Directors and Officers, is extended to include the election of the president and trustees of the Jasper Rotary Charitable Fund, Inc. Trustees' term of office is three years and they may serve multiple consecutive terms. The term of office of the president is one year and he may serve multiple consecutive terms.

### EXPLANATION OF DOCUMENT NUMBERING SYSTEM

Within the standard Rotary club constitution, the various elements of the document are identified as follows:

#### Article I

#### Section 2

(a) (subsection)

(1) (sub-subsection)

Within the text, subordinate elements are generally indented further than those in the text above them to make them easier to identify.

### STANDARD ROTARY CLUB CONSTITUTION

Article	Subject	Page
I	Definitions.....	249
II	Name.....	249
III	Locality of the Club .....	249
IV	Object .....	249
V	Meetings .....	249
VI	Membership .....	250
VII	Classifications .....	251
VIII	Attendance .....	252
IX	Directors and Officers.....	253
X	Admission Fees and Dues .....	254
XI	Duration of Membership .....	254
XII	Community, National, and International Affairs .....	256
XIII	Rotary Magazines .....	257
XIV	Acceptance of Object and Compliance with Constitution and Bylaws.....	257
XV	Arbitration .....	257
XVI	Bylaws.....	257
XVII	Interpretation.....	257
XVIII	Amendments .....	257