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# **BY-LAWS of the ROTARY CLUB of WASHINGTON COUNTY**

## **ARTICLE I**

### **Election of Directors and Officers**

#### **Section 1**

At a regular meeting for the election of officers, the presiding officer shall ask for nominations by members of the Club for President, President-Elect, Vice-President, Secretary, Treasurer and four 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 the 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 President, President-Elect, Vice-President, Secretary, and Treasurer receiving a majority of the votes shall be declared elected to their respective offices. The four candidates for Director receiving a majority of the votes shall be declared elected as Directors. The President-Elect elected in such balloting shall serve as a member of the board as President Elect for the year commencing on the first day of July next following his election as President, and shall assume office as President on the first day of July immediately following his 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, which is the governing body of this club. 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**

### **Duties of Officers**

#### **Section I**

##### **President**

It shall be the duty of the President to preside at the 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 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 3**

##### **Vice-President**

It shall be the duty of the Vice-President to preside at meetings of the club and board in the absences of both President and President-Elect.

#### **Section 4**

##### **Secretary**

**It shall be the duty of the Secretary to keep the Records of Membership, record the attendance at the meetings, send out notices of meetings of the club, board, and committees, record and preserve the minutes of such meetings, make the required reports to Rotary International, including the Semi-Annual Reports of Membership which shall be made to the General Secretary of Rotary International on 1 January and 1 July of each year, the monthly report of attendance at the club meetings which 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 ordinarily 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 his successor or to the President all funds, books, or accounts or any other club property.**

#### **Section 6**

##### **Sergeant-At-Arms**

**The duties of the Sergeant-At-Arms shall be such as are usually prescribed for such office and such other duties as may be prescribed by the President or the Board.**

### **Article III**

#### **Meetings**

##### **Section I**

##### **Annual Meetings**

**An annual meeting of this club shall be held on the First Thursday in December of each year, at which time the Election of Officers and Directors to serve for the ensuing year shall take place.**

##### **Section 2**

##### **Weekly Meetings**

**The regular weekly meetings of this club shall be held on Thursday at 12:00 noon. Due notice of any changes in or canceling of the regular meeting shall be given to all members of this club. All members excepting an honorary member(or member excused by the Board of Directors, pursuant to Article VIII, Section 2(b) of the Club Constitution), on the day of the regular meeting, must be counted as present or absent, and attendance must be evidenced by the member's being present for at least 40 minutes, either at this club or any other Rotary Club, or as otherwise provided in Article VIII, Section 1, of the Club Constitution.**

##### **Section 3**

##### **Membership Quorum**

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

##### **Section 4**

##### **Board Meetings**

**Regular meetings of the board shall be held on the second Thursday of each month. Special meetings of the board shall be called by the President, whenever deemed necessary, or upon the request of two members of the board, due notice having been given. These meetings shall be at a time and place to be designated by the President.**

#### **Section 5**

#### **Board Quorum**

**A majority of the Board members shall constitute a quorum of the Board.**

#### **Article IV**

#### **Fees and Dues**

#### **Section 1**

**The admission fee, as established by Rotary International, shall be paid before the Applicant can qualify as a member.**

#### **Section 2**

**Membership dues shall consist of Rotary International per capita dues, subscription fees to The Rotarian, District 5890 per capita dues, and Club Annual Dues as established by the Board of Directors by 1 July of each year. Membership dues shall be payable in accordance with the policies of the Club as established by the Board of Directors.**

#### **Article V**

#### **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 VI**

#### **Committees**

#### **Section 1**

**(A) The President shall, subject to the approval of the Board, appoint the following 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, also appoint such committees on particular phases of club service, community service, international service, and vocational service as he may deem necessary.**

**(C) The Club Service Committee, Community Service Committee, the International Service Committee, and the Vocational Service Committee, shall each consist of a chairman who shall be named by the President from the membership of the Board, and of not less than two other members.**

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

**Attendance Committee**

**Fellowship Activities 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**

**Scholarship Committee**

**and appoint any other committees that he may deem necessary for the internal administration of club affairs**

**(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. No member shall be eligible to serve on the same committee for more than three successive years, except as otherwise specifically provided in these By Laws.**

**(F) The Classifications, Rotary Information and scholarship Committees shall each consist of three members, one member of each committee to be appointed each year for a term of three years. The first appointments made under this provision shall be as follows:**

**Three members: one member for a term of one year; one member for a term of two years; one member for a term of three 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.**

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

**(I) 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 VII**

### **Duties of Committees**

#### **Section 1**

#### **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 the Club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of community service.**

#### **Section 2**

#### **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 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 3**

#### **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 4**

#### **Club Service Committee**

**This committee shall devise and carry into effect plans which guide and assist the members of this club in discharging their responsibilities in matters relating to club service. The chairman of this committee shall be responsible for the regular meetings of the committee and 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 all 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 and attendance at regular meetings of other clubs when unable to attend 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 August 31 of each year, make a classification survey of the community. It shall compile from the survey a roster of filled and unfilled classifications, using the guide to classifications; shall review, where necessary, existing classifications represented in the club; and shall counsel with the board on all classification problems.**

##### **(c) 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 objective of the club as may be assigned by the president or the board.**

##### **(d) Magazine Committee**

**This committee shall stimulate reader interest in The Rotarian and/or Revista Rotaria; 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.**

##### **(e) 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 the decisions on all applications to the board.**

**(f) 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 names of suitable persons to fill open classifications.

**(g) Program Committee**

This committee shall prepare and arrange the programs for the regular and special meetings of the club.

**(h) Public Relations Committee**

This committee shall devise and carry into effect plans (1) to give the public general information about Rotary, its history, objective, and scope; and, (2) to secure publicity for the club.

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

**(j) Scholarship Committee**

It shall be the duty and responsibility of this committee to supervise and direct the scholarship program of this club.

**(k) Club Bulletin Committee**

This committee shall endeavor, through the publication of a weekly club bulletin, to stimulate interest, contribute to the education of the club's members, and promote fellowship.

**Article VIII**

**Leave of Absence**

Upon written application to the board, setting forth good and sufficient cause, leave of absence may be granted, excusing a member from attending meetings of the club for a specified length of time.

Such leave of absence does operate to prevent a forfeiture of membership, it does not operate to 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 except that absence authorized under the provisions of Art. VIII, Sec. 2 (b) of the club constitution is not computed in the attendance record of the club.

**Article IX**

**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 two of the following officers: President, President-Elect, or Treasurer, upon vouchers signed by any two officers. The books and records shall be subject to audit by a Certified Public Accountant or any other qualified person at least once a year of all the club's financial transactions.**

### **Section 3**

**The fiscal year of this club shall extend from July 1 to June 30, and, for the collection of members' dues shall be divided into two semiannual periods extending from July 1 to December 31, and from January 1 to June 30. The payment of per capita dues and magazine subscriptions to Rotary International shall be made on July 1 and January 1 of each year on the basis of the membership of the club on those dates.**

### **Section 4**

**At the beginning of each fiscal year the board shall prepare, or cause to be prepared, a budget of estimated income and estimated expenditures for the year, which, having been agreed to by the board, shall stand as the limit of expenditures for the respective purposes unless otherwise ordered by action of the board.**

## **Article X**

### **Method of Electing Members**

#### **Section I**

#### **Active Members**

- (1) The name of a prospective member, proposed by an active 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.**
- (2) 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.**
- (3) The board shall consider and approve or disapprove the recommendations of the classifications and membership committees and shall then notify the proposer, through the club secretary, of its decision.**
- (4) 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 of the privileges and responsibilities of membership in the club, following which the prospective member shall be requested to complete and submit an application for membership and to give his permission for his name and proposed classification to be published to the club.**
- (5) If no written objection to the proposal, stating reasons, is received by the board from any member of the club within 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 approved despite the objection, the proposed member, upon payment of the prescribed admission fee, shall be considered to be elected to membership.**
- (6) Following the election, the president shall arrange for the induction of the new member, the club secretary shall issue a membership card to the member and shall report his name**

**to the general secretary of Rotary International, and the Rotary information committee shall provide appropriate literature for presentation at induction and assign a member to assist in the assimilation of the new member.**

#### **Article XI Resolutions**

**No resolution or motion to commit the Club on any matter shall be considered by the Club until it has been considered by the Board. Such resolutions or motions, if offered at a Club meeting, shall be referred to the Board without discussion.**

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

**Meeting called to order.**

**Introduction of Visiting Rotarians.**

**Correspondence and Announcements.**

**Committee Reports, if any.**

**Any Unfinished Business.**

**Any New Business.**

**Address or other Program Feature.**

**Adjournment.**

**All matters of procedure not specifically covered by these By-Laws shall be governed by Robert's Rules of Order.**

#### **Article XIII 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 laws can be made which is not in harmony with the club constitution and with the constitution and by-laws of Rotary International.**