

By-Laws of the ROTARY Club

Morehead City, N.C.

ARTICLE I

Election of Directors and Officers

SECTION 1. At the regular meeting the second Thursday in November, the presiding officer shall appoint a nominating committee to present nominations for president, vice-president, secretary, treasurer and three directors. At the annual meeting which shall be the second Thursday in December, the report of the nominating committee will be made. Additional nominations may be made by members from the floor. The nominations duly made shall be placed on a ballot in alphabetical order under each office and shall be voted upon at that annual meeting. Voting will be done by secret ballot. The candidate for president, vice-president, secretary and treasurer receiving a majority of the votes shall be declared elected to their respective offices. The three directors receiving a majority of the votes shall be declared as directors, and shall serve a two (2) year term as hereinafter provided. In case of a tie vote, additional ballots shall be cast. The vice-president 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 vice-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.

The president shall take office on the first day of July in the Rotary year for which he is elected to serve as president provided he has attended the District Assembly or, if for good reason he cannot attend, he sends an official replacement.

SECTION 2. The officers and directors, so elected, together with the immediate past president, shall constitute the board of directors. The board of directors-elect shall meet within one week after the annual meeting and shall select an assistant-secretary, assistant-treasurer and a sergeant of arms, any and all of whom may or may not be members of the board.

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

SECTION 1. The governing body of this club shall be the board of directors, consisting of eleven (11) members of this club, namely (6) directors elected in accordance with Article I, Section 1, of these by-laws, 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 at the club and board, and to perform such other duties as ordinarily pertain to his office.

SECTION 2. Vice-President. It shall be the duty of the vice-president to preside in 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. 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 Rotary International, including the semi-annual reports of membership, which shall be made to the general secretary of Rotary International on January 1st and July 1st of each year, the report of changes in membership, which shall be made to the general secretary of Rotary International, the monthly report of attendance at the club meetings, which shall be made to the district governor immediately following the last meeting of the month, collect and remit to Rotary International subscription to THE ROTARIAN and perform such other duties as usually pertain to his office.

SECTION 4. 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 usually 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 5. 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 this club shall be held on the second Thursday in December in each year at which time the election of officers and directors to serve for the ensuing year shall take place.

SECTION 2. The regular weekly meetings of this club shall be held on Thursdays at 6:30 P.M. Due notice of any changes in or cancelling of the regular meeting shall be given to all members of the club.

SECTION 3. One-third of the membership present 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 first 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.

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 twenty (\$20.00) dollars to be paid before the applicant can qualify as a member. Ten (\$10.00) dollars of the admission fee shall be contributed to Rotary Foundation Fellowship Plan.

SECTION 2. The membership dues shall be \$30.00 per annum, payable semi-annually on the first day of July and January, with the understanding that three dollars and seventy-five cents (\$3.75) of each semi-annual payment shall be applied to each member's subscription to THE ROTARIAN magazine.

If a new member comes in within two months after January 1 or July 1, he shall pay the full dues for the six (6) months next proceeding from said January 1 or July 1 date. If the new member comes in after two months, from January 1 or July 1, then membership dues shall begin at the next proceeding six month billing period.

#### 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:

Community service committee  
International service committee  
Vocational service committee

(b) The president shall, subject to the approval of the board, also appoint committees on particular phases of community service international service and vocational service as he may deem necessary.

(c) The community service committee, the international service committee and the voca-

tional 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 the club service.

Attendance committee  
Fellowship activities committee  
Membership development committee  
Bulletin committee

Appoint one member each year to the following committees:

Classification committee  
Rotary information committee  
Youth 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 two successive years, except as otherwise specifically provided in these by-laws.

(f) The classifications, Rotary information and youth 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 president shall also appoint one member of the board who shall be responsible for all club service activities and who shall supervise and co-ordinate the work of all committees appointed on particular phases of club service.

(h) The president shall be ex-officio a member of all committees and as such, shall have all the 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 VIII

##### 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 committee 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.

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 services 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. (a) Attendance Committee. This committee shall devise means for encouraging attendance at all Rotary meetings - including 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 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, 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 acquaintances 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 or the board.

(d) Membership Development 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. The 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 open classifications.

(e) Program Committee. There shall be four (4) program committees, one under each avenue of service, each committee shall prepare and arrange for programs for one month on a rotating basis, beginning with club service and followed by vocational, community and international service committees.

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

(g) Youth Committee. This committee shall devise and carry into effect plans for the club to participate in the Youth Exchange Program and the organizing of Rotaract, Interact, or similar clubs existing youth in fostering Rotary ideals.

#### 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 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 provision of Article VIII, Section 5 (c) or (d) of the standard 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 1st to June 30th, and for the collection of members' dues shall be divided into two semi-annual periods extending from July 1st to December 31st, and from January 1st to June 30th. The payment of per capita dues and magazine subscriptions to Rotary International shall be made on July 1st and January 1st of each year on the basis of the membership of the club on those dates.

(Note: Magazine subscriptions for members joining during a semi-annual 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 the board.

#### ARTICLE XI

##### Method of Electing Members

SECTION 1. Active members (including additional active members).

(1) The name of a prospective member, proposed by an active, senior active or past service member of the club or by the 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.

(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.

In determining "eligibility" of a proposed member, it shall be a condition precedent that such a proposed member shall have been a resident of the Morehead City geographical area for a minimum period to six months prior to his name being presented for club membership; but further provided that this six months residence requirement shall be automatically waived in the event the proposed member was ever a former Rotarian in good standing from this club or some other Rotary Club. The board shall request the membership development 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 not to exceed 2 negative votes are cast by the members of the board in attendance at such regular or special meeting, the proposed member, upon payment of the prescribed admission fee, 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 his name to the general secretary of the Rotary International.

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

#### SECTION 2. Senior Active, Past Service, and Honorary Members.

The name of a proposed candidate for any one of these three kinds of memberships shall be submitted to the board of directors in writing and the election shall be in the same form and manner as prescribed for the election of an active member provided, however, that such proposal may be considered at any regular or special meeting of the board and that the board may at its discretion waive any of the steps as set forth in Section 1 of this Article and proceed to ballot on the proposed member. If not to exceed 2 negative votes are cast by the members of the board in attendance at the regular or special meeting, the proposed member shall be considered duly elected provided, however, that any active member or past service member of this club who qualifies for senior active membership as set forth in the constitution of this club, no application for or election to such senior active membership being required.

#### SECTION 3. Re-election of Former Additional Active Member.

(1) The application of a former additional active member of this club who was elected as such member under Article III, Section 3 (a) of the by-laws of Rotary International and whose membership was terminated as provided in Article VIII, Section 2 (b) (1) of the constitution of this club shall be considered promptly by the board and in advance of any other application or proposal under the same classification or another classification.

(2) When the membership of an additional active member elected under the provisions of Article III, Section 3 (b) of the constitution of this club has ceased as a result of the classification becoming vacant, then, when the classification is again filled, he may (without prejudice to the right of the holder of the classification to propose an additional active member under Article III, Section 3 (a) of the constitution) be re-elected.

(3) At its discretion the board may refer any application to the classification and membership committees and the board may provide for a ten-day period during which any member objecting to the election of any proposed member shall notify the board in writing, stating reasons for his objections. At any regular or special meeting, the board shall proceed to ballot on any application taking into account, where applicable, reports from the classifications and membership committees and any objections filed. If not to exceed 2 negative votes are cast by members of the board in attendance at the regular or special meeting, the former additional active member or members shall be considered duly elected to membership and shall be so notified by the secretary. In the event any application is rejected the applicant shall be so notified by the secretary.

### ARTICLE XII

#### Resolutions

SECTION 1. No resolution or motion to commit this club on any matter shall be considered by the club until it has been considered by the board. 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.  
Address or other program features.  
Adjournment.

#### ARTICLE XIV

##### Amendments

These by-laws may be amended at any regular meeting, a quorum being present, by a two-thirds vote of all members present, provided that notice of such proposed amendment shall have been mailed to each member at least ten days before such meeting. No amendment or addition to these by-laws can be made which is not in harmony with the club constitution and with the constitution and by-laws of Rotary International.