

The London North Rotary Club Inc.

By-laws

Effective September 2008

BY-LAWS
of
The London North Rotary Club Inc.

Article 1

Elections of Directors and Officers

- 1.0 **Nomination Meeting.** 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, secretary, treasurer and five members of the board of directors.
- 1.1 **Method of Nomination:** Nominations may be presented by (a) a nominating committee, (b) by members from the floor, (c) by either or 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.
- 1.2 **Ballot:** 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, secretary, and treasurer receiving the largest number of votes for their respective office shall be declared elected to their respective office. The five candidates for director receiving the largest number of votes cast shall be declared elected as directors.
- 1.3 **President-Elect.** The president elected in such balloting shall be the vice-president and shall serve as a member of the board as such for the year commencing on the first day of July next following his election as president-elect and vice-president, and shall assume office as president on the first day of July immediately following his year of service on the board as vice-president.
- 1.4 **Vacancy in President's Office.** In the event of a vacancy in the office of president, the vice-president shall assume the duties of the president.
- 1.5 **Constitution of the Board.** The officers and directors, so elected, together with the immediate past president shall constitute the board of directors.
- 1.6 **Sergeant-at-Arms.** Within one week after their election, the board of directors-elect shall meet and elect a member of the club to act as sergeant-at-arms.
- 1.7 **Vacancy in Board.** A vacancy in the board of directors or in any office shall be filled by action of the remaining members of the board.
- 1.8 **Vacancy in Office.** 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 2

Board of Directors

- 2.0 **Constitution of the Board:** The governing body of this club shall be the Board of Directors consisting of ten members of this club, as set forth in Article 1.5 hereof, namely five directors .elected in accordance with Article I, Section 1, of these by-laws together with the president, the vice-president, (being the president-elect), the secretary, the treasurer, and the immediate past president. Notwithstanding the terms of Article 1 the Club may appoint, from time to time, one or more additional directors, at the request of the Board.
- 2.1 **Board Meetings.** Regular meetings of the board shall be held each month at the call of the president. 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.
- 2.2 **Quorum of the Board.** A majority of the board members shall constitute a quorum of the board.

Article 3

Duties of Officers

- 3.0 **Duties of Officers.** The duties to be performed by the various officers of the club shall be those described in this Article together with such other duties as the board of directors may from time to time specify.
- 3.1 **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 such office.
- 3.2 **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 duties as ordinarily pertain to such office.
- 3.3 **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, and including prorated reports to the general secretary on 1 October and 1 April of each active and honorary member who has been elected to membership in the club since the start of July or January semi-annual reporting period, the report of changes in membership, which shall be made to the General Secretary of Rotary International, the monthly report of attendance at club meetings which shall be made to the district governor

immediately following 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 such office.

- 3.4 **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 pertain to his office. Upon retirement from office the treasurer shall turn over to the treasurer's successor or to the president all funds books of accounts or any other club property in the treasurer's possession.
- 3.5 **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 4

Meetings

- 4.0 **Annual Meeting.** An annual meeting of this club shall be held on the fourth Wednesday in November in each year at which time the election of officers and directors to serve for the ensuing year shall take place.
- 4.1 **Regular Meetings of the Club.** The regular weekly meetings of this club shall be held on Wednesday at 6:30 P.M. Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club.
- 4.2 **Taking Attendance.** 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 the member's being present for at least fifty (50) percent of the time devoted to the regular meeting, either at this club or at any other Rotary Club.
- 4.3 **Quorum.** One-third of the membership shall constitute a quorum at the annual and regular meetings of the club.

Article 5

(Revised June 2004)

Fees and Dues

- 5.0 **Fees and Dues.** The fees and dues chargeable to club members shall be as set forth in this Article and may be changed from time to time by the Board of Directors.
- 5.1 The admission fee shall be as determined by the Board of Directors from time to time. The admission fee may be waived at the discretion of the Board of Directors.
- 5.2 The membership dues shall be an amount as determined by the Board of Directors from time to time, payable semi-annually on the first day of July and January, with the understanding that an appropriate amount of each semi-annual payment shall be applied to each member's subscription to the Rotarian magazine.

Article 6

Method of Voting

- 6.0 **Open Vote.** The business of this club shall be transacted by open voice vote, except the election of officers and directors, which shall be by ballot.

Article 7

Committees

- 7.0 **Creation of Committees.** The committees formed in this club shall be such of those set forth in this Article as the board may from time to time determine, together with such other committees as the officers may establish with the approval of the board of directors.
- 7.1 **Standing Committees.** Various standing committees may be created and established as follows:
- (a) The president may, subject to the approval of the board, appoint the following standing committees:
 - Membership
 - Club Public Relations
 - Club Service
 - Service Projects
 - The Rotary Foundation
 - (b) The president may, 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 he may deem necessary.
 - (c) The Club Service Committee, Vocational Service committee, Community Service

committee, and the International Service committee shall each, if established, consist of a chairman, who shall be named by the president from the membership of the board, and such other members as the board may feel appropriate.

(d) The president shall be ex officio a member of all committees and, as 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 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) Should the president deem it necessary, the president may appoint one or more committees dealing with various aspects of youth activities, which, dependent 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.

7.2 **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 other committees, if any, 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, if any.
- (c) The president may, subject to approval of the board, appoint the following committees on particular phases of Club Service:

Attendance committee
Club bulletin committee
Fellowship committee
Program committee

Appoint one member each year to the following committees; Classifications committee; Rotary information committee.

- (d) 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.
- (e) The classification and Rotary information committees shall be as determined by the

board from time to time.

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

7.3 **Standing Committees:**

Standing committees shall be represented on the Board of Directors by a director appointed by the president and agreed upon by the Board to be responsible for the following standing committees:

Membership: As described in articles 8.6 and 8.7

Club Public Relations: As described in articles 8.9 and 8.10

Club Service: As described in articles 7.2 (a), (b), (c) and 8.8

Service Projects: As described in articles 8.11, 8.12 and 8.13

The Rotary Foundation: As described in article 8.10

Article 8

Duties of Committees

- 8.0 **Duties of Committees.** The duties and responsibilities of the various committees established under Article 7 shall be as generally described in this Article together with such further and other duties as the officers shall, with the approval of the board of directors, designate.
- 8.1 **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.
- 8.2 **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 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.
- 8.3 **Classifications Committee.**

- (a) 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 the board on all classification problems.
 - (b) This committee shall endeavour, through the publishing of a weekly 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 news of the club, of its members and of the worldwide Rotary program.
- 8.4 **Fellowship Activities Committee.** This committee shall promote acquaintance and friendship among the members, promote participation by members in organized 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 board.
- 8.5 **Magazine Committee.** This committee shall stimulate reader interest in The Rotarian and/or Revista Rotaria; sponsor a magazine month; 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.
- 8.6 **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.
- 8.7 **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.
- 8.8 **Program Committee.** This committee shall prepare and arrange the programs for the regular and special meetings of the club.
- 8.9 **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.
- 8.10 **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 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 Rotary International.

- 8.11 **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 committee that may be appointed on particular phases of Vocational Service.
- 8.12 **Community Services 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 phase of Community Service.
- 8.13 **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 phase of International Service.

Article 9

Leave of Absence

- 9.0 **Method of Granting.** 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.
- 9.1 **Continuing Requirements.** Notwithstanding the granting of leave of absence pursuant to the provisions of Article 9.0, the following restrictions apply, namely:
- (a) Such leave of absence does not operate to prevent a forfeiture of membership;
 - (b) Such leave of absence does not operate to give the club credit for the attendance of the member in its tally of membership attendance; and
 - (c) Unless the member in question attends a regular meeting of some other club, such member must be recorded as absent except that such absence, authorized under the provisions of Article VII, Section 3, of the Standard Rotary Club Constitution, shall not be computed in the attendance record of the club.

Article 10

Finances

- 10.0 **Depository.** The treasurer shall deposit all funds of the club in some bank to be named by the board.
- 10.1 **Bills and Audit.** All bills shall be paid only by cheques signed by any two of the president, the vice-president, the treasurer and the secretary. A review and comment by a chartered accountant or qualified person shall be made once each year of all the club's financial transactions.
- 10.2 **Banking.** Officers having charge or control of funds shall give such bond as may be required by the board for the safe custody of the funds of the club, with the cost of the bond to be borne by the club.
- 10.3 **Fiscal Year.** 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 (2) semiannual 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. Notwithstanding the foregoing, magazine subscriptions for the members joining during a semiannual period are payable upon invoice from the Secretariat.
- 10.4 **Budget.** At the beginning of each fiscal year the board may 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.
- 10.5 Notwithstanding any rule regulation or law to the contrary, funds of The London North Rotary Club Inc. not currently needed for expenditure, or which are required, contemplated or to be set aside for investments as otherwise herein stipulated, may be invested in such common stock, preferred stock, special stock, debentures, bonds, strip bonds, guaranteed investment certificates, mutual funds, or other investment vehicles available from time to time, issued by any body of the Federal, Provincial or Municipal Governments in Canada, and which are approved for investment by a majority open vote of the members of The London North Rotary Club Inc. (with or without written notice); provided, however, that the members may authorize an appointed Investment Committee at its discretion to select and purchase such investments.
- 10.6 The London North Rotary Club Inc. may by open vote on motion from time to time establish a London North Rotary Club Inc. Bursary Fund Investment Committee or such other Investment Committee as the Board may from time to time determine to be advisable, which Committee or Committees shall consist of not more than four (4) nor less than two (2) members of the club in good standing who shall serve at the pleasure of the Board.
- 10.7 The members of any such Investment Committee established pursuant to Clause 10.6 hereof shall not be held at any time personally liable or responsible for any loss which might arise or occasion from any action or investment made by them in good faith.
- 10.8 Any Investment Committee shall report to the Board and to the members at the pleasure of

the Board.

- 10.9 Investments of the London North Rotary Club Inc. may be maintained and kept in a segregated broker investment account.

Article 11

Method of Electing Members

- 11.0 **Article Governs.** Members shall be elected in accordance with the provisions of this Article.
- 11.1 **The Election of Active Members.** Active members, which shall include additional active members, shall be elected in the manner following:
- (1) The name of prospective member proposed by an active or honorary member of the club or by 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 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 favourable, 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 permission for the applicant's 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 ten (10) days following publication of the name of the prospective member, the prospective member, upon payment of the admission fee, prescribed in Article V of these bylaws, 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 more than one (1) negative vote is 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 the new member's name to the General Secretary of Rotary International.

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

11.2 **Honorary Members.** The name of a proposed candidate for anyone of this membership 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 11.1 of this Article and proceed to ballot on the proposed member. If not more than one (1) negative vote is cast by the members of the board in attendance at the regular or special meeting, the proposed member shall be considered duly elected.

11.3 **Existing Members.** All members who are members of the club at the time of the coming into force of the By-Law shall, without further election, continue as members in the club in the category of membership which they hold at the time that the By-Law is effective, and shall be subject to all of the rights, privileges, obligations, duties and responsibilities imposed on members of the category of membership pertaining to them on and after the coming into force of these By-Laws.

Article 12

Resolutions

- 12.0 **Evaluation by Board.** No resolution or motion to commit this club on any matter shall be considered by the club membership as a whole until it has been evaluated and reviewed by the board of directors.
- 12.1 **Referral to Board.** When any resolution or motion is put forward at any meeting of the club it shall, without discussion, be referred to a meeting of the board of directors and shall not come before the floor of the club until it has been so directed by a meeting of the board of directors.
- 12.2 **Action by Board.** When the board of directors have considered any proposed motion or resolution they shall, if so advised, place the matter before the members at an appropriate meeting of the membership.

Article 13

Order of Business

- 13.0 **Article Governs.** The manner in which business is conducted at the club shall be as stipulated in this Article.
- 13.1 **Special Circumstances.** The board of directors may in special circumstances request the presiding officer to vary the order of business and the presiding officer, having obtained such approval, shall if so advised vary such order.
- 13.2 **Standing Order of Business.** The standing order of business is as follows:
- 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 14

Amendments

- 14.0 **Amendment.** The by-laws and regulations of this club may be varied only in the manner provided for in this Article.
- 14.1 **Notice.** No amendment shall be placed before the meeting of the members until a notice thereof stating substantially the terms of the proposed amendment have at least ten (10) days prior to the meeting at which it is proposed to be voted on, been mailed by prepaid post or by electronic means, to each member of the Club. The secretary shall certify that such communication has occurred and the certificate of the secretary shall be conclusive evidence of the proper mailing of such notice, notwithstanding that it does not reach any intended recipient for any reason.
- 14.2 **Quorum and Majority.** Provided that the notice given under Article 14.1 has been duly sent and the secretary has so certified, these by-laws may be amended at a regular meeting, properly constituted, provided that at the time of the vote a quorum is present, if a two-thirds (2/3) of the members present vote in favour. of the amendment.
- 14.3 **Harmony.** Notwithstanding any of the other provisions in this Article, no amendment or addition to these by-laws shall be made which are not in harmony with the club constitution and with the constitution and by-laws of Rotary International.

Article 15

Convention Registration Costs

- 15.0 **Payment by the Club.** The club shall pay for the cost of Registration at the International Convention and the District Conference for the President and vice-president, (being the president-elect), or their representative; and the club shall pay for the cost of registration at the District Assembly for the incoming Secretary and the incoming President.

Article 16

Limitation on Board Expenditures

- 16.0 **Dollar Limit.** The Board shall not without the approval of the club membership incur expenses other than in accordance with this Article.
- 16.1 **Without approval.** The Board may, without the approval of the club membership, authorize expenditures of any sum up to and including \$500.00 provided that in any year the expenditure of such sum shall not benefit any particular organization on more than one occasion.

Article 17

Fines

- 17.0 **Imposition.** Fines shall be imposed by the sergeant-at-arms or the representative thereof at any meeting.
- 1 7.1 **Limitation on fines.** No fine shall be levied against any member in excess of \$0.25 for any offence nor in the aggregate, at any meeting with respect to the same member in excess of \$1.00.

Article 18

Club Fiscal Expenditures

- 18.0 **Allocation.** The Club shall only allocate or expend on Club charitable projects during any fiscal year from funds raised specifically for charitable or community projects a sum of money not to exceed 80% of the sum determined by adding the funds raised by the Club activities or donations to the club for those purposes during that fiscal year and the sum of money left in the treasury for such expenditures from all previous fiscal years.

Article 19

(Revised June 2004)

London North Rotary Club Bursary awards

- 19.0 **Establishment of Fund.** The London North Rotary Club Inc. shall establish and maintain a Bursary Fund as provided for in this Article.
- 19.1 The London North Rotary Club Inc. shall establish and maintain a Bursary Fund in the principal sum of \$30,000.00 or such greater amount as the Board of Directors, with the approval of the membership of the Club, may from time to time determine to provide annually:
- (a) Payment of not less than \$ 500.00 to be applied to the tuition fees for the qualifying students enrolling in a full-time program at the University of Western Ontario and/or Fanshawe College of Applied Arts and Technology.
 - (b) Exceptional Circumstances: It will be in order for the secondary school principal to identify a student award winner who intends to register at a University or Community College other than the University of Western Ontario or Fanshawe College of Applied Arts and Technology. It is accepted that the student most in need and most worthy of the award may be required to enrol in an alternate post-secondary institution.
 - (c) Payments for tuition as herein provided shall be made out of income from this fund so established and payment shall be made directly to the educational institution charging the tuition fee for the student award winners. Notwithstanding the above the Board of Directors may by resolution authorize the payment of tuition fees from other charitable accounts, and may also authorize the transfer of an amount equal to the tuition fees in any year from accumulated income in the Scholarship Fund to other charitable accounts. Payments towards expenses may in exceptional cases be made directly to the student with prior approval of the Board of Directors.
 - (d) The University of Western Ontario and Fanshawe College of Applied Arts and Technology (and in exceptional circumstances an alternate post-secondary institution) shall be referred to as "the college".

Qualification:

- 19.2. In order to qualify for the award:
- (a) Students must have attended the designated high school for a minimum of two years preceding the application for the award and must graduate from the designated high school. The board may from time to time designate further high schools or remove a high school from designation by ordinary vote of the directors. For clarification, the current qualifying high schools are: A.B. Lucas, Montcalm, Medway and Mother Teresa Secondary Schools.
 - (b) A bursary of \$ 500.00 will be awarded annually to each qualifying secondary School. The Club shall notify the principal of the qualifying school in each year and provide details for the selection of students.

- (c) The selection of successful student applicants shall be made by the principal of the qualifying secondary school through a selection process to be determined by the principal of that school. In the selection process, the principal shall consider academic standing, extra curricular activities, need, and any contribution made by the student to the high school and community.
- (d) Students must demonstrate financial need, taking into account any substantial or significant tuition-related award, grant, scholarship or bursary from any other source.
- (e) Students must be accepted by the post-secondary institution and undertake to attend the first year classes of the programme to which they are admitted. On the giving of the undertaking, and provided all other requirements are met, the bursary shall be paid directly to the college.
- (f) Sons, daughters and grandchildren of the members of The London North Rotary Club Inc, will be deemed ineligible to receive the above bursary awards.

Procedure:

19.3 The procedure for the implementation of the scholarship award shall be as follows:-

- (a) On or before the 1st day of April in each year, the club Vice-President (or designate) shall notify the Principal of the qualifying schools for that year that students from such schools are eligible for the bursary awards for either the University of Western Ontario or Fanshawe College (or in exceptional circumstances an alternate postsecondary educational institution), as the case may be. The Vice-President shall enclose a copy of our scholarship award policy and supply of application forms. The letter to the principals shall specify in general terms what the Club is looking for in a successful award applicant.
- (b) Thereafter it shall be the responsibility of the Vice-President (or designate) of the Club to follow up on the principal's progress in the selection of the award winners. The Vice-President shall specify to the principal that the selection must take place and the Club must be advised prior to the last week before school closing. The principals of the qualifying schools shall then make the selection and advise the Club Vice-President of the details of the student award winner for each secondary school.
- (c) The Vice-President (or designate) shall then make contact with each student award winner to advise such award winners of the details of how the tuition award will be paid. The Vice-President of the Club, or the nominee thereof, will also arrange to attend the commencement exercises of each of the qualifying school to make an appropriate presentation to the award winner.

Article 20

Administrative Charges

- 20.0 **Assessment by Board.** The board of directors at its discretion shall assess an administrative charge against charitable fund raising projects completed after June 30th, 1985, not including those operated under the Lotteries Act, of ten percent of the surplus funds after operational expenses; such funds to be transferred to the General Fund and used for general administration purposes of the Club.