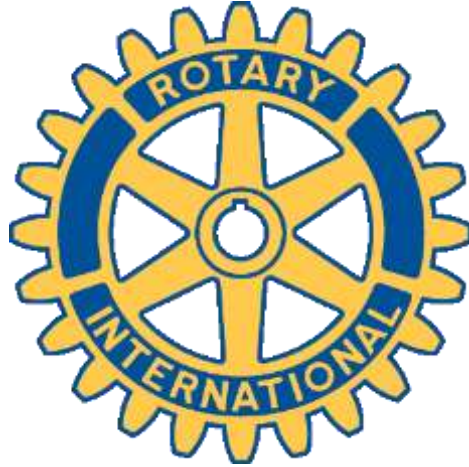


Constitution of Rotary of Hazleton, Pennsylvania

Constitution of:



Rotary of Hazleton, Pennsylvania

**District 7410
Club No. 5381
*Organized March, 1921***

**Adopted September 24, 2008
Amended April 17, 2019**

Constitution of Rotary of Hazleton, Pennsylvania
Constitution of Rotary of Hazleton,
Pennsylvania

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Constitutional Article 1 Definitions

As used in this constitution, unless the context otherwise clearly requires, the words in this article shall have the following meanings:

- a. **Board:** The Board of Directors of this club.
- b. **Bylaws:** The bylaws of this club establish specific rules of guidance by which the club is to function.
- c. **Constitution:** The constitutions of Rotary International and this club contain the fundamental principles which govern operation.
- d. **Director:** A member of this club's Board of Directors.
- e. **Member:** A member, other than an honorary member, of this club.
- f. **RI:** Rotary International.
- g. **Satellite Club (when applicable):** A potential club whose members shall also be members of this club.
- h. **Year:** The twelve-month period which begins on 1 July and ends on 30 June.

Constitutional Article 2 Name

The name of this organization shall be Rotary of Hazleton, Pennsylvania.

- a. The name of a satellite of this club (when applicable) shall be a satellite of Rotary of Hazleton.

Constitutional Article 3 Purposes

The purposes of this club are to pursue the Object of Rotary, carry out successful service projects based on the Five Avenues of Service, contribute to the advancement of Rotary by strengthening membership, support The Rotary Foundation, and develop leaders beyond the club level.

Constitutional Article 4 Locality of the Club

The locality of this club is as follows: The Greater Hazleton, Pennsylvania area, that being the boundaries of the Hazleton Area School District, excepting the locality of the Rotary of Freeland, Pennsylvania.

Constitutional Article 5 Object of Rotary

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

- a. **First.** The development of acquaintance as an opportunity for service;
- b. **Second.** High ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying of each Rotarian's occupation as an opportunity to serve society;
- c. **Third.** The application of the ideal of service in each Rotarian's personal, business, and community life;
- d. **Fourth.** The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

Constitutional Article 6 Five Avenues of Service

Rotary's Five Avenues of Service are the philosophical and practical framework for the work of this Rotary club.

- a. **Club Service**, the first Avenue of Service, involves action a member should take within this club to help it function successfully.

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- b. **Vocational Service**, the second Avenue of Service, has the purpose of promoting high ethical standards in businesses and professions, recognizing the worthiness of all dignified occupations, and fostering the ideal of service in the pursuit of all vocations. The role of members includes conducting themselves and their businesses in accordance with Rotary's principles and lending their vocational skills to club-developed projects in order to address the issues and needs of society.
- c. **Community Service**, the third Avenue of Service, comprises varied efforts that members make, sometimes in conjunction with others, to improve the quality of life of those who live within this club's locality or municipality.
- d. **International Service**, the fourth Avenue of Service, comprises those activities that members do to advance international understanding, goodwill, and peace by fostering acquaintance with people of other countries, their cultures, customs, accomplishments, aspirations, and problems, through reading and correspondence and through cooperation in all club activities and projects designed to help people in other lands.
- e. **Youth Service**, the fifth Avenue of Service, recognizes the positive change implemented by youth and young adults through leadership development activities, involvement in community and international service projects, and exchange programs that enrich and foster world peace and cultural understanding.

Constitutional Article 7 Exceptions to Provisions on Meetings and Attendance

The bylaws may include rules or requirements not in accordance with [Constitutional Article 8 Section 1](#); [Constitutional Article 12](#); and [Constitutional Article 15 Section 4](#). Such rules or requirements shall supersede the rules or requirements of these sections of this constitution; a club, however, must meet at least twice per month.

Constitutional Article 8 Meetings

Section 1 Regular Meetings. [See [Constitutional Article 7](#) for exceptions to the provisions of this section.]

- a. **Day and Time.** This club shall hold a regular meeting once each week on the day and at the time provided in the bylaws. Attendance may be in person, through an online meeting, or using an online connection for members whose attendance otherwise would be precluded. Alternatively, a club shall hold a meeting once each week or during the week(s) chosen in advance by posting an interactive activity on the club's website. The latter type of meeting shall be considered as held on the day that the interactive activity is to be posted on the website.
- b. **Change of Meeting.** For good cause, the board may change a regular meeting to any day during the period commencing with the day following the preceding regular meeting and ending with the day preceding the next regular meeting, or to a different hour of the regular day, or to a different place.
- c. **Cancellation.** The board may cancel a regular meeting if it falls on a legal holiday, including a commonly recognized holiday, or in case of the death of a club member, or of an epidemic or of a disaster affecting the whole community, or of an armed conflict in the community which endangers the lives of the club members. The board may cancel not more than four regular meetings in a year for causes not otherwise specified herein provided that this club does not fail to meet for more than three consecutive meetings.

Section 2 Annual Meeting. An annual meeting for the election of officers shall be held not later than 31 December as provided in the bylaws.

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Section 3 Board Meetings. Written minutes should be provided for all board meetings. Such minutes should be available to all members within sixty (60) days of said meeting

Constitutional Article 9 Exceptions to Provisions on Membership

The bylaws may include rules or requirements not in accordance with [Constitutional Article 10 Sections 2 and 4-8](#). Such rules or requirements shall supersede the rules or requirements of these sections of this constitution.

Constitutional Article 10 Membership [See [Constitutional Article 9](#) for exceptions to Sections 2 and 4-8 of this article.]

Section 1 General Qualifications. This club shall be composed of adult persons of good character, integrity, and leadership; possess good reputation within their business, profession, and/or community; and are willing to serve in their community and/or around the world.

Section 2 Kinds. This club shall have two kinds of membership, namely: active and honorary.

Section 3 Active Membership. A person possessing the qualifications set forth in [Constitutional Article 5 Section 2](#) may be elected to active membership in this club.

Section 4 Satellite Club Membership. Members of a satellite club shall also be members of the sponsor club until such time as the satellite club shall be admitted into membership of RI as a Rotary club.

Section 5 Dual Membership. No person shall simultaneously hold active membership in this and another club other than a satellite of this club. No person shall simultaneously be a member and an honorary member in this club.

Section 6 Honorary Membership.

- a. **Eligibility for Honorary Membership.** Persons who have distinguished themselves by meritorious service in the furtherance of Rotary ideals and those persons considered friends of Rotary for their support of Rotary's cause may be elected to honorary membership in this club. The term of such membership shall be as determined by the board. Persons may hold honorary membership in more than one club.
- b. **Rights and Privileges.** Honorary members shall be exempt from the payment of dues, shall have no vote, and shall not be eligible to hold any office in this club. Such members shall not hold classifications, but shall be entitled to attend all meetings and enjoy all the other privileges of this club. No honorary member of this club is entitled to have any rights and privileges in any other club, except for the right to visit other clubs without being the guest of a Rotarian.

Section 7 Holders of Public Office. Persons elected or appointed to public office for a specified time shall not be eligible to active membership in this club under the classification of such office. This restriction shall not apply to persons holding positions or offices in schools, colleges, or other institutions of learning or to persons who are elected or appointed to the judiciary. Members who are elected or appointed to public office for a specified period may continue as such members in their existing classifications during the period in which they hold such office.

Section 8 Rotary International Employment. This club may retain in its membership any member employed by RI.

Constitutional Article 11 Classifications

Section 1 General Provisions.

- a. **Principal Activity.** Each member shall be classified in accordance with the member's business, profession, or type of community service. The classification shall be that which describes the principal and recognized activity of the firm,

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company, or institution with which the member is connected or that which describes the member's principal and recognized business or professional activity or that which describes the nature of the member's community service activity.

- b. **Correction or Adjustment.** If the circumstances warrant, the board may correct or adjust the classification of any member. Notice of a proposed correction or adjustment shall be provided to the member and the member shall be allowed a hearing thereon.

Section 2 Limitations. This club shall not elect a person to active membership from a classification if the club already has five or more members from that classification, unless the club has more than fifty (50) members, in which case, the club may elect a person to active membership in a classification so long as it will not result in the classification making up more than ten (10) percent of the club's active membership. Members who are retired shall not be included in the total number of members in a classification. The classification of a transferring or former member of a club, or a Rotaractor or Rotary alumnus as defined by the board of directors of RI, shall not preclude election to active membership even if the election results in club membership temporarily exceeding the above limitations. If a member changes classification, the club may continue the member's membership under the new classification notwithstanding these limitations.

Constitutional Article 12 Attendance [*See [Constitutional Article 7](#) for exceptions to the provisions of this article.*]

Section 1 General Provisions. Each member should attend this club's regular meetings, or satellite club's regular meetings if provided in the bylaws, and engage in this club's service projects, other events and activities. A member shall be counted as attending a regular meeting if the member is present in person or using an online connection for at least sixty (60) percent of the meeting, or is present and is called away unexpectedly and subsequently produces evidence to the satisfaction of the board that such action was reasonable, or participates in the regular meeting posted on the club's website within one week following its posting, or makes up for an absence in any of the following ways:

- a. **Fourteen (14) Days Before or After the Meeting.** If, within fourteen (14) days before or after the regular time for that meeting, the member
 1. attends at least sixty (60) percent of the regular meeting of another club or of a provisional club; or
 2. attends a regular meeting of a Rotaract or Interact club, Rotary Community Corps, or Rotary Fellowship or of a provisional Rotaract or Interact club, Rotary Community Corps, or Rotary Fellowship; or
 3. attends a convention of RI, a council on legislation, an international assembly, a Rotary institute for past and present officers of RI, a Rotary institute for past, present, and incoming officers of RI, or any other meeting convened with the approval of the board of directors of RI or the president of RI acting on behalf of the board of directors of RI, a Rotary multizone conference, a meeting of a committee of RI, a Rotary district conference, a Rotary district assembly, any district meeting held by direction of the board of directors of RI, any district committee meeting held by direction of the district governor, or a regularly announced intercity meeting of Rotary clubs; or
 4. is present at the usual time and place of a regular meeting or satellite club meeting of another club for the purpose of attending such meeting, but that club is not meeting at that time or place; or
 5. attends and participates in a club service project or a club-sponsored community event or meeting authorized by the board; or

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6. attends a board meeting or, if authorized by the board, a meeting of a service committee to which the member is assigned; or
 7. participates through a club website in an interactive activity requiring an average of thirty (30) minutes of participation.
 8. When a member is outside the member's country of residence for more than fourteen (14) days, the time restriction shall not be imposed so that the member may attend meetings in another country at any time during the travel period, and each such attendance shall count as a valid make-up for any regular meeting missed during the member's time abroad.
- b. ***At the Time of the Meeting.*** If, at the time of the meeting, the member is
1. traveling with reasonable directness to or from one of the meetings specified in sub-subsection (a) (3) of this section; or
 2. serving as an officer or member of a committee of RI, or a trustee of The Rotary Foundation; or
 3. serving as the special representative of the district governor in the formation of a new club; or
 4. on Rotary business in the employ of RI; or
 5. directly and actively engaged in a district-sponsored or RI- or Rotary Foundation-sponsored service project in a remote area where making up attendance is impossible; or
 6. engaged in Rotary business duly authorized by the board which precludes attendance at the meeting.

Section 2 *Extended Absence on Outposted Assignment.* If a member will be working on an outposted assignment for an extended period of time, attendance at the meetings of a designated club at the site of the assignment will replace attendance at the regular meetings of the member's club, provided there is a mutual agreement between the two clubs.

Section 3 *Excused Absences.* A member's absence shall be excused if

- a. the absence complies with the conditions and under circumstances approved by the board. The board may excuse a member's absence for reasons which it considers to be good and sufficient. Such absences shall not extend for longer than twelve months. However, if the leave is for a medical reason or after the birth, the adoption, or foster care of a child that extends for more than twelve months such leave may be renewed by the board for a period of time beyond the original twelve months.
- b. the aggregate of the member's years of age and years of membership in one or more clubs is eight-five (85) years or more, the member has been a member of one or more clubs for at least twenty (20) years, and the member has notified the club secretary in writing of the member's desire to be excused from attendance and the board has approved.

Section 4 *RI Officers' Absences.* A member's absence shall be excused if the member is a current officer of RI.

Section 5 *Attendance Records.* When a member whose absences are excused under the provision of subsection 3a of this article fails to attend a club meeting, the member and the member's absence shall not be included in the attendance records. In the event that a member who's absences are excused under the provisions of subsection 3b or section 4 of this article attends a club meeting, the member and the member's attendance shall be included in the membership and attendance figures used to compute this club's attendance.

Constitutional Article 13 Directors and Officers and Committees

Section 1 *Governing Body.* The governing body of this club shall be the board constituted as the bylaws may provide.

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Section 2 Authority. The board shall have general control over all officers and committees and, for good cause, may declare any office vacant.

Section 3 Board Action Final. The decision of the board in all club matters is final, subject only to an appeal to the club. However, as to a decision to terminate membership, a member, pursuant to [Constitutional Article 15 Section 6](#), may appeal to the club, request mediation, or request arbitration. If appealed, a decision of the board shall be reversed only by a two-thirds vote of the members present, at a regular meeting specified by the board, provided a quorum is present and notice of the appeal has been given by the secretary to each member at least five (5) days prior to the meeting. If an appeal is taken, the action taken by the club shall be final.

Section 4 Officers. The club officers shall be a president, the immediate past president, a president-elect, a secretary, and a treasurer, and may include one or more vice-presidents, all of whom shall be members of the board. The club officers shall include a sergeant-at-arms, who may be a member of the board as the bylaws shall provide. Club officers shall regularly attend satellite club meetings.

Section 5 Election of Officers.

- a. **Terms of Officers other than President.** Each officer shall be elected as provided in the bylaws. Except for the president, each officer shall take office on 1 July immediately following election and shall serve for the term of office or until a successor has been duly elected and qualified.
- b. **Term of President.** The president shall be elected as provided in the bylaws, not more than two (2) years but not less than eighteen (18) months prior to the day of taking office and shall serve as president-nominee upon election. The nominee shall take the title of president-elect on 1 July in the year prior to taking office as president. The president shall take office on 1 July and shall serve a period of one (1) year or until a successor has been duly elected and qualified.
- c. **Qualifications.** Each officer and director shall be a member in good standing of this club. A candidate for the office of president shall have served as a member of this club for at least one year prior to being nominated for such office, except where service for less than a full year may be determined by the district governor to satisfy the intent of this requirement. The president-elect shall attend the district presidents-elect training seminar and the district training assembly unless excused by the governor-elect. If so excused, the president-elect shall send a designated club representative who shall report back to the president-elect. If the president-elect does not attend the presidents-elect training seminar and the district training assembly and has not been excused by the governor-elect or, if so excused, does not send a designated club representative to such meetings, the president-elect shall not be able to serve as club president. In such event, the current president shall continue to serve until a successor who has attended a presidents-elect training seminar and district training assembly or training deemed sufficient by the governor-elect has been duly elected.

Section 6 Governance of a Satellite Club of this Club (When Applicable). A satellite club shall be located in the same locality as this club or in the surrounding area.

- a. **Satellite Club Oversight.** This club shall provide such general oversight and support of a satellite club as is deemed appropriate by the board.
- b. **Satellite Club Board.** For the day-to-day governance of a satellite club, it shall have its own annually elected board drawn from its members and comprising the officers of the satellite club and four to six other members as the bylaws shall provide. The highest officer for the satellite club shall be the chair and other officers shall be the immediate past chair, the chair-elect, the secretary and the treasurer. The satellite board shall be responsible for the day-to-day organization and management of the satellite club and its activities in accordance with Rotary

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rules, requirements, policies, aims and objectives under guidance of this club. It shall have no authority within, or over, this club.

- c. **Satellite Club Reporting Procedure.** A satellite club shall, annually, submit to the president and board of this club a report on its membership, its activities and programs, accompanied by the financial statement and audited accounts, for inclusion in this club's reports for its annual general meeting and such other reports as may, from time to time, be required by this club.

Section 7 Committees. This club should have the following committees:

- a. Club Administration
- b. Membership
- c. Public Image
- d. Rotary Foundation
- e. Service Projects
- f. Additional committees may be appointed as needed.

Constitutional Article 14 Dues

Every member shall pay annual dues as prescribed in the bylaws.

Constitutional Article 15 Duration of Membership

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

Section 2 Automatic Termination.

- a. **Membership Qualifications.** Membership shall automatically terminate when a member no longer meets the membership qualifications, except that
 1. the board may grant a member moving from the locality of this club or the surrounding area a special leave of absence not to exceed one (1) year to enable the member to visit and become known to a Rotary club in the new community if the member continues to meet all conditions of club membership;
 2. the board may allow a member moving from the locality of this club or the surrounding area to retain membership if the member continues to meet all conditions of club membership.
- b. **How to Rejoin.** When the membership of a member has terminated as provided in subsection (a) of this section, such person, provided such person's membership was in good standing at the time of termination, may make new application for membership, under the same or another classification.
- c. **Termination of Honorary Membership.** Honorary membership shall automatically terminate at the end of the term for such membership as determined by the board. However, the board may extend an honorary membership for an additional period. The board may revoke an honorary membership at any time.

Section 3 Termination Non-payment of Dues.

- a. **Process.** Any member failing to pay dues within thirty (30) days after the prescribed time shall be notified in writing by the secretary at the member's last known address. If the dues are not paid on or before ten (10) days of the date of notification, membership may terminate, subject to the discretion of the board.
- b. **Reinstatement.** The board may reinstate the former member to membership upon the former member's petition and payment of all indebtedness to this club. However, no former member may be reinstated to active membership if the former member's classification is in conflict with [Constitutional Article 11 Section 2](#).

Section 4 Termination for Non-attendance. [See [Constitutional Article 7](#) for exceptions to the provisions of this section.]

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- a. **Attendance Percentages.** A member must
 1. Attend or make up at least one (1) regular club meeting each month; or engage in club projects, other events and activities for at least twelve (12) hours in each half of the year, or a proportionate combination of both;
 2. be an active and participating member of one of the club's standing or ad hoc committees (See [Bylaw Article 5](#), [Bylaw Article 6](#), and [Bylaw Article 10](#) for more details);
 3. If a member fails to attend as required, the member's membership shall be subject to termination unless the board consents to such non-attendance for good cause.
- b. **Consecutive Absences.** Unless otherwise excused by the board for good and sufficient reason or pursuant to [Constitutional Article 12 Sections 3 or 4](#), each member who fails to attend or make up four consecutive regular meetings shall be informed by the board that the member's non-attendance may be considered a request to terminate membership in this club. Thereafter, the board, by a majority vote, may terminate the member's membership.

Section 5 Termination Other Causes.

- a. **Good Cause.** The board may terminate the membership of any member who ceases to have the qualifications for membership in this club or for any good cause by a vote of not less than two-thirds of the board members, at a meeting called for that purpose. The guiding principles for this meeting shall be [Constitutional Article 10 Section 1](#); The Four-Way Test; and the high ethical standards that one should hold as a Rotary club member.
- b. **Notice.** Prior to taking any action under subsection (a) of this section, the member shall be given at least ten (10) days' written notice of such pending action and an opportunity to submit a written answer to the board. The member shall have the right to appear before the board to state the member's case. Notice shall be by personal delivery or by registered letter to the member's last known address.
- c. **Filling Classification.** When the board has terminated the membership of a member as provided for in this section, this club shall not elect a new member under the former member's classification until the time for hearing any appeal has expired and the decision of this club or of the arbitrators has been announced. However, this provision shall not apply if, by election of a new member, the number of members under the said classification would remain within provided limitations even if the board's decision regarding termination is reversed.

Section 6 Right to Appeal, Mediate or Arbitrate Termination.

- a. **Notice.** Within seven (7) days after the date of the board's decision to terminate membership, the secretary shall give written notice of the decision to the member. Within fourteen (14) days after the date of the notice, the member may give written notice to the secretary of the intention to appeal to the club, request mediation, or to arbitrate as provided in [Constitutional Article 19](#).
- b. **Date for Hearing of Appeal.** In the event of an appeal, the board shall set a date for the hearing of the appeal at a regular club meeting to be held within twenty-one (21) days after receipt of the notice of appeal. At least five (5) days' written notice of the meeting and its special business shall be given to every member. Only members shall be present when the appeal is heard.
- c. **Mediation or Arbitration.** The procedure utilized for mediation or arbitration shall be as provided in [Constitutional Article 19](#).
- d. **Appeal.** If an appeal is taken, the action of the club shall be final and binding on all parties and shall not be subject to arbitration.

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- e. **Decision of Arbitrators or Umpire.** If arbitration is requested, the decision reached by the arbitrators or, if they disagree, by the umpire shall be final and binding on all parties and shall not be subject to appeal.
- f. **Unsuccessful Mediation.** If mediation is requested but is unsuccessful, the member may appeal to the club or arbitrate as provided in subsection (a) of this section.

Section 7 Board Action Final. Board action shall be final if no appeal to this club is taken and no arbitration is requested.

Section 8 Resignation. The resignation of any member from this club shall be in writing, addressed to the president or secretary. The resignation shall be accepted by the board if the member has no indebtedness to this club.

Section 9 Forfeiture of Property Interest. Any person whose club membership has been terminated in any manner shall forfeit all interest in any funds or other property belonging to this club if, under local laws, the member may have acquired any right to them upon joining the club.

Section 10 Temporary Suspension.

Notwithstanding any provision of this constitution, if in the opinion of the board

- a. credible accusations have been made that a member has refused or neglected to
a. comply with this constitution, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the club; and
- b. those accusations, if proved, constitute good cause for terminating the membership of the member; and
- c. it is desirable that no action should be taken in respect of the membership of the
c. member pending the outcome of a matter or an event that the board considers should properly occur before such action is taken by the board; and
- d. that in the best interests of the club and without any vote being taken as to his or
d. her membership, the member's membership should be temporarily suspended and the member should be excluded from attendance at meetings and other activities of this club and from any office or position the member holds within the club; the board may, by a vote of not less than two-thirds of the board, temporarily suspend the member as aforesaid for a reasonable period of time not to exceed ninety (90) days and on such further conditions as the board determines.
- e. A suspended member may appeal or refer to mediation or arbitration the suspension as provided in [Constitutional Article 15 Section 6](#). During the suspension, the member shall be excused from fulfilling attendance responsibilities. Prior to the expiration of the suspension period, the board must either proceed to terminate the membership of the suspended Rotarian or reinstate the suspended Rotarian to full regular status.

Constitutional Article 16 Community, National, and International Affairs

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

Section 2 No Endorsements. This club shall not endorse or recommend any candidate for public office and shall not discuss at any club meeting the merits or demerits of any such candidate.

Section 3 Non-Political.

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- a. **Resolutions and Opinions.** This club shall neither adopt nor circulate resolutions or opinions, and shall not take action dealing with world affairs or international policies of a political nature.
- b. **Appeals.** This club shall not direct appeals to clubs, peoples, or governments, or circulate letters, speeches, or proposed plans for the solution of specific international problems of a political nature.

Section 4 Recognizing Rotary's Beginning. The week of the anniversary of Rotary's founding (23 February) shall be known as World Understanding and Peace Week. During this week, this club will celebrate Rotary service, reflect upon past achievements, and focus on programs of peace, understanding, and goodwill in the community and throughout the world.

Constitutional Article 17 Rotary Magazines

Section 1 Mandatory Subscription. Unless, in accordance with the bylaws of RI, this club is excused by the board of directors of RI from complying with the provisions of this article, each member shall, for the duration of membership, subscribe to the official magazine or to the magazine approved and prescribed for this club by the board of directors of RI. Two Rotarians residing at the same address have the option to subscribe jointly to the official magazine or the Rotary magazine approved and prescribed by the board for their club or clubs. The subscription shall be paid on such dates as established by the board for the payment of per capita dues for the duration of membership in this club.

Section 2 Subscription Collection. The subscription shall be collected by this club from each member semiannually in advance and remitted to the Secretariat of RI or to the office of such regional publications as may be determined by the board of directors of RI.

Constitutional Article 18 Acceptance of Object and Compliance with Constitution and Bylaws

By payment of dues, a member accepts the principles of Rotary as expressed in its object and submits to and agrees to comply with and be bound by the constitution and bylaws of this club, and on these conditions alone is entitled to the privileges of this club. Each member shall be subject to the terms of the constitution and bylaws regardless of whether such member has received copies of them.

Constitutional Article 19 Arbitration and Mediation

Section 1 Disputes. Should any dispute, other than as to a decision of the board, arise between any current or former member(s) and this club, any club officer or the board, on any account whatsoever which cannot be settled under the procedure already provided for such purpose, the dispute shall, upon a request to the secretary by any of the disputants, either be resolved by mediation or settled by arbitration.

Section 2 Date for Mediation or Arbitration. In the event of mediation or arbitration, the board shall set a date for the mediation or arbitration, in consultation with disputants, to be held within twenty-one (21) days after receipt of the request for mediation or arbitration.

Section 3 Mediation. The procedure for such mediation shall be that recognized by an appropriate authority with national or state jurisdiction or be that recommended by a competent professional body whose recognized expertise covers alternative dispute resolution or be that recommended by way of documented guidelines determined by the board of RI or the trustees of The Rotary Foundation. Only a member of a Rotary club may be appointed as mediator(s). The club may request the district governor or the governor's representative to appoint a mediator who is a member of a Rotary club and who has appropriate mediation skills and experience.

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- a. **Mediation Outcomes.** The outcomes or decisions agreed between the parties as a result of mediation shall be recorded and copies held by each party, the mediator(s) and one copy given to the board and to be held by the secretary. A summary statement of outcomes acceptable to the parties involved shall be prepared for the information of the club. Either party through the president or secretary may call for further mediation if either party has retracted significantly from the mediated position.
- b. **Unsuccessful Mediation.** If mediation is requested but is unsuccessful, any disputant may request arbitration as provided in section 1 of this article.

Section 4 Arbitration. In the event of a request for arbitration, each party shall appoint an arbitrator and the arbitrators shall appoint an umpire. Only a member of a Rotary club may be appointed as umpire or as arbitrator.

Section 5 Decision of Arbitrators or Umpire. If arbitration is requested, the decision reached by the arbitrators or, if they disagree, by the umpire shall be final and binding on all parties and shall not be subject to appeal.

Constitutional Article 20 Bylaws

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

Constitutional Article 21 Interpretation

Throughout this constitution, the terminology "mail," "mailing," and "ballot-by-mail" will include utilization of electronic mail (e-mail) and internet technology to reduce costs and increase responsiveness.

Constitutional Article 22 Amendments

Section 1 Manner of Amending. Except as provided in section 2 of this article, this constitution may be amended only by the council on legislation in the same manner as is established in the bylaws of RI for the amendment of its bylaws.

Section 2 Amending [Constitutional Article 2](#) and [Constitutional Article 4](#). [Constitutional Article 2 \(Name\)](#) and [Constitutional Article 4 \(Locality of the Club\)](#) of the shall be amended at any regular meeting of this club, a quorum being present by the affirmative vote of not less than two-thirds of all voting members present and voting, provided that notice of such proposed amendment shall have been mailed to each member at least ten (10) days before such meeting, and provided further, that such amendment shall be submitted to the board of directors of RI for its approval and shall become effective only when so approved. The governor may offer an opinion to the board of directors of RI regarding the proposed amendment.

Bylaws of Rotary of Hazleton, Pennsylvania

Bylaws of:



Rotary of Hazleton, Pennsylvania

**District 7410
Club No. 5381
*Organized March, 1921***

**Adopted September 24, 2008
Amended April 17, 2019**

Bylaws of Rotary of Hazleton, Pennsylvania

Bylaws of Rotary of Hazleton, Pennsylvania

Committee Members – 2008:

Paul Brenner, Gordon Bigelow, Lew Dryfoos III, Larry Klemow, Jerry Panisak,
Rob Sensky

Committee Members - 2019:

Jason Brenner, Kim McNulty, Alan Whitaker, Tim Genetti, Rob Sensky

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Bylaws of Rotary of Hazleton, Pennsylvania

Bylaw Article 1 Definitions

- a. **Board:** The Board of Directors of this club.
- b. **Bylaws:** In accordance with [Constitutional Article 20](#), describes the rules of procedure embodying additional provisions for the government and administration for the club thereby establishing specific rules of guidance by which the club is to function.
- c. **Constitution:** The constitutions of Rotary International and this club contain the fundamental principles which govern operation.
- d. **Director:** A member of this club's Board of Directors.
- e. **Member:** A member, other than an honorary member, of this club.
- f. **Quorum:** The minimum number of participants who must be present when a vote is taken: one-third of the club's members for club decisions and a majority of the directors for club board decisions
- g. **RI:** Rotary International.
- h. **Year:** The twelve-month period which begins on 1 July and ends on 30 June.

Bylaw Article 2 Board

The governing body of this club is its board of directors, consisting of, at a minimum, thirteen (13) to seventeen (17) members – the president, immediate past president, president-elect, vice president, secretary, treasurer, sergeant-at-arms, and ten (10) directors-at-large – elected in accordance with [Bylaw Article 3 Section 1](#).

Notwithstanding the possibility that a member of the board could simultaneously hold more than one (1) position (e.g., sergeant-at-arms and secretary), each member of the board has equal voting power in any board vote (i.e., one person, one vote).

Bylaw Article 3 Election of Directors and Officers

Section 1 – At a regular meeting the first Wednesday of November (one (1) month prior to the Annual Meeting) a nominating committee shall be elected by the members in good standing present at said meeting. The Ballot shall contain the names of the entire active membership of the Club in good standing. The four candidates receiving the greatest number of votes, together with the Immediate Past President who shall be chairman, shall constitute the Nominating Committee. The current President-Elect shall be a member of the Nominating Committee Ex-Officio, and without vote.

Two (2) weeks prior to the Annual Meeting, the Nominating Committee shall submit its list of nominees for President, President-Elect, Vice President, and the appropriate number in order to maintain ten (10) at-large members of the board of directors. Nominations from the floor may also be made at this time. Nominations duly made shall then be published in the Club Bulletin appearing at least one week prior to the Annual Meeting, at which time the election shall take place.

All candidates for the position of President must have served at least one (1) prior three-year term on the club board of directors. The positions of Secretary, Treasurer, and Sergeant-At-Arms will be nominated by the President-Elect and approved by the club membership at the Annual Meeting.

The candidate for president elected in such balloting shall be the president-nominee and serve as a director for the year commencing on the first day of July next following the election, and shall assume office as president on 1 July immediately following that

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year. The president-nominee shall take the title of president-elect on 1 July in the year prior to taking office as president.

Section 2 – The officers and directors, so elected, together with the immediate past president and the directors elected in the two preceding elections shall constitute the board. Within one week after their election, the directors-elect shall meet and elect members of the club to act as sergeant-at-arms, treasurer, and secretary.

Section 3 – The term of office of all officers elected by the procedures in [Bylaw Article 3 Section 1](#) will be one (1) year. The Secretary, Treasurer and Sergeant-At-Arms may continue their service to the club for an indefinite period with the support and discretion of the board and active club members. The term of all directors-at-large elected by these procedures will be three (3) years.

Section 4 – A vacancy in the board or any office shall be filled by action of the remaining directors.

Section 5 – A vacancy in the position of any officer-elect or director-elect shall be filled by action of the remaining directors-elect.

Bylaw Article 4 Duties of Officers

Section 1 – *President*. It shall be the duty of the president to preside at meetings of the club and the board and to perform other duties as ordinarily pertain to the office of president.

Section 2 – *Immediate Past President*. It shall be the duty of the immediate past president to organize and chair the nominating committee in accordance with [Bylaw Article 3](#), to ensure a written continuity folder consisting of the club's key actions and decisions from the previous year is made available to the president, and to perform other duties as ordinarily pertain to the office of the immediate past president.

Section 3 – *President-elect*. It shall be the duty of the president-elect to preside at meetings of the club and the board in the absence of the president, to serve as a director and to perform such other duties as may be prescribed by the president or the board.

Section 4 – *Vice-President*. It shall be the duty of the vice-president to preside at meetings of the club and the board in the absence of the president and president-elect, to serve as a director, and to perform other duties as ordinarily pertain to the office of vice-president.

Section 5 – *Secretary*. It shall be the duty of the secretary to keep membership records; send out notices of club, board, and committee meetings; record and preserve the minutes of such meetings; prepare the weekly Club Bulletin; record attendance at meetings; provide the monthly attendance report, which shall be made to the district governor within fifteen (15) days of the last meeting of the month; collect and remit RI official magazine subscriptions; report as required to RI, including the semiannual reports of membership on 1 January and 1 July of each year, which shall include per capita dues for all members and prorated dues for active members who have been elected to membership in the club since the start of the July or January semiannual reporting period; report changes in membership; collect and remit RI official magazine subscriptions; and perform other duties as usually pertain to the office of secretary. Due to the nature of this position, the Secretary shall be provided an annual stipend to be determined by the board and published in the club's annual budget.

Section 7 – *Treasurer*. It shall be the duty of the treasurer to have custody of all funds, accounting for it to the club annually and at any other time upon demand by the board, and to perform other duties as pertain to the office of treasurer. Upon retirement from office, the treasurer shall turn over to the incoming treasurer or to the president all funds, books of accounts, or any other club property. Due to the

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nature of this position, the Treasurer shall be provided an annual stipend to be determined by the board and published in the club's annual budget.

Section 8 – *Sergeant-at-Arms*. The duties of the sergeant-at-arms shall be such as are usually prescribed for such office and other duties as may be prescribed by the president or the board.

Section 9 – *Attendance Requirements for Officers and Directors*. Officers and directors of the club are expected to establish and maintain the requirements of active membership of the club in accordance with [Constitutional Article 7](#), [Constitutional Article 8](#), [Constitutional Article 9](#), [Constitutional Article 10](#), [Constitutional Article 11](#), and [Constitutional Article 12](#). Additionally, officers and directors are subject, at the board's discretion, to removal from their respective position(s) if they miss three (3) consecutive board meetings without notification and approval of the board.

Bylaw Article 5 Meetings

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

Section 2 – *Regular Meetings*. The regular weekly meetings of this club shall be held on Wednesdays at 12:00. 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 pursuant to 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 sixty (60) percent of the time devoted to the regular meeting, either at this club or at any other Rotary club, or as otherwise provided in [Constitutional Article 9 Sections 1 and 2](#).

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

Section 4 – Regular meetings of the board shall be held on the second Wednesday of each month. Special meetings of the board shall be called by the president, whenever deemed necessary, or upon the request of two (2) directors, due notice having been given.

Section 5 – A majority of the directors shall constitute a quorum of the board.

Bylaw Article 6 Attendance and Participation

Section 1 – *Attendance at Club Meetings*. In accordance with [Constitutional Article 12](#), each member should attend this club's regular meetings. A member shall be counted as attending a regular meeting if the member is present in person or using an online connection for at least sixty (60) percent of the meeting, or is present and is called away unexpectedly and subsequently produces evidence to the satisfaction of the board that such action was reasonable, or makes up for an absence in any of the ways described in [Constitutional Article 12](#).

Section 2 – *Attendance Percentages*. A member must

- a. Attend or make up at least one (1) regular club meeting each month
- b. Be an active and participating member of one of the club's standing or ad hoc committees (e.g., a service or fundraising project committee or one of the club governance committees outlined in [Bylaw Article 9](#)).

Bylaw Article 7 Dues

Section 1 – The admission fee shall be established annually by the Board of Directors,

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and shall be paid before the applicant can qualify as a member, except as provided for in [Constitutional Article 11](#).

Section 2 – The membership dues shall be established by the Board of Directors and is payable annually in accordance with [Constitutional Article 14](#), [Constitutional Article 15](#), and [Bylaw Article 7 Section 3](#). Annual club dues include RI per capita dues, a subscription to The Rotarian or a Rotary regional magazine, district per capita dues, club fees, and any other Rotary or district per capita assessment.

Section 3 – Termination for non-payment of dues. Any member failing to pay dues within the thirty (30) days after the prescribed time shall be notified in writing by the Treasurer to the member's last known address. If the dues are not paid on or before ten (10) days of the date of notification, membership may terminate, subject to the discretion of the Board.

- a. **Reinstatement.** The Board may reinstate the former member to membership upon the former member's petition and payment of all indebtedness to this club. However, no former member may be reinstated to active membership in the former member's classification if the former member's classifications are in conflict with [Constitutional Article 7 Section 2](#).
- b. The annual membership dues shall be established by the Board of Directors at the April Board Meeting
- c. The Club Treasurer will prepare and mail invoices to all members in good standing identified on the Club Roster issued by RI on May 1st.
- d. The annual dues invoices are due and payable to the Hazleton Rotary Club, thirty (30) days after invoices are dated.

Bylaw Article 8 Method of Voting

The business of this club shall be transacted by *viva voce* vote except the election of the nominating committee, which shall be by ballot. The board may determine that a specific resolution be considered by ballot rather than by *viva voce* vote.

Bylaw Article 9 Five Avenues of Service

The five Avenues of Service are the philosophical and practical framework for the work of this Rotary club. They are Club Service, Vocational Service, Community Service, International Service, and Youth Service. This club will be active in each of the five Avenues of Service.

Bylaw Article 10 Committees

Club committees are charged with carrying out the annual and long-range goals of the club based on the five Avenues of Service. The president-elect, president, and immediate past president should work together to ensure continuity of leadership and succession planning. When feasible, committee members should be appointed to the same committee for three years to ensure consistency. The president-elect is responsible for appointing committee members to fill vacancies, appointing committee chairs, and conducting planning meetings prior to the start of the year in office. It is recommended that the chair have previous experience as a member of the committee.

- a. Standing committees should be appointed as follows:
 1. **Membership.** This committee should develop and implement a comprehensive plan for the recruitment and retention of members
 2. **Public Image.** This committee should develop and implement plans to provide the public with information about Rotary and to promote the club's service projects and activities.

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3. **Club Administration.** This committee should conduct activities associated with the effective operation of the club. This function is primarily executed by the officers and directors although the Board reserves the right to appoint an ad hoc committee to assist in this function.
 4. **Service Projects.** This committee should develop and implement educational, humanitarian, and vocational projects that address the needs of its community and communities in other countries
 5. **The Rotary Foundation.** This committee should develop and implement plans to support The International Rotary Foundation through both financial contributions and program participation.
- b. Additional ad hoc committees may be appointed by the president as needed.
 - c. The president shall be ex officio a member of all committees and, as such, shall have all the privileges of membership thereon.
 - d. Each committee shall transact its business as is delegated to it in these bylaws and such additional business as may be referred to it by the president or the board. Except where special authority is given by the board, such committees shall not take action until a report has been made and approved by the board. .
 - e. Each chair shall be responsible for regular meetings and activities of the committee, shall supervise and coordinate the work of the committee, and shall report to the board on all committee activities.

Bylaw Article 11 Duties of Committees

The duties of all committees shall be established and reviewed by the president for his or her year. It shall be the primary responsibility of the president-elect to provide the necessary leadership to prepare a recommendation for club committees, mandates, goals, and plans for presentation to the board in advance of the commencement of the year as noted above.

Bylaw Article 12 Appointment of Representatives

Appointment of official club representatives to the Rotary District and to other outside organizations shall be made by the president.

Bylaw Article 13 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. 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 the member attends a regular meeting of some other club, the excused member must be recorded as absent except that absence authorized under the provisions of the Standard Rotary Club Constitution is not computed in the attendance record of the club.

Bylaw Article 14 Finances

Section 1 – The board shall approve an annual budget of estimated income and expenditures for the year, which shall stand as the limit of expenditures for these purposes, unless otherwise ordered by action of the board. The budget shall be broken into two separate parts: one in respect of club operations and one in respect of charitable/service operations.

Section 2 – The treasurer shall deposit all club funds in a bank, named by the board. The club funds shall be divided into at least two separate parts: club operations and service projects.

Section 3 – All bills shall be paid by the treasurer or other authorized officer only when

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approved by at least one other officer.

Section 4 – Annually, the Board of Directors shall appoint a review committee of two (2) or three (3) board members who will conduct a review of all financial transactions of the club for the prior year. The committee will report its findings to the Board of Directors no later than the club's Annual Meeting. This review is not to be considered a professional level review, and committee members shall be held harmless for any actions taken, except for any intentional acts of wrongdoing.

Section 5 – Officers having charge or control of club 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 6 – The fiscal year of this club shall extend from 1 July to 30 June.

Bylaw Article 15 Method of Electing Members

Section 1 – To qualify for membership, a prospective member must be an adult person of good character and good business, professional and/or community reputation,

- a. engaged as a proprietor, partner, corporate officer, or manager of any worthy and recognized business or profession; or
- b. holding any important position in any worthy and recognized business or profession or any branch or agency thereof and have executive capacity with discretionary authority; or
- c. having retired from any position listed in sub-subsection (1) or (2) of this section; or
- d. being a community leader who has demonstrated through personal involvement in community affairs a commitment to service and the Object of Rotary; or
- e. having the status of Rotary Foundation alumnus as defined by the board and having his or her place of business or residence located in the locality of the club or the surrounding area. An active member moving from the locality of the club or the surrounding area may retain membership in the club where the member's board grants such permission and said active member continues to meet all conditions of club membership.

Section 2 – The club shall have a well-balanced membership in which no one business, profession or type of community service predominates. The club shall not elect a person to active membership from a classification if the club already has five or more members from that classification, unless the club has more than fifty (50) members, in which case the club may elect a person to active membership in a classification so long as it will not result in the classification making up more than ten (10) percent of the club's active membership. Members who are retired shall not be included in the total number of members in a classification. The classification of a transferring or former member of a club, or a Rotary Foundation alumnus as defined by the board, shall not preclude election to active membership even if the election results in club membership temporarily exceeding the above limitations. If a member changes classification, the club may continue the member's membership under the new classification notwithstanding these limitations.

Section 3 – 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. A transferring or former member of another club may be proposed to active membership by the former club. The proposal for the time being shall be kept confidential except as otherwise provided in this procedure.

Section 4 – The board shall ensure that the proposal meets all the classification and membership requirements as stated in [Bylaw Article 15 Sections 1 and 2](#).

Section 5 – The board shall approve or disapprove the proposal within thirty (30) days of its submission and shall notify the proposer, through the club secretary, of its

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decision.

Section 6 – If the decision of the board is favorable, the prospective member shall be informed of the purposes of Rotary and of the privileges and responsibilities of membership, following which the prospective member shall be requested to sign the membership proposal form and to permit his or her name and proposed classification to be published to the club.

Section 7 – The proposing member will provide the club secretary with the signed membership proposal form, and the recording secretary will publish the name of the proposed member, the proposed classification, the proposed member's business title and business name, and the proposing members name in the regular club bulletin.

Section 8 – If no written objection to the proposal, stating reasons, is received by the board from any member (other than honorary) of the club within ten (10) days following publication of information about the prospective member, that person, upon payment of the admission fee (if not honorary membership), as prescribed in these bylaws, shall be considered to be elected to membership. If any such objection has been filed with the board, it shall vote on this matter at its next meeting. If approved despite the objection, the proposed member, upon payment of the admission fee (if not honorary membership), shall be considered to be elected to membership.

Section 9 – Following the election, the president shall arrange for the new member's induction, membership card, and new member Rotary literature. In addition, the secretary will report the new member information to RI and the president will assign a member to assist with the new member's assimilation to the club as well as assign the new member to a club project or function.

Section 10 – Honorary Membership. The club may elect, in accordance with the [Constitutional Article 10 Section 6](#), [Constitutional Article 15 Section 2\(c\)](#), and the following, honorary members proposed by the board.

- a. For former or current members of Hazleton Rotary, the board shall consider the following criteria:
 1. Must be seventy-five (75) years of age and have been a member of the club for twenty-five (25) years;
 2. Service to the club as an officer, with special consideration given to past presidents;
 3. Paul Harris award status;
 4. Reasons to be named an honorary member, including health status or moving from the area;
 5. If the nominee is a present member of the club, he or she must resign upon the granting of honorary membership status;
 6. The request for honorary status can come from the member or any other member of the club;
 7. There is no automatic situation where a present or former member will be named an honorary member. This is a subjective evaluation to be determined solely by the Board of Directors. Honorary membership shall be the exception rather than the rule and involve a situation where the person deserves significant recognition from the club.
- b. For individuals who were never a member of Hazleton Rotary, the board shall consider the following criteria:
 1. Outstanding contribution to the club and/or its endeavors;
 2. Outstanding contribution to the community which reflects the Four-Way Test and Rotary ideals;

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3. Any member of the club may nominate any non-Rotarian for honorary membership. For a non-Rotarian, the Board of Directors will vote to present the individual's name to the general membership and if no objections are received within seven (7) days, shall award honorary membership to the individual.

Bylaw Article 16 Resolutions

The club shall not consider any resolution or motion to commit the club on any matter until the board has considered it. Such resolutions or motions, if offered at a club meeting, shall be referred without discussion to the Board, which after giving consideration to the matter, shall submit its recommendation to the club. Having received the recommendations of the Board, the club may then proceed to take such action as may seem proper to the majority.

Bylaw Article 17 Order of Business

- a. Luncheon
- b. Meeting called to order
- c. Invocation
- d. Introduction of visitors
- e. Correspondence, announcements, and Rotary information
- f. Committee reports, if any
- g. Any unfinished business
- h. Any new business
- i. Address or other program features
- j. Adjournment

Bylaw Article 18 Amendments

These bylaws may be amended at any regular meeting, a quorum being present, by a two-thirds vote of all members present, provided that notice of such proposed amendment shall have been mailed to each member at least ten (10) days before such meeting. No amendment or addition to these bylaws can be made which is not in harmony with the Constitution of Rotary of Hazleton, Pennsylvania and with the constitution and bylaws of RI.

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Bylaw Attachment 1 Annual Calendar

Note: This attachment is intended to give a rough outline of major club events and required actions. Dates or events which are not explicitly governed by the Constitution or Bylaws of Rotary of Hazleton, Pennsylvania may be amended at the discretion of the board of directors without enacting an amendment in accordance with [Bylaw Article 18](#).

July

- a. **July 1st – Beginning of Rotary Year**
- b. Every Wednesday (unless otherwise noted) – Regular club meeting
- c. Second Wednesday (unless otherwise noted) – Board of Directors Meeting
- d. Second Friday Social Event

August

- a. Rotary Summerfest Fundraiser – Typically on a Saturday
- b. Every Wednesday (unless otherwise noted) – Regular club meeting
- c. Second Wednesday (unless otherwise noted) – Board of Directors Meeting
- d. Second Friday Social Event

September

- a. Rotary Dictionary Project – Order Dictionaries
- b. Every Wednesday (unless otherwise noted) – Regular club meeting
- c. Second Wednesday (unless otherwise noted) – Board of Directors Meeting
- d. Second Friday Social Event

October

- a. Rotary Dictionary Project – Dictionaries Received and Distribution begins
- b. Kidz Coats Project – Coordinate with Area Schools and Order Coats
- c. Second Friday Social Event
- d. Every Wednesday (unless otherwise noted) – Regular club meeting
- e. Second Wednesday (unless otherwise noted) – Board of Directors Meeting

November

- a. **First Meeting of November – Election of the Nominating Committee**
- b. **Third Meeting of November – Presentation of Nominees for Officers and Directors**
- c. Kidz Coats Project – Organize and Distribute Coats to Area Schools
- d. Second Friday Social Event
- e. Every Wednesday (unless otherwise noted) – Regular club meeting
- f. Second Wednesday (unless otherwise noted) – Board of Directors Meeting

December

- a. **First Meeting of December – Annual Meeting and Election of Officers and Directors**
- b. Poinsettia Fundraiser– Receive and Distribute Poinsettias
- c. Children’s Holiday Shopping Spree – Typically on a Saturday or Sunday Morning
- d. Salvation Army Bell Ringing Service Project
- e. **President-Elect Registers for PETS**
- f. Second Friday Social Event
- g. Every Wednesday (unless otherwise noted) – Regular club meeting
- h. Second Wednesday (unless otherwise noted) – Board of Directors Meeting

January

- a. Initial Meeting for Night At The Races Fundraiser Committee
- b. Post Holiday Party
- c. Every Wednesday (unless otherwise noted) – Regular club meeting
- d. Second Wednesday (unless otherwise noted) – Board of Directors Meeting

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February

- a. American Cancer Society Service Project
- b. Every Wednesday (unless otherwise noted) – Regular club meeting
- c. Second Wednesday (unless otherwise noted) – Board of Directors Meeting

March

- a. **Pre PETS / Grant Seminar**
- b. Second Friday Social Event
- c. Every Wednesday (unless otherwise noted) – Regular club meeting
- d. Second Wednesday (unless otherwise noted) – Board of Directors Meeting
- e. **Budget for Upcoming Fiscal Year Proposed by President, President-Elect, and Treasurer**

April

- a. Night At the Races Fundraiser – Typically on a Saturday Night
- b. Scholarship Awards
- c. Second Friday Social Event
- d. Every Wednesday (unless otherwise noted) – Regular club meeting
- e. **Second Wednesday (unless otherwise noted) – Board of Directors Meeting / Budget for Upcoming Fiscal Year Passed**

May

- a. **May 1st – Invoices for Dues Sent to Members**
- b. **May 31st – All Dues Payments due from Members**
- c. Second Friday Social Event
- d. Every Wednesday (unless otherwise noted) – Regular club meeting
- e. Second Wednesday (unless otherwise noted) – Board of Directors Meeting

June

- a. **Last Week of June – President's Party and Induction of Officers**
- b. Every Wednesday (unless otherwise noted) – Regular club meeting
- c. Second Wednesday (unless otherwise noted) – Board of Directors Meeting
- d. Second Friday Social Event
- e. **June 29th – Members with Delinquent Dues removed from ClubRunner**
- f. **June 30th – End of Rotary Year**