

I being an officer of Newburgh Rotary Club, after having read and in agreement with the revised by-laws of this club to the best of my knowledge, hereby place my signature below as a indication of my acceptance and adoption of such by-laws in the best interest of the Newburgh Rotary Club, Newburgh New York USA (by-law revision dated May 21, 1996)

Ralph Mills MAY 21 1996
Ralph Mills President 1995-96

Joseph A. Santacroc MAY 21 1996
Joseph A. Santacroc

John J. Perrott MAY 21 1996
John J. Perrott Secretary

Hillard Gordon MAY 21 1996
Hillard Gordon

William Constable MAY 21 1996
William Constable

Michael Mateler MAY 21 1996
Michael Mateler

James Buffalo MAY 21 1996
James Buffalo

Leel Feldstein MAY 21 1996
Leel Feldstein

Cathy Smith McCarty JUN 1 1996
Cathy Smith McCarty

Frederic McCurdy JUN 1 1996
Frederic McCurdy

Ruth C. Smith MAY 28 1996
Ruth Smith

James Smith MAY 28 1996
James Smith

Ed Wilson JUN 1 1996
Ed Wilson

Douglas Hovay MAY 31 1996
Douglas Hovay

Gordon Rauer JUN 1 1996
Gordon Rauer

Darren Mudge MAY 28 1996
Darren Mudge Treasurer

Gilbert Piaquadio MAY 21 1996
Gilbert Piaquadio

Constitution & By-Laws
Newburgh Rotary Club
June 25, 1996

Microsoft Word 3.0

In Rotary Year 1995-1996 Club President Ralph L. Mills organized a committee to examine the by-laws of the Newburgh Rotary Club. The last known changes to the Newburgh Rotary Club's by-laws was 1974

The purpose of the committee was not to change the way the club runs , but to make the by-laws conform with the way the club operates at this point in time

All changes made to the by-laws in 1995-1996 are noted as bold on pages One (1) to Twenty (20)

On May 21, 1996 the board of directors approved the changes to the by-laws.

Copies of the Constitution & by-laws were distributed to all current members of the club. with a vote taken on the last meeting of the Rotary year June 25, 1996.

The committee urges the future leaders of the Newburgh Rotary Club to keep the by-laws current with changes deemed necessary in the future.

Gilbert Piaquadio

Committee Chairman

By-Laws of the Rotary Club of



Newburgh, New York USA

Article I

Having full knowledge of an alternative plan for election of officers the club has chose to remain with the method it has used for many years in the past which is the following:

Section 1- At a regular meeting one month prior to the meeting for election of officers nominations shall be called for by the presiding officer for candidates for the board of directors in the following manner: nominations shall be made by the presenting of a current roster of members in good standing by which each member present shall cast a vote for (3) three board members (3) candidates securing the highest number of votes shall be declared elected.

Section 2- The board of directors shall meet within one week after the annual meeting and shall elect a slate from the board members, current officers trying to continue the chain of command whenever possible. Slate to include

President, vice president, 2nd vice president secretary, and a treasurer and a sergeant at arms, all of whom are to become members of the voting board.

Section 3- A vacancy on the board of directors, or any other office shall be filled by appointment, by the current club President, length of this appointment to terminate with the original term of the position vacated.

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

Article II Board of Directors

Section 1- The governing body of this club shall be the board of directors, elected in accordance with Article I section 1 of these by laws. There shall be a maximum of nine (9) board members, each of which to serve three year terms, with election of three board members each year, a one (1) year term shall be served by the immediate past president.

Article III Duties of Officers:

Section 1- President It shall be the duty of the president to preside at meeting of the club and board and to perform such other duties as ordinarily pertain to his office.

Has right to make an expenditure of \$ 100.00 per month on a cause considered worthy or emergency without board approval.

Compose a year book of Rotary activities including all board meeting minutes and weekly newsletters to be placed in an appropriate binder marked with Rotary year and listing all officers during that time and stored in the clubs archives.

Section 2 -Vice President. It shall be duty of the vice president to preside at meetings of the club and board, in the absence of the president and to perform such other duties ordinarily pertain to his office. **Duties of second vice president will be similar to vice president in the absence of the vice president.**

Section 3 -Secretary , It shall be the duty of the secretary to keep the records of membership, record the attendance at meetings, send out notices of meetings of the club, board and committees, record and preserve the minutes of such meetings, make the required reports to Rotary International, including the semi-annual reports of membership which shall be made to the general secretary of Rotary International on January 1st and July 1st of each year, the report of changes in membership shall be made to the general secretary of Rotary International, the monthly report of attendance at the club meetings which shall be made to the district governors' representative 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 his office.

As of a 1994 Board Meeting the person acting as secretary on a full time basis will in exchange for his or her services not be charged any dues, this does not pertain to a person acting as an assistant or temporary secretary.

Section 4- Treasurer. It shall be the duty of the treasurer to have custody of all funds, accounting for same to the club annually and any other times upon demand by the board **(Decided at a board meeting 1995 of this club it two signatures shall appear on each draft written) Treasurers and President or Secretary** and to perform such other duties pertain to his or her office. Upon his retirement from office he or she shall turn over to his or her successor or to the president all funds books of accounts or any other club property in his or her possession.

Section 5 -Sergeant at Arms. The duties of the sergeant at arms shall be such as are usually prescribed for his or her office and such other duties as may be prescribed by the president or the board.

Article IV Meetings:

Section 1 -Annual Meetings: An annual meeting of this club shall be held on the First Tuesday in December in each year, at which time the election of directors to serve for the ensuring year shall take place.

Section 2- The regular weekly meetings of this club shall be held on each Tuesday at 12:15 PM at **(Decided at Board Meeting 1995) Holiday Inn Route 17K Newburgh New York.** Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club.

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 once each month at the direction of the current club President. Special meetings of the board shall be called by the president whenever deemed necessary, or upon the request of two members of the board, due notice having been given.

Section 5- Majority of the board members shall constitute a quorum of the board.

President shall cast deciding ballot in event of a tie decision.

Article V Fees and Dues

Section 1 - There shall be an admission fee which will be set by the board and subject to change with board approval.

Section 2 -The membership dues shall include cost of meals, dues to Rotary International, District Dues and cost of Rotarian magazine, all of which is subject to change and must be approved by the board of directors.

Article VI - Method of Voting

The business of this club shall be transacted by via voice vote, except the election of officers and directors which shall be by ballot.

Article VII -Committees

Section 1 (a) the president shall subject to the approval of the board appoint the following standing committees:

Club Service Committee

Vocational Service Committee

Community Service Committee

International Service Committee

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

(c) The community service committee, the international service committee and the vocational service committee shall each consist of a chairman who shall be named by the president from the membership or the board, and of not less that two other members.

(d) The Club Service committee shall consist of the chairman of the Club Service Committee and the chairman of all committees appointed on particular phases of Club Service.

(e) The president shall, subject to the approval of the board, appoint the following committees on particular phases of club service, **all committees need not be formed if deemed unnecessary at that point in time.**

Attendance committee

Fellowship activities committee

Membership committee

Membership development committee

Public relations committee

Newsletter committee (Reflector weekly newsletter)

Magazine committee

Fund Raising committee

Past Presidents committee

Appoint one member each year to the following committees:

Classifications committee

Rotary information committee

And appoint any other committees that may be deemed necessary for the international administration of club affairs.

(f) When 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 for a two year term.

No member shall be eligible to serve on the same committee for more than two successive years except as specifically provided in these by laws (to be struck)

(g) The classifications and Rotary information committees shall each consist of three members, one member of each committee to be appointed each year for a term of three years. the first appointments made under this provision shall be as follows: Three members: one member for a term of one year; one member for a term of two years; one member for a term of three years.

(h) The Magazine committee shall whenever feasible, include the editor of the club **newsletter** publication and local newspaper or advertising member of the club.

(i) The president shall appoint one member of the board who shall be responsible for all club service activities and who shall supervise and coordinate the work of all committees appointed on particular phases of club service.

(j) the president shall be ex officio a member of all committees and as such shall have all privileges of membership thereon.

(k) 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 of the board. Except where special authority is given by the board such committees shall take no action until a report has been made to the board and approved by the board. **All committees shall report solely to the board unless instructed otherwise by the current club President.**

Article VII

Duties of Committees:

Section 1- Community Service Committee, This committee shall devise and carry into effect plan which will guide and assist the members of this club in discharging their responsibilities in their community relationships. The chairman of this committee shall be responsible for the community service activities of the club and shall supervise and coordinate the work of any committees, that may be appointed on particular phases of community service.

Section 2- International Service Committee. this committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in matters relating to international service. The chairman of this committee shall be responsible for the international service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of international service.

Section 3- Vocational Service Committee, this committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in their vocational relationships and in improving the general standards of practice in their respective vocations. The chairman of this committee shall be responsible for the vocational service activities of the club and shall supervise and coordinate the

work of any committees that may be appointed on particular phases of vocational service.

Section 4- (a) Attendance Committee. this committee shall devise means for encouraging attendance at all Rotary meetings including attendance at district conferences, (**Attendance of district conference by the club President, and the President Elect, shall be paid from the club treasury for registration at conference at no expense to these officers,**) inter city meetings, regional conferences, and international conventions by all club members. This committee shall especially encourage attendance at regular meetings of other clubs when unable to attend meeting of this club; keep all members informed on attendance requirements; promote better incentives for good attendance; and seek to ascertain and remove the conditions that contribute to unsatisfactory attendance.

(b) Classifications Committee. this committee shall as early as possible but no later than 31 August of each year make a classification survey of the community: shall compile from the survey a roster of filled and unfilled classifications, using the guide to classifications; shall review, where necessary, existing classifications represented in the club; and shall counsel with the board on all classification problems.

(c) Fellowship activities Committee. This committee shall promote acquaintance and friendship among the members, promote participation by members in organized Rotary Recreational and social activities, and do such work in pursuance of general object of the club as may be assigned by the president or the board.

(d) Magazine Committee. This committee shall stimulate reader interest in the Rotarian Magazine, sponsor a magazine week; arrange for brief monthly reviews of the magazine on a regular club programs; encourage the use of the magazine in the induction of new members; provide a copy of the magazine for non Rotarian speakers; secure international service and other special subscriptions for libraries, hospitals schools and other reading rooms; send news items and photographs to the editor of the magazine and in other ways make the magazine of service to the club members and non Rotarians.

(e) Membership Committee. This committee shall consider all proposals for membership from the personal side and shall thoroughly investigate the character, business, social and community standing and general eligibility of all persons proposed for membership and shall report their decision on all applications to the board.

(f) Membership Development Committee. This committee shall review continually the club roster of filled and unfilled classifications and shall take positive action to initiate and present to the board the names of suitable persons to fill open classifications.

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

(h) Public Relations Committee. this committee shall devise and carry into effect, plans (1) to give the public generally information about Rotary, its history, object and scope; and (2) to secure proper publicity for the club.

(i) Rotary Information Committee. This committee shall devise and carry into effect (1) plans 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.

(j) Past presidents committee shall be comprised of past presidents of this club, any past president who is a member in good standing of this club is

automatically on this committee and can be called upon by the committee chairman. This committee when asked, gives advice as to how club has operated in past on certain issues, and as a steering committee on direction of future endeavors of the club. All suggestions from this committee are considered recommendations only, to the board and the club President

(k) Newsletter (Reflector Committee) An editor and publisher shall be appointed and report on the activities of the club on a weekly basis, in the form of a newsletter space shall be provided for paid advertisement towards cost of producing such newsletter, and mailed to each member in good standing of the club.

Article IX Leave of Absence:

Upon written application to the board, setting forth good and sufficient cause, leave of absence may be granted excusing a member from attending the meetings of the club for a specified length of time. (Note such leave of absence does operate to prevent a forfeiture of membership; it does not operate to give the club credit for the member's attendance. Unless he attends a regular meeting of some other club, excused member must be recorded as absent except that absence is authorized under provision of Art. VIII.

Sec 5- (c) or (d) of the standard club constitution is not computed in the attendance record of the club.)

Article X Finances:

Section 1- The treasurer shall deposit all funds of the club in some bank to be named by the board.

Section 2- All bills shall be paid only by drafts signed by the **treasurer & either secretary or the president. (Decided by board meeting 1995 two signatures required)** And only when such bills are approved by the board to be paid. A thorough audit by a certified public accountant or other qualified person shall be made once each year of all the clubs financial transactions.

Section 3- Officers having charge or control of funds shall be **bonded the cost of this bond to be paid by club treasury to insure safe custody of the funds of the club.**

(Decided at a Board Meeting 1995)

Section 4 The Fiscal year of this club shall extend from July 1st to June 30th. and the payment of members dues shall be billed quarterly in advance. 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 membership of the club on those dates.

Section 5 **At the beginning of each fiscal year the president shall prepare 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 other wise ordered by action of the board.

Article XI- Method of electing members (including additional active members)

(1) The name of a prospective member proposed by an active, senior active or past service member of the club or by the membership development committee, shall be submitted to the board in writing, through the club secretary. The proposal for the time being shall be kept confidential except as otherwise provided in this procedure.

(2) The board shall request the classifications committee to consider and report to the board on the eligibility of the proposed member from the standpoint of classification, 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 sponsor, through the club secretary, of its decision.

(4) If the decision of the board is favorable, the sponsor, 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 this club, **this procedure to be over no less than three (3) regular meetings at which time**

potential member is guest of the club and so noted in the weekly newsletter, the potential member at his or her first meeting shall be a paid guest of the sponsor unless directed by the board. Proposed member shall be treated as a guest of the club on all visits thereafter until his or her membership is approved or disapproved by the board. Prospective member shall be requested to complete and submit an application for membership and give his permission for his name and proposed classification to be published to the club.

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

If any objection has been filed with the board, it shall consider the same at any regular or special meeting of the board and shall ballot on the proposed member. If not to exceed two (2) negative votes are cast by the members of the board in attendance at such regular or special meeting, the proposed member upon payment of the prescribed admission fee, shall be considered to be elected to membership.

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

name to the general secretary of Rotary International.

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

Section 2 Senior Active, Past Service, and Honorary Members. The name of a proposed candidate for any one of these three kinds of 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 1 of this Article and proceed to ballot on the proposed member. If not to exceed two (2) negative votes are cast by the members of the board in attendance at the regular or special meeting, the proposed member shall be considered duly elected, provided, however, that any active member or past service member of this club who qualifies for senior active membership as set forth in the constitution of this club shall automatically become a senior active member of this club, no application for election to such senior active membership being required.

Section 3- Re-election of former Additional Active Member.

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

(2) When membership of an additional active member elected under provision of Article V Section 5 (b) of the constitution of this club has ceased as a result of the classification becoming vacant, then when the classification is again filled, he may (without prejudice to the right of the holder of the classification to propose an additional active member under Article V,, Section 5 (a) of the constitution) then be re-elected.

(3) At its discretion of the board may refer any application to the classifications and membership committees and the board may provide for ten day period during which any member objecting to the election of any proposed member shall notify the board in writing, stating reasons for his objection. At any regular or special meeting, the board shall proceed to ballot on any application taking into account where applicable, reports from the classifications and membership committees and any

objections filed. In not to exceed two (2) negative votes are cast by members of the board in attendance at the regular or special meeting, the former additional active members or members shall be considered duly elected to membership and shall be so notified by the secretary. In the event any application is rejected the applicant shall be so notified by the secretary.

Article XII- Resolutions:

Section 1- No resolution or motion to commit this club or any matter shall considered by the club until it has been considered by the board. Such resolutions or motions, if offered at a club meeting, shall be referred to the board without discussion.

Article XIII Order of Business

Meeting called to order

Correspondence and announcements

Committee reports if any.

Any unfinished

Reading of a summary of board activities if a board meeting had taken place since the last regular meeting.

Secretaries Report:

(a) Introduction of visiting Rotarians and guests

(b) Attendance Report including percentage of club attending.

Address or other program feature.

Adjournment.

Article XIV Amendments:

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