BY-LAWS OF THE ROTARY CLUB OF TEXAS CITY

Article I

Election of Directors and Officers

Section 1 - The Board of Directors shall consist of eight elected members who shall each serve a two year term. One half of the Directors shall be elected each year. At a regular meeting six weeks prior to the meeting for the election of Directors, a nominating committee consisting of three members shall be appointed by the President to nominate eight candidates for the position of director. Members of the nominating committee may serve no more than three consecutive years. The nominating committee shall present its report of candidates four weeks prior to the annual meeting. Other nominations may be made by members from the floor. The names of all candidates duly nominated shall be placed upon a ballot. At the annual meeting the four candidates securing the highest number of votes shall be declared elected. No member may serve more than three consecutive terms on the Board of Directors (does not apply to ex-offico Board members).

Section 2 - the Board of Directors-elect together with the President-elect shall meet within one week after the annual meeting and shall elect from the current board or past board members the following:

- (a) A President who shall serve as a member of the board as President-elect for the year commencing on the first day of July next following his/her election as President, and shall continue as a member of the board and assume office as president on the first day of July following his/her year of service on the board as President-elect;
- (b) The secretary, the treasurer and the sergeant-at-arms, may or may not be elected members of the board.
- **Section 3 -** A vacancy in the Board of Directors or any office shall be filled by action of the remaining members of the Board.
- **Section 4 -** A vacancy in the position of any officer-elect or director-elect shall be filled by action of the remaining members of the Board of Directors-elect, except for President-elect which shall be elected by the members within a 30 day time period.

Article II

Board of Directors

- **Section 1 -** The governing body of this club shall be the Board of Directors, consisting of the directors elected in accordance with Article 1, Section 1, of these by-laws together with any ex officio directors.
- **Section 2 -** The immediate former President, the Secretary and the Treasurer shall be ex officio members of the Board of Directors.

Article III

Duties of Officers

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

Section 2 - President-elect. It shall be the duty of the President-elect to preside at meetings of the club and board in the absence of the President, to serve as a member of the Board of Directors of the club and to perform such other duties as may be prescribed by the President of the board or ordinarily pertain to his/her office.

Section 3 - Secretary. It shall be the duty of the Secretary to keep the records of membership, record the attendance at meetings; send out notices of meetings of the club, board and committees; record and preserve the minutes of such meetings; make the required reports to Rotary International, including the semi-annual reports of membership, which shall be made to the General Secretary of Rotary International on January 1st and July 1st of each year; the report of changes in membership, which shall be made to the General Secretary of Rotary International; the monthly report of attendance at the club meetings, which shall be made to the District Governor immediately following the last meeting of the month and perform such other duties as pertain to his/her office. Upon his/her retirement from office, he/she shall turn over to his/her successor or to the President all books, records or any other club property in his/her possession.

Section 4 - Treasurer. It shall be the duty of the Treasurer to collect and remit to Rotary International subscriptions to The Rotarian; to have custody of all funds; accounting for same to the club annually and at any other time upon demand by the board; and perform such other duties as pertain to his/her office. Upon his/her retirement from office, he/she shall turn over to his/her successor or to the President all funds, books of accounts or any other club property in his/her possession.

Section 5 - Sergeant-at-Arms. The duties of the Sergeant-at-Arms shall be such as are usually prescribed for the office and such other duties as may be prescribed by the President or the Board.

Article IV

Meetings

Section 1 - Annual Meeting. An annual meeting of this club shall be held on the 1st Tuesday of December in each year, at which time the election of four directors to serve for the ensuing two years shall take place.

Section 2 - The regular weekly meetings of this club shall be held on Tuesday at 12:00 noon. Due notice of any changes in or canceling of the regular meeting shall be given to all members of this club.

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 each month on a date to be set by the board. Special meetings of the Board, shall be called by the President, whenever deemed necessary, or upon the request of two (2) members of the Board, due notice having been given.

Section 5 - A majority of the board members shall constitute a quorum of the Board.

Article V

Fees and Dues

Section 1 - The admission fee shall be \$25.00 to be paid before the applicant can qualify as a member.

Section 2 - Membership dues shall be set by the Board of Directors and shall be payable quarterly on or before the first day of July, October, January and April. The dues shall include each member's subscription to The Rotarian magazine.

Section 3 - The applicant will be requested to make a voluntary contribution to the Rotary Foundation.

Article VI

Method of Voting

The business of this club shall be transacted via voice vote except the election of Directors, which shall be by ballot. Absentee voting for Directors shall be permitted.

Article VII

Lanes of Service

Section 1

(a) The President shall, subject to the approval of the board, appoint the following standing Lanes of Service:

President-elect Lane

Lane 1 - Club Service I

Lane 2 - Club Service II

Lane 3 – Club Service III

Lane 4 - Vocational Services

Lane 5 - Community Services I

Lane 6 – Community Services II

Lane 7 - International Services

Lane 8 – Special Projects

- (b) The President shall, subject to the approval of the Board, appoint a Director as Chairperson of each Lane of Service no later than the first Rotary Board of Directors meetings after taking office.
- (c) The President shall be an ex officio member of all Lanes and as such, shall have all the privileges thereon.
- (d)Each Lane of Service shall transact such business as is delegated to it in these By-laws and such additional business as may be referred to it by the President or the Board. Except where special authority is given by the Board, such committee shall not take action until a report has been made to the Board and approved by the Board.
- **Section 2 Lanes of Service.** The work assigned to each Lane of Service is detailed in the Board approved, Annual Strategic Plan, Goals, and Objectives. The current Plan is attached hereto.
- (a) Where feasible and practical in the appointment of Club Lanes of Service and 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, however no member will serve more than three consecutive years as Chairperson of any Lanes of Service or committee.

Article VIII

Duties of Lanes of Service and Committees

The duties of each Lane of Service and Committees are detailed in the attached Strategic Plan, Goals, and Objectives.

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 spcified length of time. During that time, the member is excused from paying for meals, but are required to pay meeting fees and dues.

Article X

Finances

- **Section 1 -** The Treasurer shall deposit all funds of the club in a a local financial institution, to be named by the Board.
- **Section 2 -** All bills shall be paid only by checks signed by the Treasurer, current President or President-elect. A review by the Club Audit Committee shall be made after the close of the club's financial books within 90 days of close of the fiscal year.

Section 3 - Persons having charge or control of funds may be required to post a Bond, as determined by the Board, for the safe custody of the funds of the club, cost of bond to be borne by the club.

Section 4 - The fiscal year of this club shall extend from July 1st to June 30th and for the collection of members' dues shall be divided into four (4) quarterly periods extending from July 1st to September 30th, October 1st to December 31st, January 1st to March 31st, and April 1st to June 30th. The payment of per capita dues and magazine subscriptions to Rotary International shall be made on July 1st and January 1st of each year on the basis of membership of the club on these dates.

Section 5 - At the beginning of each fiscal year, the Board shall prepare or cause to be prepared, a budget of estimated income and estimated expenditures for the year, which having been agreed to by the Board, shall stand as the limit of expenditures for the respective purposes unless otherwise ordered by action of the Board.

Article XI Membership

Section 1 - Active Members

- a) The name of a prospective member, proposed by an active 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.
- b) The board, through the secretary, 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.
- c) The board shall consider and approve or disapprove the recommendations of the classifications and membership committees and shall then notify the Proposer, through the club secretary, of its decision.
- d) If the decision of the board is favorable, the Proposer, together with one or more members of the Rotary information committee, shall inform the prospective member of the purposes of Rotary, and of the privileges and responsibilities of membership in the club, following which the prospective member shall be requested to complete and submit an application for membership and give his/her permission for his/her name and proposed classification to be published to the club.
- e) If no written objection to the proposal, stating reasons, is received by the board from any member of the club within ten days following publication of the name of the

prospective member, upon payment of his/her admission fee and dues, as prescribed in Article V of these bylaws, shall be considered to be elected to membership.

If any objection has been filed with the board, it shall consider the same at any regular or special meeting of the board and shall ballot on the proposed member. If not 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 and dues, shall be considered to be elected to membership.

Following the member's election to membership as herein provided, the secretary shall report his/her name to the General Secretary of Rotary International and, upon request of the new member, issue a membership card to the new member.

f) The member shall be formerly inducted as a new member at a regular meeting of the club.

Section 2 - Honorary Members. The name of a proposed candidate for this type 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 an active member provided, however, that such proposal may be considered at any regular or special meeting of the board and the board may at its discretion waive any of the steps 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.

The Club may elect honorary members who have distinguished themselves by meritorious service in furtherance of the Rotary ideals and those considered friends of Rotary for their support of Rotary's cause. They are exempt for paying dues but cannot vote or hold office. They are required to pay for meals and tickets to any Rotary meeting or event.

Section 3. Corporate Membership

A corporate membership may be any business or nonprofit. The fee structure for corporate membership dues and meals shall be established by the Club Board of Directors.

Requirements of Corporate members:

- a) Corporate membership follows the same selection/election procedure as an Active Member; however, the name listed on the Club membership role will be the Primary member, not the Corporation.
- b) The Corporation must identify one Primary member, at least one alternate member, but no more than two alternate members.
- c) Quarterly billing for dues and meals will be made to the Corporate business only, not the primary or alternate representatives.

- d) Recognition of attendance for purposes of tracking 'perfect attendance' is only recognized if the Primary member is present.
- e) Primary members are considered full, active members of the club and count in the club and Rotary's database.
- f) The Primary member is eligible to vote on club matters.
- g) The Corporate members, primary and alternate combined, are required to meet the same attendance requirements of all club members.
- h) The Primary member of a Corporate membership is eligible to hold an office. For purposes of this section, office shall mean Director (Article II) or Officer (Article III). Alternate members are not eligible to hold office.

Article XII

Responsibilities of Members

Section 1 – The membership of any member who shall schedule, or permit to be scheduled, a political speaker or program (local, state or national) within the four (4) month period prior to an election involving such speaker or program shall automatically terminate. Candidates for election will be asked to refrain from 'campaigning' before, during, or after a Rotary event.

Such former member, at the discretion of the board, may be reinstated to membership upon his/her petition and assurance of his/her understanding of the responsibilities of membership.

This Section does not apply to any public agency making an unbiased presentation on a matter to be put forth to the voters of the community.

Section 2 – Attendance Requirements – (this section is held in abeyance until such time as RI reinstates Attendance Requirements)

Article XIII

Resolutions

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

Article XIV

Order of Business

Meeting called to order by bell

Invocation, Pledge of Allegiances, Patriotic song and/or other song of choice (if singing is so desired)

Introduction of Visiting Rotarians and Guests of Rotarians

Introduction of special guests of the club

Correspondence and/or announcements

Committee reports, if any

Any unfinished business Any new business Address or program feature Adjournment

Article XV Amendments

Any active member can submit a proposed amendment to the Board of Directors. That proposal may, then, be referred to the Bylaws Committee for review. Once said review is complete, the committee will notify the Board of Directors at its next scheduled meeting for review and then voted on for final wording to be presented to the general membership of the proposed amendment. After no less than two weeks after the general membership nofication, the proposed amendment will be presented to the general membership for a vote.

Bylaws updated July 23, 2024

ROTARY CLUB OF TEXAS CITY LANES AND COMMITTEES Strategic Plan, Goals and Objectives

SERGEANT AT ARMS

Goals & Objectives: Sargent-at-Arms

- Set up flags, name badges, etc. for weekly meetings need to arrive early
- Ensure all computer equipment, flags, piano are set City of TC handles per our requests
- Serve on Board of Directors
- Assist with meetings as per club President

PRESIDENT-ELECT LANE
CLASSIFICATION & MEMBER ELIGIBILITY
MEMBERSHIP DEVELOPMENT
NEW MEMBER INDUCTION & ORIENTATION
BY-LAWS & AUDIT

Committee: Classification & Member Eligibility

Goals & Objectives: Classification

- Reviews all new member proposals for classification assignment
- Confers with the board on all classification issues.

Goals & Objectives: Member Eligibility

- Assists the board in investigating the character, business or profession, community standing, and general eligibility of all persons proposed for membership and
- Reports the committee's decision on all proposals to the club secretary

Committee: Membership Development Budget:

Goals & Objectives: Membership Development

- Establishes a club goal for growth, together with the president
- Assists the president in developing a membership plan for the club
- Develops strategies to reach the established goal for growth, increase club member satisfaction, and prevent membership loss
- Encourages all members to propose prospective members
- Promotes the district membership development seminar
- Coordinate the Countywide Meeting with Galveston County Rotary Clubs (Spring) when our club is responsible for hosting meeting should rotate responsibility between all county clubs
- Presents a program on membership development

- Observes Membership and Extension Month (August) by organizing a club forum on this critical topic
- Hold a special guest day or in conjunction with monthly Fellowship event for prospective members
- Remind members of the club's membership development goals regularly

Committee: New Member Induction & Orientation

Goals & Objectives: Red Badge

- Encourage new members to be involved in Rotary
- Explain procedures for new members to complete required duties to earn Blue Badge
- Encourage current members to be a part by checking on new members progress towards a Blue Badge

Goals & Objectives: Information, Induction & Education

- Provide goals and expectations of new members in conjunction with the Red Badge program
- Review attendance and make-up policies if member wants to maintain 100% attendance
- Provide history of club, RI and TCRF
- Overview of activities and fundraisers
- Standardize a brief induction ceremony to be performed at a regular meeting

Committee: By-Laws & Audit

Goals & Objectives: By-Laws & Audit

- Review the Bylaws of the club to ensure avoidance of conflict with Rotary International Constitutional Documents
- Recommend changes to the bylaws as provided therein to allow for the compliance of practice
- Devise and carry into effect plans to perform an annual review of the finances of the club and report to the board of directors

LANE 1, CLUB SERVICE I COG – MAGAZINES PROGRAMS FELLOWSHIP

Committee: COG - Magazines

Goals & Objectives: Club Bulletin – COG

- Stimulate interest in the club's activities and promotes attendance
- Announce the program for the upcoming meeting
- Promote fellowship
- Contribute to the Rotary education of all members
- Report news of the club, its members and the worldwide Rotary programs

Goals & Objectives: Magazines

- Stimulate interest in *The Rotarian* magazine
- Encourage use of the magazine for Rotary Moments
- Obtain subscriptions for libraries, hospitals, schools and other reading rooms

Committee: Programs

Goals & Objectives: Programs

- Coordinate with executive secretary the schedule for members to obtain programs for all club meetings
- Ensure programs are relevant and meaningful to club members and follow club bylaws
- Distribute program guidelines to speakers, if needed

Committee: Fellowship Evenings

Goals & Objectives: Fellowship

- Encourage attendance at monthly fellowship meetings
- Encourage members to use fellowships for make-up requirements for 100% attendance
- Encourage members to bring visitors and guests to fellowship meetings
- Host an annual Fellowship and invite prospective new members
- Host quarterly evening meetings in lieu of the noon meeting.

LANE 2, CLUB SERVICE II FAMILY OF ROTARY PUBLIC RELATIONS PHOTOGRAPHER CARES & CONCERN

Committee: Family of Rotary

Goals & Objectives: Family of Rotary

- Create and nurture an atmosphere of warmth and caring.
- Adopt-A-Family Budgeted item of \$600.00
- School Supplies for the Needy Budgeted item of \$800.00
- Holiday Program gifts for spouse/guests that attend Budgeted item of \$200.00

- Valentine's program gifts for spouse/guests that attend Budgeted item of \$200.00
- Rotary Ann Spring Social Budgeted item of \$500.00
- Rotary Ann Christmas Party Budgeted item of \$500.00
- Thanksgiving Feast for Community Budgeted item of \$800.00

Committee: Public Relations

Goals & Objectives: Public Relations

- Devise and carry into effect, plans to give the public general information about Rotary, its history, object and scope
- Secure proper publicity for the club through local newspaper(s)
- Update Facebook page for the club as needed
- Review and make recommendations for updating the club web page

Committee: Photographer

Goals & Objectives: Photographer

- Take pictures at weekly meetings and special events
- Ensure COG editor and/or Public Relations chair receives photos of meetings and special events for bulletin, newspaper, Facebook page, and web site

Committee: Care & Concern

Goals & Objectives: Care & Concern

- Announce any illness or bereavement of club members and/or their families
- Acknowledge with get well and sympathy cards signed by Rotarians
- Provide flowers for funeral services of deceased members Budgeted item of \$100.00

LANE 3, CLUB SERVICE III
SONG LEADER
INVOCATIONS
ROTARY MOMENT
INTRODUCTION OF GUESTS

Committee: Song Leader

Goals & Objectives: Song Leader

• Prepare, arrange, and lead the Club in the spirit of fellowship as expressed in song at each regular and any special meetings

Committee: Invocations

Goals & Objectives: Invocations

 Prepare and arrange the invocation to be given at the start of each regular and any special club meetings by asking members who will participate on a rotating weekly schedule to present invocation

Committee: Rotary Moment

Goals & Objectives: Rotary Moment

 Present a Rotary fact or informational article related to Rotary (two-minute length) to be reported monthly.

Committee: Introduction of Guests and Visiting Rotarians

Goals & Objectives: Introduction of Guests and Visiting Rotarians

- Arrange for a member to recognize Rotarians to introduce their guests and introduce visiting Rotarians at each weekly meeting – schedule on a weekly rotating basis for members
- Announce birthdays and membership anniversaries at the beginning of the month

LANE 4, VOCATIONAL SERVICES VOCATIONAL AWARDS CAREER DEVELOPMENT

Committee: Vocational Awards

Goals & Objectives: Vocational Awards

- Invite nominations for Committee to select Vocational Awards to be given to the persons who have best exemplified the **Rotary Ideals of Service Above Self** in the workplace and/or community Vocational Service month is January
- Award recipient(s) at a club meeting with a plaque/framed certificate that outlines their reasons for receiving award

Committee: Career Development

Goals & Objectives: Career Development

- Use members' professional experience to advance employment for others.
- Develop and support apprenticeship programs such as the TCHS Industrial Trade Center
- Organize career-planning programs in schools

- Expose students to Industrial Trade Show for possible career ideas
- Continue with Civility in Government Program where students attend seminar in Washington D.C. funded by Frank Webb Foundation and students

LANE 5, COMMUNITY SERVICES I ENVIRONMENTAL PROTECTION COMMUNITY DEVELOPMENT HUMAN DEVELOPMENT

Committee: Environmental Protection

Goals & Objectives: Environmental Protection

- Examines threats to the environment on both global and community levels
- Develops projects that promote animal protection, beautification/cleanup campaigns, clean air, energy resource protection/promotion, forestation, noise abatement, recycling, soil conservation, toxic waste disposal, waste management, and water management (initiate new water conservation educational project)

Community Development

Goals & Objectives: Community Development

- Address community development issues that are most critical in our community
- Develop a project that focuses on more than one of the service opportunities, or utilizes resources available through the structured programs and the grants available through Rotary International
- Consider the service opportunities as a starting point for your community service activities

Committee: Human Development

Goals & Objectives: Human Development

- Coordinate Food Drive for the community
- Promotes the welfare of all human beings in our community Salvation Army Bell Ringing in December
- Develops projects and service activities relating to child care and early immunization, crime prevention, the disabled, drug abuse prevention, the elderly, women, health education and care, AIDS education and awareness, literacy, hunger, poverty, safety programs, and youth activities. Alzheimer's Walk will fall under this category.

LANE 6, COMMUNITY SERVICES II (NEW GENERATIONS) RYLA LITERACY YOUTH IN GOVERNMENT SCHOLARSHIPS

INTERACT STUDENT GUESTS

Committee: RYLA

Goals & Objectives: RYLA

- Promote youth leadership by organizing RYLA
- Recruit youth (high school juniors) with leader potential for district RYLA event
- Provide cost of event and transportation to and from for students (TCRF)
- Provide a meal for RYLA Camp

Committee: Literacy

Goals & Objectives: Literacy

- Develop plans to promote the attainment of adequate literacy in the community.
- Organize the I Like Me Books for all TC Kindergartners
- Participate in the Books for the World

Committee: Youth in Government

Goals & Objectives: Youth in Government

 Develop plans for students at TCHS to participate in the Youth in Government event with the City of Texas City and Texas City High School. Students run for city positions, hold a mock meeting, tour the city and have lunch. Work with TCHS sponsor of student council for student selection

Committee: Scholarships

Goals & Objectives: Scholarships

- Devise a set criteria for selecting the recipients and carry into effect plans, which will
 result in the selection of awarding of scholarships as may be directed by the Board of
 Directors
- Invite past recipients to attend a luncheon meeting to report on their progress and how the scholarship helps them achieve their educational goals

Committee: Interact

Goals & Objectives: Interact

- Recognize the need to promote and enhance relationships between Rotarians and Interact (service club for secondary-school-age students, or those ages 14-18)
- Provides leadership training to Rotary-sponsored groups that will help them organize and implement community development projects;
- Promotes World Interact Week

Committee: Student Guests

Goals & Objectives: Student guests

- Maximize the recognition of exemplary students at TCHS by honoring up to two Jr. Rotarian guests at each weekly Rotary meeting during the school year
- Ensure the students are properly transported to and from school
- Introduce students to members at meeting

LANE 7, INTERNATIONAL SERVICES
POLIO PLUS
ROTARY FOUNDATION OF ROTARY INTERNATIONAL
TEXAS CITY FOUNDATION
WORLD COMMUNITY SERVICES
INTERNATIONAL, YOUTH EXCHANGE

Committee: PolioPlus

Goals & Objectives: PolioPlus

- Continue plan to participate in the final Polio Eradication Campaign
- Update members on progress of Polio Eradication worldwide during World Polio Week (October 24 is World Polio Day)

Committee: Rotary International Foundation/Texas City Foundation

Goals & Objectives: Rotary International Foundation

- Develop plans that will encourage and promote contributions to this organization
- Arrange for appropriate recognition and awards concerning achievements of merit Paul Harris Fellow Banquet

Goals & Objectives: Texas City Rotary Foundation

- Develop plans that will encourage and promote contributions to this organization
- Arrange for appropriate recognition and awards concerning achievements of merit PHF/Herb Langford Banquet

Committee: World Community Service

Goals & Objectives: World Community Service

- Provide Rotarians with information on the World Community Service programs and resources available from Rotary International and its Foundation
- Identify opportunities to form World Community Service partnerships with clubs in other countries

Committee: International Youth Exchange

Goals & Objectives: International Youth Exchange

 Promote and encourage students from Texas City High School and surrounding area to apply for the International Youth Exchange program; host incoming exchange students

LANE 8, SPECIAL PROJECTS
VETERANS DAY
GOLF TOURNAMENT
MARDI GRAS GALA
MARDI GRAS PARADE
100th YEAR ANNIVERSARY

Committee: Veterans Day

Goals & Objectives: Veterans Day

- Devise and carry into effect plans for annual event for community related to Veteran's Day in conjunction with the City of Texas City
- Seek support of sponsorships in the community and club to cover cost of special gift item given to all Veterans

Committee: Golf Tournament

Goals & Objectives: Golf Tournament

• Devise and carry into effect plans for annual Golf Tournament Fundraiser

Committee: Mardi Gras Gala

Goals & Objectives:

• Devise and carry into effect plans for fundraising project; coordinate Parade with Jay Carnes

Committee: Mardi Gras Parade

Goals & Objectives:

• Devise and carry into effect plans for coordinating parade in conjunction with City of Texas City

Committee: 100th Year Anniversary

Goals & Objectives:

• Devise, develop and implement a 100th Year Anniversary Program