

BY-LAWS OF THE ROTARY CLUB OF TEXAS CITY

Article I

Election of Directors and Officers

Section I - 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. 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.

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:

(1) 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;

(2) 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.

Article 11

Board of Directors

Section I - 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 I - 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.

All members excepting an honorary member (or member excused by the board of directors of this club, pursuant to sub-section (c) and (d) of Section 5 of Article VII of the Standard Rotary Club Constitution) in good standing in this club, on the day of the

regular meeting, must be counted as present or absent, and attendance must be evidenced by the member 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.

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 I - 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 Committees

Section I

- (a) The president shall, subject to the approval of the board, appoint the following standing committees:

Club Service Committee No. I
Club Service Committee No. 11
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 Club Service, Vocational Service, Community Service, and International Service as he/she may deem necessary.

(c) The Club Service committees, the Vocational Service committee, the Community Service committee, and International Service committee shall each consist of a chairman who shall be named by the president from the membership of the board, and not less than two other members.

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

(e) Each committee shall transact such business as is delegated to it in the by-laws and such additional business as may be referred to it by the president or 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.

(f) Should the president deem it necessary, he/she may appoint one or more committees dealing with various aspects of youth activities, which, depending upon their respective responsibilities, may be under any, or all, of the Vocational Service, Community Service, or International Service committees. Where feasible and practical in the appointment of such committees, there should be provision for continuity of membership, either by appointing one or more members for a second term or appointing one or more members to a two-year term.

Section 2 - Club Service Committee. Due to the work load the president, subject to approval of the board, may divide Club Service activities into two parts, placing the particular phases of Club Service under the direction of two members of the board.

(a) The chairmen of the Club Service committees shall be responsible for all Club Service activities and shall supervise and coordinate the work of all committees on particular phases of Club Service.

(b) Each Club Service committee shall consist of the chairman of the Club Service committee and the chairmen of all committees appointed on particular phases of Club Service.

(c) The president shall, subject to the approval of the board, appoint the following committees on particular phases of Club Service, placing them under the Club Service chairman as he/she sees fit:

- Attendance Committee
- Club Bulletin Committee
- Fellowship Activities Committee
- Magazine Committee
- Membership Committee
- Membership Development Committee
- Program Committee
- Public Relations Committee

The president shall, upon approval of the board, appoint one member each year to a three year term on the following committees:

- Classifications Committee

Rotary Information Committee

(d) Where feasible and practical 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.

(e) The classifications and the Rotary information committees shall each consist of three (3) members, one member of each committee to be appointed each year for a term of three (3) years. The first appointments made under the provision shall be as follows: One member for a term of one year, one member for a term of two (2) years, and one member for a term of three (3) years.

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

Article VIII

Duties of Committees

Section I - Club Service Committees. These committees shall devise and carry into effect plans, which will guide and assist the members of this club in discharging their responsibilities in matters relating to Club Service. The chairmen of the two Club Service committees shall be responsible for regular meetings of the committees and shall report to the board on all Club Service activities.

(a) Attendance Committee. This committee shall devise means for encouraging attendance at all Rotary meetings - including attendance at district conferences, inter-city meetings, regional conferences, and international conventions by all club members. This committee shall especially encourage attendance at regular meetings of this club and attendance at regular meetings of other clubs when unable to attend meetings of this club; keep all members informed of 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) Club Bulletin Committee. This committee shall endeavor through the publishing of a weekly club bulletin, to stimulate interest and improve attendance, announce the program of the forthcoming meeting, relate highlights of the previous meeting, promote fellowship, contribute to Rotary education of all members, and report news of the club, of its members and the worldwide Rotary program.

(d) 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 the pursuance of the general object of the club as may be assigned by the president or the board.

(e) Magazine Committee. This committee shall stimulate reader interest in The Rotarian; sponsor a magazine month; arrange for brief monthly reviews of the magazine on regular club programs; encourage the use of the magazine in the induction of new

members; provide a copy of the magazine for non-Rotarian speakers; secure international service and 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.

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

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

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

(i) 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.

(j) Rotary Information Committee. This committee shall devise and carry into effect plans (1) to give prospective members information about the privileges and responsibilities of membership in a Rotary club, (2) to give the members, especially the new members, adequate understanding of the privileges and responsibilities of members, (3) to give the members information about Rotary, its history, object, scope, activities, and (4) to give the members information as to developments in the administrative operation of Rotary International.

Section 2 - 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 3 - Community Service Committee. This committee shall devise and carry into effect plans, which will guide and assist the members of this club in discharging their responsibilities in their community relationships. The chairman of this committee shall be responsible for the Community Service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of Community Service.

Section 4 - 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.

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.

Article X

Finances

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

Section 2 - All bills shall be paid only by checks signed by the treasurer or the president. (Note: recommended safeguards be omitted here.) A review by a qualified person shall be made after the close of the club's financial books at the end of the year.

Section 3 - Persons having charge or control of funds shall give bond as may be required by the board for the safe custody of the funds of the club, cost of bond to be borne by the club.

Section 4 - The fiscal year of this club shall extend from July 1st to June 30th and for the collection of members' dues shall be divided into 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 year, the board shall prepare or cause to be prepared, a budget of estimated income and estimated expenditures for the year, which having been agreed to by the board, shall stand as the limit of expenditures for the respective purposes unless otherwise ordered by action of the board.

Article XI

Method of Electing Members

Section 1 - Active Members

(1) 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.

(2) 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.

(3) The board shall consider and approve or disapprove the recommendations of the classifications and membership committees and shall then notify the Proposer, through the club secretary, of its decision.

(4) If the decision of the board is favorable, the Proposer, together with one or more members of the Rotary information committee, shall inform the prospective member of the purposes of Rotary, and of the privileges and responsibilities of membership in the club, following which the prospective member shall be requested to complete and submit an application for membership and give his/her permission for his/her name and proposed classification to be published to the club.

(5) If no written objection to the proposal, stating reasons, is received by the board from any member of the club within ten 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.

(6) 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.

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.

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.

Section 2 – Any member taking any action that may cause, or lead to, the termination of his/her membership, as provided in these by-laws, the club constitution or the Constitution and By-laws of Rotary International shall immediately notify either the president or the secretary, preferably in writing.

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 Allegiance, 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

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

Bylaws updated May 19, 2009.