

BYLAWS OF THE ROTARY CLUB OF HURST EULESS BEDFORD

Article I - Election of Officers and Appointment of Directors of Service Committees

Section 1. During October, the President shall appoint a nominating committee of three members. The nominating committee shall designate nominees for President-elect, Vice President, Secretary, and Treasurer, for the next year. The nominating committee shall submit its report to the board of directors in November. The nominating committee shall present their nominees to the club for election at one of the meetings in December. The President shall also ask for nominations by club members from the floor. The candidate receiving the most votes for President-elect, Vice President, Secretary, and Treasurer shall be declared elected to their respective offices.

The President-elect shall serve as a member of the board for the year commencing on the first day of July next following his election as President-elect, and shall assume office as President on the first day of July immediately following his year of service on the board as President-elect.

Section 2. The President-elect shall appoint the members who will serve as Directors of the eight (8) Avenues of Service and the Sergeant-at-arms during his term as President.

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 shall be filled by action of the remaining members of the Board of Directors-elect.

Article II - Board of Directors

The governing body of the club shall be the Board of Directors, consisting of fifteen (15) members of the club; namely the President, President-elect, Vice President, Secretary, Treasurer, Sergeant-at-arms, the Directors of the eight (8) Avenues of Service, and the immediate Past President. The Office of Treasurer will not be in line to become president, as this prohibits some of our members to serve because of legal ramifications of their profession.

Article III - Duties of the Officers

Section 1. President. It shall be the duty of the President to serve as Chairman of the Board of Directors, to preside at meetings of the club and to perform such duties as ordinarily pertains to the office of President.

Section 2. President-elect. It shall be the duty of the President-elect to serve as a member of the Board, to preside at meetings in the absence of the President, and to perform such other duties as may be prescribed by the President or the Board. These duties shall include, but not be limited to, oversight of the activities of the club in the eight (8) Avenues of Service.

Section 3. Vice President. It shall be the duty of the Vice President to serve as a member of the Board, to preside at meetings in the absence of the President and President-elect, and to perform such other duties as may be prescribed by the President or the Board. These duties shall include, but not be limited to, assisting the President-elect in oversight of the activities of the club in the eight (8) Avenues of Service.

Section 4. Secretary. It shall be the duty of the Secretary in coordination with the Executive 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 the Board meetings, make the required reports to Rotary International, including the semiannual reports of membership made to the General Secretary of Rotary International on January 1st and July 1st each year, to report changes in membership to the General Secretary of Rotary International, the monthly report of attendance at the club meetings to the district governor immediately following the last meeting of each month, collect and remit to Rotary International subscriptions to *THE ROTARIAN*, and perform such other duties as usually pertain to the office of Secretary.

(revised September 2012)

Section 5. Treasurer. It shall be the duty of the Treasurer to have custody of all funds, accounting for the same to the club annually and at any other time upon demand by the Board, and to perform such 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.

Section 6. Sergeant-at-arms. The duties of the Sergeant-at-arms shall be such duties as are prescribed for this 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 during any regular December meeting of each year, at which time the election of officers and directors to serve for the ensuing year shall take place.

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

All members, except honorary members, 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.

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

Section 4. Regular meetings of the Board shall be held each month. 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 for such special meetings.

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 \$100.00 to be paid before the applicant can qualify as a member. The fee for former Rotary members shall be \$50.00.

Section 2. The annual membership dues shall be set by the Board and will be payable quarterly as of the 15th day of October, January, April, and July with the understanding that part of the dues shall be applied semiannually to each member's subscription to *THE ROTARIAN* magazine and \$50.00 shall cover the members' cost to the Christmas and Youth Recognition Banquets.

Article VI - Method of Voting

The business of this club shall be transacted by viva voce vote, except the election of officers, which shall be by written ballot.

Article VII - Committees

Section 1. There shall be eight standing committees: Club Service, Vocational Service, Community Service, International Service, Foundation Service, and Public Relations Service.

Section 2. The President shall appoint a director for each of these eight standing committees.

Section 3. The President and/or Committee Director shall, subject to the approval of the board, also appoint subcommittees for each of the standing committees as deemed necessary.

Section 4. The President shall be an ex officio member of all committees, and as such, shall have all the privileges of membership thereon.

Article VIII -Duties of Committees

Section 1. Club Service Committee. This committee's responsibilities include, but are not limited to the following:

(revised September 2012)

- (1) Devise means for encouraging attendance at all Rotary meetings, including the District Assembly, District Conference, and International Conventions.
- (2) Make an annual classification survey of the community and review existing classifications represented in the club to promote membership development in any unfilled classifications.
- (3) Prepare and arrange programs for the regular weekly club meetings.
- (4) Give members, especially new members, adequate understanding of the privileges and responsibilities of membership.
- (5) Organize and encourage participation in the annual fund raiser (i.e., golf tournament).
- (6) Organize and encourage participation in club social events (i.e., Christmas party).

Section 2. Vocational Service Committee. This committee's responsibilities include, but are not limited to the following:

- (1) Coordinate a Four-Way Speech Contest.
- (2) Arrange Vocational Recognition Program(s).
- (3) Promote student participation in RYLA.
- (4) Coordinate vocational talks at Club meetings.
- (5) Coordinate and promote Interact Club.

Section 3. Community Service Committee. This committee's responsibilities include, but are not limited to the following:

- (1) Arrange and coordinate student scholarships as approved by the Board.
- (2) Coordinate a Youth Recognition banquet.
- (3) Coordinate support of community organizations (i.e., Women's Shelter, Community Enrichment Center).
- (4) Coordinate support of community activities (i.e., Angel Tree, Rotary Readers).
- (5) Arrange and coordinate a Special Olympics recognition program.

Section 4. International Service. This committee's responsibilities include, but are not limited to the following:

- (1) Promote the Rotary Youth Exchange Program.
- (2) Promote the hosting of a GSE team member when a GSE team is in the area.
- (3) Promote the Rotary Inter-country Teacher Exchange (RITE) program.
- (4) Coordinate with the Rotary Foundation Service any matching grant requests.
- (5) Promote any other international service available for participation.
- (6) Promote the P.E.P. Program, if available.

Section 5. Rotary Foundation Service. This committee's responsibilities include, but are not limited to the following:

- (1) Develop means to encourage new Foundation Benefactors, Paul Harris Sustaining Members, and Paul Harris Fellows.
- (2) Keep accurate records of the contributions and disbursements to Rotary International.
- (3) Coordinate with the International Service any matching grant requests.

Section 6. Public Relations Service. This committee's responsibilities include, but are not limited to the following:

- (1) Coordinate the printing of a weekly club bulletin, which announces the forthcoming program, promotes fellowship, reports news of the club, and contributes to the Rotary education of all members.
- (2) Devise and carry into effect plans to give the public general information about Rotary, and secure proper publicity for the club.
- (3) Coordinate the printing of a club directory.

Section 7. Membership

Section 8. New Generations

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, the excused member must be recorded as absent.

(revised September 2012)

Article X - Finances

Section 1. The Treasurer shall deposit all funds of the club in a financial institution to be named by the Board.

Section 2. All bills shall be paid only by checks signed by the Treasurer and either the President or the Secretary. A thorough audit of all of the club's financial transactions shall be made once each year by a certified public accountant or other qualified person.

Section 3. Officers 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. The cost of the bond will be borne by the club.

Section 4. The fiscal year of this club shall extend from July 1st to June 30*, and for the collection of members' dues shall be divided in to four (4) quarterly periods: July-September; October-December; January-March; and April-June. The payment of per capita dues and magazines subscriptions to Rotary International shall be made on July 1st and January 1st of each year on the basis of the membership of the club on those dates. (Note: Magazine subscriptions for members joining during a semiannual period are payable upon invoice from the Secretary.)

Section 5. Prior to the beginning of the fiscal year, the Board shall prepare or cause to be prepared a budget of estimated income and expenditures for the year, which when 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.

(Proposed revision June 2002)

- (1) Any active member of the club may submit the name of a prospective member for consideration. The proposal shall be submitted to the Board in writing through the Secretary. The proposal for the time being shall be kept confidential except as otherwise provided in this procedure.
- (2) The Board shall ensure that the proposal meets all the classification and membership requirements of the club constitution.
- (3) The Board shall approve or disapprove the proposal within thirty days of its submission, and shall notify the member sponsoring the proposal of its decision through the club Secretary.
- (4) 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 (including the classification proposed), following which the prospective member shall be requested to sign the membership proposal form to permit 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 active member of the club within seven (7) days following publication, the proposed member shall be considered elected to membership upon payment of the admission fee. If any such objection is filed with the Board, the Board shall vote on this matter to determine whether or not to extend an invitation of membership despite the objection. If approved by the Board despite the objection, the proposed member shall be considered elected to membership upon payment of the admission fee.
- (6) Following such election, the President shall arrange for the new member's induction and further orientation, and the Secretary shall issue a membership card to the member and report such action to Rotary International.

Section 2. Honorary Members.

- (1) Persons who have distinguished themselves by meritorious service in the furtherance of Rotary ideals may be elected to honorary membership in the club. The Board shall determine the term of such membership.
- (2) Honorary members shall be exempt from the payment of admission fees and dues, shall have no vote and shall not be eligible to hold any office in the club. Such members shall hold no classifications, but shall be entitled to attend meetings and enjoy all the other privileges of the club.

Article XII - Resolutions

The club shall consider no resolution or motion to commit this club on any matter until the Board has considered it. Such resolutions or motions, if offered at a club meeting, shall be referred to the Board without discussion.

(revised September 2012)

Article XIII - Order of Business

The general order of business for weekly meetings will be: meeting called to order, introduction of visiting Rotarians and guests, correspondence and announcements, committee reports, any unfinished business, any new business, address or other program feature, adjournment.

Article XIV - Amendments

These bylaws may be amended at any regular meeting, a quorum being present, by a two-third 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 bylaws can be made which is not in harmony with the club constitution and with the Constitution and Bylaws of Rotary International.