

CONSTITUTION  
AND BY-LAWS  
OF THE ROTARY CLUB  
OF PITTSFIELD, MASSACHUSETTS  
NO. 691

and the  
Objects, Benefits and Obligations of a Rotary Club  
Rotary Code of Ethics  
The Rotary Platform

## THE ROTARY CLUB

Meets once a week for luncheon or dinner.

Membership formed on the unique plan of one active and representative person from each line of business and profession in the community.

### OBJECTS

To encourage and foster:

1. The development of acquaintance as an opportunity for service;
2. High ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying by each Rotarian of his or her occupation as an opportunity to serve society;
3. The application of the ideal of service by every Rotarian, to his or her personal, business and community life;
4. The advancement of international understanding, good will, and peace through a world fellowship of business and professional men & women united in the ideal of service.

### BENEFITS

Making the acquaintance of people you ought to know.

Genuine, wholesome good-fellowship.

Developing true and helpful friends.

Enlightenment as to other people's work, problems and successes.

Education in methods that increase efficiency.

Stimulation of your desire to be of service to your fellows and society in general.

### OBLIGATIONS

To attend meetings regularly.

To pay my dues promptly.

To do my part when called upon.

To be a big-hearted, broad-minded person -- a person of energy and action -- a Rotarian.

The By-Laws of Rotary International, adopted at Los Angeles, California, USA, June 6, 1922, require that each Rotary Club thereafter organized shall adopt the prescribed standard constitution, which is as follows:

CONSTITUTION  
OF THE  
ROTARY CLUB  
OF  
PITTSFIELD, MASSACHUSETTS

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ARTICLE I

Name

The name of this organization shall be Rotary Club of  
Pittsfield, Mass. (No. 691)

(Member of Rotary International)

ARTICLE II

Objects

\*\*\*Section 1 The objects of Rotary are to encourage and foster the idea of service as a basis of worthy enterprise and, in particular, to encourage and foster:

1. The development of acquaintance as an opportunity for service.
2. High ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying by each Rotarian of his or her occupation as an opportunity to serve society.
3. The application of the ideal of service by every Rotarian to his or her personal, business, and community life.
4. The advancement of international understanding, good will, and peace through a world fellowship of business and professional men & women united in the ideal of service.

\*\*\*As amended at 1933 (Boston) convention.

## ARTICLE III

### Membership

#### Section 1 - General Qualifications.

This club shall be composed of adult persons of good character and good business or professional reputation.

#### Section 2 - Kinds.

This Rotary club shall have four kinds of membership, namely; active, senior active, past service and honorary.

#### Section 3 - Active.

This club may elect to active membership a person who is

1. engaged as proprietor, partner, corporate officer or manager of any worthy, recognized business or profession.

or

2. holding an important position in an executive capacity with discretionary authority in any worthy and recognized business or profession.

or

3. acting as the local agent or branch representative of any worthy and recognized business or profession having charge of such agency or branch in an executive capacity;

and

personally and actively engaged in business or profession in which he or she is to be classified in the club and having his or her place of business or residence located within the territorial limits of this club or within the corporate limits of the city in which the club is located or within the territorial limits of an immediately adjoining club.

There shall not be more than one active member in each classification of business or profession excepting the religion, news media and diplomatic classifications, and excepting the provision for additional active members as provided in Section 4 of this article.

#### Section 4 - Additional Active Member

(a) Any active member of this club may propose for and the club may elect to active membership one additional man or woman who is actively engaged in the same classification of business or profession as that of the proposer, whose classification shall be the same as that of the proposer. The qualifications of such additional active member shall be

the same as set forth in Sections 1 and 3 of this Article for active membership. Such additional active member is in all respect an active member except that he or she may not propose an additional active member under this paragraph.

(b) This club may, subject to the approval of the holder of the classification, also elect to active membership an additional man or woman who is a former active member of another Rotary club and who is actively engaged at a place of business, or who resides, within the territorial limits of the club and who is otherwise qualified for membership provided:

1. that there shall, in no case, be more than one additional active member elected under this paragraph of this section in respect to any one classification, and
2. that any member so elected shall have terminated membership of his or her former club only because he ceased to or she be actively engaged within the territorial limits of that club in the classification of business or profession under which he or she was classified in that club, and
3. that, although such additional active member is in all respects an active member, he or she shall have no right to propose an additional active member under Section 4(a) hereof.

(c) In the event of the termination of active membership of the holder of the classification or in the event that he or she becomes a senior active member or for any other reason he or she ceases to be the holder of the classification, the membership of the additional active member or members elected under Section 4(a) and (b) shall be dealt with as follows:

1. If there is only one such additional active member, that member shall automatically become an active member and the holder of the classification.
2. If there are two additional active members, then the club shall elect one of the additional active members to be the active member and the holder of the classification.
3. Upon the election to active membership of one of the additional active members as prescribed in 2 above, the status of the other additional active member shall remain unchanged.

#### Section 5 - Senior Active Membership

(a) Any active member of this club or past service member whose combined active and past service membership in one or more clubs conforms with the service requirements as hereinafter set forth.

1. who has been a member of one or more clubs for a total of fifteen or more years,

or

2. who is of the age of sixty or more after having been a member of one or more clubs for a total of ten years or more,

or

3. who is of the age of sixty-five or more after having been a member of one or more clubs for a total of five or more years,

or

4. who is a present or a past officer of Rotary International shall automatically and forthwith become a senior active member.

(b) This club may elect to senior active membership any former member of any club who was a senior active member or was eligible to become a senior active member at the time he or she ceased to be a member of the club,

(c) A senior active member shall have all the rights, privileges, and responsibilities of an active member, except that,

1. he or she shall not be considered as representing any business or professional classification; and
2. he or she shall not have the right to propose an additional active member under Section 4(a) hereof.

This club may admit to membership a qualified person in the classification of business or profession in which such senior active member may be engaged.

#### Section 6 - Past Service

(a) A former active member of a club, whose active membership was terminated because of his or her retirement from active business or professional life, may be elected a past service member in the club in which he or she held active membership or in any other club provided that he or she has held active membership in any one or more Rotary clubs for three or more years or he or she has attained the age of 55 years irrespective of the length of his or her membership. Such former member may be elected to past service membership at the time of, or at any time after, the termination of his or her active membership, provided he or she has all the other qualifications of a past service member. If his or her retirement from business or professional life occurs after he or she has ceased to be a member of a club, he or she is not eligible to past service membership. A past service member shall be required to pay an admission fee unless he or she was formerly an active member of this club, in which case he or she shall not be

required to pay a second admission fee.

(b) A past service member shall have all the rights, privileges and responsibilities of an active member except that he or she shall not be considered as representing any business or professional classification nor may he or she become a senior active member (except as provided in Section 5(a) of this Article); nor shall he or she have the right to propose an additional active member under Section 3(a) hereof.

#### Section 7 - Honorary Membership

A person who has distinguished himself or herself by meritorious service in the furtherance of Rotary ideals, may be elected to honorary membership in this club.

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 this club; shall not be considered as representing a classification, but shall be entitled to attend all meetings and enjoy all other privileges of the club. No honorary member of this club is entitled to any rights or privileges in any other club.

Section 8 - Religion, News Media and Diplomatic Service  
Representatives of more than one religious denomination, representatives of more than one newspaper and/or other news media and diplomatic representatives of more than one government may be eligible to active membership under such classification as set forth in this constitution.

#### Section 9 - Public Office

Persons elected or appointed to public office for a specified time only shall not be eligible to active membership in this club under the classification of such office. This shall not apply to persons holding a position or office in schools, colleges, or other institutions of learning or to persons who are elected or appointed to the judiciary.

An active member in this club who is elected or appointed to public office for a specified period may during the period in which he or she holds such office continue as such active member in the club under the classification represented by him in the club immediately prior to such election or appointment.

#### Section 10 - Rotary International Employment

This club may retain in its membership any member thereof who enters the employment of Rotary International, so long as he or she remains in such employment.

ARTICLE IV  
DURATION OF MEMBERSHIP

Section 1 - Period.

(a) Active membership shall continue during the existence of the club unless terminated as hereinafter provided or by death of the member.

(b) Honorary membership shall terminate on the first day of July next after the date of election, provided, however, that the Board of Directors in their discretion may, by resolution, continue such honorary membership from year to year thereafter. Such honorary membership may be continued by the Board although the person so elected has ceased to reside within or to be definitely associated with the territorial limits of the club.

(c) Past service membership shall endure for life except that the Board of Directors for good and sufficient reason may at any time cancel the membership of a past service member provided that each member of the club shall have been served in writing with a notice at least thirty (30) days in advance of such proposed action by the Board. Past service membership shall automatically terminate if, and when, a past service member re-enters active business or professional life, or if he or she ceases to reside within the territorial limits of this club or within the residential territory recognized as the suburbs of the city in which this club is located.

Section 2 - How Terminated

(a) The membership of any active member who has ceased to be personally engaged within the territorial limits of the club in the classification of business or profession under which he or she is classified in the club, or

(b) Whose connection with his or her business establishment is severed, shall automatically terminate.

Section 3 - How to Rejoin

Where the membership of an active member has been terminated as provided in the foregoing Section 2, such person may make new application for membership, and whether under the same classification or another classification, his or her application shall be considered in advance of any other, for membership under the classification in which he or she now applies, and if elected to membership, he or she shall not be required to pay a second admission fee.

Section 4 - Classification - How Corrected

The Board of Directors in its discretion, may correct, or



readjust the classification of any member, whose membership has not terminated, if the circumstances warrant such action, but due notice of such proposed correction or readjustment shall be given to the member and he or she be allowed a hearing.

#### Section 5 - Termination - Misconduct

(a) The membership of any member who fails to conduct themselves or their business in accordance with the principles and ethics of Rotary, or who ceases to have the stated qualifications for membership in Rotary, may be terminated by the Board of Directors by a two-thirds vote of the Board at a meeting called for that purpose, provided that said member shall have been given at least ten (10) days' notice in writing of such pending action. Service of such notice shall be made by personal delivery or by registered letter mailed to his or her last known address. Said member may be represented at the hearing before the Board of Directors by counsel.

(b) In case of such termination of membership, such former member may, within thirty (30) days after the date of the Board's action, submit a written notice of his or her intention to appeal to the club. The Board shall thereupon set the date for such hearing, which shall be at a regular meeting of the club, held within thirty (30) days after the receipt of such written notice of appeal. At such hearing only members of the club shall be present excepting that the appellant may be represented by counsel.

(c) Where the Board has terminated a membership as provided for in this section, the club shall not elect a new member under such classification until the time for hearing the appeal if any, has expired and the club's decision announced.

#### Section 6 - Termination - Non-payment of Dues and Other Financial Assessments

Any member failing to pay his or her dues within thirty (30) days after the prescribed time shall be notified in writing by the Secretary at his or her last known address, and if said dues are not paid on or before ten (10) days from date of such notification said membership shall automatically terminate.

Such former member, at the discretion of the Board, may be reinstated to membership upon his or her petition, and upon the payment of all his or her indebtedness to the club, provided his or her former classification has not been filled meanwhile by the election of a new member.

#### Section 7 - Termination - Non-attendance

\*\*\* (a) The membership of any active or past service member who is absent from four consecutive regular weekly meetings of this club shall automatically terminate, unless such absence is made up as hereinafter provided, or he or she is

excused by the Board of Directors for good and sufficient reason. Absence at a regular meeting of this club may be made up by attendance at a regular meeting of any other Rotary club on any of the six (6) days immediately preceding the day of absence, on the day of the absence itself, or on any of the six (6) days immediately following the day of the absence, provided notice of such attendance is given to this club.

\*\*\*As amended at 1935 (Mexico City) convention.

(b) The membership of any active or past service member whose percentage of attendance is less than sixty per cent during the first or second six months' period of the club's fiscal year shall automatically terminate, unless he or she is excused by the Board of Directors for good and sufficient reason.

#### Section 8 - Resignation

The resignation of any member from this club shall be in writing (addressed to the President or Secretary) and shall be accepted by the Board of Directors, provided that all indebtedness of said member to the club has been paid.

#### Section 9 - Property Interest-Forfeiture of

Any person whose membership in this club has been terminated in any manner shall forfeit all interest in any funds or other property belonging to the club.

#### Section 10 - Arbitration

Should any dispute at any time arise between any member or members, or a past member or members, and the club, or any officer or the Board of Directors of the club, relative to membership, or to any alleged breach of the constitution or by-laws, or the expulsion of any member from the club, or on any account whatsoever which cannot be satisfactorily settled under the procedure all ready provided for such purpose, the matters in difference shall be settled by arbitration in the usual manner, each party to appoint an arbitrator and the arbitrators to appoint an umpire. The arbitration shall be conducted in the manner prescribed by law and the decision arrived at by the arbitrators, or, in the event of their disagreement, by the umpire, shall be final and binding on all parties.

### ARTICLE V TERRITORIAL LIMITS

Section 1. The territorial limits of this organization shall be as follows:

Pittsfield and nearby towns  
(note: These territorial limits are understood to include the immediate tributary rural territory for which the community in which the club is located is the principal banking, trading, and shipping center.)

## ARTICLE VI MEETINGS

Section 1. This club shall meet regularly once a week as provided in the by-laws.

Section 2. Annual Meeting. The annual meeting of this club shall be held on the first Thursday of July in each year, at which time the newly elected officers will be inducted into office.

## ARTICLE VII ADMISSION FEE AND DUES

Section 1. Every active, senior active and past service member of this club shall pay as an admission fee and as annual dues such sums as may be prescribed in the by-laws of this club except that a past service member who has held active membership in this club shall not be required to pay a second admission fee.

## ARTICLE VIII OFFICERS AND DIRECTORS

Section 1. The governing body of this club shall be a Board of Directors to be constituted as the by-laws of the club may provide.

Section 2. The decision of the Board in all club matters shall be final, subject only to an appeal to the club. The Board shall have general control over all officers and committees and may, for good cause, declare any office vacant. It shall constitute a Board of Appeal from the rulings of all officers and actions of all committees. Appeal may be taken from any decision of the Board of Directors to the club and on such appeal the decision appealed from shall be reversed only by a two-thirds vote of the members present, at a regular meeting to be specified by the Board of Directors, a quorum being present, notice of such appeal having been given by the Secretary to all members of the club at least five (5) days in advance of such meeting.

Section 3. The officers of this club shall be a President, one or more Vice-Presidents, all of whom shall be members of the Board of Directors, and a Secretary, a Treasurer, and a Sergeant-at-Arms, any or all of whom may or may not be members of the Board of Directors as the by-laws of the club shall provide.

\*Section 4. These officers shall take office on the first day of July following their election and shall hold office for one year to until successors have been elected and have qualified.

Each officer and each director shall be an active, senior active or past service member in good standing of this club.

#### ARTICLE IX AVOIDANCE OF POLITICS

Section 1. This club shall not endorse or recommend any candidate for public office and shall not discuss at any club meeting the merits or demerits of any such candidate.  
\*As amended at 1933 (Boston) convention.

Section 2. The merits of any public question involving the social, economic, moral or physical welfare of the people may be fairly and intelligently studied and discussed before a club meeting for the enlightenment of its members, but this club shall not take any action endorsing or condemning any measure which is to be submitted to the vote of the people.

#### ARTICLE X OFFICIAL PUBLICATION

Section 1. Acceptance of active, senior active or past service membership in this club shall be a declaration by each person, so doing, that he or she voluntarily becomes a bona fide subscriber to the monthly publication of Rotary International. His or her subscription shall be handled in six month periods and shall continue as long as he or she is a member of the club and to the end of any six-month period during which he or she may cease to be a member of the club.

Section 2. The amount of the subscription shall be collected by the club for each member, semi-annually in advance, in addition to his or her annual dues. The Secretary shall enter such subscriptions and the amounts so collected in a special account and remit to the business office of said publication.

Section 3. The Board of Directors of Rotary International may prescribe this standard club constitution without this article for the use of clubs outside of the United States, Canada and Newfoundland.

#### ARTICLE XI ACCEPTANCE OF OBJECTS AND COMPLIANCE WITH CONSTITUTION AND BY-LAWS

A member by payment the admission fee and dues thereby accepts the principles of Rotary as expressed in its objects and submits themselves to and agrees to comply with and be bound by the constitution and by-laws of this club, and on these conditions alone is entitled to the privileges of the club. No member shall be absolved from the observance of the constitution and by-laws on the plea that he or she has not

received a copy of them.

## ARTICLE XII BY-LAWS

Section 1. This club shall adopt by-laws not inconsistent with the constitution and by-laws of Rotary International (and the rules of procedure for an area administration where established) and this constitution, embodying additional provisions for the government of this club, which adoption shall be by a majority vote of the members of the club present and voting and may be amended from time to time in accordance with the provisions therein contained.

## ARTICLE XIII AMENDMENTS

\*\*\*Section 1. Amendments to this constitution shall be made only at a convention of Rotary International by a majority vote of the electors present and voting at the time such amendments are submitted to the convention provided that no proposed amendment shall be acted upon at any convention unless the text of such proposed amendment shall have been delivered to the Secretary of Rotary International not later than the first day of February immediately preceding the date of opening of such convention, and unless a copy thereof shall have been mailed to the Secretary of each member club not later than the first day of March immediately preceding the opening of such convention, provided, however, that in the event the Board of Directors fixes the date of the convention for a date prior to June fifth then the dates on which said proposed amendments shall be filed and mailed shall be advanced by the same number of days as that by which such convention date is advanced. It shall be the duty of the Secretary of Rotary International to cause such copies to be mailed.

\*\*Section 2. Amendments to this constitution may be proposed only by a member club, by a district conference, by the Board of Directors and/or the conference of a territorial unit, by a council on legislation, and by the Board of Directors of Rotary International.

\*Section 3. It shall be the duty of the Secretary to transmit directly to the council on legislation all duly proposed amendments. The council on legislation, shall consider and act upon all such proposed enactments with or without amendment and shall report its action on all enactments to a session of the voting delegates of the convention for such action as they may determine.

\*\*\*As amended at 1935 (Mexico City) convention  
\*\*As amended at 1934 (Detroit) convention  
\*As amended at 1933 (Boston) convention

These by-laws are recommended only by Rotary International and may be changed by any Rotary Club to meet its own conditions, provided such changes are not out of harmony with the club constitution or with the constitution and by-laws of Rotary International. If any doubt exists, the proposed changes should be submitted to the secretary of Rotary International for the consideration of the International Board.

BY-LAWS  
OF THE  
ROTARY CLUB  
OF  
PITTSFIELD, MASSACHUSETTS  
NO. 691

ARTICLE I. SECTION 1. ELECTION OF OFFICERS AND DIRECTORS  
The Board of Directors of the Club shall consist of 9 (nine) members, each serving for a term of 3 (three) years, and 1/3 (one-third) of which shall be nominated and elected annually in the following manner:

- (a) At a regular meeting during each year, not later than 45 days prior to the date set in each year by Rotary International for the reporting of incoming elected officers, the President shall call for a report of the Nominating Committee containing its nominations for members of the Board for the terms that are expiring.
- (b) The Nominating Committee shall designate one of the above nominees or one of the Board members whose terms is not expiring as its nominee for President.
- (c) The President shall also call for similar nominations from the floor. Only those members of the Club who have been members of Rotary International for at least 5 (five) years shall be eligible for nomination for President. Only those members of the Club who have been members of Rotary International for at least 3 (three) years shall be eligible for nomination as Directors.
- (d) All nominations shall thereupon be voted on and the candidates securing the highest number of votes for the Board and for President shall be declared elected.

- (e) A member of the Club who has served as a Director for 3 (three) consecutive years shall not be eligible for re-nomination to that position for at least 1 (one) year.
- (f) Notwithstanding any provision to the contrary above set forth, the retiring President shall automatically remain on the Board of Directors as a voting member for the balance of his or her original term as a Board member or the term of 1 (one) year, whichever is greater. It is understood and contemplated in this provision that under certain circumstances retention of the retiring President as a member of the Board of Directors may result in an increase in Board membership to 10 (ten) members.
- (g) The President shall not succeed himself or herself.

#### ARTICLE I. SECTION 2.

The new Board of Directors shall meet in December and shall elect from their members a Vice-President, Secretary and Treasurer, provided however that the Secretary, or Treasurer, at the discretion of the Board may be elected by them from the membership of the Club and when so elected shall be ex-officio members of the Board.

#### ARTICLE II BOARD OF DIRECTORS

The Board of Directors shall constitute the governing body of this club, whose decision in matters shall be final, subject only to an appeal to the club. It shall have general control over all officers and committees and may, for good cause, declare any office vacant. It shall constitute a board of appeal from the ruling of all officers and actions of all committees. Appeal may be taken from any decision of the Board of Directors to the club and such appeal shall be determined by a two-thirds vote of the members present at any regular meeting, a quorum being present, notice of such appeal having been given by the secretary to all members of the club at least 5 (five) days in advance of such meeting.

#### ARTICLE III DUTIES OF OFFICERS

##### Section 1 President.

It shall be the duty of the President to preside at meetings of the club and the Board of Directors and to perform such other duties as ordinarily pertain to the office.

##### Section 2 Vice-President.

It shall be the duty of the Vice-President to preside at meeting of the club and Board of Directors in the absence of the President and to perform such other duties as ordinarily pertain to the office.

Section 3 Secretary.

It shall be the duty of the Secretary to keep the records of the 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 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 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 usually pertain to the office.

Section 4 Treasurer.

It shall be the duty of the Treasurer to have custody of all funds, accounting for same to the club at its annual meeting and at any other time upon demand by the Board of Directors and to perform such other duties as pertain to the office. Upon retirement from office he or she shall turn over to his or her successor or to the President all funds, books of account 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 the office and other duties as may be prescribed by the President or the Board of Directors.

ARTICLE IV MEETINGS

Section 1 Annual Meetings.

The annual meeting of this club shall be held on the first Thursday in July in each year, at which time the newly elected officers will be inducted into office. Reports of offices and committees will be given at this time.

Section 2 Weekly Meetings.

The regular weekly meetings of this club shall be held as follows: Every Thursday at 12:10 p.m. Provided that in an emergency or for good cause, the Board of Directors may change the regular meeting of any week to a different day or to a different hour of the regular day and provided that due notice of such change is given to all the members of the club.

Section 3 Membership Quorum.

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



Section 4 Board of Director Meetings.  
Regular meetings of the Board of Directors shall be held once a month at the President's discretion. Special meetings of the Board of Directors 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 Board of Director Quorum.  
A majority of the Board members shall constitute a quorum of the Board of Directors.

#### 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.

Section 2 The membership dues shall be \$120.00 per annum, payable on the first day of November.

#### ARTICLE VI METHOD OF VOTING

The business of this organization shall be transacted by viva voce vote except the election of Directors and President, which shall be by ballot.

#### ARTICLE VII COMMITTEES

##### Section 1

- (a) The President shall appoint the following principal and standing committees:

Club service committee  
Vocational service committee  
Community service committee  
International service committee

- (b) The President shall appoint the following committees on particular phases of the club service:

Classifications committee  
Membership committee  
Program committee  
Fellowship committee  
Rotary information committee

and any other committees that he or she may deem necessary for the internal administration of the club affairs.

- (c) The President shall any other committees that he may deem necessary on particular phases of community service.

- (d) The President shall also appoint such committees on particular phases of vocational service and international service as he or she may deem necessary.
- (e) The President shall also appoint a Nominating committee which shall consist of the 4 (four) immediate past Presidents who are active members of the Club and 3 (three) other members of the club. The President shall designate the Chairman.
- (f) The President shall be ex-officio a member of all standing and special committees except the Nominating committee.

## Section 2

- (a) Club Service Committee. This committee shall consist of a Chairman, who shall be named by the President and the Chairman of the classifications, membership, program, fellowship, and the Rotary information committees and of the Chairmen of such other committees as may be appointed on particular phases of club service.
- (b) Vocational Service Committee. This committee shall consist of a chairman, who shall be named by the President, and of not less than two other members; and in the event committees are appointed on particular phases of vocational service the chairmen of such committees shall be members of the vocational service committee.
- (c) Community Service Committee. This committee shall consist of a Chairman, who shall be named by the President and of not less than one other member; and in the event other committees are appointed on particular phases of community service the Chairmen of such committees shall be members of the community service committee.
- (d) International Service Committee. This committee shall consist of a Chairman, who shall be named by the President and of not less than two other members; and in the event committees are appointed on particular phases of international service the Chairmen of such committees shall be members of the international service committee.

Section 3 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 of Directors. Except where special authority is given by the Board, such committees shall not take final action until a report has been made to the Board and approved by them.

#### ARTICLE VIII DUTIES OF COMMITTEES

Section 2 Club Service Committee  
This committee shall supervise and coordinate the activities of the classifications, membership, program, fellowship and the Rotary information committees and such other committees as may be appointed on particular phases of club service, in order to develop the club machinery for the execution of the plans and program of the aims and objects committee.

- (a) Classifications Committee. This committee shall make a classification survey of the community; shall compile from the survey a roster of filled and unfilled classifications using the outline of the classification as a guide; shall urge upon the members of importance of proposing names for the unfilled classifications; shall review, where necessary, existing classification represented in the club; and shall counsel with the Board of Directors on all classifications problems.
- (b) 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 applications to the Board of Directors.
- (c) Program Committee. This committee shall prepare and arrange the programs for the regular and special meetings of the club.
- (d) Fellowship Committee. This committee shall promote acquaintance and friendship among the members and do such work in pursuance of the general objects of the club as may be assigned by the President or the Board of Directors.

- (e) Rotary Information Committee. This committee shall devise and carry into effect plan (1) to give the members, especially the new members, an adequate understanding of the privileges and responsibility of members, (2) to give the members and the public generally information about Rotary, its history, objects, scope and activities, and (3) to secure proper publicity for Rotary in general and the club in particular.

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. In the event committees are appointed on particular phases of vocational service, this committee shall supervise and coordinate the activities of such committees.

Section 4 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 responsibility in their community relationships, and shall supervise and coordinate any other committees which may be appointed on particular phases of community service.

Section 5 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 related to international service. In the event committees are appointed on particular phases of international service, this committee shall supervise and coordinate the activities of such committees.

Section 6 Nominating Committee

This committee shall select a nominee from the members of the club in good standing for each expiring term on the Board of Directors. The committee shall also designate the nominee for President from one of its nominees for the Board or from a Board member who will be serving his second term, who has been a member of Rotary International for at least 5 (five) years. At the request of the President, the committee shall present its slate of nominees to the membership of the club at the first regular meeting in November of each year.

## ARTICLE IX LEAVE OF ABSENCE

Upon written application to the Board of Directors, 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. The excused member must be recorded as absent, unless he or she attends a regular meeting of some other club.)

## ARTICLE X FINANCES

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

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

Section 3 Officers having charge or control of funds shall give bond as may be required by the Board of Directors 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 two semi-annual periods extending from May 1st to October 31st and from November 1st to April 30th. The payment of per capita tax and magazine 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.

Section 5 At the beginning of each fiscal year the Board of Directors 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 The name of the newly proposed member, having been proposed by a member in good standing, shall be submitted first to the Secretary on a blank form known as the proposal card (use form prescribed by Rotary International). The Secretary shall then refer it to the classifications committee which committee shall consider the eligibility of such proposed member for the standpoint of classification and

declare the classification filled or unfilled and the proposed classification proper or improper and shall return the proposal card, together with this information to the Secretary who shall then refer it to the membership committee. This membership committee, after making due investigation of the character, business, social standings and general eligibility of the person proposed for membership, shall then proceed to vote and if not to exceed one negative vote is cast, the name of the proposed member shall be considered eligible. This membership committee shall then report back to the Secretary the action that they have taken thereon. The Board of Directors shall then review the action of the classifications committee and the membership committee and sustain or reject their decisions and refer it back to the classifications committee and the membership committee for further consideration and action if deemed necessary.

If the classification and membership committees have reported favorably upon the name of the newly proposed member and the Board of Directors has sustained the action, the proposer shall be notified by the Secretary and the regular form of application blank shall be filled out by the newly proposed member and signed by him. If the classifications and membership committees report adversely and the Board of Directors sustains their action the proposer shall be so notified by the Secretary.

After the application has been secured from the proposed new member the Secretary shall notify each member of the club through publication in the club bulletin for two consecutive weeks, giving the name of the proposed candidate, the firm represented, and the classification under which he seeks membership. A ten day period shall then be allowed during which any member objecting to the elections of the applicant shall notify the Board of Directors in writing, stating reasons for his objection.

After the expiration of the ten days the Board shall meet and consider such objections as may have been submitted. They shall then proceed to ballot and if not to exceed two negative votes are cast, the proposed member shall be considered duly elected. The applicant and the proposer shall then be notified by the Secretary of the applicant's acceptance or rejection.

## Section 2 Honorary Members

The names of proposed candidates for honorary 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, no signed application being required.

### Section 3 Past Service Members

A former active member of a Rotary Club, who became ineligible to active membership because of retirement from active business or professional life and who has all the other qualifications for past service membership, may apply for past service membership. If election is recommended by the Board of Directors, the proposal will be accepted.

### Section 4 Senior Active Members

This status is acquired automatically and forthwith, with the following age and service requirements.

- (a) Membership of one or more Clubs for not less than 15 years, irrespective of age.
- (b) Same for not less than 10 years, and over age 60.
- (c) Same for not less than 5 years, and over age 65.
- (d) Present or past officer of Rotary International.

### Section 5 Super Senior Active

This status may be acquired by application, in writing, to the Board of Directors through the Secretary. Senior Actives must meet the following further criteria. Exemption from attendance requirements is the reward.

- (a) Membership of one or more Clubs for not less than 20 years and over age 65.
- (b) Same for not less than 15 years and over age 70.

## ARTICLE XII RESOLUTIONS AND SUBSCRIPTIONS

Section 1 No resolution or motion to commit this club on any matter shall be considered by the club until it has been considered by the Board of Directors. Such resolutions or motions, if offered at a club meeting, shall be referred, without discussion, to the Board, which after having given consideration to the matter, shall submit its recommendations to the club. Having received the recommendations of the Board, the club may then proceed to take such action as may seem proper to the majority.

Section 2 Any appeal to the club, or to its members as Rotarians, for charitable or other subscriptions shall be handled in accordance with the procedure prescribed in Section 1 of this Article.

## ARTICLE XIII ORDER OF BUSINESS

Luncheon

Meeting called to order

Introduction of visiting Rotarians

Reading of correspondence and announcements by the Secretary.  
Committee reports or announcements by committee chairmen and others.

Discussion

Address

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 mailed 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 the club constitution and with the constitution and by-laws of Rotary International.



THE ROTARY PLATFORM  
Adopted at 1911 Rotary Convention

Recognizing the commercial basis of modern life as a necessary incident in human evolution, the Rotary Club is organized to express that proper relation between private interests and the fusion of private interests which constitutes society.

To accomplish this purpose more effectively the principle of limited membership has been adopted, the Rotary Club consisting of one representative from each distinct line of business or profession. Each member is benefited by contact with representative men and women engaged in different occupations and is enabled thereby to meet more intelligently the responsibility of civic and business life.

The basis of club membership insures the representation of all interests and the domination of none in the consideration of public questions relating to business. On account of its limited membership the Rotary Club does not constitute itself the voice of the entire community on questions of general importance, but its action on such questions is of great influence in advancing the civic and business welfare of the community.

The Rotary Club demands fair dealings, honest methods, and high standards in business. No obligation, actual or implied, to influence business exists in Rotary. Election to membership therein is an expression of confidence of the club in the member elected. As his or her business is an expression of themselves, they are expected actively to represent it.

Membership in the Rotary Club is a privilege and an opportunity and its responsibility demands honest and efficient service and thoughtfulness for one's fellow.

Service is the basis of all business.

He profits most who serves best.

THE ROTARY CODE OF ETHICS  
FOR BUSINESS PEOPLE OF ALL LINES

Adopted by the Sixth Annual Convention of the International  
Association of Rotary Clubs  
San Francisco, July 19-23, 1915

My business standards shall have in them a note of sympathy for our common humanity. My business dealings, ambitions and relations shall always cause me to take into consideration my highest duties as a member of society. In every position in business life, in every responsibility that comes before me, my chief thought shall be to fill that responsibility and discharge that duty so when I have ended each of them I shall have lifted the level of human ideals and achievements a little higher than I found it. As a Rotarian it is my duty:

FIRST: To consider my vocation worthy, and as affording me distinct opportunity to serve society.

SECOND: To improve myself, increase my efficiency and enlarge my service, and by so doing attest my faith in the fundamental principle of Rotary, that he profits most who serves best.

THIRD: To realize that I am a business person and ambitious to succeed; but that I am first an ethical person, and wish no success that is not founded on the highest justice and morality.

FOURTH: To hold that the exchange of my goods, my service and my ideas for profit is legitimate and ethical, provided that all parties in the exchange are benefited thereby.

FIFTH: To use my best endeavors to elevate the standards of the vocation in which I am engaged, and so to conduct my affairs that others in my vocation may find it wise, profitable and conducive to happiness to emulate my example.

SIXTH: To conduct my business in such a manner that I may give a perfect service equal to or even better than my competitor, and when in doubt to give added service beyond the strict measure of debt or obligation.

SEVENTH: To understand that one of the greatest assets of a professional or of a business person is his friends and that any advantage gained by reason of friendship is eminently ethical and proper.

EIGHTH: To hold that true friends demand nothing of one another and that any abuse of the confidences of friendship for profit is foreign to the spirit of Rotary, and in violation of its Code of Ethics.

NINTH: To consider no personal success legitimate or ethical which is secured by taking unfair advantage of certain opportunities in the social order that are absolutely denied others, nor will I take advantage of opportunities to achieve material success that others will not take because of the questionable morality involved.

TENTH: To be not more obligated to another Rotarian than I am to every other person in human society; because the genius of Rotary is not in its competition, but in its cooperation; for provincialism can never have a place in an institution like Rotary, and Rotarians assert that Human Rights are not confined to Rotary Clubs but are as deep and as broad as the race itself; and for these high purposes does Rotary exist to educate all people and all institutions.

ELEVENTH: Finally, believing in the universality of the Golden Rule,

ALL THINGS WHATSOEVER YE WOULD THAT MEN SHOULD DO UNTO YOU,  
DO YE EVEN SO UNTO THEM,

We contend that Society best holds together when equal opportunity is accorded all people in the natural resources of this planet.

## Amendment 2016

### Article XI, Section 5 Super Senior Active

(a) the aggregate of the member's years of age and years of membership in one or more clubs is 85 years or more and the member has notified the club secretary in writing of the member's desire to be excused from attendance and the board has approved.