

Bylaws of The Rotary Club of Amarillo

Adopted June 19, 2008

Article I: Definitions

1. Board: The Board of Directors of this club.
2. Director: A member of this club's Board of Directors.
3. Member: A member, other than an honorary member, of this club.
4. RI: Rotary International.
5. Year: The twelve-month period that begins on 1 July.

Article II: Board of Directors

The governing body of this club shall be the board consisting of eleven members of this club, namely, four directors elected in accordance with article 3, section 1, of these bylaws, and the president, president-elect, secretary, treasurer, and the immediate past president. Two directors-at-large will be appointed by the club president will serve one year terms.

Article III: Election of Directors and Officers

Section 1--A nominating committee appointed by the president and approved by the board of directors will nominate a slate of officers and directors. The nominating committee shall be chaired by the president-elect. An annual meeting for the election of officers shall be held on the first club meeting in December. At a regular meeting one month prior to the meeting for election of officers, the presiding officer shall ask for nominations by the chairman of the nominating committee for president-nominee, secretary, treasurer, and two members of the board of directors who shall be elected for two-year terms. The presiding officer shall ask for nominations by members of the club from the floor.

- a. The President-Nominee. A slate of at least three candidates for the office of President-Nominee shall be considered. Club members who have completed a full term on a Rotary Club board, demonstrated their leadership skills, and remained active in the club shall be deemed eligible for this office. Outgoing Directors shall also be eligible for nomination. Each nominee must consent to serve if elected prior to his or her name being placed on the ballot. The nominations duly made shall be placed on a ballot in alphabetical order. The candidate receiving a majority of the votes shall be declared elected to the office. The President-Nominee shall serve as a director for the year commencing on the first day of July next following the election and shall assume office as President-Elect at that time.

- b. The Club Secretary and Club Treasurer. The nominating committee shall propose one or more names for each of these offices. Nominees shall be familiar with the duties of each office as described in Article IV, sections 3 and 4 of these Bylaws. Nominees for each office shall be placed on a ballot in alphabetical order. The candidate receiving a majority of the votes shall be declared elected to the office. The Club Secretary and the Club Treasurer shall serve as a director for the year commencing on the first day of July next following the election.
- c. The Board of Directors. The nominating committee shall propose a slate of nominees for two positions on the Board of Directors for two-year terms. Directors may be elected to consecutive terms. The nominations duly made shall be placed on a ballot in alphabetical order. The two candidates for director receiving the most votes shall be declared elected as directors. The directors elected in such balloting shall serve as members of the board commencing on the first day of July next following the election.
- d. Directors-at-Large. The President-Elect may choose two Directors-at-Large to serve one-year terms on the Board during The President-elect's year as club president.

Section 2--The board of directors shall be composed of the president, the president-elect, the immediate past president, the secretary, the treasurer, the four elected directors and the two appointed directors-at-large. Within one week after their election the board of directors-elect and the directors-at-large selected to serve the following year shall meet and select some member of the club to serve as sergeant-at-arms.

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 IV: 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 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 of directors of the club, preside at meetings of the club

and board in the absence of the president, and to perform such other duties as may be prescribed by the president or the board.

Section 3--Secretary. . It shall be the duty of the secretary to keep membership records; record attendance at meetings; send out notices of club, board, and committee meetings; record and preserve the minutes of such meetings; report as required to RI, including the semiannual reports of membership on 1 January and 1 July of each year, which shall include per capita dues for all members and prorated dues for active members who have been elected to membership in the club since the start of the July or January semiannual reporting period; report changes in membership; provide the monthly attendance report, which shall be made to the district governor within 15 days of the last meeting of the month; collect and remit RI official magazine subscriptions; and perform other duties as usually pertain to the office of secretary. Subject to the appropriate level of supervision, the secretary may delegate any of the duties of the secretary to the Executive Secretary of the club.

Section 4--Treasurer. It shall be the duty of the treasurer to have custody of all funds, accounting for same to the club annually and 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 5--Sergeant-at-Arms. The duties of the sergeant-at-arms shall be such as are usually prescribed for such office and such other duties as may be prescribed by the president or the board.

Article V: Meetings

Section 1--Annual Meeting. An annual meeting of this club shall be held on the first meeting in December in 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 this club shall be held on Thursday at 12:05 p.m. Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club. All members excepting an honorary member (or member excused pursuant to 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'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, or as otherwise provided in the standard Rotary club constitution, article 9, sections 1 and 2.

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 monthly at a time and place prescribed by the Club President. 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 VI: Fees and Dues

Section 1--The admission fee shall be \$100.00 to be paid before the applicant can qualify as a member, except as provided for in the standard Rotary club constitution, article 11.

Section 2--The membership dues shall be an amount determined by the board of directors, payable monthly on the first day of each month, with the understanding that one dollar (US\$1.00) of each monthly payment shall be applied to each member's subscription to THE ROTARIAN magazine.

Article VII: Method of Voting

The business of this club shall be transacted by *viva voce* vote except the election of officers and directors, which shall be by ballot. The board may determine that a specific resolution be considered by ballot rather than by *viva voce* vote.

Article VIII: Four Avenues of Service

The four Avenues of Service are the philosophical and practical framework for the work of this Rotary club. They are Club Service, Vocational Service, Community Service, and International Service. This club will be active in each of the four Avenues of Service.

Article IX: Committees

Section 1

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

Club Service committee

Vocational Service committee

Community Service committee

International Service committee

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

(c) The club service committee, vocational service committee, 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 (2) other members.

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

(e) Each committee shall transact such business as is delegated to it in the bylaws 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 committees shall not take action until a report has been made to the board and approved by the board.

(f) The president may appoint one or more committees dealing with various aspects of youth activities, which, depending on their respective responsibilities, may be under any, or all, of the vocational service, community service, or international service committees. Where feasible and practicable 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 by appointing one or more members to a two-year term.

Section 2--Club Service Committee.

(a) The chairman of the club service committee shall be responsible for all club service activities and shall supervise and coordinate the work of all committees appointed on particular phases of club service.

(b) The 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:

| | |
|---------------|------------------------|
| Attendance | Membership |
| Club bulletin | Membership development |
| Fellowship | Program |
| Magazine | Public relations |

Appoint one member each year to the following committees:

| | |
|-----------------|--------------------|
| Classifications | Rotary information |
|-----------------|--------------------|

(d) The president shall appoint the president-elect to oversee and coordinate the work of the classifications, membership, membership development and Rotary information committees.

(e) Where feasible and practicable in the appointment of club committees, there should be provision for continuity of membership, either by appointing one or more members for a second term or by appointing one or more members to a two-year term.

(f) The classification and 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 this provision shall be as follows: one member for a term of one year; one member for a term of two (2) years; one member for a term of three (3) years.

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

Section 3---Community Service Committee.

(a) The chairman of the community service committee shall be responsible for all community service activities and shall supervise and coordinate the work of all committees appointed on particular phases of community service.

(b) The community service committee shall consist of the chairman of the community service committee and the chairman of all committees appointed on particular phases of community service.

(c) The president shall, subject to the approval of the board, appoint the following committees on particular phases of community service:

Human development committee

Community development committee

Environmental protection committee

Partners in service committee

Article X: Duties of Committees

Section 1--Club 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 club service. The chairman of the club service committee shall be responsible for regular meetings of the committee 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, intercity 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 on attendance requirements; promote better incentives for good attendance; and seek to ascertain and remove the conditions that contribute to unsatisfactory attendance.

(b) Classifications Committee. This committee shall as early as possible, but no later than 31 August of each year, make a classification survey of the community; shall compile from the survey a roster of filled and unfilled classifications, applying the classification principle; 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 the Rotary education of all members, and report news of the club, of its members and of 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 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 other special subscriptions for libraries, hospitals, schools and other reading rooms; send news items and photographs to the editor of the magazine and in other ways make the magazine of service to the club members and non-Rotarians.

(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 applications 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 general information about Rotary, its history, object, and scope; and (2) to secure proper publicity for the club.

(j) **Rotary Information Committee.** This committee shall inform prospective members about the privileges and responsibilities of Rotary club membership; keep members informed about the history, object, and activities of Rotary at all levels; and oversee the orientation of new members during their first year in the club.

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.

(a) Human Development Committee. This committee shall devise and carry into effect plans that will guide and assist the members of this club in dealing within the community with the welfare of human beings of all kinds throughout the whole span of life by providing assistance and support to those in need.

(b) Community Development Committee. This committee shall devise and carry into effect plans that will guide and assist the members of this club in working to make the community a better place to live by improving the physical condition of the community and its facilities.

(c) Environmental Protection Committee. This committee shall devise and carry into effect plans that will guide and assist the members of this club in monitoring and improving the quality of the community's environment.

(d) Partners in Service Committee. This committee shall devise and carry into effect plans that will guide and assist the members of this club in building relationships with other Rotary sponsored organizations within the community and in cooperating with them in service.

Section 4--International Service Committee. This committee shall devise and carry into effect plans that 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 XI: 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 the member attends a regular meeting of some other club, the excused member must be recorded as absent except that absence authorized under the provision of the standard Rotary club constitution is not computed in the attendance record of the club.)

Article XII: Finances

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

Section 2-- The treasurer shall establish controls over the receipt and disbursements of funds of the club as are appropriate to give reasonable assurance for the safe custody of the funds of the club. Such controls so established shall be presented to and approved by the board.

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, 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 twelve monthly periods. The payment of per capita dues and magazine subscriptions to RI 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 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 XIII: Method of Electing Members (For All Kinds of Membership)

Section 1--The name of a prospective member, proposed by an active member of the club, shall be submitted to the board in writing, through the club secretary. A transferring or former member of another club may be proposed to active membership by the former club. The proposal shall be kept confidential except as otherwise provided in this procedure.

Section 2--The board shall ensure that the proposal meets all the classification and membership requirements of the club constitution.

Section 3--The board shall approve or disapprove the proposal within 30 days of its submission, and shall notify the proposer, through the club secretary, of its decision.

Section 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, following which the prospective member shall be requested to sign the membership proposal form and to permit his or her name and proposed classification to be published to the club.

Section 5--If no written objection to the proposal, stating reasons, is received by the board from any member (other than honorary) of the club within seven (7) days following publication of information about the prospective member, that person, upon payment of the admission fee (if not honorary membership), as prescribed in these bylaws, shall be considered to be elected to membership. If any such objection has been filed with the board, it shall vote on this matter at its next meeting. If approved despite the objection, the proposed member, upon payment of the admission fee (if not honorary membership), shall be considered to be elected to membership.

Section 6-- Following the election, the president shall arrange for the induction of the new member; the club secretary shall issue a membership badge and shall report the new member to RI; and the Rotary information committee shall provide appropriate literature for presentation at the induction and assign a member to assist the assimilation of the new member. New members will be asked to sign a Statement of Financial Obligations and abide by its terms.

Article XIII: Resolutions

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. Such resolutions or motions, if offered at a club meeting, shall be referred to the board without discussion.

Article XIV: Order of Business

Meeting called to order.

Singing, Pledge of Allegiance, Invocation

Introduction of visitors and visiting Rotarians.

Correspondence and announcements.

Committee reports if any.

Any unfinished business.

Any new business.


Address or other program features.


Adjournment.

Article XV: Amendments

These bylaws 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 posted on the club website 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 RI.

Approved: _____


Pam Rushing
Club President 2007 - 2008


Thomas P. Carruth
Club Secretary 2007- 2008