

# Bylaws of the Rotary Club of Laredo Daybreak

## Article I Election of Directors and Officers

**Section I** – At a regular meeting one month prior to the meeting for election of officers, the presiding officer shall ask for nominations by members of the club for president, vice-president, secretary, treasurer, sergeant-at-arms, and six (6) members of the board of directors. The nominations may be presented by a nominating committee or by members from the floor, by either or by both as a club may determine. The nominations duly made shall be placed on a ballot in alphabetical order under each office and shall be voted for at the annual meeting. The candidates for president, vice-president, secretary, and treasurer receiving a majority of the votes shall be declared elected to their respective offices. The three (3) candidates for director receiving a majority of the votes shall be declared elected as directors with staggered terms, two (2) directors being elected each year for a 3-year term. The president elected in such balloting shall serve as a member of the board as president-elect for the year commencing on the first day of July next following election, and shall assume office as president on the first day of July immediately following the year of service on the board as president-elect and shall serve a period of **two (2)** years or until a successor has been duly elected and qualified. Terms of Officer for President-Elect shall serve a period of two (2) years.

**Section 2** – The officers and directors so elected, together with the immediate past president shall constitute the board of directors. Within one week after their election, the board of directors-elect shall meet and elect some member of the club to act as sergeant-of-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 II Board of Directors

The governing body of this club shall be the board of directors consisting of six (6) members of this club, namely, six (6) directors elected in accordance with article I, section I, of these bylaws, the president, vice-president, president-elect, secretary, treasurer, and the immediate past president.

## Article III Duties of Officers

**Section I – President.** It shall be the duties 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 and to perform such other duties as may be prescribed by the president or the board.

**Section 3 – Vice-president.** It shall be the duties of the vice-president to preside at meetings of the club and board in the absence of the president and to perform such other duties as ordinarily pertain to the office of the vice-president.

**Section 4 – Secretary.** It shall be the duty of the secretary to keep the records of membership, record the attendance at meetings, send out notices of meetings of the club, board meetings, make the required reports of membership, which shall be made to the general agency of RI of 1 January and 1 July of each year, and including prorated reports to the general secretary on 1 October and 1 April of each active, and past service member who has been elected to membership in the club since the start of the July or January semiannual reporting period, the report of changes in membership, which shall be made to the general secretary of RI, 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, collect and remit to RI subscriptions to THE ROTARIAN, and perform such other duties as usually pertain to the office of secretary.

**Section 5 – Treasurer.** It shall be the duties 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 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 as are usually prescribed for such office and such other duties as may be prescribed by the president or the board.

## Article IV Meetings

**Section 1 – Annual Meeting.** An annual meeting of this club shall be held on the first Friday in December in each year, at

which time election of officers and directors to serve for the ensuing year shall take place.

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(Note: article IV, section 2 of the standard Rotary club constitution provides that “An annual meeting for the election of officers of this club shall be held not later than the thirty-first day of December of each year as provide in the bylaws of this club.”)

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**Section 2** – The regular weekly meetings of this club shall be held on Friday each week at 7:30 a.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 by the board of directors of this club, pursuant of article VII, section 3 of the standard Rotary club constitution) in good standing in this club, on the day of the regular meeting, must be counted as present or absent, and attendance must be evidence 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 satellite club meetings, or engage in club projects, other events and activities for at least 12 hours in each half of the year, or a proportionate combination of both; at any other Rotary club or e-club.

**Section 3** – One-third of the membership shall constitute a quorum at the annual and regular meetings of this club, except as provided in subsection 2.020.4 of the RI by-laws.

**Section 4** – Regular meetings of the board shall be held on first Wednesday of 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.

**Section 5** – A majority (7 of 12) of the board members shall constitute a quorum of the board.

## Article V Fees and Dues

**Section 1** – The admission fee shall be \$50.00 to be paid before the applicant can qualify as a member.

**Section 2** – The membership dues shall consist of RI per capita dues, subscription fees to *The Rotarian*, district per capita dues, club annual dues, and any other Rotary or district per capita assessment. Payable semiannually on the first day of July and of January, with the understanding that eighteen dollars (US\$18.00) of each semiannual payment shall be applied to each member’s subscription to THE ROTARIAN magazine.

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(Note: The subscription price of THE ROTARIAN is US\$18.00 per annum.)

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## Article VI 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.

## Article VII Committees

### Section 1 –

- (a) The president shall, subject to the approval of the board, appoint the following standing committees:  
Club Service Committee  
Club Administration Service Committee  
Membership Service Committee  
Foundation Service Committee  
Public Image Service Committee  
Polio Plus Service Committee  
New Generations Service Committee
- (b) The president shall, subject to 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, Club Administration Service Committee, Membership Service Committee, Foundation Service Committee, Public Image Service Committee, Polio Plus Service Committee, and New Generations’ Service Committee, shall each consist of chairman, who shall be named by the president from the membership board, and not less than two (2) other members.
- (d) The president shall be *ex-officio* member of all committees and, as such, shall have all the privileges of the membership thereon.
- (e) Each committee shall transact such business as is delegated to it in the bylaw 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 services, 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 chairman 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:
  - Club Administration
  - Membership
  - Public Image
  - Service Projects
  - Rotary Foundation
  - New Generations
- (d) The president shall appoint the president-elect or vice-president to oversee and coordinate the work of 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 classifications 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 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 and 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 VIII Duties of Committees**

**Section 2 – 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) *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 forthcoming meeting, relate highlights of the previous meeting, promote fellowship, contribute to the Rotary education of all members, and report new of the club, of its members and of the worldwide Rotary program.
- (c) *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.
- (d) *Magazine Committee.* This committee shall stimulate reader interest in THE ROTARIAN; sponsor a

magazine month; arrange for brief monthly review 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 room; send new 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.

- (e) *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 decision on all applications to the board.
- (f) *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.
- (g) *Program Committee.* This committee shall prepare and arrange the programs for the regular and special meeting of the club.
- (h) *Public Image 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.
- (i) *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 the 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 the community service.

- (a) *Human Development Committee.* This committee shall devise and carry into effect plans which 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, which 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, which 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, which 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, which will guide and assist the members of this club in discharging their responsibilities in matters relating to international service. The chairman of this committee shall be responsible for the international service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases in international service.

**Article IX Excused Absences.**

A member's absence shall be excused if

- (a) the absence complies with the conditions and under circumstances approved by the board. The board may excuse a member's absence for reasons which it considers to be good and sufficient. Such excused absences shall not extend for longer than twelve months.

(b) the age of the member is 65 and above and 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.

**Consecutive Absences.** Unless otherwise excused by the board for good and sufficient reason or pursuant to article 9, sections 3 or 4, each member who fails to attend or make up four consecutive regular meetings shall be informed by the board that the member's non-attendance may be considered a request to terminate membership in this club. Thereafter, the board, by a majority vote, may terminate the member's membership.

(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 article 9.)

## Article X Finances

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

**Section 2** – All bills shall be paid only by check signed by the treasurer upon vouchers signed by any two officers. A thorough audit by a certified public accountant to other qualified person shall make one each year of all the club's financial transactions.

**Section 3** – Officers having charge or control of funds shall give bond as many 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 the club shall extend from July 1<sup>st</sup> to June 30<sup>th</sup> and shall be divided into two (2) semiannual periods extending from July 1<sup>st</sup> to December 21<sup>st</sup>, and from January 1<sup>st</sup> to June 30<sup>th</sup>. The payment of per capita dues and magazine subscriptions to RI shall be made on July 1<sup>st</sup> and January 1<sup>st</sup> of each year on the basis of the membership of the club on those dates. Club membership dues shall be collected on a quarterly basis.

(Note: magazine subscriptions for members joining during a semiannual period are payable upon invoice from the Secretariat.)

**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 purpose unless otherwise ordered by action of the board.

## Article XI – 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. The proposal, for the time being, 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 (including the kind of membership proposed), following which the prospective members shall be requested to sign the membership proposal form and to permit his or her name as proposed classification (if active membership, 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 membership.

If two (2) objections have been filed with the board, it shall vote on this matter at the next board 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 card 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.

## Article XII Resolutions

The club shall consider no resolution or motion to commit this club on any matter until the board had considered it. Such resolution or motions, if offered at a club meeting, shall be referred to the board with discussion.

## Article XIII Order of Business

Meeting called to order  
Introduction of visiting Rotarians  
Correspondence and announcements  
Committee reports if any

Any unfinished business  
Any new business  
Address or other program features  
Adjournment

**Article XIV 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 amendments shall have been mailed to each member at least ten days before such meeting. No amendments or additions to these bylaws can be made which is not in harmony with the club constitution and with the constitution and bylaws of RI.