

BY LAWS OF THE ROTARY CLUB OF WEST SNYDER  
(As amended February 23, 2005)

**Article I**

**Election of Directors and Officers**

**Section I**-At a regular meeting one month prior to the meeting for election of officers, nominations shall be called for by the president officer for candidates for the board of directors and officers; any number of nominations may be made by the members from the floor. These nominations shall be placed upon a ballot and voted for at the election meeting prior to the end of the calendar year. Candidates securing the highest number of votes shall be declared elected.

**Section II**-The following shall be elected:

(1) A vice president who shall serve as a member of the board as president-elect for the year commencing on the first day of July next following his election as vice president, and shall assume office as president on the first day of July immediately following his/her year of service on the board as president-elect.

(2) A treasurer,

(3) A secretary, who shall be an ex officio member of the board,

(4) Five (5) directors, one of who shall be the immediate past president. The secretary and treasurer may be elected to the board only as regular board members.

**Section III**-A vacancy in the board of directors or any office shall be filled by action of the remaining members of the board.

**Section IV**-With the exception of the vice-president, and president who become the immediate past president, no director may succeed themselves to another term of office.

**Article II**

**Board of Directors**

The governing body of this club shall be the board of directors, elected in accordance with Article I, Section I of these By-Laws.

**Article III**

**Duties of Officers**

**Section I-*President***- It shall be the duty of the president to preside at meetings of the club and directors and to perform such other duties as ordinarily pertain to his/her office.

**Section II-*Vice-President***- It shall be the duty of the vice-president to service as a director of the club, to preside at the meeting of the club and directors in the absence of the president and to perform such other duties as may be prescribed by the president, the directors or which ordinarily pertain to this office.

**Section III-*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, the directors and committees, record and preserve the minutes of such meetings, make the required reports to Rotary International, including the semi-annual reports of membership which shall be made to the

General Secretary of Rotary International on January 1<sup>st</sup> and July 1<sup>st</sup> of each year. All newly Elected members to the club and all members leaving the club should immediately be reported to the General Secretary of Rotary International and to the District Governor. The monthly attendance reports shall be made to the District Governor immediately following the last meeting of the month along with the number of meetings held for that month and shall perform such other duties as usually pertain to this office.

**Section IV-*Treasurer***- It shall be the duty of the treasurer to have custody of all funds, accounting to the club annually and at any other time upon demand by the board of directors and to perform such other duties as pertain to this office. Upon his retirement from office, he/she/she/she shall turn over to his successor or to the president, all funds, and books of accounts or any other club property in his possession.

**Section V- *Sergeant-At-Arms***- Duties of the Sergeant-at-arms shall be such as is usually prescribed for this office and such other duties as may be prescribed by the president or directors.

**Article IV**

**Meetings**

**Section I- *Election Meeting***- An annual election meeting of this club shall be held in December of each year, at which time the election of directors and officers to service for the ensuing year shall take place.

**Section II**- Regular weekly meetings of this club shall be held every Tuesday at 5:45 PM, except on holidays.

*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 to Article VII, Section III 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 sixth (60) percent of the time devoted to the regular meeting, either at this club or at any other Rotary Club. Member must be in attendance at least 45 minutes in order to be counted present.

**Section III**- Fifty (50%) percent of the membership shall constitute a quorum at the election and regular meetings of this club.

**Section IV**- Meetings of the Directors shall be held when called by the president, or upon the request of two (2) members of the board, due notice having been given.

**Section V**- A majority of the directors (4) shall constitute a quorum of the board.

**Article V**

**Fees and Dues**

The membership dues shall be as set by Rotary International and District 7370, payable quarterly on the first day of July, October, January and April with the understanding that part of each member's subscription to The Rotarian magazine.

**Article VI**

**Method of Voting**

The business of this club shall be transacted by voice vote, however, if the vote cannot be determined by such, the president may take a vote by a show of hands or paper ballot.

**Article VII**

**Finances**

**Section I** – The treasurer shall deposit all funds of the club, (with the exception of the Student Loan Fund which shall be administered by the Student Loan Fund Committee Chairman) in a bank to be named by the directors.

**Section II** – All bills shall be paid by checks signed by the treasurer. A thorough audit by an auditing committee shall be made once each year of all the club's financial transactions.

**Section III** – The fiscal year of this club shall extend from July 1<sup>st</sup> to June 30<sup>th</sup>, and for the collection of member's dues shall be divided into four quarterly periods extending from July 1<sup>st</sup> to September 30<sup>th</sup>, October 1<sup>st</sup> to December 31<sup>st</sup>, January 1<sup>st</sup> to March 31<sup>st</sup> and April 1<sup>st</sup> to June 30<sup>th</sup>. The payment of per capita dues and magazine subscriptions to Rotary International shall be made when required by Rotary International.

**Article VIII**

**Method of Electing Members**

**Section I** – Active members (including additional active members)

- (1) The name of a prospective member, proposed by an active or honorary member of the club or by the membership development committee, shall be submitted to the board through the club secretary. The proposal for the time being shall be kept confidential except as otherwise provided in this procedure.
- (2) The board shall consider the proposed member from the standpoint of classification and may investigate the eligibility of the proposed member from the standpoint of character, business and social standing.
- (3) The board shall then notify the member who proposed the member through the president, of its decision as to whether the prospective member meets the qualifications of a member

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in accordance with Article V of the Standard Rotary Club Constitution.

- (4) If the decision of the board is favorable, the prospective member's name shall be published in the club bulletin.
- (5) If no written objection to the proposal is received by the board from any member of the club by the second regular meeting of club after publication of the bulletin, the member who proposed the member With one or more members of the Membership Development Committee shall inform the prospective member of the purposes of Rotary and the privileges and responsibilities of membership in the club, following which the prospective member shall be requested to complete and submit an application for membership. Upon submission of the application, the prospective member shall be elected to membership. Following the member's election to membership as herein provided, the club secretary shall issue a membership card to the member and shall report his name to the General Secretary of Rotary International and to the current District Governor.
- (6) The member shall be formally introduced as a new member at a regular meeting of the club.

**Section II** – The name of a proposed candidate for Honorary Member shall be submitted to the board of directors in writing and the election shall be in the same form and manner as proscribed for election of an active member provided, however, that such proposal may be considered at any regular or special meeting of the board and that the board may at its discretion waive any of the steps as set forth in Section I of this Article and proceed to ballot on the proposed. If not to except two (2) negative votes cast by the members of the board in attendance at the regular or special meeting, the proposed member shall be considered duly elected.

**Article XIII**  
**Resolutions**

No resolution or motion to commit this club on any matter shall be first brought before the board. Such resolutions or motions, if offered at a club meeting shall be referred to the board without discussion.

**Article IX**  
**Order to 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 X**  
**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 sent 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.

**Article XI**  
**Committees**

**Section I** – (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.
- (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 by-laws and such additional business as may be referred to it by the president or the board. Except where special authority is given by the board, such committees shall not take action until a report has been made to the board and approved by the board.
- (f) Should the president deem necessary, he/she 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 shall be provision for continuity of membership, either by appointing one or more members for a second term or by appointment one or more members to a two-year term.

**Section II – 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 chairperson 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 committee
  - Club bulletin committee
  - Fellowship committee
  - Membership committee
  - Program committee
  - Public relations committee
- (d) 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.

**Article XII**  
**Duties of Committees**

**Section I – Club Service Committee.** Committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsible for regular meetings of the committee and shall report to the board on all Club Service activities.

- (a) **Attendance Committee.** 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.** 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;

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and shall counsel with the board on all classification problems.

- (c) *Club Bulletin Committee.* 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 programs. Weekly bulletins should be available within three days of prior meeting in order for a stipend to be paid. The Board of Directors sets the stipend amount.
- (d) *Fellowship Activities Committee.* 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.* Committee shall stimulate reader interest in *The Rotarian* and/or *Revista Rotaria*; 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.* 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.* 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.* Committee shall prepare and arrange the programs for

the regular and special meetings of the club.

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

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

**Section IV – International Service Committee.** Committee shall devise and carry into effect plans, which will guide and assist the members of this club in discharging their responsibilities in matters relating to International Service. The chairman of this committee shall be responsible for the International Service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of International Service.

**Article XIII**  
**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.