

BY-LAWS OF THE ROTARY CLUB OF MOUNTAIN HOME, ARKANSAS

ARTICLE I ELECTION OF DIRECTORS

SECTION 1 – At a regular meeting one month or more prior to the annual Board of Directors’ meeting for election of officers, nominations shall be called for by the presiding officer for candidate(s) for any existing open position(s) on the Board of Directors; 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 a weekly meeting prior to December 31st. Candidates securing the highest number of votes, as voted upon by the general membership shall be declared elected.

SECTION 2 – The Board of Directors shall meet within one (1) week after the annual Board of Directors’ meeting and shall appoint the following:

A treasurer, and a sergeant-at-arms, any or all of whom may or may not be members of the board.

SECTION 3 – The position of Secretary is considered to be a long-term position; tenure in this office being considered advantageous to the Club. The Secretary shall serve at the pleasure of the Board and the Club. When a vacancy occurs, the Secretary shall be appointed by the board, and that appointment shall be presented to the Club for ratification.

SECTION 4 – A vacancy in the Board of Directors shall be filled in accordance with the procedures outlined in Article 1, Section 1 above. A vacancy in any other office shall be filled by action of the members of the board.

ARTICLE II BOARD OF DIRECTORS

SECTION 1 – The governing body of this club shall be the Board of Directors, elected in accordance with Article 1, Section 1 of these By-Laws.

SECTION 2 – The Board of Directors shall consist of seven (7) members: The immediate Past President, the Secretary, and five other members, including the President, one of whom shall be elected annually, as provided in Article 1, Section 1, for a term of five years.

SECTION 3 – Officers of the board shall consist of a President, a President-Elect, and the Secretary. Officer positions, of the Board of Directors, shall be filled by an annual ascension of the member of the Board of Directors in the chronological order to which they were elected to the Board of Directors.

SECTION 4 – Any vacancy occurring in the officer positions shall be filled by the chronological ascension of the remaining officers and members of the Board of Directors. The subsequent vacancy remaining after this ascension, shall be filled in accordance with Article 1, Section 1.

SECTION 5 – The Board of Directors may adopt rules regulating its business meeting procedure, and if a procedural dispute shall arise, “Robert’s Rules of Order” shall prevail. The Board of Directors shall convene at meetings at such time and place as shall be determined by the Board of Directors.

ARTICLE III 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 this office.

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 board.

SECTION 3 – Directors: It shall be the duty of the directors to preside at meetings of the club and board in the absence of the president and president-elect and to perform such other duties as ordinarily pertain to this office.

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 and committees, record and preserve the minutes of such meetings, make the required reports to Rotary International, including the semiannual reports of membership, which shall be made to the general secretary of Rotary International on January 1st and July 1st of each year, and including pro-rated reports to the general secretary on October 1st and April 1st of each active member who has been elected to membership in the club since the start of the July or January semi-annual reporting period, the report of changes in membership, which shall be made to the general 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, collect and remit to Rotary International subscriptions to The Rotarian, and perform such other duties as usually pertain to this office.

SECTION 5 – 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 his/her office. Upon his/her

retirement from office he/she shall turn over to his successor or the president all funds, books of accounts or any other club property in his/her possession.

SECTION 6 – Sergeant-At-Arms: The duties of the sergeant-of-arms shall be such as are usually prescribed for this office and such other duties as may be prescribed by the president or the board.

SECTION 7 – Immediate Past President: Immediate past presidents shall be members of the Board of Directors.

ARTICLE IV MEETINGS

SECTION 1 – Annual Meeting. An annual meeting of this club shall be held on the second Thursday in December of each year, at which time the election of directors to serve for the ensuing Rotary year shall take place.

SECTION 2 – The regular weekly meetings of this club shall be held on Thursday at 12:00 Noon; or at such days and times as the Board may from time to time designate and direct.

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 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 evidenced by the member's being present for at least sixty (60) percent of the time devoted to the regular meeting, either at this club or at any other Rotary club.

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

SECTION 4 – Regular monthly meetings of the board shall be held at the time and place designated by the Board of Directors. 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 V FEES AND DUES

SECTION 1 – The Rotary Club of Mountain Home does not assess an admission fee; and the dues of a new member shall be pro-rated based upon the number of months remaining in that Rotary year.

SECTION 2 – The membership dues shall be one hundred fifty (\$150.00) per year and will be billed by the club secretary to each member in April. Dues are payable upon receipt of the club’s bill. Members whose dues are not received by July 1 will be dropped from the club. It is understood that twelve dollars (\$12.00) of each member’s dues shall be applied to that member’s subscription to *The Rotarian* magazine.

ARTICLE VI METHOD OF VOTING

The business of this club shall be transacted by via voice 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
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 he/she may deem 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 other members as deemed necessary.

(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 it 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 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 may, subject to the approval of the board, appoint the following committees on particular phases of club service; as well as others deemed necessary.

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

Appoint one member each year to the following committees:

- Classifications committee
- Rotary information 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.

(e) 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 (1) year; one member for a term of two (2) years; one member for a term of three (3) years.

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

ARTICLE VIII 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 condition that contribute to unsatisfactory attendance.

(b) Classification Committee. This committee shall as early as practicable, make a classification survey of the community; shall compile from the survey a roster of filled and unfilled classifications, applying the classification principal; 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

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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 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 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.

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

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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 IX LEAVE OF ABSENCE

Upon written application to the board, setting forth good and sufficient cause, leave of absence may be granted excusing a member from attending the meetings of the club for a specified length of time.

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 checks signed by the treasurer upon vouchers signed by any two officers. 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 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. The payment of per capita dues 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 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 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 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 thirty (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, as prescribed in these by-laws, 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, 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 Rotary International; and the Rotary information committee shall provide appropriate literature for presentation at the induction and assign a member to assist in the assimilation of the new member.

ARTICLE XII 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 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 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, or announced and published at a regular meeting of the club, at least (fourteen) 14 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.

APPROVED BY THE BOARD OF DIRECTORS THIS 15TH DAY OF
SEPTEMBER, 2005.

MARY BOAZ
PRESIDENT

JIM STEVENS
SECRETARY

APPROVED BY THE ROTARY CLUB OF MOUNTAIN HOME, ARKANSAS,
U.S.A. THIS 15TH DAY OF SEPTEMBER, 2005.

MARY BOAZ
PRESIDENT

JIM STEVENS
SECRETARY