

CONSTITUTION OF THE ROTARY CLUB OF

SPACE CENTER

HOUSTON, TEXAS

JANUARY 1972

ARTICLE I

NAME

The name of this organization shall be Rotary Club of Space Center (Houston), Texas.
(Member of Rotary International)

ARTICLE II

TERRITORIAL LIMITS

Section 1 - The territorial limits of this club are as follows:

- North: Fairmont Parkway from the intersection of Red Bluff Road to intersection with the South Belt and thence southwesterly along the South Belt to Gulf Freeway (U. S. Route 75)
- West: Gulf Freeway from South Belt to Clear Creek
- South: Clear Creek from Gulf Freeway to Galveston Bay
- East: From entrance to Clear Lake up Galveston Bay to Red Bluff Road; thence Red Bluff Road to Fairmont Parkway

ARTICLE III

OBJECT

The object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:

First. The development of acquaintance as an opportunity for service;

Second. High ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying by each Rotarian of his occupation as an opportunity to serve society.

Third. The application of the ideal of service by every Rotarian to his personal, business and community life;

Fourth. The advancement of international understanding, good will, and peace through a world fellowship of business and professional men united in the ideal of service.

ARTICLE IV

MEETINGS

SECTION 1 - This club shall meet regularly once each week on the day and at the time provided in the by-laws, provided that in an emergency, or for good cause, the board of directors of the club may change the regular meeting of any week to a different day of the same week or to a different hour of the regular day, or to a different place, or cancel the regular meeting of any week when it falls on a legal holiday, or because of the death of the club president or an epidemic or a disaster affecting the entire community.

SECTION 2 - An annual meeting for the election of officers of this club shall be held not later than the thirty-first day of March in each year as provided in the by-laws of this club.

DEC

ARTICLE V

MEMBERSHIP

SECTION 1 - Kinds. There are four kinds of membership, namely: active, senior active, past service, and honorary.

SECTION 2 - Active Membership. Each active member shall be an adult male person of good character and good business or professional reputation -

(a) engaged as proprietor, partner, corporate officer, or manager of any worthy and recognized business or profession;

or

(b) holding an important position in an executive capacity with discretionary authority in any worthy and recognized business or profession;

or

(c) 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 the business or profession in which he is classified in the club and having his place of business or residence located within the territorial limits of the club, except as otherwise provided in Article VIII, Section 2(a) of this constitution relating to active members of a club organized in territory relinquished by another club or clubs.

SECTION 3 - Classifications. (a) Each active member of this club shall be classified in accordance with his business or profession.

(b) The classification of each active member shall be that which covers the principal and recognized activity of the firm, company or institution with which he is connected, or if he be independently engaged in a business or profession, his classification shall be that which covers his principal and recognized business or professional activity.

(c) **How Corrected.** The board, in its discretion, may correct or adjust the classification of any member, whose membership has not terminated, if the circumstances warrant such action. Due notice of such proposed correction or adjustment shall be given to the member and he shall be allowed a hearing thereon.

SECTION 4 - Limitations. The active membership shall consist of but one man from each classification of business or profession, excepting the newspaper and religion classifications, and excepting the provision for additional active members as provided in Sections 5 and 6 of this Article.

SECTION 5 - Additional Active Member. (a) Any active member of this club may propose for and the club may elect to active membership one additional man from the concern or establishment with which the proposer is connected, whose classification shall be the same as that of the proposer. The qualifications of such additional member shall be those required for active membership. An additional active member is in all respects an active member except that the membership of an additional active member elected under the foregoing provisions of this section shall automatically terminate with the termination of the active membership of the active member who proposed him.

(b) The club may, subject to the approval of the holder of the classification, elect to additional active membership in the club any former active member of a Rotary club whose place of business whereat he is actively engaged is 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 of any one classification, and
- (2) that any member so elected shall have terminated membership of his former club only because he ceased to be actively engaged within the territorial limits of that club in the classification of business or profession under which he was classified in that club, and
- (3) that an additional active member elected under this paragraph of this Section shall cease to be a member when the classification becomes vacant, provided that when the classification is again filled, he may (without prejudice to the right of the holder of the classification to propose an additional active member under paragraph (a) of this Section) then be re-elected.

SECTION 6 - Religion and Newspaper Classifications. Representatives of more than one denomination and of more than one newspaper published within the territorial limits of this club may be eligible to active membership under the same classifications, provided that they otherwise possess the qualifications for active membership.

SECTION 7 - Public Office Holder. 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.

An active member of this club who is elected or appointed to public office for a specified period may during the period in which he 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 8 - Local Preference. No man engaged as the local agent or branch representative of an outside concern shall be eligible to active membership when a suitable prospective member may be available whose principal place of business is within the territorial limits of this club.

SECTION 9 - Senior Active Membership. (a) Any active member of this club

(1) who now is and has been an active member of this or other clubs for a total of fifteen or more years,

or

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

or

(3) who is a present or a past officer of Rotary International,

or

any past service member of this club who had been an active member of this club and who, at the time he ceased to be an active member of this club, had the qualifications for senior active membership as hereinbefore set forth, may, at his option, become a senior active member of this club by notifying the secretary in writing.

(b) Any active member of a club who is of the age of sixty-five or more after having been an active member of one or more clubs for a total of five or more years shall automatically become a senior active member.

(c) Any past service member of this club who has been an active and past service member of this and/or other clubs for a total of fifteen years or more shall automatically become a senior active member.

(d) This club, may at its option, elect to senior active membership in this club any former active member of any club, who was eligible to senior active membership, at the time he ceased to be an active member of a club, provided such former member resides within the territorial limits of this club or within the surrounding area.

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

(1) he shall not be considered as representing a classification; and

(2) he shall not have the right to propose an additional active member.

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 10 - Past Service Membership. (a) A former active member of a club whose active membership was terminated because of his retirement from active business or professional life, may be elected a past service member in this club provided he has been an active member in one or more clubs for five or more years. Such former member may be elected to past service membership at the time of, or at any time after, the termination of his active membership, provided he has all the other qualifications of a past service member. If his retirement from business or professional life occurs after he has ceased to be a member of a Rotary club, he is not eligible to past service membership. He must reside and continue to reside within the territorial limits of this club or within the surrounding area, unless he has been an active member in this club in which event he may reside and continue to reside in the locality of his residence at the time he ceased to be an active member in this club.

(b) A past service member shall have the rights, privileges and responsibilities of an active member except that

(1) he shall not be considered as representing a classification,

(2) he may not exercise the option to become a senior active member (except as provided in Section 9 (a) of this Article),

(3) he does not have the right to propose an additional active member.

Section 11 - Honorary Membership. (a) A male person who resides within or who has resided within the territorial limits of the club and who has distinguished himself by meritorious service in the furtherance of Rotary ideals there or elsewhere may be elected to honorary membership in the club.

(b) Honorary members shall be exempt from payment of admission fees and dues, shall have no vote and shall not be eligible to hold any office in the club; shall have no interest in any property of the 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.

ARTICLE VI

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 - Except as herein otherwise specifically provided 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 to the club. On such appeal the decision appealed from shall be reversed only by a two-thirds vote of the members present, at a regular meeting specified by the board, a quorum being present, notice of such appeal having been given by the secretary to all members of the club at least five days previous to 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, and a secretary, a treasurer, and a sergeant-at-arms, any or all of whom may or may not be members of the board as the by-laws of the club shall provide.

SECTION 4- Each officer shall take office on the first day of July following his election and shall hold office for the period of his election or until his successor has been elected and qualified.

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

ARTICLE VII

ADMISSION FEES 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 senior active or past service member who has held active membership in this club shall not be required to pay a second admission fee.

ARTICLE VIII

DURATION OF MEMBERSHIP

SECTION 1 - Period. Membership shall continue during the existence of the club unless terminated as hereinafter provided.

SECTION 2 - How Terminated. (a) Active membership shall automatically terminate if, and when, an active member ceases to be personally and actively engaged in the classification of business or profession under which he is classified in the club, or ceases to have his place of business or residence located within the territorial limits of the club, or his connection with his business establishment is severed except that by permission of the club directors, an active member moving from the territorial limits of the club, may be given special leave of absence for a period not exceeding one year to enable him to visit and become known to a Rotary club in the community to which he moves, providing he is still active in the same classification of business or profession and continues to comply with the attendance and all other conditions of Rotary membership. The termination of his membership would take effect only at the end of the period of leave granted to him.

In the event an active member of a club organized in territory relinquished by another club or clubs, after having been an active member of the club for five or more years, ceases to have his place of business or residence within the territorial limits of the club, he may retain his membership in the club provided his new place of business or residence is located within the corporate limits of the city in which the club is located.

(b) (1) The membership of an additional active member elected under the provisions of Article V, Section 5(a) of this constitution shall automatically terminate with the termination of the membership of the active member who proposed him, or in the event such active member becomes a senior active member of this club. If such additional active member is promptly re-elected to active membership in this club, he shall not be required to pay a second admission fee.

(2) An additional active member elected under Article V, Section 5(b) shall cease to be a member when the classification becomes vacant provided that when the classification is again filled he may, (without prejudice to the right of the holder of the classification to propose an additional active member under Article V, Section 5(a) of this constitution) then be re-elected.

(c) Senior active membership shall automatically terminate if, and when, an elected senior active member ceases to reside within the territorial limits of this club or within the surrounding area. This provision does not apply to one who has become a senior active member automatically or at his own option.

(d) Past service membership shall automatically terminate if, and when, a past service member re-enters active business or professional life, or if, and when, he ceases to reside within the territorial limits of this club or within the surrounding area or, if, and when, he becomes a senior active member under the provisions of Article V, Section 9(c) of this constitution. The second of these provisions shall not apply to a past service member who has been an active member of this club. Such member may reside and continue to reside in the locality of his residence at the time he ceased to be an active member of this club.

(e) Honorary membership shall automatically terminate on the thirtieth day of June next after the date of election. However, the board in its discretion may, by resolution, from year to year continue such honorary membership for the ensuing year. Such honorary membership may be continued by the board although the person so elected has ceased to reside within the territorial limits of the club.

SECTION 3 - How to Rejoin. When the membership of an active member has terminated as provided in the foregoing Section 2, such person may make new application for membership, under the same classification or another classification. Such application by an additional active member elected under the provisions of Article V, Section 5(a) of this constitution shall be considered, before any other, for membership under the classification in which he applies. If elected to membership, he shall not be required to pay a second admission fee.

SECTION 4 - Termination. Non-payment of Dues. Any member failing to pay his dues within thirty (30) days after the prescribed time shall be notified in writing by the secretary at his last known address. If the dues are not paid on or before ten (10) days from the date of notification said membership shall automatically terminate.

Such former member, at the discretion of the board, may be reinstated to membership upon his petition, and upon the payment of all his indebtedness to the club, provided that no former member can be reinstated to active membership if his former classification has been filled.

SECTION 5 - Termination - Non-attendance. (a) The membership of any active, senior active, or past service member except as provided in this Article, 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 is excused by the board for good and sufficient reason.

Any member absent from a regular meeting of this club may make up such absence by attendance at a regular meeting of any other Rotary club or a provisional Rotary club on any of the six days immediately preceding the day of absence, on the day of the absence itself, or on any of the six days immediately following the day of absence and be given full credit for attendance in this club, provided notice of such attendance is given to this club by the secretary of the club visited or the member may make his own report.

In the event an active, senior active, or past service member of this club presents himself at the regular time and place of meeting of any other club for the purpose of attending the meeting of such club, and such club has omitted, postponed, or changed the time or place of its meeting for said week, then such member shall be credited with attendance by this club for the week for which he would be entitled to credit had such meeting been held at the regular time and place, provided notice of such circumstances is given to this club by the secretary of the club visited or the member may make his own report.

Any active, senior active, or past service member of this club who is serving as an officer of Rotary International, or a committeeman of Rotary International, or as a special representative of the district governor, or who is in the employ of Rotary International absent from a regular meeting of this club on Rotary business shall be credited with attendance at such meeting missed while on such business, provided notice of such circumstances is given to this club by the member.

Any active, senior active, or past service member of this club absent from a regular meeting of this club while traveling with reasonable directness to or from a convention of Rotary International, an international assembly, a Rotary institute for past and present officers of Rotary International, a Rotary regional conference, a Rotary International committee meeting, a Rotary district conference, a Rotary district assembly, any district meeting held by direction of the board of directors of Rotary International, or a regularly announced intercity meeting of Rotary clubs shall be credited with attendance at such regular meeting of this club, provided notice of such circumstances is given to this club by the member.

Any active, senior active, or past service member of this club absent from a regular meeting of this club who attends a convention of Rotary International, an international assembly, a Rotary institute for past and present officers of Rotary International, a Rotary regional conference, a Rotary International committee meeting, a Rotary district conference, a Rotary district assembly, any district meeting held

by direction of the board of directors of Rotary International, or a regularly announced intercity meeting of Rotary clubs, on any of the six days immediately preceding the day of absence, on the day of absence itself or on any of the six days immediately following the day of absence shall be credited with attendance at such regular meeting of this club, provided notice of such attendance is given to this club by the member.

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

(c) Any senior active or past service member who, because of protracted ill health or impairment, is physically unable to comply with the provisions of this section may, during the period of its continuance upon application to the board, be excused from complying with attendance requirements and his absence shall not be computed in the attendance record of the club.

(d) Any senior active or past service member who has been a member of one or more Rotary clubs for in the aggregate twenty years or more, and has reached the age of sixty-five years, may notify the secretary in writing of his desire to be excused from complying with attendance requirements. If approved by the board such member's attendance or absence shall not be computed in the attendance record of the club.

SECTION 6 - Termination for Other Causes. (a) The membership of any member who shall cease to have the qualifications for membership in this club may be terminated by the board by the votes of not less than two-thirds of the members thereof, at a meeting called for that purpose.

(b) The membership of any member may be terminated by the board, for a reason which the board may deem to be sufficient, by the votes of not less than two-thirds of the members thereof, at a meeting called for that purpose.

(c) In either case (a) or (b) the member shall be given at least ten days' notice in writing of such pending action and an opportunity to submit to the board a written answer. He shall also have the privilege of appearing before the board to state his case. Service of such notice shall be made by personal delivery or by registered letter to his last known address.

(d) In case of a decision to terminate membership the secretary shall, within seven days after the date of the board's decision, notify the member in writing of the decision of the board. Such member may, within fourteen days after the date of such notice, give written notice to the secretary of his intention either to appeal to the club or to arbitrate as provided in Article XII of this constitution. In the event he appeals, the board shall set a date for the hearing of the appeal at a regular meeting of the club, to be held within twenty-one days after the receipt of such written notice of appeal. At least five days' notice of such club meeting and its special business shall be given in writing to every member of the club, and only members of the club shall be permitted to be present when such appeal is considered at such meeting.

(e) When the board has terminated the membership of an active member as provided for in this Section, the club shall not elect a new member under his former classification until the time for hearing the appeal, if any, has expired and the club's decision or the decision of the arbitrators has been announced.

(f) The action of the board shall be final if no appeal to the club is taken and no arbitration is requested. If an appeal is taken, the action of the club shall be final.

SECTION 7 - 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, provided that all indebtedness of said member to the club has been paid.

SECTION 8 - 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.

ARTICLE IX

COMMUNITY, NATIONAL AND INTERNATIONAL AFFAIRS

SECTION 1 - The general welfare of the community, the nation and the world is a concern to the members of this club, and the merits of any public question involving such welfare shall be proper subjects of fair and intelligent study and discussion before a club meeting for the enlightenment of its members in forming their individual opinion. However, this club shall not express an opinion on any pending controversial public measure.

SECTION 2 - 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.

SECTION 3 - (a) This club shall neither adopt nor circulate resolutions or views, nor take corporate action, dealing with world affairs or international policies of a political nature.

(b) This club shall not direct appeals to clubs, peoples or governments, or circulate letters, speeches, or proposed plans for the solution of specific international problems of a political nature.

ARTICLE X

OFFICIAL PUBLICATION

SECTION 1 - By acceptance of active, senior active, or past service membership in this club such member voluntarily becomes a subscriber to the ~~monthly publication~~ of Rotary International. His subscription shall be handled in six-month periods and shall continue as long as he is a member of the club and to the end of any six-month period during which he may cease to be a member of the club.

SECTION 2 - The amount of the subscription shall be collected by the club from each member, semi-annually in advance. The secretary shall enter such subscriptions and amounts so collected in a special subscription account and remit to Rotary International.

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 of America and Canada.

ARTICLE XI

ACCEPTANCE OF OBJECT AND COMPLIANCE WITH CONSTITUTION AND BY-LAWS

A member by payment of his admission fee and dues thereby accepts the principles of Rotary as expressed in its object and submits himself 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 has not received a copy of them.

ARTICLE XII

ARBITRATION

Should any dispute arise between any member or members, or a former member or members, and the club, or any officer or the board 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 already provided for such purpose, the matters in difference shall be settled by arbitration. Each party shall appoint an arbitrator and the arbitrators shall appoint an umpire. Only members of a Rotary club may be appointed as umpire or as arbitrators. 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 XIII

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 with this constitution, embodying additional provisions for the government of this club. Such by-laws may be amended from time to time as therein provided.

ARTICLE XIV

AMENDMENTS

SECTION 1 - Time. This constitution, except in an emergency as provided for in Article VI, Section 2 of the by-laws of Rotary International, and except as provided in Section 4 of this Article, may be amended only by action of the council on legislation as part of the convention of Rotary International held in an even-numbered year, and except that in the event a sufficient number of votes are cast by clubs against approval of action by the council on any proposed enactment to amend this constitution, which will require action by the convention, as provided in Article IX, Section 7 (g) of the by-laws of Rotary International, this constitution may be amended by the convention in an odd-numbered year by a majority vote of the electors present and voting at the time such amendments are submitted to the convention.

SECTION 2 - Who May Propose. Amendments to this constitution, except as provided in Section 4 of this Article, may be proposed only by a club, by a district conference, by the general council or the conference of Rotary International in Great Britain and Ireland, by the council on legislation or by the board of directors of Rotary International.

SECTION 3 - Procedure. Any proposal to amend this constitution shall be delivered to the general secretary of Rotary International not later than the first day of August in the Rotary year in which the council on legislation is to meet.

The general secretary of Rotary International shall mail a copy thereof to the secretary of each club by the first day of November in the Rotary year in which the council on legislation and the convention is to meet.

The general secretary of Rotary International shall transmit directly to the council all duly proposed amendments.

The council shall consider and act upon each such duly proposed amendment and any proffered amendment thereof.

SECTION 4 - Article I (Name) and Article II (Territorial Limits) of this constitution may be amended at any regular meeting of this club by the affirmative vote of a majority of members present and voting, provided that notice of such proposed amendment shall have been mailed to each member at least ten (10) days before such meeting, and provided further, that such amendment shall be submitted to the board of directors of Rotary International for its approval and shall become effective only when so approved.

BY-LAWS OF THE ROTARY CLUB OF

SPACE CENTER

HOUSTON, TEXAS

ARTICLE I

ELECTION OF DIRECTORS AND OFFICERS

Section I ---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, and seven (7) 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 the club may determine. If it is determined to have a nominating committee, such committee shall be appointed as the 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 seven (7) candidates for director receiving a majority of the votes shall be declared elected as directors.

Section II ---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-at-arms.

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 ---A vacancy in the position of any officer-elect or director-elect shall be filled by action of remaining members of the board of directors-elect.

ARTICLE II

BOARD OF DIRECTORS

Section I ---The governing body of this club shall be the board of directors, consisting of twelve (12) members of this club, namely seven (7) directors elected in accordance with Article I, Section I, of these by-laws, the president, vice-president, secretary, treasurer, and the immediate past president.

ARTICLE III

DUTIES OF OFFICERS

Section I ---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 his office.

Section II ---Vice President. It shall be the duty 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 his 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, 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 general secretary of Rotary International on January 1 and July 1 of each year, 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 his office.

Section IV --- 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 office. Upon his retirement from office, he shall turn over to his successor or to the president all funds, books of accounts, or any other club property in his possession.

Section V ---Sergeant-At-Arms. The duties of the sergeant-at-arms shall be such as are usually prescribed for his office and such other duties as may be prescribed by the president or the board.

ARTICLE IV

MEETINGS

Section I --- Annual Meeting. An annual meeting of this club shall be held on the third Monday of March in each year, at which time the election of officers and directors to serve for the ensuing year shall take place.

Section II ---The regular weekly meetings of this club shall be held on Monday at 12:00 noon. Due notice of any changes in or cancelling of the regular meeting shall be given to all members of the club.

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

Section IV ---Regular meetings of the board shall be held on whatever day of the week and as often as they deem advisable for the best interest of the club, except there must be at least one meeting per month. Special meetings of the board 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 V --- A majority of the board members shall constitute a quorum of the board.

ARTICLE V

FEEES AND DUES

Section I ---The admission fee shall be \$50 to be paid before the applicant can qualify as a member.

Section II --- The membership dues shall be \$60 per annum, payable semi-annually on the first day of July and of January, with the understanding that \$25 of each semi-annual payment shall be applied to each member's subscription to The Rotarian magazine.

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

Community Service Committee
International Service Committee
Vocational Service Committee

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

(c) The community service committee, the international service committee, and the vocational service committee shall consist of a chairman, who shall be named by the president from the membership of the board, and of not less than two other members.

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

Attendance committee
Fellowship committee
Magazine committee
Membership committee
Program committee
Public relations committee

Appoint one member each year to the following committees:

Classification committee
Rotary information committee

And appoint any other committees that he may deem necessary for the internal administration of club affairs.

(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.

No member shall be eligible to serve on the same committee for more than two successive years, except as otherwise specifically provided in these by-laws.

(f) The classifications and Rotary information committees shall each consist of three members, one member of each committee to be appointed each year for a term of three years.

The first appointments made under this provision shall be as follows: Three members: One member for a term of one year; one member for a term of two years; one member for a term of three 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.

(h) The president shall also appoint one member of the board who shall be responsible for all club service activities and who shall supervise and coordinate the work of all committees appointed on particular phases of club service.

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

(j) 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.

ARTICLE VIII

DUTIES OF COMMITTEES

Section I ---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 II ---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 of international service.

Section III --- 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 IV --- (a) Attendance Committee. This committee shall devise means for encouraging attendance at all Rotary meetings, including attendance at the district assembly and district Rotary information and extension institute by those designated to attend; and attendance at district conferences, intercity meetings, international conferences, and international conventions by all club meetings. 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 on or before the first of November of each year make a classification survey of the community; shall compile from the survey a roster of filled and unfilled classifications, using the outline of classifications as a guide; shall urge upon the members the importance of proposing names for such unfilled classifications as have been declared open by the board of directors; shall review, where necessary, existing classifications represented in the club; and shall counsel with the board on all classifications problems.

(c) Fellowship Committee. This committee shall promote acquaintances and friendship among the members 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 and/or Revista Rotaria; sponsor a magazine week; arrange for brief monthly reviews of the magazine on regular club programs; encourage the use of the new 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.

(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 decisions on all applications to the board.

This committee further shall review annually the club roster of filled and unfilled classifications and shall initiate and present to the board the names of suitable persons to fill open classifications.

(f) Program Committee. This committee shall prepare and arrange the programs for the regular and special meetings of the club.

(g) 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.

(h) 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.

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

Section II ---All bills shall be paid only by 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 club's financial transactions.

Section III ---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 IV ---The fiscal year of this club shall extend from July 1 to June 30, and for the collection of members' dues shall be divided into two semi-annual periods extending from July 1 to December 31 and from January 1 to June 30. The payment of per capita dues and magazine subscriptions to Rotary International shall be made on July 1 and January 1 of each year on the basis of the membership of the club on those dates.

Section V --- 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 I ---Active Members (including additional active members)

(1) From time to time the board shall review the list of filled and unfilled classifications as prepared by the classifications committee and decide which, if any, of the unfilled classifications should be considered as open for proposals and shall advise the membership as to which classifications have been opened for proposal.

(2) The name of a prospective active member to fill an open classification, having been proposed by the membership committee or by an active, senior active, or past service member in good standing, shall be submitted first to the secretary on a standard form known as the proposal card.

(3) The secretary shall then refer it to the classifications committee which shall consider the eligibility of such proposed member from the standpoint of classification and declare the proposed classification proper or improper and shall give the proposal card, together with this information to the membership committee.

(4) After making due investigation of the character, business, social standing, and general eligibility of the person proposed for membership, the membership committee shall then proceed to vote and if not to exceed one negative vote is cast by the members of this committee, the name of the proposed member shall be considered eligible and so recommended to the board. The membership committee shall then report to the board the action it has taken thereon.

(5) The board shall then review the action of the classifications committee and the membership committee and sustain or reject their decisions or refer it back to the classifications committee and the membership committee for further consideration and action.

If the classifications and membership committees have reported adversely upon the name of the newly proposed member and the board has sustained the action, the proposer shall be so notified by the secretary.

(6) If the classifications and membership committees have reported favorably upon the name of the proposed member and the board has sustained the action, the secretary shall notify the proposer.

(7) The proposer, accompanied by a member or members of the Rotary information committee of the club, shall fully inform the proposed member of the privileges and responsibilities of membership in a club, and shall secure the oral or written permission of the proposed member to publish his name to the membership of the club.

(8) After permission to do so has been secured from the proposed new member, the secretary shall notify each member of the club by means of a written or printed communication, giving the name of the proposed candidate, the firm represented, and the classification under which he is proposed for membership.

(9) A ten-day period shall then be allowed during which any member objecting to the election of the proposed member shall notify the board in writing, stating reasons for his objection.

(10) If no objection is received in such period, the proposed member shall be considered qualified for membership.

If any objections have been filed, the board shall consider the same at any regular or special meeting of the board and proceed to ballot on the proposed member. If not to exceed two negative votes are cast by the members of the board in attendance at this regular or special meeting of the board, the proposed member shall be considered qualified for membership.

(11) The secretary shall then notify the proposer and the proposed member of his qualification for membership and invite the proposed member to apply for membership in the club.

(12) When the proposed member has filled in, signed, and returned to the secretary the regular form of application, indicating his understanding and acceptance of the responsibilities of membership, together with his remittance for the admission fee as provided for in ARTICLE V, he shall be considered duly elected to membership.

(13) After having received the completed application and the remittance for the admission fee, the secretary shall issue to the newly elected member a Rotary membership identification card.

(14) The secretary shall then fill in a new member report form for the newly elected member and forward the completed form to the general secretary of Rotary International.

In the event the proposed member is rejected, the proposer shall be so notified by the secretary.

Section II ~~4~~ - Senior Active, Past Service, and Honorary Members. The name of a proposed candidate for any one of these three kinds of 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 the 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 member. If not to exceed two negative votes are cast by the members of the board in attendance at the regular or special meeting, the proposed member of this club shall be considered duly elected, provided, however, that any active member of this club who has all the qualifications for senior active membership as set forth in the constitution of this club, or any past service member of this club who had been an active member of this club and who at the time he ceased to be an active member of this club had the qualifications for senior active membership as set forth in the constitution of this club, may, at his option, become a senior active member of this club by notifying the secretary in writing of his intention to do so, no application for or election to such senior active membership being required.

Section III --- Re-Election of Former Additional Active Member. The application of a former additional active member of this club whose membership was terminated as provided in Article VIII, Section 2(b) of the constitution of the club shall be considered promptly by the board and in advance of any other application or proposal under the same classification or another classification. At its discretion the board may refer the application to the classifications and membership committees and the board may provide for a ten-day period during which any member objecting to the election of the proposed member shall notify the board in writing stating reasons for his objection. At any regular or special meeting the board shall proceed to ballot on the application taking into account, where applicable, reports from the classifications and membership committees and any objections filed. If not to exceed two negative votes are cast by members of the board in attendance at the regular or special meeting the former additional active member shall be considered duly elected to active membership and shall be so notified by the secretary.

In the event the application is rejected, the applicant shall be so notified by the secretary.

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. 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 feature
Adjournment

ARTICLE XIV

AMENDMENTS

These by-laws may be amended at any regular meeting, a quorum being present, by 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.