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# Bylaws of the Rotary Club of Port Arthur

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## **Article I Election of Directors and Officers**

**Section 1** At a regular board meeting one month prior to the meeting for election of officers, the presiding officer shall ask for nominations for president, president elect, vice-president, secretary, treasurer, and four members of the board of directors, two of which shall be the immediate past president and the ex-officio or the previous past president. The nominating committee shall present the nominations. The nominating committee shall be composed of the five most recent past presidents who are willing and able to serve. The chairman of the committee shall be the immediate past president. The nominations duly made shall be placed on a ballot under each office and shall be voted for at the annual meeting. Nominations from the floor may be made for all positions except the past president, and ex officio. The candidates for president, president elect, vice-president, secretary, and treasurer receiving a majority of the votes shall be declared elected to their respective offices. The two candidates for director receiving a majority of the votes shall be declared elected as directors. The individual elected in such balloting shall serve as a member of the board for the year commencing on the first day of July next following the election.

**Section 2** The officers and directors, so elected, together with the immediate two past presidents shall constitute the board of directors. Within six months after their election, the board of directors-elect shall meet and elect some member of the club to act as sergeant-at-arms.

**Section 3** A vacancy in the board of directors or any office shall be filled by action of the remaining members of the board.

## **Article II Board of Directors**

The governing body of this club shall be the board of directors consisting of 8 members of this club, namely, the president, vice-president, president-elect, secretary, treasurer, the immediate past president, the ex-officio past president, and two directors elected in accordance with Article I Section I of these bylaws.

## **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 pertains to the office of president.

The president shall, subject to the approval of the board, appoint the following standing committees: Club Service committee, Vocational Service committee, Community Service committee, and International Service committee.

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

**Section 2** President-Elect. It shall be the duty of the president-elect to serve as a member of the board of directors of the club and to perform such other duties as may be prescribed

by the president or the board, including presiding at all meetings in the absence of the president.

**Section 3** 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 president elect and to perform such other duties as ordinarily pertains to the office of vice-president.

**Section 4** Secretary. It shall be the duty of the secretary to keep the records of membership, record the attendance at meetings, send out notices of meetings of the club, board and committees, record and preserve the minutes of such meetings, make the required reports to RI, including the semiannual reports of membership, which shall be made to the general secretary of RI on January 1 and July 1 of each year, and including prorated reports to the general secretary on October 1 and April 1 of each active member who has been elected to membership in the club since the start of the July or January semiannual reporting period, the report of changes in membership, which shall be made to the general secretary of RI, the monthly report of attendance at the club meetings, which shall be made to the district governor within 15 days of the last meeting of the month, collect and remit to RI subscriptions to *THE ROTARIAN*, and perform such other duties as usually pertain to the office of secretary.

**Section 5** Treasurer. It shall be the duty of the treasurer to have custody of all funds, accounting for it to the club annually and at any other time upon demand by the board, and to perform such other duties as pertain to the office of treasurer. Upon retirement from office, the treasurer shall turn over to the incoming treasurer or to the president all funds, books of accounts, or any other club property.

**Section 6** Sergeant-at-Arms. The duties of the sergeant-at-arms shall be such as are usually prescribed for such office and such other duties as may be prescribed by the president or the board.

#### **Article IV Meetings**

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

**Section 2** The regular weekly meetings of this club shall be held on Thursday at noon. Due notice of any changes in or canceling of the regular meeting shall be given at a meeting of the club. All members excepting an honorary member (or member excused by the board of directors of this club, pursuant to article VIII, section 2(b) 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 percent of the time devoted to the regular meeting, either at this club or at any other Rotary club, or as otherwise provided in the standard Rotary club constitution, article VIII, section 1.

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

**Section 4** Regular meetings of the board shall be held on the last Monday of each 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 5** A majority of the board members shall constitute a quorum of the board.

**Article V Fees and Dues**

**Section 1** There shall be no admission fee.

**Section 2** The membership dues shall be determined by the membership per annum, payable bi-monthly on the last day of the month following the billing period.

**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. The Board may request any other vote by ballot.

**Article VII Committees**

**Section 1**

- (a) The club service committee, community service committee, vocational 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.
- (b) The president shall be ex officio, a member of all committees and, as such, shall have all the privileges of membership thereon.
- (c) Each committee shall transact such business as is delegated to it in the bylaws and such additional business as may be referred to it by the president or the board. Except where special authority is given by the board, such committees shall not take action until a report has been made to the board and approved by the board.
- (d) The president may appoint one or more committees dealing with various aspects of youth activities, which, depending on their respective responsibilities, may be under any, or all of the vocational service, community service, or international service committees.

**Section 2 Club Service Committee**

- (a) The chairman (**President-Elect**) 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) 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.

- (c) 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.
- (d) The president shall, subject to the approval of the board, appoint the following committees on particular phases of club service:
  - (1) *Attendance Committee.* This committee shall devise means for encouraging attendance at all Rotary meetings – including attendance at district conferences, intercity meetings, regional conferences, and international conventions by all club members. This committee shall especially encourage attendance at regular meetings of this club and attendance at regular meetings of other clubs when unable to attend meetings of this club; keep all members informed on attendance requirements; promote better incentives for good attendance; and seek to ascertain and remove the conditions that contribute to unsatisfactory attendance.
  - (2) *Classification Committee.* This committee shall as early as possible, but no later than August 31 of each year, make a classification survey of the community; shall compile from the survey a roster of filled and unfilled classifications, applying the classification principle; shall review, where necessary, existing classifications represented in the club and shall counsel with the board on all classification problems.
  - (3) *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.
  - (4) *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.
  - (5) *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.
  - (6) *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.

- (7) *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.
  - (8) *Program Committee.* This committee shall prepare and arrange the programs for the regular meetings of the club.
  - (9) *Rotary Information Committee.* This committee shall inform prospective members about the privileges and responsibilities of Rotary club membership; keep members informed about the history, object, and activities of Rotary at all levels; and oversee the orientation of new members during their first year in the club.
- (e) The president shall appoint the president-elect to oversee and coordinate the work of the above named committees.

### **Section 3      Community Service Committee**

- (a) The chairman of the community service committee (most recently elected Director) shall be responsible for all community service activities and shall supervise and coordinate the work of all committees appointed on particular phases of community service.
- (b) The community service committee shall consist of the chairman of the community service committee and the chairmen of all committees appointed on particular phases of community service.
- (c) The president shall, subject to the approval of the board, appoint the following committees on particular phases of community service:
  - (1) *Human Development Committee.* This committee shall devise and carry into effect plans which will guide and assist the members of this club in dealing within the community with the welfare of human beings of all kinds throughout the whole span of life by providing assistance and support to those in need.
  - (2) *Community Development Committee.* This committee shall devise and carry into effect plans, which will guide and assist the members of this club in working to make the community a better place to live by improving the physical condition of the community and its facilities.
  - (3) *Environmental Protection Committee.* This committee shall devise and carry into effect plans, which will guide and assist the members of this club in monitoring and improving the quality of the community's environment.

- (4) *Youth Activities.* This committee shall develop, communicate, and coordinate all youth activity programs on a local and district level.
  - (5) *Scholarship Committee.* This committee shall plan and provide candidates for the Board to consider funding for scholarships to Lamar College –Port Arthur.
- (e) The president shall appoint the most recently elected director to oversee and coordinate the work of the above named committees.

#### **Section 4 Vocational Service Committee**

- (a) The chairman (**Director elected first**) 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. This committee shall devise and carry into effect plans, which will guide and assist the members of this club in discharging the responsibilities in their vocational relationships and in improving the general standards of practice in their respective vocations.
- (b) The vocational service committee shall consist of the chairman of the vocational service committee and the chairmen of all committees appointed on particular phases of vocational service.
- (c) The president shall, subject to the approval of the board, appoint the following committees on particular phases of vocational service:
  - (1) *Career Development.* This committee shall devise and carry into effect plans, which will assist young people in the selection of careers.
  - (2) *Rotary Volunteers.* This committee shall work to create greater awareness among Rotarians of the volunteer opportunities within Rotary-sponsored service projects as well as worthy projects of other organizations.
  - (3) *Vocational Awareness.* This committee shall develop projects and program that increase members' knowledge and appreciation of various occupations as well as emphasize the worthiness to society of all useful occupations.
  - (4) *Vocation at Work/Four Way Test.* This committee shall support activities that promote knowledge and application of the 4-Way Test throughout the community as well as promote programs that generate new jobs within the community and address the problems of illiteracy in the workplace.
  - (5) *Vocational Awards.* This committee shall develop ways to recognize those who achieve vocational excellence and practice high ethical standards in their vocations.

(6) *Directory Update.* This committee shall maintain current information on all members and update the membership directory as necessary.

(d) The president shall appoint the Vice President to oversee and coordinate the work of the above named committees.

## **Article VIII Leave of Absence**

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

(Note: Such leave of absence does operate to prevent a forfeiture of membership; it does not operate to give the club credit for the member's attendance. Unless the member attends a regular meeting of some other club, the excused member must be recorded as absent except that absence authorized under the provisions of article VIII, section 2(b) of the standard Rotary club constitution is not computed in the attendance record of the club.)

## **Article IX Finances**

**Section 1** The treasurer shall deposit all funds of the club in a financial institution to be named by the board.

**Section 2** All bills shall be paid only by checks prepared by the treasurer upon vouchers signed by any two officers. A thorough examination 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 1 to June 30 and for the collection of members' dues shall be divided into two semiannual 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 RI 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 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 X 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 30 days of its submission, and shall notify the member that made the proposal, 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 days following publication of information about the prospective member, that person, 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 RI; and provide appropriate literature for presentation at the induction.

## **Article XI 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 XII 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 XIII Amendments**

These bylaws may be amended at any regular meeting, a quorum being present, by a two-thirds vote of all members present, provided that notice of such proposed amendment shall have been mailed to each member at least ten days before such meeting. No amendment or addition to these bylaws can be made which is not in harmony with the club constitution and with the constitution and bylaws of RI.