

CONSTITUTION
OF THE
ROTARY CLUB OF LAKEWOOD

(Lakewood) Washington 98496
(Member of Rotary International)
(Amended October, 2006)

ARTICLE I

As used in this constitution, unless the context otherwise clearly requires, the words in this article shall have the following meanings:

1. Board: The Board of Directors of this club.
2. Bylaws: The bylaws of this club.
3. Director: A member of this club's board of Directors.
4. Member: A member, other than an honorary member, of this club.
5. RI: Rotary International.
6. Year: The twelve-month period which begins on July 1.

ARTICLE II

NAME

The name of this organization shall be ROTARY CLUB OF LAKEWOOD, (Lakewood) Washington. (Member of Rotary International)

ARTICLE III

TERRITORIAL LIMITS

The territorial limits of this club are as follows:

Beginning at Steilacoom Way Bay on Puget Sound and following Chambers Creek to the intersection of Chambers Creek and Leach Creek, thence following Leach Creek to where it bisects the westerly border of the Meadow Park Golf Course, thence to the northwest corner of Meadow Park Golf Course, thence easterly following 64th Street west to the City Limits of Tacoma; thence following the City Limits to its intersection with South 112th; thence to South Steele street and following southward along the easterly boundary of McChord Field and The Fort Lewis Military Reservation; thence southward on South Sprague Street, extended to the Pierce County Line thence following the Pierce County Line to Nisqually flats; thence along the easterly shore of Puget Sound to point of beginning.

ARTICLE IV

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 of each Rotarian's occupation as an opportunity to serve society;

Third. The application of the ideal of service in each Rotarian's personal, business and community life;

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

ARTICLE V

MEETINGS

Section 1

1. This club shall hold a regular meeting once a week on the day and at the time provided in its bylaws.

2. In an emergency or for good cause, the board of directors of this club may change a regular meeting to any day during the period commencing with the day following the preceding regular meeting and ending with the day preceding the next regular meeting, or to a different hour of the regular day, or to a different place.

3. If a regular meeting falls on a legal holiday or in case of the death of the club president, or of an epidemic or of a disaster affecting the whole community, the Board may cancel such regular meeting. The board of directors of this club, at its discretion, may cancel not more than four regular meetings in any one Rotary year for causes not otherwise specified herein provided always that the club should not fail to meet for more than two consecutive meetings.

Section 2

An annual meeting for the election of officers of this club shall be held no later than the thirty-first day of December in each year as provided in the bylaws of this club.

ARTICLE VI

MEMBERSHIP

Section 1 General Qualification – This club shall be composed of adult persons of good character and good business or professional reputation.

Section 2 Kinds – This Rotary club shall have two kinds of membership, namely: active and honorary.

Section 3 Active Membership – A person possessing the qualifications set forth in article V, section 2 of the RI constitution may be elected to active membership in this club.

Section 4 Transferring or Former Rotarian - An active member may propose to active membership a former member of a club if the proposed member terminated such membership in the former club due to no longer being engaged in the formerly assigned classification of business or profession within the territorial limits of the former club or surrounding area. The transferring or former member of a club being proposed to active membership under this section may also be proposed by the former club. The classification of a transferring or former member of a club shall not preclude election to active membership even if the election results in club membership temporarily exceeding the classification limits.

Section 5 Dual Membership - No person shall simultaneously hold active membership in this and another club. No person shall simultaneously be a member and an honorary member in this club. No person shall simultaneously hold active membership in this club and membership in a Rotaract club.

Section 6 Honorary Membership.

- (a) **Eligibility for Honorary Membership.** Persons who have distinguished themselves by meritorious service in the furtherance of Rotary ideals may be elected to honorary membership in this club. Persons may hold honorary membership in more than one club.
- (b) **Rights and Privileges.** Honorary membership shall be exempt from the payment of admission fees and dues shall have no vote and shall not be eligible to hold office in this club. Such members shall not hold classifications, but shall be entitled to attend all meetings and enjoy all the other privileges of the club. No honorary member of this club is entitled to any rights or privileges in

any other club, except for the right to visit other clubs without being the guest of a Rotarian.

Section 7 Holders of Public Office. Persons elected or appointed to public office for a specified time shall not be eligible to active membership in this club under the classification of such office. This restriction shall not apply to persons holding positions or offices in schools, colleges, or other institutions of learning or to persons who are elected or appointed to the judiciary. Members who are elected or appointed to public office for a specified period may continue as such members in their existing classifications during the period in which they hold such office.

Section 8 Rotary International Employment. This club may retain in its membership any member employed by RI.

ARTICLE VII

CLASSIFICATIONS

Section 1 Classifications

- (a) Each active member of this club shall be classified in accordance with the member's business or profession. The classification shall be that which describes principal and recognized activity of the firm, company or institution with which he is connected or that which describes the member's principal and recognized business or professional activity.
- (b) If the circumstances warrant, the board, in its discretion, may correct or adjust the classification of any member. Due notice of such proposed correction or adjustment shall be given to the member and the member shall be allowed a hearing thereon.

Section 2 Limitations This club shall not elect a person to active membership from a classification if the club already has five or more members from that classification, unless the club has more than 50 members, in which case, the club may elect a person to active membership in a classification so long as it will not result in the classification making up more than 10 percent of the club's active membership. Members who are retired shall not be included in the total number of members in a classification. The classification of a transferring or former member of a club shall not preclude election to active membership even if the election results in club membership temporarily exceeding the above limitations. If a member changes classification, the club may continue the member's membership under the new classification notwithstanding these limitations.

ARTICLE VIII

ATTENDANCE

Section 1 – Every member of this club should attend its regular meetings. A member shall be counted as attending a regular meeting of this club if such member is present for at least 60 percent of the time devoted for the regular meeting or is present and is called away unexpectedly and subsequently produces evidence to the satisfaction of the board that such action was reasonable, or makes up for his absence in any of the following ways:

- (a) If at any time within 14 days before or after the usual time for that meeting such member
- (i) attends at least 60% of the time devoted for the regular meeting of another club or a provisional club, or
 - (ii) attends a regular meeting of a Rotaract or Interact club or Rotary Community Corps, or Rotary Fellowship or of a provisional Rotaract or Interact club or Rotary Community Corps, or Rotary Fellowship; or
 - (iii) he attends a convention of RI, a council on legislation, an international assembly, a Rotary institute for past and present officers of RI, a Rotary institute for past, present, and incoming officers of RI, or any other meeting convened with the approval of the board, the president acting for the Board of RI, a Rotary multi-zone conference, a RI committee meeting, a Rotary district conference, a Rotary district assembly, any district meeting held by direction of the board of directors of RI, any district committee meeting held by direction of the district governor or a regularly announced intercity meeting of Rotary clubs, or
 - (iv) is present at the usual time and place of a regular meeting of another club for the purpose of attending such meeting, and that club is not meeting at that time and place, or
 - (v) attends and participates in a club service project or a club-sponsored community event or meeting authorized by the board; or
 - (vi) attends a board meeting, or, if authorized by the board, a meeting of a service committee to which the member is assigned; or
 - (vii) participates through a club website in an interactive activity requiring an average of 30 minutes of participation.

When a member is traveling outside the member's country of residence for a period exceeding fourteen days, the time restriction shall not be imposed by this subsection inasmuch as the member may attend meetings in another country at any time during the period of travel, and each such attendance shall count as a valid make-up for any regular meeting missed at this club during the member's time abroad, or

- (b) If, at the time of such meeting a member is
- (i) traveling with reasonable directness to or from one of the meetings specified in paragraph (a) (iii) of this section, or

- (ii) serving as an officer or member of a committee of RI, or a trustee of The Rotary Foundation, or
- (iii) serving as the special representative of his district governor in the formation of a new club, or
- (iv) on Rotary business in the employ of RI, or
- (v) directly and actively engaged in a district sponsored or a RI or Rotary Foundation sponsored service project in a remote area where the opportunity for making up his attendance is completely impossible, or
- (vi) engaged in Rotary business duly authorized by the board of this club if this precludes his attendance at a meeting of this club, or

Section 2 Extended Absence on Outposted Assignment: If a member is working on an outposted assignment for an extended period of time, attendance at the meetings of a designated club at the site of the assignment will replace attendance at the regular meetings of the member's club, provided there is a mutual agreement between the two clubs.

Section 3 Excused Absences. A member's absence shall be excused if

- (a) The absence complies with the conditions and under circumstances approved by the board. The board may excuse a member's absence for reasons which it considers to be good and sufficient.
- (b) The aggregate of the member's years of age and years of membership in one or more clubs is 85 years or more and the member has notified the club secretary in writing of the member's desire to be excused from attendance and the board has approved.

Section 4 RI Officers Absences. A member's absence shall be excused if the member is a current officer of RI.

Section 5 Attendance Records. Any member whose absences are excused under the provisions of sections 3 or 4 of this article shall not be included in the membership figure used to compute this club's attendance nor shall such absences or attendances be used for that purpose.

ARTICLE IX

DIRECTORS AND OFFICERS

Section 1 The governing body of this club shall be a board of directors to be constituted as the bylaws of the club may provide.

Section 2 The board shall have general control over all officers and committees and for good cause may declare any office vacant.

Section 3 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. However, as to a

decision to terminate membership, a member, pursuant to article 11, section 6, may appeal to the club, request mediation, or request arbitration. 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 (5) days previous to such meeting. If an appeal is taken, the action taken by the club is final.

Section 4 The officers of this club shall be a president, a president-elect, 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 bylaws of the club shall provide.

Section 5 Election of Officers

- (a) Each officer shall be elected as provided in the bylaws of the club and, except as may otherwise be provided in relation to the president, shall take office on the first day of July immediately following election and shall serve for the term of office or until a successor shall have been elected and qualified.
- (b) The president shall be elected, as the bylaws of the club may provide, within the period of not more than two years but not less than eighteen (18) months prior to the day of taking office as president. The president shall be a director of the board and shall serve as president-elect for the year immediately preceding the year in which the term as president shall commence. The president shall take office on the first day of July in the Rotary year for which the president is elected to serve and shall serve for the period of election or until a successor shall have been elected and qualified.
- (c) Each officer and each director shall be a member in good standing of this club. The president-elect shall attend the district presidents-elect training seminar and the district assembly unless excused by the incoming governor. If so excused, he shall send a designated representative from the club whose duty it will be to report back to him. If the president-elect does not attend the presidents-elect training seminar and the district assembly and has not been excused by the governor-elect or, if so excused, does not send a designated club representative to such meetings, the president-elect shall not be able to serve as club president.

ARTICLE X

ADMISSION FEES AND DUES

Every member of this club shall pay as an admission fee and as annual dues such sums as may be prescribed in the bylaws of this club, except that any transferring or former member of another club who is accepted into membership of this club pursuant to article 6, section 4 shall not be required to pay a second admission fee.

ARTICLE XI

DURATION OF MEMBERSHIP

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

Section 2 Automatic Termination

1. Membership shall automatically terminate when a member no longer meets the membership qualifications, except that
 - a. the board may grant a member moving from the locality of the club or the surrounding area a special leave of absence not to exceed one year to enable the member to visit and become known to a Rotary club in the new community if the member continues to meet all conditions of club membership;
 - b. the board may allow a member moving from the locality of this club or the surrounding area to retain membership if the member continues to meet all conditions of club membership.
2. How to rejoin. When the membership of a member has terminated as provided in subsection 1 of this section, such person, provided such person's membership was in good standing at the time of termination, may make new application for membership, under the same or another classification. A second admission fee shall not be required.
3. Termination of Honorary Membership. Honorary membership shall be automatically terminated at the end of the term for such membership as determined by the board. However, the board may extend an honorary membership for an additional period. The board may revoke an honorary membership at any time.

Section 3 Termination-Non-payment of Dues

1. Any member failing to pay his dues within thirty (30) days after the prescribed time shall be notified in writing by the secretary at the last known address. If the dues are not paid on or before ten (10) days from the date of notification, said membership may terminate, at the discretion of the board.
2. Such former member, at the discretion of the board, may be reinstated to membership upon the former member's petition, and upon the payment of all indebtedness to the club. However, no former member may be reinstated to active membership if the former member's classification is in conflict with article 7, section 2.

Section 4 Termination-Non-attendance

- (a) Each member, other than an honorary member of this club, must

- (1) Attend or make up at least 60 percent of club regular meetings in each half or the Rotary year.
- (2) Attend at least 30 percent of club regular meetings in each half of the Rotary year.

If such a member fails to attend as required above, that person's membership shall automatically terminate unless the board consents to such non-attendance for good and sufficient reason. If such member is a current officer of RI, that member shall be excused from attending the regular meetings of such member's club until the member's current term of office expires.

- (b) The membership of any member, other than an honorary member, or this club may be terminated at the discretion of the board if the member fails to attend or make up four consecutive club meetings.

Section 6 Termination for Other Causes

- (a) The board may terminate the membership of any member who ceases to have the qualifications for membership in this club or for any good cause by a vote of not less than two-thirds of the board members, at a meeting called for that purpose.
- (b) Prior to taking any action under subsection (a) of this section, the member shall be given at least ten (10) days written notice of such pending action and an opportunity to submit a written answer to the board. The member shall also have the privilege of appearing before the board to state the member's case. Service of such notice shall be made by personal delivery or by registered letter to his last known address.
- (c) 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 the 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.

Section 7 Right to Appeal, Mediate, or Arbitrate Termination

- (a) Notice. Within seven (7) days after the date of the board's decision to terminate membership, the secretary shall give written notice of the decision to the member. Within fourteen (14) days after the date of the notice, the member may give written notice to the secretary of the intention to appeal to the club, request mediation, or to arbitrate as provided in article 15.
- (b) Date for Hearing of Appeal. In the event of an appeal, the board shall set a date of the hearing of the appeal at a regular club meeting to be held within twenty-one (21) days after receipt of the notice of appeal. At least five (5) days written notice of the meeting and its special business shall be given to every member. Only members shall be present when the appeal is heard.
- (c) Mediation or Arbitration. The procedure utilized for mediation or arbitration shall be as provided in article 15.

- (d) Appeal. If an appeal is taken, the action of the club shall be final and binding on all parties and shall not be subject to arbitration.
- (e) Decision of Arbitrators or Umpire. If arbitration is requested, the decision reached by the arbitrators or, if they disagree, by the umpire shall be final and binding on all parties and shall not be subject to appeal.
- (f) Unsuccessful Mediation. If mediation is requested but is unsuccessful, the member may appeal to the club or arbitrate as provided in subsection (a) of this section.

Section 8 Resignation. The resignation of any member from the 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 9 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 XII

COMMUNITY, NATIONAL AND INTERNATIONAL AFFAIRS

Section 1 The merits of any public question involving the general welfare of the community, the nation, and the world is a concern to the members of this club, and shall be proper subjects of fair and intelligent study and discussion before a club meeting for the enlightenment of its members informing 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.

Section 4 The week of the anniversary of Rotary's founding (February 23) shall be known as World Understanding and Peace Week. During this week, this club will celebrate Rotary service, reflect upon past achievements, and focus on programs of peace, understanding, and goodwill in the community and throughout the world.

ARTICLE XIII

ROTARY MAGAZINES

Section 1 Unless this club is excused by the board of directors of RI from complying with the provisions of this article in accordance with the bylaws of RI, every member of this club, by acceptance of such membership, shall become and so remain for the duration of such membership, a paid subscriber to the official magazine or to the approved regional magazine prescribed for this club by the board of directors of RI. The subscription shall be handled in six (6) month periods and shall continue for the duration of membership in this club and to the end of any six (6) month period during which membership may cease.

Section 2 The amount of the subscription shall be collected by the club from each member semiannually in advance and remitted to the Secretariat of RI or to the office of such regional publication as may be determined by the board of directors of RI.

ARTICLE XIV

ACCEPTANCE OF OBJECT AND COMPLIANCE WITH CONSTITUTION AND BYLAWS

A member, by payment of an admission fee and dues, thereby accepts the principles of Rotary as expressed in its object and submits to and agrees to comply with and be bound by the constitution and bylaws 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 bylaws on the plea that he has not received a copy of them.

ARTICLE XV

ARBITRATION AND MEDIATION

Section 1 Disputes. Should any dispute, other than as to a decision of the board, arise between any current or former member(s) and this club, any club officer or the board, on any account whatsoever which cannot be settled under the procedure already provided for such purpose, the dispute shall, upon a request to the secretary by any of the disputants, either be resolved by mediation or settled by arbitration.

Section 2 Date for Mediation or Arbitration. In the event of mediation or arbitration, the board shall set a date for the mediation or arbitration, in consultation with

disputants, to be held within twenty-one (21) days after receipt of the request for mediation or arbitration.

Section 3 Mediation. The procedure for such mediation shall be that recognized by an appropriate authority with national or state jurisdiction or be that recommended by a competent professional body whose recognized expertise covers alternative dispute resolution or be that recommended by way of documented guidelines determined by the board of Rotary International or the trustees of the Rotary International. Only a member of a Rotary club may be appointed as mediator(s). The club may request the district governor or the governor's representative to appoint a mediator who is a member of a Rotary club and who has appropriate mediation skills and experience.

- (a) **Mediation Outcomes.** The outcomes or decisions agreed between the parties as a result of mediation shall be recorded and copies held by each party, the mediator(s) and one copy given to the board and to be held by the secretary. A summary statement of outcomes acceptable to the parties involved shall be prepared for the information of the club. Either party through the president or secretary may call for further mediation if either party has retracted significantly from the mediated position.
- (b) **Unsuccessful Mediation.** If mediation is requested but is unsuccessful, any disputant may request arbitration as provided in section 1 of this article.

Section 4 Arbitration. In the event of a request for arbitration, each party shall appoint an arbitrator and the arbitrators shall appoint an umpire. Only a member of a Rotary club may be appointed as umpire or as arbitrator.

Section 5 Decision of Arbitrators or Umpire. If the arbitration is requested, the decision reached by the arbitrators or, if they disagree, by the umpire shall be final and binding on all parties and shall not be subject to appeal.

ARTICLE XVI

BYLAWS

This club shall adopt bylaws not inconsistent with the constitution and bylaws of RI (and the rules of procedure for an area administrative territorial unit where established by RI) and with this constitution, embodying additional provisions for the government of this club. Such bylaws may be amended from time to time as therein provided.

ARTICLE XVII

INTERPRETATION

Throughout this constitution, the terminology “mail”, “mailing”, and “ballot-by-mail” will include utilization of electronic mail (e-mail) and internet technology to reduce costs and increase responsiveness.

ARTICLE XVIII

AMENDMENTS

Section 1 Manner of Amending. Except as provided in section 2 of this article, this constitution may be amended only by the council on legislation in the same manner as is established in the bylaws of RI for the amendment of its bylaws.

Section 2 Article I (Name) and article II (Locality of the Club) of the constitution shall be amended at any regular meeting of this club, a quorum being present 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 RI for its approval and shall become effective only when so approved.

**BYLAWS
OF THE
ROTARY CLUB OF LAKEWOOD**

(Lakewood) Washington 98496
(As amended October, 2006)
(Member of Rotary International)

ARTICLE I

DEFINITIONS

- | | |
|--------------|--|
| 1. Board: | The Board of Directors of this club. |
| 2. Director: | A member of this club's Board of Directors. |
| 3. Member: | A member, other than an honorary member, of this club. |
| 4. RI: | Rotary International. |
| 5. Year: | The twelve-month period that begins on 1 July. |

ARTICLE II

BOARD

The governing body of this club shall be the board consisting of eleven (11) members of this club, namely, six (6) directors elected in accordance with article 3, section 1, of these bylaws, and president, president-elect (or president-nominee, if no successor has been elected), secretary, treasurer, and the immediate past president.

ARTICLE III

ELECTION OF DIRECTORS AND OFFICERS

Section 1

Directors and officers of the club shall be elected prior to December 31 of the year preceding their term, either at a regular meeting or by mail ballots submitted prior to December 31.

Section 2

Not less than two months prior to the date of the election, the president shall appoint two nominating committees composed of three members each, and each chaired by one of the two immediate preceding past presidents of the club. At a regular meeting not less than one month prior to the election, the presiding officer shall ask for nominations by members

of the club for president-elect, secretary, treasurer and three members of the Board of Directors. Each of the nominating committees shall then submit a slate of nominees and members may make nominations from the floor. The nominations made shall be placed on a ballot, in alphabetical order, under each office, and shall be voted upon as set forth above. Each nominating committee will provide a slate of nominees to the Board and Officers prior to a formal club announcement.

Section 3

The candidates for president, president-elect, secretary and treasurer receiving a majority of votes shall be declared elected to the respective offices. The three candidates for director receiving the majority of votes shall be declared elected as directors for a period of two years.

The president elected in such balloting shall serve as a member of the board as president-elect for the year commencing on the first day of July next following his election as president, and shall assume office as president on the first day of July immediately following his year of service on the board as president-elect.

Section 4

The officers and directors so elected, together with the immediate past president, shall constitute the Board of Directors.

Section 5

A vacancy in the Board of Directors or any office shall be filled by action of the remaining members of the Board.

Section 6

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

ARTICLE IV

DUTIES OF OFFICERS

Section 1 President

It shall be the duties of the president to preside at meetings of the club and board and to perform such other duties as ordinarily pertain to his office.

Section 2 President-elect

It shall be the duty of the president-elect to preside at meetings of the club and Board in the absence of the president and to serve as a director and to perform such other duties as may be prescribed by the president or the board.

Section 3 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 semi-annual 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 RI official magazine subscriptions; and perform other such duties as usually pertain to the office of secretary.

Section 4 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.

ARTICLE V

MEETINGS

Section 1

An annual meeting of this club shall be held in June in each year, at which time the installation 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 Friday at noon. 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 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 meetings of the Board shall be held on the second Wednesday of each month or as designated by the president. Special meetings of Board shall be called by the president, whenever deemed necessary, or upon 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 VI

FEES AND DUES

Section 1

The admission fee shall be one hundred ten dollars (\$110.00) to be paid before the applicant can qualify as a member.

Section 2

The amount of annual dues shall be established by the Board of Directors, payable annually on the first day of July, with the understanding that a portion of the annual payment shall be applied to each member's subscription to the RI official magazine.

ARTICLE VII

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 and except that if during consideration of any item of business at any regular meeting, a motion is made, seconded and passed by simple majority to vote by secret ballot, then this shall be the method of voting on that specific item only. This motion shall not be subject to debate.

ARTICLE VIII

FOUR AVENUES OF SERVICE

The four Avenues of Service are the philosophical and practical framework for the work of this Rotary Club. They are Club Service, Vocational Service, Community Service and International Service. This club will be active in each of the four Avenues of Service

ARTICLE IX

COMMITTEES

Club committees are charged with carrying out the annual and long-range goals of the club based on the four Avenues of Service. The president-elect, president and immediate past president should work together to ensure continuity of leadership and succession planning. When feasible, committee members should be appointed to the same committee for three years to ensure consistency. The president-elect is responsible for appointing committee members to fill vacancies, appointing committee chairs and conducting planning meetings prior to the start of the year in office. It is recommended that the chair have previous experience as a member of the committee. Standing committees should be appointed as follows:

1. Membership & Fellowship: This committee should develop and implement a comprehensive plan for the recruitment and retention of members, including club fellowship events.
2. Community Service, General: This committee should develop and implement educational, humanitarian and vocational projects that address the needs of its community and communities in other countries.
3. Community Service, Youth: This committee should develop and implement educational, humanitarian and vocational projects that address the needs of the local youth of the community.
4. Rotary Foundation & International: This committee should develop and implement plans to support the Rotary Foundation through both financial contributions and program participation.
5. Public Relations & Communications: This committee should develop and implement plans to provide the public with information about Rotary and to promote the club's service projects and activities, both within and outside the club.
6. Club Administration: This committee should conduct activities associated with the effective operation of the club.

Additional ad hoc committees may be appointed as needed.

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

- (b) Each committee shall transact its business as is delegated to it in these 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 and approved by the board.
- (c) Each chair shall be responsible for regular meetings and activities of the committee, shall supervise and coordinate the work of the committee and shall report to the board on all committee activities.
- (d) The president shall appoint such additional committees or subcommittees to the above standing committees, as the president shall deem necessary for the club to effect the goals of Rotary International in general, and the needs of the community in particular. These committees may include any or all of those committees set forth in Exhibit A as well as such additional committees as the president shall deem necessary and beneficial to the good and welfare of Lakewood Rotary.

ARTICLE X

DUTIES OF COMMITTEES

The duties of all committees shall be established and reviewed by the president for his or her year. In declaring the duties of each, the president shall make reference to appropriate RI materials. The service project committee will consider vocational service, community service and international service avenues when developing plans for the year.

Each committee shall have a specific mandate, clearly defined goals and action plans established by the beginning of each year for implementation during the course for the year. It shall be the primary responsibility of the president-elect to provide the necessary leadership to prepare a recommendation for club committees, mandates, goals and plans for presentation to the board in advance of the commencement of the year as noted above.

ARTICLE XI

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. (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 he attends a regular meeting of some other club, the excused member must be recorded as absent except that absence authorized under the provision of article, VII section 3(b) of the Lakewood Rotary Club constitution is not computed in the attendance record of the club.)

ARTICLE XII

FINANCES

Section 1 Prior to the beginning of each fiscal year, the board shall prepare a budget of estimated income and expenditures for the year, which shall stand as the limit of expenditures for these purposes, unless otherwise ordered by action of the board. The budget shall be broken into two separate parts: one in respect of club operations and one in respect of charitable/service operations.

Section 2 The treasurer shall deposit all funds of the club in a bank to be named by the Board. The club funds shall be divided into two separate parts: club operations and service projects.

Section 3 All bills over \$500.00 shall be paid by check and signed by any two of the following officers: President, President-elect, Secretary or Treasurer.

Section 4 A thorough review of all financial transactions by a qualified person shall be made once each year.

Section 5 Officers having charge or control of club funds shall give bond as required by the board for the safe custody of the funds of the club, cost of bond to be borne by the club.

Section 6 The fiscal year of this club shall extend from July 1 to June 30. The payment of per capita dues and RI official magazine subscriptions 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 7 Board authorization for major expenditures of two thousand dollars (\$2,000.00) or more must be approved by the general membership. All District and Rotary International dues payments shall be excluded from this provision.

ARTICLE XIII

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 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 standard Rotary club constitution.

Section 3 The board shall approve or disapprove the proposal within 30 days of its submission, and shall notify the proposer, through the club secretary, of its decision.

Section 4 If the decision of the board is favorable, the prospective member shall be informed of the purposes of Rotary and of the privileges and responsibilities of membership, 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 ten (10) days following publication of information about the prospective member, that person, upon payment of the admission fee (if not honorary membership), as prescribed in these bylaws, shall be considered to be elected 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, upon payment of the admission fee (if not honorary membership), shall be considered to be elected to membership.

Section 6 Following the election, the president shall arrange for the new member's induction and new member Rotary literature. In addition, the president or secretary will report the new member information to RI, and the Membership & Fellowship committee will assign a member to assist with the new member's assimilation into the club as well as assign the new member to a club project or function.

Section 7 The club may elect, in accordance with the standard Rotary club constitution, honorary members proposed by the board.

ARTICLE XIV

TEMPORARY RED BADGE

In order for a new member to rid him or herself of the Red Name Badge, he shall:

1. Attend a Board of Directors meeting;
2. Attend a Fireside meeting; and
3. Attend a meeting at another club.

ARTICLE XV

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 resolution or motions, if offered at a club meeting, shall be referred to the Board without discussion.

ARTICLE XVI

ORDER OF BUSINESS

Meeting called to order.
Introduction of visitors.
Correspondence, announcements and Rotary Information.
Committee reports, if any.
Any unfinished business.
Any new business.
Address or other program features.
Adjournment.

ARTICLE XVII

APPEALS & SOLICITATIONS

Section 1

All appeals for donations, contributions, ticket sales, etc, will not be permitted at regular club meetings unless they have first been approved by the Board of Directors or the President.

Section 2

All solicitations for signatures on initiatives, petitions and other political documents will not be permitted at regular club meetings unless they have been approved by the Board of Directors.

ARTICLE XVIII

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 (10) days before such meeting. No amendment or addition to these bylaws can be made which is not in harmony with the standard Rotary club constitution and with the constitution and bylaws of RI.

EXHIBIT A

Optional additional committees and/or subcommittees:

Community Service:

1. RYLA Committee
2. Scholarship Committee
3. Military Appreciation Committee
4. Youth Achievement Awards Committee
5. Exchange Student Committee
6. Rotary Foundation Committee
7. World Community Service Committee

Club Service:

1. Attendance Committee
2. Club Bulletin Committee
3. Fellowship Committee
4. Greeters Committee
5. Program Committee
6. Public Relations Committee
7. Budget and Finance Committee
8. Sergeant-At-Arms Committee
9. Rotary Information Committee
10. New Members Committee