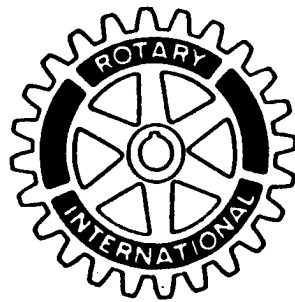


Rotary Club Of Trail, British Columbia

(Chartered, April 1927)



Members' Handbook and Orientation Guide

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WELCOME TO ROTARY

The day you join the Trail Rotary Club, it becomes a new club because your personality, ideas, and participation give our club a new character and a new collective personality. Our Rotary club is composed of distinct individuals who, when they come together as Rotarians, create something new and special. When we gain a new member, we are immediately aware of a significant new addition that will impact our club.

Each member has a great opportunity to bring new ideas and enthusiasm to our Rotary club. Your membership will further strengthen our Rotary club, and we eagerly anticipate your active participation.

This guide is intended to help orient you to the club activities and describe many facets of Rotary.

WHAT IS ROTARY?

Rotary is an organization of business and professional men and women united worldwide to conduct humanitarian service, encourage high ethical standards in all vocations, and help build goodwill and peace in the world.

Rotary began in Chicago in 1905 by a man named Paul Harris and three of his friends, Gus Loehr, Silvester Schiele, and Hiram Shorey. The international headquarters is in Evanston, Illinois, outside of Chicago. These friends used to “rotate” the regular meetings at their homes (or place of business) which led to the name Rotary. There are over 1.2 million members belonging to over 30,000 clubs in over 160 countries.

The charter night for the Rotary Club of trail was June 10, 1927.

OBJECT OF ROTARY

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 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; and

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

HOW YOU WERE SELECTED

Membership in Rotary is by invitation only. One of our members proposed you for membership because you are considered an outstanding representative of your vocation in our community. Your proposed membership was reviewed by the Membership Committee which considered you for your potential to become an active and contributing member. The Classification Committee determined that your occupational "classification" was "unfilled", that is, not currently held by another member. The Board of Directors has officially approved your proposed membership. All club members were informed by special notice of your interest in joining our club.

Rotary cannot be likened to a country club or fraternal lodge. There are responsibilities and opportunities far beyond those of simply "belonging" and occasionally attending luncheons with a congenial group of individuals. You will find your horizons broadened as you make new friends who are active in a wide variety of occupations and professions in our club's area.

TYPES OF MEMBERSHIP

There are five types of membership in Rotary:

1. Active
2. Additional Active
3. Senior Active
4. Past Service
5. Honorary

An active member is one who is currently and actively engaged as a proprietor, partner, corporate officer or manager, or an executive position with discretionary authority in his or her business or profession. Active membership is limited to just two persons from each classification of business or profession except in three unlimited areas: media, religion, and diplomatic service.

The first member with the distinct classification is the active member.

An additional active member is one whose classification is exactly the same as the active member. Other qualifications for membership are the same as for an active member. Only the holder of the active membership may propose the additional active.

A senior active member is a Rotarian whose membership in Rotary conforms to one of several criteria:

- He or she has been an active or past service member for at least 15 years; or
- He or she has been an active or past service member for at least 10 years and is at least 60 years old; or

- He or she has been an active or past service member for at least five years and is at least 65 years old; or
- He or she is a present or past officer of Rotary International.

A senior active member is not considered to represent a classification. Thus, when a member becomes a senior active, the active membership classification reopens.

A past service member is a formerly active member whose active membership has terminated because of retirement and either (a) he or she has been an active member for at least three years or (b) he or she is at least fifty five years old.

It is also possible to become a past service member if the active member loses his or her classification through no fault of his or her own and the board of directors elects him or her to past service membership. This provision is designed to allow good Rotarians who are between jobs to remain in Rotary. Also, persons without a classification (e.g., a retired person) may be proposed to join Rotary with the classifications of “past service” membership.

An honorary member is a person who has been elected to membership due to distinguished service in the furtherance of Rotary ideals.

CLASSIFICATIONS

An active or additional active member holds a classification which is the word or phrase that describes the principal and recognized activity of the firm, company, or institution with which he or she is connected, or that describes his or her principal and recognized business or professional activity.

No other member, except an additional active member, can hold the exact same classification as yours.

Your classification is not given to you; instead it is considered on loan to you, for as long as you are an active member of the club. Represent it well.

Should your business change, your classification will also change.

The purpose of the classification system is to create a membership that is diverse and representative of the community from which the membership is drawn.

SERVICE IN ROTARY

The motto of Rotary is "Service Above Self." Service is what Rotary is all about. That is why the word service is first in our motto. The phrase "above self" means exactly that: Rotarians put service ahead of their own interests. It means we serve even when it is inconvenient or costly.

Although some outsiders may believe Rotary is a club for business, in fact it is a club made up of businessmen and businesswomen who strive to find effective ways to provide service in the four avenues of service. The fellowship among members is also a highly prized object of Rotary. As a Rotarian, you will enjoy the company of others in your own community and the pleasure of working with them for the good of your community and of the world.

FOUR AVENUES OF SERVICE

All activities of a Rotary club fall within the basic Rotary service structure known as the "Four Avenues of Service:"

1. Club Service
2. Vocational Service
3. Community Service
4. International Service

(If you remember the Object of Rotary, you will note these avenues are an operational organization of the Object.)

Each avenue has at least one director from the club board who oversees the committees associated with that avenue. Most of these committees have subcommittees, which focus on specific areas of that avenue.

You will have the opportunity to serve on one or more committees. You need not wait to be asked -- you may volunteer at any time. If you are shy, don't worry - we will assign you somewhere. Every member of the club serves on at least one committee.

CLUB ORGANIZATION

Every club is chartered by Rotary International; which, is the umbrella organization for Rotary. RI requires that every club adopt a "standard constitution" which ensures that all clubs is similarly structured. Each club then adopts its own distinctive by-laws for its operations. The Constitution and By-Laws of the Rotary Club of Trail are available from the Club Secretary and is recommended for your reading them as you become more acquainted with the Club.

Our club is governed by a board of directors. The officers of the club, who are also directors, are president, president-elect, vice president, secretary, and treasurer. The officers and directors are elected in accordance with our club by-laws. Everywhere in Rotary, officers change on July 1.

The reason for early election is to allow for preparation time. The president is elected at the annual meeting, usually held in November or December, but serves first as president-elect for a year beginning on the next July 1, then as president on the July 1 following his or her year of service as president-elect.

Meetings of the board of directors are held monthly, at a time and place announced by the president. All directors must attend, and all other members are sincerely invited as well. Since the business of the club is done at the board meetings, it is a great opportunity to learn about your club.

Our club meets weekly at the Riverbelle; Wednesday at 12:00 noon.

DISTRICT ORGANIZATION

All Rotary clubs are grouped into "districts" which are composed of forty to sixty clubs each. There are over 500 districts worldwide.

Our club is a member of District 5080, which comprises fifty-three clubs in Eastern Washington, Northern Idaho and Southeastern, British Columbia. We are truly an international district.

The district is a support organization designed to help members, committees, officers, and directors of clubs. The district is headed by a "District Governor" who is a member of a club in the district. He or she is elected because he or she is an outstanding Rotarian with many years of successful leadership. The district governor is an officer of Rotary International, and as such, provides the link between Rotary International and the individual clubs.

The district governor visits every club in the first part of the Rotary year.

INTERNATIONAL ORGANIZATION

Rotary International is the international organization to which all clubs belong. Individuals belong to their clubs, not to RI.

RI is governed by a board of directors and headed by the international president. These leaders are nominated by a RI nominating committee and elected at the annual international convention.

RI organizes zones and districts; charters clubs; stages the international convention and assembly, and provides administrative and support activities for the clubs.

RI headquarters at One Rotary Center
 1560 Sherman Avenue
 Evanston, IL 60201
 Phone: 708-866-3000

CONFERENCES, ASSEMBLIES, AND CONVENTIONS

One of the duties of the district governor is to organize the District Conference. The conference is a three-day event held in the spring, and usually convened in a resort location. Its purpose is information, inspiration, and fellowship. All members of the district are urged to attend and to bring their spouses.

The district also sponsors a District Assembly each spring. Its purpose differs from that of the conference in that the purpose of the district assembly is to provide practical, how-to information on various Rotary subjects. The program lasts from four to six hours and is free. All members who wish to improve their knowledge of Rotary should attend.

Rotary International annually holds the International Convention for Rotarians from all over the world. Recent locations include San Antonio, Texas, and Barcelona, Spain. Attendance at these conventions leaves every Rotarian with the certain knowledge that the internationality of Rotary is real. Every Rotarian should attend at least one International Convention in his or her Rotary career.

RESPONSIBILITIES OF MEMBERS

It is the responsibility of every Rotarian to recommend prospective members to the Trail Rotary Club; however, your responsibility does not end with you proposing a new member. For the Trail Rotary Club to continue to grow it is imperative that we retain these new members; therefore, this new member checklist has been created to help the proposing Rotarian ensure that the new member he or she has brought into the club remains.

1. Phone the new member and ensure that they will be attending the regular meeting, if they can't, then suggest that the two of you attend a make-up meeting.
2. Sit with the new member at the lunch meeting; let them become familiar with the club meetings and how they run.
3. Try and introduce a different member to the new member on a weekly basis.
4. If you can't attend the meeting, call another member and have them meet the new member.

5. Discuss the meetings with the new member; encourage them to become involved in discussions or asking questions of meeting guests.
6. Encourage the new member to become involved in other Rotary events like planting flowers or doing mock interviews, this will help them build an affinity for the Rotary Club.

ATTENDANCE

Rotary does not want "knife and fork" members or what we call "RINOs" (Rotarians in name only). We want you to participate. When you participate, our club is more effective. When you do not participate, our club is weakened.

One of the measures of participation is attendance at regular club meetings. In Rotary, attendance is required. Without regular attendance you do not learn about your club activities and you do not come to know your fellow club members. You are important to Rotary, or we would not have elected you to membership. How important Rotary is to you will be seen by your attendance record.

Make your Rotary attendance a good habit. Although it is sometimes difficult to get away from a busy office, try to make Rotary an essential part of your weekly plan.

Rotary considers attendance an essential part of being a member. The standard club constitution requires that a member must attend at least 60 per cent of the meetings in each six-month period of the Rotary year, of which half must be at your home club. The constitution also requires a member to be terminated if he or she misses four consecutive meetings. (a leave of absence may be applied for special circumstances)

If you were not interested in attending regularly it would be fairer if you release your classification and allow another representative of this vocation to be part of the club.

MAKE-UPS

Occasionally, business, travel, and illness will prevent your attendance at our club. You have the privilege to make up that absence by attending a meeting of another Rotary club. Any make-up, to be valid, must be accomplished any time within two weeks before or two weeks after the meeting you missed. To receive credit for attendance, you should ensure our club executive secretary is informed about your make-ups. Do so by turning in a make-up card or annotating the weekly attendance sheet. (Make-up cards are available from an officer of the club visited – usually with the “sign in” clerk)

Make-ups are one of the fun privileges in Rotary that you will be warmly welcomed by a group that knows nothing about you except you are a Rotarian like them. The friendship they extend to you will explain again what we mean by fellowship.

Make-ups can be done in local clubs, and in clubs around the world. Foreign country make-ups are a highlight of a Rotarian's career. Your secretary can show you when and where every Rotary club in the world meets by consulting the RI Club Directory. Local Clubs include Beaver Valley, Castlegar, Rossland, Nelson, and Grand Forks.

Make-ups can be earned in ways other than attending a meeting of another club. Attendance credit is also granted for attending district conferences, district assemblies, international conventions, certain district meetings called by the district governor, authorized club service projects, and some other ways noted in the club constitution.

Another aspect of make-ups is how we treat Rotarians who visit our club for a make-up. The Golden Rule applies here. Be friendly, invite visitors to join your table, involve them in your conversations, and make them want to come visit us again.

PARTICIPATION

The purpose of attendance requirements is to foster fellowship and participation by all members in the activities of the club. We know that no one can be completely involved in all activities, because there are so many. Rotary has been likened to a giant smorgasbord of service: you take a little of this, a little of that, and a whole lot of something else. Your participation goal in Rotary should be to serve heavily in at least one area and at least somewhat in others.

Four areas of participation are mandatory:

7. Attend club meetings, as discussed above.
1. Serve on at least one committee.
2. Membership development. We are a service club, and we need more members to help us serve. Obtaining new members is everyone's job in Rotary.
3. Fund raising. Since the club needs money to operate every member is obligated to do his or her share.

ADMISSION FEES AND DUES

Like all clubs, we require a small admission fee to be paid to cover some of the costs of your induction. This fee is paid only once.

OTHER COSTS OF MEMBERSHIP

In addition to admission fees, dues, community project donations, and meal costs, there are other costs of your membership. If held, you will be expected to participate fully in fund raising activities.

Also, from time to time, we may ask your company to support our activities by donating some service or product.

Occasionally, there will be club social functions, which may require extra expenditure.

Finally, we expect your time. That is probably your most precious possession. We promise to use it well.

COST SUMMARY

To recap, your costs are as follows:

Admission (one time).....\$ 30

Annual Costs:

Annual Dues (paid semi annually).....\$130
Special Events.....\$As it occurs
Weekly Luncheon cost.....\$9

PIN AND BADGE

You should always wear your Rotary lapel pin. You will be surprised at the number of people who will greet you when they recognize the pin.

At regular club meetings, and at certain club functions, also wear your name badge. Its purpose is to let everyone know who you are. Although your club members know you, visitors do not.

CLUB ROSTER

Our club regularly publishes a membership roster. It is to be used only for club purposes. The use of the roster for any business purpose by any member or by any person who might gain a copy is strictly prohibited.

BUSINESS RELATIONSHIPS

Rotarians are banded together for the purpose of doing service. We are not banded together as a business network. It is understood that Rotarians do business with each other, presumably because it is natural to do business with those you know and trust and who adhere to the business ethics espoused by Rotary. However, membership in Rotary

does not presume that you will do business with other Rotarians or that they will do business with you.

In furtherance of this belief, it is inappropriate to initiate discussion with other members the purpose of which is to solicit business. It is inappropriate to promote your business in any way in the club. WITH THE EXCEPTION OF AVENUES FOR ADVERTISING ADOPTED BY THE CLUB AND ITS DIRECTORS.

NEWSLETTER

A portion of your dues also pays for your subscription to the official monthly magazine of Rotary, The Rotarian. It reports the many activities of Rotary International and contains many good articles on timely subjects of general interest. Make sure the magazine is mailed to your home. You will more likely read it and your spouse will also have an opportunity to read it.

Our club publishes a weekly newsletter. It contains information on club activities, news of new members, upcoming programs; item's of Rotary information, and special announcements. The newsletter editor is always pleased to receive items of interest to the general membership from you. Please contact the editor with ideas and suggestions.

PROGRAMS

Each week, the program committee strives to present a program on an interesting topic. We try to provide a wide variety of subjects so we can learn more about our community and what is going on in it. When, not if, you become aware of a good speaker on a topic of general interest, contact the program chairman so he or she may determine its appropriateness and schedule a time.

Speakers want to talk to you and they appreciate the fact you are an important representative of your business or profession. If you do not attend meetings, you are missed, and you miss the opportunity to learn more.

EARLY LEAVING

Members are expected to attend the entire meeting.

If, for some reason you must leave early, by all means avoid walking out on the speaker. This is a discourtesy to the speaker and embarrasses the program committee, the President, and the club, and Rotary generally. If you must leave early, please do so unobtrusively when the President excuses you and before the program committee introduces the speaker.

When you visit other clubs, never leave early. You are representing our club. If you leave early, you give our club a bad reputation.

THE FOUR-WAY TEST

The second avenue of service, which represents the second object of Rotary, is Vocational Service. Its purpose is the application of the service ideal to business life and the instilling of high ethical standards in business.

The Four Way Test was developed by Herbert Taylor in 1932 as an operating tool in his company to inspire honesty and integrity. Rotary has adopted the Four-Way Test as a hallmark of its vocational emphasis.

We suggest you memorize this test:

The Four-Way Test of the things we say or do:

1. Is it the TRUTH?
2. Is it FAIR to all concerned?
3. Will it build GOODWILL and BETTER FRIENDSHIPS?
4. Will it be BENEFICIAL to all concerned?

If we abide by this test in whatever we do in our personal lives and in our chosen vocations, we will be well on the way to leading productive lives that are sensitive to the needs and feelings of others. You are now a member of an organization that is attempting every day to raise the standard of conduct between human beings. We are serious about this code and enlist your support in this endeavor.

THE ROTARY FOUNDATION

The Rotary Foundation is a public charity, recognized by Revenue Canada. It was established in 1917, and has its headquarters in Evanston, along with Rotary International. Its activities are worldwide.

The purpose of the Foundation is to further the fourth object of Rotary: to advance international understanding, goodwill, and peace.

Rotarians and Rotary clubs provide the bulk of the financial support for the Foundation.

The Foundation operates several programs, including university level scholarships and group study exchanges. It funds humanitarian projects through the Health, Hunger, and

Humanities (3H) and the Matching Grants programs. The Foundation has also taken the worldwide lead in eradicating polio by inoculating every child in the world.

Contributions to the Foundation are recognized on several levels. Individual recognition's are:

4. **Paul Harris Fellowship.** An individual who contributes, or in whose name is contributed, the amount of \$1,000 (US), is recognized as a Paul Harris Fellow.
1. **Paul Harris Sustaining Member.** An individual who makes an initial contribution of at least \$100, and intends to make contributions of at least \$100 annually until they become a Paul Harris Fellow, is recognized as a Paul Harris Sustaining Member. (No formal pledge is required.)
2. **Sapphire.** After donating \$1,000 to the Foundation, many Rotarians continue to donate to the Foundation because of respect for the work it does. The Foundation recognizes their sharing by recognizing such persons with a Paul Harris Fellow pin which contains a sapphire stone for each additional \$1,000 donated. A Paul Harris Fellow pin with the maximum of five stones indicates the Rotarian has donated at least \$6,000.

Donations made to this portion of the Rotary Foundation (called the Rotary Foundation Annual Programs Fund) are collected in one Rotary year and expended three years later. This cycle is intended to provide time for planning the expenditures.

Every Rotarian is expected to donate to the Rotary Foundation. To get started, see the club's Rotary Foundation chairperson.

PAUL HARRIS FELLOWS OF THE TRAIL ROTARY CLUB

(As of 1998)

William (Bill) Clark	Barss Dimock	Forrest Drinnan
Derek Evans-Davies	Bruce Fawcett	Richard Fish
Lesley Gallie	Joseph (Joe) Kobluk	Clifford (Cliff) Krauss
Chuck Lakes	Ernie Lalonde	Linda MacDermid
Rex McMeekin	Doug Magoon	Marc Marcolin
Peter Morgenthaler (S)	Joe Mykiety	Edward (Ed) Nichols
Tim Pettigrew	Laurie Pettijohn	Mac Phillips
C. (Rick) Riley	George Swanson	Elmer Verigin
Thorpe Watson	Douwe Ybema	

PAST DISTRICT GOVERNORS:

- Herb Clarke * 1947-48
- John Loader * 1959-60
- Jim Vipond * 1968-69
- Rex McMeekin 1983-84

THE ROTARY FOUNDATION PERMANENT FUND

The Rotary Foundation established a permanent fund in 1982 (known as the Endowment for World Understanding from inception until it was renamed “The Permanent Fund” in November, 1994). Unlike the annual programs fund discussed above, funds contributed to the permanent fund are held in perpetuity and only the income is ever spent. In this manner, a gift continues to produce income forever; thus the gift continues to give forever.

Income from the permanent fund supports the general programs of the Rotary Foundation.

Contributions to the Foundation's Permanent Fund are recognized through the Benefactor recognition program: An individual who contributes, or in whose name is contributed, the amount of \$1,000, or more, is recognized as a Benefactor. The gift may be made at any time, including through one's will. Thus, a person may become a Benefactor by designating the Rotary Foundation's Permanent Fund in one's will and notifying the Foundation of that provision.

PAST PRESIDENTS OF THE TRAIL ROTARY CLUB

(*Deceased)

J. Buchanan *	1927-28	Joe R. Landucci *	1963-64
Nobel Binns *	1928-29	Art Snowball *	1964-65
Donald MacDonald *	1929-30	Fred Moffatt	1965-66
Dr. C.S. Williams *	1930-31	J.C. Yolland	1966-67
W.A. Porteous *	1931-32	Bob H. Brisco	1967-68
George J. Kinnis *	1932-33	J.H. Morris *	1968-69
S.S. McDiarmid *	1933-34	E.G. Sweetnam *	1969-70
R.C. Crowe *	1934-35	G.R. McMeekin	1970-71
F. Edmunds *	1935-36	F.E. Scott	1971-72
R.W. Diamond *	1936-37	C.E. Price *	1972-73
A.H. Carson *	1937-38	W.H. Urquhart	1973-74

F.S. Willis *	1938-39	M.A. Martin	1974-75
Herb Clarke *	1939-40	Leo Soligo	1975-76
P.F. McIntyre *	1940-41	W.P. Bolze	1976-77
F. Mathews *	1941-42	E.M. Coleman	1977-78
B.A. Stimmel *	1942-43	C. Jack Mitchell	1978-79
W.A. Curran *	1943-44	W.L. Max Phillips	1979-80
A.M. Chesser *	1944-45	Ed W. Nichols	1980-81
M.L. Brothers *	1945-46	Derrick W. Evans-Davies	1981-82
H. Radcliffe *	1946-47	J.P. Kobluk	1982-83
E.C. Aylen *	1947-48	Cliff J. Krauss	1983-84
W.J. Bailey *	1948-49	Jim P. Goodwin	1984-85
J.R. Mills *	1949-50	Doug H. Magoon	1985-86
J.L. Balleny	1950-51	Thorpe W. Watson	1986-87
Hubert W. Tutt *	1951-52	Dennis E. Stach	1987-88
John W. Loader *	1952-53	Ole H. Sorenson	1988-89
James Atwell *	1953-54	George Swanson	1989-90
Fred Jackson	1954-55	Forrest Drinnan	1990-91
Dr. Thomas J. Muir *	1955-56	Chris Moorhead	1991-92
Miller H. Mason	1956-57	Laurie Pettijohn	1992-93
J.C. Vipond *	1957-58	Brian Hemsworth	1993-94
Fredrick Plester *	1958-59	Linda MacDermid	1994-95
O.A. Bergerson *	1959-60	Rick Riley	1995-96
J.H.D. Hargrave *	1960-61	Tim Pettigrew	1996-97
Jack Harris	1961-62	W.G. (Bill) Clark	1997-98
W.K. Gwyer *	1962-63		

TRAIL CLUB ACTIVITIES – PAST AND PRESENT

Past President Robin Bender said Rotary is probably Trail's most well kept secret. People have no idea of the projects that Rotary has helped to make a reality.

In the early years, the Trail Club developed a summer camp for kids that was operated by the Salvation Army. The development of the Keenleyside Dam ended this venture.

Other projects include:

Shavers Bench Seniors Villa	Jubilee Place
Kiro Manner (Joint project; Kiwanis and Rotary)	Patio at Poplar Ridge
Riverside walk	Youth Exchange Program
RYLA	Cancer Care Lodge
Rotary Park	
Greening Projects (tree planting, laying sod, daffodil planting)	

We also participate in J.L. Crowe's career prep interviews. In order to pass the class, the students must attend the interview. It's really neat partnership with Crowe. There's also the Rotary exchange for students.

- In 1999, students were selected from Trail, one went to Belgium and the other Argentina; two came to Trail, one from Belgium and Costa Rica.
- In 2000, one student was selected from Trail and spent a year in Sweden. In exchange, Trail hosted a student from Finland for a year.
- In 2001 the Trail and Rossland clubs jointly sponsored a Trail student to travel to Australia and in exchange, are hosting a student from Ecuador.
- For 2002, Trail and Rossland have each committed to sponsor a student.

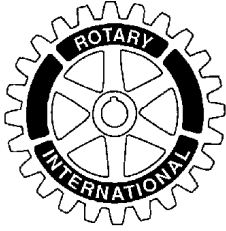
The young people spend two or three months with a host family and then go to live with other host families over the course of 11- 12 months. "Besides the hosts, other Rotarians are encouraged to entertain them, for example, taking them for dinner, etc."

The Rotary Youth Leadership Awards program is sponsored in each community, each year. Young people are chosen to attend Camp Roger Larson in Coeur d'Alene, Idaho for a week-long seminar and workshop in leadership skills.

Kiro Manner, in conjunction with the Kiwanis Club, was a Rotary Project, as was the Seniors Villa in Shavers Bench.

In the late 1990s, provincial Rotary Clubs made it their mandate to raise money for the Cancer Lodge in Kelowna, and the local clubs exceeded the amounts requested. Recently, the Rotary Club of Trail bought a van for Trail Regional Hospital, and is working to bring a multi-level care facility for seniors and a drug and alcohol treatment centre for young people.

On an International scale, Rotary Clubs have committed to eradicating polio within the next few years.



Constitution of the Rotary Club of Trail, British Columbia

Article I - Name

The name of this organization shall be Rotary Club of Trail
(Member of Rotary International)

Article II - Territorial Limits

The territorial limits of this club are as follows: Within 6 km Radius of the Trail Post Office, 835 Spokane Street.

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 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 IV - Meetings

Section 1 —

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

1. 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.
2. 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 two regular meetings in any one Rotary year for causes not otherwise specified herein provided always that the club should not fail to meet for two consecutive meetings.

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

Article V - Membership

Section 1 — *General Qualifications.* 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 four kinds of membership, namely: active, senior active, past service and honorary.

Section 3 — *Active Membership.* A person possessing the qualifications set forth in article V, section 3 of the RI constitution may be elected to active membership in this club. A person possessing the qualifications for active membership, but who is in the same classification of business or profession as an active member of the club, may be elected as an additional member under the provisions of this section. Such additional persons are active members with all the privileges of active membership. However, such additional persons shall not be holders of their classifications and may not propose other additional active members under their own classifications.

Section 4—*Categories of Additional Active Member.* This club may elect three categories of additional active members. This club may have one additional active with the same classification in each of the three categories.

- a. *First Category – Same Classification as Proposer.* An active member may propose to active membership a person who is actively engaged in the same classification as of the proposer.
- (b) *Second Category – Former Rotarian.* An active member may propose to active membership a former member of a club, with the consent of the active member holding the classification, 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.

- (c) *Third Category – Former Rotaractor.* An active member may propose to active membership a former member of a Rotaract club, with the consent of the active member who holds the classification. The former Rotaractor must live and work within the territorial limits of this club, have maintained membership in one or more Rotaract clubs for at least four years, and have terminated membership in the former Rotaract club due to reaching the age limit for membership or relocating outside of the former Rotaract club.
- b. *Change in classification Holder.* All additional active members must have the same classification as one of the active members of this club, who is the holder of the classification. If the active member holding the classification ceases to hold the classification for any reason, including a transition to senior active or past service membership, then one of the additional members with the same classification will become the holder of the classification. If there is only one additional active member with such classification, the additional active automatically becomes the classification holder. If there are two or three additional active members with such classifications, then this club elects one of them to be the classification holder, and the other member(s) remain as additional actives.

Section 5 — Senior Active Membership.

- a. *General Qualifications.* An active or past service member shall be automatically become a senior active member where such member's combined active and past service membership in one or more clubs includes: a total of at least 15 years membership; a total of at least ten years where the member has attained the age of at least 60 years; a total of at least five years where the member has attained the age of at least 65 years; or, where the member is a present or past officer of RI.
- a. *Former Members.* This club may elect to senior active membership any former member of any club who was a senior active member or eligible to become a senior active member at the time such membership was terminated.
- b. *Rights and Privileges – Limitations of Senior Active Membership.* Senior active members shall have all the rights, privileges and responsibilities of an active member, except that they neither hold classifications nor have the right to propose additional active members.
- c. *Successor to Senior Active.* 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 6 — Past Service Membership. A past service member is one who has all the rights, privileges and responsibilities of an active member except that such member shall not represent a classification or have the right to propose an additional active member under section 3 and 4 above.

d. *Eligibility for Past Service Membership.* The following individuals are eligible for past service membership:

i. Past Service Membership – Retirement.

A person who has retired from active business or professional life but who is otherwise qualified for Rotary club membership under article V. section 3. of the **RI** constitution, including having held a qualifying position level, may be elected a past service member.

(ii) Past Service Membership – Loss of Classification. Active members who have lost their classifications through no fault of their own may be elected to past service membership by this club’s board of directors.

(b) *Admission Free Exemption.* Current or former members elected to past service membership in their clubs are exempt from paying a second admission fee.

Section 7 — Dual Membership. No person shall simultaneously hold active, senior active, or past service membership in this and another club. No person shall simultaneously be a member and an honorary member in this club.

Section 8 — 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 members shall be exempt from the payment of admission fees and dues, shall have no vote and shall not be eligible to hold any 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 this club. No honorary member of this club is entitled to any rights and privileges in any other club.

Section 9 — Religion, News Media and Diplomatic Service. Representatives of more than one religious denomination, representatives of more than one newspaper and/or other news media and diplomatic representatives of more than one government may be eligible to active membership under such classifications, provided that such representatives otherwise possess the qualifications as set forth in the constitutional documents.

Section 10 — *Holders of Public Office.* 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 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. Active members who are elected or appointed to public office for a specified period may continue as such active members in their existing classifications during the period in which they hold such office.

Section 11 — *Rotary International Employment.* This club may retain in its membership any member employed by RI.

Article VI - Classifications

Section 1 — *Classifications.*

- c. Each active member of this club shall be classified in accordance with the member's business or profession.
- a. The classification of each active member of this club shall be that which covers the principal and recognized activity of the firm, company or institution with which such member is connected or that which covers such member's principal and recognized business or professional activity.
- b. *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 the member shall be allowed a hearing thereon.

Section 2 — *Limitations.* The active membership shall consist of but one person from each classification of business or profession, excepting the religion, news media, and diplomatic services classifications, which may have more than one person in each such classification, and excepting the provision for additional active members.

Article VII - 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% of the time devoted for the regular meeting or makes up for an absence in any of the following ways:

- c. 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 of a provisional club, or

- (ii) by direction of this club, attends a regular meeting of a Rotoract or Interact club or Rotary Village Corps or of a provisional Rotoract or Interact club or Rotary Village Corps, or
 - (iii) attends a convention of RI, a council on legislation, an international assembly, a Rotary institute for past and present , and incoming 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 inter-city 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 the time and place, or
 - (v) except that where 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 a 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.
 - (vi) attend a club service project authorized by the board of this club.
- a. If, at the time of such meeting a member is
- (i) traveling with reasonable directness to or from one of the meetings mentioned in paragraph (a) (iii) of this section, or
 - (ii) on Rotary business serving as an officer or member of a committee of RI, or a trustee of The Rotary Foundation, or
 - (iii) on Rotary business serving as the special representative of the 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 attendance is completely impossible, or
 - (vi) engaged in Rotary business duly authorized by the board of this club if this precludes attendance at a meeting of this club.

(vii) Working in bona fide circumstances within the member's own country of residence for extended periods on outposted assignments when, by mutual agreement between the member's home club, the members may attend such nominated club for the period of assignment, validated by an appropriate form of advice by the secretary of said club where such attendance shall be credited in the member's name.

Section 2 — *Notice of Make-up.* In the cases set out in subsection (a) (ii), (a) (iii) or subsection (b) of section 1 of this article, the member shall only be counted as being in attendance if notice of the fact is given by the member personally to the club. In the cases set out in subparagraphs (a) (i) and (iv), such notice may be given by the member personally or by the secretary of the club visited.

Section 3 — *Exemptions.* A member's absence shall be excused if

- I. (i) the absence is caused by protracted ill health or impairment or by stay of more than two weeks in a country in which Rotary clubs do not exist so that such member is physically unable to attend a regular meeting and the board approves such absence
- (ii) In the case of intended absence in a country in which there are no Rotary clubs, the member shall inform the secretary of this club before starting the journey or, if that is impossible, in writing from that country. Before approving such absence, the board shall satisfy itself that the journey will prevent the member from making up an absence in accordance with section 1 (a) of this article, or
- a. a member is a senior active member and 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.

The absences of members who fall into categories (a), (I), and (ii) above and whose absences have been excused shall not be included in the club's attendance records for the period in question. Members who fall into category (b) above shall not be included in the membership figure used to compute the club's attendance; further, neither their absences nor attendance shall be used for that purpose.

Article VIII - 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 — 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 (5) days previous to such meeting.

Section 3 — 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, and a treasurer, any or all of whom may or may not be members of the board as the bylaws of the club shall provide.

Section 4 —

1. 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 to office and shall serve for the term of office or until a successor shall have been elected and qualified.
2. The president shall be elected, as the by-laws of the club may provide, within the period of not more than two years but not less than eighteen 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 proceeding 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.
3. 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. For a better understanding of the duties and responsibilities of club president, the president-elect shall attend the district presidents-elect training seminar and the district assembly unless excused by the incoming governor. If so excused, the president-elect shall send a designated representative from the club whose duty it will be to report back to the president-elect.

Article IX - Admission Fees and Dues

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 bylaws 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 X - Duration of Membership

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

Section 2 — *How Terminated*

- (a) Membership shall automatically terminate when a member ceases to have the necessary qualifications for membership, except that
- (i) active members who, through no fault of their own, would otherwise lose their classifications may, by action of the board of directors of this club, be elected to past service membership; or
 - (ii) by permission of the board, active members moving from the territorial limits of the club, may be given special leave of absence for a period not exceeding one year to enable them to visit and become known to a Rotary club in the community to which they move, providing they are still active in the same classifications of business or profession and continue to comply with the attendance and all other conditions of Rotary membership; or
 - (iii) by permission of the board, active members moving from the territorial limits of the club may retain membership providing they are still active in the same classifications of business or profession and continue to comply with attendance and all other conditions of Rotary membership; or
 - (iv) active members who would be losing their classifications without default on their part may retain their classifications and be given special leaves of absence for periods not exceeding one year to enable them to obtain new employment in their classifications or in new classifications providing they continue to comply with the attendance and all other conditions of Rotary membership. The termination of their membership would take effect only at the end of the period of leave granted to them.
- a. When past service members reenter active business or professional life their memberships automatically become active memberships if the classifications are vacant. If the classifications are not vacant they continue as past service members.
- b. 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.

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. If elected to membership, a second admission fee shall not be required.

Section 4—*Termination - Non-Payment of Dues*.

1. Any member failing to pay dues within thirty (30) days after the prescribed time shall be notified in writing by the secretary at the member's 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.

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, provided that no former member can be reinstated to active membership if the classification of the former member has been filled.

Section 5 — *Termination - Non-Attendance.*

- (a) Each member, other than an honorary member of this club, must
 - (1) attend or make up at least sixty percent of club regular meetings in each half of the Rotary year;
 - (2) attend at least thirty percent of the regular meetings of this club 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.

- a. The membership of any member, other than an honorary member, of this club shall automatically terminate if, without the consent of the board for good and sufficient reason, the member fails to attend or make up four consecutive club meetings.

Section 6 — *Termination for Other Causes.*

- b. 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.
 - a. 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 no less than two-thirds of the members thereof, at a meeting called for that purpose.
 - b. In either case (a) or (b) the member shall be given at least ten (10) days' notice in writing of such pending action and an opportunity to submit to the board a written answer. 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 the member's last known address.

- c. 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 the intention either to appeal to the club or to arbitrate as provided in article XIV of this constitution. In the event of an appeal, 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 (21) days after the receipt of such written notice of appeal. At least five (5) 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.
- d. 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.
- e. 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 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 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 XI - 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.

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

Section 4 — *Recognizing Rotary's Beginning.*

1. This club will strive to emphasize aspects of Rotary service during a special week of celebrations commencing on the anniversary of Rotary's establishment. The week, commencing on February 23 of each year, shall be known as World Understanding and Peace Week.
2. While the special week will provide opportunity to reflect upon past achievements, it is appropriate to focus upon programs of peace, understanding and goodwill within the community and throughout the world.

Article XII - 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 active, senior active, or past service 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 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 publications as may be determined by the Board of Directors of RI.

Article XIII - 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 such member has not received a copy of them.

Article XIV - 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 bylaws, 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 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 XV - Bylaws

This club shall adopt bylaws not inconsistent with the constitution and bylaws of RI (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 bylaws may be amended from time to time as therein provided.

Article XVI - Interpretation

Throughout this constitution, pronouns of either the masculine or feminine gender shall include the other.

Article XVII - Amendments

Section 1 — *Time.* Except as provided in section 4 of this article this constitution may be amended only by the council on legislation or by the convention of RI in the same manner as is established in the bylaws of RI for the amendment of its bylaws.

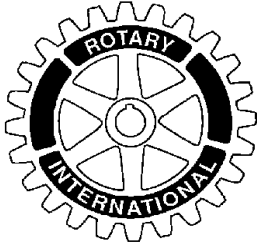
Section 2 — *Who May Propose.* Amendments to this constitution, except as provided in section 4 of this article, may be proposed only by a club, by a district conference, by the general council or the conference of RI in Great Britain and Ireland, by the council on legislation, or by the Board of Directors of RI.

Section 3 — *Procedure.*

3. Any proposal to amend this constitution shall be delivered to the general secretary of RI not later than the first day of May in the Rotary year preceding that in which the council on legislation is to meet.
1. The general secretary of RI shall mail five copies of all duly proposed amendments to each governor, one copy to all members of the council on legislation and one copy to the secretary of any club that requests it, no later than 31 December in the year the council shall be convened. The proposed amendments also will be made available via that Rotary World Wide Web home page. Resumés of all proposed enactment's, with details of the deletions and additions to the *Manual of Procedure* omitted, shall be sent to each club.

2. The council shall consider and act upon each duly proposed amendment transmitted to the council and any duly proffered amendment thereof.

Section 4 — Article I (Name) and Article II (Territorial Limits) of this 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. In the event of reconsideration of a decision not to relinquish or share territory for the organization of an additional club, as directed by the district governor or Board of Directors of RI, as provided in section 2.020.4 of the bylaws of RI a two-thirds vote is required to sustain the previous negative decision.



BYLAWS
of
THE ROTARY CLUB OF TRAIL
British Columbia, Canada

Name

The name of this Club shall be the,
“ ROTARY CLUB OF TRAIL ”

Article I - Election of Directors and Officers

Section 1. At 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 5 members of the Board of Directors. The nominations may be presented by a nominating committee or by members of the floor, by either or by both as a 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 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 5 candidates for director receiving a majority of the votes shall be declared elected as directors. 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 immediately following the year of service on the board as president-elect.

Section 2. The officers and directors, so elected, together with the immediate past president shall constitute the board of directors.

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

Section 4. 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 II - Board of Directors

The governing body of this club shall be the board of directors consisting of 11 members of this club, namely, 5 directors elected in accordance with article 1, section 1, of these bylaws, the president, vice-president, president-elect, secretary, treasurer, and the immediate past president.

Article III - Duties of Officers

Section 1. *President.* It shall be the duty of the president to preside at meetings of the club and board and to perform such other duties as ordinarily pertain to the office of president.

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 perform such other duties as ordinarily pertain to the office of president-elect.

Section 3. *Vice-President* It shall be the duty of the vice-president 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.

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, senior active and past service since the start of 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 immediately following 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 same 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 of the treasurer shall turn over to the incoming treasurer or to the president all funds, books of accounts or any other club property.

Article IV - Meetings

Section 1. *Annual meeting* An annual meeting of this club shall be held on the first meeting of December in 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 Wednesday at 12:00 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 regular meeting must be counted as present or absent, and attendance must be evidenced by the member's being present for at least sixty (60) percent of the time devoted to the regular meeting, either at this club or at any other Rotary club.

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

Section 4. Regular meetings of the board shall be held each month at the time determined by the president. Special meetings of the board shall be called by the president, whenever deemed necessary, or upon request of two (2) members of the board, due notice having been given.

Section 5. A majority of the board members shall constitute a quorum of the board.

Article V - Fees and Dues

Section 1. A newly inducted member will be charged an initiation fee. The amount of such a fee shall be determined by the board of directors, reviewed annually as part of the budgeting process, and amended as required.

Section 2. Membership dues shall be payable semi-annually on the first day of July and of January. The price of each member's subscription to THE ROTARIAN shall be included in the dues. The membership dues shall be determined by the board of directors, reviewed annually as part of the budgeting process, and amended as required.

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 1. The president shall, subject to the approval of the board, appoint the following standing committees:

- Club service committee
- Vocational Service committee
- Community Service committee
- International Service committee
- Ways and Means committee

Section 2. The president shall, subject to the approval of the board, also appoint such committees on particular phases of the club service, vocational service, community service, international service, and the ways and means as deemed necessary.

Section 3. The club service committee, vocational service committee, community service committee, international service committee, and ways and means committee shall each consist of a chairman, who shall be named by the president from the members of the board, and not less than two (2) other members.

Section 4. The president shall be ex-officio a member of all committees and, as such, shall have all the privileges of membership thereon.

Section 5. Each committee shall transact such business as is referred to it by the president of 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 - 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 VIII - Finances

Section 1. The treasurer shall deposit all funds of the club in some bank to be named by the board.

Section 2. All bills shall be paid only by checks signed by any two of the signing officers. An appropriate audit by a certified public accountant or other qualified person shall be made once each year of all the club's financial transactions.

Section 3. The fiscal year of this club shall extend from July 1 to June 30th, and for the collection of members' dues shall be divided into two (2) semiannual periods extending from July 1 to December 31, and from January 1 to June 30th. 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 4. At the beginning of each financial 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 a simple majority of the members at a regular club meeting, shall stand as the budget for that year. The budget may be changed subsequently if deemed necessary by the board.

Article X - Method of Electing Members

Section 1. The name of a prospective member, proposed by an active, senior active, or past service member of the club, shall be submitted to the board in writing, through the club secretary. 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 classifications and membership requirements of the club constitution,

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

Section 4. If the decision of the board is favorable, the prospective member shall be informed of the purposes of Rotary and of the privileges and responsibilities of membership (including the kind of membership proposed). Following which the prospective member shall be requested to sign the membership proposal form to permit his or her name and proposed classification (if active membership) 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) if the club within seven (7) 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 tuition fee (if not honorary membership), shall be considered to be elected to membership.

Section 6. Following such election, the president shall arrange for the new member's induction and further orientation, and the club secretary shall issue a membership card to the member and shall report such action to RI.

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, a quorum being present, by a two-thirds vote of all members present, provided that notice of such proposed amendment shall have been given 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 club constitution and with the constitution and bylaws of RI.